

**aes**

American Embassy School  
*An International Community*

# AES Playbook

2020 - 21

Updated April 2021



## Preparing for a Dynamic School Year

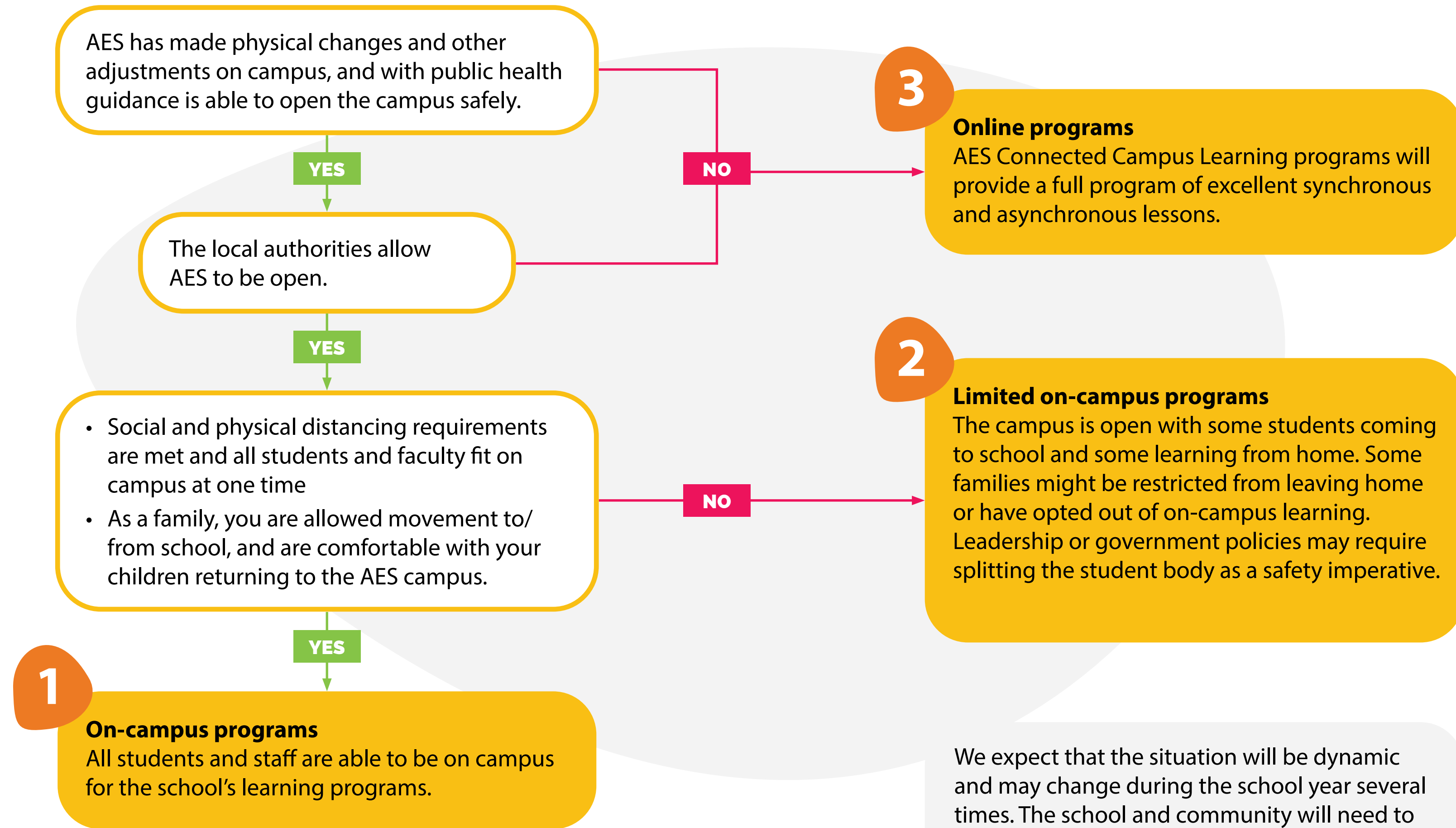
joyful pursuit  
of excellence

The American Embassy School's leadership team and Board of Governors work collaboratively to develop strategies and protocols that provide a safe and healthy learning environment, while staying true to our mission of the joyful pursuit of excellence.

We are using guidance from public health officials, local government requirements, and Centers for Disease Control and Prevention (CDC) resources from other international schools and leading organizations. Our school's child protection and social-emotional programs and policies have been adapted to support the mental and physical well-being of our students as they learn at home or at school.

This Playbook provides the AES community with an overview of the 2020–21 school year campus preparation procedures. The playbook is a brief summary of what to expect during these extraordinary times. It describes options for learning and teaching throughout this academic year. AES is committed to serve our students with programs that are engaging, flexible, and responsive to the current crisis.

# AES Program Delivery in a Dynamic Year

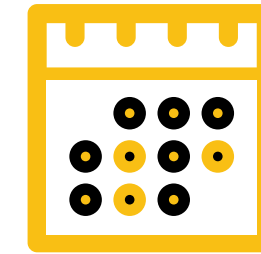


We expect that the situation will be dynamic and may change during the school year several times. The school and community will need to be ready to move between Model 1, Model 2 and Model 3 fluidly during the year.

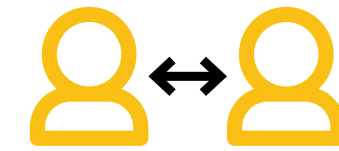
## Model 1: AES On-Campus Programs



AES is prepared for on-campus learning in line with government guidelines and international health officials. It is very important that parents, teachers and students work in partnership with AES to take joint responsibility for everyone's health and safety.



- Reopening timings will orient the community to physical distancing practices
- Staggered pick up and drop off times at the gates



- Physical distancing measures in all indoor space
- Occupancy limits
- Limited student movement or mixing during the school day
- Rigorous cleaning and hygiene protocols



- On-campus athletics and activities will be offered based upon health & safety considerations
- A robust online program of activities will be offered



- Self-reported temperature checks, travel histories
- Limited access to campus for visitors, vendors and/or parents



- Optional lunch and bus programs are adapted based on health and safety

## Model 2: AES Limited On-campus model (combination of online and face-to-face)

The campus is open with some students learning from home and some who come on campus. School leadership decisions or government policies regarding distancing and group sizes may guide limitations to the number of students on campus at any one time. Students who are not on campus will continue learning online.

AES is providing a gradual and safe access to campus by grade level which allows for some students to learn from home and some to learn on campus each week. Grade levels will be split into two groups based on the number of students who have shown their intention to attend face to face classes. Each group will have the opportunity for on-campus instruction at least two days a week. Students will continue to learn online (synchronous and asynchronous) for the remaining days of the school week.

### The following program will be in place for consultation learning:

- Students and families will have the opportunity to opt-in to on-campus instruction.
- Students who opt in for on-campus learning will be assigned specific days when they will attend class on campus. They must be off campus for any remaining school days.
- Students who are not on campus for learning should continue with online instruction.



#### Synchronous learning activities

- Students and teachers are online together at the same time



#### Asynchronous learning activities

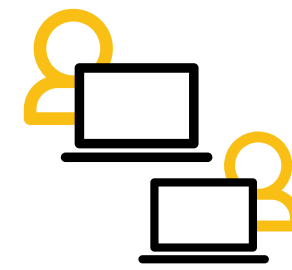
- Learning activities and recorded lessons are accessed by students at any time.

## Model 3: AES Connected-Campus Learning Programs (100% online)

culture of  
belonging

AES's Connected-Campus Program will blend synchronous and asynchronous learning using schedules and curricula that provide academic rigor balanced with wellbeing. We will continue to nurture our culture of belonging by supporting the academic and social-emotional growth of our learners.

The Connected-Campus online program could happen if schools in Delhi are ordered closed for a period of time. It could happen for a group of students if a border is closed or if a neighborhood is marked as a 'containment zone' by the authorities. A family that is not in Delhi or chooses not to send their child to campus can also participate in our Connected-Campus Learning Programs.



### **Synchronous learning activities**

- Students and teachers are online together at the same time



### **Asynchronous learning activities**

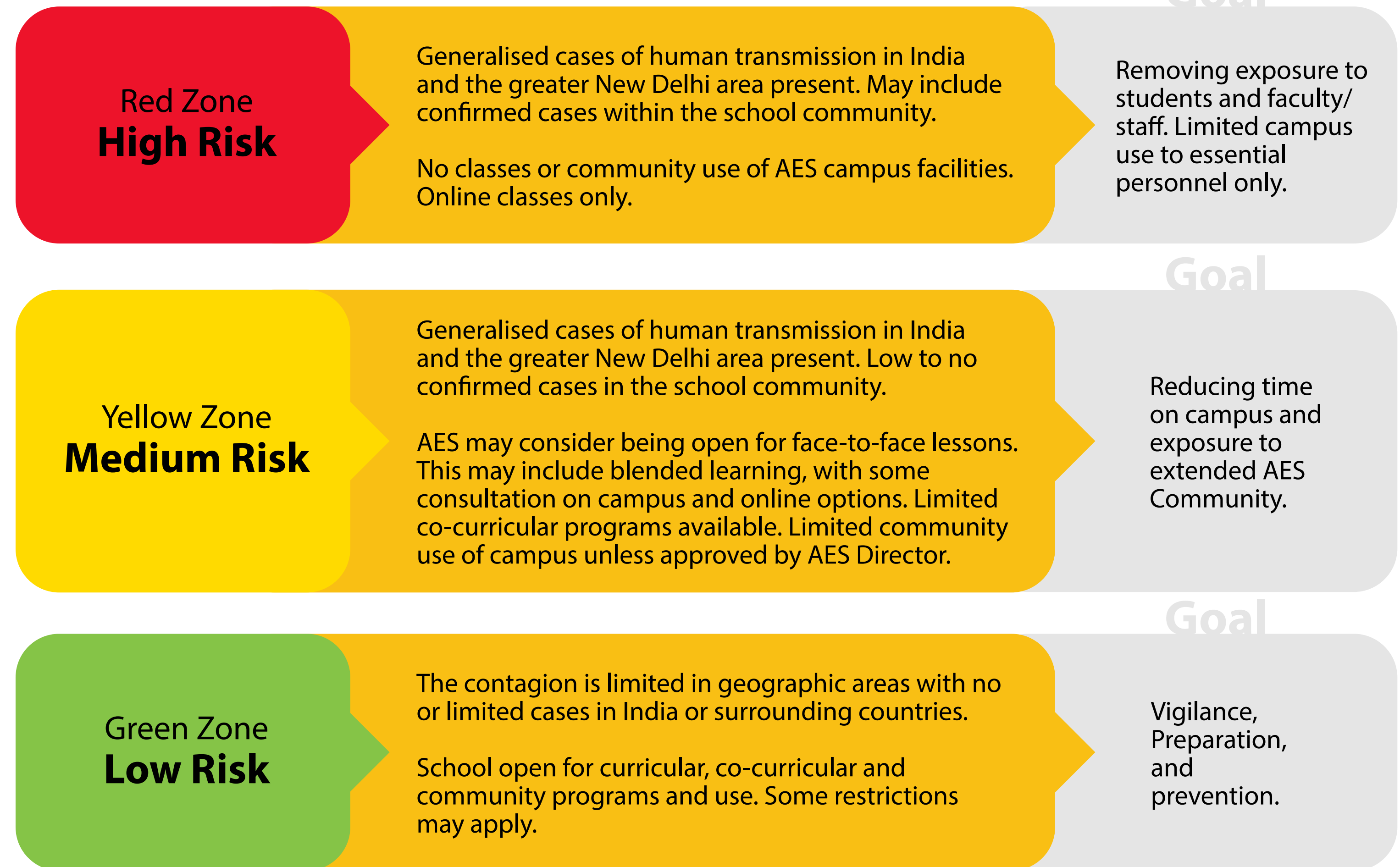
- Lessons recorded by the teacher, and accessed by students at any time
- Learning activities are provided to be completed by students

# Matrix

## Prepared for Interruptions

The leadership team is prepared for the possibility of waves of interruption to on-campus learning. A shift to online learning will happen immediately in that situation. AES uses the organizational escalation or de-escalation matrix for pandemic response as a guide:

## Escalation or De-Escalation Matrix



# Digital Platforms



AES Middle and High Schools use **Google Classroom** to share content, foster communication and collaboration, and deliver assignments asynchronously. Our teachers use integrated apps in Classroom to support and engage students in their learning. Parents receive emails from *Guardian Notification* regarding student learning activities and progress, and interact via email and Zoom with the teacher.



**SeeSaw** is a digital portfolio platform used asynchronously by our students in PreK to Grade 5 to access multimedia lessons and complete online activities. Students also upload their work such as photos, video, a piece of writing, or other evidence of learning. Feedback is provided, and students and parents can also interact online with the teacher.



The **Sora** e-book reader application makes thousands of ebooks and audio books available through our libraries For all ages and members of the AES community.



The **RB Digital** audiobook application makes dozens of magazines available online to all members of the AES community.



AES uses the **Zoom** digital platform to offer virtual video classrooms, office hours, and meetings to engage our students with collaboration and communication.



AES students and community members have access to dozens of research databases, magazines and other materials from the **library web page**.



The **PowerSchool** web-based student information system is used by the AES Middle and High School to report on formative and summative assessments to students and parents on a regular basis.



# Community Health and Safety

Specific plans, decisions and preparations are updated as needed using public health guidelines. The following strategies have been developed and are modified as needed:

- 1 Campus Hygiene:** Facility cleaning and disinfection has been increased, especially in common areas, high-touch surfaces, and high-traffic zones.
- 2 Health Screenings:** Monitoring is in place for checking temperatures and symptoms, accompanied by contact tracing when appropriate. An isolation room at our Health Office has been created. There are two separate entrances for illness and accident cases.
- 3 Quarantine Requirements and Health Declaration Forms:** AES faculty, staff, vendors, students and community members are all subject to government guidelines. We will either meet or exceed US, international and local health guidelines and requirements.
- 4 Hand Hygiene:** Hand washing and use of hand sanitizer is required throughout the day.
- 5 Physical Distancing:** Space design, furniture layout, queues, and transit within buildings has been configured to maintain physical distancing as much as possible. There are capacity limits to allow for physical distancing in classrooms, meeting rooms and all dining spaces when open.
- 6 Personal Protective Equipment:** All students, teachers and staff are required to wear masks during the school day unless alone in their office or classroom. Everyone is expected to wear their own mask and bring spares. Gloves, face masks and other PPE will be available if needed.
- 7 Reduced Density & Mixing:** We will reduce density and student mixing through a variety of strategies such as rotating at-home and on-campus schedules, limited movement within buildings, meals in classrooms, etc..
- 8 Changes to Campus Access for Visitors and Parents:** Access to the campus is strictly by appointment only. For parents and students wanting to use the campus facilities, pre-booked 1 hour slots will be available. All visitors will be health screened on arrival at gate 2. The online visitor form is accessible [here](#).
- 9 Social-Emotional Learning:** SEL programs at the school will be adapted and intensified to support resilience, reduce anxiety and support students and families in this dynamic and uncertain time.



## Covid Code of Conduct

All AES community members must follow the guidelines of the school COVID Code of Conduct found [here](#)

This Covid code of conduct outlines expectations for social/physical distancing, health status, and other community behavior expectations.

## Child Protection On-campus and Online

The American Embassy School's Board of Governors has adopted a Child Protection Policy that represents our intent to provide a safe and nurturing environment. As an international community, AES has the unique challenge of facilitating understanding among varied nations, cultures and ethnicities. These challenges have become more unique in light of our work with children in online environments. For further information please refer to the [AES Child Safeguarding Manual](#) and the [AES Online Digital Learning Safeguarding Guidelines](#).

# Frequently Asked Questions (FAQ)

**1 In case the school is closed what will happen with any fees (lunch, bus, athletics, activities and tuition fees) that have been paid in advance?**

AES will continue to provide a top class learning experience for all of its students, regardless of the format (on-campus, consultation or online). Our teachers and other staff are working around the clock to ensure this will be delivered and your child's learning will not be diminished. Therefore we are not planning to change or rebate our current tuition fees. Of course, the situation in the coming months may lead to changes in the levels of usage for bus, lunch and activities fees. In these cases we will look to rebate any overpaid fees.

**2 Will there be reduced tuition fees for Early Learning students who are unable to take full advantage of online learning?**

We are currently working hard to develop a full and enriching online alternative for our Early Learning students. Given that the associated costs of delivering this will not reduce, despite a change in format, we will not consider any change in tuition fees.

**3 How will you monitor entry and exit at the gates to ensure proper tracing should anyone be infected with COVID-19?**

All parents and visitors will be required to pre-book appointments to access the school campus. The online visitor form is accessible [here](#). Visitor and emergency secondary contact details are mandatory. All visitors will be screened for signs of COVID. Student entry will be staggered and different gates will be assigned to different groups. All students, faculty and staff will have to update their Parent Locker App every day and show that they have been cleared for entry on any device before they are allowed to enter on campus.

**4 How can you make sure younger students adhere to physical distancing rules?**

The AES faculty and staff will be prepared to ensure that physical distancing expectations are clear and reinforced with all of our students. Our students' health and well-being are our top concern. We have made mask wearing a part of the routine for our younger students and reinforce this habit in a positive and proactive manner. Students of all ages from all over the world have been asked to wear masks in their classrooms. We believe this is a manageable and achievable health and safety requirement.

**5 How many students will be in one classroom for Elementary, Middle and High School?**

We are using a 6-foot distancing guideline (or 3.5 sqm) to develop capacity limits for all indoor spaces and rooms. Capacity numbers will be posted on the door to every indoor space.

**6 How do you take care of students' social-emotional wellbeing upon returning or transferring to AES?**

At AES we believe that learning will be limited unless the social-emotional wellbeing and behavioral needs of students are supported. Our focus is to provide effective social-emotional wellbeing support and learning strategies for students.

## Frequently Asked Questions (FAQ)

**7 What are your recommendations with regards to travels during the upcoming school year? If we travel out of India and are not able to return on time, are there any measures we can take to possibly keep studying online or would those days be counted as absent?**

We will have flexible attendance and leave policies to support families. At this time, all families and staff members should plan to limit non-essential travel. Current quarantine guidelines for travel can be found in the AES COVID Code of Conduct [here](#)

**8 What will happen to art, music and physical education classes?**

We are using the best available public health guidance as a resource. These programs are vital to our mission and will be adapted to remain safe.

- **Art:** Art classes will be following appropriate physical distancing measures, mask-wearing protocols. Students will each have their own tablespace to create artwork on, with spread-out storage for in-progress artwork. Shared materials (pencils, scissors etc) will be collected and set aside at the end of the class for proper disinfecting before the next use. Hand sanitizers have been stationed in the hallway and other high traffic areas, including the art printer.
- Students will still be able to create artwork of all types and showcase their art in an end-of-semester exhibition either in the theater gallery or online as a virtual gallery. The Intro Advanced Photography course will mostly become an Intro/Advanced Digital Photography course (the dark room will be closed until further notice).
- **Music:** Music classes will be following the recommended safety guidelines from the CDC, International SOS, and from the National Federation of State High School Associations aerosol study. Appropriate physical distancing will be observed, masks will be worn, and instruments and equipment will be sanitized with the recommended products.

- Students will still receive a well-balanced music education that focuses on the National Core Arts Standards for music curriculum: Create, Perform, Respond, and Connect. Students will still have opportunities to increase and further develop their musicianship, technique, and music literacy. Because large gatherings, such as concerts, may not be possible for some time, student learning will be shared and showcased through other formats.
- **Physical Education:** Students will be engaged in a holistic Physical Education program focusing on skill development within individual sports, adopting health-conscious practices. The SHAPE American Physical Education Standards will be guiding the assessed curriculum.
- Physical Education classes will be following the recommended safety guidelines from the CDC and International SOS. Appropriate physical distancing will be observed within all Physical Education areas including the Gymnasium and Fitness Studio's. In addition masks will be worn during all Physical Education excluding Swimming units. Equipment will be sanitized with the recommended products. Within some units, students may be requested to bring their own equipment from home.

**Other questions?**  
Please email the school at  
**[reopening@aes.ac.in](mailto:reopening@aes.ac.in)**  
with your questions  
or comments.

# AES Core Values

In this extraordinary time, our strength lies in uniting and empowering the American Embassy School community—students, teachers and families. As we come through this time together, we will continue to live by the values that have defined us for many years. Our community's sense of connection and collaboration will continue to grow as we move together through this adversity towards a better future.

New models for learning and teaching will help us reach our inspirational mission even better than before. The joyful pursuit of excellence in academics, athletics, arts and service can guide a purposeful, intentional reimagining of our school's programs, schedules and calendars. Our students can achieve even more, if we but dare.

Although our school programs will be different than we expected, our mission lives on.

The American Embassy School provides a balanced education defined by a joyful pursuit of excellence in academics, athletics, arts and service. We enable each student to be an inspired lifelong learner and a responsible, compassionate global citizen.

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we believe that everyone:

- \* has intrinsic value
- \* needs safety, trust and respect
- \* is responsible for their choices
- \* learns and grows through challenge
- \* lives more meaningfully when pursuing their passions
- \* is enriched by diversity
- \* is strengthened through service
- \* flourishes in a community that is caring, collaborative and nurturing
- \* has the power to create a more peaceful world

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The American Embassy School is a community of diverse learners. We celebrate the strength of our diversity and are committed to nurturing a culture of belonging. All members of our school community actively support every learner's academic, social and emotional growth.

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The logo for American Embassy School (AES) features the lowercase letters 'aes' in a bold, rounded, yellow sans-serif font. The background of the slide is white with large, abstract, organic shapes in yellow and orange at the top and bottom, and a black shape at the bottom right.

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**[aes.ac.in](https://aes.ac.in) | [reopening@aes.ac.in](mailto:reopening@aes.ac.in)**

Chandragupta Marg, Chanakyapuri, New Delhi 110021, India  
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