



October 29, 2020

Dear Parents/Guardians of Aseltine Students:

As we continue teaching and learning in this most unusual of years, I want to take a moment to thank you for your support and partnership. Much of the work we have accomplished during this pandemic would not have been possible without you.

As you know from our last correspondence, we are making plans to re-open for in-person instruction as of November 9 in a hybrid model. In-person learning will be offered Monday and Tuesday from 8:30 A.M -1:00 P.M and distance learning will be offered Wednesday through Friday from 10:00 A.M. – 1:00 P.M. For Wednesday-Friday, we will continue to offer home visits, in-person tutorials, therapy, and assessment services as needed. For more details in regards to our services and program for the days we offer Distance Learning, please refer to <https://aseltine.org/wp-content/uploads/2020/08/8-3-20-EParent.pdf>. This proposed hybrid model schedule will remain in place through December 17. We will evaluate increasing time after winter break. As soon as any changes are finalized, we will contact you again.

Attached is your parent copy of our COVID-19 Prevention Plan. The plan delineates student programs, policies, and procedures for our new hybrid model of instruction. If you would like to see the full plan, you can access it at [https://aseltine.org/wp-content/uploads/2020/10/CO\\_19-P\\_Plan.pdf](https://aseltine.org/wp-content/uploads/2020/10/CO_19-P_Plan.pdf).

Your student’s assigned teacher will be setting up Parent-Teacher meetings using GoogleMeet platform starting the week of 11/2/20. I encourage you to respond so that we may address any questions or concerns. Student progress is dependent on our continued partnership with all of us working together. We are here to work with you. Below you will find:

- I. Policies and Procedures
- II. Weekly Instructional Schedule and Calendar
- III. Attendance/Participation Requirements and Student Incentive Program
- IV. Related Services and Student Support Services
- V. Staff Contact List

While our objective is to open on November 9, we also are cognizant of the possibility of a delay. Please note that if the county moves from the Red Tier to the Purple Tier **prior to November 9**, per the county's most current reopening school guidance, **we are required to wait until the county is back on the Red Tier for 14+ days**. If the school reopens for in-person instruction as scheduled on November 9 but moves back to the Purple Tier, **Aseltine School can remain open pending authorization from a Local Health Officer**.

We understand this is a time of uncertainty and concern. Thank you for your patience as we unfold this new and unknown paradigm. If you have questions prior to your scheduled parent-teacher conference, please feel free to contact me directly at [mpadilla@aseltine.org](mailto:mpadilla@aseltine.org). For Spanish speakers please call Luna Cuevas directly at 619-491-7029 or email her at [lcuevas@aseltine.org](mailto:lcuevas@aseltine.org).

Sincerely,

May Padilla  
Executive Director



## **I. Policies and Procedures**

The health and safety of students and staff is Aseltine School’s top priority in making the decision to physically reopen our school campus for use by students, staff, and the communities that we serve. Knowing that there is not a “one-size-fits-all” solution for re-opening our school that serves nearly 20 districts/charters across San Diego County, we have followed through with researching guidance and checklists developed by the California Department of Public Health, the California Division of Occupational Safety and Health, contracting LEAs, and SDCOE guidance. The following criteria and procedures will be implemented and modified as directed by these agencies.

### **A. Campus Access Policy**

Any Aseltine student, staff, or visitor showing symptoms of COVID-19 per CDC and CDPH guidelines will not be permitted at Aseltine School. Individuals permitted on campus will be required to adhere to symptom screening procedures, comply with physical distancing rules, and to wear a face covering. Students will be strongly encouraged and reinforced to follow the same guidelines. Parents/guardians of students are advised to communicate any pre-existing conditions of their student to Aseltine staff and a medical exemption for a chronic condition must be on file with the school so that the Aseltine Leadership Team can determine exceptions to screening procedures. In addition, these rules will also be revised as health guidance and restrictions are lifted in response to the cases of COVID-19 within San Diego County.

In this first phase of re-opening, Aseltine School will focus on minimizing campus access to only Aseltine School staff and students. Exceptions will only be made with prior clearance from the Aseltine Leadership Team. The team requests at least 48 hours to determine if an “exception” will be made. Aseltine School will make students available to district personnel and outside related service providers during school hours if necessary via GoogleMeet or any secured video forum established by the contracted district or service provider in this first phase of re-opening as needed.

### **B. Screening and Reporting Policy**

#### 1) Screening

All staff members and students are screened upon arrival to school for fever or signs of illness using a touchless thermometer and a series of questions recommended by the CDC related to their current health or exposure to others who may be ill. Individuals who have a temperature greater than that determined acceptable by state and local health orders, or symptoms of illness (i.e., fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, new loss of smell or taste, congestion or runny nose, diarrhea, nausea, or vomiting), will not be admitted to the school building. Staff members or students will be immediately isolated in assigned areas and adhere to local guidance in regards to returning to school grounds. Students’ parent/guardian will be contacted immediately for pick-up. If parent/guardian is not available, the emergency contact information will be reviewed to call the backup person. Upon release, the parent/guardian will be advised to contact their health care provider and to update the Aseltine School Leadership Team.



Return to school for staff and students is contingent upon guidance set forth by CDPH (MUST meet ONE of the following):

- i. Proof of negative viral test result (PCR only) if both fever and symptoms are gone (without fever-reducing medications) 72 hours after symptoms are resolved.
- ii. 10 days from the day symptom(s) first appeared, AND improved symptoms AND no fever (or use of fever-reducing medications) for the last 24 hours/1 day.
- iii. A licensed MD/DO/NP/PA (who manages the condition) confirms in writing the diagnosis of a chronic condition, and that the symptoms are unrelated to COVID-19. A signed authorization for school to interact with the medical provider to verify the diagnosis only, not the specifics of the diagnosis, must also be provided.

In addition to these precautions, additional supports have been implemented at Aseltine School to ensure teacher and staff safety. In conjunction with SDCOE, Aseltine School will enact COVID-19 surveillance testing for all staff members. 25% of staff will be tested every two weeks or 50% of staff every month to rotate testing of all staff over time. Effective 10/26/20, Aseltine staff members will begin testing based on an assigned schedule to promote the health and safety of the Aseltine community.

## 2) Reporting

Aseltine School will identify individuals who have been in close contact (within 6 feet for a total 15 minutes or more over a 24-hour period) of an infected person and take steps to isolate COVID-19 positive person(s) and close contacts. Local health officials will be notified by the Aseltine School's COVID-19 Liaison, Executive Director, and/or designated administrator of any positive cases of COVID-19 reported to the school by calling the Public Health Services Epidemiology Department. Staff and families will be called directly of any positive and/or suspected case of COVID-19, notified electronically, and/or mailed a letter, while maintaining confidentiality as required under FERPA and state law related to the privacy of educational records.

## **C. Health and Safety Practices**

Aseltine School has developed plans to teach and reinforce washing hands, avoiding contact with one's eyes, nose, and mouth, and covering coughs and sneezes among students and staff. The plans include positive reinforcement for practicing healthy hygiene practices. Practices school staff will teach and reinforce students for demonstrating on an on-going basis are:

- a. Use a tissue to wipe their nose and to cough/sneeze inside a tissue or their elbow.
- b. Wash their hands frequently throughout the day, including before and after eating; after coughing or sneezing; after classes where they handle shared items, such as outside recreation or art; and before and after using the restroom.
- c. Wash their hands for 20 seconds with soap, rubbing thoroughly after application. Soap products marketed as "antimicrobial" are not necessary or recommended.
- d. Use fragrance-free hand sanitizer when hand washing is not practicable.

1) Handwashing/use of hand sanitizer: Hand washing opportunities are included in the students' daily schedules, and additional hand washing will be prompted by staff members as needed and



- When entering the school property, classroom, and/or office
- After using the restroom
- Before and after eating
- After taking off or putting on their face mask
- If their hands are visibly soiled

Students and staff have access to hand washing facilities in the following locations: student restrooms and staff restrooms. Each classroom has a dedicated, single use bathroom. In addition, there are 6 hand-sanitizing stations throughout the school building in close proximity to entry points and classrooms. Hand sanitizing station will be utilized if restrooms are not readily available.

2) Use of face coverings: Asetline School has adopted the requirements outlined in the CDPH Guidance for the Use of Face Coverings and the CDPH Industry Guidance.

[https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings\\_06-18-2020.pdf](https://www.cdph.ca.gov/Programs/CID/DCDC/CDPH%20Document%20Library/COVID-19/Guidance-for-Face-Coverings_06-18-2020.pdf)

Individuals on campus are required to wear face coverings while on campus. This includes staff, students, parents and/or visitors. Exemptions will be made for those who have a pre-existing medical condition.

Face coverings may be fashioned from household items or made at home from common materials and should:

- Fit snugly but comfortably against the side of the face
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allow for breathing without restriction
- Be able to be laundered and machine dried without damage or change to the shape
- Meet the Asetline School dress code policy

All students will be required to use cloth face coverings or, if exempted from a face covering, a face shield. For students who have a medical or public health exemption and/or require additional support to adhere to COVID-19 policies and procedures, such as the use of a face covering and other personal hygiene activities will be included as part of their units of study and will be reinforced through Asetline School’s positive behavioral intervention systems and supports.

3) Physical Distancing: Visual markers are placed in select hallways and in classrooms to prompt physical distancing between individuals. Throughout the building, COVID-19 Occupancy Markers are posted to prevent gathering and to abide by physical distancing rules.

#### a. Classroom Space

- To reduce the possibility of infections, students will remain in the same classroom, which will meet square footage and COVID-19 Occupancy Standards. The instructional space will be set up such that students and staff are separated with 6 feet between seats at a table. To the greatest extent possible,



classroom assigned staff will remain the same, including during transition, breaks and lunch. Staffing will be scheduled in a manner to minimize switching between classrooms.

#### b. Outdoor Spaces

- Outside spaces will be used as much as practical and based on a staggered schedule to prevent promote physical distancing standards.
- Meals - Students will eat lunch in their assigned classroom, except those who are assigned to eat outside, while maintaining 6 feet distance from one another. Tables will be cleaned and disinfected after each use.
- Passing periods/transitions - Transitions will be limited as students will have designated transition areas for arrival and departure. For any other transitions (to/from bathroom, to/from playground), students will be prompted to follow transition procedures and will maintain physical distancing when lining up.
- Flex Time/Physical Education - Only 1 classroom at a time will be allowed to use the front yard for recreational use, which will be highly structured with direct supervision. Shared equipment will be minimized and, if used, disinfected prior to use by another student.
- Sports and extracurricular activities such as field trips, assemblies and sporting events will not be held at this time.

#### 4) Limited Use of Shared Objects and Equipment:

- All school supplies will be provided by Aseltine School. No additional supplies from home are required. Students are provided with a pencil box/basket in which they will keep their assigned school supplies at their desks and keep personal items at their assigned bin at the back of the classroom. The use of personal items from home will be strongly discouraged.
- Chromebooks will be assigned for single student use to the greatest extent possible.
- All other equipment that is shared will be cleaned and disinfected after each use. When sharing is required, scheduling is designed to limit sharing as much as possible.

#### 5) Cleaning and Disinfecting:

Aseltine Schools has developed a checklist and schedule with specific times during the day in which frequently touched surfaces are cleaned and disinfected throughout the school building. Frequently touched surfaces within each classroom are cleaned and disinfected before and after eating snacks and lunch, and at the end of the school day after all students are dismissed. In addition, all staff members have completed the Integrated Germ Management course as required by the California Healthy School Law and are instructed in the safe use of disinfectants.



#### **D. Arrival and Departure:**

Procedures for both bus, car service, and/or parent drop off will be the same in that they will wait at the front of the school until signaled by an Aseltine School staff member to proceed to the unloading zone for hand sanitizing and classroom assigned screening. The school parking lot located off Lincoln Street is not available for student pick up or drop off at this time. Assigned staff members will enter the screening area to meet their designated student. During daily symptom and temperature screening, students arriving in private vehicles will remain in their vehicles until cleared to exit by an Aseltine School staff member.

Upon exiting the bus, van, or private vehicle, students will use hand sanitizer, and be supervised by an assigned staff member to wait in the student's classroom designated transition area. They will enter their classroom designated transition area where they will be screened, and then proceed to their classrooms. Extra face coverings will be available in case a student forgets to bring one from home; if the face covering has been soiled during transport; and/or if the face covering does not meet the criteria set forth by CDPH guidance and/or Aseltine dress code policy.

Upon entering the classroom, a classroom assigned staff member will collect students' personal devices. Students will be directed to turn-in their personal devices in their own-labeled bag. Staff will store the device in a locked cabinet/drawer. Students' personal devices will be returned upon students' dismissal.

Upon departure, all students will wait at their classroom designated transition area. Students will wait for their bus/private vehicle to be called to the exit area to meet their bus or parent/guardian. Upon exit, they will be strongly encouraged to use hand sanitizer prior to loading their bus/private vehicle in the school loading zone.

#### **E. Distance Learning Options**

Distance learning will be offered for various reasons including:

- If a student must be absent due to personal or family quarantine or if mandated by local health authorities.
- If a parent/guardian does not feel comfortable having their student return to in-person instruction regardless of health conditions.
- If a student consistently violates policies and procedures that jeopardizes their own and others' health and safety.

Distance Learning includes lessons and supporting activities that align with Aseltine School's approved curriculum. Lessons will be shared with students and their families through G-Suite Educational Platform and Tools. In addition, teachers, classroom support team members, and related service providers will regularly check in with their students and parents using Google Hangouts/Hangouts Meet, email, and/or telephone calls. Group lessons and activities for students will be offered in both synchronous and asynchronous formats, through platforms such as YouTube and Google Meetings. Students and families will be asked to regularly submit completed work samples. For more information, please refer to <https://aseltine.org/wp-content/uploads/2020/08/8-3-20-EParent.pdf>. Participation in distance learning will be documented in a variety of ways including submission of completed assignments, and tracking through educational software programs, as well as by teacher and parent report. If advised by the public health department to limit travel to school, Aseltine School is prepared to provide distance learning options.



## II. Weekly Instructional Schedule and Calendar

\*School Schedule effective 11/9/20-12/17/20 (until further notice)

### Monday and Tuesday → BRICK AND MORTAR

- In-Person Instruction at Aseltine School from 8:30 – 1:00.
- For students who are absent/quarantined and/or have elected to continue Distance Learning, hours will be 10:00-1:00.

### Wednesday and Thursday → ALL DISTANCE LEARNING (10:00-1:00)

8:30-10:00	Asynchronous Learning <b>Synchronous Learning: In-Person (Home Visits, Assessments or Therapy), Virtual Make-ups/1:1 Sessions*</b>
10:00-11:45	Academic Instruction (small groups, 1:1 as needed)
11:45-12:15	Lunch/Community Time/Social Skills
12:30-1:00	Class Elective/Club <span style="float: right;"><i>*Home Visit Check-In</i></span>
1:00-3:30	Asynchronous Learning <b>Synchronous Learning: In-Person (Home Visits, Assessments or Therapy), Virtual Make-ups/1:1 Sessions*</b>

### Friday → ALL DISTANCE LEARNING (10:00-1:00)

8:30-10:00	Asynchronous Learning <b>Synchronous Learning: In-Person (Home Visits, Assessments or Therapy), Virtual Make-ups/1:1 Sessions*</b>
10:00-11:45	All School Meeting: Reflections
11:45-12:30	School Elective/Club <span style="float: right;"><i>*Home Visit Check-In</i></span>
*1:00	<i>depends on Reflections</i>
1:00-3:30	Asynchronous Learning <b>Synchronous Learning: In-Person (Home Visits, Assessments or Therapy), Virtual Make-ups/1:1 Sessions*</b>

- **Blue** indicates small-group and/or school-wide scheduled activities = Synchronous Learning
- **Black bold with highlight** indicates individualized times for In-Person services and/or Virtual Make-ups/1:1 Sessions

#### Definitions:

- 1) Class Elective/Club (M-Th):** Class Specific, Class Made
- 2) Elective (Friday only):** Mixed Groups (Fitness, Art, Music)
- 3) Virtual Make-ups:** Google Meet or phone call for students who miss small group and/or school wide scheduled activities. This is typically more effective for students who have a good track record of participation.
- 4) 1:1 Sessions Types:**
  - Used before or after **instructional/blue block** to offer extra support for all students.
  - Used before or after **instructional/blue blocks** for students who miss a session- Virtual Make-Up Sessions.
- 5) Home Visits: In-person** support in attendance/engagement, instruction, social-emotional supports to students, and/or to deliver required documents/supplies.
- 6) Assessments/Therapy: In-person** assessments (for IEP or benchmark tracking) and therapy (Behavior Intervention Services, Counseling and Guidance, Speech, OT)



### **Calendar Dates**

11/11/20: No School. Veterans Day Observed  
11/20/20: No School. Non-Instructional Day.  
11/23/20-11/29/20: Thanksgiving Break  
11/30/20: School Resumes  
12/18/20-1/3/21: Winter Break  
1/4/21: School Resumes

## **III. Attendance/Participation Requirements and Student Incentive Program**

### **A. Attendance/Participation Requirements**

Attendance is vital to student academic and behavioral progress. Meeting standards of attendance and participation through Distance Learning/Hybrid Model is now a state mandated requirement according to AB-77. According to the bill, students are required to attend a minimum 3 hours of live interactions a day “to the greatest extent possible.”

Per this directive, we are offering a schedule that meets this requirement but also includes additional time in the late afternoon for much needed extra support. Students will be offered 2 days of in-person instruction and during Distance Learning will be offered up to 3 hours of live interactions a day from 10:00 to 1:00. Live interactions are face-to-face instruction online or in-person (depending on CDPH guidance). Some sessions will be individual while others will be in a group forum.

It is vital that your student attends these scheduled live interactions. Make-up sessions and Home Visits will also be offered on a limited basis. In addition, assignments will be offered via Google Classroom and independent work packets. Parents and students will have an opportunity to review schedules and reminders will be sent daily via texts, emails, or Google calendar invites. For students who do not meet the state criteria of 60% attendance of live interactions and 60% of work completion credits, Aseltine School is required to report attendance and engagement records to the student’s referring school district on a weekly basis including the interventions used to improve participation.

### **B. Student Incentive Program (Positive Behavioral Support)**

As one component to our current behavioral program, we have added an additional support to motivate students to improve attendance and engagement, increase academic performance, decrease problem behavior, and establish positive school cultures through our Hybrid Model that includes both In-Person Instruction and the Distance Learning platform. Students who meet weekly benchmark criteria will have the opportunity to participate. This program will be offered in addition to classroom and 1:1 behavioral contracts.



	<b>Weekly Benchmark Criteria</b>
<b>Attendance</b>	<p>Student needs to meet attendance requirements to qualify for the program unless an individualized behavior contract is in place.</p> <p>Student must be present at Reflections to earn money unless there is an excused exception and teacher/May or Nina are notified ahead of time.</p> <p><b>\$5 = 75% attendance to live interactions with Reflections <u>OR</u></b>  <b>\$10 = 100% attendance to live interactions with Reflections</b>  <b>Below 9 or less live sessions = no money</b></p>
<b>Work Completion</b>	<p><b>\$5 = cumulative 75% or higher</b>  <b>Below 74% or less = no money</b></p>
<b>Behavior Observation Score</b>	<p><b>\$5 = 3.0 higher</b>  <b>\$2.50 = 2.9-2.5</b>  <b>Below 2.4 or less = no money</b></p>
<b>Health and Safety</b>	<p>Students must meet 3.25 or higher in the Health and Safety area which includes social distancing, wearing a face covering, and hand washing.</p> <p><b>\$5 = 3.2 higher</b>  <b>Below 3.1 or less = no money</b></p>
<b>Student of the Week</b>	<p>Student does not need to necessarily meet criteria per classroom staff discretion.</p> <p><b>\$5</b></p>

#### **IV. Related Services and Student Support Services**

##### **A. In-Person Therapy & Assessments**

The Individuals with Disabilities Education Act (IDEA) guarantees the rights of children to a free and appropriate education. Among other things, the IDEA requires that schools assess student-learning needs within prescribed timeframes and provide any additional therapeutic services needed to ensure educational growth. The United States Department of Education and California Department of Education have instructed local education agencies that they are required to adhere to the mandates expressed in the IDEA throughout the course of the pandemic.

Per federal and state law, Aseltine will support in-person therapy and assessments when it is determined that needs cannot be met through virtual means on a 1:1 basis. Therapy and assessments sessions will be conducted during school operating hours and by appointment only. Therapy may take place at the school and/or, if applicable, during a Home Visit. Assessment sessions will take place at school. Parents/guardians will be requested to drop off their child off at school. If parents/guardians are unable to do so, an Aseltine staff member, following policy and procedures related to COVID-19, will provide transportation.



## **B. In-Person Instruction/Tutorials**

On an as needed basis and as a means of intervention to improve work completion and student engagement, select students will be offered in-person instruction/tutorials on campus for extenuating circumstances Wednesday-Friday. During in-person instruction/tutorials, classroom teacher and classroom support staff will offer intensive instruction to support academic and behavioral IEP goals. This service will be offered at the discretion of the Aseltine Leadership Team and based on local agency guidance and CDPH standards.

In addition to adherence to the requirements described in the industry guidance, Aseltine School commits to the following when providing in-person assessment, therapy services, and/or instruction/tutorials:

- 1) Assessments and therapy services may be provided to individual students and/or at the discretion of the Aseltine Leadership Team.
- 2) Physical distancing (6-feet) must be maintained between the school employee and student during the assessment/service.
- 3) The space used for assessments and/or services must be cleaned and disinfected by properly trained personnel prior to and after each appointment.
- 4) All students and staff will be screened for temperature, symptoms of COVID-19 and exposures, and excluded if they have a temperature 100F or more.

## **C. Home Visits/Outreach**

Throughout the fall semester, Aseltine staff will implement structured Home Visits with students and their families on an as needed basis. The purpose of the visits will be to serve as an additional social/emotional and academic support during the Hybrid Model. In addition, it will also serve as a positive intervention to address students who are struggling in attendance and engagement. During these visits, relationship and partnership building will take priority over assignments and behavioral compliance.

During Home Visits, Aseltine staff will be required to follow all social distancing protocols and wear a face covering at all times. Students will be required to wear a face covering and, if they are not available, students will be provided a disposable one. All Home Visits will take place directly outside the student's home and/or in and a prearranged agreed upon community space (agreed upon Aseltine Staff and parent/guardian).



**5. Staff Contact List**

Name	E-mail	Phone Number	Function/Purpose
Emily Ruiz	<a href="mailto:eruiz@aseltine.org">eruiz@aseltine.org</a>	619-452-3392	Teacher-Room 12
Danny Medina	<a href="mailto:dmedina@aseltine.org">dmedina@aseltine.org</a>	619-452-0535	Teacher-Room 23
Teagan Keyser	<a href="mailto:tkeyser@aseltine.org">tkeyser@aseltine.org</a>	619-452-0274	Teacher-Room 25
Nina Williams	<a href="mailto:nwilliams@aseltine.org">nwilliams@aseltine.org</a>	619-436-5218	-Supports in Education and Behavior Program- Supervises Behavioral/Student Support Team Members
Kim Groulx	<a href="mailto:kgroulx@aseltine.org">kgroulx@aseltine.org</a>	619-516-9638	-Initial School Contact -Related Services Coordination -Schedule IEPs and Intakes -Billing and Attendance
Luna Cuevas	<a href="mailto:lcuevas@aseltine.org">lcuevas@aseltine.org</a>	619-491-7029	-Office Assistant to Kim Groulx -Translator Services for Spanish Speaking Homes
May Padilla	<a href="mailto:mpadilla@aseltine.org">mpadilla@aseltine.org</a>	619-452-0775	-All operations -Education and Behavior Program Supervision