March 19, 2020

Aztec Families/Guardians:

Every HFA student deserves an empowering education and the support that is provided by a strong learning community. During this time, we are dedicated to continuing our support of our students in their learning process, but even more importantly, as people who may be struggling with the uncertainty and daily challenge that the coronavirus brings.

Here is some helpful information to support you and your student while we are not on campus:

HFA Alameda coronavirus resource page
https://thealamedaschool.org/coronavirus/

Free internet access
https://corporate.charter.com/newsroom/charter-to-offer-free-access-to-spectrum-broadband-and-wifi-for-60-days-for-new-K12-and-college-student-households-and-more

Free/Reduced Lunch distribution sites and services
https://bit.ly/FoodPickup

Contact information for help:

Gmail passwords and login jmontez@thealamedaschool.org Internet access jmontez@thealamedaschool.org COVID-19 (coronavirus) anxiety egomez@thealamedaschool.org Access to Chromebooks, calculators egomez@thealamedaschool.org	College applications, transcripts, SAT scores egomez@thealamedaschool.org AP Art Portfolios jmedina@thealamedaschool.org Special Education Support mjay@thealamedaschool.org Sec 504 Support egomez@thealamedaschool.org

HFA Alameda Remote (Off-Campus) Learning
Beginning March 19, all HFA students and staff will partner in an **Alternate Learning Plan** to continue students' work in their classes through off-campus programming.

We will use a variety of approaches that include:

- Class meetings with a teacher (schedule below)
- Online assignments
- "Pen + paper" and art assignments – uploaded
- One-to-one check-ins with Forum teacher
- Tests, quizzes and projects that count toward a student's grade

All students have access to a personal school Gmail email account. This is the first line of communication between students and teachers. **Students should pay close attention to each teacher's email communication and their "posts" on Google Classroom.** This is where students will find their assignments and any other messages from teachers.

Weekly Schedule for Students

Students should join their class with the remote learning link provided by the teacher at the assigned time in their current schedule. Teachers will take attendance and provide instruction at those times. Afternoon office hours provide the opportunity for additional support through discussion or Q&A with teachers. Students may request help by email, text or Zoom meeting. Responses to texts and emails will be provided within 24 hours.

Monday		**Tuesday/Thursday (A Day)**	**Wednesday/Friday (B Day)**
Complete assigned work. Check-in with Forum Teacher. Review & begin new assignments.	9:30 – 10:05	1st Period	6th Period
	10:15 – 10:50	2nd Period	7th Period
	11:00 – 11:35	4th Period	9th Period
	11:45 – 12:20	5th Period	10th Period
	12:20 – 1:30	Lunch	Lunch
	1:30 – 3:30	Assignment/Work Time Office Hours (optional)	Assignment/Work Time Office Hours (optional)
	3:30 – 4:30	Tutoring (optional)	Tutoring (optional)

Remote Learning Programs

Teachers and students will be using both Google Classroom and Zoom to support their remote learning while our campus is closed.

Google Classroom

On-line platform where teachers can post assignments, provide instructions to students and upload readings, videos or Zoom links for class sessions. Students will also be able to upload their completed work through Google Classroom.

For Students:

- Login to Google Classroom
- Join the "class" for which you need the assignment or teacher instructions
- Navigate classwork and assignments

https://www.youtube.com/watch?v=awmgsegm710
https://www.youtube.com/watch?v=ugSvRwEp99E

For Guardians:

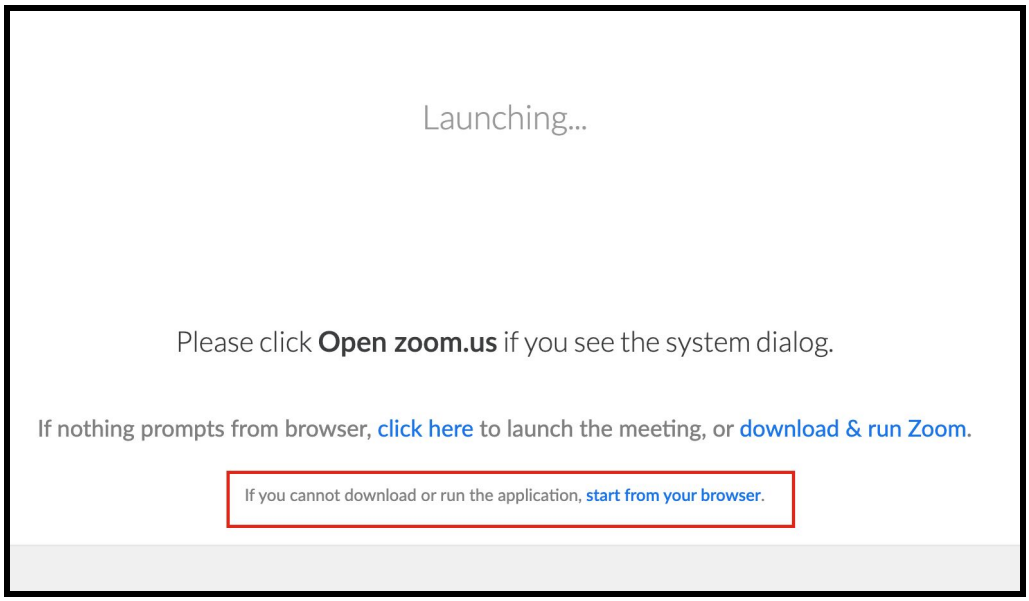
- Receive an invitation to email summaries
- Select frequency
- Sample email summary

https://www.youtube.com/watch?v=ugSvRwEp99E

Zoom
Virtual meeting program that will support teachers and students hosting “online” morning class sessions and afternoon office hours at their assigned times. Students can get the link for each session from their teacher’s “class” in Google Classroom.

- Instructions for how to join a live class session or office hours using Zoom: https://youtu.be/hIkCmbvAHQQ

- *If you cannot install the Zoom app, use the browser option:



- How to operate within a Zoom class: https://youtu.be/ygZ96J_z4AY

- More additional videos: https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials