

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-d-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	College applications, transcripts, SAT scores egomez@thealamedaschool.org
Internet access jmontez@thealamedaschool.org	AP Art Portfolios jmedina@thealamedaschool.org
COVID-19 (coronavirus) anxiety egomez@thealamedaschool.org	Special Education Support mjay@thealamedaschool.org
Access to Chromebooks, calculators egomez@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.	9:30 – 10:05	1 st Period	6 th Period
	10:15 – 10:50	2 nd Period	7 th Period
Check-in with Forum Teacher.	11:00 – 11:35	4 th Period	9 th Period
	11:45 – 12:20	5 th Period	10 th Period
Review & begin new assignments.	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:

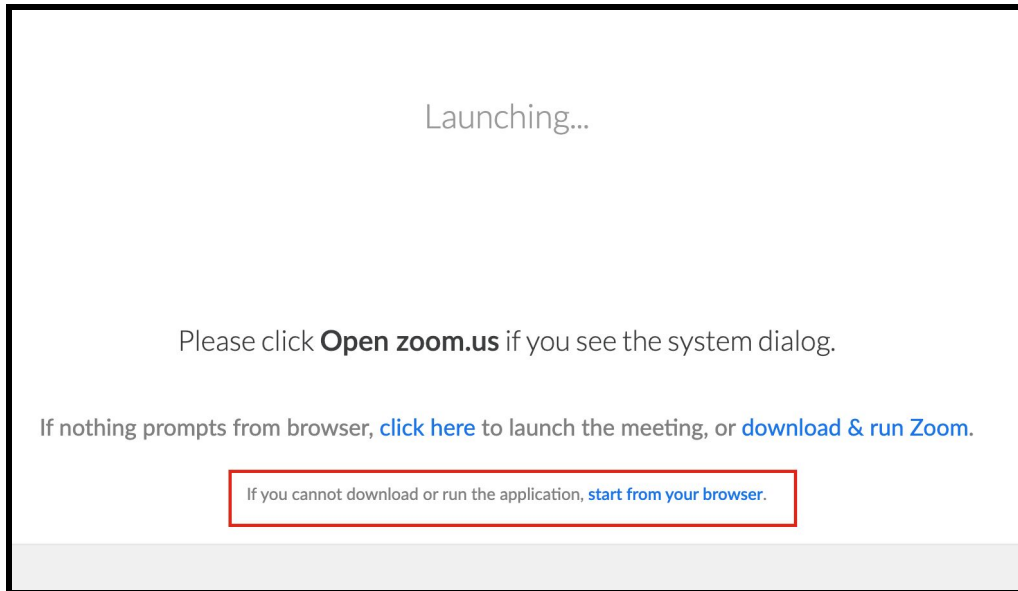
- Receive an invitation to email summaries
- Select frequency
- Sample email summary

<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.

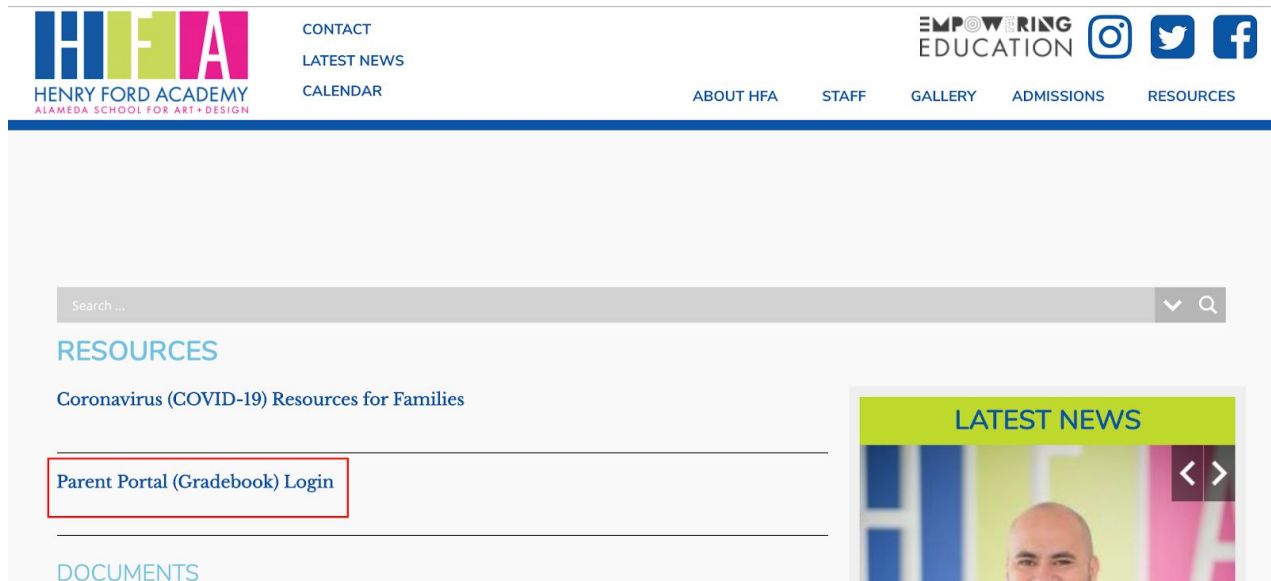
- Instructions for how to join a live class session or office hours using Zoom:
<https://youtu.be/hlkCmbvAHQQ>
- *If you cannot install the Zoom app, use the browser option:



- 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>

Parent Portal (Grade Book)

- go to <https://thealamedaschool.org/resources>
- Find the link on the resources page



The screenshot shows the website for Henry Ford Academy, Alameda School for Art + Design. The header includes the school's logo, navigation links for CONTACT, LATEST NEWS, and CALENDAR, and social media icons for Instagram, Twitter, and Facebook. A secondary navigation bar contains links for ABOUT HFA, STAFF, GALLERY, ADMISSIONS, and RESOURCES. Below the header is a search bar. The main content area is titled "RESOURCES" and features a section for "Coronavirus (COVID-19) Resources for Families". A red box highlights the "Parent Portal (Gradebook) Login" link. To the right, there is a "LATEST NEWS" section with a photo of a man and navigation arrows.

Or you can follow this direct link: <https://txeis20.txeis.net/ParentPortal/login?distid=015833>

Contact Information for HFA Alameda Staff

Name	Position	Email	Phone
Mr. Montez	Principal/Superintendent	jmontez@thealamedaschool.org	(210) 251-9594
Mr. Gomez	Counselor	egomez@thealamedaschool.org	(210) 831-5678
Ms. Rodriguez	School Finance	mrodriguez@thealamedaschool.org	(210) 400-3649
Ms. Martinez	Student Records	smartinez@thealamedaschool.org	(210) 792-7102
Ms. Jay	Special Education	mjay@thealamedaschool.org	(210) 612-7263
Ms. Bryand	Social Studies Teacher World History World Geography Physical Education	tbryand@thealamedaschool.org	(210) 612-7320
Mr. Elizondo	Math Teacher Algebra I & II Geometry Pre-Calculus Financial Math	melizondo@thealamedaschool.org	(210) 485-8631
Ms. Garcia	Theater Teacher Theater I & II Tech Theater I & II	agarcia@thealamedaschool.org	(210) 792-7948
Mr. Gonzales	Art Teacher Ceramics Art Drawing Exploring Cultures	jgonzales@thealamedaschool.org	(210) 612-7299
Mr. Medina	Art Teacher Art I, II, & III AP Art Printmaking	jmedina@thealamedaschool.org	(210) 632-1633
Mx. Morales	ELA Teacher ELA I ELA II ELA III ELA IV	zmorales@thealamedaschool.org	(210) 632-6461
Mr. Robles	Science Teacher Biology Chemistry Physics Earth Science	xrobles@thealamedaschool.org	(210) 419-8671
Ms. Sanchez	Art Teacher Graphic Design Principles of Audio & Video Junior Workshop	hsanchez@thealamedaschool.org	(210) 792-9495
Ms. Zei	Social Studies Teacher US History Sociology/Psychology Sr Mastery Process	jzei@thealamedaschool.org	(210) 722-8002

Timeline At-a-Glance

Thursday, March 19 – Monday, March 23

Students complete any outstanding or missed assignments, retake quizzes or tests as allowed by the teacher and continue work on longer-term projects. Information regarding these options will come from teachers through email. Students should check their Gmail accounts directly.

All outstanding or missed assignment work is due Monday, March 23 by 12:00 pm (noon).

Saturday, March 21, 10:00am – 12:00pm

Staff will be on-site at HFA Alameda space at the UTSA Downtown Campus for identified students to checkout a Chromebook and pick up learning packets (if online access is not available). Families interested in checking out a Chromebook should email Mr. Gomez (egomez@thealamedaschool.org) by Friday, March 20 2:00 pm.

Thursday, March 19 - Friday, April 3 (may be extended)

Staff and students engage in the alternate learning plan. Students should practice “social distancing” when they are not working on their designated activities. Staff will provide educational and social-emotional support to students through a variety of strategies -- phone calls, email and text messages.

Tuesday, March 31

School leaders and the Board of Directors will re-evaluate our ability to reinstate the full student body on campus.