



March 17, 2020

Dear Friendship Families,

I am reaching out to inform you of our plan to continue supporting the academic growth and development of our students while schools are closed throughout Minnesota. It is our number one priority to maintain the health and safety of our students and families, while simultaneously preventing as much learning loss as possible.

Beginning on Monday, March 23rd, all students will begin distance learning until further notice. Teachers will post instructional videos and assignments by 9 AM daily, with the expectation that students will complete all required work before midnight.

In order to provide a weekly touch point, all students will have a 15-minute check-in with their homeroom teacher two times a week at a dedicated time and a 15-minute check-in with an educational assistant two times a week. During this call, teachers and support staff will:

- Check-in with students about the work they have completed
- Go over specific questions and problems
- Give them words of encouragement to do their absolute best and read, read, read!

Your child's teacher will coordinate with you on the best time to call - so this call is also an opportunity for you as the parent to touch base with your child's teacher and ask any questions that might be on your mind.

It is our recommendation that you establish a set time for when and a designated area in which your child will complete their work so that they experience consistent routines and procedures for engaging in academic tasks.

Included in this packet is information and guidance regarding distance learning policies and plans, a suggested schedule, contact information for teachers and educational assistants, and a framework for both math and literacy instruction.

If you have any questions or concerns, or issues with technology, please contact the office at Friendship Academy between 8 AM - 5 PM at (612) 879-6703. We appreciate your flexibility and understanding as we work through these unprecedented circumstances. Please know that



your team and family at Friendship is available to offer any support that we possibly can and answer any questions that you may have.

Respectfully,
Friendship Academy Administration

Suggested Daily Schedule

Time		Suggested Activities
7-9 AM	Wake Up and Morning Preparations	Wake up, make your bed, get dressed, eat breakfast, clean up
9-10:30 AM	Math	Practice math facts, complete 2 IXL math skills, work on math assignments from teacher
10:30-11 AM	Brain Break	Go outside, take a break, eat a snack, drink water, watch a brain break video from GoNoodle.com
11 AM - 12 PM	Creative Time	Drawing, coloring, singing, dancing, arts and crafts, etc.
12-12:30 PM	Independent Reading	Read a book for 30 minutes
12:30 -1 PM	Lunch	
1-3 PM	ELA	Complete 2 literacy-related IXL skills, work on ELA assignments from teacher
3-3:30 PM	Brain Break	Go outside, take a break, eat a snack, drink water, watch a brain break video from GoNoodle.com
3:30-4:30 PM	Online Literacy	Read and work on passages from ReadWorks or CommonLit
4:30-5 PM	Chore Time	Help with daily chores, clean frequently



		touched surfaces
5-6 PM	Dinner	
6-7 PM	Academic Time	Complete homework or unfinished activities, play educational games, watch an educational show
7-8:30 PM	Free Time	
8:30 PM	Bedtime	Get ready for bed and go to sleep

Helpful Distance Learning Resources

General Education

[IXL](#)

[Khan Academy](#)

Literacy-Based Websites

[News ELA](#)

[Read Works](#)

[CommonLit](#)

[Scholastic Learn @ Home](#)

[Epic! Digital Library](#)

Math-Based Websites



[Prodigy](#)

[Xtramath](#)



Distance Learning Borrowing Form

By checking out school-owned devices and bringing home school-owned texts, you agree to follow and accept that:

- Use of Technology Policy
- Friendship Academy owns the chromebook, laptop, software, and issued peripherals
- You will return the device in good working order (or pay the full replacement cost) and return all borrowed books and texts
- In no event shall Friendship Academy be held liable to any claim of damage, negligence, or breach of duty.

Ownership of Texts

Friendship retains sole right of possession of the texts. Moreover, Friendship Academy administrative staff and faculty retain the right to collect texts at any time.

Ownership of the Chromebook/Laptop/Tablet

Friendship retains sole right of possession of the chromebook/laptop/tablet (computer). The chromebook/laptop/tablet (computer) is lent to the student for educational purposes only. Moreover, Friendship Academy administrative staff and faculty retain the right to collect and/or inspect chromebook/laptop/tablet (computer) at any time, including via electronic remote access and to alter, add, or delete installed software or hardware.

Copyright and File Sharing

Your student is required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Acceptable Use Policy.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. Damages that are due to manufacturer defect or normal use will not be charged to you. However, you will be charged for rates listed below due to negligent damage. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device.



Texts: \$10-\$25

Device Repairs: \$25-\$75

Power Adapter replacement: \$40.00

Chromebook lost or destroyed beyond repair: \$250.00

Using Google Classroom

[Google Classroom](#) will be the primary source of learning and instruction during distance learning. Here is a handy [Google Classroom Tutorial for Parents](#).

How to Access Google Classroom for the First Time

1. Log into your child's school GMail account by going to mail.google.
2. Once you've logged in to their email, you will see an invitation to join our Google Classroom. Accept the invitation. (Note: some students have already joined their classroom. In this case, skip to Step 3.)
3. The invitation should take you directly to Google Classroom.

How to Log on the Google Classroom

1. Click on the 3 x 3 grid in the top right-hand corner of the computer.
2. Select Classroom.

How to Complete Assignments

- Teachers will post daily work and instructional videos daily by 9 AM.
- In Google classroom, you will see several headings:
 - “Stream” will be a live feed of all the assignments and announcements.
 - “Classwork” will have all the assigned work.
- Assignments will show up on Google Classroom at 12:00AM.
- Directions for each assignment will be provided in the assignment itself or on the web resource the assignment links to.
- Assignments should be completed by 11:59 PM each day.
- There are three ways to submit assignments:
 - Submitted for a document or quiz



- Posted in a class discussion
- A picture/photograph taken, uploaded, and sent to the teacher via email

How to Contact A Teacher

- All students will have a 15-minute check-in with their homeroom teacher two times a week at a scheduled, dedicated time and a 15-minute check-in with an educational assistant two times a week.
- Additionally, teachers, educational assistants, and paraprofessionals will hold office hours during which they will be available via email, messaging on Class Dojo, or for video talks through Google Meets to answer questions, explain assignments, and provide guidance as necessary

Student food pick-up information during school closures due to COVID-19

Friendship Academy of the Arts is providing students with meals while schools are closed due to the COVID-19 virus. These meals are intended to replace the meals services that students normally receive during the school day. Meals will be available starting Monday March 23rd from 10-2pm. Both breakfast and lunch will be available and you will be able to take up to 5 days worth of food at one time.

Meals will also be given to students at several school locations throughout the city (see list below). No identification or paperwork is required. Meals are given from school buses parked in school parking lots; school buildings will remain closed.

The sites listed below will distribute lunches throughout the city.

Andersen

1098 Andersen Lane

Bethune

919 Emerson Ave. N.

Cityview

3350 4th St. N.

Edison

700 22nd Ave. NE

Folwell

3611 20th Ave. S.

**Green**

3416 Fourth Ave. S.

Hall

1601 Aldrich Ave. N.

Hmong International Academy

1501 30th Ave. N.

Hale

1220 E 54th St.

Jenny Lind

5025 Bryant Ave. N.

Lake Nokomis - Keewaydin

5209 30th Ave. S.

Lyndale

312 W. 34th St.

Marcy Open

415 Fourth Ave. SE

Northeast

2955 Hayes St. NE

Olson

1607 51st Ave. N.

Patrick Henry

4320 Newton Ave. N.

Roosevelt

4029 28th Ave. S.

Seward

2309 28th Ave. S.

South

3131 19th Ave. S.