

# CORONAVIRUS (COVID-19) UPDATE



## HPCA Online Protocol/Information for Parents and Students

### 3<sup>rd</sup> – 6<sup>th</sup> Grade

#### General Information

1. Teachers will post all assignments to Canvas by 10:00 am each school day.
2. Assignments will not be given for Tech Lab, Spanish, Media, Music, or Art.
3. Assignments will be given for PE.
4. All assigned work will be due by 10:00 am the next school day.
5. If you are having difficulty completing certain assignments due to your technology availability, contact the teacher for other arrangements.
6. Teachers will have office hours between 10:00 am and noon each school day for the sole purpose of assisting you. You may email teachers at any time.
7. 3<sup>rd</sup> grade students: Total time on assignments should not exceed 2 hours per day.
8. 4<sup>th</sup> – 6<sup>th</sup> grade students: Total time on assignments should not exceed 2 ½ hours per day.
9. Teachers may give “optional” assignments. Parents can use these at their discretion.
10. Teachers will be flexible to assist you through this unique time.

#### Absences

If your child is sick or is unable to complete the assignments for that day, please let your teacher know.

#### Resource Department

If your child is part of the Resource program, the Resource teachers are here to help.

- Mrs. Kris Voy [kvoy@hpcacougars.org](mailto:kvoy@hpcacougars.org)
- Mrs. Lynn Shores [lshores@hpcacougars.org](mailto:lshores@hpcacougars.org)
- Mrs. Lila Lind [llind@hpcacougars.org](mailto:llind@hpcacougars.org)

#### Technology

We have a limited supply of Chromebook loaners that are available for Middle School students who do not have the necessary technology equipment at home. Please contact [techsupport@hpcacougars.org](mailto:techsupport@hpcacougars.org) for assistance.

#### Visiting Campus

- On-campus visits are limited to trips that are necessary for your child to complete their work. (Picking up/dropping off books, assignments, etc.) For now, offices will be open from 8:30am – 2:00pm each school day.
- Teachers are not able to tutor students or give tests to students on campus.

#### Athletics

All athletic activities (games, matches, practices, meetings) have been cancelled until school resumes on campus.

## **Canvas**

I know that Canvas may be new to many of you. Canvas is our learning management system that we use from 3<sup>rd</sup> grade through 12<sup>th</sup> grade. We want to provide consistency and have everyone use Canvas rather than receiving assignments through multiple means.

Canvas is available through your browser or by downloading the Canvas Student App onto your mobile device:

ios: <https://apps.apple.com/us/app/canvas-student/id480883488>

android: [https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en\\_US](https://play.google.com/store/apps/details?id=com.instructure.candroid&hl=en_US)

On desktops and laptops, students can access Canvas through our [hpcacougars.org](http://hpcacougars.org) website. On the front page, click on the **Red Canvas button**. Then click on the Student/Teacher button. Here, you will enter your ID and password.

Third grade parents will receive an email from Mrs. Medlin which will contain your student's ID and password and some additional instructions. 4th - 8th students have been logging in all year long and should know them. If they do not know it, you can contact Mrs. Medlin at [cmedin@hpcacougars.org](mailto:cmedin@hpcacougars.org).

Here are some links that will help you navigate Canvas.

Canvas Student Introduction: <https://community.canvaslms.com/videos/1124-canvas-overview-students>

Canvas Student Assignments Overview: <https://community.canvaslms.com/videos/1122-assignments-overview-students>

The link below provides parents/teachers access to all Canvas

videos. [https://community.canvaslms.com/community/answers/guides/video-guide#jive\\_content\\_id\\_Students](https://community.canvaslms.com/community/answers/guides/video-guide#jive_content_id_Students)

## **Submitting Assignments**

If your student needs to take a picture of an assignment or a project, we highly recommend you use the following app rather than just sending a picture. This app needs to be on the same device as the Canvas Student App.

Tiny Scanner for android: [https://play.google.com/store/apps/details?id=com.appxy.tinyscanner&hl=en\\_US](https://play.google.com/store/apps/details?id=com.appxy.tinyscanner&hl=en_US)

Tiny Scanner for iOS <https://apps.apple.com/us/app/scanner-app-scan-pdf-document/id595563753>

Scanned documents can be shared to Canvas Student directly from the app. You can choose the subject and assignment in Canvas.

## **Difficulties?**

1. If you are having difficulties completing and/or understanding the assignments, please tell your teacher so he/she can work out alternative arrangements.
2. If you are having difficulties with technology, logins, passwords, navigating Canvas, etc. you can contact one of our Tech personnel at [techsupport@hpcacougars.org](mailto:techsupport@hpcacougars.org).
3. If you are having difficulties getting resolution to your assignments or tech issues you can contact Mr. Prohaska at [sprohaska@hpcacougars.org](mailto:sprohaska@hpcacougars.org).
4. If you are having anxiety over current events you can contact Pastor Jeff at [jbradsher@hpcacougars.org](mailto:jbradsher@hpcacougars.org)