

CORONAVIRUS (COVID-19) UPDATE



HPCA Online Protocol/Information for Parents and Students

TK - 2nd Grade

General Information

1. Class teachers will send one group email before 10:00 am each school day.
2. Email will contain all of the assignments/homework that students are to complete.
3. If you are having difficulty completing certain assignments due to your technology availability, contact your teacher for other arrangements.
4. At this time, assignments will not be given for Tech Lab, Spanish, Media, Music, or Art.
5. Assignments will be given for PE.
6. All assigned work will be due by 10:00 am the next school day.
7. 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.
8. TK & K students: Total time on assignments should not exceed 1 ½ hours per day.
9. 1st & 2nd grade students: Total time on assignments should not exceed 2 hours per day.
10. Teachers may give “optional” assignments. Parents can use these at their discretion.

Emailing Assignments

If you need to take a picture of an assignment or a project, we recommend a pdf scanning app such as: Tiny Scanner for android: 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>

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
- Mrs. Lynn Shores lshores@hpcacougars.org
- Mrs. Lila Lind llind@hpcacougars.org

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.

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.
3. If you are having difficulties getting resolution to your assignments or tech issues you can contact Mr. Prohaska at sprohaska@hpcacougars.org.
4. If you are having anxiety over current events you can contact Pastor Jeff at jbradsher@hpcacougars.org