



CAPITAL PREPARATORY HARBOR S C H O O L

To: Capital Prep Harbor Lower School Community - Staff, Families, Students
From: Ron Hawkins, Principal
Subject: Distance Learning Coronavirus Update/ Plan
Date: March 24, 2020

We are so excited to extend our learning into the online digital space. We have developed a comprehensive plan to continue teaching and learning while supporting your scholar's emotional learning. Your child's grades during this closure count toward their final grade.

Please see below for updates:

1. Scholar's distance learning schedule will be shared on Parent Square with meeting links. If you have any questions, regarding your scholar's daily schedule, please reach out to their advisor.
2. **Attendance is mandatory and still recorded in compliance with CT requirements.** Your scholar is required to attend every check-in and connect with their advisors daily. Attendance will be taken during advisory, office hours, and checked through access to Google Classroom. If your child is sick, please report sickness through info@capitalprepharbor.org.
3. Advisors have already begun to reach out to scholars to explain their login information using their Capital Prep Harbor email accounts. If you are having tech difficulty, or can't get into your email, please email StudentHelpdesk@capitalprepharbor.org with your scholar name, issue, campus location, and whether or not you are accessing through a school laptop or personal.
4. **Advisory will take place every day through zoom from 9:00 am - 9:30 am.** All scholars will be expected to log onto the ZOOM chat which their advisor has sent an invite for. If you have not received this invite please reach out to your advisor and they will resend.
5. Special education and social work services will continue in accordance with your scholar's IEP.
6. Assignments will also be loaded into Google Classroom. If they haven't already received, Google classroom invites have been sent to all scholar emails using their Capital Prep Harbor email account.
 - a. [Google Classroom Tutorial for Parents and Scholars](#)
7. **There will be office hours daily from 3:20 pm - 4:15 pm for additional support.** These check-ins will happen via ZOOM. Please ensure that your children are participating in office hours, and that they download ZOOM to interact.
 - a. [Download Instructions for ZOOM](#) - available via phone or computer or any smart device.

8. If you do not have WIFI, please [visit our parent portal](#) for free resources being offered.

We will continue to provide updates to you on how we are bringing other pieces of our model to life in the digital space like All School, and Student Government.

These are trying times, but they are not a setback. They are an opportunity for us to show how amazing our scholars really are. Our declaration does not change just because we are remote. We WILL change the world because we ARE Capital Prep!

Ron Hawkins

Principal, Capital Prep Harbor Lower School