

Dear Students and Parents/Guardians,

As you are probably aware, due to the mandate from Governor Michael DeWine, our school, Capital City Career Prep High School, will not be open until April 6, at the earliest. We will keep you well aware and informed about our procedures and when we will be reopening as the information becomes available.

Due to our interest in offering continued learning opportunities for students, we have developed ways for students to remain in contact with their teachers and building staff to have questions answered and continue supplementary activities.

These procedures allow students to have the ability to work remotely. The following guidelines will help you to successfully log into Canvas where your live class folders are located as well as Apex courses that you may be working on independently: Students will be exempt from live class assignments. We will work with all students to make sure you are earning credits and meeting graduation requirements upon return. Please stay safe and focus on safety and wellness. Students with disabilities have access to online curriculum and assistance from Mr. Haynes remotely. Mr. Jenkins will be answering the school phone remotely. The building will be closed.

1. If you are using a computer
<https://lifekillshs-columbusse.instructure.com/>
Or <https://www.careerprepschool.org/capitalcity/>
 - i. If you use the careerprep link, you will need to scroll down to **Student Login**Each of the above should take you to your Canvas page
Use the Username and Password that has been assigned to you since the beginning of school.
 2. If you are using a cell phone
Install the Canvas App onto your phone
<https://lifekillshs-columbusse.instructure.com/>
The above should take you to your Canvas page
Use the Username and Password that has been assigned to you since the beginning of school.
 3. Staff will be available via email between the hours of 9:00am -3:00pm..
Jordonna.Wood@capitalcitycareerprep.com
Grant.Lewis@capitalcitycareerprep.com
Jennifer.Schick@capitalcitycareerprep.com
Keilly.Rodriguez@capitalcitycareerprep.org
Tammy.Stiles@capitalcitycareerprep.org
James.Haynes@capitalcitycareerprep.org
 4. Staff will be calling all students daily for guidance and instructional assistance
 5. Hourly staff will be making calls to assist with attendance and concerns ie. food, daycare, barriers, and instructional supply deliveries.
 6. Teachers and administrators will be available for Zoom meetings daily on Monday-Thursday
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|---------|-----------------------------------------------------------------------------------------------------------------------|
| 8:30am | Acad. Coach-Zoom # https://zoom.us/j/2260959272 Meeting ID: 226 095 9272 |
| 9:00am | Student Coach-Zoom # https://zoom.us/j/5483259137 Meeting ID: 548 325 9137 |
| 9:30am | English-Zoom # https://zoom.us/j/6719401783 Meeting ID: 671 940 1783 |
| 10:00am | Math-Zoom # https://zoom.us/j/8718097396 Meeting ID: 871 809 7396 |
| 10:30am | Soc. Studies-Zoom # https://zoom.us/j/3745003952 Meeting ID: 374 500 3952 |
| 11:00am | Intervention -Zoom # https://zoom.us/j/5725303854 Meeting ID: 572 530 3854 |
| 11:30am | Science -Zoom # TBA |
| 1:00pm | Administrator-Zoom # https://zoom.us/j/653723922 Meeting ID: 653 723 922 |
7. The Administrator will be communicating the availability of free to low cost internet services to families via Facebook, Instagram, and mailings.
 8. Principal will be live and available daily through Zoom Meetings to answer questions or update information.
Ms. Keese will be available in Zoom meeting Monday-Thursday at 1:00pm.

Thank you so much for your continued patience with us as we work through these special circumstances together. Please use email whenever possible for questions and concerns as this will allow us the best opportunity to get back to you with as much information as possible.