



March 15, 2020

John Scannell
Chair

Dear Capital City Charter School Community,

Caroletta Alicea
Vice Chair

The Capital City Charter School experience is built on the foundation of community, service, and leadership in an environment that prioritizes the safety and well-being of everyone in our community. With the novel coronavirus disease reaching pandemic levels, we have made the following decisions effective immediately:

LouAnn Caron
Treasurer

Rhoda Hardy
Secretary

- We will create “distance-learning” or “online” classes
- Students are instructed not to return to school for until DHHS and the DOE determine the best time for us to return to the school. The tentative return date is approximately April 3, 2020, though we will update you as soon as we are aware of any changes.
- All tours have been suspended for now.
- All non-essential staff will work remotely.

Kasai Mumpini -
Community Member

Lavinia Jackson
Service-Learning Liaison

Michelle Chapman -
Parent Liaison/ Member

We will continue to send more specific details and instructions to students, faculty, and staff over the next few days. We will err on the side of communicating quickly as this pandemic is very fluid so please stay tuned to your emails, Thinkwave, our website and our social media channels as we will send more information and additional instruction about the above decisions, when needed. Everything you will need access to can be found on our website at www.capitalcitycharter.com.

Bethany Judge-
Parent Liaison/ Member

Normande Blake -
Community Member

Barbara Higgins -
Directing Manager

Stephanie Alicéa
Head of School

We will give each student/parent the opportunity to pick up a CCCS owned iPad and charger, along with a pencil. Please be aware, these are still school property and are being issued for the sole purpose of learning. They are managed devices and we take the responsibility of each of you very seriously. We will have you sign them out once again and if they are broken, lost or otherwise, we will need to have the full replacement cost for all items, which is approximately to \$500.

iPad Pick Up:

- ➔ Wednesday, March 18, 2020 3:00 pm to 5:00 pm
- ➔ Thursday, March 19, 2020 10 am to 2 pm
- ➔ Friday, March 20, 2020 as needed AFTER 8:30 am and BEFORE 12:30 pm

These times are set in stone, please move quickly when picking up your items as we need to minimize all interactions as best we can. We appreciate your respect in this matter.

Please be aware that if you call the school, we are operating on a Monday through Friday schedule, and will return your call the next business day. The Administrator on Duty phone number is for emergencies (not what your login information is).

The points of Contact are as follows:

Grade 9 - Mr. Palmer (spalmer@capitalcitycharter.com)

Grade 8 - Mr. Wolbert (jwolbert@capitalcitycharter.com)

Grade 6 & 7 - Ms. Higgins (bhiggins@capitalcitycharter.com)

Concerns will go to the aforementioned individuals and you will hear from us in a timely fashion. Remember, this is a new situation for all of us and we must follow protocol and work together on everything! Patience is a must, emails will also be answered on a Monday through Friday (school hours) basis.

To our students, we fully understand these actions will disrupt some of the activities and academics that are core to the CCCS experience. However, in light of the spread of this virus, we must prioritize safety and do our part to protect the health of the Capital City Community.

Sincerely,

Capital City Public Charter School Board of Trustees
Capital City Charter School
603.227.3333

CC: CCCS Files