Harding Charter Preparatory Community,

With more news of the COVID-19 virus continuing to arise in our surrounding communities, I am thankful for our State Superintendent Joy Hofmeister’s leadership during this crisis and for the State Board of Education’s action today to close all accredited public schools in the state of Oklahoma until April 6, 2020.

The Centers for Disease Control (CDC) is recommending social distancing as a way to prevent community spread of the COVID-19 virus, and we fully intend to follow the leadership and guidance of the Oklahoma State Department of Education and the CDC for the well-being of our community stakeholders. **With this in mind, Harding Charter Preparatory will be closed for classroom operations until April 6, 2020.**

However, our administration understands the investment and sacrifice our students, teachers, and families have made to be at a college preparatory school of choice focused on Advanced Placement. With over 250 students scheduled to take an Advanced Placement exam this May, the school administration has been discussing long-term preparations since the beginning of Spring Break to ensure your investments are secure and valued. At this time, College Board has not rescheduled the exam dates that begin in May.

The administration has also been discussing the needs of our students in terms of child nutrition, as well as technology at home. Please refer to the Q & A below this statement to address any questions or procedures.

During these unsettling times, we highly encourage all families to take preventive measures to ensure your student and families are healthy and safe. Wash your hands often and avoid large crowds, and remember that the Harding Charter Preparatory Board of Education, administration, and staff are always here for your support. We will continue to find ways to provide a quality education to all students while ensuring our community is healthy and safe.

Sincerely,

Steven Stefanick
Superintendent/Principal
Harding Charter Preparatory High School
School Closure Plan (March 23 – April 6)

School Operations

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>Will the office be open during this closure?</td>
<td>The HCP main office will be open from 8:00am – 4:00pm.</td>
</tr>
<tr>
<td>Will athletic practices or games be in session?</td>
<td>All athletic events and practices, are canceled.</td>
</tr>
<tr>
<td>Will clubs and other after-school activities be in session?</td>
<td>All clubs and after-school activities are canceled.</td>
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Child Nutrition

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<tr>
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<tbody>
<tr>
<td>Will breakfast meals be provided?</td>
<td>The cafeteria will provide Grab-N-Go breakfast meals for any students in need. Meals must be picked up from 7:30am – 9:00am.</td>
</tr>
<tr>
<td>Will lunch meals be provided?</td>
<td>The cafeteria will provide Grab-N-Go lunch meals for any students in need. Meals must be picked up from 11:30am – 1:30pm.</td>
</tr>
</tbody>
</table>

School Curriculum

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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| How will my student be provided a college preparatory curriculum during the next two weeks? | The State Department of Education has suspended all instruction, assignments, and grading until April 6. With this in mind, our school will be focusing on providing additional support to students strictly enrolled in AP courses since families have a financial commitment to those exams scheduled in early May.  
  If school closures continue after April 6, the school will provide virtual education for all classes utilizing Microsoft Teams. |
| How will my student be prepared for their AP examination?               | The school has a partnership with Microsoft that provides all staff and students free access to “Microsoft Teams” using their school email address. AP teachers will begin providing instruction and resources to ensure your student continues to be prepared for their upcoming college credit exams starting on Tuesday, March 24. More information will be provided later this week. |
| What if my student lacks technology at home for Microsoft Teams?       | Starting Monday, March 23, the school will check out laptops to any students in need so they may have access to Microsoft Teams and the additional instruction for AP courses.                                      |
| What if my student lacks internet services at home to gain this additional instruction? | Families in need may reach out to the school main office to learn more about additional resources or options to ensure your student gains the additional instruction for AP courses. |
| Is the additional instruction for AP courses required?                 | While this additional instruction is not required, it is highly recommended that all students adequately prepare for their AP exams to ensure your student has the best opportunity to gain college credit during this school closure. |
Harding Charter Preparatory High School
Instructional Support Plan

March 23 – April 5

Harding Charter Preparatory will be providing additional support for all AP classrooms to ensure your student is adequately prepared for upcoming exams and their investments. While this additional support is not required, it is highly recommended for all students in an AP classroom.

Our AP teachers will be utilizing Microsoft Teams, which is a free service to all students and teachers at our school. Your student will find instructions below on how to access their already made Microsoft account and how to find the interactive additional support virtually.

The AP additional virtual instruction schedule will be as followed starting on March 24, 2020 and mimic the normal school-day schedule. We are keeping this format in case we need to extend virtual learning to ALL students after two weeks. Students will only be provided AP additional instruction, therefore will only need to log in at the times of their AP classroom. The schedule to follow is at the end of this page.

If a student wants to participate in the additional support over the two-week closure, but lacks technology, the student may visit the school on Monday, March 23, and have a laptop checked out. If a student lacks internet at home, please contact school administration to see what resources are available.

April 6 – Future

At this current time, school will be in session on April 6. However, Harding Charter Preparatory is preparing for longer school closures after April 5 and we will be implementing a virtual model to all students and classrooms using Microsoft Teams if necessary. Your student needs to be prepared to use Microsoft Teams from 8:00am – 3:00pm if our school plans to implement a virtual model for the remainder of the school year.

1st Hour: 8:00am – 8:45am
2nd Hour: 9:00am – 9:45am
3rd Hour: 10:00am – 10:45am
4th Hour: 11:00am – 11:45am
Lunch: 11:45am – 12:15pm
5th Hour: 12:15pm – 1:00pm
6th Hour: 1:15pm – 2:00pm
7th Hour: 2:15pm – 3:00pm
Harding Charter Preparatory High School
Microsoft Team Student Instructions

Step I: Go to your internet browser (preferably Google Chrome or Internet Explorer) and type in the school webpage in your URL: www.hardingcharterprep.org

![Screen showing the school's homepage](image)

Step II: Under the “QUICK LINKS” tab, click on School Email. This will redirect you to the school Microsoft Office services.

![Quick links menu](image)
Step III: Students will need to login to their account using their school email address and student number. If your student does not remember their email address or student number, contact the main office for assistance. All student email addresses are the following format:

Email Address Example: Steven.Stefanick2007@hardingcharterprep.com

First Name    Last Name    Graduation Year

Microsoft

Sign in

Steven.Stefanick2007@hardingcharterprep.com

No account? Create one!
Can’t access your account?
Sign-in options

Back    Next

Step IV: Once logged in, students will find all the Microsoft products offered to them for free. To enter Microsoft Teams, student should click on the “Teams” icon that is the second icon from the far right.
Step V: Once you have entered teams, you will find a Virtual Classroom (VC) for all the teachers at Harding Charter Preparatory High School. Click on the teacher during your appropriate class period time to enter their virtual classroom. You will find your selected classrooms on the left panel that you can join anytime.

Step VI: Once you have joined a VC, you will now be able to access live video streams, discussions, and even assignments for your classroom.