



# GO-WIL High School Family Handbook 2019 - 2020

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*The mission and purpose of Great Oaks Charter School – Wilmington (GO-WIL) is to prepare students to succeed in college.*

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**Great Oaks Charter School holds members of the school community – students, families, and staff – to high standards. To provide the very best education for all students, all of us must work together to create an environment where Great Oaks excellence can thrive. To create this environment, we must collectively and consistently ensure that Great Oaks Charter School students embody our core values: Community, Confidence, and College-readiness.**

A copy of GO-WIL HS's handbook can be found at: <https://tinyurl.com/GOWILHSHandbook19>

### **Great Oaks Charter School Mission**

At Great Oaks Charter - Wilmington (GO-WIL), we believe that every child can succeed. What makes us unique?

- Individualized Instruction: All 9th grade students receive 98 minutes of small-group or one-on-one tutoring every day focused on math and English mastery, delivered by our full-time AmeriCorps Fellows.
- Unrelenting Focus on College Readiness: Through frequent college exposure, every GO-WIL student will know that his or her goal is to graduate from college.
- Character Development: GO-WIL actively develops character traits through a school culture that reinforces our core values.
- Family Engagement: Our Executive Director, teachers, fellows, and administrators engage in frequent parent outreach to make sure that parents' voices are heard and incorporated into the school's decision-making process.

### **Essentials for Success at Great Oaks Charter - Our Core Values**

As high school students, Great Oaks scholars continue to live out the values of scholarship, honor, and discipline, as well as concentrating on their own unique values of community, confidence and college-readiness.

**Community:** Great Oaks scholars rely on teamwork, social awareness, and relationship skills in order to positively contribute to the school community. They seek to collaborate, communicate, and empathize with others and aim to negotiate conflict constructively.

**Confidence:** Scholars reflect on their strengths and limitations as they strive for continuous growth. They set goals and work tirelessly to accomplish them. They are confident enough to ask questions and to receive help. They continuously set high standards for themselves and their peers and perform at top levels in and out of the classroom.

**College-readiness:** A rigorous curriculum and several extracurricular activities allow students to prepare for college and a profitable career. They develop and demonstrate skills and abilities that prepare them to successfully complete a degree and be a competitive candidates in the workforce.

### **Instructional Day Operation**

The campus opens at 7:00 AM and breakfast is served on the second floor until 7:20 AM. The instructional day begins at 7:30 AM and ends at 2:45 PM Monday-Thursday, with a 12:30 PM dismissal each Friday (unless otherwise communicated). The day will consist of four 98 minute periods of instruction Monday-Thursday, with abridged 57 minute periods every Friday.

After-school programming begins at 3:00 PM and ends at 5:00 PM. Breakfast and lunch are provided for students at no additional charge and dinner is served from 4:30-5:00 PM. Any student not picked up by 5:15 PM from after school programming will be awaiting parent pick up in the Community Education Building Lobby with building security. Great Oaks Charter School Staff are not obligated to supervise students whose ride arrives past 5:15 PM.

In the event of poor weather conditions, please listen to local television and radio stations for information about school cancellation. To receive the latest information on updates directly to your email or smartphone, please go

online to <https://denotificationsservices.bbcportal.com> and sign up for school closing updates. Also, check online at <http://schoolclosings.delaware.gov> to receive day of information about school cancellation.

### **Arrival and Dismissal Policy**

All students who enter the Community Education Building between 7:00-7:20 AM will be escorted upstairs to the 2nd floor for breakfast. Following breakfast, students will be escorted upstairs to the 9th floor. Students will go immediately to their lockers and follow directly into their first period classrooms.

At 2:45 PM, students will be dismissed to their respective stairwell to exit the building. All walkers must leave the premises immediately without lingering. Students who will be picked up may wait in the lobby until their ride arrives. Bus transportation is available to transport students to common spaces. Students who miss the bus due to their own behaviors choices or not following outlined directions will be responsible for finding their own ride and calling their parents. Buses will not return for students who miss their bus.

**Early Dismissals** Students must request early dismissals in writing (email is acceptable) with a note from a parent or guardian that contains the following information:

*Student's name; Date and time the early dismissal is requested; Reason; Contact information so we can confirm the request; Parent signature*

Please refrain from calling or emailing the front office with last minute changes for dismissal between 2:00 and 3:00 PM as students may not receive the information prior to their departure time.

### **Attendance Policy**

The State of Delaware imposes mandatory school attendance requirements for all public school students. When a student accumulates excessive unexcused absences, the School must refer it for prosecution and subsequent intervention by the Department of Services for Children, Youth and their Families.

**Only the following will be accepted as valid reasons for excused absences or tardies:**

1. Illness of student. The school will require doctor's validation for absences over three consecutive days or for any single day once a student has accumulated 5 absences due to illness.
2. Contagious disease within the student's home.
3. Death in the student's family.
4. Legal business that must be scheduled during school time that is verified by a court order.
5. Observance of religious holidays.
6. Remedial health treatment verified by a doctor's note.
7. Medical or health appointments verified by a doctor's note or receipt.
8. Emergency situations as determined by the Head of School.
9. Participation in school sponsored academic or athletic events.
10. Pre-approved college visits and educational trips.
11. Suspension or expulsion from school.

If your child has been absent, you must provide a written note or email. The written note or email must be received in the office on the first or second day after the student's return to school. Earlier communication is appreciated, especially for multiple missed days, or a pre-planned excused absence.

Formal documentation from a doctor's office, courthouse, or other official that details the date of absence, reason for the absence, time of the appointment, and signature of the health care professional, or other official should be presented to explain the absence. Absences for any other reason shall be considered unexcused.

**Excused Absences** An excused absence from school or class is an absence for one of the reasons listed above and

for which the required parent/ guardian note of explanation has been presented on the first or second day of the student's return to school or class.

The student will have additional time equal to the number of days missed to complete assignments that were assigned or due during an excused absence. Work may be completed prior to the absence. If the student misses a test on the day of absence, the student must on the day of the student's return, arrange a time with the teacher to take the test. If a student misses multiple days, including review and test preparation, the student will have additional time to prepare. Extended time is not given for projects that were assigned earlier and were due on the date of absence. The project is expected on the day the student returns. Appropriate grades will replace the zeroes for each assignment originally missed. Work not completed in a timely fashion will receive a zero. If a student misses a group assignment or presentation which is not able to be made up, the teacher will offer an alternate, individual assignment for completion for a comparable grade.

**Unexcused Absences** An unexcused absence from school or class is an absence:

1. That is not deemed excused by the above reasons:
2. An absence of which the parent has no knowledge; or
3. An absence for which the required parent or guardian note of explanation was not submitted to the school on the first or second day following the student's return to school.

Students will not receive credit for class work, exams or homework missed due to an unexcused absence. However, students are advised to complete work missed during an unexcused absence as Great Oaks Charter School's curriculum is cumulative and missed information will likely impact future assignments and assessments.

### **Absence Policy**

- 3 unexcused absences – Phone Call is sent to parents. Student is noted as truant in school data system.
- 10 unexcused absences – Letter requesting a Parent/student conference with an administrator/guidance counselor or nurse to document and remedy the reasons for unexcused absences. An attendance contract will be completed.
- 15 unexcused absences – Letter Notification of noncompliance with attendance contract is sent. Attendance Review Board meeting (Culture Team, Executive Director, Principal and Operations Team) will take place with family and student. Truancy court procedures will be visited and appropriate documentation drafted during a home visit.
- 30 unexcused absences – Case submitted to truancy court for processing.

The Principal, Executive Director and/or Culture Team Member(s) will meet with the student and the student's parents and may take any one or more of the following actions in addition to initiating truancy proceedings:

- Revoke enrollment
- Assess an incomplete in courses
- Retain the student

**Excused Absences** Students who miss 50% of any specific course/class meetings in any interim (5 week period) due to excused absences must meet with Dean of Curriculum & Instruction, Special Education Coordinator and classroom teacher(s). The purpose of this meeting is to review the viability of completing and passing the course having missed significant content and instruction. Students may not receive credit for incomplete work or work that is not submitted within the marking period expectations and may need to repeat the course - unless specified by Special Education Coordinator. Excessive absences, excused or unexcused, will result in poor grades, inconsistent learning opportunities, and will minimize the opportunity for student success.

**Missed Work** The responsibility for initiating makeup work and turning in assignments rests with the student. The expectation is communication from the student during or immediately following (within 2 days of) the absence. If

not done in a timely manner, the student may be assigned failing grades for missed assignments, projects, and exams.

**Tardiness to School** All students are expected to arrive at school on time every day. Doors open at 7:00 AM. Students must be in their first class of the day at the bell (7:30 AM) to be considered on time. A student who arrives at school after the start of day is considered tardy and must present an authorized written explanation for the tardiness. Excuses for tardiness will only be granted with appropriate documentation. Transportation issues are not a valid excuse for being late.

- 3 unexcused tardies will result in a notification home to parents with a request for documentation.
- unexcused tardies will result in a documented write-up on student behavior record.
- unexcused tardies will result in a parent/student meeting with an administrator and the signing of an attendance contract.
- unexcused tardies will result in a meeting with the Attendance Review Board and discussion of truancy proceedings.
- 10 unexcused tardies will result in referral to truancy court.
- \*\* If a student arrives to school after 10AM without a valid excuse (as listed above), the student will **not** be permitted to enter the building. The student will be marked absent for the day.

An administrator will meet with the student and the student's parents and may take any one or more of the following actions in addition to initiating truancy proceedings:

- Deny credit for class time/coursework missed due to lateness.
- Mandate after school detention.
- Revoke enrollment.

## Student Rights and Responsibilities

You, as a student of GO-WIL High School, have rights and responsibilities to:

- Attend school regularly and on time.
- Follow rules and directions of adults.
- Do your own schoolwork and homework neatly and completely.
- Practice positive behavior choices.
- Remain on school grounds unless you have permission to leave school.
- Learn from consequences.
- Choose not to bring tobacco, alcohol, other drugs or weapons to school.
- Dress in a way that is appropriate for the learning environment.
- Come to school prepared to work.
- Participate in class activities and discussions.
- Be understating of other's feelings.
- Use positive words with others (no put downs).
- Treat others like you want to be treated.
- Not bully or threaten,
- Be honest by telling the truth, and admitting to things you have done.
- Work with others in positive ways.
- Refrain from using profanity in school.
- Work together and/or with adults to manage negative behaviors and emotions
- Use respectful, positive and considerate tone of voice and body language when you are speaking to others.
- Listen when others are speaking to you.

## Parent/Guardian Involvement

All parents/guardians have rights and responsibilities to ensure student success.

**Report Cards and Progress Reports** Report cards will be issued to all parents on a quarterly basis during Report

Card Pick Up/Parent Conferences (check Academic Calendar for scheduled dates). If a parent/ guardian does not attend report card pick up/Parent Conferences, report cards will be held in the front office and delivered via USPS. Progress reports will be issued mid-period each marking period. Parents/ guardians of students who receive a failing grade(s) (>60%) are required to attend a conference and pick up their students' report card in person.

**Communicating with Students** Please do not call or send text messages to a student's cell phone during the school day. Students may not use cell phones during instructional time. If you need to reach your child during the school day, please call the front office (302-660-4790). Messages from students' parents/ guardians will be distributed to the student. Please do not encourage your child to call or text you during the school day. Students may request permission from his/her teacher to place a telephone call to a parent/ guardian. If a student must contact a parent/ guardian during the school day, a telephone for such use is available in the front office. Only telephone calls that are of essential nature will be allowed.

**Home-School Communication** We believe that it is essential to maintain timely, accurate and clear communication between home and school. During the year, we use a variety of avenues to assure that you are informed about classroom activities and general school information. The Great Oaks Charter School website at [www.greatoakscharter.org](http://www.greatoakscharter.org) is updated regularly with current news and event information. Information is also posted on our Facebook page.

**Weekly DHS (Discipline, Honor, Scholarship) Report** Great Oaks Charter developed a student behavior reporting tool called the DHS Report to provide students, families, and staff with a frequent, comprehensive report of student behavior performance. A student's weekly DHS Report total is impacted by his/her fulfillment of behavioral and academic expectations. At the beginning of each week, a student's score starts at 0. Students earn and lose points based on their choices. The DHS report can be accessed online anytime by parents through the Kickboard website. The Deans of Students sends home the usernames and passwords of these Parent Access Accounts during the first month of school and can email the information per request.

**School Closings** School closings and delays will be posted on our website at [www.greatoakscharter.org](http://www.greatoakscharter.org) and announced via the telephone notification system. Please keep your work, home and cellular telephone numbers updated with the school. It will also be posted on the following radio stations: WSTW 93.7 FM, WILM 1450 AM, WJBR 99.5 FM, WDSB 92.5, WRDX 94.7 and WDEL 1150 AM and the following TV stations: NBC, ABC, FOX and CBS. We make every attempt to get closing information to radio and TV stations by 6 AM. Late openings, early closing, or cancellation of after school programs will also be announced in the same manner. Should it become necessary to close the school and send students home earlier than the normal dismissal time, parents will receive a notification via the SchoolMessenger notification system. If you receive an automated message via this system, please listen to the message in its entirety. All necessary information will be included in the automated message. Calling the school can overload phone lines and diminishes our ability to communicate with outside resources.

**Student Records** All information and files relating to a child and his/her family are considered confidential. These become and remain the property of the school. Any request for copies of information from a student's file must be accompanied by a release signed and dated by a parent and/or guardian of the student.

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents should submit to the Head of School a written request that identifies the record(s) they wish to inspect. The Head of School will make arrangements for access and notify the parent of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent believes are inaccurate. Parents may request, in writing, that the school amend a record that they believe is inaccurate.

The writing should clearly identify the part of the record they want changed and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent, the School will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The school may disclose personally identifiable information contained in the student's education records, without consent, as permitted or required by FERPA. Among the appropriate recipients are school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The School will, upon written request from the authorized parent, disclose education records to officials of another school district in which a student seeks or intends to enroll.
5. The school may disclose, without consent, "Directory Information" even though such information may be contained in the student's educational record. Directory Information includes the student's name, address, telephone number, date and place of birth, honors and awards received, dates of attendance, participation in officially recognized activities/sports, and weight and height of members of athletic teams. Parents may request, by written notification to the Head of School, that such directory information not be disclosed.
6. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Great Oaks Charter School to comply with the requirements of FERPA.

### **Bullying Prevention Policy**

Great Oaks Charter School recognizes that a safe learning environment is necessary for students to learn and achieve high academic standards. Great Oaks Charter strives to provide safe learning environments for all students and all employees.

**Prohibition of Bullying, including Cyberbullying** To further these goals and as required by 14 Del. C. 4112D, Great Oaks Charter hereby prohibits the bullying or cyberbullying of any person on school property or at school functions or by use of data or computer software that is accessed through a computer, computer system, computer network or other electronic technology of a school district or charter school. Great Oaks further prohibits reprisal, retaliation or false accusation against a target, witness or one with reliable information about an act of bullying.

"School function" includes any field trip or any officially sponsored school event.

"School property" means any building, structure, athletic field, or real property that is owned, operated, leased or rented by Great Oaks Charter including, but not limited to, any Great Oaks vehicle owned, operated, leased, rented or subcontracted by Great Oaks Charter.

Great Oaks Charter School is not responsible for personal conversations via social media amongst students, unless the school itself is explicitly implicated in the conversation. Parents with concerns regarding social media concerns regarding their individual student concerns will be directed to our School Resource Officer for support.

**Definition of Bullying** As used in this policy, bullying means any intentional written, electronic, verbal or physical act or actions against a student, school volunteer or school employee that a reasonable person, under the circumstances, should know will have the effect of:



1. Placing a student, school volunteer or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his or her property; or
2. Creating a hostile, threatening, humiliating or abusive educational environment due to the pervasiveness or persistence of actions or due to a power differential between the bully and the target; or
3. Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities or benefits; or
4. Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass or cause emotional, psychological or physical harm to another student, school volunteer or school employee.

To constitute bullying, the behavior must be severe, persistent, or pervasive. The actions listed below are some examples of intentional actions, which may become bullying depending on their reasonably foreseeable effect. This list should be used by way of example only, and is by no means exhaustive. An act is intentional if it is the person's conscious objective to engage in conduct of that nature.

1. **Physical bullying:** Pushing, shoving, kicking, destroying of property, tripping, punching, tearing clothes, pushing books from someone's hands, shooting/throwing objects at someone, gesturing, and unwanted touch of a sexual nature.
2. **Verbal bullying:** Name calling, insulting, making offensive comments, using offensive language, mimicking, imitating, teasing, laughing at someone's mistakes, using unwelcome nicknames, threatening, unwanted talking about private parts, unwanted comments about target's sexuality or sexual activities
3. **Relational Bullying:** Isolation of an individual from his or her peer group, spreading rumors.
4. **Cyber-bullying:** Cyberbullying means the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction which (1) interferes with a student's physical well-being; or (2) is threatening or intimidating; or (3) is so severe, persistent, or pervasive that it is reasonably likely to limit a student's ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community. Whether speech constitutes cyberbullying will be determined from the standpoint of a reasonable student of the same grade and other circumstances as the victim. The place of origin of speech otherwise constituting cyberbullying is not material to whether it is considered cyberbullying under this policy, nor is the use of school or district materials.
  - a. Denigration: spreading information or pictures to embarrass
  - b. Flaming: heated unequal argument online that includes making rude, insulting or vulgar remarks
  - c. Exclusion: isolating an individual from his or her peer group,
  - d. Impersonation: Using someone else's screen name and pretending to be them
  - e. Outing or Trickery: forwarding information or pictures meant to be private.

### **School-wide Bully Prevention Program**

Great Oaks Charter School's school-wide bully prevention program will strive to meet these goals:

1. Educate all stakeholders about the bullying problem;
2. Reduce existing, and prevent the development of new bullying problems;
3. Maintain positive peer relations and staff-student connections at school.

The school-wide bully prevention program includes:

- A. All staff will:
  - a. Treat others with warmth, positive interest and involvement;
  - b. Set firm limits for unacceptable behavior;

- c. Act as positive role models
- d. Solve bullying problems in a consistent manner across all grade levels.
- B. Principles against bullying will be posted in each classroom.
- C. Teachers will conduct regular, ongoing class meetings, discussions, or role-playing activities as needed to address bullying.
- D. The School-Wide Bully Prevention committee will involve parents in bullying prevention.

### **Observations or other Complaints of Bullying**

- A. Staff Member Observations
  - a. Staff members are encouraged to watch for early signs of bullying and intervene.
  - b. Staff members are encouraged to be vigilant and look for students who signs of peer victimization.
- B. The procedures for a student and parent, guardian or relative caregiver pursuant to § 202(f) of this Title or legal guardian to provide information on bullying activity will be as follows:
  - a. Anyone may report bullying. A report may be made to any staff member.
  - b. Reports shall be made in writing.
  - c. If a child expresses a desire to discuss an incidence of bullying with a staff-member, the staff-member will make an effort to provide the child with a practical, safe, private and age-appropriate method of doing so.
  - d. All complaints about bullying shall be documented and shall be reasonably specific as to actions giving rise to the complaint and should include information as to: a. Conduct involved b. Persons involved, designated bully, target, and bystanders' roles c. Time and place of the conduct alleged, number of incidents d. Names of potential student or staff witnesses e. Any actions taken in response
  - e. The building level administrator ( Dean of Students & Assistant Dean of Students) shall be responsible for responding to bullying complaints.

**Reporting Requirements** It is the responsibility of each member of the school community (students, staff and parents) to report instances of bullying or suspicions of bullying, with the understanding that all such reports will be listened to and taken seriously.

A. Information Any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying shall immediately report it to the building level administrator.

B. Written Report 1. If measures confirm the staff member's concerns that a student is being bullied, if a staff member receives a report of a bullying matter, or if a staff member observes a bullying incident, they must immediately inform the school counselor or building level administrator immediately and follow up in writing within 24 hours. 2. The written report shall be reasonably specific as to actions giving rise to the suspicion of bullying and shall include: a. Persons involved, designating bully, target, and bystanders roles. b. Time and place of the conduct and alleged, number of incidents. c. Potential student or staff witnesses. d. Any actions taken.

**Investigative Procedures** All complaints of bullying will be promptly investigated and handled consistent with due process requirements.

1. The Deans of Students shall be responsible for responding to bullying complaints.
2. While all efforts will be made to maintain confidentiality, neither the complainant nor witnesses should ever be promised confidentiality.
3. Student victims may, upon request, have a parent or trusted adult with them during any inquiry or investigatory activities.
4. After receiving notice of suspected bullying, the Principal or the Principal's designee, will review the complaint

and will take reasonable steps to verify the information and to determine whether the information would lead a reasonable person to suspect that a person has been a victim of bullying.

5. All alleged and confirmed bullying incidents will be reported to the Department of Education by the principal or her designee within five (5) working days pursuant to Department of Education regulations.

6. Some acts of bullying may also be crimes under the School Crime Reporting Law (14 Del. C. 4112), and as such, will be reported to the police and /or the Department of Education.

Classroom Supervision School-Wide Bully Prevention committee will review and refine the supervisory system specifically to make bullying less likely to happen using the following techniques: 1. Determine the “hot spots” for bullying in the building, and why those hot spots exist. 2. Consider ways of building positive collaborations between older and younger students. 3. Consider adult density in hot spots. 4. Determine a way to increase adult competence in recognizing and intervening in bullying situations. 5. Develop a method for reviewing and exchanging information regarding non-classroom areas. 6. Determine and disseminate a consistent graduated method by which all staff will recognize and respond to bullying. 7. Review the policy for hallway supervision before and after school and during the time when students are moving between classes.

**Consequences for Bullying** Consequences for bullying will be immediately and consistently applied and delivered in a non-hostile manner. Consequences will not involve revenge or hostile punishment.

A. Consequences will take into account: 1. Nature and severity of the behaviors 2. Degrees of harm 3. Student’s age, size and personality (including development and maturity levels of the parties involved) 4. Surrounding circumstances and context in which the incidents occurred 5. Disciplinary history and incidences of past or continuing patterns of behavior 6. Relationships between the parties involved

B. The appropriate range of consequences (in no particular order) for bullying follows the school’s code of conduct and may include: 1. Demerits 2. Loss of a privilege 3. Detention 4. Written apology 5. Verbal reprimand clearly specifying what is not acceptable and consequences if repeated. 6. Notice to parent/ guardian—written reprimand 7. Serious talk with school staff member 8. Serious talk with school staff member with parents/ guardian present 9. Supervised Advisory & Lunch Times 10. DHS Report sent home daily 11. Creation of a behavior contract 12. In-school suspension 13. Out of school suspension 14. Reassignment of seats in class, lunch or on bus 15. Restriction from certain areas of school 16. Reassignment of classes 17. A referral to an external agency 18. Expulsion 19. Report to Law Enforcement officials 20. Reparation to victim in the form of payment for or repair of damage to possessions out of bullies own money 21. Education about what bullying is and why it is not acceptable 22. Documentation on books or films about bullying 23. Completion of anti-bullying self-study 24. Completion of Letter of acknowledgement of actions to victim (only after reviewed by staff and never in cases of sexual bullying) 25. Completion of psychological psychiatric or neuropsychiatric assessment or evaluation before returning to school 26. Mandatory counseling 27. Implementation of behavioral management program

**Training** Great Oaks Charter will provide training to all employees each year totaling at least one (1) hour in the identification and reporting of criminal youth gang activity pursuant to § 617, Title 11 of the Delaware Code and bullying prevention pursuant to § 4112D, Title 14 of the Delaware Code.

**Notification of Parents/ Guardians** A parent or legal guardian of any target of bullying or person who bullies another will be notified.

**Retaliation** Retaliation following a report of bullying is prohibited. After consideration of the nature, severity, and circumstances of the act, the Principal & Deans of Students shall determine the consequences and appropriate remedial action for a person who engages in retaliation.

**Procedure to Communicate with Medical and Mental Health Professionals** The following procedures for communication between school staff members and medical professionals who are involved in treating students for

bullying issues must be followed:

1. Release of information forms must be signed by the parent or legal guardian in order for the primary care physician or mental health professional to communicate with school personnel regarding any treatment of a child. Releases should be signed both at school and at the physician or mental health professional's office before communication takes place according to HIPPA and FERPA guidelines.
2. If a parent/ guardian refuses to sign an Interagency Release Form at school the school will review this policy with them, explaining the reasons the release would be advantageous to their child. The Director of Special Education has these forms available for use.

**Implementation** The school bullying prevention program shall be implemented throughout the year, and will be integrated with the school's discipline policies and 14 Del. C. § 4112.

**Defenses** A. The physical location or time of access of a technology-related incident is not a valid defense in any disciplinary action by the school district or charter school initiated under this policy provided there is sufficient school nexus. B. This section does not apply to any person who uses data or computer software that is accessed through a computer, computer system, computer network or other electronic technology when acting within the scope of his or her lawful employment or investigation of a violation of this policy in accordance with school district or charter school policy.

**Relationship to School Crime Reporting Law** An incident may meet the definition of bullying and also the definition of a particular crime under State or federal law. Nothing in this policy shall prevent school officials from fulfilling all of the reporting requirements of § 4112, Title 14 of the Delaware Code, or from reporting probable crimes that occur on school property or at a school function, which are not required to be reported under that section. Nothing in this section shall abrogate the reporting requirements for child abuse or sexual abuse set forth in Chapter 9 of Title 16 of the Delaware Code, or any other reporting requirement under State or federal law.

**School Ombudsperson Information** State of Delaware Department of Justice School Crime Ombudsman  
1-800-220-5414

**Social Media and Electronic Media** Social media refers to any electronic outlet of communicating with another person. The following social mediums where posting of speech will be presumed to be available to a broad audience within the school community, regardless of privacy settings or other limitations on those postings, shall include, but is not limited to: Facebook, Twitter, YouTube, Instagram, SnapChat. This list is not exclusive and any social media outlet or electronic communication, such as email, texting, instant messaging shall be considered as an electronic medium for the purposes of enforcing the electronic bullying aspects of Great Oaks Charter School's Bullying Prevention policy. Internet sites such as "blogs" which may be created or used by individuals for the specific purpose of bullying as defined above shall also be treated in the same manner as other publicly accessible internet portals.

### **Anti-Harassment Policy**

Great Oaks Charter School is committed to protecting the rights and dignity of its students and staff and will not tolerate any harassment based on the other's race, color, sex, religion, national origin, disability, veteran status, sexual orientation, gender or any other characteristic. Harassment goes beyond the mere expression of views or thoughts (spoken or written) that an individual may find offensive. The conduct must be sufficiently serious to limit an employee's or student's ability to participate in or benefit from the activities of the school. Further, prohibited conduct must be evaluated from the perspective of a reasonable person in the alleged victim's position, taking into account all of the circumstances involved in a particular matter.

Specific violations of this standard include, but are not limited to: a. Making an advance, a request for sexual favor, or other verbal or physical conduct of a sexual nature when: (1) submission to or rejection of such contact is made

either explicitly or implicitly a term or condition of an individual's employment or academic advancement or achievement; or (2) such conduct has the purpose or effect of interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment. b. Making any uninvited, unwelcome advance, request for sexual favor, or touching or kissing of a sexual nature, including, without limitation, patting, pinching, hugging, or repeatedly brushing against another person's body; c. Making sexually degrading or insulting comments that demean an individual; d. Displaying sexually suggestive objects or pictures; or e. Committing any act of sexual assault. f. Any verbal or physical conduct toward another that is based on the other's race, color, sex, religion, national origin, disability, veteran status or any other characteristic that (1) creates an intimidating, hostile, or offensive learning and/or working environment; or (2) unlawfully interferes with an individual's work or academic performance.

### **Required Credit Accumulation for High School Graduation at GO-WIL High School**

The Delaware Department of Education requires all students in the state of Delaware earn a minimum of 24 credits in order to earn a high school diploma. Students who attend GO-WIL HS are required to earn 25 credits to receive a state issued high school diploma because of GO's goal of college readiness. All students must earn four (4) English credits, four (4) math credits, three (3) science credits, three (3) history credits, three (3) world language credits, three (3) career and technical education credits, one (1) credit of physical education, one-half (.5) credit of health and three and one-half (3.5) elective credits.

### **Requirements for Promotion to the Next Grade**

**Pass All Classes** Class credit is determined by a combination of coursework, participation and quarter exams. Passing at Great Oaks Charter High School requires students earning a minimum of 60% average in each class at the end of the year. Each quarter is weighted equally for the final year average. A student who earns below 60% in a class at the end of the year does not pass the class and does not receive credit towards high school graduation. Students who fail three (3) or more classes in one year will be required to attend an "On Track to Graduation Progress Meeting" with the student, guardian, and GO administration present. Failing three (3) or more classes in one year may lead to retention. Students who earn less than a 40% in a core course during the school year will not be provided the opportunity to participate in summer school.

#### **Credit Based Promotion**

1. Grades 9 & 10 – Students must take a full schedule. For promotion, students must earn a minimum of six credits each year, four of which must be English, social studies, science and math. Those students who do not meet these criteria will be scheduled into appropriate courses in the next grade and will be "retained" in the grade they did not fulfill requirements for. Students will have the opportunity to recover two (2) credits during summer school.
2. Grade 11 – Students must demonstrate progress towards meeting graduation requirements. For promotion to grade 12, students must acquire 18 credits. (This includes credits earned in grades 9 and 10.) Students must pass English, Math, Science, History. Students will have the opportunity to recover two (2) credits during summer school.
3. Grade 12 – A minimum of four credits is recommended. Students **MUST** take all courses necessary to meet the graduation requirements for the State of Delaware Diploma. Students must complete a Senior Capstone.

If a Great Oaks Charter School student does not pass three or more courses, the student will repeat the grade and all coursework the following year. Students who fail two or less courses will be able to attend summer school, and must adhere to all summer school expectations and earn a passing grade in order to be promoted to the next grade.

**Summer School** Grades earned in summer school classes will be averaged with the originally earned grade. For example, if a student earns a 50% at the end of the year, they must earn at least a 70% in summer school to earn a

final grade of 60%. The averaged final grade will be present on the student's transcript and will be calculated for their GPA. Students who earn less than a 40% in a core course during the school year will not be provided the opportunity to participate in summer school.

**Attendance** The State of Delaware imposes mandatory school attendance requirements for all public school students. When a student accumulates excessive unexcused absences, the School must refer it for prosecution and subsequent intervention by the Department of Services for Children, Youth and their Families. Consistent and punctual attendance to school is foundational. Twenty (20) absences, excused or unexcused, in any year will result in a student repeating the year, withdrawing or being expelled, at the Administrative Team and Executive Director's discretion.

**Grading Scale**

Unweighted Standards	Weighted Honors
A = 100 - 94 = 4.0GPA	A = 100 - 94 = 4.5GPA
A- = 93 - 90 = 3.7GPA	A- = 93 - 90 = 4.2GPA
B+ = 89 - 87 = 3.3GPA	B+ = 89 - 87 = 3.8GPA
B = 86 - 83 = 3.0GPA	B = 86 - 83 = 3.5GPA
B- = 82 - 80 = 2.7GPA	B- = 82 - 80 = 3.2GPA
C+ = 79 - 77 = 2.3GPA	C+ = 79 - 77 = 2.8GPA
C = 76 - 73 = 2.0GPA	C = 76 - 73 = 2.5GPA
C- = 72 - 70 = 1.7GPA	C- = 72 - 70 = 2.2GPA
D+ = 69 - 67 = 1.3GPA	D+ = 69 - 67 = 1.8GPA

D = 66 - 63 = 1.0GPA	D = 66 - 63 = 1.5GPA
D- = 62 - 60 = 0.7GPA	D- = 62 - 60 = 1.2GPA
F = 59 - 0 = 0GPA	F = 59 - 0 = 0GPA

**Grading Breakdown**

MP1 = 25%	MP2 = 25% Contains cumulative midterm grade*	MP3 = 25%	MP4 = 25% Contains cumulative final*	Final Grade = Average of each MP ((MP1 + MP2 + MP3 + MP4)/4)
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Tests/Quizzes/Essays/Projects : Summatives = 50%

**Additional Promotion Requirements** It is expected for students to engage in character development inside and outside of school hours in order to be promoted to the next grade. Listed below are the mandatory number of hours for each type of promotional hours needed for a student to be promoted. GOWIL offers school day opportunities for students to complete 10 college exploration hours and 10 community services during the school year. Students are expected to either complete after school activities at school or at example organizations listed below for Enrichment Hours in order to be promoted. **The last day Promotional Hours will be accepted is the last day in May each school year.**

Promotional Hour Types and Number of Hours Needed		
Promotional Hour Type	Number of Hours Needed	Examples
Enrichment	25 hours	After School Extracurricular, YMCA, Boys & Girls, Outside Sports Programs, Great Oaks Charter After School Club Participation, faith-based org. programs

College Exploration	10 hours	Attend College Tours, Participate in College Exploration Enrichment, Extracurricular Program, Visiting Family members at college campuses, Attending financial Aid Workshop, Submitting College Exploration Projects
Community Service	50 hours	Community service opportunities are available at local churches, after school programs, shelters, soup kitchens, YMCA, Goodwill, GO-WIL, etc.

### Career and Technical Education

Great Oaks Charter High School offers three (3) Career and Technical Education (CTE) Pathways. Each student at Great Oaks is required to choose one of the three offered Pathways. Decisions are made before the start of the students' sophomore year.

**K-12 Teacher Academy** The K-12 Teacher Academy program of study engages students in developing a realistic understanding of teaching while exploring the importance and impact of teachers. Students will acquire the knowledge and skills needed to sustain their interest in the profession and cultivate the skills needed to be successful educators, thus creating a pipeline of high-quality students transitioning to the teaching profession. Students will understand the rigors of a career in education and participate in classroom and field experiences relevant to pursuing a degree in education. The program prepares students for a variety of careers in education such as elementary teacher, secondary teacher, paraprofessional, and special education teacher.

**Allied Health** The Allied Health program of study is a three (3) course CTE instructional program that engages students in open-ended problem solving where they study topics such as medical terminology and human anatomy and physiology. Through exploration of the National Health Science Standards, students will acquire important skills necessary for healthcare professionals such as medical mathematics, communication, safety practices, legal responsibilities, and teamwork. In addition, students will develop technical skills such as performing a wound culture, measuring vital signs, collecting a throat culture and performing a strep test. The program prepares students for a variety of careers in healthcare such as a respiratory therapist, nurse, physical therapist, dental hygienist, and medical lab technician.

**Public & Community Health** The Public & Community Health program of study is a three (3) course CTE instruction program that engages students in a comprehensive approach to health while learning about social determinants such as poverty, discrimination, and inadequate access to resources. Students will learn to view health from medical, behavioral, social, and environmental perspectives. Students will also learn about human services and public health (social work, counseling, etc.). Additionally, students will discover methods for eliminating health inequities and bringing awareness to public policy to determine the distribution of resources needed for healthy communities. Students will explore the fields of health and human services while investigating client needs, services, and the skills and attitudes required of the effective human services worker. Through exploration of the National Health Science Standards, students will acquire important skills necessary for healthcare professionals such as medical terminology, communication, safety practices, legal responsibilities, and teamwork.

### Dress Code

Great Oaks Charter School's dress code is in place to ensure that the focus at school is on learning and to encourage school unity. Dress Code is required on all regular school days including field trips, unless specific changes are necessary and pre-approved based on the activities of the day. Casual days are offered throughout the school year for special events and fundraising. Students who choose not to participate are expected to maintain the regular dress code. In addition, standards of decency still prevail.

**Acceptable Uniform Shirt** Students must wear an orange or navy blue Great Oaks polo purchased from Rush Uniforms. Great Oaks Tshirts are permitted on gym days only.

**Acceptable Bottoms** Acceptable bottoms include tan, navy blue, or black pants, shorts, capris, skirts, and skorts. No pants made of material that is other than khaki or chino will be permitted. Great Oaks sweatpants are only permitted on gym days. Sweat pants on non-gym days are not permitted. Yoga pants, jeans, and leggings are not permitted. Shorts, skirts and skorts must be of a length which allows the leg to be covered 2 inches above the top of the knee when standing and rest between the mid-thigh and knee when sitting. Items are to be worn at the natural waist and should not expose backs, buttocks, bellies or undergarments.

**Acceptable Shoes** Sneakers and shoes with closed toes and closed heels are required for safety and mobility. No flip-flops, open-toed sandals, or slippers. Shoes with extreme heels or platforms are unsafe and therefore not permitted.

**Accessories** Sunglasses, hats, bandanas or scarves may not be worn during school hours. Limited exceptions for religious reasons may be made, but require prior written approval from the Head of School or designee. Students are permitted to wear Great Oaks sweaters, hoodies, and cardigans over a Great Oaks polo. No other outer garments are permitted.

**Dress Code Violation Consequences** During the first two weeks of school, students will be asked to remedy the dress code infraction and will be given verbal and written reminders with immediate parent phone calls.

After the 2nd week of school, all students who are out of uniform will receive an immediate consequence. Consequences are listed as follows:

- Violation 1: After school detention and parent phone call
- Violation 2: 1-hour Saturday detention from 10 - 11AM (unless otherwise communicated)
- Violation 3: Out of school suspension; return pending in-person parent meeting

The violation cycle restarts on the first day of each new school week.

If the infraction requires removal of an item, the student will be asked to remove/ correct the infraction and the item will be kept in the office until dismissal. If the administrative team deems the item offensive/ inappropriate, a parent/ guardian will be required to pick up said item. Refusal to remove an item when requested constitutes defiance and will warrant further disciplinary consequences.

## Lockers

Lockers are provided to students for the school year. Students are held responsible for their locker for the entire school year. It is the parent/guardian's responsibility to secure a lock for the student. Students are not allowed to hold onto their belongings, bookbag or electronic devices due to him or her losing their lock.

## Bus Policy

Transportation is provided to all students; however, bus transportation is a privilege, not a "right." ALL Great Oaks Charter School's conduct standards will be enforced while students are on the bus or waiting at a bus stop. Students who disregard Great Oaks Charter School's standards of conduct or the following bus rules are subject to suspension from the bus and loss of the privilege of riding the bus to school. Great Oaks Charter School's use of businesses and public parking areas as hub stops may be revoked as a result of disruptive or unsafe student behaviors.

1. Only Great Oaks Charter School students, authorized volunteers, and employees of Great Oaks Charter School are permitted to board buses contracted for the transport of Great Oaks Charter School students. Parents or other authorized persons may not board the bus at any time. If you have a concern or issue with a driver or with a Great Oaks student, please contact the Principal so it may be resolved appropriately.
2. Students may ride only on the buses they are assigned and must be picked up and dropped off at their



assigned bus stop. A student's parent may, by written request to the school and the bus driver, request that a student be permitted to depart at an alternative stop. If a student is going home to another student's house, notes of authorization from both students' parents is required.

3. Students must follow the directions of the bus driver promptly and respectfully at all times. The driver is in full charge of the bus and students.
4. Students should keep the bus clean, sanitary, and orderly. Damage to bus will result in the assessment of replacement costs and other disciplinary consequences.
5. Students are not to tamper with emergency doors, controls, or windows.
6. Students are to conduct themselves while on the bus in such a way that it will not distract the driver from his/her job of driving. The use of profanity, indecent exposure, fighting, obscene gestures, pushing, shoving, spitting, or other distracting behavior will not be tolerated and will likely result in suspension from the bus. Repeated offenses could result in expulsion from the bus.

**Bus Misconduct Consequences** Students will earn a warning and parent meeting for the first issue on the bus. An instance is any choice that created an unsafe environment on the bus. The second instance may require the student to be removed from the bus for the remainder of the year. The staff has discretion to remove a student from the bus at any time, regardless of which instance it is.

**Student Personal Items on the School Bus** Students bringing personal items do so at their own risk and the school is not responsible for damage, loss or theft of these items. Gym bags, sports equipment, band instruments or any school project shall not be placed in aisles or areas near the bus entrance or emergency door. Items of this nature are not allowed on the bus unless they can be safely secured without endangering the safety of other students. If they cannot be safely secured, the student must arrange alternative transportation.

### Lunch Safety

Lunch Safety is important to the safety of the entire school community. Lunch is a time of hanging out with friends, unwinding and taking a break. Students are held to expectations to ensure safety for all during this student led time. The following expectations are expected of all students to ensure a safe lunch period:

1. Stay seated at all times.
2. Permission must be given from an adult to get out of your seat.
3. Keep hands and feet to yourself at all times.
4. Only 2 students in the bathroom at a time.

### Food and Drink

Eating and drinking are permitted only in the following circumstances:

1. In the cafeteria during lunch, breakfast, or other special occasions after school hours;
2. Food is permitted in the classrooms at the discretion of staff. Permission must be obtained before eating in the classroom.

### Incentive Systems

**Positive points** are earned by students when they display positive behaviors that reflect the school's values of Community, Confidence, and College-readiness. For every positive behavior displayed, a student earns one point toward his/her individual total. Earning positive points can help students recover from a negative total, or they can accumulate and be redeemed for rewards. The following list is not exhaustive, and school staff may distribute points for additional positive behaviors.

Community	Confidence	College-readiness
Attending a school event Being a supportive scholar Bullying prevention Contributing to clean spaces Demonstrating teamwork Kindness and compassion Participating in a school event	Constant dedication to education Consistently following expectations Meeting a personal goal Recovering from a redirection Resilience/grit Taking a risk	Academic excellence Academic pulse check College coffee College campus visit Meeting with admissions counselor

**Individual Rewards** Throughout the year, positive points that students earn accumulate and can be used to redeem various rewards.

**House Points** Each time that a student earns positive points, his/her house earns the same number of points. Each quarter, the house with the most points will earn a group field trip.

### Behavioral Infractions

The following list of behavioral infractions is not comprehensive; it offers examples of inappropriate or unacceptable behaviors. *While we have stated possible consequences for certain behavioral infractions, GO-WIL staff has sole discretion to determine the consequence(s) of each behavioral infraction.*

Note that a school-related behavioral infraction refers to the violation of this code occurring:

- While the student is on school grounds, Community Education Building property or school-related transportation.
- During school-sponsored activities and trips and all other school-related events.
- GO-WIL administration/ Board of Directors have the authority to suspend or expel students for activities occurring off of school premises when a student's out-of-school conduct indicates that the student presents a threat to the health, safety, or welfare of other students and staff.

L1 Behaviors (loss of one point)	L2 Behaviors (automatic detention)
-- Unprepared for Class -- Off Task/Disrupting Class -- Correctable Uniform Violation -- Inappropriate Language -- Tardy for Class -- Dishonesty -- Hallway without permission -- Running in Hallway/Stairwell	-- Disrespectful behavior towards members of school community -- Horseplay -- Disrespect of School Property -- Uncorrectable Uniform Violation -- Skipping Class -- Refusal to Release Phone

**L1 Behaviors** consist of low-level disrespectful, disruptive, or unprofessional behaviors. Each infraction will result in the loss of one point; if a student ends the school day with -5 or fewer points, he/she will receive an after school detention. Points can be earned back by positively contributing to the school community; an extensive list of positive behaviors is detailed within the incentives section.

**L2 Behaviors** pose a risk to the integrity of a safe and productive learning environment. Each infraction will result

in an automatic after school detention to be served the same day it is earned. Furthermore, for each L2 that is earned, 2 points will be deducted from the responsible student's house.

**Detention** takes place after school each day Monday-Thursday from 3:00-4:00 PM. Students are required to serve detention on the same day it is earned, with the exception of any detention earned on a Friday. Students who earn detention on Friday will be given a packet to complete at home; if they do not turn in a finished packet on Monday by 8:00 AM, they will be expected to serve detention on Monday after school. In the event that a student is unable to serve a detention on the same day, parent contact must be made to the Dean of Students or Assistant Dean of Students before dismissal. Missing detention without prior approval will result in a Saturday detention.

If a student walks or transportation has been arranged, he/she will be escorted out of the school immediately following detention. Students will not be allowed back into the building or on any school transportation upon exiting. Great Oaks is not liable for students after they leave the premises. If a student relies on the school bus for transportation, he/she will be required to attend office hours until 5:00 PM.

**Saturday Academy** is required for students who skip an after school detention or who are unable to successfully complete an after school detention.

Unacceptable Behavior	Range	Disciplinary Consequences
<u>Drug/Alcohol Offenses</u> Under the influence (not possessing)  Possession  Possession exceeding amount for only personal use	Min. Max.  Min. Max.  Min. Max.	1 Day OSS 10 Days OSS *second offense may result in expulsion or alternative placement for the remainder of the year  5 Day OSS 10 Days OSS *second offense may result in expulsion or alternative placement for the remainder of the year  10 Days OSS Referral for expulsion
<b>Improper use of technology</b> (The use of school technology equipment in: • Soliciting, using, receiving or sending pornographic or obscene material; or • Accessing unauthorized email; or • The unauthorized downloading and/or installing of files; or • Intentionally damaging technology equipment in the School Environment; or In any way student deliberately: • A situation in which tampers with, damages, alters, accesses, crashes, or corrupts the computer/communications system in the	Min.	Suspend Use Privilege; Parent conference





<p>Instigating a fight; Spectating a fight; Attempting to interfere in staff intervention to stop a fight; Filming a fight.</p>	<p>Min</p> <p>Max</p>	<p>1 day OSS</p> <p>5 days OSS</p>
<p>Offensive touch - toward student or staff (a person is guilty of offensive touching when he/she intentionally touches another person, either with a member of his/her body or with an instrument knowing that he/she is thereby likely to cause offense or alarm to such person. )</p>	<p>Min</p> <p>Max</p>	<p>2 Day OSS</p> <p>10 day OSS</p>
<p>Being charged with a felony.</p>	<p>Min</p> <p>Max</p>	<p>Parent conference; Emergency behavior plan</p> <p>Referral for Expulsion Hearing with Parent Conference</p>
<p>Threatening members of school community</p>	<p>Min</p> <p>Max</p>	<p>1 Day OSS; Restorative conference with Parent Conference</p> <p>Referral for Expulsion Hearing with Parent Conference</p>
<p>Possessing a dangerous weapon including but not limited to a knife or a gun.</p>	<p>Min</p> <p>Max</p>	<p>10 Day OSS and Mandatory Counseling (out-patient) with Parent Conference</p> <p>Referral for Expulsion Hearing with Parent Conference</p>
<p>Refusal to serve a consequence</p>	<p>Min</p> <p>Max</p>	<p>1 day OSS and mandatory parent meeting/intervention</p> <p>5 days OSS and/ or possible alternative placement</p>

<p><b>Sexual Misconduct</b> (a consensual sexual act(s) between two individuals within the school environment.)</p>	<p>Min</p>	<p>4 day minimum OSS and mandatory parent meeting/intervention</p>
	<p>Max</p>	<p>Referral for Expulsion Hearing with Parent Conference</p>
<p><b>Sexual Assault</b> (any unwanted sexual behavior committed by a perpetrator who is a stranger to the victim or by a perpetrator who is known by the victim or related to the victim by blood, marriage or civil union. Behaviors that fall under this definition include but are not limited to: sexual harassment as defined in §763 of Title 11; sexual contact as defined in §761(f) of Title 11; Sexual Intercourse as defined in §761(g) of Title 11; sexual penetration as defined in §761(i) of Title 11; and child sexual abuse as defined in §901 of Title 10.)</p>	<p>Min</p>	<p>10 day OSS and mandatory parent meeting/intervention</p>
	<p>Max</p>	<p>Referral for Expulsion Hearing with Parent Conference</p>
<p><b>Breaking and Entering</b> (unauthorized entry of any locked area of the school environment during or after school; including, but not limited to, rooms, classrooms, auditorium, gym, shops, offices, lockers, cabinets and vehicles.)</p>	<p>Min</p>	<p>2 day OSS and mandatory parent meeting/intervention</p>
	<p>Max</p>	<p>Referral for Expulsion Hearing with Parent Conference</p>
<p><b>Bullying</b> (an intentional written, electronic, verbal, or physical act or actions against another student, school volunteer or school employee that a reasonable person under the circumstances should know will have the effect of:  <ul style="list-style-type: none"> <li>• Placing a student, school volunteer, or school employee in reasonable fear of substantial harm to his or her emotional or physical well-being or substantial damage to his/her property;</li> <li>• Creating a hostile, threatening, humiliating, or abusive educational environment due to the pervasiveness of actions or due to a power differential between the bully and the target; or</li> <li>• Interfering with a student having a safe school environment that is necessary to facilitate educational performance, opportunities, or benefits; or</li> <li>• Perpetuating bullying by inciting, soliciting or coercing an individual or group to demean, dehumanize, embarrass, or cause emotional, psychological or physical harm to another student, school volunteer, or school employee.)</li> </ul> </p>	<p>Min</p>	<p>10 day OSS and mandatory parent meeting/intervention</p>
	<p>Max</p>	<p>Referral for Expulsion Hearing with Parent Conference</p>

<p><b>Cyberbullying</b> (the use of uninvited and unwelcome electronic communication directed at an identifiable student or group of students, through means other than face-to-face interaction, which:</p> <ul style="list-style-type: none"> <li>• Interferes with a student’s physical well-being; or</li> <li>• Is threatening or intimidating; or</li> <li>• Is so severe, persistent, or pervasive that it is reasonably likely to limit a student’s ability to participate in or benefit from the educational programs of the school district or charter school. Communication shall be considered to be directed at an identifiable student or group of students if it is sent directly to that student or group, or posted in a medium that the speaker knows is likely to be available to a broad audience within the school community.)</li> </ul>	Min	10 day OSS and mandatory parent meeting/intervention
	Max	Referral for Expulsion Hearing with Parent Conference
<p><b>Defiance of school personnel</b> (A verbal or non-verbal refusal to immediately comply with a reasonable request from school personnel, or refusal to identify oneself at the request of school personnel, and/or refusal to comply with disciplinary action; or</p> <ul style="list-style-type: none"> <li>• A verbal or non-verbal display of disrespect and/or uncivil behavior toward school personnel which either causes a substantial disruption or material interference with school activities.)</li> </ul>	Min	1 day OSS and mandatory parent meeting/intervention
	Max	5 day OSS and mandatory parent meeting/intervention
<p><b>Contributing to an unsafe environment</b> student actively contributed to there being a cause of a disturbance in a classroom or school community as a whole</p>	Min	2 days OSS and mandatory parent meeting/intervention
	Max	Referral for Expulsion Hearing with Parent Conference

**In-School Suspension (ISS)** At times, particular infractions warrant consequences that are more severe than detention, but less severe than Out-of- School Suspension (OSS). ISS is the removal of a student from regular classroom activities, but not from the school premises. Therefore, Great Oaks Charter School - Wilmington has an ISS model ensuring that students have access to the curriculum while at the same time ensuring that students face serious consequences for their choices. ISS is a discretionary alternative that may be used as a medium between Minimum and Maximum range disciplinary consequences when the minimum disciplinary consequence does not exceed 1 day suspension.

**Out-of-School Suspension (OSS)** Short-term OSS is the removal of a student from the school premises and regular classroom activities for ten consecutive days or less. In order for a student to return to school after his/her suspension, a parent/guardian must attend an in-person parent meeting with school personnel.

**Alternative Placement** is the removal of a student from school premises and regular classroom, a consequence earned when students face extremely serious consequences for their choices.



**Expulsion** Expulsion is defined as the exclusion from Great Oaks Charter - Wilmington on a permanent basis at the discretion of the School Directors. The Executive Director, Principal and/or Board have the authority to expel students due to egregious behavioral infractions.

**SRO Intervention** Intervention by the school resource officer (a Wilmington PD officer) will only happen if a student is physically attacking or threatening a community member, and cannot be de-escalated by a Great Oaks staff member. We will always attempt to contact parents first, but reserve the right to move forward without contacting a parent if the situation requires immediate action.

**Student Improvement Initiative (SII)** If a student is suspended from school for an egregious or repeated offense *or* for continuously defying school expectations, they will be placed on a SII. The goal of SII is to push students to make better choices on a consistent basis so they can focus on improving their academics. To ensure students are shifting their focus to making more positive choices, students behavior will be tracked. If a student's behavior does not improve, the student *may* be removed from the GO-WIL community (potential consequences - referral for expulsion, alternative placement, etc.).

### Appeals for Suspensions and Expulsions

**Right to Appeal:** If a student is suspended from school or from the bus for five (5) or more days or if the student is expelled from Great Oaks Charter School, the student's parent/guardian may appeal the decision to Great Oaks Charter School's Board of Directors Discipline Committee by written notice to Head of School within 48 hours of notification of the suspension or expulsion. Failure to notify the Head of School within 48 hours will render the school's determination final.

**Review by the Discipline Committee:** All appeals from suspensions and expulsions shall be heard by the Discipline Committee. The Discipline Committee has authority to make final determinations on suspensions and expulsions on behalf of the Board of Directors.

- a. The Discipline Committee shall convene as soon as practicable to hear the student's appeal, but no more than five (5) school days after receipt of the appeal.
  - b. The Discipline Committee shall consider only three issues: i. whether the hearing at the school level was conducted fairly and in conformity with prescribed procedures; ii. whether there existed a factual basis, which if believed, would be sufficient to establish the offense; and iii. whether the punishment is proportionate to the offense.
  - c. The Discipline Committee will review the decision of the school on the record and will take action based upon the recommendation and evidence summarized by school. A parent/guardian of the student and the student may address the Discipline Committee during the appeal hearing. However, the Discipline Committee shall not consider evidence not previously considered by the administration.
  - d. The Discipline Committee shall render a decision at the conclusion of the hearing and within 3 days shall provide a written summary of the decision of the Discipline Committee to the student's parent/guardian and to the school.
- During the investigation and review, the Student shall remain suspended from school.

### Academic Supports

**Special Needs Resources** Great Oaks Charter School provides special education services for students in accordance with state and federal special education laws, Delaware Procedural Safeguards Notice and the Individuals with Disabilities Education Act (IDEA) and the regulations implementing those laws. The Special Education Coordinator maintains all special education records in accordance with state and federal law; coordinate

all annual IEP reviews; organize professional development for teaching and tutoring staff; coordinate weekly accommodation meetings with teaching faculty; and support teachers and tutors in making appropriate curriculum, assessment, and instruction modifications. Please reference the Special Education Coordinator for the Special Education Guidebook that outlines our Special Education Program at Great Oaks Charter School - Wilmington.

**Great Oaks Charter School AmeriCorps Fellows Tutoring** Great Oaks Charter School AmeriCorps Fellows work relentlessly to build in-depth relationships with their students, serving as full-time mentors and academic coaches. They focus on building reading, writing, and math skills.

Tutorial Configuration The Great Oaks Charter School Fellows are comprised of 50+ full-time recent college graduates supervised by the Director of Great Oaks Fellows. Great Oaks Charter School Fellows serve our community in a one-year capacity by providing academic tutoring and mentorship to our students, and leading after school enrichment activities and clubs. Our students learn to develop a new relationship with a Fellow each year, thus cultivating a strong network of mentors at the end of their Great Oaks career. Every student in 9th grade at GO-WIL High School is provided tutoring services from the Great Oaks Fellows for a total of 8 hours per week. During each tutorial period, students will work with a Fellow to further build on their independent academic levels in ELA and in Math while also getting support in mastering the learning objectives from their ELA and Math classes each week. Students will work either one-on-one with their Fellow or in a group with a Fellow and one to three other students. Tutorial groups are specially designed to fit the needs of each individual child – to push them to master basic facts and skills and to challenge them to engage in academic dialogue and debate with their peers. School Leadership considers a variety of variables in order to make the best match for each student and Fellow. Requested changes in the student-Fellow pairings are very rare, and will not be accommodated in the first three months of the academic year, as that is a critical time for relationship building for both the student and Fellow.

Curriculum The curriculum in Math and ELA Tutorial is meant to mirror the skills and topics taught in class to provide additional practice and give opportunity for students to receive more individualized assistance. It is designed to challenge students to gain a deeper understanding of the topics taught in class by posing new problems and situations, as well as to offer remedial practice for topics and skills that have not yet been mastered by the student and will not be taught explicitly in class. Students receive constant coaching and feedback from their Fellow as they work. Like class, every tutorial period is intentionally designed by teachers and Fellows to be aligned to state and Common Core standards and meet the needs of students in a way that is both supportive and rigorous.

Training and Coaching Fellows receive extensive amounts of training and professional development in order to best suit the needs of each child. Training begins during a three-week intensive program prior to the arrival of students, wherein Great Oaks Charter School Fellows learn about the Great Oaks culture and practice a variety of proven instructional methods and techniques. During the school year, Fellows continue to grow through a minimum of one hour of professional development each week. This professional development will continue to build on their instructional techniques and focus on subject-specific strategies to improve students' understanding of fundamental reading, writing, and math concepts. Fellows will engage in their own growth in each moment as they are observed, receive precise praise and feedback, and are asked to reflect on their own growth as well as the growth of their students during multiple occasions throughout the day and week.

Communication The Fellow is committed to reaching the parent/guardian of each student at least once a week to discuss each student's progress in reading, writing, and math skills as well as data on the student's homework completion, grades in classes, and behavior as noted by the daily merit and demerit check. This communication is important in supporting each child's academic, social, and personal well-being. Additionally, students and families may reach out to the Corps member during the allotted time to request help with homework, ask a school-related question, or provide important information.

**Academic Intervention Program (AIP) Office Hours** If a student is struggling in a class with any grade below a D or struggling with a particular skill, it is mandatory for that student to attend Academic Intervention Program (AIP) Office Hours once a week for the class or classes they are having difficulties in. The classroom teachers are available one day a week from 3:00 - 5PM to offer AIP office hours.

The AIP Report is given out on a biweekly basis on Fridays so that students and parents can plan late transportation accordingly for the following week's AIP office hours. AIP Office Hours are mandatory for students with grade at or below a D or F, with no exceptions. Families will be required to make alternative transportation arrangements for students who are mandated to attend AIP Office Hours After School. Parents also have online access to Eschool to check grades at their leisure. Contact the Dean of Curriculum & Instruction for login information for Eschool Academic Data Website.

The following policies apply to AIP Office Hours:

- Other than for family/medical emergencies or health-related appointments, students may not be excused from AIP Office Hours, as it is a very important part of the school's academic program. Please note that transportation challenges will never be accepted as a reasonable excuse for missing AIP Office Hours.
- Only in very rare circumstances will a child ever be excused from AIP Office Hours more than one time during an academic quarter.
- No students will be excused from AIP Office Hours unless a parent has directly communicated with the Dean of Curriculum & Academics regarding one of the above-listed exceptions.

**Homework Center** Homework Center is held from 3:00 - 4:30 PM on Monday - Thursday. During Homework Center, students will have the opportunity to complete any missing homework assignments and receive additional help from GOWIL Fellows.

## Academic Integrity

**Purpose** Great Oaks students are expected to complete all academic assignments and assessments in an honorable manner and are personally responsible for advancing authentic learning. Academic dishonesty in any form is prohibited and students will face severe consequences for engaging in behavior that involves lying, stealing, cheating, plagiarizing, or conspiring with those who do. Infractions become part of the student's cumulative record.

**Academic Dishonesty:** The following section lists, but is not limited to, examples of academic dishonesty:

1. Violations are recognized as deliberately seeking one's own gain in academic, extracurricular, or other school work in order to (or with the intent to) gain an unfair advantage include:
2. Unauthorized exchange of information during a test or exam while others are still taking it which includes, but is not limited to, using calculators to store test information, texting, emailing, e- chatting, writing on desks, employing hand gestures and other distracting noises, and concealing notes on one's person.
3. Copying from others during a test or examination which includes testing during Math League, Science Olympiad, or any other competition where the student represents Great Oaks Charter.
4. Using unauthorized materials such as calculators, websites, cell phones, crib notes, etc. to complete an examination or assignment.
5. Copying or otherwise retaining parts of a test or exam and giving it to other students who have yet to take it.
6. Sharing test questions with others who have not taken the exam.
7. Using unauthorized online translators.
8. Changing, altering, or acting as an accessory to changing or altering a grade on a test, assignment, or project, including lab notebooks and Science Fair data.

9. Violating any other testing procedures specified by the teacher.
10. Collaborating without permission on assigned work which includes, but is not limited to, papers, projects, products, lab reports, other reports, and homework.
11. Gaining unauthorized prior knowledge and/or access to tests, quizzes, midterms, finals, or other assignments.
12. Having another individual take a test or prepare an assignment or assist with a test or an assignment without approval.

**Lying or Fraud:** To make a statement one knows is false, with the intent to deceive or with disregard for the truth: to give a false impression. Lies can be made verbally, in writing, or by gestures that are intended to convey a false impression or understanding. Regarding academic performance, conduct that constitutes lying, includes but is not limited to:

13. Fabricating data or information such as making up physical activity logs, driving logs, and research data.
14. Claiming to have contributed to a group project but not being accountable for a fair share of the work.
15. Citing information not taken from the source indicated. This may include incorrect documentation of secondary source materials: e.g., using the works cited information from a source instead of going to the original source.
16. Listing sources on a works cited page that are not used in the academic exercise.
17. Submitting a paper or other academic exercise that includes false or fictitious data, or deliberately concealing or distorting the true nature, origin, or function of such data.
18. Submitting, as original, any academic exercises prepared totally or in part by another, including information from unauthorized sources, e.g., the Internet, Spark Notes, or Cliff Notes.
19. Falsifying illness in order to avoid testing on the assigned day.
20. Forging signatures on school documents.
21. Changing a grade or attendance record by mechanical or electronic means in a teacher's or school's grading or attendance system.
22. Misleading parents about assignments or exams.
23. Representing oneself to be a teacher or school representative.
24. Falsifying a recommendation letter.

**Stealing:** Encompasses taking or appropriating without the right or permission to do so and with the intent to keep or improperly use the school work or materials of another student or the instructional materials of a teacher. Some examples include, but are not limited to:

25. Stealing copies of tests or quizzes
26. Illegitimately accessing the teacher's answer key for tests or quizzes
27. Stealing the teacher's edition of the textbook
28. Stealing another student's homework, notes, or handouts.

**Egregious Behavior Disrupting the Testing Environment:** Students are given multiple opportunities to navigate and participate within a testing environment. Test scores are large portions of student grades, and disruption of a student to their own testing environment and the testing environment of other students is deemed a serious infraction. A student who are removed from a testing environment due to egregiously disrupting the testing environment after a calm down session and 3 redirections is unable to make up the exam and earns a test grade of 0. Students with Special Education Needs and IEPs may have varying plans in place that support their testing environment needs that may not align with this policy that is handled in a case by case basis.

**Referral and Consequences** If a Great Oaks employee reasonably suspects that a student engaged in academic dishonesty, this student may receive a zero for the exam, test, or assignment and will be referred to the administration for additional consequences. The Great Oaks administration reserves the right to make a final determination of whether a student engaged in academic dishonesty and to affirm and/or assign consequences. Further incidents of academic dishonesty could result in more severe disciplinary consequences such as, a failing

grade for the entire marking period and referral to the Review Board for possible dismissal.

## Extracurricular Activities

**Athletics** Great Oaks Charter believes in a strong athletic program. Great Oaks Charter offers athletic teams based on student interest and facilities available.

Being a member of a Great Oaks athletic team is a privilege offered to students who show proper enthusiasm, responsibility, and good sportsmanship. Great Oaks Charter athletes are expected to use good judgment and be good representatives of the team and the school. Academic and conduct eligibility requirements are outlined below, and any additional information can be found in the Athletic Handbook.

Academic Eligibility At Great Oaks Charter School, we strongly believe that our student-athletes are students first and athletes second. Therefore, students who are failing two or more courses in a marking period are ineligible to play and will be restricted from participating on the team until the number of failing classes is reduced to one. In addition, students must not have lower than a 72% overall average in the marking period. Eligibility is determined on the day quarter report cards are issued.

To be eligible to try out for a fall sport, students must have met the eligibility requirements based on the spring report card.

Conduct Eligibility If a student earns an afterschool detention, he/she is not eligible to participate in any game or practice on the day of the detention. Any student who has been suspended from school is not eligible to participate on any competitive team during the term of suspension. Unless an exception has been granted by the administration, a student must be in attendance for at least 1/2 of the school day to be eligible to participate in practice or a game that day. All team members must travel to away games with the team. A student may be excused from returning to school with the team only if she/he is released to parents/ guardian or has written permission to go home with another family.

**After School Clubs/Activities** Great Oaks Charter provides a number of opportunities for students to participate in extracurricular activities based on student interest. Eligibility requirements similar to those for students participating in interscholastic athletics will be applied to students competing on interscholastic academic teams. The code of conduct is applied to students who are participating in after school clubs, and any students found in defiance of code of conduct expectations after school will warrant disciplinary action, including but not limited to exclusion from after school clubs and programming. Throughout the year, students have an opportunity to participate in a variety of after school activities. Students who are not participating in a school-sponsored after school activity may not remain on campus after dismissal. Siblings not enrolled in an afterschool activity may not stay at school without supervision from a parent/ guardian. Students staying for extra help must have the permission of the teacher who is supervising them. After school programming will take place from 3:00-4:30 PM, with dinner served at 4:30.

## Medical

**Medications:** Only essential prescribed medicines will be given at school. The parent/guardian will assume full responsibility for any medication brought into school. Our school nurse will administer all medications. All medications must be physically brought into the nurse's office by the parent/ guardian or caregiver. Medication should never be sent to school with a student.

**Procedures for the Administration of Medications:** A physician's or dentist's written order must accompany each medication along with a signed Great Oaks Charter School Parent/guardian permission form. These forms are available in the nurse's office. They must be completed at the time that the medication is brought to school by the parent/caregiver. Please be aware that HIPAA law prohibits these forms from being faxed. Prescription drugs must be packaged according to current pharmacy standards and in properly labeled original pharmacy containers. The student's name must appear on the pharmacy label. This will serve as the written order. It is the parents'

responsibility to keep their child's regular medications refilled.

**Over-the-counter (OTC) medications** may be dispensed to a student under limited circumstances. The nurse may dispense limited OTC medications if the nurse has on file a written authorization signed by the parent/guardian. Otherwise, the nurse will dispense only medications that a parent/guardian provides the nurse that are in the manufacturer's original container, labeled by the parent/caregiver with the child's name. The parent must sign a written permission form at the time the medication is brought to school by the parent/caregiver. The label must specify the exact dosage for the age of the student. Any variation in the label dose must be accompanied by a physician's note.

Medication not in compliance with the above policy cannot be given and must be picked up by the parent/caregiver. All medications will be kept in a locked cabinet. Please pick up student prescription drugs and medications on or before the last student day. Items not picked up will be disposed of at the end of the school year.

**Illnesses** Great Oaks Charter School does not have the facilities to care for students who are not well. Parents/guardians should develop a plan that will enable the child to be picked up from school soon after a notification of illness, a contagious condition, infestation, or accident. Parents/guardians are expected to pick their child up within an hour of the notification. It is imperative that parents provide accurate information on the emergency forms to enable us to reach you or the designated emergency contact immediately. Emergency contacts should be within driving distance from school.

These regulations conform to the childhood immunization recommendations made by the Advisory Committee on Immunization Practices, the American Academy of Pediatrics, and the American Academy of Family Physicians.

Parents must show proof of immunizations at the time of school enrollment, even if the child has attended another school in Delaware. Dates from home health records or verification of immunization by a physician's signed statement are acceptable.

Students entering from other countries or other states may provisionally attend school if evidence is provided that the child has received at least one dose of each vaccine, and a plan is provided to complete the remaining doses within eight months of entrance to school. If requirements are not met, the student(s) may not return to school until such time that all requirements are met.

Information regarding any medical or religious exception to the law must be submitted, in writing, to the school nurse prior to admission. However, NO exceptions can be made for the TB screening and lead testing requirements.

**Physical Examinations** Physical examinations are required for students in ninth grade and all new students transferring into Great Oaks Charter School.

## **Drug Policy**

**Definitions** "Alcohol" shall mean alcohol or any alcoholic liquor, capable of being consumed by a human being, including alcohol, spirits, wine, and beer. "Drugs" broadly includes, without limitation, any stimulant, intoxicant, nervous system depressant, hallucinogen, or other chemical substance, compound, or combination when used to induce an altered state, including any otherwise lawfully available product used for any purpose other than its intended use. The term "Drug Paraphernalia" broadly includes any material, product, instrument, or item used to create, manufacture, distribute, use, or otherwise manipulate any drug and includes, but is not limited to, hypodermic needles and syringes. "Prescription drug" shall mean any substance obtained directly from or pursuant to a valid prescription or order of a medical practitioner while acting in the course of her or his professional practice. "Drug-like substance" shall mean any non-controlled and/or non-prescription substance capable of producing a change in behavior or altering a state of mind or feeling, including, some over-the-counter cough medicines, certain types of glue, caffeine pills, and caffeine (energy) drinks. "Non-prescription medication" shall mean any over-the-counter medication.

**Drug & Alcohol Policy** Great Oaks Charter School prohibits the possession, use, sale and/or distribution of alcohol, drugs, drug-like substance and drug paraphernalia within the school environment. In addition, all prescription drugs and non-prescription medications brought into the school environment must be brought directly to the nurse by the student's parent. Students are not permitted to be in possession of, or distribute prescription drugs or non-prescription medication. Any consumption of prescription drugs and/or non-prescription medications within the school environment must be supervised by the nurse or her authorized designee. Specific violations of this standard include, but are not limited to: The manufacture, sale, or distribution of any drug or drug paraphernalia; The possession, use, consumption of any drug or drug paraphernalia; A violation of any applicable local, state, or federal law relating to drugs or drug paraphernalia; or the possession, use, sale, delivery, or transfer of a prescription drug by a student, other than as supervised by the school nurse or her authorized designee. The possession, use, sale, delivery, or transfer of nonprescription medications by a student, other than as supervised by the school nurse or her authorized designee. Violation of this policy will result in disciplinary action in accordance with the school's standards of conduct up to and including expulsion from school. Use, possession, or being under the influence of drugs in school, on the bus, or on school grounds or any school-sponsored activities may result in police notification. The selling or dispensing drugs to other students will result in police notification.

**Possession of Firearms and Weapons** In compliance with the Federal "Gun Free Schools Act of 1994", the following policy shall apply to all Great Oaks Charter School students. Possession of a firearm on school property, in a school bus, or at any school-sponsored event or activity shall result in expulsion for a period of not less than 180 school days. The Head of School shall modify such expulsion requirement to the extent a modification is required by Federal or State law. Great Oaks Charter School's policy on possession of firearms shall apply to all students, except that with respect to students with disabilities, the federal law will be followed. A determination of whether the violation of the possession of firearm policy was due to the student's handicapping condition will be made prior to any discipline or change of placement in connection with the policy. For purposes of this policy, the term "weapon" as used in the Federal "Gun Free Schools Act of 1994" means a "firearm" as defined in Section 921 of Title 18, United States Code. The term "firearm" means: A. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; B. the frame or receiver of any weapon; C. any firearm muffler or firearm silencer; D. any destructive device; E. such term does not include an antique firearm. The term "destructive device" means: A. Any explosive device, incendiary, or poison gas – bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, device similar to any of the devices described in the preceding clauses; B. Any type of weapon (other than a shotgun or a shotgun shell which the Attorney General finds is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by an action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; or C. Any combination of parts either designated or intended for use in converting any device into any destructive device described in subparagraph (A) or (B) and from which a destructive device may be readily assembled. "Destructive device" shall not include any device which is neither designed nor redesigned for use as a weapon; any device, although originally designed for use as a weapon, which is designed for use as a signaling, pyrotechnic, line throwing, safety, or similar device; surplus ordnance sold, loaned, or given by the Secretary of the Army pursuant to the provisions of section 4684(2), 4685, or 4686 of title 10; or any other device which the Attorney General finds is not likely to be used as a weapon, is an antique, or is a rifle which the owner intends to use solely for sporting, recreational or cultural purposes. "Antique firearm" means any firearm (including any firearm with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1989; or any replica of any firearm described in subparagraph (A) if such replica is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition, or uses rimfire or conventional centerfire fixed ammunition which is no longer manufactured in the United States. In addition to the above provisions, a student is in violation of this policy if the student is in possession of any of the following devices, any devices comparable but not specifically listed, or any "lookalike" devices: air guns, pellet guns,

shotgun shells, bullets, air canisters, paintball gun canisters, paintball guns, laser pens, laser pointers, party poppers, aerosol sprays.

## Possession and Searches

**Personal Storage** The school presumes a student possesses, and is therefore responsible for all items found in or on the student's clothing, book bag, purse, desk, locker, or similar container or bag used to carry or store books or personal property. Regularly check the contents of your desk, book bag, and/or purse. Students remain responsible for items found in your desk, book bag, and/or purse, lockers.

**Searches** The school has a responsibility to protect the health, safety and welfare of those within the school. Student desks, cubbies, lockers and electronic files are the property of the school and may be subject to search by an administrator at any time with or without reasonable suspicion to protect the health, safety and welfare of others. Search of individual students (including cell phones) shall be based upon reasonable suspicion that the student's person or property contains illegal substances, items or material detrimental to the safety and welfare of other students or staff, or is in violation of the law, Great Oaks Charter's policies, or the Great Oaks Charter Standards of Conduct.

## Tobacco-Free Policy

Great Oaks Charter School recognizes its responsibility to promote the health, welfare and safety of students, staff and others on school property and at school- sponsored activities. Research conclusively proves that:

- Regular use of tobacco is ultimately harmful to every user's health;
- Second-hand smoke is a threat to the personal health of everyone, especially persons with asthma and other respiratory problems;
- Nicotine is a powerfully addictive substance;
- Tobacco use most often begins during childhood or adolescence;
- The younger a person starts using tobacco, the more likely he or she will be a heavy user as an adult;
- Many young tobacco users will die an early, preventable death because of their decision to use tobacco.
- Use of tobacco interferes with students' attendance and learning;
- Smoking is a fire safety issue for schools.

In light of this information, and to be consistent with federal and state law, it is the intent of Great Oaks Charter School to establish a tobacco-free environment. Great Oaks Charter School shall notify students, parents, staff, contractors and other school visitors of the tobacco free policy in written materials including, but not limited, to handbooks, website postings, manuals, contracts, and/or newsletters.

**Tobacco Use Prohibited** No person is permitted to use tobacco or a tobacco substitute in any way at any time, including non-school hours, on school property, grounds or at any school-sponsored event or activity off campus. Tobacco substitutes prohibited by this policy shall include e-cigarettes.

**Tobacco Possession Prohibited** No student is permitted to possess tobacco or a tobacco substitute on school property, grounds, or at school-sponsored event or activity off campus. Students are prohibited from wearing or having in their possession tobacco products or Great Oaks Charter School items, including clothing, bags, lighters, and other personal articles on school property, grounds, or at any school-sponsored event or activity off campus.

**Tobacco Distribution Prohibited** Distribution or sale of tobacco, including any tobacco substitute and smoking devices are prohibited on school property, grounds, and at any school-sponsored event or activity off campus.

**Enforcement** Student violations of this policy will lead to disciplinary action in accordance with the school's policies up to and including suspension from school. Student participation in a tobacco cessation program and/or tobacco education class may be allowed as an alternative to discipline.

**Prohibited items** Do not bring the following items to school. They will be confiscated and not returned and will



result in further disciplinary consequences:

1. Tobacco product of any sort
2. Obscene literature
3. Lighters/matches
4. Weapons of any sort, including but not limited to, box cutters, razor blades, knives, etc.
5. Laser pointers
6. Drug graffiti or paraphernalia
7. Bandana

### **Use of Phones/Electronic Devices**

Absent express permission from a teacher or administrator, students may not use personal electronic devices (gaming devices, cell phones, iPods, iPads) during instructional time. Inappropriate use can result in confiscation by staff; if the student releases the device immediately, it will be given back to him/her at the end of the class period. Refusal to release immediately will result in administrative intervention, and the device will not be given back to the student until dismissal. Refusal to release to an administrator will result in an automatic detention.

Great Oaks Charter School will not be responsible for electronic devices that are lost, broken, or stolen at school or on the school bus.

### **Technology Use Policy**

Great Oaks Charter School provides students access to the school's electronic network, including internet access as well as technology services and equipment solely for educational purposes. Students are expected to follow the same rules and behaviors that are used with other daily school activities in the use of the school's electronic network. Access to technology services is a privilege, not a right. The school reserves the right to monitor all activity on its electronic network and to place reasonable restrictions on material that is accessed or posted throughout the network. Violations of this policy may result in the loss of access to school computers and/or other disciplinary action up to and including expulsion from Great Oaks Charter School.

#### **Unacceptable behaviors include, but are not limited to:**

- Access, create, send, display, post, or print messages, pictures, other material, or websites that are abusive, obscene, sexually oriented, threatening, harassing, bullying, damaging to another's reputation, illegal, or which discriminate on the basis of gender, race, color, age, national origin, sexual orientation, religion, or disability;
- Damage computers, systems, networks, software, or other technology tools;
- Use speech that is inappropriate in an educational setting;
- Violating copyright laws including loading or copying copyrighted software for personal use.
- Knowingly or recklessly post false or defamatory information about a person or organization;
- The use or attempt to acquire another's password;
- Trespassing in another's folders, disks, work, or files;
- Disclose, use, or disseminate personal information about themselves or any other minor;
- Intentionally waste limited resources (such as disk space or paper);
- Load unauthorized software on school computers (such as games);
- Use the technology for illegal or harmful purposes, including "hacking" and unauthorized access to systems or information.

**Internet Safety Policy** Access to the Internet is provided to staff and students as an educational resource. Research and browsing on the Internet should be restricted in its scope to those topics and websites that relate to the educational material being taught at the time. To protect against access by adults and minors to visual depictions that are obscene, pornographic, or otherwise harmful to minors, Great Oaks Charter School filters all school web activity through a State provided filter. Students are restricted from modifying these network and Internet settings.

- Absent express permission from a teacher or an administrator, students are prohibited from using electronic mail, chat rooms, and other forms of direct electronic communications (including ICQ, AIM, Yahoo Instant

Messenger, MSN Messenger Service, etc.).

- No student shall engage in unauthorized access, including “hacking”, online auctions, online commerce (purchasing and selling), or other unlawful activities using school resources.
- Students are prohibited from disclosing any personal information while online, including filling out online forms that request any personal information from the student.
- No action may be taken by a student which undermines or subverts the security imposed upon the computer systems or the normal filtering of Internet traffic. This includes students logging onto computers as administrative or teaching staff.
- Students shall not use computers connected to the Internet without a teacher-authorized educational purpose.
- Students are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should students provide their password to another student.
- Students shall not attempt to access web sites blocked by school policy, including the use of proxy services, software or websites.
- Students will not attempt to gain unauthorized access to any portion of the Great Oaks Charter School electronic network, including attempting to log in through another person’s account or access another person’s folders, work or files.
- Files stored on the network or in school- managed google accounts are treated in the same manner as other school storage areas, and users should not expect that files stored on school servers are private.

### **Common Conduct Definitions**

Delaware Regulation 14 Admin C 614 provides for uniform definitions of certain conduct that may result in expulsion or alternative placement. The full regulation may be accessed at <http://regulations.delaware.gov/AdminCode/title14/600/616.shtml>. Parents may request a paper copy of this regulation at the front office.

### **Right to Hearing**

It is the school's expectation that most conduct violations under these standards will be resolved through a problem solving conference with the student during which the student is given full opportunity to be heard. However, whenever the school receives reliable information that conduct has occurred which may warrant a suspension of more than 5 days or expulsion, the school shall notify the student and the student’s parent of the alleged conduct violation and will conduct an investigation. If, at the conclusion of the investigation, the student admits to the conduct or the administration and the parents mutually agree to a resolution, no further proceedings will be held.

If the violations are not disposed of by mutual consent, the Head of School/ Discipline Committee shall conduct a private hearing within 5-15 business days to determine whether or not a violation occurred. The student is permitted to invite others with information relevant to the incident to the hearing and/or may submit written documents to the Head of School/ Principal. The Student's parent may request receipt of all evidence of the allegations, including any documents, prior to the hearing. Video/ photo evidence may not be sent in advance, but can be viewed in the presence of school administration/ authorities. The hearing shall not necessarily delay the imposition of disciplinary action, unless so determined by the Head of School. At the conclusion of the hearing, the Head of School shall determine whether a conduct violation occurred and the appropriate disciplinary action to impose.

### **Mandatory Reporting**

State law obligates Great Oaks Charter School to report, and at times to prosecute, certain offenses enumerated in Title 14, Section 4112 of the Delaware Code. In any instance where a Student or a Parent/Guardian is found to have committed one of the enumerated offenses against a School Employee, the Head of School shall without reasonable delay, file the appropriate charge against the student or the Parent/Guardian. In all cases where a reportable offense has occurred, the School shall consult with police authorities. In addition, the State Board of Education requires

reporting of the additional incidents to the Department of Education.

### High School Staff Contact List

Staff Name	Position	Phone Number	Email Address
Kia Johnson	Executive Director	302-660-4790 Ext. 900	kjohnson@greatoakscharter.org
Amanda Taylor	Principal	302-660-4790 Ext. 902	a_taylor@greatoakscharter.org
Delonte Gardner	Dean of Students	302-559-3287	dgardner@greatoakscharter.org
Hannah Maxa	Assistant Dean of Students	302-438-0510	hmaxa@greatoakscharter.org
Felecia Russell	Director of College & Career Access	302-660-4790 ext. 908	frussell@greatoakscharter.org
Kendra Giardiniere	Director of Great Oaks Fellows & Teacher Residency	302-660-4790 ext. 808	kgiardiniere@greatoakscharter.org
Cailin VanNevel	Learning Specialist Fellow	302-660-4790 ext. 928	kgillis@greatoakscharter.org
Richard Kearney	Athletic Director Health & Physical Education	302-483-7141	rkearney@greatoakscharter.org
Amani Young	English 9		ayoung@greatoakscharter.org
Erica Hitchens	English 10 Dance & Cheer	302-660-4790 ext. 919	ehitchens@greatoakscharter.org
Anthony Davis	Algebra 1 Algebra 2	302-293-3362	a_davis@greatoakscharter.org
Julia Zammith	Geometry French 1	302-660-4790 ext. 917	jzammith@greatoakscharter.org
Alisa Vidwans	Integrated Science	302-660-4790 ext. 910	avidwans@greatoakscharter.org
Lauren Bravo	Biology Spanish 1	302-660-4790 ext. 937	lbravo@greatoakscharter.org
Rafael Rodriguez	Civics & Geography Spanish 1	302-660-4790 ext. 915	rrodriguez@greatoakscharter.org
Calvin Samuel	US History	302-660-4790 ext. 920	csamuel@greatoakscharter.org
Ronald McGee	Driver's Education		

Jamal Tate	Special Education	302-660-4790 ext. 928	jtate@greatoakscharter.org
Kaitleen Gillis	Special Education Coordinator K-12 Teacher Academy - CTE	302-660-4790 ext. 903	kgillis@greatoakscharter.org
Sandrine Robinson	9 ELA Fellow Lead		srobinson@greatoakscharter.org
Abby Vansickle	9 Math Fellow Lead		avansickle@greatoakscharter.org

## Parent/Student Acknowledgement Form

This Student Code of Conduct is a document designed to provide rules, expectations, and consequences for student behavior, attendance, and technology usage. Students and parents/guardians have the responsibility to know and respect the rules as described in the Student Code of Conduct. We ask that you review the Student Code of Conduct with your child(ren) and have a discussion regarding school expectations.

Please sign below and have your child sign to acknowledge that you have received a copy of the Student Code of Conduct.

A copy of GO-WIL HS's handbook can be found at: <https://tinyurl.com/GOWILHSHandbook19>

Return the signed sheet to Ms. Maxa or Mr. Gardner by September 9, 2019

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As the parent/guardian of the student listed below, I have reviewed and discussed the Great Oaks Charter School handbook with my child. We understand that the policies apply to ALL students at ALL times on ALL Great Oaks Charter School property, including ALL school buildings, in all school vehicles, while using school technology, and at all school-related activities including, but not limited to, school field trips and school sponsored sporting events, whether held on school property or at locations off school property.

By signing below, I am confirming that I have received and reviewed the Great Oaks Charter School handbook with my child(ren). I will make every effort to ensure that my child abides by the code of conduct.

Student(s) Name: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_

Student(s) Signature: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_