



Great Oaks Charter School  
Wilmington  
**Distance Learning Handbook**

2020-21 School Year

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## Administrative Staff Contact Information

Leland Kent	Executive Director	lkent@greatoakswilm.org	302-559-7087
Damien Burke	Chief Operating Officer	dburke@greatoakswilm.org	302-650-5205
Lacrecia Stewart-Henderson	Dean of Students	lstewart-henderson@greatoa kswilm.org	302-359-7665
Samanta Lopez	School Principal	slopez@greatoakswilm.org	302-438-0510
Tamara Price	Assistant School Principal	tprice@greatoakswilm.org	302-333-9083
Kaitleen Gillis	Director of Student Supports	kgillis@greatoakswilm.org	302-268-3154
Karlin Larkin	Director of Literacy	klarkin@greatoakswilm.org	302-415-3659

## Great Oaks Distance Learning Platform

Great Oaks Charter School Wilmington will operate virtually until further notice. Students will utilize Schoology and Zoom meetings for classroom engagement, tutoring support, and counseling. Schoology will provide updates on assignments due for each of your student's classes. It will also be a hub-stop for updates from the teacher. Your student's Great Oaks email will contain instructions and links from their teachers on how to log in to classes, tutoring, and counseling.

Families, you are welcome to visit us at the Community Education Building anytime Monday-Friday from 8:00 AM-3:00 PM should you have questions or need support. You may also call us at 302-660-4790.

### Logging in To Virtual Learning

#### Logging in to Gmail

- Go to Google ([www.Gmail.com](http://www.Gmail.com))
- Click the Blue **Sign in** button in the top right corner **or** "Add Another Account"
- Sign in using your student email address which will be:
- [First letter of your first name], [**Full** Last Name, including hyphens if applicable], [Students anticipated High School Graduation Year], **@greateakswilm.org**
  - 6th Graders: 2027
  - 7th Graders: 2026
  - 8th Graders: 2025
  - 9th Graders: 2024
  - 10th Grader : 2023
  - 11th Graders: 2022
- Password: littleacorns (Student will be prompted to change their password to something more secure after initial log -in)
  - Example: *8th grade Student: Mark Johnson-Smith*

**Email Address: [mjohnson-smith2025@greateakswilm.org](mailto:mjohnson-smith2025@greateakswilm.org)**

**Password : littleacorns**

#### Logging in to Schoology

- Go to [greateakswilm.schoology.com](http://greateakswilm.schoology.com)
- Enter your greateakswilm email address and your selected password.
  - To reset your password, email [distancelearning@greateakswilm.org](mailto:distancelearning@greateakswilm.org)
- For updates on assignments and Zoom meeting links select your class from the "Courses" tab

- Many technical issues can be solved by restarting the computer.
  - **Please** attempt to **restart** the computer before contacting Technical Support at [distancelearning@greatoakswilm.org](mailto:distancelearning@greatoakswilm.org).

## School-Issued Chromebook Devices

Great Oaks will provide your student with a Chromebook to attend class and complete school work. Chromebooks may be picked up from the front office Monday-Friday from 8am-3pm. If your student is having technical difficulties with their Chromebook, or if they are in need of a replacement, please visit the building during the provided business hours. For more information about Technical Assistance, see page 10.

*All School issued devices, regardless of condition, must be returned at the end of a student's enrollment at Great Oaks Charter School or at the request of Great Oaks Charter school.*

School Chromebook Initial Claim	Replacement #1 (Deductible Claim #1)	Replacement #2 (Deductible Claim #2)
<b>\$0</b>	<b>\$50</b>	<b>Up to \$300</b>

## Academic Calendar and Student Schedules

### 2020-21 Academic Calendar

**Note:** “Cyber Days” are days where students are expected to complete virtual assignments, but there are no live classes, also known as “asynchronous learning”

JUNE 2020	
Monday, June 22 <sup>nd</sup>	Summer School & Camp Begins
JULY 2020	
Friday, July 3 <sup>rd</sup>	SCHOOLS & OFFICES CLOSED – Independence Day
Thursday, July 30 <sup>th</sup>	Summer School & Camp End
AUGUST 2020	
Monday August 10 <sup>th</sup> - Thursday, September 3 <sup>rd</sup>	Staff Professional Development
Wednesday, August 26 <sup>th</sup>	Freshman Virtual Orientation 6:30-7:30 PM
Thursday, August 27 <sup>th</sup>	Middle School New Student Virtual Orientation 6-7PM

Monday, August 31st - Thursday, September 3rd	Student Technology and Supply Pick- Up
<b>SEPTEMBER 2020</b>	
Friday, September 4 <sup>th</sup> & Monday, September 7 <sup>th</sup>	SCHOOLS & OFFICES CLOSED – Labor Day
Tuesday, September 8th	First School Day -Virtual Instruction High School: B-Day
<b>OCTOBER 2020</b>	
Friday October 9 <sup>th</sup>	Cyber Day for Students Professional Development for Staff, Offices Open
Friday October 30th	1st Marking Period Ends
<b>NOVEMBER 2020</b>	
Tuesday, November 3rd	SCHOOLS & OFFICES CLOSED - ELECTION DAY
Wednesday, November 4 <sup>th</sup>	Schools Closed, Offices Open - Family/Teacher Conferences
Wednesday, November 11 <sup>th</sup>	SCHOOLS & OFFICES CLOSED - VETERAN'S DAY
Monday, November 23rd	Cyber Day for Students Professional Development for Staff, Offices Open
Tuesday, November 24th	Cyber Day for Students Professional Development for Staff, Offices Open
Wednesday, November 25th - Friday November 27th	SCHOOLS & OFFICES CLOSED- Thanksgiving Holiday
<b>DECEMBER 2020</b>	
Wednesday, December 23rd	Half Day for Students and Staff
Thursday, December 24 <sup>th</sup> -Thursday, December 31 <sup>st</sup>	SCHOOLS & OFFICES CLOSED – Winter Holiday
<b>JANUARY 2021</b>	
Friday, January 1 <sup>st</sup>	SCHOOLS & OFFICES CLOSED – New Year's Day
Monday, January 4th	SCHOOL CLOSED, OFFICES OPEN - Professional Development for Staff
Monday, January 18 <sup>th</sup>	SCHOOLS & OFFICES CLOSED – Martin Luther King, Jr. Holiday
Friday, January 22nd	2nd Marking Period Ends
Friday, January 29th	SCHOOLS CLOSED, OFFICES OPEN –Family/Teacher Conferences
<b>FEBRUARY 2021</b>	
Friday, February 12 <sup>th</sup>	Cyber Day for Students Professional Development for Staff, Offices Open
Monday, February 15 <sup>th</sup>	SCHOOLS & OFFICES CLOSED – Presidents' Day
Thursday, February 25 <sup>th</sup>	Half Day for Students
<b>MARCH 2021</b>	
Thursday, March 25th	Half Day for Students,
Friday, March 26th	3rd marking Period Ends
<b>APRIL 2021</b>	
Thursday, April 1 <sup>st</sup>	SCHOOLS CLOSED, OFFICES OPEN –Family/Teacher Conferences
Friday, April 2 <sup>nd</sup> Friday, April 9 <sup>th</sup>	SCHOOLS CLOSED, OFFICES CLOSED – Spring Break
<b>MAY 2021</b>	
Thursday, May 6th	Half Day for Students
Monday, May 31st	SCHOOLS & OFFICES CLOSED - Memorial Day
<b>JUNE 2021</b>	

Wednesday, June 9 <sup>th</sup>	4th Marking Period Ends Last Student Day
Friday, June 11 <sup>th</sup>	Last Teacher Day

### High School Distance Learning Student Schedule

	<b>A Day</b>	<b>B Day</b>
8:35-9:20	RTI	RTI
9:30 - 10:20 AM	Period 1	Period 5
10:30 - 11:20 AM	Period 2	Period 6
11:30 - 12:15 PM	<b>Lunch</b>	<b>Lunch</b>
12:20 - 1:10 PM	Period 3	Period 7
1:20 - 2:10 PM	Period 4	Period 8
2:20 - 3:00 PM	Additional Support/ Advisory	
3:10-4:00 PM	Afterschool Clubs	

### Middle School Distance Learning Student Schedule

#### Monday-Thursday Schedule

	<b>Monday/Wednesday</b>	<b>Tuesday/Thursday</b>
9:00-10:00 AM	Period 1	Period 3
10:00-10:30 AM	Small Group/RTI	Small Group/RTI
10:30-11:00 AM	<b>Break</b>	<b>Break</b>
11:00-12:00 PM	Period 2	Period 4
12:00-12:30 PM	Small Group/RTI	Small Group/RTI
12:30-1:00 PM	<b>Lunch</b>	<b>Lunch</b>
1:00-2:00 PM	7th Grade Tutorial	7th Grade Tutorial
2:00-3:00 PM	6th Grade Tutorial	6th Grade Tutorial
	<b>1:00-3:00 ELA/SS Office Hours</b>	<b>1:00-3:00 Math &amp; Science Office Hours</b>
3:10-4:00 PM	Afterschool Clubs	

#### Friday Schedule

	<b>C Day-Friday</b>
9:00-9:45 AM	Period 1
9:45-10:30 AM	Period 2
10:30-11:00 AM	<b>Lunch</b>
11:00-11:45 AM	Period 3
11:45-12:30 AM	Period 4
12:30-12:45 PM	<b>Break</b>
12:45-1:30 PM	Period 5
1:30-2:20PM	Small Group/RTI

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## Student Attendance Policy

The Distance Learning school experience currently in use presently for Great Oaks students has the same attendance requirements as if your child was coming to the Community Education Building for school in the sense that students are required to attend classes, in order to be marked present. Perfect attendance is the expectation and the goal.

### High School Attendance

High School students must attend or submit completed work products for at least one class each day in order to be marked present. Completed work products are due by 11:59 PM that day. If a student fails to either log in and attend a live session or submit completed daily work products for at least one class each day, the student will be marked absent for the day.

### Middle School Attendance

Middle School students must attend all classes marked present. If a student fails to either log in and attend a live session or submit completed daily work products for all classes each day, the student will be marked absent for the day.

Your household will receive a robocall from the main office each day if your student has missed at least one class period per day.

If your **middle school student** will be absent with an excuse, you must provide an email to Mr. Hernandez, [rhernandez@greatoakswilm.org](mailto:rhernandez@greatoakswilm.org). If your **high school student** will be absent with an excuse, you must provide an email to Ms. Joshua, [njoshua@greatoakswilm.org](mailto:njoshua@greatoakswilm.org). 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 attached to the email to explain the absence. Absences for any other reason shall be considered unexcused. All absences are considered unexcused until Great Oaks receives documentation. Guardian and students are to submit a written explanation of the reason(s) for an absence within 3 calendar days of the absence. If Great Oaks does not receive proper documentation within 3 days, the absence is permanently counted as unexcused absence.

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. Please see the Family Handbook for additional information regarding school attendance.



## Student Grading Policy

**Note: There will be no Pass/Fails for the 2020-21 school year.**

### High School Grading Scale

**(40%) Process** – Formative evaluation of student work used for the purpose of providing feedback to the student and teacher regarding progress toward standards. This may include but is not limited to: homework, class work, participation, quizzes, summer reading, writing process, lab participation.

**(60%) Product** – Summative assessment used to measure the degree to which a standard has been attained. This may include but is not limited to: tests, essays, projects, rubric scored presentation.

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

## Middle School Grading Scale

**(40%) Process** – Formative evaluation of student work used for the purpose of providing feedback to the student and teacher regarding progress toward standards. This may include but is not limited to: homework, class work, participation, quizzes, summer reading, writing process, lab participation.

**(60%) Product** – Summative assessment used to measure the degree to which a standard has been attained. This may include but is not limited to: tests, essays, projects, rubric scored presentation.

A+ = 97 – 100	A = 93-96	A- = 90-92
B+ = 87 – 89	B = 83-86	B- = 80-82
C+ = 77 – 79	C = 73-76	C- = 70-72
D+ = 67 – 69	D = 63-66	D- = 60-62
F = 59 and below		

## Accessibility to Support

### Special Education Support Services

Great Oaks Wilmington continues to provide special education supports and services for all eligible students. In order to assist with social emotional learning and activities identified as related services, we have developed schedules to provide teletherapy. You will receive a consent for teletherapy services as well as a calendar invitation for all Related Services. All of our Special Education Teachers are present in academic classes and running small group support to meet IEP minutes. The goal of the Great Oaks Charter School Special Education Department is to answer questions and resolve concerns as quickly as possible. Please contact your child's special education teacher as a first point of contact. If your concerns are not resolved, be sure to contact Ms. Gillis at [kgillis@greatoakswilm.org](mailto:kgillis@greatoakswilm.org) or 302-268-3154.

### Tutoring and Fellow Support

Every student in grades 6-7 will be offered live daily tutoring services from our AmeriCorps Fellows. Your student's tutors will provide your student with a log in time and link. At the time of

tutorial, your student can click the link and join the tutorial. Monday through Friday tutorial support will focus on classwork enrichment and intervention. Your student's ELA & Math tutors are resources to you during this time. You can expect a weekly call from a tutor to update you on your student's progress throughout the week. If you need support from Great Oaks, your student's tutors will help you get connected with resources when available.

If you have any questions regarding tutorial, please reach out to Mrs. Larkin at [klarkin@greatoakswilm.org](mailto:klarkin@greatoakswilm.org).

## Technical Support

### *Great Oaks Wilmington Remote Learning Page*

Great Oaks has provided basic technical support tutorials and information on the school website. Including a tutorial on how to utilize Schoology. View this information at <https://greatoakswilm.org/remote-learning>.

### *Tech Support*

If you are having any issues related to technology, such as trouble logging into a Great Oaks email address, accessing an online classroom, or chromebook or wifi needs, please email the following address for support: [distancelearning@greatoakswilm.org](mailto:distancelearning@greatoakswilm.org)

### *Internet Access*

If you are having issues with WiFi connectivity, please contact the front desk at 302-660-4790. The school has a limited number of ethernet cables available for families in need. The school will also be able to connect you with the Family Resource Center. The FRC will consult with you to address your connectivity needs.

## Family Engagement

### **F.A.S.T.- Families and Staff Together**

Families and Staff Together is an opportunity for families and teachers to collaborate in our collective vision to make Great Oaks Wilmington the top middle and high school in the state. Members of the team will meet to plan events, address concerns, build partnerships, and raise funds. We will meet once a month throughout the year. Meeting information will be sent in advance. If you are interested in participating please contact [kwaltower@greatoakswilm.org](mailto:kwaltower@greatoakswilm.org).

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## Parent University Empowers Parents to Help Students Succeed

The motto of Great Oaks Wilmington Parent University is “Building Relationships In Delaware Grows Everyone – one partnership at a time.” Through partnerships with corporate and civic stakeholders, Parent University will empower parents to become more engaged in their children’s education. These educational programs prepare parents to create supportive home learning environments and encourage their children to become confident citizens.

### *Parent University Course Categories*

- **Education:** Understanding high school options, becoming involved in your student’s school, Understanding options after high school, Financial Aid 101, How to return to school after a long time off, Understanding test scores, and much much more.
- **Family Health and Wellness:** Understanding teenage brain development, building healthy relationships, meditation, buying and cooking healthy, blood pressure screenings and much much more.
- **Capacity building:** Mastering Microsoft Office, learning basic computer skills, resume and interview preparation and development, financial literacy, investing, understanding credit scores and much much more.

Dates and times for Parent University will be sent out through our weekly email. Email Ms. Waltower ([kwaltower@greatoakswilm.org](mailto:kwaltower@greatoakswilm.org)) to be added to the weekly email list. Follow us on Facebook @GreatOaksCharterSchool-Wilmington or by visiting Facebook.com/GOWilmington and on Instagram @GreatOaksWilmington.

## Culture Expectations During Virtual Learning

### Virtual Instructional Day Expectations

Students are expected to be online every day, on time and ready to learn. Class will begin at 9:00am for middle school and 8:35am for high school, it will run like a normal school day. Students are expected to login to classes 5 minutes before the class starts just in case of an unforeseen circumstance with their computer or link to class. There will be transition times built into the schedule as well. For example if your class ends at 8:50 your next class will begin at 9:00 you will have time for any personal things you need to do before your next class starts.

### Virtual Uniform Policy

Great Oaks Charter School’s uniform policy 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 in addition, standards of decency still prevail.



### *Acceptable Virtual Attire:*

1. Student Great Oaks uniform shirt Blue (Middle school) Orange (High school)
2. Plain shirt
3. Button down
4. Hijab, Shayla, Khimar

### *Unacceptable Virtual Attire:*

1. Tank top or strappy shirts
2. Low cut shirts where the cleavage is showing
3. Shirts with offensive words or any words
4. Scarves or do-rags
5. Pajamas

## Virtual Consequences Structure

If the following happens culture should be notified immediately.

- Miss class, if not already cleared with Mr. Ricki or Ms. Joshua
- Wearing inappropriate attire for class
- Being disruptive or disrespectful during class
- Found miss using internet/or cyber bullying

Teachers should first address the behavior, contact culture through a referral form that will be provided. If it warrants a student being dismissed from class by being sent to the waiting room and asked to fix the behavior & a follow up phone with culture who will notify the parent. The teacher should also follow up with the parent that day.

If these behaviors continue then culture will be scheduled for a Zoom, Mandatory Parent Conference at which time the dean will discuss next steps for scholars participation in class as well as the student having to do a public apology for their disruption of class with their behavior.



## Appendix A

### Student & Family Agreement for 2021

This School and Family Agreement is being made between \_\_\_\_\_(Guardian Name) and Great Oaks Charter School Wilmington. This Agreement will become effective on \_\_\_\_\_ (insert today's date).

In consideration of Student Safety and Family Communication:

#### 1. School Entry

Students must set their account name on Zoom to be their first and last name. Students who are unidentifiable by teachers will remain in the waiting room. Students should enter classes with their video active. Students must contact teachers if they are unable to remain with their video camera on throughout the class period. Students are expected to actively participate via chat and discussion.

#### 2. Staff/Family Interaction

Parents and families are students' primary educators. We value family input and student safety. We look forward to creating a partnership with mutual respect and understanding between families and staff to support students' education. All staff and family members commit to conducting themselves in a professional manner during all communications. In the event you have difficulty working with a member of our team, please contact the main office for assistance.

#### 3. Student Conflicts

In the event your child is in conflict with another student, inform the Dean of Students, as soon as possible. I will ensure my child will not participate in the continuation of conflicts. We will not engage with other students involved in the previous conflict verbally, physically, or on social media. I understand that if my child engages in a conflict, he/she/they will receive consequences according to the student code of conduct.

If the parties agree to the terms of the Agreement, please sign below and [submit your signed document here](#).

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

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

\_\_\_\_\_  
Date