



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
Amanda Taylor	High School Principal	ataylor@greatoakswilm.org	302-415-5109
Samanta Lopez	Middle School Principal	slopez@greatoakswilm.org	862-452-2759
Tamara Price	Assistant Middle School Principal	tprice@greatoakswilm.org	302-333-9083
Kaitleen Gillis	Director of Student Supports	kgillis@greatoakswilm.org	302-268-3154
Jeneana Ponder	Middle School Special Education Coordinator	jponder@greatoakswilm.org	302-545-3471
Karlin Larkin	Director of Literacy	klarkin@greatoakswilm.org	302-415-3659

Great Oaks Charter School Wilmington will operate virtually for at least the first marking period ending October 30th, 2020. Students will utilize Schoology and Zoom meetings for classroom engagement, tutoring support, and counseling. 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.

### How to Log In To Virtual Learning

- Go to Google (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**

**Password : littleacorns**

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

*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

<b>JUNE 2020</b>	
Monday, June 22 <sup>nd</sup>	Summer School & Camp Begins
<b>JULY 2020</b>	
Friday, July 3 <sup>rd</sup>	SCHOOLS & OFFICES CLOSED – Independence Day
Thursday, July 30 <sup>th</sup>	Summer School & Camp End
<b>AUGUST 2020</b>	
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 31 <sup>st</sup> - Thursday, September 3 <sup>rd</sup>	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 8 <sup>th</sup>	First School Day - Virtual High School: B-Day
<b>OCTOBER 2020</b>	
Friday October 9 <sup>th</sup>	Cyber Day for Students, Students are expected to be online Professional Development for Staff, Offices Open
Friday October 30 <sup>th</sup>	<b>1st Marking Period Ends</b>
<b>NOVEMBER 2020</b>	
Thursday, November 5 <sup>th</sup>	Half Day for Students, 12:30 Dismissal
Friday, November 6 <sup>th</sup>	Schools Closed, Offices Open – Conferences
Monday, November 11 <sup>th</sup>	<b>SCHOOLS &amp; OFFICES CLOSED - VETERAN'S DAY</b>
Monday, November 23 <sup>rd</sup>	Cyber Day for Students, Students are expected to be online Professional Development for Staff, Offices Open
Tuesday, November 24 <sup>th</sup>	Cyber Day for Students, Students are expected to be online Professional Development for Staff, Offices Open
Wednesday, November 25 <sup>th</sup> - Friday November 27 <sup>th</sup>	<b>SCHOOLS &amp; OFFICES CLOSED- Thanksgiving Holiday</b>
<b>DECEMBER 2020</b>	
Wednesday, December 23 <sup>rd</sup>	Half Day for Students
Thursday, December 24 <sup>th</sup> -Thursday, December 31 <sup>st</sup>	<b>SCHOOLS &amp; OFFICES CLOSED – Winter Holiday</b>
<b>JANUARY 2021</b>	
Friday, January 1 <sup>st</sup>	<b>SCHOOLS &amp; OFFICES CLOSED – New Year's Day</b>
Friday, January 15 <sup>th</sup>	Cyber Day for Students, Students are expected to be online Professional Development for Staff, Offices Open
Monday, January 18 <sup>th</sup>	<b>SCHOOLS &amp; OFFICES CLOSED – Martin Luther King, Jr. Holiday</b>
Friday, January 22 <sup>nd</sup>	<b>2nd Marking Period Ends</b>
Friday, January 29 <sup>th</sup>	Schools Closed, Offices Open –Conferences

<b>FEBRUARY 2021</b>	
Friday, February 12 <sup>th</sup>	SCHOOLS CLOSED - Professional Development (Offices Open)
Monday, February 15 <sup>th</sup>	SCHOOLS & OFFICES CLOSED – Presidents’ Day
Thursday, February 25 <sup>th</sup>	Half Day for Students, 12:30 Dismissal
<b>MARCH 2021</b>	
Thursday, March 25 <sup>th</sup>	Half Day for Students, 12:30 Dismissal
Friday, March 26 <sup>th</sup>	<b>3rd marking Period Ends</b>
<b>APRIL 2021</b>	
Thursday, April 1 <sup>st</sup>	Schools Closed, Offices Open – Conferences
Friday, April 2 <sup>nd</sup> Friday, April 9 <sup>th</sup>	SCHOOLS CLOSED – Spring Break
<b>MAY 2021</b>	
Thursday, May 6 <sup>th</sup>	Half Day for Students, 12:30 Dismissal
Friday, May 7 <sup>th</sup>	Cyber Day for Students, Students are expected to be online Professional Development for Staff, Offices Open
Thursday, May 20	Half Day for Students, 12:30 Dismissal
Monday, May 31 <sup>st</sup>	SCHOOLS & OFFICES CLOSED
<b>JUNE 2021</b>	
Thursday, June 3 <sup>rd</sup>	<b>4th Marking Period Ends</b>
Thursday, June 10 <sup>th</sup>	Last Student Day (1/2 Day)
Friday, June 11 <sup>th</sup>	Last Teacher Day*

## High School Distance Learning Student Schedule

	<b>A Day</b>	<b>B Day</b>
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

	<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	

	<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

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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 are marked present only if the student is present in the live session in at least three classes that day. If a student fails to either log in and attend live sessions for two or more classes, the student will be marked absent for the day.

### Middle School Attendance

Middle School students are marked present only if the student is present in the live session for both classes that day. If a student fails to either log in and attend live sessions for both classes, the student will be marked absent for the 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

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.

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

## 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 6-8 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 Thursday tutorial support will focus on the completion of classwork assignments and review of other classroom content. On Fridays, your student will have a check in with their tutor in the morning to review their progress on weekly classwork assignments. This time will be used to help coach your student on time management and goal setting. It will also be a space for them to ask any questions that they have pertaining to office hours or online learning in general. Your student's ELA & Math tutors are resources to you during this time. You can expect them to reach out to you if they notice your student is not present in tutorial or class. The purpose of this call is to make sure your student has everything they need to attend class, and to help them catch up on anything they missed. 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**

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)

## 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).

### 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.

### October: Family Health and Wellness

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 - Understanding the Teenage brain
4	5	6	7	8	9	10 - Building healthy relationships (adult dating and teen dating)

11	12	13	14	15	16	17 - Healthy eating and Healthy Cooking
18	19	20	21	22	23	24 - Getting in shape with Own Pace Athletics
25	26	27	28	29	30	31

**November: Education**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7 - Understanding the school system and options for HS
8	9	10	11	12	13	14 - Returning to school as as adult
15	16	17	18	19	20	21 - What options do I have after HS?
22	23	24	25	26	27	28
29	30					

**December: Capacity Building**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5 - Basic computer literacy training
6	7	8	9	10	11	12 - Understanding your credit score
13	14	15	16	17	18	19 - Investing and buying a home with less than average credit
20	21	22	23	24	25	26
27	28	29	30	31		

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## 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 9:30 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.

