

March 20, 2020

Dear Goodwill Excel Center Students:

We have been carefully monitoring the news regarding the COVID-19 outbreak and want to share some updates before Spring Break begins. In alignment with DPCS and other Charter Schools, GEC will be extending its closure and distance learning program through Monday, April 27, 2020.

Here is our new, revised timeline of operations given recent guidance and updates:

- **Monday, March 23 to Monday, March 30** – GEC Spring Break (*There will no longer be a Spring Break in our April period.*)
  - ✓ Students should continue to work on their distance learning work that was provided before Spring Break.
  - ✓ If you need support during this time, please reach out to your GEC contacts (your coach, teachers, or a GEC Leadership Team member).
- **Tuesday, March 31**
  - ✓ GEC will send formal communication to students around next steps for distance learning, including assignment pick up schedules.
- **Wednesday, April 1 to Friday, April 24** – Distance Learning for Term 4 continues.
  - ✓ April 1 to April 3 – assignment pick up at GEC
  - ✓ Teachers will post video lessons online for students and be available for office hours.
  - ✓ Coaches will continue to reach out to students daily with check in calls.
  - ✓ Special education teachers be in touch with support service plans and telehealth services will resume.
- **Monday, April 27** – GEC re-opens for normal operations for Term 4.



We understand that extended school closure can be challenging and can create new barriers and stressful situations. Please know that you can reach out to your coach for continued support and resource connection or also Mr. Hopkins, our Manager of Student Support Services, for an extra layer of support as well. Mr. Hopkins can be reached at [Lawrence.Hopkins@goodwillexcelcenter.org](mailto:Lawrence.Hopkins@goodwillexcelcenter.org) or (202)-236-1330.

The health and safety of our students is always paramount. Please follow the guidance of the CDC and the DC Health guidelines during this time and remember to maintain the social distancing protocols. If you have any further questions, please email me at [Chelsea.Kirk@goodwillexcelcenter.org](mailto:Chelsea.Kirk@goodwillexcelcenter.org) or call me at (202)-309-6615.

Sincerely,

Dr. Chelsea Kirk  
School Director

Cc: Catherine Meloy  
Colleen Paletta  
Nicholas Paczkowski

## Frequently Asked Questions (FAQs)

### **What are the deadlines for my assignments and when are my assignments “due” for my classes?**

There are not set deadlines for your current assignments. More information will be provided to you on April 1. Right now, the priority is for you to focus on giving your best effort on your assignments and completing as much of the work as you can. You should be in touch with your teachers about how to turn in the work.

### **How do I turn in my completed work and assignments to my teachers?**

- You can submit handwritten work by taking a picture of your assignment and emailing it to your teacher.
- Any work completed online can be uploaded to Google classrooms or the platform used by your teacher. We have a one-pager that will be shared with you about how to upload assignments in Google classrooms.
- If you have any questions about how to turn in your completed work, reach out to your coach and your teacher for clarity.

### **How are my assignments being graded during this time period with distance learning?**

Your assignments are being collected for completion and participation for the last week of distance learning. When we return on March 31, your coaches and your teachers will check in with you about your work and provide you an update with the new assignments and how grades will be determined.

The new assignments, that you will have access to beginning on April 1, will come with instructions as to how grading will be carried out with classwork and assessments.

### **What are the next steps with my classes if the school closure period extends?**

As mentioned above, we will continue to provide updates as they are available with any extended closures. We are carrying out Term 4 through our distance learning plans. We are hopeful to return to school on April 27 and continue with Term 4.

If school closure extends beyond April 27, we will communicate a plan of action to our school community. Rest assured, your learning is our priority and we are focused on successfully completing Term 4 and Term 5.

### **When can I come into GEC to pick up my new assignments?**

On March 31, we will send out communication with dates and times that students can come in from April 1-3 to pick up the new assignments. Our goal is to have 2 weeks of assignments ready for pick up at a time while also maintaining the guidelines for social distancing.

### **How do I access new assignments for Term 4?**

You will have multiple ways to access new assignments for Term 4, which include:

- Hard copy assignments via pick up
- Uploaded materials onto Google Classroom
- Emailed assignments
- Pre-recorded video lessons for all classes
- Online class sessions through Zoom
- Other online platforms that teachers are using in specific courses
- Check in calls with GEC staff members to monitor progress and any questions
- Office hours with your teacher via Google Classroom and Zoom

If one of these options does not work for you, please communicate with your coach any challenges you might have. We want to ensure there is an option for all students to access their work and successfully learn and complete their work during this distance learning phase.

### **How can I get support on my work or get in contact with my teacher?**

If you need support on your work and completing your assignments, contact your coach who will then connect you to the teacher. You can also directly contact the specific teacher utilizing communication established for each class.