

## **Way of Wisdom Homeschool Group Policies and Procedures**

Way of Wisdom Homeschool Group is dedicated to providing a safe and enjoyable learning environment for our students. We happily welcome all families willing to participate and cooperate with the general policies and procedures, and do not discriminate on the basis of race, religion, gender, national origin, etc. However, Way of Wisdom Homeschool Group Director does reserve the right to remove or limit students for reasons other than those stated or for violations of the group policies. Registration for the group constitutes agreement to these policies.

### **General Policies**

Way of Wisdom requires all parents or guardians that will remain present onsite to undergo an ICHAT background check. **NO parent, guardian, or volunteer will be allowed in the classrooms without permission of the Director, and a completed background check.** Please understand this requirement is for the safety and protection of all of our students, staff, and parents!

**In addition to enrichment and education, one of the goals at WOW is character development, with a focus on kindness. If a student is unable to be kind to another student, teacher, parent, or person on WOW's campus, students will receive 1 warning, and then parents will be called to pick up the student within 30 minutes.**

**WOW teachers will attempt to engage and positively redirect students in our onsite classes. However, if a student is unable to respectfully participate in class, or is disruptive, there will be 1 warning and then parents will be called to pick up the student within 30 minutes.**

**If WOW property or materials are destroyed due to malicious misuse, replacement will be the responsibility of the students at fault.**

At no time is an adult allowed to be alone one on one with a student behind a closed door, unless the student is the child of the adult.

Parents are not permitted to sit in or supervise classes without permission from Melissa Redmond and prior arrangements. This is only permitted in unique scenarios, as it is often a distraction to both the teacher and the other students in class.

Students cannot leave the building without a parent or guardian. A parent must pick a child up either outside the door, or within the lobby area. If a child is of driving age, parents must provide a written note for permission to leave without a parent. This includes trips to the parking lot, cars, etc; students ARE NOT ALLOWED to be outside without direct adult supervision at any time.

Please be on time to pick up students. We will never leave a child unattended, but repeated tardiness may result in a “latchkey” fee if we are required to hire a sitter due to late pick up.

HIPAA protections do not allow for the release of any medical information, diagnosis, or vaccination information on any WOW staff, student, or family. This information will NOT be shared without the written permission and consent of the involved party(ies).

All Oxford Virtual Academy students are required to have weekly mentor communication, via email or in person, throughout the school year, but it is especially important during “count month”, which is listed on the OVA calendar. This weekly communication is vital to funding for classes, and students not fulfilling this mandatory requirement WILL NOT receive funding for their classes.

If a child must miss an onsite class or classes, please send an email to [wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com) as soon as possible; attendance sheets will be notated as soon as possible and/or teachers will be notified.

## **WOW Code of Conduct**

Parents, students, and teachers will treat all other members of the partnership with respect and kindness. **NO bullying will be tolerated from or toward ANY individual, for any reason, nor will obscene language or gestures. Abusive language or aggressive behavior may be grounds for immediate dismissal from the group.**

(More details are covered within “Discipline Procedures”) If there is a concern or problem with a teacher or another student, please contact the Director, Melissa Redmond.

Foul or obscene language, gestures, or comments are not permitted by students, staff, or families onsite.

Inappropriate websites, music, printed material, or content in general are not permitted within the WOW facility.

**There are NO public displays of affection, including but not limited to kissing, hugging, hand holding, or touching between students.**

Recording students, teachers, other families, or WOW staff without permission is not acceptable. If there is a need to record an individual, please obtain permission first.

Students are expected to abide by the dress code (noted in “Dress Code” section of manual).

Any inappropriate use of a cell phone will result in the loss of a cell phone on site at all. In the event this occurs, students will need to leave their phone at home.

Students are expected to attend all classes/volunteer jobs they are registered for, and may NOT leave the building without permission from parents or teachers- this includes sitting in the parking lot or outside.

## **Discipline Procedures**

In the event of a disciplinary problem or a violation of the WOW code of conduct, the procedure will be as follows:

In addition to enrichment and education, one of the goals at WOW is character development, with a focus on kindness. If a student is unable to be kind to another student, teacher, parent, or person on WOW's campus, **students will receive 1 warning, and then parents will be called to pick up the student within 30 minutes.**

WOW teachers will attempt to engage and positively redirect students in our onsite classes. However, if a student is unable to respectfully participate in class, or is disruptive, **there will be a warning and then parents will be called to pick up the student within 30 minutes.**

If WOW property or materials are destroyed due to malicious misuse, replacement will be the responsibility of the students at fault.

Repeat behavior will result in a parent being required to remain onsite while the student attends classes; based on the severity of the offense, the student may be asked to not return to any onsite classes.

Any type of weapon brought onsite (including pocket knives) will result in an immediate one day, or more, suspension from WOW onsite classes. Administration reserves the right to assign more severe penalties based on circumstances.

**\*\*Any aggressive or explicit behavior will immediately require a parent meeting, and in some instances may result in a student's dismissal from the onsite courses after the first offense\*\***

## **Lab Expert (Instructor) Expectations and Responsibilities**

Prior to employment, all instructors are fingerprinted and background checked

**Communication is KEY!** Instructors are expected to respond to parent concerns/questions within 48 hours.

Instructors are expected to be in the classroom, or greeting students at the door, at least 5 min prior to class start times to avoid students being unsupervised at any time.

Instructors are expected to provide a fun and engaging learning environment for students.

Instructors are expected to keep order in the classroom, even when they complete instruction early.

Instructors are expected to begin on time. Therefore, as parents, please arrange to speak with a teacher in their free time, not during a class hour.

Due to FERPA, instructors can not disclose information about a student to someone who is not a parent or guardian. Please do not put instructors in a bind by asking for information for any child other than your own.

In the hybrid program, instructors will return work that has been turned in as soon as possible.

Instructors will enter grades in the Buzz platform for transparency as soon as possible. If assignments are turned in late, there will be a delay in grading.

## **Student Expectations**

All students are expected to arrive on time, and equipped with the necessary supplies for the classes they are enrolled in. Students should also complete assignments honestly and with academic integrity. Students are REQUIRED to complete the online component of their partnership classes each week by logging into their Buzz (Agilix) account and following teacher instruction.

**Cell phone use/air pod/headphone use is not permitted in class.** If this rule is not followed, a compartmentalized container will be provided for students to place phones at the beginning of class; they will be retrieved at the end of class. NO streaming of video is allowed while at the partnership unless under the supervision of an adult.

Students are given time to use the restroom between classes. **For 5th- 12th grade, students will NOT be allowed to use the restroom unless there is a condition, relayed by the parent, deeming this necessary.**

Students are expected to obey ALL rules of individual teachers/classrooms.

Students must remain in the classroom for the duration of the class, unless the teacher gives permission. Any early dismissal request must be sent by the parent

**[wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com).**

ANY student with Buzz is expected to complete the weekly assessments. This does include self pay students. Although access to buzz is optional for self pay students, a request for access does constitute agreement to complete the assessments.

OVA students are expected to complete any count activities each semester.

**Volunteer positions are a privilege.** If a student has signed up for a volunteer hour, they are expected to perform the job they are asked to do without argument. If a student is found to be non compliant, they will lose this privilege and need to be enrolled in a class or supervised by a parent during their off hours. They will NOT be allowed to register for a volunteer position in the future.

Students are expected to treat all adults with respect. If there are issues with any disrespect to a teacher, volunteer, or staff member, it will be handled according to the discipline policy.

Students must treat ALL DEVICES, ESPECIALLY OVA COMPUTERS carefully, as damage will result in a hefty fine. NO eating or drinking while using a computer!

Students are expected to treat WOW textbooks and materials carefully- there will be fines for lost or damaged materials.

NO running or rough housing in the halls or classrooms- reserve playing for the gym or outside.

Students are expected to clean up after themselves; please do not leave your garbage or food for someone else to clean up!

**NO FOOD OR DRINKS** outside of the lunchroom or auxiliary gym. **NO** food or drinks-other than closable water bottles- in the gym.

Please be sure to take ALL belongings with you when leaving! Lost and found grows very quickly, and we can only hold items for a limited time!

Students are expected to have respect for all students, staff, families, and volunteers.

Any aggressive behavior will require a parent meeting and incident report, and in some instances may result in a student's dismissal from the onsite courses after the first offense.

Again- **NO bullying will be tolerated from or toward ANY individual, for ANY reason, nor will obscene language or gestures. Abusive language or aggressive behavior may be grounds for immediate dismissal from the group.**

### **Parent/Guardian Responsibilities**

**Please provide a valid email that is checked often!** You will be added to the WOW group email, and this is the PRIMARY form of communication. Families will miss important information if email is not monitored.

Please be sure to provide at least 2 valid phone numbers. We use these for both Remind, and for emergency notifications, if they are ever needed.

**You are expected to communicate with WOW director and staff, as well as OVA staff (if applicable) when needed.** Please do not ignore emails! Issues with two way communication could result in an inability to register with WOW in the future.

Parents/guardians are expected to ensure your child completes both the online, and pen and paper work for classes.

For **any** hybrid math class, for **ALL** grades, parents are expected to grade worksheets and indicate the number correct over the total number of problems (example 10/10) weekly!

**Please check the gradebook-for both electives and hybrid courses and for ALL grade levels- weekly! Be sure your student does not have zeros, and has turned in all assignments as required.**

Please be sure to notify instructors of any issues or inaccuracies in the gradebook. Please check your student's backpack before contacting the instructor- many times students will bring work, but forget to turn it in :)



If you must speak with an instructor or with Melissa Redmond, please set up a time. Often teachers are on a tight schedule during the day, and have families with activities after school is over. They cannot always stay and cover concerns adequately without prior notice.

Please be sure your student has all the proper materials for class, including those listed on the supply list! This includes all needed workbooks, pencils, crayons, etc. **NOTE\*\* Thieves oil, and anything containing rosemary and other essential oils, can trigger seizures in some children. Please refrain from bringing this type of sanitizer to classes!\*\***

Please be sure to write your child's schedule on the back of their provided name tag, and also provide a backup copy in their backpack. This is the only way hallway volunteers will know immediately what class a student should be in! Looking up a schedule does take time, and will make students late to class.

A mandatory t-shirt/picture fee of \$25 per student, with a maximum of \$100 per family, will be due upon registration. This fee includes the opportunity to order a WOW t-shirt, as well as a yearbook picture for each student; parents will be given the digital rights to the photo. This is NON REFUNDABLE UPON SUBMITTING WOW REGISTRATION.

## **Check In/Out, Sign In, and Drop off Procedures**

Please see the attached building map. Last names A- L enter/leave the front door for sign in and out; last names M- Z enter/leave the side door for sign in and out. Do not park in the rear of the building, as it may be used for gym classes.

A sign in/out will be located at each door. Please be sure students sign BOTH in and out. If a child is not in class, we use this sign in as a double check, so it is very important that it is accurate. If your child will be absent, please send an email to [wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com); we do indicate this on the sign in.

**Students DK-2 being picked up at the end of the day will be held in their last hour class until picked up by parents or older siblings.**

There are lockers/cubbies in the lunchroom for both student and teacher use. Please be sure to only take your own belongings, and to respect the privacy of others. Please direct your younger students to the lockers without keys; students will be responsible for key replacement if it is lost.

Lanyards are provided at orientation and on the first week of class. Please be sure your students' schedule is written on the back of the insert, along with the room numbers (which are located in the far left column of the schedule).

## **Dress Code**

We ask that staff, teachers, students, and parents and families honor a dress code of modest, respectful clothing, without offensive language or depictions. Clothing should be appropriate and cover buttocks, breasts, bellies and backs. No extremely short shorts, skirts, or dresses, or leggings or spandex type pants without longer shirts, or low cut tops.

Leggings/jeggings are acceptable provided the shirt is appropriate.

Way of Wisdom Homeschool Group Director determines the right to determine what is appropriate. Students deemed as dressed inappropriately will be asked to change, cover up, or go home for the day.

## **Online Components- Buzz**

All courses are now housed in Agilix (Buzz).

Elective courses typically consist of 14 modules, with an assessment and activities each module

For Hybrid core classes, each class has **18 modules, 3 of which are weeks WOW does not meet**. These modules, and the work within are REQUIRED! Our onsite classes are 15 weeks, but the full semester is 18 weeks. The work required will be clearly laid out, and is a continuation of work in the previous 15 weeks. Please see calendar for exact dates: <https://www.wayofwisdomhg.com/2021-2022-wow-calendar> or <https://calendar.google.com/calendar/u/0/r?cid=wayofwisdomhg@gmail.com>

Gradebooks are provided for a quick check of missing work and transparency

All high school credit bearing electives and core classes are housed in Buzz

Quizzes and work within buzz are REQUIRED

## **Illness Policy**

For the benefit of all partnership members and staff, please keep children at home if they have had a fever, vomiting, or diarrhea within 48 hours of class. Also, any productive cough/cold, head lice, rash, or eye infection in a child should constitute a sick day from class. Students must be fever free without medication for a full 48 hours before returning to class.

If a child is feverish, has a cough, complains of a sore throat, becomes sick during class, etc, they must be picked up immediately.

For any positive Covid test, please see the current CDC recommendations:

<https://www.cdc.gov/media/releases/2021/s1227-isolation-quarantine-guidance.html>

## **COVID Policy**

During **Phase 1, 2, or 3** of the *Michigan Safe Start Plan* WOW will close its buildings for WOW courses to anyone except the Director, teaching staff, and support staff.

During Phase 4, WOW will hold face to face courses unless an executive order is issued halting this, following stated protocols.

Sanitizing stations will be located at the front entrance, in classrooms, and throughout the building. Students are asked to bring a pocket bottle of their own sanitizer as well.

Bathrooms and kitchen sinks will have antibacterial soap.

Students will be encouraged to wash hands frequently, with soap, for at least 20 seconds.

All tables and chairs, as well as door knobs, in classrooms will be cleaned frequently.

Students are asked to come equipped with their own pencils, crayons, etc. However, if they need to use the WOW shared supply, they will be sanitized after and return them to the supply closet clean.

Shared toys, sports equipment, or utensils will be cleaned with antibacterial spray or wipes.

Classes will be outside if possible, especially if it is a gym or physical activity course, and students will be encouraged to wash hands when students return inside.

Students will be encouraged to avoid touching eyes, nose, or mouth with unwashed hands.

Students will be encouraged to practice **good** respiratory etiquette, including covering coughs and sneezes the proper way.

Any student who demonstrates/complains of an illness, now or recently, will need to be sent to Melissa Redmond immediately; they will need to be picked up immediately.

## **Mask Policy**

Teachers without a waiver on file will be required to wear a mask when mandated.

Students without a waiver on file will be required to wear a mask when mandated.

Outside of mandated situations when waivers must be on file, mask use is a personal/parental choice, and not required for everyone onsite.

No bullying or judgment will be allowed on either side of the fence- a medical issue is not always visible to others; comments, jokes, ridicule, or voiced judgment on the use, or lack of use, of masks is not acceptable.

## **Safety Procedures**

**Fire:** In the event of a fire, instructors will calmly direct students to exit their classroom students in a single file line, and follow the teacher to the nearest exits (marked on the following page in red), heading outside to the side parking lot of the building. Please take your attendance sheet if possible, and account for all students within your classroom, notifying Melissa Redmond or Chuck Redmond immediately of any missing students or teachers. Do NOT allow students to gather belongings when exiting or to re-enter the building. In the case of a drill, students and staff will return to class when the situation is deemed safe. In the case of an actual fire, families will be notified; students will be signed out by staff as they are picked up by families.

Fire drills will occur at least twice per year.

**Tornado:** In the event of a tornado, teachers will instruct students to line up and lead them to the central room of the building- the lunchroom/meeting area (marked in green on the following map). Please take your attendance book with you. Students will be instructed to crouch face down, as low as possible to the ground, and cover their heads with their hands, staying in this position until the situation is deemed safe; students will then return to their classroom and teachers will account for all students. Please notify Melissa or Chuck Redmond of any missing students. In the event of an actual emergency, parents will be notified, and signed out as they are picked up by their family.

Tornado drills will occur twice a year.

**Shelter in Place:** In the event of a shelter in place scenario, students will be instructed to stay calm and quiet. Instructors will lock and/or secure the doors of all classrooms, barricading them if possible, and moving students away from the entrance. Instructors will turn off the lights, silence phones, and wait for instructions via text. Do NOT open the doors until instructed to do so by authorities.

Shelter in place drills TBD



**Fire Drill Evacuation Routes**

Scale: 1" = 20'

Rooms and Dimensions:

- Library (12x11)
- MR (12x11)
- OVA (12x11)
- 8 (19x12)
- 9 (18x12)
- 18 (53x12.5)
- Lunchroom/Lockers (53x28)
- 20 (30x16)
- 25 (12x12)
- Aux. Gym (56x25)
- GYM (59x29)
- 11 (14x12)
- 13 (14x10)
- 14 (14x14)
- 16 (16x16)
- 22 (12x12)
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Exits: Main Entrance, Back Door, Side Door.

Other areas: Kitchen, Bathrooms, Storage, Supply Rooms.

Scale 1:800

Library 12x11

MR 12x11

OVA 12x11

19x12

8

6

18x12

23x12

12x9

storage

12x12

storage

office

systems

29x14

back door

Volunteers 14x16

Entrance 14x16

14x20

4

4

14x10

16x16

23x16

2

16x11

Kitch

Bath Rooms

12x12

12x12

12x12

19x12

3

17

12

22

53x12'5

18

53x28

Lunchroom/Lockers

30x16

20

12x12

25

56x25

Aux. Gym

56x21

Gym

59x29

14x12

14x12

14x10

14x10

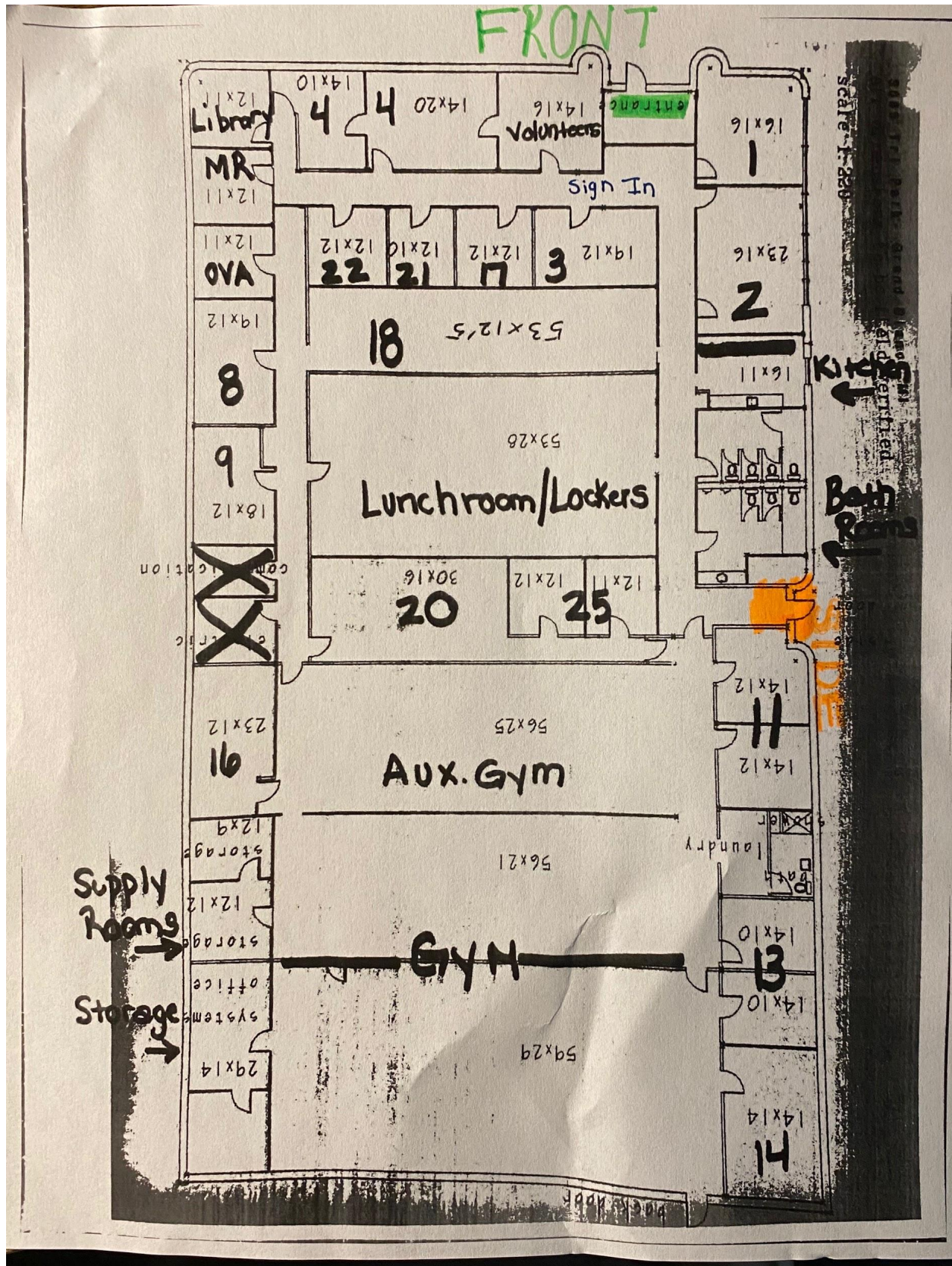
14x14

14

Laundry

Back





## **Who is My Go-To?**

**Any OVA related issue including,** but not limited to:

- computers
- log in issues
- wrong online class
- problems with online platforms or passwords

**Please contact:**

**Part Time Mentor-** Angie Rasmussen: [Angela.Rasmussen@oxfordschools.org](mailto:Angela.Rasmussen@oxfordschools.org) or 989-820-4020

**Hybrid 6-8th Mentor teacher and TOR for 6-8 math and language arts (6-8)-**Patty Busch) at [Patricia.Busch@oxfordschools.org](mailto:Patricia.Busch@oxfordschools.org)

**K-1 Hybrid all subjects, Hybrid Social Studies (6th-8th)-** Jessica Pete at [Jessica.Pete@oxfordschools.org](mailto:Jessica.Pete@oxfordschools.org)

**Hybrid all subject (2nd-5th)-** Allison Kasten at [Allison.kasten@oxfordschools.org](mailto:Allison.kasten@oxfordschools.org)

**WOW related issues including, but not limited to:**

**WOW courses and content onsite:** WOW Teachers (see contact list), with CC to [wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com)

**WOW teachers and staff:** Melissa Redmond (Director) at [wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com)  
Stephanie Rappuhn at [skrappuhn@gmail.com](mailto:skrappuhn@gmail.com)

**Any Offsite Vendor (AGAC/DAC/Jumpnastics/Grand Blanc Gymnastics/Pivot Point/Judy's School of Dance) Questions on WOW classes or policies:** Melissa Redmond (Director) at [wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com) Stephanie Rappuhn at [skrappuhn@gmail.com](mailto:skrappuhn@gmail.com)

**WOW special events:** Stephanie Rappuhn at [skrappuhn@gmail.com](mailto:skrappuhn@gmail.com)

**WOW Registration Changes:** Stephanie Rappuhn at [skrappuhn@gmail.com](mailto:skrappuhn@gmail.com)

**Field Trips:** Field Trip Coordinator Amber Armstrong at [wvchanger@gmail.com](mailto:wvchanger@gmail.com)

**WOW building issues:** Melissa Redmond (Director) at [wayofwisdomhg@gmail.com](mailto:wayofwisdomhg@gmail.com)

**Any WOW student council issue:** Stephanie Rappuhn at [skrappuhn@gmail.com](mailto:skrappuhn@gmail.com)

**WOW TEACHER CONTACT LIST:**

[https://docs.google.com/spreadsheets/d/165BYAtDuqnHgrW\\_kH5fO-jelS4zDCbB4aMZTfaAzbNY/edit?usp=sharing](https://docs.google.com/spreadsheets/d/165BYAtDuqnHgrW_kH5fO-jelS4zDCbB4aMZTfaAzbNY/edit?usp=sharing)