



# Washtenaw Alliance for Virtual Education

## *Student/Family Handbook* **2025-2026**

### **Ypsilanti - Main Lab**

301 W. Michigan Suite 200  
Ypsilanti, MI 48197

Phone: 734-761-7027 Fax: 734-483-1464

Tuesday - Friday  
9:00am - 3:00pm  
AM Session 9:00am - 12:00pm  
PM Session 12:00pm - 3:00pm

### **Enrollment Checklist**

REGISTRATION GATEWAY:

<https://rg.wash.k12.mi.us>

Orientation date:

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#### **Documents:**

- Birth Certificate
- Immunization Records
- Parent/Eligible Student ID
- Two pieces of mail with name and address showing
- Lease or mortgage statement

[www.wavewashtenaw.org](http://www.wavewashtenaw.org)

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## Section 1: General Information

### FOREWORD

This student handbook was developed to answer many of the commonly asked questions that you and your family may have during the school year and to provide specific information about certain policies and procedures. This handbook contains important information that you should know. Become familiar with the information and keep the handbook available for reference by you and your family. If you have any questions that are not addressed in this handbook, you are encouraged to talk to your advisor or the program director.

### DEFINITIONS

WAVE is a unique educational program, and as such, we have some unique vocabulary terms used. These include but are not limited to:

**Advisor:** A certified teacher responsible for the overall success of the student in the WAVE. Coordinates with advocates, technicians and instructors to ensure students have the necessary resources and support to succeed.

**Instructor / Online Content Coach:** High School Content Certified teachers who are responsible for both providing subject matter instructors for students and staff and assessing the work submitted by each student.

**Learning Management System:** The online learning tool that is used for students to social network with the advisor, advocate, and instructors. This is also where students can connect with other students, find instructional resources, find course work, submit their projects and receive feedback on their work.

**Learning Lab (otherwise known as Lab):** This is the main central space and learning environment of WAVE.

**Completers:** Students who may finish WAVE by August 31st of the given calendar year based on the student having developed a graduation plan and showing prior progress in WAVE.

**New Students:** Students who are in their first year of WAVE.

**Returning Students:** Students who are continuing beyond their first semester and are not yet “completing students”; typically, these students are in their 2nd semester or more of WAVE.

**Satellite Location:** These are secondary locations for WAVE set up around the county. Typically at public libraries.

**Walkers:** Students who:

- Are considered in “good standing” by district or WAVE graduation requirements (see below)
- Plan to participate in their district’s or WAVE’s commencement ceremonies and have completed their graduation requirements by May/June of the given school year.

### AFFILIATION WITH ENROLLMENT SCHOOL DISTRICT

WAVE is a shared educational program among all Washtenaw County districts. Students in WAVE remain enrolled in the program through one of the local school districts in the county. Students in WAVE remain a part of their local districts for many purposes. Some students play sports or participate in other on campus events such as dances and clubs. Local districts each make regulations about SEE student participation in local district activities. It is incumbent upon each student to communicate with their local enrollment district.

### Good Standing

Our local district partners ensure that students participating in activities remain academically eligible and in good standing. The following outlines what WAVE students must do to stay in good standing with their local district schools.

Students with “Good Standing”:

-Have an overall GPA of 2.0 or higher

- Must be on track to earn a minimum of 2 credits within a four month period
- Have submitted an average of 5 artifacts per week for the time period considered
- Attend scheduled lab time
- Have NOT violated the code of conduct within the current semester

### Graduation

Upon completion of the high school graduation requirements, students are awarded diplomas through their local school districts. **Walkers** must indicate their graduation plans by date required by WAVE and/or their local school district and follow all requirements of the local school district for participation in the graduation ceremony.

### AGE OF MAJORITY

Although 18-year-old students are recognized as adults under the Michigan Age of Majority Act, school officials are nonetheless committed to the equal treatment in application of school policies and procedures to all students. With the exceptions noted below, school district policies and procedures set forth apply to all students, regardless of their attainment of the age of majority. Students 18 years and older may:

- Have the same privilege as their parent/guardians as it relates to access or control of their student records
- Represent themselves during disciplinary conferences and be the addressee for their grade reports
- Become the primary contact for school technology

### ATTENDANCE

WAVE is a blended program offering both online and face-to-face instruction. Attendance in WAVE consists of both daily logins into the online learning environment and in-person attendance at the learning lab. Students are required to:

- Login to the online learning environment **5 times per week**
- Email their advisor daily and conduct 2-way academic conversations via an approved mode of communication (face to face, phone, text, online chat, video chat, etc.) at minimum weekly
- Attend lab in person, as scheduled, a minimum of TWICE a week for at least one session (AM/PM)

Each students is required to come to lab, as scheduled, on the following dates:

- October 1st, - October 29th
- February 4th, - March 4th,

In addition, the student must have **weekly two-way academic communications** with their advisor between each of the following date ranges:

#### **Fall Count Period**

- **October 1-7**
- **October 8-14**
- **October 15-21**
- **October 22-29**

#### **Spring Count Period**

- **February 4-10**
- **February 11-17**
- **February 18-24**
- **February 25-March 3rd**

**Failure to maintain appropriate attendance during these required periods may result in a student being administratively removed from the program and referred back to the local district program.**

Effective with the class of 2017, state law requires that every parent, guardian or other person having control and charge of a child from the age of 6 to the child's eighteenth birthday, shall send that child to the public school during the entire school year. The child's attendance shall be continuous and consecutive for the school year fixed by the school district in which the child is enrolled.

Achievement in school connects directly to lab attendance. **Regular lab attendance establishes an important foundational habit for success in employment and other lifetime pursuits.**

Regular attendance, participation in lab activities and positive social interaction with contemporaries are proper educational habits which bear on a student's academic achievement. The online systems and the lab sign in sheets comprise the attendance record.

If a student is going to be unable to login or attend the learning lab for any reason, the parents/guardians must contact the advisor and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible. When no excuse is provided, the absence will be unexcused and the student will be considered truant. If the absence of a student appears to be questionable or excessive, the school staff will try to help parents/guardians improve their child's attendance. Ongoing lack of attendance may result in a student being administratively removed from the program and referred back to the local district program.

### **ATTIRE**

The intent of WAVE in enacting a dress code for lab attendance is to promote a good academic environment, maintain a positive learning space, and prevent disruption of the educational process.

**When dressing for school, consider the following questions:**

- **Is my clothing revealing or distracting?**
- **Does my clothing advertise a product or service prohibited to minors?**
- **Does my clothing, jewelry, make-up, buttons, etc contain messages that are inflammatory, obscene, profane, offensive, drug-related, or gang-related?**
- **Is there anything about my clothing that would be offensive to others at school?**
- **Would I interview for a job in this outfit?**
- **Am I dressed appropriately for the weather and today's activities?**

While WAVE recognizes that each student's mode of dress and grooming may be a manifestation of personal style and individual taste, any hairstyle, apparel, or accessories deemed disruptive, distracting, unsanitary or unsafe are prohibited. Personal expression is permitted within these general guidelines.

### **TRANSPORTATION**

**Transportation to WAVE is not provided. Families are responsible for transporting students to and from the lab.**

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

At the Ypsilanti Lab, vehicles must be parked in the south lot, not directly in front of the building entrance.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

### **BULLYING**

It is the policy of Washtenaw Intermediate School District (WISD) to provide a safe educational environment for all students. Bullying is strictly prohibited. This includes any verbal, physical, written or electronic communication likely to harm one or more students, interfere with educational opportunities, or have a detrimental effect on another student's physical or mental health. WAVE follows WISD's board policy 5517.01.

### EMERGENCY CLOSINGS

WAVE lab will be closed if Washtenaw Education Options Consortium Programs are closed due to inclement weather. If the lab must be closed or the opening delayed because of inclement weather or other conditions, the program will notify families via the call out system and post any closings on the WAVE website calendar. It is the responsibility of the family to ensure that the telephone number and email address information supplied to the program is correct. Parents/ guardians and students are responsible for knowing about emergency closings and delays.

### IMMUNIZATIONS

Students must be current with all immunizations required by law or have an authorized waiver from State immunization requirements on file with their local district. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance within a set deadline. This is for the safety of all students and in accordance with State law.

### SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student bags, desks, storage areas or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. School officials will attempt to have the student present whenever such searches are conducted. All searches may be conducted with or without a student's consent.

### STUDENT CONCERNS AND SUGGESTIONS

The school is here for the benefit of the students. Staff is here to assist each student in becoming a responsible adult. If a student has suggestions that could improve the school, he/she should feel free to offer them. Suggestions may be submitted in writing at the program website or directly to staff.

### TRANSFER OUT OF THE PROGRAM

Families must notify the front office in writing about plans to transfer their child to another school, back to the local enrollment district, or out of state. We encourage families to meet with their advisor to determine a plan for academic transfers that will allow changes to occur at natural term breaks, and best meet the needs of each student.

### VISITORS

All visitors, including parents/guardians and siblings, are required to enter through the front door of the building and proceed immediately to the office. Visitors should identify themselves and inform office personnel of their reason for being at school.

## **Section 2: Academics**

### **ACCEPTABLE USE POLICY**

Students and families using WAVE and Washtenaw Intermediate School District computers and other technology, shall abide by the WISD Acceptable Use Policy at all times.

The parent/guardian/eligible student provides consent for the enrolled student to enroll in WAVE courses which are accessible via an online learning environment, Headrush.

### **AGREEMENTS: STUDENT AND PARENT/GUARDIAN**

#### **Student Expectations:**

- I understand that WAVE offers courses that are offered via the online learning platform, Headrush as well as face to face options.
- I will submit a minimum of five (5) assignments per week, and I will attend the Ypsilanti lab as scheduled a minimum of two (2) times per week.
- I will check in for academic planning conversations with my advisor weekly between Wednesday - Tuesday, during school hours.
- I understand the WAVE operates year round and there is an adult online regularly if I need assistance.
- If I know that I will not be able to be in touch for more than a day, I will inform my advisor within 24 hours. I will let my advisor know about pre-planned vacations and/or other conflicting events as soon as possible and prior to being offline.
- I will act responsibly when I use the internet. I understand that I can use it for both educational and recreational purposes. I will not log onto sites that may cause offense.
- I understand WAVE has a secure learning environment. I am able to chat with other members of the WAVE community on our secure site. I will not use external chat rooms or social networking sites to contact other WAVE students.
- Certain standards are expected of me as a student. Inappropriate use of the internet of any kind will not be tolerated. All terms outlined in the district's Acceptable Use Policy (AUP) apply as well. I will behave respectfully and responsibly and support others when I am in the WAVE community.
- I understand that the computer is the property of the Washtenaw Educational Options Consortium. I agree to look after the computer and return it any time if asked. The computer will remain at the enrollment address and will not be removed without consent of WAVE staff.
- I will keep my school username and password secure.

#### **Parent/Guardian Expectations:**

- I understand that WAVE offers courses that are offered via the online learning platform as well as face-to-face options.
- I will encourage the young person in my care to take an active part in WAVE, active 2-way communication with the advisor each week, submitting five (5) assignments weekly, and attending lab at least twice weekly.
- I understand that WAVE operates year-round and follows the common Washtenaw County break calendar.
- I understand WAVE has its own secure learning environment, Headrush, intended for only the WAVE students and staff.
- My student's username and password is for his/her use only.
- If I need to contact WAVE staff for any purpose, I understand that I can call the office, or assigned advisor.
- I will encourage the young person in my care to use the internet in a safe and responsible manner, and I accept the responsibility to provide an appropriate level of supervision.
- I understand that the computer is the property of the Washtenaw Educational Options Consortium. I agree to look after the computer and to return it at any time if asked. The computer will remain at the enrollment address and will not be removed without consent of WAVE staff.

## GRADUATION REQUIREMENTS

4 credits – English (English 9, 10, 11, 12)  
4 credits - Math (including Algebra, Geometry, Algebra 2, and Math Elective)  
3 credits - Science (including Biology, Chemistry or Physics, Science Elective)  
3 credits - Social Studies (including World History and Geography, United States History and Geography, Government, Economics - 0.5 credit Personal Finance requirement is embedded in Economics.)  
.5 credit - PE  
.5 credit - Health  
1 credit - Visual, Performing, Applied Arts  
1 credit - Information & Communication Technology  
2 credits - Foreign Language  
3 credits - General Electives

A **minimum 1.25 credits** must be earned **within the WAVE program to be recommended for graduation**. WAVE participation fulfills the online course experience requirement.

All students recommended for a high school diploma will have a WAVE program transcript. \*Emphasis is on course content and not credit gathering.

Participation in Michigan State Testing is required.

## Michigan State Testing

Participation in all Michigan State Testing is required to be recommended for graduation. Testing is offered in the Spring of 9th, 10th, and 11th grade. Students who do not have a valid score from their respective grade have another opportunity to take the exam in the following year.

## LEARNING ENVIRONMENT

Students in WAVE will work with their advisor to identify an academic learning plan that will put them on track to receive a high school diploma. Each Student is provided with a customized, standards-based learning plan and paired with staff to coach them toward graduation. WAVE combines personalized, project-based, online learning experiences with face-to-face interaction. Our staff is invested in the success of each student, providing support all year round. This dedication allows students to excel at their own pace, developing customized learning plans on topics that truly appeal to them. As part of this process, students need to actively engage in the program by meeting the expectations of the program and working collaboratively with the adult team to reach their goals.

## REPORTING SYSTEM

WAVE provides ongoing access to our student reporting system. This allows monitoring of progress and performance in school by students and families. Our LMS and PowerSchool are used together for grades, graduation planning, and assignment information. Together these are a great tool for communication between home and school. Remember you can also email or call advisors with questions you have about your student. Logins are available directly from your student's advisor.

## TESTING

Participation in the Michigan state tests (MSTEP, WorkKeys, and P/SAT) is required. Students will also participate in assessment of literacy and numeracy skills throughout the year and will need to coordinate schedules to be available for required testing.

## **TESTING OUT**

WAVE students have the opportunity to test out based on local district test-out requirements. Students should contact their local district early each year to inquire about this process and ensure they remain informed about required dates and deadlines.

## **Section 3: Code of Conduct**

### **Building Guidelines**

As a student that attends **WAVE**, you are a welcomed member of our school community. Our school shares space with other offices and organizations, and we ask that all students are good neighbors. As a student, you are agreeing to appropriate behavior in our building.

- I understand that WAVE shares its space with multiple people, and I must act appropriately as a good neighbor.
- I understand that school bathrooms are shared by everyone and will keep bathrooms clean and orderly
- I understand that the WAVE learning environment is a common space shared by everyone and I will keep the space clean and free of debris.
- I understand that students are only allowed on WAVE's floor of the building unless escorted by a staff member.
- I will enter and exit the building without extra time in the common areas, including but not limited to stairwells, lobby, and front/back entrances.
- I understand that littering is not allowed in the building nor its immediate vicinity. I will wait for my ride while working in the lab or in the front vestibule.
- I understand that no use of tobacco or vaping products are allowed on the premises. I understand that if I am found responsible for setting off a fire alarm by vaping or tampering with fire safety equipment that I could face disciplinary action.

Attendance at the lab is a privilege that requires students to conduct themselves in an orderly manner. Inappropriate behavior may result in removal from the lab.

### **Discipline Philosophy**

WAVE is committed to a school climate where every student and staff is treated with respect. The WAVE team ensures an environment that nurtures learning and assures the safety and welfare of all students and all members of the team.

The WAVE team promotes growth in skills, attitudes, and habits so that students can develop a strong sense of individual worth and achievement. Students are expected to assume responsibility for their own actions and to work together with dignity and respect.

Students play an integral role in the school climate. The WAVE team operates under the philosophy that all students want to be successful, they are expected to cooperate and maintain a climate where learning is productive both in the lab and also in the virtual environment. The WAVE team will seek to promote a positive and productive school culture, including the implementation of restorative practices, and welcome the participation of family and community members.

Students and parents must recognize that unacceptable behaviors will be subject to disciplinary action. When it is necessary to take corrective measures, the actions will be appropriate to the nature of the offense consistent with the law and limited to that which is necessary to promote WAVE's educational goals. For certain disciplinary actions, students are still subject to their local school district's rights and responsibilities guidelines.

WAVE believes that out-of-school removals should be rare. Before imposing a suspension that exceeds 10 school days or an expulsion, WAVE considers all of the following factors:

(1) the student's age, (2) the student's discipline history, (3) whether the student has a disability, (4) whether the misconduct threatened the safety of any other person, (5) the seriousness of the misconduct, (6) whether lesser interventions would be effective, and (7) whether restorative practices would be effective. A student will be suspended for more than 10 days or expelled only if those factors clearly establish that suspension or expulsion is warranted.

## **Action Levels:**

### **Action Level I**

- Conferences between staff, students, and/or other community members involved.
- Contract with student
- Behavior contract
- Attendance contract
- Probation contract
- Communication to and/or conference with team, parent/guardian and student.
- Referral to outside agency
- Exclusion from extracurricular activities
- Other authorized-actions
- Loss of lab privileges

### **Action Level II**

- Removal from main lab
- Intensive monitoring and report from advisor

- Suspension from lab (up to 5 days)
- Police/emergency removal
- Referral to local district for alternative placement

### **Action Level III**

- Suspension up to 10 days
- Police/emergency removal
- Removal from main lab
- Intensive monitoring and report from advisor
- Referral to local district for alternative placement

### **Action Level IV**

- Virtual-only option
- Expulsion from WAVE
- Referral to local district for alternative placement
- Police/emergency remote only attendance

This code of conduct applies to any student who is on school property, in WAVE virtual spaces, who is in attendance at school or at any school-sponsored activity or whose conduct at any time or place has a direct and immediate effect on maintaining order and discipline in the schools or maintaining the safety and welfare of the students and staff. These consequences and sanctions are cumulative. Each succeeding action level may include the consequences or sanctions of the prior level. The administration reserves the right to exercise discretion in determining the action level based upon the student's age, previous violations, and the severity of the misconduct.

## **Code of Conduct & Consequences**

### **Attendance and Punctuality**

- A.** Attendance 1
- B.** Loitering 1-2
- C.** Trespassing/Off limits 1-4

### **Appropriate Learning Environment**

- A.** Insubordination/open defiance/willful disobedience 1-2
- B.** Indecent/obscene language & gestures 1-2
- C.** Academic dishonesty (cheating/plagiarism) 1-2
- D.** Interference with school personnel 1-3
- E.** Inappropriate dress 1-2
- G.** Forgery 1-2
- H.** Inappropriate other displays/images 1-2
- I.** Gambling 1-2

### **Controlled Substances**

- A.** Use and/or possession of tobacco products and/or smoking paraphernalia 1-2
- B.** Use and/or possession of alcohol and/or illegal or unauthorized medicines, inhalants, drugs, or narcotics 1-4
- C.** Sale or distribution of alcohol and/or any illegal or unauthorized medicines, inhalants, drugs or narcotics 1-4

### **Technology Action Level**

- A.** Inappropriate use of password(s) 1-3
- B.** Unauthorized access to files 1-4
- C.** Inappropriate and/or illegal use of software 1-3
- D.** Unauthorized and inappropriate use of program technology 1-4
- E.** Inappropriate use of the Internet (web) and email 1-4

### **Protection of Property**

- A. Arson** 1-4
- A.** Theft 1-4
- B.** Possession of stolen property 1-4
- C.** Vandalism/malicious destruction 1-4
- D.** Deliberate misuse of property 1-2
- E.** False fire alarm 1-4
- F.** Burglary 2-4

### **Protection of Physical Safety & Mental Well-Being**

- A.** Verbal assault 1-4
- B.** Possession of dangerous weapons 1-4
- C.** Possession of other weapons 2-4
- D.** Possession or use of firecrackers or explosives 2-4
- E.** Threats with a weapon and/or dangerous instrument 1-4
- F.** Use of weapon 3-4
- G.** Threat or use of a legitimate tool as a weapon 1-4
- H.** Fighting 1-4
- I.** Physical assault 2-4
- J.** Criminal sexual conduct 1-4
- K.** Consensual sexual misconduct 1-4
- L.** Unwanted physical contact of a sexual nature 1-4
- M.** Extortion 1-4
- N.** Bullying/Intimidation 1-4
- O.** Robbery 3-4
- P.** Reckless vehicle use 1-4
- Q.** Bomb threat or similar threat 1-4
- R.** Attempted arson/burning/arson 1-4
- S.** Violation of harassment policy 1-4