WorldOver International
Family Handbook 2023-2024

Introduction

We are delighted to welcome you and your family to WorldOver's vibrant online learning community. The family handbook serves as a guide to our learning system and our shared responsibilities.
Please take some time to read through each section carefully, and feel free to reach out with any questions or concerns. Thank you for choosing us as your partner in education.

WorldOver Mission Statement

WorldOver International's purpose is to provide an engaging and rigorous online educational program for children in grades TK-12. Common Core Standards, paired with project-based learning and interdisciplinary instruction, are the foundation for our curriculum. Students are encouraged to ask questions, search for answers, and apply learning to real life. They practice creative thinking, self-reflection, and social responsibility. Facilitators recognize the learning styles and emotional needs of individual students and guide them as they progress toward meeting academic and social-emotional goals.

WorldOver Diversity Statement

WorldOver International welcomes learners and staff from various backgrounds and cultures. We believe the more diverse our population is, the better prepared our students will be to take their place in an ever-increasingly global community.

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SECTION 1: COURSES

Worldover International provides a virtual learning ecosystem for students in grades K-12. We focus on problem-solving with the goal of developing lifelong learners and changemakers. Our interdisciplinary courses incorporate project-based learning and social-emotional connections.

1.1 What are Interdisciplinary Courses?

Learners study multiple subjects simultaneously in one course. For example, students in a science course may also be concentrating on math and language arts skills.

Interdisciplinary courses encourage learners to:

- Cover topics in-depth
- Compare and contrast concepts across subject lines
- Model real-world learning
- Analyze ideas and solve problems

1.2 What is Project-Based Learning (PBL)?

Learners engage in real-world issues through personally meaningful projects. They identify an issue, complete research, and present an evidence-based solution.
With PBL, learners

- Become problem solvers and collaborators,
- Make personal connections to their learning,
- Deepen their understanding and retention of material,
- Become independent workers and critical thinkers

1.3 What is Social-Emotional Learning (SEL)?

Learners develop skills vital for success: self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.
SEL increases the likelihood that learners will:

- Graduate from high school and college
- Have successful careers
- Foster positive relationships
- Manage their mental health

1.4   Live Courses

For the majority of our courses, WorldOver provides two one-hour live sessions per week. These sessions cover all core subjects and some electives. For a complete list of our live classes, please visit the [WorldOver Website](#).

SECTION 2: TK-12 TUTORING

We are happy to have an opportunity to help your child achieve essential goals. Our tutoring staff is committed to a personalized education that supports each learners' needs. Live sessions are scheduled in 30-60 minute segments.

2.1 Enrolling

- Blue Ridge Academy - For families wishing to enroll in this school-sponsored program, please follow the steps posted on [our website](#). Once your student is enrolled and Blue Ridge has approved the request, we will complete the process.
  - Students are limited to one hour of weekly tutoring, unless Blue Ridge notifies WorldOver of an extension.
  - For families wishing to purchase extra sessions, please file a purchase order with Blue Ridge or pay online with a credit card.
- Non-Blue Ridge Families - Please follow the steps posted on our website. We offer several tutoring packages so that you can choose the best fit for your family.

2.2 Processes and Policies

- We will match your child with a tutor as quickly as possible.
- Learners must have a functioning internet connection, camera, and microphone.
- Learners often need support with class curriculum; if they are not sharing curriculum, let the tutor know what concepts they need to work on before the meeting.
- If the student arrives with nothing to work on, the tutor may spend part of the allotted time designing the lesson.

- You will be given a link to the tutor's calendar to book appointments and a Zoom link for sessions.
- If possible, sessions missed due to the absence of our tutor will be rescheduled.
- If a learner needs to reschedule, contact your tutor. We request an eight-hour notice whenever possible.
- Learners are a "no-show" if they have not logged in within the first 15 minutes of a meeting. They will forfeit their session, and the tutor may bill. If there is more than one "no-show," WorldOver may remove the student from the tutoring schedule.
- Parents/Guardians/Teachers may request brief updates from the tutor during the time slot scheduled.
- Parents may request a transfer to a new tutor if it would be in their student's best interest or if the tutor's schedule is incompatible.
- Tutors may ask that a student be transferred to another tutor if it is in their student's best interest or if schedules are incompatible.
- Tutoring assignments are made on a first-come, first-serve basis.
- We do our best to honor special requests for tutoring assignments.
- If a tutor is absent and the student needs immediate assistance, email us at info@worldover.org to see if a substitute tutor is available.

SECTION 3: GENERAL OPERATIONS

3.1 Academic Calendar

Visit the WorldOver website to see the current calendar.

3.2 Course Schedules

Live Courses

WorldOver provides two one-hour live sessions per week for the vast majority of our courses. These sessions cover all core subjects and some electives. For a full list of our live courses, please visit the WorldOver Website.

3.3   Attendance Policy

Learners are expected to be present for every live class that is scheduled. If a student is missing for two consecutive days, the facilitator will notify the family and Homeschool Teacher HST)/Teacher of Record (TOR).
. If a student is unable to attend a scheduled class for any reason, please contact the facilitator before the start of class. Unexcused absences may negatively impact grades. Recordings of live classes are available upon request.

3.4   Learning Management System (LMS)

WorldOver uses a learning management system for all courses. Students have their own accounts and are enrolled in their courses within that system. All work assigned, work submitted, and grades are contained within the LMS. Students' login credentials are sent to families approximately one week before classes begin.

3.5   Course Materials

If applicable, required course materials are listed on our website under the course description.

3.6   Assignments and Assessments

Assignments and assessments are given regularly by our facilitators. They can come in many forms, and some may require time outside of class to complete. All learners are expected to complete their assignments in the time allotted. If they fail to do so, their grades may be impacted.

SECTION 4: DAILY OPERATIONS

4.1   Log-In Procedures

Learners are expected to log in to both their LMS classroom and the accompanying Zoom meeting every day that their live class meets. Zoom links and log-in credentials are shared with families.

4.2   Daily Schedule

The daily schedule for each learner will differ based on their course enrollment. All live courses take place between 8 am and 5 pm PST.

4.3   Attendance

Learners are expected to join the Zoom on time and have their cameras on for the taking of attendance.

4.4 Substitute Facilitators

If a facilitator is going to be absent, information will be shared in the LMS and via email. Normally, a substitute will host the class or the regular facilitator will provide a recorded lesson.

SECTION 5: COMMUNICATION

5.1   Expectations for Communication

Please refer to the WorldOver Responsibility Chart to determine if contact should be made with WorldOver staff or your assigned Homeschool Teacher (HST)/Teacher of Record (TOR).

5.2   Contact Information

Office Hours - 8:00 AM to 4:00 PM Pacific Time
Phone Number - 1+888-380-5281
email - info@WorldOver.org

SECTION 6: LEARNER CONDUCT

We value a culture of respect, responsibility, integrity, and kindness. These principles guide our expectations for learner conduct.

6.1   Respectful Communication

Learners should communicate respectfully, politely, and constructively with instructors and peers. Failure to do so may result in a warning, disciplinary actions, or suspension from the course.

6.2   Academic Honesty

All work submitted should be the learner's own original work. Incidents of plagiarism, cheating, or other forms of academic dishonesty will lead to immediate disciplinary action, which may include a failing grade on the assignment or course.

6.3   Student Behavior and Consequences

- Learners are expected to participate actively in live sessions, complete assignments on time, and take responsibility for their learning. Persistent lack of engagement, such as repeated failure to participate in sessions or submit assignments, may impact the learner's ability to advance in the program.

- Learners should refrain from engaging in any disruptive activities during Zoom sessions that may impede the learning process.

- Engaging in cyberbullying or violating others' privacy will result in immediate disciplinary measures.

- Students who feel they have been the victim of bullying or other inappropriate behavior should report the incident immediately to the course facilitator or Homeschool Teacher (HST)/Teacher of Record (TOR) so appropriate steps can be taken.

- Using offensive language or gestures will not be tolerated.

- Students must use the correct login information when entering a virtual classroom. Impersonating another person in an online course will result in disciplinary action.

- For attendance and security purposes, cameras must be on when entering a classroom. Once class begins, a student may turn their camera off if a

waiver has been filed due to special circumstances; for information about waivers, email info@worldover.org.

- Learners are advised not to share personal information (phone numbers, login credentials, social media accounts, etc.).

- Classroom behavior expectations extend to all virtual meeting rooms used for classes.

- If issues between students arise outside of the classroom, they become vendor and school issues if they impact any classes.

Consequences

If behavior expectations are not met, WorldOver facilitators and administration will intervene. This may involve counseling the student and communicating with the relevant parties (parents/guardians, teachers, administrators).

While most issues are resolved through direct communication, serious infractions may necessitate a review by the disciplinary committee, potentially leading to suspension or expulsion from WorldOver courses,

6.4   Learning Tools and Settings

- Equipment: A computer or Chromebook for online learning is best; tablets are not as user-friendly for online classes.

- Learning Space: Students must attend class from a distraction-free environment. If learning is disrupted for anyone due to a particular learning environment, the host student may be required to use special equipment such as noise-canceling headphones. As a last resort, the student may be removed from the class.

- Supervision: Parents and guardians are responsible for supervising their students to ensure policies are honored.

SECTION 7: TECHNOLOGY

7.1   Hardware Requirements

Learners must have the minimum hardware requirements to participate in WorldOver courses. Equipment includes a computer, laptop, or tablet that can access the internet and a webcam, microphone, and speakers.

7.2   Software Requirements

Learners are expected to have their operating systems on their devices up to date in order to avoid potential issues accessing the course content.

7.3   Digital Literacy

All learners are expected to have basic knowledge of how to work their devices before attending their first class. This includes the ability to use the mouse and keyboard, navigate a webpage, click links, and copy/paste.

7.4   Tech Support

Learners are encouraged to reach out to their facilitator in class if they have a technical issue. Facilitators will do their best to resolve issues.

SECTION 8: HIGH SCHOOL

8.1   Course Offerings

Please visit our WorldOver website for a complete list of our high school course offerings.

8.2   College Readiness

The majority of our high school courses are A-G approved for Blue Ridge and Heartland students – which means that California State University recognizes them as giving credit toward high school graduation requirements.

SECTION 9: PARENTS AND ACADEMIC COACHES

9.1 Guidance

Learners will be expected to complete work outside the classroom. During this time, it is imperative that the learners have the support of their parents, a tutor, or their Homeschool Teacher (HST)/Teacher of Record (TOR). Our facilitators do their best to prepare learners for the assignments they send home. However, some learners will still need support and supervision to complete these tasks.

9.2 Tips

We recommend setting a regular homework schedule to establish consistency and help manage your child's time effectively. Create a quiet, well-lit space free from distractions where your child can focus on their work. Encourage them to take short breaks for better concentration. Be available to assist, but allow your child to complete assignments independently to promote self-reliance and critical thinking skills. Finally, celebrate their efforts and successes to keep them motivated. Remember, homework is not just about getting the work done—it's an opportunity to develop essential skills like time management, problem-solving, and self-discipline.

9.3 Communication

If your child has an IEP, we encourage you to communicate their needs. Our facilitators will modify classes to the best of their abilities.

Occasional meetings may be scheduled with course facilitators. However, WorldOver is a course vendor and the primary point of contact remains your Homeschool Teacher (HST)/Teacher of Record (TOR).

Please refrain from addressing personal issues during a live course. Our staff is concentrating on the class as a whole during the live hours.

9.4 Security

Please speak to your child about the importance of online privacy. Students are advised not to share personal information (phone numbers, login credentials, social media accounts, etc.).

SECTION 10: POLICIES

10.1 Enrollment and Withdrawal Policies

10.1.1 Enrollment Policy

Course enrollments begin early July and continue until two weeks after the semester has started (exceptions are often made to the two-week policy).

10.1.2 Withdrawal Policy

Course withdrawals must be made through the student's school organization. Please contact your Home School Teacher (HST)/Teacher of Record (TOR) if a withdrawal needs to be made, and they will contact WorldOver.

10.1.3 Refund Policy

Refunds for courses can only be provided if a request is received by our Admissions Department within two weeks (14 calendar days or 10 business days) of the course start date. The request must include course(s) being dropped, names, and contact information for the learner, parent, and supervising teacher. Failure to return the above information within the stipulated time will result in forfeiting any applicable refund. No refund credit will be applied to future enrollments. All refunds will be prorated (courses dropped before the first day of class are eligible for a full refund).

Blue Ridge Learners - Per Blue Ridge policy, once courses begin, refunds are not applicable for courses purchased for the entire school year.

10.2 Camera Policy

Having cameras on during live classes improves learning outcomes, builds a sense of community, and increases student safety.

Parents/Caregivers and learners, please read and discuss this agreement carefully.

- Camera Accommodations: Learners are required to have their cameras turned on during Zoom sessions unless the WorldOver instructor or administration grants an exception, and a camera waiver is approved.

- Camera Etiquette: Learners should adhere to the same dress code standards expected in a physical classroom.

10.3 Privacy Policy

All learner data submitted to WorldOver in any form is not shared with anyone outside of WorldOver staff. Course recordings are not shared with anyone outside of WorldOver staff or the families of learners who are enrolled in the same course.