**Oxford Fusion Academy Policies and Procedures**

Oxford Fusion Academy is dedicated to providing a safe and enjoyable learning environment for our students. We 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.

**General Policies**

Oxford Virtual Academy (OVA) requires all parent volunteers present in a

classroom to undergo an ICHAT background check ($10). If a classroom is in need of a volunteer, the teacher will notify the Director, who will in turn approach parents about undergoing the ICHAT check. **NO parents, guardians, or volunteers will be** **allowed in the classrooms without permission of the Director, and a completed** **background check.** The only exception to this will be during a parent observation of the classroom. Please understand this requirement is for the safety and protection of all of our students, staff, and parents.

Students must sign in when they arrive, and sign out when they leave.

Students cannot leave the building without a parent or guardian checking in with either the director, Jeanne Hotchkiss, or the volunteer at the welcome desk. This includes trips to the parking lot, cars, etc; students ARE NOT ALLOWED to be outside without direct adult supervision at any time.

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. In this case, classes will revert to the self-pay option, and fees will be due immediately.

All 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 languages or gestures. Abusive language or aggressive behavior will be grounds for immediate dismissal from the group. If there is a concern or problem with a teacher or another student, please contact the Director, Jeanne Hotchkiss.

**Dress Code**

We ask that staff, teachers, students, 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, leggings or spandex type pants without longer shirts, or low-cut tops. Oxford Fusion Academy Director reserves the right to determine what is appropriate.

**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 Haiku and BUZZ accounts as well as following teacher instruction.

Cell phone use is NOT permitted in class. NO streaming of video is allowed while at the partnership unless under the supervision of an adult.

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

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.

**Discipline Procedures**

In the event of a disciplinary problem during class, the procedure will be as follows:

**1st offense**: Teacher will give a warning to the student. **2nd offense**: Teacher may ask the student to sit out of the remainder of the class. **3rd offense:** Teacher will contact the parent about the problem. Parent/guardian may be required to sit with student in class until the issue is resolved. **4th offense**: Teacher will contact the Director; the incident will be noted in student records. **After the 4th offense,** repeat behavior will force the Director to remove the student from the class, and possibly the partnership, for the remainder of the year.

**Illness Policy**

For the benefit of all partnership members, please keep children at home if they have had a fever, vomiting, or diarrhea within 24 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 24 hours before returning to class.

If a child becomes sick during class, or is deemed too sick to be in classes, they will be held at the registration desk until a parent is contacted for pick up.

Again, 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, Oxford Fusion Academy 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.

I understand and agree to all above stated policies and procedures.

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Signature Date