**The Hybrid Learning Co Policies and Procedures**

The Hybrid Learning Co is dedicated to providing a safe and enjoyable learning environment for our students. We welcome 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 onsite be accompanied by a background checked employee at all times. **NO parents, guardians, or volunteers will be** **allowed in the classrooms without permission of the Director. (Parents/guardians are welcome in the main foyer of the church any time their child is on campus.)**  Please understand this requirement is for the safety and protection of all of our students, staff, and parents. When a parent/guardian is volunteering in the classroom they must be accompanied by a background checked employee at ALL times.

Students cannot leave the building without a parent or guardian checking in with either the Site Supervisor, Director or the hybrid employee/OVA staff member at the welcome desk/drive through pick up line. This includes trips to the parking lot, cars, etc; students ARE NOT PERMITTED 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 day/month”, which is listed on the OVA calendar. This weekly communication is vital to funding for classes, and students that do not fulfill 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 onsite classes and possibly from the hybrid program. If there is a concern or problem with a teacher or another student, please contact the specific Site Supervisor as well as Jeanne Hotchkiss and/or Misty Martin.

# **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 with crop or low-cut tops. The Hybrid Learning Co Site Supervisor, Director and Co Director reserve 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. OVA students are REQUIRED to complete the online component of their partnership classes each week by logging into their OBUZZ accounts as well as following Classroom Instructor and OVA teacher instruction.

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

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

Students must remain in the classroom for the duration of the class, unless the Classroom Instructor gives permission to leave.

# **Discipline Procedures**

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

**1st offense**: Classroom Instructor will give a warning to the student. **2nd offense**: Classroom Instructor may ask the student to sit out for the remainder of the class. **3rd offense:** Classroom Instructor will contact the parent about the problem. Parent/guardian may be required to stay on campus with their child and sit with student in class until the issue is resolved. **4th offense**: Classroom Instructor will contact the Site Supervisor and Director; each incident will be noted in student records. **After the 4th offense** repeat behavior will force the Director to remove the student from onsite classes, and possibly the partnership, or student will be asked to work from home for the remainder of the school 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 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. Students that have been treated for head lice must have a lice/knit check performed by either an OVA or Hybrid staff member prior to returning to classes.

If a child becomes sick during class, or is deemed too sick to be in classes, they will be escorted to the lobby to rest and a parent will be contacted for immediate pick up.

Again, we happily welcome 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, The Hybrid Learning Co does reserve the right to remove or limit students for reasons other than those stated or for violations of the group policies. Registration with The Hybrid Learning Co constitutes agreement to these policies.

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

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