



Inc.

## **FAMILY HANDBOOK**

**Welcome to OMNI LEARNING CENTER. We're here because of a vision and a goal: to bring your child a life-long desire to learn, to think creatively and critically, and to learn from the rich heritage of the past and the diverse cultures of the present, to bring each child a unique and individual blessing to the future.** As in any worthwhile experience, when children know the “rules of the game” it makes the OMNI experience so much more valuable for each student.

### **Parents' Involvement With OMNI**

1. Parents recognize that the effective partnership between your child, OMNI, and YOU are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals we each want to reach.
2. Parents are familiar with and support OMNI'S policies and procedures.
3. Parents provide a home environment that supports the development of positive learning attitudes and habits.
4. When concerns arise, parents seek information directly from OMNI, consulting with those best able to address concerns.
5. Parents share cultural, medical, or personal information that OMNI may need to best serve each student.

### **OMNI'S Involvement with Parents**

1. OMNI seeks and values the parents' perspective on the student.
2. Teachers are accessible to parents and invite candid and open dialogue at all times.
3. OMNI keeps parents well-informed through periodic reports, conferences, and informal conversation.
4. OMNI actively seeks input from parents on every level.

## **HEALTH**

Children must remain home if they have any of the following conditions: (1) Fever (they should be without fever for 24 hours before returning); (2) vomiting (vomiting should cease 24 hours before returning); (3) loose stool or diarrhea; (4) racking coughs; (5) conjunctivitis (Pink Eye). It

is safe to send them after treatment has begun and the eye is no longer weepy; (6) flu, strep, head lice, chicken pox, or any other infectious disease (they may return after chicken pox when all blisters are scabbed over); (7) colds that involve heavy sneezing or coughing; noticeable nasal discharge. (8) Covid, or (9) Any other communicable disease or illness. **When returning to class following treatment of head lice, students must have a doctor's certificate attesting to the fact that the student is lice-free.**

## **CLASS SCHEDULE**

Classes are scheduled on the days and at the times posted on our Website and on our periodic registration forms. Our students benefit most when they arrive 10 minutes before the start of each in-person class and 5 minutes before the start of each remote (ZOOM) class.

## **PARENT VISITATION AND PICKUP**

During our in-person classes, while OMNI welcomes parent visits at any reasonable time, we request that you make an appointment at least one session before you visit and that you advise us of the time you intend to visit. We ask that, if at all possible, you pick up your child by no later than ten minutes after the scheduled conclusion of any given class.

## **CAMPUS RULES**

During in-person teaching, Students must:

- Respect their belongings, the belongings of others, and all OMNI property.
- Stay on the grounds of Cypress Community Church during OMNI sessions until they are picked up by their parents or other designated adults whose identities are on file with OMNI.
- Follow directions of all teachers.
- Never use cell phones or communicate by text, email or otherwise during class time.

## **STANDARDS OF BEHAVIOR**

OMNI has established rules of behavior which promote mutual respect and dignity within the classroom, not allowing the behavior of one student to interfere with the learning of other students in the classroom. If a disciplinary problem persists, OMNI will initiate measures beginning with conferences with the student(s) involved and their parents, progressing through disciplinary probation, and ending with the possibility of suspension or expulsion.

Violations of OMNI policies include, but are not necessarily limited to:

- Physical violence toward other students.

- Bullying, discourtesy, intimidation, or harassment of any kind.
- Misuse, abuse, vandalizing of OMNI property or the property of others.
- Academic dishonesty or lying.
- Use of profane language.
- Participation in unwanted physical contact.
- Disregarding safety regulations or procedures.
- Disrespect of authority.
- Inappropriate use of technology, which includes tuning in to age-inappropriate programs.
- Behavioral misconduct, including, but not limited to, class disruption, rudeness, disrespect of others, violation of classroom policies and procedures.
- Cheating, which includes, but is not limited to, handing in another student's work as one's own, or copying or using another student's responses.
- Plagiarism, which includes, but is not limited to, using the words, thoughts, or ideas of another authority without properly citing the written, spoken, or recorded work from which the information was taken.
- Disobedience of any criminal laws of the State of California or the United States of America.
- Disobedience of any of the Rules regarding the use of property of Cypress Community Church.

### **POLICY REGARDING HARASSMENT & DISCRIMINATION.**

Omni Learning Center is committed to its responsibility to love, support, and educate its students and to insure their being treated equally with courtesy, dignity, and tact. In keeping with this policy, Omni Learning Center prohibits all forms of unlawful harassment and discrimination, including discrimination based on sex, race, religion, color, citizenship, national origin or ancestry, mental disability, genetic characteristics, medical condition, sexual orientation, gender, gender identity, gender expression, or any other basis protected by federal, state or local law, ordinance or regulation. Omni Learning Center's anti-harassment and discrimination policy applies to all persons involved in the operation of the Omni Learning Center This policy also applies to harassment and discrimination between students. This policy prohibits unlawful harassment and discrimination in any form including verbal, physical and visual harassment and discrimination.

In the event of a written or oral complaint, Omni will conduct a thorough and objective investigation of the harassment or discrimination allegations and take appropriate preventative

and/or corrective action. Omni Learning Center will protect the confidentiality of the harassment and discrimination allegations to the extent possible. However, Omni Learning Center cannot guarantee complete confidentiality, since it cannot conduct an investigation without revealing certain information to the alleged harasser and potential witnesses. At the conclusion of its investigation, Omni Learning Center will attempt to determine if unlawful discrimination or harassment has occurred. Omni will look at the totality of the circumstances, including the nature of the conduct and the context in which it occurred. If appropriate, Omni will, as promptly as possible, communicate its findings to the accused, and the remedial action (if any) to be taken, to the complainant, and, when appropriate, to other persons who are directly concerned.

## **POLICY REGARDING BULLYING.**

**Omni Learning Center has a zero tolerance policy with respect to bullying in any form. Omni Learning Center provides educational enrichment programs.** It is not a school. However, Omni subscribes to and is governed by laws, including civil rights laws, laws prohibiting discrimination and harassment, and criminal laws prohibiting assault, battery, stalking, and other unlawful conduct.

Bullying is defined as: Severe or pervasive physical or verbal acts or conduct, including communications made in writing or by means of an electronic act that has or could be reasonably predicted or construed to have the following impact on a reasonable student: 1) Places the student in fear of harm (for themselves or their property). 2) Has a substantially detrimental effect on the student's physical, mental, or emotional health. 3) Causes substantial interference with the student's academic performance or physical, emotional, or psychological well-being; or 4) Causes substantial interference with the student participating in or benefiting from the services, activities, or privileges provided by Omni Learning Center.

A "reasonable student" is defined as a pupil, including, but not limited to, an exceptional or special needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional or special needs. Omni's anti-bullying policy specifically prohibits discrimination, harassment, intimidation, and bullying based on actual or perceived characteristics: disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, and sexual orientation. Not every unpleasant interaction, instance of disrespectful behavior, or conflict is considered bullying. Examples of behaviors that may not be bullying include arguing; refusing to follow directions or instructions; complaining; refusing to be friendly; or ignoring others.

If you become aware of or witness what you believe to be bullying, please follow the same reporting procedures that are set forth in Omni's harassment and discrimination policy.

## **SPECIAL NATURE OF ADULT-STUDENT RELATIONSHIP**

Omni Learning Center personnel understand and recognize that the uneven power dynamics in a learning environment in which adults have implied authority over minors shape relationships between adults and minors throughout the minors' formative years. Omni Learning Center

personnel understand and commit to a policy that always respects and never exploits the power dynamics inherent in these relationships.

## **FINANCIAL OBLIGATIONS**

In connection with each program in which a child is enrolled, the parent or other responsible adult is obliged to pay the charge for tuition each class for the entire semester, whether or not the student completes the semester, is withdrawn early, or is discharged for any of the reasons set forth above. Confirmation of the student's enrollment reserves a place for the semester which could otherwise be available for another student and that no reduction or rebate of tuition will be made in the event of early withdrawal or dismissal. A student will not be admitted to the Omni program unless the responsible adult has made arrangements for payment and signed Omni's Registration Form prior to that student's enrollment in any class at Omni Learning Center.

It is imperative that payments be timely made. This helps Omni keep its administrative costs down, which, in turn, allows Omni to serve its students more efficiently. The term "payments" includes both the proper and timely filing of Purchase Orders if you use a Charter School, and checks or other forms of payment if you will be paying all or any part of the student(s)' fees independently. Unless other arrangements are made, Omni expects payments to be made or Purchase Orders to be signed if the parent or other responsible adult is using a Charter School, *writing ten (10) days* of signing the Registration Form.

If arrangements are made for any type of time payment, the balance due at any time after Registration will bear interest at the legal rate of 10% per annum as set forth in California Civil Code Section 3289(b).

If any payment is more than 10 days late, regardless of the reason therefor, the responsible adult must pay a late fee of \$50 if the check or other payment is 11-30 days late, plus an additional \$50 late fee if the check or other payment is late by 31 or more days, plus an additional late fee of \$50 for each 30 days thereafter that full payment plus accrued interest thereon has not been paid.

If payment remains delinquent by 60 days or more, the child will not be allowed to continue attending the Omni class in question, and under those circumstances, the parent will still remain liable for payment in full for the entire semester.

## **OTHER PROVISIONS**

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Omni must and does reserve the right to dismiss or require the withdrawal of any student whose record of scholarship or conduct is not in keeping with Omni's standards, policies, or this Agreement. The parent or other responsible adults agrees to indemnify and hold harmless Omni Learning Center, its teachers, and Cypress Community Church from any injuries or damages of any and every kind except for such damages as may be caused by the willful acts or gross

negligence of Omni and/or its agents.

Omni makes no warranty or guaranty, either express or implied, nor can Omni make any promise that you will be satisfied with the result of Omni Learning Center's services. All Omni can commit to is that Omni Learning Center will do the best job it can reasonably and responsibly do to enhance your child's educational experience.

If you have any questions about any of OMNI's policies or procedures, please do not hesitate to contact us at any time: in person, by telephone, or by email. We appreciate your commitment to make OMNI LEARNING CENTER a safe, encouraging, non-threatening, and cooperative environment where each student may achieve her or his own optimum development. Thank you for your cooperation and your assistance in adhering to these rules so that our motto, **"because your child deserves the very best"** is meaningful through her or his time at OMNI.

Sincerely and with love,

LORRAINE GERSTL

MARGARET LOTZ

Directors of Omni Learning Center

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