



## **ACADEMY Parent Handbook 2018-2019**

3940 Cascade Road  
Atlanta, GA 30331

Web: [www.omnischoolatl.com](http://www.omnischoolatl.com)  
E-mail: [info@omnischoolatl.com](mailto:info@omnischoolatl.com)

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從學校負責人的消息  
**Message from the Head of Schools**  
学校の頭からのメッセージ

Dear Parents,

I am delighted that you have chosen to partner with OMNI International School Academy to provide an enriching educational experience for your child. I am very excited to welcome your family to our premiere language immersion school where we strive for excellence in all of our endeavors. I view each parent and student as an extension of my family and will ensure every aspect of your child's development is given my utmost attention.

I look forward to a productive, fun-filled year with all of you as we embark on building a legacy of precocious, multi-lingual, God-filled intellects.

Abundant Blessings,



T. Juan Bell Marks MS  
Founder/Head of Schools  
OMNI International School, Inc.  
OMNI International School Academy, LLC

# 簡介 SECTION 1 INTRODUCTION 導入

## 1.1 WELCOME TO OMNI INTERNATIONAL SCHOOL ACADEMY

Welcome to OMNI International School Academy, LLC also known as OMNI. As a school we are dedicated to providing an unrivaled education to our students, recruit and retain the best educators, and partner with individuals and enterprises that will further our mission. OMNI feels that each and every student is an integral part of the OMNI family and contributes to OMNI's overall success and its future. Our success is based on delivering high quality, innovative teaching methods and providing unsurpassed customer service to our students and parents. This occurs by working hard and thinking about our students' needs FIRST. Secondly, this occurs by treating each other with the utmost respect and by performing as a team. We believe that a continuity of care from home to the classroom is dependent on keeping the lines of communication open with parents, providing quality classrooms with a cogent curriculum, and having the finest educators that are pioneers and trendsetters in their own right.

OMNI has prepared this handbook to provide you with an overview of the school, its policies, and measures that will further add to the quality of your child's education. It is intended to acquaint you with important information about the school, as well as provide guidelines for your child in an effort to foster a safe and healthy academic environment for all parties. Following the policies described in this handbook is considered a condition of enrollment however the guidelines presented in this handbook are not intended to be a substitute for sound management, judgment, and discretion.

Nothing in this handbook alters a student's status, nor implicates a contract. You are responsible for reading, understanding, and complying with the provisions of this handbook. An acknowledgement page follows and must be signed and submitted to the school.

## 1.2 MISSION

OMNI's mission is to develop the whole student on all developmental domains and prepare them to be active and engaged in an interrelated world with an international advantage. We operate under the premise that language is an integral component to world interconnectedness and the key to global citizenship. We emphasize foreign language proficiency, cultural diversity, and above all, academic excellence.

## 1.3 VISION

OMNI's vision is to provide an unparalleled opportunity for language acquisition in an immersion environment with high emphasis on math, science, and technology. Our vision is to be an exemplary educational establishment dedicated to the highest quality of standards at all levels and in all areas of endeavor. All students, parents, personnel, and community members are each viewed as equitable partners respecting and valuing each other and taking ownership of our responsibilities to further awaken the natural genius in each child. We are committed to providing all students with an education which enables them to live successfully in an ever-changing society. OMNI's vision is built on the promise that each child will rise to a level of "excellence" when that is the

expectation. It is built for the purpose of ensuring that each child is maximized to their fullest potential and gain godly principles of living with integrity, character, and values. OMNI believes in the emotional, physical, spiritual, social and academic development of all of its students regardless of age or skill level. We believe that learning begins with each individual on a personal level and further extends into deep and complex cognitive growth through maturation and proper stimulation. We pride ourselves in providing a fluid transition to home life, community, and the school environment with sensitivity and compassion. Strategies for higher learning are central to the curriculum in each classroom and teachers are continually challenged to provide rich and scholarly studies for the children.

Our vision is to provide each child in the Academy (years 2-5) an introduction to (1) Foreign language building blocks that lead to proficiency (2) Early exposure to standards through a rigorous curriculum (3) Activity based opportunities to develop gross motor skills (4) Activity based opportunities to develop fine motor skills through hand manipulatives and the arts (5) Resources in all of the target languages (6) Social, emotional, and character development (7) A bright, colorful environment conducive to learning and having fun (8) Small teacher to student ratio (9) Exposure to technology programs and (10) Introduction to science programs.

## **哲學和信仰** **SECTION 2 - PHILOSOPHY AND BELIEFS** **哲学と信念**

### 2.1 HISTORY OF SCHOOLS

OMNI International School was founded out of the need and desire of like-minded parents interested in furthering the mission of providing an unrivaled education for our children in Southwest Atlanta.

OMNI's founder and Head of Schools, TJuani Bell Marks, MS, and key personnel have a wealth of experience and decades of practice working with children and families. Mrs. Marks has over 25+ years of experience working with children and families in a range of capacities. She has a degree in Public Relations and a Masters degree in Community Psychology from Florida A&M University. Her life's work has been in the field of psychology since 1992 after declaring psychology as a minor during her undergraduate studies. Learning to bring a global perspective to cognitive development, assessment, and interventions were key in Mrs. Marks' studies in psychology. She brings an awareness of cultural nuances and the need for a positive self-identity to her post, fostering a more accepting and "salad bowl" outlook opposed to viewing all children of various backgrounds as monolithic in their language acquisition, personality development, and reactions to stimuli. This was evident in Mrs. Marks training and work with new parents stateside and in Hanau, Germany working as a Family Advocacy Program Educator and New Parent Support Director. Drawing parallels in development and having knowledge of the norm and pathologies helped Mrs. Marks to sharpen the focus early if and when interventions were warranted. Studying the intrinsic nature of children helped Mrs. Marks to strategically place external stimuli that would ensure an authentic and natural environment for children to learn. Mrs. Marks is qualified in child development and has assessed and counseled countless numbers of

children and families in the metro Atlanta area and surrounding counties through foster care agencies, adoption agencies, local area schools, and private participants. Mrs. Marks has an extensive background in emotional and behavioral disorders and has worked with a number of state and local agencies from the Department of Education, Department of Juvenile Justice, and the Department of Family and Children Services. From the onset, Mrs. Marks has studied and put to practice methods that show how students learn best and how their need for proper stimulation to advance thinking and cultivate a truly gifted student is paramount. Mrs. Marks is an experienced grant writer and has successfully authored/co-authored state and federal grants in partnership with Investing In Our Youth, Inc.

OMNI Co-founder, Lawrence A. Marks, BS is a 22 year veteran from the US Army with expertise and degrees in Computer Science and Computer Information Systems. Mr. Marks has extensive experience in ensuring data integrity and security in the IT environment as well as improving productivity through the design and development of management systems. He serves as the Chief Information Officer and helps facilitate technology studies to undergird that aspect of the curriculum.

Key personnel for the upper school include a credentialed and degreed Lead Chinese Instructor, Lead Japanese Instructor, Lead Math & Science Instructor, and a Lead English & Social Studies Instructor. Ancillary programs include a P.E./Health Instructor, Spanish Instructor, and Music Instructor. (See profile booklet for details)

## 2.2 PHILOSOPHY

OMNI's philosophy is simple, children between the ages of 0-10 are most impressionable and should be saturated with information, should be given opportunities to ask questions, explore their environments, and expound on previous knowledge in an intense yet compassionate manner. Students should be viewed as individuals who can make a contribution, gaining and sharing knowledge from each other and not always "talked at" but guided through the learning process. OMNI is a catalyst for educational change in its philosophy, its implementation, and assessment. We believe that foreign language and cultural exposure is the key to global citizenship. Children who have early exposure to foreign languages are not only more critical and analytical in their thinking but more accepting and respectful of cultural differences when that is their norm. We believe that building on children's knowledge at their pace and not a preconceived pace set by others promotes accelerated learning and requires rigorous curriculums that challenge from the onset. We believe the most effective way to teach a child is to know them on all developmental domains, that "education" is not solely academic but learning involves the social, emotional, cognitive, physical, and spiritual development that sums up who we are, why we are, and who we will become. Children do not learn in isolation of these aspects but collaboratively. We have created the vision of OMNI with the gifts of our children in mind integrating all key components for well-rounded, well versed children.....in multiple languages.

## 2.3 APPROACH

OMNI subscribes to a constructivist approach to teaching as its primary pedagogy. Our approach is guided by fundamentals researched by psychologists Jean Piaget and Lev Vygotsky, who are both constructivists. The premise of this methodology is one



conducive to student-centered, active, collaborative learning based on “guided and, increasingly, independent investigation of questions and problems”. Constructivist learning theory says that all knowledge is constructed from a base of prior knowledge and knowledge cannot be imparted without the child making sense of it according to his or her own level of understanding. Therefore children learn best when they are allowed to grasp or “construct” a personal understanding based on experiencing things and reflecting on those experiences. This approach allows us to engage more with the students and respect their natural curiosities, expound on knowledge and information, and foster a more analytical, evaluative, critical thinking mindset. This approach undergirds a number of philosophies that we have adapted for all ages such as the Montessori approach with mixed age groups, the Reggio Emilia approach of allowing the students freedom to explore their environment using their senses of touching, seeing, manipulating, etc., and the Waldorf approach of bringing together all elements of development and not bits and pieces but the child as a whole. In some variation a traditional approach of teacher guided exchange will take place to strengthen arguments or provoke the student to think beyond convention.

Piaget and Vygotsky further discovered that group discussions are a great way to embrace multiple perspectives and teachers should create classrooms that encourage such discussions. Students should value their differences and feel comfortable sharing them with others without the fear of ridicule or isolation. OMNI teachers will use various styles in order to reach every student by knowing each student, knowing each student’s best way of learning, and knowing the best way to engage each student. Teachers will be able to reach visual learners, auditory learners and kinesthetic learners by keeping them all engaged and hands on. OMNI feels at many times children are each other’s best teachers. Vygotsky stated this in his idea of the zone of proximal development. Children can help or “scaffold other children by taking them a step higher than where they already are by challenging them to do more”. Children interact with each other at a level adults generally cannot and children of all abilities should be together as they all have something to learn from one another. Our approach is a two level aging system in the classrooms for students that are developmentally appropriate for such. Many times the older student can provide leadership and coaching in a manner comfortable to all students and as each student matriculates to the next level, he or she will have an opportunity for leadership roles.

2.4 VALUES AND BELIEFS. The following values and beliefs undergird OMNI International School's existence and are aligned with our Mission and Vision, Goals and Objectives. The Acronym P.R.A.Y.E.R is interwoven into the student's daily life through values of Purpose, Respect, Accountability, Youthfulness, Excellence, and Responsibility.

VALUE	BELIEF	EXEMPLIFIED IN SCHOOL COMMUNITY	EXEMPLIFIED IN CLASSROOMS
<b>Purpose</b>	We believe that God has a unique plan for each of us. Empowering the students with the skill set to maximize their greatest potential thus revealing their purpose is paramount. Our prayer is that God will impart wisdom to our teachers, students, and parents revealing our truths, gifts, talents, and ways we can glorify Him.	We develop curriculum and programs that empower the teachers to utilize their gifts to teach effectively. Purpose is exemplified through actions that are intentional, deliberate, and with meaning.	Students are encouraged to build on their natural, God-given talents. Purpose is exemplified through actions that are intentional, deliberate, and with meaning
<b>Respect</b>	We believe in the need to have a high regard for ourselves and others. We respect the right of others to hold different views than our own. We believe it is necessary to respect authority, respect diversity, respect all religions, respect global presences, and respect other cultures and the feelings of others.	Respecting the cultural differences of others, respecting the school property, respecting self, respecting teachers and members of authority.	Raising hands before talking, allowing others to speak, responding to teacher redirection, using polite tones.
<b>Accountability</b>	We believe in the power of taking ownership of our actions, individually and collectively. We believe in the need to be held accountable for the decisions we make, consequences we receive and the rewards we earn.	Administration takes ownership of fiscal and academic responsibilities. Teachers take ownership of training and educational needs.	Effort towards work, submitting homework, completing assignments, not making excuses.
<b>Youthfulness</b>	We believe in the excitement, energy, imagination, and courage of our youth. "This world demands the qualities of youth: not a time of life but a state of mind, a temper of the will, a quality of imagination, a predominance of courage over timidity, of the appetite for adventure over the life of ease." - Robert Kennedy	Bright, energetic, fun learning environment, okay to smile and be upbeat, dancing, laughing out loud.	Creativity in materials, abstract sensory and tactile material to provoke the senses, thinking outside of the box, engaging, laughing.
<b>Excellence</b>	We believe it is necessary to strive for the highest personal achievement in everything we do, surpassing the ordinary and embracing the extraordinary. We believe in challenging ourselves to maximize our highest potential in all endeavors.	Challenging curriculum, critical thinking, increasing analytical capabilities, not accepting mediocrity.	Striving to do our personal best, not measured by other kids' strengths or shortcomings but our own; trying, not giving up, relentless, perseverance.
<b>Responsibility</b>	We believe we have an obligation to ourselves and to our community. We have an obligation to follow the rules, reinvent policy, work towards the mission, and to assume responsibility in practices related to fulfilling our goals.	Following school rules, policies, and procedures. Being compliant to governing protocol.	Following classroom rules, civic leadership, yielding to teacher's authority.



## 2.5 SCHOOL PRIDE



School Colors: Main colors: Burnt Orange and Navy Blue  
Accent Color: Gray



School Mascot: Lion



School Song: To be determined

Student and Teacher Prayer: God bless us to receive supernatural wisdom and reveal in us our passion and your will for our lives. Give us a fresh anointing for this day as we reverence you and depend on your strength in our times of weakness.

School Creed: I am who God says I am. I am powerful beyond measure  
I will use my gifts and talents to be the best I can be. I will always better myself, my family, my community, and all mankind. I am my brother's keeper. My education today prepares me for success tomorrow. I can be all things, do all things, and have all things through Christ who strengthens me.



Pledge of Allegiance:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**學校政策**  
**SECTION 3 - SCHOOL POLICIES**  
**学校の方針**

### 3.1 CHANGES IN POLICY

This handbook supersedes all previous parent handbooks and memos that may have been issued from time to time on subjects covered in this handbook.

Since our business and our organization are subject to change, we reserve the right to interpret, modify, supplement, rescind, revise, suspend, or dispute with or without notice all or any part of our policies, procedures, and benefits at any time as it deems necessary or appropriate in its sole discretion.

We will notify all students and parents of any changes. Changes will be effective on the dates determined by OMNI, and after those dates all superseded policies will be null.



### 3.2 NON-DISCRIMINATION

OMNI is committed to the principle of equal opportunity in education and employment. OMNI does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin in the administration of its educational policies, admissions policies, or employment policies.

### 3.3 HARASSMENT POLICY

OMNI is committed to providing an environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. We are committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to legal actions. For an exhaustive outline of this policy, please contact a member of the administrative team.

### 3.4 SCHOOL SAFETY AND SECURITY

OMNI believes in maintaining a safe environment for our students. However, to achieve our goal of providing safe conditions, each parent and child must be safety conscious as well. We have established the following policies and procedures that will allow us to provide safe and healthy school conditions. Each child and parent is expected to obey safety rules and exercise caution in all activities.

- All outside doors remain locked during the school day
- Surveillance cameras are placed throughout the school.
- Visitors must enter from the front entrance and receive authorization to enter at reception.
- All visitors must sign-in at the reception desk and wear a visitor pass while in the school building. Visitors must be supervised by an authorized parent and/or staff.
- Visitors must show a valid picture identification card.
- Anyone seen in the building without a pass will be immediately escorted to the school reception.
- Students are instructed to NEVER open an outside door for ANYONE – even someone they know. (Please do not be offended if a student or staff member does not open the door for you.)
- All faculty, staff, substitute teachers, and students are regularly trained and drilled in emergency preparedness.
- A CRISIS notebook is at the front desk and in all of the classrooms. A battery operated radio and flashlight are provided for each classroom.
- All parents and persons authorized for pickup must have their ID. We will make a copy for our records.
- Written authorization and KidCheck entry for individuals not on the pickup list are required for release.
- Parents have the right to access all center areas used by their child/ren with supervision, however they should stop by the reception desk for a visitor's pass. Under no circumstances should a parent or any other visitor go directly to a classroom during instructional hours unless discussed in advance. This can be disruptive for students and teachers.
- Parent background checks are required for access through the school premises unsupervised. A "Parent Pass" is distributed upon the receipt of a satisfactory background check. Parents must give 24 hour notice and sign in at the front desk to volunteer or observe the classrooms.

### 3.5 CHILD ABUSE REPORTING

All OMNI employees are considered mandated reporters of child abuse and neglect pursuant to O.C.G.A. 19-7-5(C)(1). Teachers, staff, volunteers, etc. are protected as mandated reporters, Georgia Code 19-7-5(f),(g). Liability for failure to report - O.C.G.A. 19-7-5: Any person or official required by law to report a suspected case of child abuse who knowingly and willfully fails to do so will be guilty of a misdemeanor. Parents volunteering or assuming authoritative roles are considered mandated reporters.

- The Mandated Reporter must report any suspected abuse immediately to their supervisor and/or the Director/Head of Schools. Secondly if warranted, an oral report must be made as soon as possible by telephone to DFCS' Child Protective Services (CPS) which is designated by Bright from the Start, or to an appropriate law enforcement authority or District Attorney. If a report of child abuse is made by DFCS or independently discovered by DFCS, then DFCS must immediately notify the appropriate law enforcement authority or District Attorney.
- CPS contact numbers are available below and in the office.
- Suspected child abuse which is required to be reported by any person by law must be reported notwithstanding that the reasonable cause to believe such abuse had occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law.

**Child Protective Services information is as follows:**  
**404-651-9361 (phone)**  
**404-657-4483 (fax)**  
**General information: 404-657-3400**

出席  
**SECTION 4 ATTENDANCE**  
出席

#### 4.1 HOURS OF OPERATION

Standard school hours are from 9:00am-4pm daily. Before care is 7:30am-8:30 am and afterschool is from 4pm-6pm. Arrivals at 8:30am are permitted for students wanting to participate in Morning Prayer, creed, and the pledge of allegiance at no charge. All students must be in by 8:45pm and in their seats ready for instruction by 9:00am. Students who are registered for part-time programs will be dismissed on the regular schedule for dismissals.

#### 4.2 ARRIVALS/DISSMISSALS

The regular academic day is 9:00am-4:00pm daily. "Before care" is between 7:30am-8:30 am unless otherwise noted. Children cannot arrive before 7:30am for before care. Arrival time for the regular academic day is between 8:30 and 8:45am daily without an additional charge. Morning creed takes place at 8:45am and classes will begin promptly at 9:00. Children may arrive no earlier than 7:30am and should come no later than 8:45am on a routine basis. If your child has an excuse for being late or absent, we would appreciate a call to the school so that we may inform the teachers. Late students are disruptive to the class and morning routine. Additionally, they miss a pivotal portion of the morning routine. Tardies are highly discouraged.

Each student must be escorted in the building by their parents. Students must be escorted out of the school by their parents when attending afternoon enrichment classes or afterschool. Students are not allowed to leave out of the doors without supervision. School ends at 4 pm daily. Dismissal ends promptly at times designated for each program. After those times, students will be checked into afterschool and assessed the appropriate fee.

#### 4.3 CARPOOL

Deferred until further notice.

#### 4.4 TARDINESS

At 8:45am the student body recites the pledge, the school creed, and prayer. Students generally are released for class at 8:55am. Students who enter after 9am are considered tardy and must report to the front desk and be escorted to their homeroom class by a staff member. Students who arrive after the start of school must enter from the front entrance and receive a pass to be admitted to class. Excessive tardiness is a disruption to the classroom atmosphere. Parents of students who are tardy are expected to contact the school office with a phone call or note of explanation. The reasons which constitute an excused absence will be used to

determine whether a tardy is excused or unexcused. Students who are chronically late and disruptive to the class due to this tardiness without sufficient parent intervention will be asked to find an alternative educational setting.

#### 4.5 CUB'S CLUB AFTER-SCHOOL CARE

After-school care is provided for those parents who cannot pick up students immediately at the close of the school day or those students who are enrolled in enrichment activities afterschool. Students report to the cafeteria where they are supervised by Cub's Club staff and broken into groups by ages for the regular afterschool schedule. Students who are enrolled in enrichment activities will be escorted to their designated rooms by school personnel. All students in the building after 4pm must be under staff/adult supervision. Cub's Club is available until 6pm.

Cub's Club daily activities include free play, organized games and activities, homework, tutoring, and snack, which is provided by the school. All school rules of discipline, dress, and behavior apply to the Cub's Club program and will be enforced.

#### 4.6 LATE PICK-UP

Payments must be made monthly with tuition for Cub's Club participation. If the account is delinquent, the student will not be allowed to stay for afterschool until it is current. Students picked up after 4:15 pm will incur a fee of \$1 per minute until picked up. Students picked up after 6pm for aftercare will incur a flat fee of \$5 and a fee of \$1 per minute until pickup. The Department of Family and Children Services will be notified for students frequently picked up after 6:00 on a regular basis.

#### 4.7 SCHOOL CLOSINGS

In the event of school closings due to weather or facility problems, OMNI will use various modes of communication such as calling post, text messages, emails, facebook page and posting announcements on the school website. Closings for inclement weather will also be made on local stations frequently beginning as close to 6:00 a.m. as possible. It's safe to assume that if Fulton County Schools are closed, OMNI may be closed as well. The following stations will be updated on the happenings at OMNI:

WSB (ABC) <http://www.wsbtv.com/closings/index.html>

WSB Radio <http://wsbradio.com/MARKET/schoolclosings/>

WSB Radio am750; 95.5 fm

WGCL (CBS) <http://www.cbsatlanta.com/closings/index.html>

WAGA (FOX) <http://www.myfoxatlanta.com/subindex/weather/closings>

WXIA

(NBC) [http://www.11alive.com/weather/severe\\_weather/cancellations\\_and\\_closings/default.aspx](http://www.11alive.com/weather/severe_weather/cancellations_and_closings/default.aspx)

#### 4.8 DELAYED OPENINGS/INCLEMENT WEATHER

At times, a delayed opening is preferred to a school closing. In the event that the school has a three (3) hour delay, announcements will be emailed, text, and/or sent by calling post and made on the following stations:



WSB (ABC) <http://www.wsbtv.com/closings/index.html>  
WSB Radio <http://wsbradio.com/MARKET/schoolclosings/>  
WSB Radio am750; 95.5 fm  
WGCL (CBS) <http://www.cbsatlanta.com/closings/index.html>  
WAGA (FOX) <http://www.myfoxatlanta.com/subindex/weather/closings>  
WVEE Radio 103.3 FM  
WXIA  
(NBC) [http://www.11alive.com/weather/severe\\_weather/cancellations\\_and\\_closings/default.aspx](http://www.11alive.com/weather/severe_weather/cancellations_and_closings/default.aspx)

In the event of a delay due to weather (snow or ice) all arrival procedures will occur at 10:00 am instead of the regularly scheduled time unless otherwise noted. Supervision will be provided in the cafeteria or the students' homerooms. Parents will be notified accordingly.

#### 4.9 MAJOR HOLIDAY OBSERVATIONS

OMNI loosely follows the Fulton County and Atlanta Public School system calendar. As a year round school however, we must make concessions for student and teacher reprieves that may not be aligned to other school systems. The following major holidays will be observed:

Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Thanksgiving  
Christmas  
Martin Luther King

OMNI is a year round school and will close on certain days to give the teachers and students a break. Other extended breaks are for Spring Break, Summer Break, and teacher planning days which will take place once every 4-6 weeks. For detailed information, please refer to the OMNI International School Year Calendar. It is likely, when an observed holiday falls on a weekend, we will be closed on the following Monday, in accordance with other school, government and business closings. Please understand that our tuition for the part-time and fulltime programs reflect school closing dates. (See the School Calendar following this section)

#### 4.10 STAFF MEETINGS

Staff meetings are necessary to implement the routine operations of the program and must be held at a time to accommodate all instructors. Staff meetings are scheduled the first Friday of each month, generally from 3-5pm. Dates and times can change and will be announced accordingly.

#### 4.11 SCHOOL CALENDAR (under separate cover)

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**SECTION 5- ACADEMICS**  
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### 5.1 ACADEMIC LEVELS

OMNI comprises of two distinct levels of academics. OMNI International School Academy houses children 2-5 years old while OMNI International School is designated for Kindergartners and up. The Academy accepts children on a fulltime and part-time basis. Part-time options are Monday through Friday from 9am-11:30am/12pm or 1:30-4pm. The part-time programs are limited with a small percentage of spaces allocated to each classroom. We must still consider appropriate teacher to student ratios. A parent may decide to only bring a child half days but the full rate applies if signed up for a fulltime program. If a parent brings his/her child in to school when he/she is not scheduled to attend, the teachers have been instructed to direct the parent to the Front Desk. Please make arrangements in advance as class schedules for morning and/or afternoon have different age/graded groups.

### 5.2 CHANGE OF PROGRAM:

If you wish to change programs, it will be necessary to formally request this change by completing a Program Change Form. The school will notify you if your request can be accommodated. Please understand that if you are requesting to move from a fulltime to a part-time space or part-time to a fulltime space, there are only a certain number of spaces available and we may not be able to accommodate the request until one of those spaces becomes available. This also goes for changing language tracks from Chinese to Japanese and vice versa.

### 5.3 MAKE-UP WORK:

In the event of holiday, vacation, or business trip, parents may ask for work or homework in advance. When it is feasible, we will try to accommodate timely requests for make-up work or work due to an illness of a child if these are submitted as soon as possible. We have developed the make-up program to be implemented on an exception basis and therefore limit it to no more than four times per year for students with chronic illnesses.

### 5.4 ADMISSIONS

OMNI is a year round school and will generally accept students for the start of classes to begin in August, January, or June; however applications are rolling and concessions can be made given available space or as attrition creates availability. Siblings are given priority based on age/grade levels requested. Applications must accompany an application fee and testing fee. Acceptance notifications will generally be sent up to two weeks after testing and observation. Confirmation is required in the form of the non-refundable enrollment fee which also includes a registration fee and a materials fee. This deposit must be received within 14 days of receipt of the acceptance letter to ensure placement (when meeting the application deadline. If not due immediately). **Please note:** Children enrolled in any program whether summer, 10-month, or year round will be required to pay full tuition regardless of actual start date.

## 5.5 ADMISSION OF SIBLINGS

OMNI embraces families and will give priority enrollment to siblings. A separate application must be completed and indicate sibling enrollment where requested. Applicable fees are due as stated with a 10% sibling discount on the annual tuition only.

## 5.6 PRE-ENROLLMENT AND ENROLLMENT INFORMATION

All pre-enrollment forms can be found on the Tads portal. The pre-enrollment forms/packet includes a release of information form to the student's current school or daycare, a teacher evaluation form to be completed by a teacher and parent, and other pertinent school information such as IEP's where applicable, etc. The enrollment forms include detailed information regarding emergency contact numbers, medical emergency information, authorization forms, and immunization among others. It is state policy that this information is complete by your child's first day of school. This information must be completed through the TADS portal prior to the child's first day of attendance. We may deny your child's attendance at school until the enrollment package is completed. \*\*Please note: All children are required to have a current immunization record on file at OMNI in compliance with state regulations. Immunizations *may* be waived for certain medical or religious reasons. If you have chosen not to have your child immunized, please ask for an immunization waiver form. Parents are required to have a waiver on file in place of an immunization record so that the school can maintain compliance with governing regulations.

## 5.7 ENROLLMENT REQUIREMENTS

### 5.7.1 ACADEMY

Children enrolled in the Academy must be 2 years of age, walking and potty-trained. Although we are compassionate in our care for toddlers, our primary thrust is providing a world-class education to our students. We will assist toddlers with toileting as needed and help to support them in this independence skill as well as eating independently. No formal foreign language exposure/experience is necessary for enrollment. OMNI does, however, require testing/observations for each student. This test is to better gain an idea of how your child processes information and their readiness for enrollment. OMNI leans heavily towards 2 year old students who have a working knowledge of their colors, numbers, 1:1 correspondence, letters, letter sounds, shapes, etc.

#### 5.7.1.a SUPPLIES

Students in the Academy are required to take naps or be offered periods of rest. OMNI **will** provide sleeping cots, educational materials, supplies, equipment, and media. Parents must provide sheets, blankets, nap mats, extra clothing, and wipes as preferred. (Sheets and blankets must be taken home and washed weekly, generally on Fridays.) There will be a fee imposed at \$5 per day for the usage of school sheets and blankets. Parents must also provide extra clothing, sneakers or closed toe shoes when wearing sandals. Students are required to bring their own nut-free lunch, snack, and leak-proof water bottles.

## 5.8 NEW PARENT ORIENTATION

Each incoming family is required to attend a New Parent Orientation Session. These are generally scheduled in June, August, and January for our new families and scheduled as needed for families who join us throughout the year. These informational sessions, which are hosted by the Head of Schools, address in more detail the operating practices, summarize key policies of the school, and answer any questions that you may have.

## 5.9 PARENT MENTORS

Due to the structure of the program and the nature of the immersion process, the first two to four weeks of acclimation may be difficult for parents and/or students who are newly exposed to foreign languages. OMNI will buddy new parents with seasoned parents as a support system through this transition and other aspects of OMNI school life. Our seasoned parents will be available to discuss the transition and to answer any questions you may have. Mentor parent exchange usually takes place upon acceptance with a seasoned parent's email address and/or phone number included in the acceptance packet.

Parents are encouraged to participate in the Parent Volunteer Community (PVC) which affords more opportunities for parent exchange and dialogue.

## 5.10 SPECIAL NEEDS ACCOMMODATIONS

OMNI does not discriminate in its admissions policy. OMNI will make reasonable accommodations wherever necessary for all students with special needs, provided that the individual is otherwise qualified to safely perform the tasks and assignments connected with the admission and provided that any accommodations made do not require significant difficulty or expense. Special accommodations for children will be mutually agreed upon by parents and school staff before enrollment. Needs developing after admission to the school will be discussed as they occur to determine the best manner in which to accommodate the student. We comply with the requirements of the American with Disabilities Act in enrollment of these children.

Both Federal and State legislation mandate timelines for referral, assessment, certification, placement, and provision of appropriate services to all students with exceptional needs. If a student has a disability, classroom modifications will be instituted and school wide resources will be utilized. Parents should be contacted and involved in the evaluation and remedial process. If a student is not responding to these changes, that student will be referred for school wide action and additional support. OMNI strives to meet the needs of all children regardless of their physical or developmental challenges.

If a teacher feels it is necessary, s/he should inform the Director/Head of Schools and a Student Support Team will be called together as needed (teacher, professional resources as needed, Director/Head of Schools) based on each child's special circumstances. In the event a suspected learning or physical challenge is hindering a student's progress significantly and is documented through appropriate observation and intervention, a student may be referred for testing and additional support. OMNI will assist a student in receiving the proper support in determining whether he/she may qualify for participation in a formal Individualized Education Plan (IEP). This process designates a clearly identified group of professionals who along with

the parents implement a specifically designed education program complete with formal methods, time frames, and documentation procedures. Students may enter the school with an active IEP at the discretion of the Director/Head of Schools. In these cases, the teacher and Head of Schools together will determine the best way to provide a continuity of services where possible. OMNI teaches at an accelerated pace with rigor, therefore students with learning disabilities may find it challenging in this environment.

## 5.11 CURRICULUM AND INSTRUCTION

OMNI's faculty and staff are highly qualified, degreed teachers. We offer a well-rounded education based on high academic standards in all core subjects with emphasis on foreign language literacy, math, science and technology. Other components to our program include social studies/history, arts and crafts, geography, spiritual and character development through the writings and research of philosophers, scriptures, song, and weekly messages; library access, and a number of on-site enrichment programs.

OMNI's curriculum guide\*\* is a comprehensive collection of requirements and expected outcomes for each subject on each grade level. The guide, updated on an annual basis, incorporates academic standards from Georgia's Common Core, Stanford, Duke, Johns Hopkins, and other notably gifted programs. Teachers use the prescribed texts and many varied resources to teach the standards in the Curriculum Guide. On average most work is instructed 1-2 grade levels above public school counterparts with each student ranging 1-2 grade levels. More specifically, our 3 year olds are generally completing public school kindergarten standards, Pk4/5 students are generally working on 1<sup>st</sup> grade public school standards for preparation of our kindergarten class which is instructed at a 2<sup>nd</sup> grade level for most standards.

Beyond the regular curriculum, OMNI students are challenged to participate in annual events such as Spelling bees, Science fairs, performance showcases, festivals, concerts, and public speaking engagements. Each student will have an opportunity for civic leadership responsibilities in the multi-age mixed classrooms. As the student matriculates, those leadership roles are inherited by the next older group. Some leadership roles include but are not limited to line leader, peer helper, classroom helper, etc. These tasks are rotated so that each senior level student has an opportunity to exert such qualities.

\*\*Specific grade and age level curriculum guides will be made available for each parent per request upon enrollment.

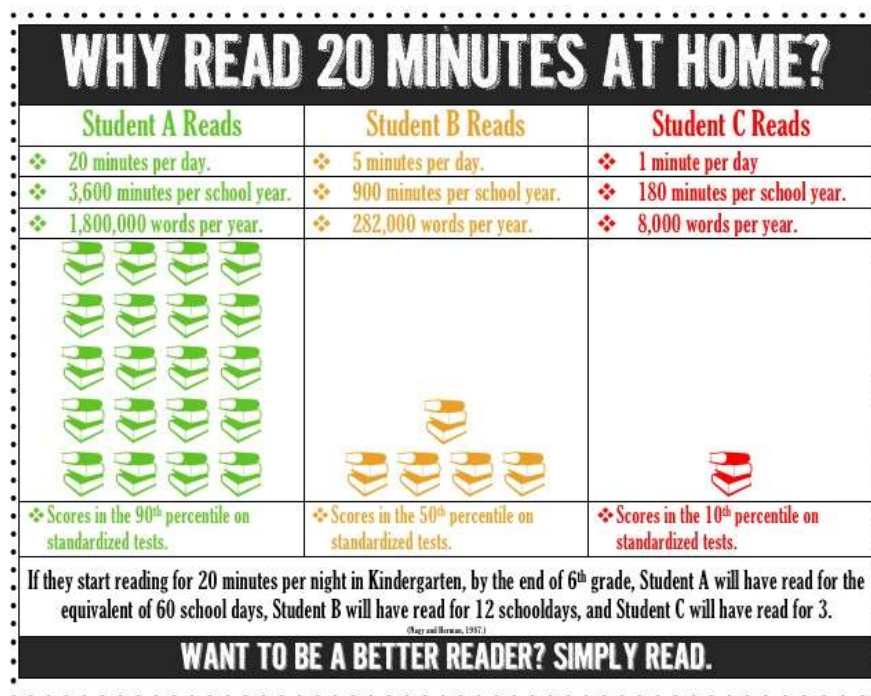
## 5.12 HOMEWORK

At OMNI, homework is introduced as early as the PK2 year old class and continues as part of the school curriculum for the remaining years. These assignments are designed to promote self-discipline, practice/reinforce classroom work, and develop good study habits. Homework is ensured to be purposeful, developmentally appropriate, and tied directly to the curriculum objective being studied. The amount and length of homework will increase as a student progresses through the grades as developmentally appropriate. OMNI feels early exposure and practice in completing work at home encourages good study habits for the long term. Assignments through the day should be well planned, cogent and effective to eliminate the need for too much homework. Additional homework may be assigned to students who require assignments to improve upon a particular individual skill set. Although students will receive a

weekly packet for homework, it is not designed to complete all at once. Skills should be reinforced daily for maximum benefit. Usually if a complete packet is done over a weekend, students will have generally forgotten the material or sometimes marked incorrectly if working independently.

Homework is an integral part of the educational program and is designed to aid the student and complement learning. Each student ages two (2) years old and up will have a homework assignment notebook. The parent should check this notebook each evening to ensure that all assignments are completed on time. Homework is the responsibility of the parent. Academy students will participate in regularly scheduled afterschool activities during afterschool. Unfortunately the 1:1 demands for academy homework exceeds our afterschool labor pool and has not been manageable. For older academy students that are able to work independently, we will provide a quiet “study hall” to complete their work.

There will be no homework assignments given over regularly scheduled breaks such as Thanksgiving, Christmas, and Spring Break. This does not include weekends. Students may have to work on long-term assignments on weekends so that work may be submitted on time. If homework becomes burdensome, please contact your child’s teacher immediately so that an action plan can be developed. \*\*Extensive reading during holiday breaks is encouraged in lieu of homework. When no homework is assigned, each student is encouraged to read at least 20-30 minutes a night. The research speaks volumes: <http://www.k12reader.com/why-read-20-minutes-a-day/>



### 5.13 GRADING

OMNI subscribes to the following numerical grading scale for all Pk2-Pk5 grades as follows:

- 1=Newly exposed or limited progress towards achievement
- 2=Progressing-Progressing towards achievement
- 3=Meets-Consistently achieves the standards with and without support
- 4=Exceeds-Consistently and independently masters the standard

## LANGUAGE ACQUISITION SCALE

B: BEGINNING	Student is new to concept or displays very little understanding.
A: APPROACHING	Student displays basic understanding of the concept but needs more practice.
M: MEETS	Student displays full understanding of the concept with few mistakes.
E: EXCEEDS	Student excels with this concept and exceeds expectations.
O: OUTSTANDING	Student has mastered the concept and consistently excels.

## PERSONAL AND INTERPERSONAL SKILLS RATINGS

OMNI subscribes to the following conduct grading scale for all current grades as follows:

S=Successful- student displays appropriate behaviors

P=Progressing-Student progressing but not yet displaying appropriate behaviors consistently

NI=Needs Improvement-Student does not display appropriate behaviors.

### 5.14 REPORT CARDS

Report cards will be issued every 10 weeks (four (4) total for the calendar year between August and May; not to include the summer months.) The purpose of report card is to keep parents abreast of the student's progress and overall achievement. Each student's ability, aptitude, attitudes, application, and achievement are taken into account in the grading. Report cards are accessible online through the parent portal via the Alma Learning Management System. Parents may access the portal using a password. Progress reports for the Academy are sent home more frequently. Progress reports/Dojo reports include individual and group activities for the day, student behavior, and other pertinent information pertaining to the student. For some students requiring additional support, there may be more communication between parents and teachers. Teachers use Class DoJo, email and face to face visits as a vehicle to communicate. \*\*Access to report cards will be restricted for any student whose account is not current.\*\*

### 5.15 SPECIAL HONORS AND ACKNOWLEDGEMENTS

Academy students earn ribbons for participation in our events like spelling bees, science fairs, etc. At the end of the year, they are also recognized with character awards.

### 5.16 ACADEMIC PROBATION

Academy students are not placed on academic probation as a result of low or failing grades. They are however expected to show improvement with modifications made to work, interventions put in place, tutoring and/or counseling. Teachers and administrators will constantly monitor for developmental delays, learning disabilities, or additional resources needed to perform well. If a student's grades have declined due to behaviors, the student is ineligible to participate in extracurricular activities. If satisfactory improvement is not made, and the student appears to struggle with keeping up with the demands of our program, the student

may be retained in the current level or be asked to withdraw from OMNI International School if supplemental help and external resources are not effective as it will be evident that our program is not a good fit for the student. \*\*Parents may incur additional fees for private tutoring.

### 5.17 ACHIEVEMENT TESTING

Prior to admission, students are administered abbreviated batteries of one or more of the following assessments: Wechsler Individual Achievement Test (WIAT), Kaufman Survey of Early Academic and Language Skills (K-SEALS), Visual Motor Integration (VMI-4th edition), Bracken Basic Concept Scale – Third Edition (BBCS-3), or the OMNI Kindergarten Readiness Assessment. Student scores are compared to national norms based on age and grade. An explanation sheet will accompany each child's test results and assistance in interpreting the scores and their relevance is available by contacting the Head of Schools. OMNI views these scores with a 1.5-2 year filter i.e. if an age equivalence states 4.5 (4 years, 5 months), OMNI interprets this as 2.5-3 years of age due to the levels the students are generally performing in the classroom. Ideally, a students' results should reflect at least 1.5-2 years above their current age or grade.

Ongoing assessments include baseline assessments, paper and pencil tests, embedded assessments, oral reports, interviews, performance tasks, checklists, and/or portfolios. This testing will also include the state Iowa Tests of Basic Skills (ITBS) for rising kindergartners (PK4/5 students who meet the criteria) and Chinese or Japanese as a second language proficiency examinations in reading, writing, and comprehension. The school is always reviewing other assessment tools to measure student achievement and ongoing needs.

### 5.18 RECORDS

A permanent record for each student will be maintained in a secure file. This file includes all records to include academic, health, attendance, releases, medical authorizations and more. Material in each student's file is confidential and shall be accessible only by permission of the school administration. All records are considered property of OMNI International School. Information on the student's permanent record will be given out to the following:

- Parents and students upon written request of the parents.
- Another school as a result of withdrawal or transfer upon receipt of written parental authorization. Records will not be automatically transferred to another school, but must be requested by parents.

### 5.19 PROMOTION AND RETENTION

OMNI believes in excellence for all students and will do its best to prepare students for the next academic level however there are many other factors that will contribute to the overall success of this effort such as student cognitive functioning, student capabilities, student effort, prior knowledge base, social factors, and parent involvement which will all be taken into consideration. Students are promoted or retained on the basis of their total preparedness to do satisfactory work at the next academic level. As such, our academy students are promoted to kindergarten when they have met certain benchmarks not merely age. Most students are



generally 5.5 months or will be turning 6 before admitted to our kindergarten. Benchmarks for kindergarten promotion includes:

- All 3's and 4's in current grade level work
- Satisfactory behavior overall in all classes
- Pass the Pk4/5 exit exam with 90% and above scores in English and Math. The Pk4/5 exit exam is a proficiency assessment for rising kindergartners
- Proficient in reading- can successfully and fluently read 1<sup>st</sup> grade passages with less than 10% mistakes. Memorization of sight words does not constitute reading at grade level. Reading is mastered when a student can use word attack skills to decode and encode familiar and unfamiliar words and comprehend what has been read.
- Proficient in writing-can successfully transcribe information and write a paragraph of 5 sentences independently.
- Socially and emotionally mature to handle an environment with older students i.e. not exhibiting tantrum-like behaviors, wetting on themselves, crying profusely when redirected or limits are being set by authority, not having to be told an excessive amount of times to comply to a request
- Capable of withstanding a rigorous workload in other languages as well as the homework associated with it. Spanish is added as a third language.
- Capable of withstanding a rigorous workload associated with adding additional subjects as well as the homework associated with it i.e. music, P.E./Health
- Keep up with the pace of grade level above work in classes instructed in English (ELA, Social Studies, Math, Science). For example, our kindergartners on average are completing work above grade level up to 2 grade levels, some even more.
- Additionally upper school students no longer take naps.

Retention in the current grade level is an option for a student who obtains failing grades as a semester average in core subjects and has not been able to improve adequately with tutoring and other resources. Parents will be notified early in the process as soon as there is evidence of retention seeming likely or a regression in academic progress. A pattern of failing grades due to lack of effort will result in the student being placed on observation. OMNI has a system in place to monitor behaviors (ABC Data Recording) and academic functioning (ARO data recording). During the observation period, the student's grades must improve to passing to be promoted to the next academic level. A conditional promotion is an option for struggling students whereby the student is tutored and re-assessed before entering the next academic level.

## 5.20 WITHDRAWALS

OMNI requires a contractual agreement for all students. OMNI does not subscribe to month to month enrollments or week to week enrollments. Parent contracts are generally 10 or 12 months in duration. In the event parents are not able to fulfill their contractual obligations, parents must give at least a one month's written notice to withdraw a child for any reason. If the required notice is not given, parents will be billed for up to one additional month's fees. OMNI is a tuition based school and advance notice will give us an opportunity to notify families who have been placed on our waiting list of the anticipated availability as well as alter any staffing needs. There is a 25% liquidation clause in the tuition contract for early withdrawals. This clause stipulates that a parent will pay 25% of the balance owed on the contract.

## 5.21 RE-ENROLLMENT

Students who are presently enrolled in the school are given first opportunity to reenroll for the following school year. There is currently a fee for reenrollment. Prompt reenrollment insures a slot for the student and provides the administration with important information for hiring and staffing positions. Re-enrollment must be done annually and is not complete until all necessary forms are submitted. All re-enrollments are subject to administrative approval. Written notifications will be given for re-enrollment or non-reenrollment.

### 強化輔導的機會

## SECTION 6 EXTRACURRICULAR OPPORTUNITIES

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### 6.1 ELIGIBILITY

All students are encouraged to participate in the school's extracurricular activities. In most instances our vendors require a minimum number of students to host the activity. Students must maintain satisfactory grades and behavior to participate in extracurricular activities. OMNI strives for excellence and instills this trait in all of its students. OMNI will not reward inappropriate behaviors with privileges and we encourage parents to reinforce this policy. A parent authorization form must be on file for eligible students to participate in activities. Vendor related activities may have an additional fee and application. Parents are responsible for payments directly to the vendors.

### 6.2 ENRICHMENT

OMNI provides multiple opportunities for children to explore and utilize their talents. Enrichment activities such as music, art, chorus, and movement are part of the regular academic day. Provider based extracurricular opportunities are held on-site to include karate, kung fu, jiu-jitsu, engineering, dance, chess, and piano for a nominal fee (based on demand and availability). Some of these activities are held in groups and some may be provided privately. Available private enrichment includes 1:1 piano and dance. There will be a user fee paid directly to the provider. Consideration for violin, soccer, basketball, football, Girl Scouts and Boy Scouts will be taken and pursued as interest dictates.

### 6.3 FOREIGN LANGUAGE

OMNI's philosophy is that an Asian language like Chinese and/or Japanese requires 3-4 times more study hours than Latin languages i.e. French or Spanish. As such, our primary emphasis is the Asian languages of Japanese and Chinese for half of the day. Spanish had generally been integrated at the kindergarten level as a 3<sup>rd</sup> language as part of OMNI's core curriculum. However, Spanish is being offered as an afterschool enrichment for our preschool students.

If there is high enough demand for other languages not included in the curriculum such as French, Arabic, Hindi, etc. we will do our best to seek the best teachers available and accommodate this need in the afternoons as an enrichment option. These courses may be available to children and parents if after regularly scheduled school hours.

There will be a user fee paid directly to the provider for any afterschool enrichment, including languages and/or classes not part of our core curriculum.

## 6.4 ATHLETICS \*\*\*\*(TBD)

OMNI plans to add team sports such as soccer, football, t-ball, and basketball as its enrollment increases. Cheerleading will be added to supplement the team sports. OMNI will practice team sports at home and participate in games with the local recreation department on the weekends at locations other than the school. Please be mindful when enrolling to participate in these sports, that a weekend commitment for games is required. We will solicit parents to coach and assist in fundraisers for uniforms, refreshments, and equipment needed for the sports field.

All school rules of discipline, dress, and behavior apply to the Cub's Club and other school affiliated afterschool programs. The school rules will be enforced.

## 6.5 TRANSPORTATION

OMNI International School Academy does not provide pick up or drop off services to the homes of children or for afterschool programs. We will however charter transportation for field trips and summer enrichment activities. A Transportation Authorization Form must be on file for a child to be transported by OMNI on either the bus or van **per event**.

### 6.5.1 FIELD TRIPS

OMNI facilitates field trips off campus as a supplement to the class curriculum in an effort to increase the breadth and quality of assignments. Field Trip notifications will be sent home in advance of the trip with all pertinent information pertaining to destination, date, time, rationale, cost, and mode of transportation. Parents are required to give written permission for their child to attend **each** field trip. Information concerning field trips is included in summer, fall, and spring enrichment packets. These are usually disseminated at enrollment and are also available at the desk and on the website. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance for your child to attend.

On the date of a field trip, please have your child at school at the appointed time scheduled for preparation of departure. We cannot accept a child while we are loading the vehicles for the trip since the transportation plan has already been submitted.

We cannot accept family members who have not signed up in advance while we are loading the vehicles for the field trip. The safety of all children on field trips is of utmost importance, and therefore, adherence to this policy is important. If parents wish to attend the trip with their child, they should discuss attending in advance. If you choose to transport your child one way on the trip, this must be coordinated IN ADVANCE so that there is a seat available for your child, and, if needed, a car seat for the return. The school provides all required supervision for all field trips, but always invites and welcomes parents if they wish to attend, especially our parent volunteers. We ask that parents properly supervise their children during the field trip. If parents are joining as chaperones they are required to assist in the supervision of all children. Parents will not be permitted to transport any child, other than their own, on an OMNI International School-sponsored field trip without written and authorized consent from a student's parent.

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**SECTION 7 FEES**  
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## 7.1 TUITION FEES

OMNI's annual tuition for 10 month, 12 month, or part-time programs are set in advance and have been adopted for the 2018-2019 school term. The tuition covers the number of days in the school calendar and as such there are no reimbursements for months with shorter days or prorated dates the school is closed. The annual tuition is due at the start of the annual program. As a courtesy OMNI offers monthly installments for tuition to help some parents navigate the financial burden a one-time payment can impose. Parents are entering a contract for enrollment and are still ultimately responsible for the entire contractual amount. The tuition agreement should reflect the months (10 month/12 month) of the contract and requires that the parent is paying as stipulated whether the students attends all of the dates in the school calendar or not. This ensures proper teacher to student ratios and operating expenses to successfully operate programs. OMNI currently finances parent tuition with a 3% finance charge. Defaults on payments will be pursued legally.

OMNI is tuition based and depends on tuition largely to finance its operations. Annual fee adjustments are considered in December and published in March. Should you complete the application process prior to August 1 of any given year, you should be aware that if there is a tuition increase, it will go into effect on August 1 of the following school term and will not reflect the tuition rate which you have been shown previously. A \$40 fee will be charged for tuition checks returned by the bank. Returned tuition checks will not be re-deposited; therefore, parents are responsible for re-issuing a second check. There is a \$50 late fee charged if tuition is not received by the fifth (5<sup>th</sup>) of the month. No tuition credit will be given for vacations, scheduled school holidays, scheduled staff meetings, child illness, or for closings due to emergency situations, inclement weather, pandemics, or acts of God.

There must be a tuition agreement on file for all students. It is the requirement of all parents and/or legal guardians to complete this agreement prior to enrollment of their child in any program at the start of each school year. We are currently able to receive tuition by cash, check, money order, ACH, and credit cards. There is a surcharge for credit card payments. Tuition reminders will be emailed to each family at the end of each month. Please be sure to supply us with the best email address so that invoices may be received in a timely manner. Receipts for credit card and check payments submitted online are available immediately following payment. All others will be available upon request. We currently use the TADS system for applications, admissions, enrollment, billing, and tuition management. Once an account has been created, this portal follows the student as he/she progresses through the grades. Once an account is created, parents are able to submit payments, print a ledger of all payments for end of the year receipts/tax purposes and track all documents.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at OMNI International School; however, in the event you anticipate difficulty with paying tuition by our deadlines, you should discuss the matter with the CFO or Head of Schools immediately. OMNI offers a multiple child discount for one or more siblings enrolled during the same school year. The first student pays the full tuition rate, and

each additional child's tuition is discounted at 10% of the standard rate (up to two children). Discounts will only be applicable when tuition payments are made on time. The full tuition rate plus any additional late fees will be charged when tuition payments are late as per the late tuition policy stated above. Tuition covers the academic curriculum providing native Japanese/Chinese and English, exposure to culture and mores indigenous to a sample of people from various countries, supplemental educational materials, use of equipment such as manipulatives, tactile, and sensory, media, use of computers, use of instruments and others to support an academic setting. Tuition does not include fees for special events or field trips and extracurricular activities such as piano, martial arts, dance, or sports classes.

## 7.2 MATERIAL FEES

Once per year in April a materials fee is assessed and may be automatically applied to each child's tuition statement for all 10 month or year round programs unless otherwise noted. The materials fee covers the cost of school supplies, books, subscriptions, art supplies, furniture, technology, technology maintenance, and other expenses associated with preparation for new programs and/or a continuation of others. These fees are not optional. Your materials fee is part of your enrollment deposit initially, then will be due in April each year. There is also a materials fee required for those students only attending the summer session. For students enrolled at unconventional times, the materials fee will be prorated. This is not an exhaustive list of materials needed to successfully implement our programs. There will be times when special materials are requested from home.

## 7.3 SPECIAL EVENTS FEES

Special activity fees for children enrolled in the academy may be applied to each child's tuition statement in September and January or paid in advance by parents. These fees cover the cost of special visitors to come to our campus throughout the year (e.g. magicians, story tellers, puppeteers, reputable artists, book authors, etc.). The number and types of activities are customized to each level. These fees are assessed twice per year and cover the cost of the on-site events. These fees are mandatory (*for extenuating circumstances, parents may pay per event in advance of the event*).

Children will also have an opportunity to participate in field trips during the school year. Since the expense of these special activities is different for each grade level, the School charges separately for them. Field trips are generally related to course objectives. Students have visited places such as the Alliance Children's Theatre, Fox Theatre, High Museum, Center for Puppetry Arts, Atlanta Ballet, apple orchards, pumpkin patches, and many others. Please understand that these activities are an integral part of the program and are compatible with our philosophy of offering enriching activities to the children. Ancillary activities are strongly encouraged. All students are required to attend an all-school related event. There will be no teachers left behind to provide supervision for those not authorized to attend.

## 7.4 LATE PICK UP FEES

OMNI International School's academic day ends at 4pm daily. Parents have a grace period to pick up students until 4:15pm unless a parent has paid for afterschool; at that time the pickup is anytime after 4pm but before 6pm. A flat late fee of \$5 and a charge of \$1 per minute will be

added to the monthly invoice of families who arrive to pick up their child(ren) after 4:15pm and after 6pm. We will bring the remaining children at school to the lobby instead of their designated activity rooms after 6:00 PM.

Parents are ultimately responsible for all late fees even when it is the fault of an authorized guardian the parent has authorized to pick-up.

Please note that it is important to keep your watches synchronized with the school's clock and to be respectful of staff's time and the long day they may have endured. We monitor frequent violations. Families who are frequently late will be asked to meet with our Head of Schools to come up with alternatives.

## 通 訊 SECTION 8 COMMUNICATION 通 信 の

### 8.1 WEBSITE

The school's website is always available for general information that is open to the public, such as basic enrollment information, history, program offerings and possible webmercials. The Alma parent portal is available for more specific information related to programs, curriculum, teacher communications, announcements, and information related to individual children. The parent portal also contains the school calendar, newsletters, and email addresses/links for faculty, staff, and administration. Popular websites to include in your favorites is [www.omnischoolatl.com](http://www.omnischoolatl.com), [www.kidcheck.com](http://www.kidcheck.com), [www.tads.com](http://www.tads.com), and [www.omni.getalma.com](http://www.omni.getalma.com).

### 8.2 CALLING POST

OMNI International School will take advantage of a calling post for effective and immediate communication in the event of emergencies. Please ensure your contact information is correct and the primary contact to be called is identified. If your contact information changes, please inform the front desk and complete a change/update form anytime there are changes. We will also use the emergency feature with the Alma portal for call to text emergency information.

### 8.3 TEXT MESSAGES/EMAILS

Please be advised that text messages are considered a mode of contact and will be used in addition to email. Standard text messaging rates may apply and are not the responsibility of OMNI. Inform the receptionist or someone in administration if you do not have text capabilities on your phone. The nature of the contact will determine which mode of communication will be used. Payment reminders and mass messages (as needed) will be delivered by email.

### 8.4 NEWSLETTERS

The OMNI Insider, our quarterly newsletter highlighting information for the quarter to include upcoming events, newsworthy information, candid pictures, highlights, etc. will be disseminated at the beginning of each quarter. Parents are welcome and encouraged to

submit articles, recipes, subjects of interest for future newsletters, etc. Submission deadlines are generally a week before the 1st of the following quarter. Articles may be edited for space and content at the discretion of the school.

## 8.5 NOTES

OMNI will periodically place notes in each student's bag when necessary. These notes will capture time sensitive information or requests and will need your immediate attention. Daily progress notes of activities, etc. are sent home for Academy students. These notes highlight participation in individual and group activities, information regarding naps, lunch, potty activity, etc.

## 8.6 COMMUNICATION BOOK

A communication book is available for more detailed two-way communications for parents and teachers to discuss any pertinent issues or for parents to solicit feedback from teachers in an uninhibited manner. Teachers are generally consumed with supervision during regularly scheduled class time and must limit tangential conversations. Parents are encouraged to use this communication book anytime there are questions or comments or schedule a conference with the teacher. Teachers will check this book daily. Concerns that require immediate attention should be addressed with the Head of Schools.

## 8.7 CONTACTING THE TEACHERS

All of the OMNI school teachers have school email addresses and will respond to messages as early as time permits. This will usually take place during their planning period and within 24 hours, no more than 48 hours of receipt. Communication concerning a child's progress or classroom activities is encouraged and should always be addressed first with the classroom teacher. Parents are always welcome to call the office to schedule an appointment to meet with the classroom teacher as well. Some teachers are okay with sharing their personal cell phone numbers. Please be sensitive to the frequency of calls or text to teacher private phones. We highly shun calls or emails to teachers on the weekends or week nights. Please help us in being sensitive to a positive work, home, life- balance. Our Class DoJo behavior platform is also a way teachers communicate. Each parent will receive a teacher code to access this portal.

## 8.8 CONFERENCES

Parent/Teacher conferences will be held twice a year or as needed, generally before Christmas Break and in the spring before Spring Break. The school will give you an opportunity to sign up for these conferences at a time convenient to you for the week the conferences will be held. Please speak with the teacher and Head of Schools to schedule a conference at any other time at your convenience. In addition, there is an opportunity to select an interest in conferences after each 8 week progress report card. These conferences may be initiated by the teacher and/or parent.

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**SECTION 9 DISCIPLINE**  
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### 9.1 BEHAVIOR EXPECTATIONS

OMNI believes the classroom environment should support teaching and learning. We understand stages of development, the process of behavior modification and the importance of the student to feel safe, loved, and valued. Our aim is to increase the students' self-esteem, encourage them to feel cooperative, enable them to gradually learn the skills involved in taking responsibility for what happens to them, increase impulse control, motivate students to change their approach rather than blame others, help students to relate successfully to others, and to ultimately solve problems. OMNI understands that children have intense feelings and needs and are naturally curious, energetic, me-focused, willful, impatient, demanding, creative, forgetful, and even fearful. We accept children for who they are and have realistic expectations based on age/grade and developmental levels.

As such, OMNI's behavior expectations are as follows:

- Students will respect self and others including administration, faculty, staff, and fellow students
- Students will be polite and considerate
- Students will use social etiquette (please, thank you, sorry, excuse me)
- Students will take responsibility for their actions
- Students will exert control over their feelings
- Students will verbalize their feelings
- Students will seek help from teachers when needed
- Students will be respectful of school property and property of others: clean up after self, pick up any paper, litter on the floors and near personal space; no vandalism, no writing on school property
- Students will comply with all school rules
- Students will be obedient to teachers and those in authority at all times
- Students will demonstrate honesty in all circumstances
- Students will keep hands, feet, and objects to self
- Students will seek to help peers when appropriate to encourage a community environment

Each student will refrain from:

- Bullying, teasing, name calling, or harassing others
- Fighting or play-fighting
- Using obscene or profane language or gestures
- Running in the halls
- Chewing gum on campus
- Physically or verbally harming or intimidating another student, teacher, staff

OMNI International School has adopted a nationally known and scientifically based program called P.B.I.S. or Positive Behavior Intervention Support. P.B. I. S. improves student academic



and behavior outcomes ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible. P.B. I. S. provides an operational framework for achieving these outcomes. More importantly, P.B. I. S. is NOT a curriculum, intervention, or practice, but is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. The simplest way to remember what happens when everyone is in an environment conducive to learning and growth is by the acronym S.O.A. R. Each day our students and staff will be Safe, be Organized, be Accountable and be Respectful.

Students not conforming to these expectations will receive necessary discipline in order to correct the behavior. The administration reserves the right to edit the above list at any time.

## 9.2 DISCIPLINE POLICY

In our estimation, school discipline has three main goals: (1) to ensure the safety of staff and students (2) to create an environment conducive to learning (3) and to teach students self-management of difficult to handle feelings. We firmly believe that discipline is best accomplished by **preventing** misbehavior before it occurs, and using **effective interventions** after it occurs.

OMNI International School does its best to ensure the prevention of maladaptive behaviors. For us, prevention means the student has a positive and respectful relationship with the teachers and other students, teachers are modeling appropriate coping skills, the environment is student driven, and activities are scheduled with the student's needs in mind; rules are clear, teachers are consistent with follow through, a positive climate is created to promote self-discipline, students are equipped with or gaining the tools necessary to convey strong feelings appropriately, and will use this verbal exchange to get their needs met (using manners, saying please, thank you, apologizing, asking for things from others instead of taking). At OMNI we build positive relationships with students and are actively engaged in their lives and learning as to better understand that child's habits, thinking, and any infraction from the student's perspective. OMNI International School believes if we spend more time disciplining there has been a break-down somewhere in teaching. With this philosophy in mind, we are a strength-based school and reward the strengths of the students by praising, complimenting, giving rewards, and incentives for exhibiting positive and appropriate behaviors, while ignoring minor, negative attention seeking behaviors. We believe in reinforcing positive behaviors when a student does well as to encourage the continued use of proper skill sets. Our Discipline Policy is aligned with our values and beliefs in that self-respect and self-responsibility are cornerstones of overall success. In an effort to help students develop self-respect and self-responsibility the following will take place:

- The student's voice will always be heard.
- The student's feelings will always be validated.
- The student will be given an opportunity to self-direct and correct the behavior before a teacher intervenes.

OMNI has a classroom management chart. Ideally, the children will all earn privileges by exhibiting appropriate behaviors. For each kind act, good deed, use of proper skills the student earns levels and is eligible to participate in all activities and school functions. Students have to earn this by a three step method in which they are placed on red, yellow, and green subsequently through self-management and respecting others. Our Class DoJo system helps

manage behaviors as well. Students earn points for complying with the behavior expectations and lose points for noncompliance.

If teacher intervention is required:

- The teacher will first make sure that all students are safe
- The teacher will redirect the student/activities of the student using respectful yet firm tones to convey the seriousness or the inappropriateness of the behavior.
- The teacher will remind the student to make good choices by altering his/her behavior to keep all of his/her privileges and process with the student why he/she is acting out.
- The teacher will ask the student what choices he/she has to exhibit to make the behavior positive. The teacher will also warn of the consequences.
- If the behavior persists, the teacher will employ one or several of the following: separate the student from the others by having the student sit/stand next to the teacher, place a weighted puppy, kitty, or dolphin on the student's shoulders if needed for comfort. This effort is not disruptive to the class and allows the teacher to continue with her duties. The weighted animal provides a calming deep pressure and can be effective in helping children with self-regulation, attention and focus. OMNI employs this as a therapeutic means to help with the social-emotional aspect of the student's feelings. The teacher will process with the student and develop a plan of action for future developments to prevent behaviors. The student is free to rejoin the group after processing.
- If the inappropriate behavior persists or escalates, the teacher will give a second warning and the student will lose a level.
- For students that are simply out of control and disruptive to the classroom the student will be sent to the Head of Schools and given time to think about their behaviors.
- The student's parents will be asked in for a conference if none of the above is effective in changing the unacceptable behavior(s). Please keep in mind that when talking to a teacher about your child's behavior, this should not be done in front of the child UNLESS they are an equal participant in the discussion.

Discipline takes place in a number of ways. OMNI subscribes to appropriate consequences by age, grade, social and emotional development. Some of those are as follows:

1ST INFRACTION-	Verbal warning, process behaviors
2ND INFRACTION-	Time Out- Time Away from the group, process behaviors
3RD INFRACTION-	Additional work, exercise
REPEATED INFRACTIONS-	Parent Conference and consequences as stated below.

Students may lose points on their progress reports and Class DoJo, which will prevent them from making purchases in the school store.

Other consequences are as follows:

Privilege Restriction	Not permitted to participate in certain activities at school.
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### 9.3 CARE OF SCHOOL PROPERTY

A clean safe environment is important for everyone. Students are encouraged to clean up after themselves, clean up all spills, flush the toilet after each use, and place all paper towels in the trash can. Students are encouraged to respect school property such as books, tablets,

computers, device accessories, school furniture, equipment, etc. OMNI understands that school equipment, materials, and books will result in normal wear. However, in the event of willful or careless damage to, or loss of books, device accessories, and/or other school property, parents will be held financially responsible and must pay for the reimbursement of the item(s) within a designated time frame. The school retains the right to delay re-enrollment, withhold progress/report cards, and school records until all fees and replacement costs have been received.

#### 9.4 PERSONAL TECHNOLOGY

Students may not bring electronics, such as iPods, iPads, MP3 players, radios, CD players, electronic games, skateboards, watches with sound and/or light, shoes with sound and/or light, Leap pads, Lego's, or toys to school. The first offense will result in the item being confiscated until the end of the day. The second offense will result in the item being held in the main office until claimed by a parent.

#### 9.5 SCHOOL COMPUTER AND TECHNOLOGY USE POLICY

OMNI International School believes that providing access to technology is essential to providing a well-rounded, balanced education that speaks to the 21<sup>st</sup> century needs. This policy is designed to give our students the academic benefits of technology while eliminating potential danger. Every student and parent who desires their child or themselves to have access to school technology will be aware of the following rules of access and sign an authorization form:

- School administrators are authorized to access any student's material at any time.
- Students will only access the internet when a teacher is available to monitor the activities.
- The student's computer monitor must be in full view of the teacher at all times.
- The school has the right and ability to recall all sites accessed by the students.
- The school shall maintain site-blocking software to block inappropriate sites.
- No student shall attempt to bypass any site-blocking hardware or software.

Students are not allowed to send, receive, forward, post, or text any information that contains inappropriate language, obscenities or profanities, harassing statements, personal attacks, disrespectful language, suggestive message and or photos/images. In addition, discriminatory, inflammatory, threatening, or disrespectful language is not allowed. Sending, receiving, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image is a violation of this policy and will result in school discipline, up to and including expulsion. Appropriate local, state, and federal laws will be followed and law enforcement will be contacted. Students are required to immediately report any such known activities to a teacher or a school administrator.

## 10.1 MEDICATION ADMINISTRATION POLICY

OMNI International School does not generally administer medication, prescription or otherwise to any student on its premises under its care. In the event a student displays symptoms of illness, the parent will be called immediately to remove the said student away from the school environment when that is in the best interest of the student, other students and/or if symptoms of contagion are present. Neither OMNI nor its designated employees will dispense or administer any medication to a student if he or she has a fever of 99.9 (under the arm) and higher with or without permission from one parent or guardian. The student will be kept in the clinic/designated area and the parent will be called immediately to remove the said student away from the school environment. In addition, no medications under any circumstance should be left or kept in a child's cubby or bag. Children may not remain at school if they have an equivalent temperature of 101 degrees or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat. Parents are always informed of a fever and will be kept abreast of any unusual medical symptoms.

**OMNI will only dispense and administer emergency medication if the student develops an allergic reaction and requires prescription medication such as an inhaler, epinephrine when a child is in danger of anaphylaxis and the need is dire.** A supplemental waiver releasing liability and claims is required and an emergency plan will be developed for any child requiring any said medical treatment.

OMNI encourages parents to receive physician authorization for the parent to administer all prescription medication prior to school or after its release. In addition, a physician statement is required to attend school while taking prescription medication. This statement must indicate the side effects of the medication and state that it does not interfere with the student's ability to concentrate or complete academic tasks. The student should not possess communicable diseases during this time.

OMNI will administer First Aid as needed in the event of a fall, bruise, or injury to any student in its care. We will apply one or more of the following topical ointments/preparations to the student as needed and in accordance with the directions listed on the container (peroxide for cleaning scrapes, Neosporin, bandages.) Parents will be informed of any injury/fall for all students no matter how minor. Parents will be contacted by telephone and an Incident/Accident Report form will be completed. Sunscreen and insect repellent may be applied as needed.

## 10.2 SEVERE ALLERGIES

Parents are required to provide written documentation to the school concerning a student's allergies, asthma and other medical conditions. Detailed written instructions are requested before we start administering treatment. **\*\*Please note:** This is the only time OMNI International School will administer medication. A physician's note must accompany this form stating the nature of the allergy/asthma and authorizing the treatment as needed. A signed copy of this form detailing any allergies, food or otherwise, from which your child suffers, at the time of enrollment or when the allergy is discovered must be on file. This form is also used to document asthma or other food restrictions such as gluten intolerances, eggs, etc..

OMNI requests that each student has a *Waiver and Release of Claims for Medical Conditions* form on file. This form acknowledges that OMNI International School cannot provide

specialized care to the child based on the child's condition, and the parent will release and hold harmless OMNI and its employees if they exercise the normal degree of duty, skill and care. If you are requesting that we administer an epi-pen to your child on an emergency basis, please also complete the following form: *Waiver and Release of Liability for Administering Emergency Care to Children with Severe Allergies*. This form is also a waiver and release form and must be signed by the parent and the school. This form is for those parents that are asking us to administer emergency care for children with severe allergies that may include use of an epi-pen. These forms expire within one year of signing and must be updated annually.

Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein. When a child is moved up from the Academy to the Upper School, the parent is responsible for ensuring that the new teachers are aware of any allergies and courses of treatment. In addition, if special equipment is provided, the parent is responsible for moving it from one program to the next. Please talk to your child's teachers regarding this issue.

### 10.3 NUT-FREE SCHOOL

OMNI subscribes to a nut-free environment due to the extreme nature of some children's allergic reactions to nuts, peanuts and products containing peanuts. OMNI International School prohibits nut products, peanuts and/or foods containing peanut products on campus and/or school sponsored events. These nut allergies can be severe enough to cause an anaphylactic reaction to children with these sensitivities. If you have a child who has a known nut allergy or who you suspect may have a nut allergy, please inform the school in writing and periodically verify that restrictions are properly noted. Complete the allergy forms as requested. \*\*Please be advised that although we work conscientiously to provide a nut-free school, we cannot guarantee that there will be no nuts or nut products at the school. We ask everyone (parents, teachers, students and visitors) to adhere to this policy, but cannot guarantee 100% compliance. As an alternative we have used sunflower seed or soy butter instead of peanut butter.

### 10.4 MEALS

OMNI believes that healthy, nutritious meals are central to proper development. Since OMNI no longer provides meals, parents are encouraged to provide organic fruits and vegetables when possible and be cognizant to use frozen or jarred foods over canned foods. OMNI teachers and students will continue to prepare some meals when part of an academic lesson. OMNI will also have some meals catered for functions. Children are encouraged to bring healthy lunches and snacks that contain no nuts, shellfish, or crustaceans as many students have expressed allergies to these items. Permitted foods are fish, pork, beef, chicken, turkey, duck, all pastas, fruits, and vegetables as long as they do not contain nuts. Students must bring water only in a leak proof, non-sippy cup water bottle or thermos. Parents are encouraged to make sure their child eats a hearty breakfast each morning. There is time allotted in the mornings when students opt to bring their breakfast in. Students eating breakfast must eat no later than 8:20a.m. Breakfast is over at 8:30am.

#### 10.4.1 TODDLER MEALS

Toddlers will be assisted with their meals by ensuring their food is cut into bite-size pieces, assistance with using cutlery and helping to minimize spillage. Oversight is given to ensure adequate intake of foods and liquids however students should eat independently. Although we strongly encourage all students to eat their foods, it is ultimately out of our control. OMNI will never force feed children to eat their food.

#### 10.5 MEDICAL EMERGENCY PROCEDURES

In the event of a medical emergency, the following steps will be taken:

- The parents or 911 will be notified immediately (the first call will be dictated by the nature of the emergency).
- If an ambulance service is deemed necessary, 911 is called. All children are requested to be taken to Children's Hospital/Scottish Rite.
- The parent(s) are then informed by phone, and are continuously called until they are reached.
- If the parents cannot be reached, staff will begin calling the emergency contacts listed on file.
- A summation of the events and actions taken are written up at the culmination of the event. The parent will receive a copy and a copy will remain in the student file.
- A representative from OMNI may contact you to ensure that proper protocol was followed.

#### 10.6 COMMUNICABLE DISEASES

The front desk should be notified when any student or family member has or has been exposed to a communicable disease. This will give us an opportunity to observe for symptoms and notify all parents within 24 hours of any in-school illness that is listed from Bright from the Start's Communicable Disease Chart. OMNI will be mindful of you and your child's confidentiality during this time. Parents will be notified by one of the following means if there is a serious communicable disease reported within the school community by others: email, notices on bulletin, parent portal on the website. We require a doctor's note when a child returns to school after contracting a communicable disease, or if we determine that an illness or rash is beyond the scope of our experience. The Fulton County Health department is notified when a student is reported to have a serious communicable disease.

In order to reduce the spread of illness, soiled clothing (e.g. from diarrhea) may not be rinsed out by teachers or administration. Instead it may be discarded. Children excluded from school due to a fever (101 degrees) may not return until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the school for a minimum of 24 hours from when the child is symptom free. If your child will be absent due to illness, we request that you notify the school. This enables our teachers to keep track of any illnesses that may occur at our school. This information will only be shared with faculty on a "need to know" basis. You are not required to disclose this information by law, and your continued enrollment will not be based on your decision to share (or not share) the reason for your child's absence from school. We do ask however that you be mindful of the spread of disease to other children and follow the procedures of this policy.

## 10.7 IMMUNIZATIONS

OMNI requires all children to have a current immunization record on file in compliance with state regulations. Immunizations may be waived for certain medical or religious reasons. If you have chosen not to have your child immunized, please ask for an immunization waiver form. Parents are required to have a waiver on file in place of an immunization record so that the school can maintain compliance with licensing regulations. Schools are required to notify the State Department of Health and the local Health Department in the event of student absences due to a communicable disease. Please understand that if the immunization records are not up to date, a parent may be required to withdraw a child from the school until the records are submitted to the school. A state licensing agency representative may, at their discretion, periodically inspect the school records to ensure compliance to licensure standards.

## 10.8 VISION AND HEARING SCREENING

The State of Georgia requires that all children entering a school in Georgia have an eye, ear, and dental screening. Please provide a copy of your child's screening if he/she has completed one. It is OMNI's plan as we grow to begin screening students within 90 days of enrollment. A parent authorization form will have to be completed for your child to be administered a vision, dental, and hearing screening. Once in place, a school nurse will complete a basic screening and notify you of the results in writing if further testing is recommended. If your child passes the screening but continues to have problems with vision and hearing, it is important that they have a more thorough exam by their eye or ear doctor.

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### SECTION 11 DRESS CODE

### ドレスコード

#### 11.1 GENERAL GUIDELINES

Students at OMNI International School should dress for comfort, for being hands-on, and conscious of the season, wearing layers as the seasons dictate. Clothing should be clean, in good repair, and size appropriate. Since clothing usually reflects personal styles and individual personalities, uniforms are not mandated as everyday wear. Please be mindful that day-to-day clothes should consist of anything that can withstand getting dirty, painted on, or possible food stains.

In keeping aligned with the school's mission and ensuring the school environment is one of respect and conducive to learning, the following clothing are not allowed:

- Clothing which are ill-fitting, sagging, too tight, too short, frayed, tattered
- Clothing in which tops are sheer or low cut
- Sleeveless tops/shirts, undershirts, tank tops, or tube tops
- Clothing with words, pictures or advertisements that allude to derogatory information
- Pants or shorts with writing across the seat
- Loungewear, pajamas (unless designated pajama day)
- Hats, bandanas, kerchiefs, head scarves
- Any clothing or style which is distracting, causes embarrassment or undue attention

## 11.2 SHOES

Shoes must completely cover the toe to accommodate for outside play. Children enjoy running and must wear comfortable shoes that will also protect their feet. During hot months, sandals may be worn, but the student must have another pair of closed toe shoes available for outside play. OMNI may subscribe to a “shoe change” policy wherein the student has specified inside and outside shoes to prevent/limit the tracking of dirt and debris in the classrooms if needed. Those shoes designated for outside must be worn only outside. Additionally, shoes should not have high heels or wedges. Shoes must not light up or make noises. These type shoes tend to be a distraction for students during class and nap time.

## 11.3 UNIFORMS

Uniforms are not required for general day-to-day wear however they are mandatory for field trips and certain special events on campus. Any article of clothing bearing the OMNI International School logo (t-shirt or polo) must be worn by students when off campus. A t-shirt is provided at enrollment. Other articles of clothing i.e. polos, raglans, sweaters, jackets, hats, scarves, etc. will be made available for purchase at the school and through our online store at [www.prepsportsear.com](http://www.prepsportsear.com). Khaki pants (skort or skirt for girls) and brown/black shoes must be worn to complete the uniform. Khaki shorts/capris are permitted for hot months. Shoes must be a solid dress shoe, not sneaker nor adorning any other colors. Girls must wear white socks or leggings/tights. A solid white shirt (no other colors on the shirt) is required for all students. Only when advised will sneakers be acceptable with the khaki shorts/pants and OMNI t-shirt, such as field trips outdoors.

## 11.4 GUIDELINES FOR SPECIFIC EVENTS

OMNI International School feels it is important for children to develop an understanding of appropriate dress and appearance. For events that require a more formal wear, each student is requested to wear their navy OMNI cardigan. In the future the school will provide an opportunity to purchase blazers to wear with their khaki pants/skirt, white shirt for all and tie for boys. Ribbons for girls are permissible. The manner in which students wear their uniforms reflects pride in their school and also teaches the importance of dressing in attire more appropriate for certain venues.





#### 11.4.1 SPECIAL CLOTHING

OMNI International School has an account with [www.prepsportswear.com](http://www.prepsportswear.com) to provide recreational clothing and other logo items. This store also provides as a fundraiser for passive income, as OMNI receives a portion of the proceeds. Parents may make purchases at any time by simply going on the website and selecting OMNI International School as your school.

## 各締約方和特殊事件 SECTION 12 PARTIES AND SPECIAL EVENTS パーティや特別なイベント

#### 12.1 BIRTHDAY PARTIES

OMNI feels it is important to recognize important milestones in our students' lives. Birthdays are one of those occasions where we celebrate this significant achievement. Birthdays are currently school wide during regularly scheduled snack time on the last Friday of the month. Once enrollment increases, birthdays will be recognized in a classroom-sponsored monthly celebration. Monthly birthday celebrations are held in an effort to reduce the number of party food and treats during the month. For this special day, birthday boys and girls will be recognized with a cake and crown/tiara. Parents are invited at anytime during the birthday month to have lunch with their child and read to the class.

Invitations for a birthday party (held off school premises) may be passed out at school if every child in the class is invited. If you are planning a smaller party and cannot invite all class members, we ask that you mail/email your invitations directly to the individual rather than passing them out in the classroom. Email addresses are listed in the OMNI School Directory. The school will not take the responsibility to disseminate invitations.

To provide safety to all of our staff and students, and to be considerate of special allergies, we can only allow approved store bought snacks and treats, in original packaging to be brought in to celebrate birthdays on the last Friday of the month. There must be enough to provide snack for all students during this momentous occasion and approved in advance.

#### 12.2 SPECIAL EVENTS

OMNI will host special activities throughout the school year. Special visitors will consist of magicians, story tellers, puppeteers, artists, authors, etc. The number and types of activities are customized to each level. Please understand that these activities are an integral part of the program and are compatible with our philosophy of offering enriching activities to the children and are not optional. \*\*There is a fee associated with some of these events.

The following additional events will take place throughout the year as well. Parents will be notified in advance of the dates and for the support needed to carry out all of the duties.

*Olympics/Field Day-* All of the students have an opportunity to participate in the OMNI Olympics featuring obstacle courses, games, several sports, and simply having fun running, playing, and earning prizes/medals. (All)

*Spring Recital/Showcase-* Students will showcase their oratorical skills through speeches and song in the students' target language and English as we celebrate. (All)

*Christmas Play-* Students will have an opportunity to construct the stage, learn lines, dress as some of the world renowned characters as we celebrate Christmas through song and re-enactments in the students' target language and English. (All)

*Community International Festival/Founder's Day-* Each summer we will have an International Festival to celebrate Founder's Day. We will showcase artists, cultural entertainment, International food, and fun. The community is invited. We need everyone's support in selling tickets for this function. It is open to family, friends, and the general public. (All)

*Grandparents Day-* Most cultures celebrate and reverence their elders as the sages and backbones of their families. We honor our ancestors and want to show our respect and adoration for the wisdom they continue to pass on each day. Students prepare special treats and activities for their grandparents. Grandparents are welcomed to have lunch with the students and be honored with gifts. TBD (All)

*Seasoned Sitters-* OMNI believes in the importance of empowering and reverencing our elders. We show our respect through our Seasoned Sitters program wherein elders or retired school teachers are able to volunteer their time by reading to our students, especially the younger children in the Academy. TBD. (All)

*Community Activism-* The students will come up with various ways to volunteer and give back to the community. We will be cognizant of world issues as well as issues at home that we may offer our tangible and intangible support. The students will learn hands-on what it means to give back to the community. We will seek several avenues throughout the year to do this such as our OMNI Clothes Closet and culminate with our annual Christmas Coat Collection drive. The clothes closet will accept used clothes that are in good condition year round to donate to the homeless, impoverished families, and those in need. (All)

*Math Bowl-* We are proud of the effort our students put forth in their academics. The Math bowl is a fun way for the children to engage in a team math competition and strengthen their math skills in the process. We aim to make learning fun. (K and up)

*Spelling Bee-* Our students will become true wordsmiths in a number of languages. Our spelling bee ensures an academic advantage when writing papers, making presentations, and public speaking. This is an individual competition and allows the student to exhibit their skills in spelling, parts of speech, and sentence structuring. This is a judged competition. There will be three (3) top winners from each grade level. (K and up)

*Science Fair-* Our students will be able to showcase their talents from all they've learned in science class. They will have an opportunity to work on their public speaking skills and present a research project of interest. This event is not judged. (K and up)

*Consumer Fair-* Our Academy students will have an opportunity to participate in a science fair of their own and/or as a class activity as preparation for future Science Fairs i.e. comparisons of products, mixtures of colors, etc. (Pk2-Pk5)

*Art Shows-* OMNI students will gain hands on experience in painting, sculpting, using clay-mations, etc. Periodically student art will be on display at the school and may be available for purchase as a fundraising opportunity. (All)

*Public Speaking Events-* Throughout the year, students will be able to display all they have learned to gain comfort in speaking before audiences which reflects a positive self-esteem, self-confidence, and knowledge in the subject matter. A number of the events above allow the students to showcase this special talent. (All)

*Webpals-* Due to a limited number of the students at OMNI being raised in homes with non-Japanese/Chinese speaking parents, OMNI will partner with schools locally and/or abroad to participate in its Webpals program where children from each of the schools can communicate in their native language via skype as a supplement to our student's literacy class. (K and up)

### 12.3 AWARDS DAY AND CELEBRATIONS

OMNI feels it is essential to recognize important achievements in our students' lives. The end of the school year brings many exciting opportunities for praise and recognition. The school will host an end-of-the-year cookout each spring for parents. We will have an official graduation for children being promoted to the Upper School.

## 精神生活

### SECTION 13 SPIRITUAL LIFE

## 靈的生活

#### 13.1 PHILOSOPHY

OMNI is not marketed as a Christian school but is founded on Christian beliefs derived from ancient text, principles and practices that undergird the spiritual aspect of the curriculum through character development, spiritual development, and moral/character building. Our approach is more ecumenical in that it embraces and respects all religions. In the elementary years children become more aware of themselves, their actions, and their relationship with God. They ask a plethora of questions about life itself and attempt to gain an understanding of why and how things work and exist. As we add grades and the children grow older, we will provide a more comprehensive curriculum on all theories and assumptions for our students. This will further equip them to be critical thinkers, increase their analytical skills, and forge them to respect all religions while deepening their own walk with God. OMNI does not blaspheme non-Christian religions or ostracize students of different beliefs. We believe that Christian means "anointed" and as such, we subscribe to the school of thought that each of us being spiritual beings have human experiences and are anointed by the creator to cultivate our talents, excel in educational pursuits and endeavors, and make a difference in our lives and the lives of others. We believe fervent prayer is a critical component to wholeness and centeredness in an ever changing society.

## 13.2 SCRIPTURE/SPIRITUAL TEXT

Students will learn uplifting quotes, verses, idioms, philosophical text and more from various sources to include international bibles, books on spiritual thought and philosophy. Quotes of great philosophical thinkers will be heard throughout the school and seen on the walls and floors along with popular quotes for study, quotation, and memorization.

## 13.3 SONG

Children will be able to express happiness through song and expressive movement. These songs are native to China, Japan, African folklore, Christian and/or gospel songs. Children love rhyming words and rhythm to break up the monotony of their routine. Children will be able to complete these tasks in multiple languages.

## 13.4 CHAPEL

Chapel will be conducted at least once every other week (Monday-1<sup>st</sup> and 3<sup>rd</sup>). The chapel program provides students the opportunity to worship and learn from the Word of God through a variety of formats. Students are challenged to grow in relationship with God and put into practice the spiritual truths they are learning. Parents, siblings, and friends are always welcome to join us for chapel. Guest must sign in at the office and wear a visitor pass. (TBD)

## 13.5 PRAYER

Prayer is a vital component of our spiritual development. Students are taught the importance of establishing a consistent daily prayer life. We begin each morning with a creed. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent spiritual living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for any special needs, and to give Him praise and thanks for all things.

## 家長義工委員會

## SECTION 14 PARENT VOLUNTEER COMMUNITY

## の親ボランティア委員会

### 14.1 REQUIREMENTS

OMNI relies on the commitment of volunteers to fully operate. Volunteers who serve on a regular basis unsupervised must complete a Level II background screening in pursuant to the Jessica Langley Law and submit a volunteer application. We pride ourselves in the safety of our children and must include parents in these requirements as well. In addition, OMNI will complete a Sexual Offender's Registry check, name check with the Department of Corrections and the Parolee Database. Within 30 days of enrollment parents must submit a fingerprint clearance from the local authorities. This information will be kept on file for all parents no matter the capacity volunteering. Families are mandated to volunteer at least 24 hours in a 10 or 12 month calendar year. This policy is non-negotiable and any violation can lead to student suspension or disenrollment. Parents will be required to pay a \$300 fee if volunteer hours are not completed. There are other buy-out options. See the Volunteer Handbook. Volunteers and parent volunteers are required to complete a confidentiality form for any time spent with or

around the children. Identification badges will be available for each volunteer. Parents must wear their Parent Pass ID badges. Volunteer Hours are due by April 15<sup>th</sup> each year.

## 14.2 FUNDRAISING

OMNI will take part in a number of different fundraisers throughout the year. Although we depend on tuition as our primary source of income, fundraisers help defray the cost of special events, community functions, and rewards of appreciation for faculty and staff. There are times when fundraisers will be earmarked for specific projects/events. Parents are encouraged to take an active role in the Parent Volunteer Community. It is important to the overall success of the school that all hands are on deck and carry out the mission to the fullest extent. Various fundraising programs will be considered; such as the Callaway Value Card where participants are offered discounts on local products for a year. OMNI profits 50- 60% of total raised; Enjoy the City coupon books (the school earns half of the proceeds from selling a coupon book for local area venues); Box Tops, Amazon Smile, Scrips, GA Gives Day, Apogee 123 Scholarship Organization. OMNI believes in all resources of revenue, big and small. We readily accept recommendations from others regarding ways to raise additional funds. OMNI plans to partner with local area restaurants to host Casino Night, Parent Talent Contest, Newlywed Games, and Karaoke as fun fundraisers for parents. In addition, we will take advantage of the number of kid-related venues such as Monkey Joes and others for fundraising. This is not an exhaustive list of fundraising possibilities. Each year a fundraising and marketing plan is disseminated.

## 14.3 ANNUAL GALA

In the future, OMNI plans to host an annual corporate gala to raise money for its many interests and ventures. Parent, teacher, and sponsor support will be solicited.

## 14.4 PARENT VOLUNTEERS IN THE CLASSROOM (See detailed volunteer handbook)

There are a number of classroom volunteer opportunities for parents. The following are options for volunteering:

- Assist in coverage during teacher's lunch breaks
- Be a room helper for special events in the classroom
- Assist in putting up seasonal decorations, bulletin boards, children's art on the walls
- Read to a class
- Share a special talent or interest with a class
- Share information about your career on career day
- Lead the children in song/scripture during chapel
- Copy and organize papers for teachers
- Chaperone on field trips

## 14.5 CHAPERONE GUIDELINES

Every field trip chaperone and volunteer must have a signed form and a background check on file before accompanying a school organized event.

The following are rules and expectations for chaperones:

- It is expected that chaperones follow an appropriate code of conduct by demonstrating maturity in actions, attitudes, speech, and dress.
- School personnel will be in charge of each field trip and will direct the volunteers and chaperones as to their duties and expectations.
- Only children enrolled in the class or activity may attend a special event/field trip.
- Under no circumstances may guests or siblings attend a field trip unless it is announced as a special family event and others are specifically invited.
- Please do not make arrangements for someone else to meet you at the field trip or event site with siblings or others. It is nearly impossible to give that child the proper attention and also be able to give the necessary vigilance to supervising a group of preschool or elementary students.
- The first responsibility of each chaperone is to the students being supervised. At no time is a student to be unsupervised.
- Groups of children assigned to an adult must stay with the group at all times.
- Restroom breaks should be taken as a group.
- Chaperones should vigorously resist the temptation to mingle with other adults while allowing the students to “do their own thing.”
- Be sure that a headcount is completed before moving from one place to another. A buddy system will be instituted for the children.
- Chaperones are responsible for the behavior of those students assigned to them. Rowdiness, disrespect, inappropriate voices, and dangerous or potentially dangerous behavior are never permitted.
- Chaperones must contact the teacher immediately if behavior problems arise.
- Chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally. The treat must be a non-edible treat to prevent consumption by any child who may have allergies.
- Students are to return in the same vehicle that transported them to the event. Only an administrator or the sponsoring teacher can make an exception to this. In most cases exceptions are reserved for emergency situations, or are approved prior to the event in writing.

保密

## SECTION 15 CONFIDENTIALITY

守秘義務

### 15.1 CONFIDENTIAL RECORDS

School records and any and all documents or conversations regarding student behavior or academic work are considered confidential and sensitive information and are to be shared only with that student’s parents, the Director/Head of Schools, or another teacher or staff when deemed necessary and appropriate with a member who is working with that student. Information in a student’s cumulative folder and records is available to the child’s parents and administrators only. These folders are not to be removed from the office. Information pertaining to faculty, other parents and/or children will not be shared with parents. OMNI strives to protect the right to privacy for every student and family. In addition volunteers and parent volunteers are required to complete a confidentiality form pursuant to this policy.

## 15.2 MEDIA

OMNI will use digital images and videos of students, teachers, volunteers, etc. for marketing and publicity purposes, as well as internal communications with parents and staff. There is a media release required to permit or prohibit your child from any of these mediums.



### **Acknowledgement of Receipt of Parent Handbook**

I, the undersigned parent/guardian, have made a personal decision to enroll my child at OMNI International School Academy/Inc. to provide my child with a unique educational opportunity. My decision to enroll my child at OMNI International School is based upon my desire to become an active partner in the education of my child; and I recognize that OMNI International School is a privately run school and not a public or public charter school.

I have read the OMNI International School 2018-2019 Parent Handbook for my designated level (Academy/Upper School). I have had the opportunity to ask questions about the policies in this handbook, and I understand that any future questions that I may have about the handbook or its contents will be answered by the Director/Head of School, or his or her designated representative upon request.

As a parent/guardian of a student at OMNI International School, my enrollment is based upon my commitment to abide by the policies aforementioned. I understand that OMNI International School reserves the right to change, modify, or abolish any or all of the policies, rules, and regulations contained or described in the handbook as deemed appropriate at any time, with or without notice. I acknowledge that neither the handbook nor its contents are an express or implied contract.

Student Name (Print): \_\_\_\_\_

I have read and agree to abide by this Parent Handbook.

\_\_\_\_\_  
Parent (1)/Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent (2)

\_\_\_\_\_  
Date

\_\_\_\_\_  
OMNI International School/Academy Representative

\_\_\_\_\_  
Date