



FUSION HOMESCHOOLING  
Student and Family Handbook

Fusion Homeschooling does not discriminate on the basis of race, color, national or ethnic origin, or religion. We welcome students of all faiths and beliefs. We respect all faiths and expect the same of our students. Some classes may be taught from a Christian perspective. This will be made clear in the class descriptions.

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### **Mission Statement:**

To assist homeschooling families reach their educational goals by providing classes that develop skills, confidence, creativity, and determination to go out and change the world.

### **About Us**

As parents and teachers, we wondered if the traditional route of school was really doing that much to help our children learn and grow. This has led to many conversations about life, choices, and learning. With the experience of the “real-world”, we look back and see that the current school model is broken.

It’s sad to see that the current model of education is still designed as it was 130 years ago. Sir Ken Robinson, international advisor on education, said in his [famous TED Talk](#), “Reform as we know it is of no use anymore, because that is simply improving a broken model...this has to be transformed into something else.”

As homeschooling families, we want more for our children. Our vision is to provide a place for children to:

- be allowed to follow their passions
- not be stifled by one-size-fits all learning
- develop the love of learning
- prove that character matters
- know they are capable of achieving greatness

It’s too big of a risk to go the traditional route. Providing real-world experiences, doing more hands-on, and moving towards a more entrepreneurial driven world offers better success.

Founding Fusion Homeschooling is our way of giving our children and the community a place to maximize learning, create bonds, friendship, and the love of learning.

### **Weekly Newsletter**

The Board members and teachers spend extra time after class hours to provide you with information about your student's day. Please take time to read over the newsletter for important announcements, assignments and other important information. The board strives to have the newsletter on Class Dojo to all the families by Monday morning.

### **Educational Coach Communication**

In addition to class descriptions and syllabi provided by the educational coaches at the start of the year, ECs should provide regular updates to parents on what was covered in class, homework, planned events, etc.

Also, each EC will provide contact information and explain the best way to get in touch with them. ECs will be busy before and after class, so these are not good times to have a conversation with an EC. If you need to speak with an EC, please follow the EC's preferred procedures.

### **Student Code of Conduct**

We will treat everyone with respect, including students, educational coaches, volunteers, and location staff. We will be good stewards of the facility and clean up after ourselves, leaving the space better than we found it. We will always be respectful with our words and actions.

### **Dress Code**

Be respectful in your dress. Do not wear offensive clothing, clothing with profanity, excessively ripped clothing or clothing with graphics promoting violence, alcohol, drugs, sex etc. Remove hats and sunglasses during class.

Use common sense, be modest. Tight or sheer clothing, or bare midriffs are inappropriate. If you stand up straight and hold your arms shoulder high, no skin should be visible at your waist. Apply the "no skin" test to active bending over and sitting down. Undergarments should not be visible through tight or thin fabrics. Necklines should not be revealing; apply the "bending over in front of the mirror" test. Modest sleeveless blouses, shirts, or tank tops are acceptable; strapless shirts are not allowed. Dresses, skirts, and shorts must come past your fingertips when standing straight. Leggings may only be worn under appropriate length skirts, shorts, or blouses / t-shirts longer than fingertips.

### **Tobacco / Alcohol / Drugs / Sex / Violence / Profanity:**

- Bringing tobacco, alcohol, or drugs in any form to the tutorial or any Fusion Homeschooling event will not be tolerated. We have a zero tolerance policy for these behaviors.
- We expect our students to keep their actions and conversations clean and healthy regarding these topics and refrain from using profanity.
- We strive to maintain Fusion Homeschooling as a wholesome and non-threatening environment.

### **Public Displays of Affection**

Students are expected to conduct themselves respectfully at all times. No physical contact is allowed. Inappropriate public displays of affection will not be tolerated. This behavior will result in a parent meeting and possible suspension if inappropriate behavior continues after being warned.

### **Behavioral Expectations and Student Discipline Procedures**

Harassment whether sexual, emotional, or physical will not be tolerated. Reports of such behavior will result in immediate action. Students are expected to maintain respectful behavior. They will respect teachers and board members and should respect each other and each other's property. Students are not allowed to roam around, run in hallways, or engage in horseplay. A student who behaves in this way will receive one verbal warning before being removed from the class and sent to a board member. However, any child displaying blatant disrespect or violent outburst will, at the educational coach's discretion, be immediately sent from the class to a board member. A board member will speak to the parent about the behavior once. If the student continues to have a non-teachable attitude, he/she may no longer be allowed to participate in the program. We hope no situations such as these will arise, because **tuition fees will not be refunded**. We are not here to judge and point fingers, but to encourage each other to be the best versions of ourselves.

### **Fusion's Social Media Policy:**

Please be sensitive to all Fusion Homeschooling families, instructors, & volunteer board members when posting on social media (Facebook, Twitter, Instagram, etc.) If there is a concern or a complaint please keep the matter between the parties that are affected. Please help us to protect the security and integrity of our program.

## **Security Procedures**

Fusion Homeschooling seeks to provide a safe and secure environment for the children who participate in our programs and activities. By implementing the below practices, our goal is to protect the children of Fusion Homeschooling from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers from false accusations.

- A. Doors will remain locked at all times throughout the school days. All students, parents and staff must enter through the designated door and parents may not proceed past the lobby.
- B. Drop off and Pick up Patrol: 8:00am and 3:00pm
- C. Students may be dropped off 10 minutes prior to class
- D. Hall monitors will be in place at all times to assist students in the halls

## **Commitment to 32 weeks**

Please remember that you've committed to a full 32 weeks of classes. If you or your child decides they don't like a class before the year is up, you are still responsible for paying whether or not your child attends class. Our educational coaches have committed to us based on a full 32 weeks of payments.

## **Attendance**

If you know ahead of time that your child will miss class, please notify your educational coaches so that they can work with you and determine if it is possible to make up any missed work. Each educational coach will have their own policy on how to handle absences. If your child is sick, please email your educational coach to let them know that your child will not be in class.

## **Tardiness**

Do your best to arrive no later than 5 minutes before class start time to ensure your child can get to class and be ready to go. Arriving late is disruptive to the whole class. Should you arrive more than 10 minutes early, please wait in your car. Your child may proceed to the lobby 10 minutes before their class begins.

## **Weather Policy**

In the case of inclement weather, we will be at Board Discretion. All closure decisions will be made by Thursday at 10:00 pm. Classes will only be made up if two Fridays are missed.

### **Visitor's Policy**

Visitation at the Fusion Homeschooling campus is at the discretion of the Board. The Board will be responsible for scheduling times for tours so as to accommodate those wishing to see the school but doing so as to not disrupt the students or teachers. Fusion Homeschooling is considered a closed campus and all visitors must report to the Board as soon as they enter campus. Visitors are expected to abide by all Fusion Homeschooling Policies and Procedures. Failure to do so will result in a request to immediately leave the building and will only be allowed to return at the Fusion Homeschooling board's discretion.

### **Volunteering**

Families enrolled in Fusion Homeschooling are required to serve 16 volunteer hours per year. There are a variety of options to fulfill the volunteer commitment, including during school hours and outside of school hours. A volunteer sign-up will be sent to parents prior to the first day of classes. If a family wishes to opt-out of volunteering, they may do so for a one time fee of \$150. Missed volunteer hours will need to be made up, and continued failure to fulfill volunteer commitments will result in being charged the \$150 opt-out fee. \*Note, families enrolled in 1 or 2 one hour classes per family will only be asked to serve a total of 8 hours per year.

### **Student Drivers:**

Any student of legal driving age who intends to drive to school, either on a regular basis or occasionally, must comply with the school policy and is required to complete the Parent Permission and Student Agreement Form.

1. Students are required to adhere to all road rules and drive in a safe and responsible manner.
2. Students are only to use their car for traveling to and from school. Students are not permitted under any circumstances to drive from the school grounds during the day without administrator approval and/or written permission from their parent/guardian.
3. Car make and registration details must be recorded with the school.
4. Students may only park in the designated parking area.
5. Students are not permitted to carry other students who are not family members as passengers to and from school without the written permission of their parent/guardian and the passenger's parent/guardian.
6. Students are required to notify the school of any passenger who may be traveling with them to and from school.
7. Student drivers, a parent/guardian and, if relevant, the parent/guardian of any passenger, must sign the Parent permission and Student Agreement Form.

Because Fusion is an open campus, students arrive and leave the premises throughout the day. It is imperative that the parking lot be a place of safety for all students and staff of Fusion.

## **Cell Phone Policy**

Cell phones have become a way of life, a technological convenience that has impacted all of our lives in one way or another. However, in the school environment, cell phones have become a distraction and source of frequent interruption. The use of cell phones during class takes away from the valuable time needed for instructional and most importantly, student learning. We do recognize that cell phones can be a safety/security tool; however, they can also be a detriment in the event of a building emergency and our protocol to manage such emergencies in a safe and effective manner. Parents are urged to contact a board member to relay any messages that may be urgent in nature to their child. We will gladly relay any urgent message to your child.

1. Students may not use their phones at ANY other time. There is no time between classes for phone calls or texts. Students are less likely to be late for class if they do not text while walking the halls.
2. If a student needs to communicate with their parent during the school day, they may use a Fusion Board Member phone..
3. Student drivers who need to let parents know they arrived safely at Fusion should do so prior to entering the building.
4. Cell phones must be turned off or silenced and stored in a student's backpack/purse during class.

### **Sick Child Policy**

It is our desire to provide a healthy and safe environment for all of the children at Fusion Homeschooling. Parents are encouraged to be considerate of other children when deciding whether to attend class. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow runny nose
- Eye or skin infections
- Other symptoms of communicable or infectious disease

If you have a child who has had a fever, they are not to return to class until they are fever free **without medication** for at least 24 hours.

**If you bring a child to class who is sick, you will be asked to take them home and not return until they are better.**

### **Medications Policy**

It is the policy of Fusion Homeschooling not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

### **Medical Release form:**

Every student must have the medical release form filled out, front and back, and on file prior to the start of school. No student may be dropped off at Fusion Homeschooling if that form is not on file.

## **Allergy Policy**

We are a nut free group! Do not bring peanuts, peanut butter, Nutella, any tree nuts (almonds, walnuts, hazelnuts, cashews, pistachios, Brazil nuts, etc.), or nut products onto the premises. If you have recently consumed nut products, please wash your hands before attending classes.

Fusion Homeschooling recognizes that there are students who have allergies that may require the use of an Epi-Pen. Such allergies may include but are not limited to certain foods, insects, medications, latex and/or asthma. The following are guidelines for parents and students for the use of an Epi-Pen during school hours and/or school sponsored activities.

- A list of all student allergies must be submitted to the school at the beginning of the school year.
- An American Academy of Pediatrics form is to be filled out for each school year and is to include an updated picture of the student.
- The parent is to supply the school with one or two EpiPens. EpiPens will be stored in the child's classroom and/or the front office. A child may keep an EpiPen in his/her backpack.

## **First Aid Plan**

The school will require and hold 'Medical Release' documents that will give permission for the student to receive medical treatment, if so needed. The student will not have medical treatment rendered without first Fusion Homeschooling staff trying to make contact with the student's emergency contact of record, unless the delay of treatment was felt to place the individual at risk of permanent impairment and/or death.

### **Accidental Injuries to Children**

In the event that a child is injured while under our care, the following steps should be followed:

1. For minor injuries, scrapes, and bruises, ECs or volunteers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
2. For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be notified. If warranted by circumstances, an ambulance will be called.
3. Once the child has received appropriate medical attention, an incident report will be completed in the case of injuries requiring treatment by a medical professional.

### **Incident Reporting**

The following circumstances outline when to fill out an incident report:

- A. A child becomes ill or receives an injury that requires First Aid or medical treatment while in our care
- B. A child receives a bump or blow to the head or other visible injury regardless of treatment
- C. A child is transported by ambulance from your facility
- D. An unusual or unexpected incident occurs that jeopardizes the safety of a child, such as a child left unattended, there is a vehicle accident (with or without injuries), or a child is exposed to a threatening person or situation
- E. There is an allegation or reasonable suspicion of abuse of a child

All parties, including adult witness, Fusion Board member, and parent and/or guardian, must sign the incident report and return to the Board member. A copy will be provided for all parties and one kept on file at Fusion after all signatures have been collected.

## **General Financial Policies**

1. There will be no dropping of classes after July 1.
2. There are two payment options
  - a. Pay in full
    - i. Due June 1
  - b. Monthly payments
    - i. Monthly payments will be divided into 10 months, June-March.
    - ii. Invoices will be sent the 23rd of each month and are due on the 1st of the month.
    - iii. If payment is not received within 5 days of the due date, a \$35 fee will be incurred.
    - iv. All accounts must be paid in full prior to registration for the next school year. Any student/family account with a balance at the time of registration will not be able to register for classes until paid in full.
  - c. Supply/lab fees
    - i. Supply fees will be billed separately from tuition. Invoices for supply fees will be sent at the beginning of June and payment is due by June 15. If payment is not received within 5 days of the due date, a \$35 late fee will be incurred.
3. Missed payments
  - a. After 2 months of missed payments, a meeting with the board will be scheduled, and the student will be removed from classes.

PARENTS: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook. I understand that this Handbook does not contractually bind Fusion Homeschooling and is subject to change without notice by decision of Fusion's governing body.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, disrespect to the personnel of the school, and continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that if I choose to terminate any or all services that tuition may only be refunded following the procedure outlined in the Financial Policy guidelines. I understand that this Handbook does not contractually bind Fusion Homeschooling and is subject to change without notice by decision of Fusion's governing body. Admission for one school year does not guarantee admission for future years. I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards, could result in loss of that privilege.

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Signature of Parent or Guardian Date

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Signature of Parent or Guardian Date

STUDENTS IN GRADES 7TH AND UP: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and its policies. I certify that I consent to, and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind Fusion Homeschooling and is subject to change without notice by decision of Fusion's governing body.

I understand that admission to the school is a privilege, not a right, and that any behavior, either on or off campus, which is not consistent with the school's standards, could result in loss of that privilege.

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Signature of Student & date