

Orion High School Home of the Chargers

2011-2012

MISSION STATEMENT

Our duty is to receive and affirm each child as a person of worth and dignity, capable of learning. We will provide each child with the requisite skills to pursue further education, secure appropriate employment, and be a good citizen and productive member of the community. Additionally, we will make it a priority to foster within each child a lifelong love for learning.



ORION HIGH SCHOOL
SCHEDULE OF CLASSES

REGULAR SCHEDULE OF CLASSES

Early Bird		7:00 – 7:47		
Warning bell		7:55		
Period 1		8:00 – 8:47		
Period 2		8:50 – 9:37		
Period 3		9:40 – 10:27		
Period 4		10:30 – 11:17		
Period 5A	Lunch	11:17 – 11:50	Class	11:50 – 12:37
Period 5B	Class	11:20 – 12:07	Lunch	12:07 – 12:40
Period 6		12:40 – 1:27		
Period 7		1:30 – 2:17		
Period 8		2:20 – 3:03		

EARLY DISMISSAL SCHEDULE

Early Bird	7:31 – 7:55
Warning bell	7:55
Period 1	8:00 – 8:24
Period 2	8:27 – 8:51
Period 3	8:54 – 9:18
Period 4	9:21 – 9:45
Period 5	9:48 – 10:12
Period 6	10:15 – 10:39
Period 7	10:42 – 11:06
Period 8	11:09 – 11:32

No lunches served.

HEAT SCHEDULE

Early Bird		6:51 – 7:30		
Warning bell		7:30		
Period 1		7:35 – 8:14		
Period 2		8:17 – 8:56		
Period 3		8:59 – 9:38		
Period 4		9:41 – 10:20		
Period 6		10:23 – 11:02		
Period 5A	Lunch	11:02 – 11:29	Class	11:32 – 12:11
Period 5B	Class	11:05 – 11:44	Lunch	11:44 – 12:11
Period 7		12:14 – 12:53		
Period 8		12:56 – 1:35		

Academic Eligibility	27
Academic Honor Rolls	7
Activities	53
Admission to OHS	6
Alternative School Policy	12
Area Career Center	42
Athletic/Activity Rules	27
Attendance Regulations	39
Automobiles and Parking	19
Cafeteria	19
Cheating/Plagiarism	53
Class Membership	7
College Bound Students	11
Complaint Procedures	53
Computer Lab Policy	22
Conduct at School Activities	36
Corporal Punishment	17
Course Schedule Changes	6
Credit for Summer School Study	12
Detentions	13
Discipline	13
Driver Education Policy	10
Dropping from School	45
Drug Testing Policy	33
Electronic Devices at School	3
Emancipated and Married Students	44
Fee Waivers	20
Fines	20
Fire and Disaster Drills	45
Gang Policy	37
Gifted Program	11
Grading System	6
Graduation Requirements	8
Guidance and Counseling	50
Hall Passes	20
Harassment Policy	51
Health and Special School Services	45
Health/Dental Examinations	46
ID Cards	45
Insurance	44
Internet Policy	22
Library Regulations	21
Lockers	20

Lost and Found	49
Make Up Work	12
Medical Excuse from PE.....	42
Miscellaneous School Regulations.....	37
Office Hours	5
Parent Teacher Conferences	7
PE/Coop Waiver	10
PE/Health Policy	9
PE/Marching Band Policy	10
Reports to Parents	7
Rules Governing Participation in	
Extracurricular Activities	29
School Colors, Emblem, Song.....	5
Section 504 Information	48
Semester Exams	42
Senior Activities	17
Sex Discrimination.....	51
Student Dress	18
Student Planners.....	20
Student Records	52
Study Hall Regulations.....	21
Suspension	14
Suspension Procedures.....	15
Suspension/Expulsion Policy	15
Tardy Policy	18
Testing Policy	44
Textbooks	20
Trespassing Regulations	36
Truancy	42
Visiting School	49
Vocational Bound Students	11
Weapons Policy.....	17
Work Permits.....	49

This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the rules and policies of OHS.

DIRECTORY INFORMATION

To obtain information concerning school matters call the high school at (309-526-3361) or you can gain more information by going to www.orionschools.us. The office hours for OHS are from 7:30 a.m. to 4:00 p.m. and the building opens to students at 7:00 a.m. All business with the school and staff should be conducted when school is in session. Teachers' hours are from 8:00 a.m. to 3:30 p.m. Summer office hours are from 8:00 a.m. to 12:00 p.m. The office is closed during the month of July.

SCHOOL COLORS

Scarlet and Black

SCHOOL EMBLEM

"The Charger"

SCHOOL SONG

Rah! Rah! For Orion, Orion will win
Fight to the finish, never, give in --- Rah! Rah! Rah!
You do your best (team), we'll do the rest (team)
Rah! Rah! for Orion. Rah! Rah!

RECOGNITION

Orion High School is fully recognized by the Illinois State Board of Education.

ADMISSION TO HIGH SCHOOL

The high school continues the education process begun in elementary and middle schools. Any student who has successfully completed schoolwork through the eighth grade is eligible for admission. Any pupil who transfers from an accredited high school (such as the North Central Association or the Illinois State Board of Education accredited) will be admitted and be given credit for all work completed which is equivalent to work offered at Orion High School.

GRADING SYSTEM

The following is the grading scale used by all teachers at OHS:

A	100%-92%
B	91%-84%
C	83%-76%
D	75%-68%
P	68% and above passing
F	67% and below
I	Incomplete

Grades are determined by the care, preparation, and level of accuracy with which students have completed their work and the degree to which students actively participated in class. Incomplete grades are only given when a student has failed to complete work assigned in the time frame given for some excusable reason. Except in rare cases, all incompletes will convert to failure in one week after the close of the grading period.

*(Note: The percentages represent the Orion School System's unified grading system.)

COURSE SCHEDULE CHANGES

Course schedule changes will be granted on rare occasions and must fit the following criteria:

1. Student failed a prerequisite to be eligible for the current class
2. Student needs a specific class to stay on track for graduation
3. Student needs a specific class in order to be accepted to a certain College or University (seniors)
4. Approval of the school guidance counselor and principal

A student will be allowed five days (full school days) in which to make changes to their schedule. If a student withdraws after the fifth day, his/her grade will be recorded as an F (failure) and recorded on a student transcript as such. A student will not at any time during the five-day period add a class or withdraw from a class without written parental permission.

*On rare occasions schedule changes may be made due to administrative purposes outside of the five day time frame.

REPORTS TO PARENTS

Grades will be issued to each student at the end of each of the four nine-week grading periods. The academic progress of each student at Orion High School is permanently recorded in units of credit.

Only semester grades are computed to determine class rank. About midway in each quarterly grading period parents will be notified by mail if a student is failing or near failing in any of his/her courses. It is possible for a student to have a passing grade the first nine weeks and fail the semester.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences will be scheduled during the school day and evening in the fall of the year. Parents are encouraged to make appointments at any time for conferences with teachers, counselors, or the principal by telephoning the school office at (309) 526-3361.

ACADEMIC HONOR ROLLS

Academic honors can be earned each grading period in two categories based upon four points as the highest possible average:

Highest Honors.....	4.00	Honor Roll.....	3.00 - 3.49
High Honor Roll.....	3.50 – 3.99		

Physical Education and Driver Education grades are not included with the grades computed to determine the honor roll. Honor roll will be published in area newspapers at the end of each grading period.

Any student receiving a failing grade in any course (including Physical Education and Driver Education) is ineligible for the honor roll. The number of classes taken by a student will affect GPA and class rank. Class rank for graduation recognition will be determined at the conclusion of the eighth semester.

DETERMINATION OF CLASS MEMBERSHIP

Class membership at Orion High School is not determined by chronological age but by the number of credits a student has earned according to the following schedules on the next page:

Class membership as it pertains to reported grade placement is based on the following credits earned:

9th grade.....	0	11th grade.....	12
10th grade.....	6	12th grade.....	18

Each student must be registered for at least seven credits (with exception of Coop and ACC) each school year (including Physical Education).

Below are the required courses a student must complete per grade at Orion High School.

Ninth Grade: English I; Biology I; Pre-Algebra, Algebra, or Geometry; and Physical Education, some 9th graders will be required to take Driver Education.

Tenth Grade: English II; Physical Education; Health (with American Government, a Math and a Science course recommended. Driver Education if not taken as a ninth grader.

Eleventh Grade: English III; US History; *Physical Education; (Chemistry I, Environmental Science, or PSAA *must* be taken *either* tenth *or* eleventh grade (Math course recommended).

Twelfth Grade: Consumer Education or Co-op; *Physical Education; English IV, or AP English. (Math course recommended)

*see Physical Education Policy below.

REQUIREMENTS FOR GRADUATION

Students will have the following requirements to complete before graduation.

English.....	4 Credits	
Mathematics.....	3 Credits	
Either Geometry or Applied Geometry must be taken.		
P.E.....	3.5 Credits	
Science.....	3 Credits	
Composed of the following:		
Biology (Freshman Year).....		1 Credit
Astronomy/Geology or Chemistry (One must be taken by Jr. Year).....		1 Credit
Anatomy and Physiology, BSAA, Chemistry II, Environmental Science, or Physics.....		1 Credit
Social Studies.....	2 Credits	
US History and American Government are required.		
Foreign Language, Vocational, or Fine Arts.....	1 Credit	
Consumer Education.....	0.5 Credit	
or Cooperative Education.....		1 Credit
Health.....	0.5 Credit	
Driver’s Education.....	0.25 Credit	
EXCEL.....	0.25 Credit	
Required.....	18 – 18.5 Credit	
Electives.....	7.5 - 8 Credit	
Total Needed:	26 Credit	

A .5 CREDIT IS GIVEN FOR EACH SEMESTER COMPLETED WITH A PASSING GRADE.

Ninth Graders will be assigned Driver Education based on their birth date. Students may not enroll in driver education unless they have successfully completed 8 classes the previous 2 semesters, and have not failed any class the previous semester (8th grade included).

PHYSICAL EDUCATION -- HEALTH POLICY

I. The Illinois School Code permits the exemption of students from physical education instruction in the 11th and 12th grades. (School officials must verify circumstances on an individual basis and retain documentation. Spirit Squad is not included in this exemption.)

- A.** Any 11th or 12th grade student who participates in an interscholastic athletic program:
 - 1.** May be taken out of physical education only for the duration of a sport’s athletic season. The student will be reassigned to a physical education class once his/her particular sport’s season has ended. (With this exemption the student cannot have more than two study halls per day during the duration of the sport.) The student will receive credit and a passing grade for successful completion of an athletic season. The student will carry a grade of 92% to PE class and his/her semester grade will average in his/her PE and athletic grade. When a student returns to a PE class without successful completion of an athletic season, he/she will carry a grade of 67% to the PE class.

- B.** Any 11th or 12th grade student who, in order to be granted admission to a specified institution of higher learning must complete a specific academic course not included in existing state or local minimum graduation standard, may be excused if the addition of such a course to the student's schedule would require a course load of more than the normal practice and the only

time s/he can take the course is the only time s/he can take P.E.

- C. Any 11th or 12th grade student who lacks sufficient course credit or lacks one or more specific courses in order to meet state and local graduation requirements may be excused *if* the addition of the course(s) to the student's schedule would require a course load of more than the normal practice (seven classes).

PHYSICAL EDUCATION - MARCHING BAND POLICY

Students in grades 11 and 12 enrolled for credit in the high school marching band may be excused from physical education for the first nine week period in which the band normally practices and marches at fall activities. Students under this option will report to the study hall during the nine-week period, that they are out of physical education. At the end of the first nine week period the band instructor will submit a nine week grade to the physical education teacher and that grade along with the second nine week grade will be averaged together to create the first semester physical education grade. Those students choosing this option will then, after the nine-week period, remain in physical education for the remainder of the school year (unless they are removed for another reason). Students under this policy will not be allowed more than two study halls daily, including the study hall they are out of, for physical education for marching band.

PHYSICAL EDUCATION - COOP WAIVER

If the special State Board of Education waiver is in effect, senior Coop students may not be required to take physical education. When a student returns to a PE class without successful completion of a Coop class, he/will carry a grade of 67% to the PE class.

DRIVER EDUCATION POLICY

Students otherwise eligible to take a driver education course must receive a passing grade in at least 8 courses during the previous two semesters before enrolling in the course. Students may choose to substitute the required Driver Education course at Orion High School with another class provided s/he completes a driver education program at either a state certified and licensed commercial driver education school or an accredited high school. Graduation credit will not be given for non-accredited courses. Waiving this requirement is contingent upon the student providing a letter or certificate of completion from the driver training school that verifies that the course content has met all relevant state requirements.

COLLEGE BOUND STUDENTS

Students planning their high school courses should be aware of admission guidelines which have been set by the Illinois Board of Higher Education for students entering community college transfer programs and state universities.

Entrance Guidelines

<u>Units</u>	<u>Subjects</u>
4.....	English (English I, English II, English III English IV, or AP English).
3.....	Social Studies (emphasizing history and government).
3.....	Mathematics (introductory through advanced algebra, geometry, trigonometry)
3.....	Science (laboratory science).
2.....	Foreign language, music, vocational classes or art.
15	Total

College Bound - NCAA Clearinghouse continued...

For the remaining units, students should consult with high school counselors to determine which courses are more appropriate.

Students who plan to attend a Division I or II college or university with a possibility of receiving an athletic scholarship, should be absolutely certain they contact either their coach, the counselor or the NCAA early in their high school career in order to insure that they meet the NCAA athletic requirements. Booklets and registration forms are available on line at ncaaclearinghouse.net. Students and parents are solely responsible for seeing that these requirements are fulfilled.

GIFTED PROGRAM

In accordance with State mandates and policy directives, local school districts must publicize the criteria used in the selection of students in the gifted program.

At Orion High School, the Gifted Program consists of placement in advanced placement classes. Placement in these classes are based on (1) test scores in subject areas: (2) past academic performances and (3) teacher recommendation.

Each year the Illinois State Board of Education requires that we examine this program and the services being delivered to the students in the gifted program.

VOCATIONAL-BOUND STUDENTS

Students who do or do not plan to complete four years of post-secondary education have a wide choice of elective subjects available in the fields of Agriculture, Art, Business Education, Industrial Technology, Family and Consumer Sciences and Music. These courses will facilitate their entrance into careers which do not always require college training.

In addition, Junior and Senior students may attend half-day sessions at the Area Career Center located at United Township High School in East Moline.

ALTERNATIVE SCHOOL POLICY

The Orion Board of Education realizes that occasionally some students cannot properly function within the regular instructional program. Therefore, the Board authorizes the Superintendent to establish appropriate alternative programs for students whose behavior is disruptive to the educational process of the student in question or the school in general.

These alternative instructional programs shall be in addition to the programs available to the student through the services at the Orion School District.

Such alternative programs may include, but are not limited to, the following:

1. Summer school courses
2. Correspondence courses
3. Special alternative school

Administrative procedures for student placement in alternative programs as well as policies regarding the earning of credits in those programs are available in the high school office.

CREDIT FOR SUMMER SCHOOL STUDY

Orion High School will accept summer school credit earned at Orion High School or in another accredited high school. Credits will only be accepted to make up for courses failed at Orion High School. If a student attends summer school, credit will only be granted if that school is fully recognized by the state's official education agency. Courses taken for credit must meet the same allocation of time as those courses offered at Orion High School. Prior approval of the principal is necessary.

MAKE-UP WORK

Students who have an excused absence will be required to make up work missed in each class. ***The responsibility for completing make-up work after an absence rests solely with the student and should be done immediately upon their return to school.*** Arrangements should be made with the teacher for all make-up within two days after the student returns. All make-up work must be in by the end of the grading period. It is up to the discretion of the teacher regarding how much time will be allotted to the student for completing the work. A day's absence does not excuse a student from all previously announced responsibility for lessons, activities, assignments and tests on the day of his/her return.

School work for suspended students should be made up to allow the student to progress at the same level as the rest of the class. Students should be aware the assignment(s) are at the discretion of the teacher(s), and will require a substantial increase in the amount of time needed to obtain the information missed from classroom instruction. For suspensions, unexcused absences and trancies, students can expect to receive a reduction in daily class participation grades.

RULES AND REGULATIONS GOVERNING STUDENTS

The rules and regulations at OHS exist to provide the atmosphere students need in order to learn, and to develop orderliness, efficiency, good character, and self-control. Whenever a student acts in a manner that disrupts the educational process and/or endangers the safety and welfare of others, s/he should expect to be appropriately disciplined. Students should remember that OHS rules and regulations apply any time a student is on school premises or at school functions (even though they are off school premises) seven days a week--twenty-four hours per day.

DETENTIONS

Detentions will be served on the next Tuesday or Thursday after they are assigned, based on communication with parents. Participation in extra curricular activities (excluding competitive events) is not an excuse to miss detentions. Detentions will last for either 30 or 60 minutes depending on the infraction, and will begin promptly at 3:08. Students who are late, or causing a disruption during this time will be dismissed and given an additional detention and a possible suspension. While in detention students are expected to stay busy working/reading and will not be allowed to sleep, put their heads down or listen to music.

Students can expect to receive a 30-minute detention for the following infractions of school rule.

1. Loitering in the hallway or cafeteria
2. Being in the hallway without a pass
3. Being consistently unprepared for class
4. Creating classroom disruption, excessive talking and/or bothering others
5. Other acts as determined by school staff

Students can expect to receive a 60-minute detention for the following infractions of school rules.

1. Use of non-school related electronic devices during the school day, including mp3 players, video games etc.
2. Disrespectful behavior to people/property to include, but not limited to littering, profanity, bullying/hazing, physical aggression and public displays of affection beyond holding hands
3. Excessive tardies to school/class (third and subsequent tardies to school and class)
3. Possessing beverages of any kind outside of the commons area without the consent/approval of a staff members
4. Inappropriate language/profanity
6. Dress code violations (see student dress code section)
7. Other acts as determined by school staff

ELECTRONIC DEVICES AT SCHOOL

No radios, portable CD players, walkmans, headphones, televisions, or pagers are to be in a student's possession in classrooms, hallways, or commons areas without an administrator's permission during the school day. The school day is from 8:00 am—3:03 pm. In addition, no handheld devices capable of sending and receiving electronic data, such as camera phones, are permitted at any time in restrooms or locker rooms. Students are also not to possess laser type devices anywhere at Orion High School.

CELL PHONE POLICY

1. Students are permitted to use their cell phones in the hallways only during passing periods or in the commons during the students assigned lunch period within the school day (8:00a.m. – 3:03p.m.).
2. Cell phones are not permitted to enter the educational setting (classrooms, study hall, gymnasium, locker-room) at any time. Exceptions will be made for educational use as directed by a classroom teacher
3. Discipline for bringing a cell phone into the educational setting (classrooms, study hall, gymnasium, locker-room) when not permitted will be as follows:
 - 1st Offense – Detention
 - 2nd Offense – Saturday school
 - 3rd Offense – Saturday schoold.
 - 4th Offense – ISS
 - 5th Offense – ISS
 - 6th Offense – OSS
 - 7th Offense – Further discipline as deemed appropriate

SUSPENSION

If detentions have not been an effective disciplinary measure for a student, and inappropriate behaviors continue to be repeated, the student may be suspended from school. Additionally, there are infractions of a more serious nature that will result in Saturday schools or immediate suspension from school. Student suspensions may be in-school unless there is a safety factor present or the level of offense warrants an out-of-school suspension. Suspensions will vary in length from one to ten school days depending upon the severity of the infraction. A parent may be asked to accompany a student in order for the student to be readmitted after a suspension.

A. SUSPENSION INFRACTIONS

An immediate suspension of up to 10 school days and suspension from participation in all school activities will result from the following violations:

1. Repeated instances of inappropriate behavior for which detentions have been ineffective remedies
2. Repeated failure to attend or removal from detentions

3. Hazing, initiation, and harassment of any kind
4. Fighting or willful assault upon another person
5. Possession, use, or under the influence of alcohol on school premises or school sponsored activities at anytime night or day.
6. Possession or use of narcotic drugs (controlled substances) on school premises or school sponsored activities at any time night or day.
7. Any action by a student that school administration deems as threatening the safety and welfare of the student body and/or school staff.
8. Any other infraction deemed serious enough to warrant this level of discipline.

B. STUDENT SUSPENSION PROCEDURES

1. The district may appoint a hearing officer to hear cases of suspensions that are challenged. If a hearing officer is used, the hearing officer shall report his/her findings and recommendation to the board of education that will make the final decision on all contested students.
2. Students are allowed and encouraged to make up work, however they should be aware that a suspension may impact their final grade.
3. A suspension shall not be applied against a chronic truant unless available supportive services and other school resources have first been provided to the student. For purposes of these procedures, the term chronic truant shall include any student who is absent without valid cause for 10% or more of the prior school year.

It must be understood that suspensions, in-school or out-of-school, are a 24-hour penalty which bans the student from participation in school activities. Should a student appear on school premises or at any school sponsored activities off school grounds while under suspension, their suspension will be summarily lengthened. The school also reserves the right to file trespassing charges with the Sheriff's Department.

After a third suspension during the course of the school year, a student may be brought before the board of education for consideration of permanent expulsion from school.

SUSPENSION/EXPULSION POLICY

A. Suspension

Ill. Rev. Stat. ch. 122, 10 - 22.6 (a) authorizes the Superintendent, the principal, assistant principal, and the Dean to suspend a student guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed 10 school days. The student and/or parents/guardian are due the following procedural protections.

1. Prior to suspension, the student shall be provided oral or written notice of the charges. If the charges are denied, the student shall be given an explanation of the evidence against him/her and an opportunity to present his/her version of the incident.
2. Prior notice and hearing as stated above may not be required and the student immediately suspended when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the parents or guardian of the student. Such report shall contain a full statement of the reasons for the suspension and a notice to the parents or guardian

of their right to review. Also, a copy of the notice shall be given to the Board of Education.

4. Upon request of the parents or guardian, a hearing shall be conducted by a hearing officer appointed by the Board of Education. At the hearing, the parents or guardian or the student may appear and discuss the suspension with the Board or its hearing officer. If a hearing officer is appointed by the Board, (s)he shall report to the Board a written summary of evidence heard at the meeting. After its hearing or upon receipt of the report of the hearing officer, the Board may take such action as its finds appropriate.

Gross disobedience or misconduct of students shall include, but not be limited to, the inappropriate social behaviors listed in Part III of the Handbook and refusal to serve a detention.

B. Expulsion

III. Rev. Stat. ch. 122, 10-22.6 (b) authorizes the Board of Education to expel students guilty of gross disobedience or misconduct for a period not to exceed two (2) calendar years, or for a shorter period as determined by the Board. The student and/or parent or guardian is due the following procedural protections:

1. Prior to expulsion, the student shall be provided written notice of the charges and the time and place of hearing. If the charges are denied, the student shall have an opportunity for a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he/she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. The board shall provide written notice to the parents or guardian of the time, place, and purpose of the hearing by registered or certified mail and request the appearance of the parents or guardian at the expulsion hearing.
3. During the expulsion hearing, the student and his/her parents or guardian may be represented by counsel, present witnesses and other evidence on his/her behalf, and cross-examine adverse witnesses. The expulsion hearing shall be a two-part proceeding. First, the Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt. If the Board finds the student guilty of the gross disobedience or misconduct as charged, it shall then hear evidence on the appropriate level of discipline to be meted out. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether expulsion or some lesser form of discipline shall be imposed upon the student.

Gross disobedience or misconduct of students shall include, but not be limited to, extreme or repeated instances of inappropriate social behaviors (See Part III of Handbook.)

CORPORAL PUNISHMENT

Corporal punishment is not to be used as a means of discipline at Orion High School. Corporal punishment in this instance is defined as physical punishment. However, a staff member may use reasonable physical force against a pupil when it is essential for self-defense, the preservation of order, or for the protection of other persons or the property of the Board of Education.

WEAPONS ON SCHOOL GROUNDS

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be

considered, or looks like a weapon, at school or a school-sponsored activity, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed 2 calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils and pens may be considered weapons if used or attempted to be used to cause bodily harm.

TARDINESS

1. A student is considered tardy if they are not inside the classroom door when the bell finishes ringing or at the discretion of the classroom teacher. After a student is tardy to class for the third time and each additional time, they may have their names submitted to the office for a referral.
2. Students who are tardy because a teacher has detained them will be given a pass by the teacher involved. Students who are tardy for any other reason should report directly to class. The teacher will determine whether or not the tardy is excused.
3. All students late in the morning must report to the office. Detentions will be issued for the third and each subsequent tardy. ***Car trouble is not a valid excuse for tardiness.***
4. Students more than 25 minutes late to their first scheduled class will be considered absent rather than tardy. The classification of the absence will be determined by the school administration depending on circumstances.

STUDENT DRESS

It is recommended that students use good taste in their dress and grooming while attending school and school activities. Standards are required for respect of self and others as well as safety, decency, and cleanliness. The dress and grooming of a student attending Orion High School is the responsibility of the student and the parent/guardian. Student dress and grooming which is disruptive to the educational process will be corrected immediately. **Articles of clothing that are found to be too revealing or otherwise inappropriate are not to be worn to school or school activities.**

Student dress guidelines:

1. Students shall not wear any shirt that exposes midriff or chest area. Halter tops, open mesh clothing, "muscle man" shirts, or other clothing without proper undergarments. Shoulder straps should not measure less than one inch in width. All undergarments should be covered. Holes in clothing in inappropriate places (as determined by an administrator) will be deemed in violation of the dress code.
2. All shorts and mini-skirts must extend past the person's finger tips when standing with arms straight down.
3. Shoes must be worn on school premises.
4. Hats, caps, hoods, sweatbands, bandanas and sunglasses are not to be worn or carried in the school building during the school day. (The school day is defined as the time when the student enters for the first time until he/she leaves for the day.)
5. No coats are to be worn during class. Coats should be left in lockers.
6. No clothing may be worn which advertises, displays, or condones the use of alcohol, tobacco, or any controlled substance. No clothing will be allowed which states or suggests profanity, obscenity, violence, or sexual promiscuity.
7. Low cut or baggy pants which expose undergarments or midriff may not be worn. Wallet chains are prohibited.

Students who are in compliance with the dress code will be required to change clothes and be subject to the progressive school discipline policy.

(Since it is not possible to list all infractions of these rules, it will be the responsibility of the OHS faculty and administration to determine what is inappropriate attire for the school setting.)

FIELD TRIP ELGIBILITY POLICY

Class field trips (not including contests or performances) taken during the school day (8:00a.m.-3:03p.m.) will use the following academic policy to determine a student's eligibility to attend the trip.

1. Students with more than one (1) F or a combination of three (3) D/F's will not be able to attend.
2. Students may receive special permission to attend in rare circumstances from the principal.

SENIOR ACTIVITIES

Seniors need to be aware that senior year-end activities are a privilege and not a right. The administration of Orion High School reserves the right to revoke any senior's participation in year-end activities as a disciplinary measure. Senior year-end activities include but are not limited to the senior trip, prom, senior dinner dance, and graduation exercises. Seniors should be aware that colleges can withdraw admission based on academic and disciplinary issues.

THE CAFETERIA

1. Lunch periods are 33 minutes in length. Students are assigned to one of the two lunch periods. The remainder of the period will be spent in class/study hall as per your schedule.
2. Orion High School has a closed campus for lunch. All students must remain at Orion High School for lunch. Orion High School runs a cashless lunch program. Students who wish to purchase lunch at school will be required to establish a lunch account and use their assigned PIN # provided to them. Cash may be paid into the account each day until 10:30 a.m. No cash will be accepted in the lunch line.
3. All trays, dishes and silverware must be returned to the dishwashing window. Paper refuse is to be placed in the trash containers provided.
4. After lunch students are to remain in the Commons and keep out of the halls.
5. If students do not eat cafeteria food, they may only bring sack lunches from home. State regulations require that candy not be sold in the cafeteria during lunch. Pop is not allowed in the cafeteria during lunchtime.

AUTOMOBILES AND PARKING

1. Students are to park only in the large lot on the south side of the building. Spaces behind the building are reserved for faculty, staff, and service vehicles only.
2. It is a violation of state law to pass a school bus while loading or unloading students in the parking lot.
3. Autos of students parked on school grounds must display the official school parking tag.
4. Safe and quiet operation is mandatory. Reckless driving will not be tolerated.
5. Student cars must be parked in designated student parking spaces. No backing into stalls. No parking or driving on grass or sod areas at any time.
6. Violation of any of the above regulations may result in the suspension or revocation of driving privileges as well as a citation by the Orion Police Department.

HALL PASSES

Students are not permitted in the halls during class periods unless they possess a hall pass from a teacher. As stated earlier, such a violation will result in a detention. Hall passes are found in the hall passport section of the student planners, or a “paddle pass” provided by the teacher.

TEXTBOOKS

Textbooks are to be kept clean and handled carefully. Unreasonable damage and wear to textbooks will result in fines. At the end of a course the student must return the same book that was loaned at the beginning of a course.

STUDENT PLANNERS

Each student at Orion High School is required to purchase a student planner. The student planner is to be considered a textbook and subject to fines for unreasonable damage and wear. Students are not to deface the student planners by engaging in behavior such as ripping out pages, etc. Replacement planners are available in the school office.

FINES

Books received at the beginning of a class are the ones for which the student will be responsible at the end of each course. Fines will be assessed students for damage to or loss of textbooks or library books. Fines will also be assessed students who cause damage to school property. Students will be required to pay the cost of replacing the lost or damaged item.

WAIVING OF FEES

All fees assessed by the district may be waived for children whose parents have sufficiently demonstrated an inability to afford them, including but not limited to children receiving aid under Article IV of the Illinois Public Aid Code. Books acquired under such a loan, shall be properly cared for and returned at the end of each term of school. Requests should be made to the principal of the building where the student is housed.

LOCKERS

Students should be aware that they **do not** own their lockers. The lockers may be searched by school authorities at any time, for any reason, without prior notification since they are the property of the school. Two students of the same sex and grade are assigned to a hall locker for their books and personal belongings. Students will not be allowed to change lockers without permission from the office. No permanent decorations of any kind are to be affixed or writing of any kind inscribed outside a student's locker. Decorations within lockers must be in good taste and not of an obscene nature. Students are responsible for seeing that their lockers are locked. **The school is not responsible for lost or stolen articles.** Students will pay for any damage to lockers. In cases where two students share a locker, both students share responsibility (including any or all discipline) that results from existence of prohibited items when the ownership of said items cannot be proven.

LIBRARY REGULATIONS

Students who wish to use the library are expected to know and observe library rules.

1. The library is open from 8:00 a.m. to 3:03 p.m.
2. Books may be checked out for three weeks and renewed for another three-week period.
3. Back files of magazines and vertical file material may be checked out for three weeks for research

purposes. At times of high demand on like materials, this may be altered to one week. Current issues of periodicals may be checked out for one period only.

4. Reference sources are to be used in the library or classroom only. Reference sources are not to leave the building.
5. Fines start two days after the due date and are 10 cents per item per school day.
6. The library is a quiet zone and all users are to remain quiet in that area during class. Talking is permitted with prior permission.
7. Those students who wish to be a library assistant need to fill out an application form at the beginning of each semester. These may be obtained from the librarian.
8. Gum chewing is not allowed in the library.
9. Students using the library during class time must have their passbook signed by their teacher. Students coming in from study hall must be using library resources and may not be listed on the warning or ineligible list due to academic concerns. Group work is at the discretion of the librarian.

STUDY HALL POLICY

Students will only be allowed to enroll in one study hall per semester.

1. Talking without permission is not allowed in the study hall.
2. All students must bring study materials.
3. Locker and hall passes will be issued at teacher discretion.
4. If a student desires to see a teacher during a conference period, s/he must previously obtain a pass from that teacher.
5. Students are not to sit on table tops.
6. Students are not to write on or deface table tops.
7. Students are not allowed to leave their seats without the teacher's permission.
8. Students are not allowed to eat and drink in study hall.
9. Homework which can be done in study hall must be done in study hall and not in the library. Students on the ineligible/warning list are not allowed to go to the library unless it is authorized by a specific teacher for an assignment where library sources are needed.

COMPUTER LAB POLICY

The computer labs at Orion High School are open for student use from 8:00 a.m. to 3:03 p.m. Currently they will not be available for general student use during computer class periods. The labs could also be closed on a daily basis depending on individual teacher/class room needs

If a student wishes to use a computer lab during his/her study hall, s/he must get a pass from the teacher who wants him/her to use the lab.

Use of programs other than those owned by the district is not allowed. School computers are for student use related to education and/or homework. They are not to be used for playing of games or general “web surfing”.

ORION SCHOOL DISTRICT 223 ACCEPTABLE USE POLICY

TERMS AND CONDITIONS FOR USE OF THE INTERNET

The internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers.

The term “Internet” will include any net, any network, or any information via computer.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. ON A GLOBAL NETWORK, IT IS IMPOSSIBLE TO CONTROL ALL MATERIALS AND A USER MAY FIND CONTROVERSIAL INFORMATION.

- 1) Privileges—The use of Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges after the FIRST offense.

Use of the Internet is not to be considered a substitute for doing one's own research but it can be a valuable addition to one's research base.

As a user of the Internet, a student may be allowed to access other networks (and/or the computer systems attached to those networks). Each network or system has its own set of policies and procedures. Actions, which are routinely allowed on one network/system, may be controlled, or even forbidden, on other networks. It is the user's responsibility to abide by the policies and procedures of these other networks/systems.

THE FACT THAT YOU THE STUDENT CAN PERFORM A PARTICULAR ACTION DOES NOT MEAN THAT YOU SHOULD TAKE THAT ACTION.

- 2) Netiquette—You are expected to abide by the generally accepted rules of network etiquette. They include but are not limited to the following:
 - a) Be polite. Do not get abusive in your messages to others. Be careful with sarcasm and humor. What you think is funny may offend someone else. Do not “flame” (offend, send nasty, hateful messages, or use all capital letters).
 - b) Use appropriate language. Do not swear, use vulgarities, or any other inappropriate language.
 - c) Do not reveal your personal address and telephone number, nor anyone else's.
 - d) When e-mail is made available, remember that it is not private. Messages relating to or in support of illegal activities will be reported to the proper authorities.
 - e) Don't use the network so that you disrupt the use of the network by other users.
- 3) Orion Community Unit School District #223, the Illinois State Board of Education (ISBE), or any other provider will not be responsible for any damages it suffers. These include loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions.
- 4) Security—Anyone trying to alter computer hardware or software will lose Internet privileges.
- 5) Vandalism—Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user. This includes, but is not limited to, the uploading or creation of computer viruses.
- 6) Inappropriate Use—Some examples of inappropriate use are:
 - a) Using the network for any illegal activity, including violation of copyright or other contracts.
 - b) Using the network for financial or commercial gain.
 - c) Degrading or disrupting equipment or system performance.
 - d) Wastefully using finite resources, i.e. paper and ink.
 - e) Gaining unauthorized access to resources or entities.
 - f) Posting anonymous messages.

- g) Publishing on or over the system any information, which violates or infringes upon the rights of any other person or any information, which would be abusive, profane, or sexually offensive.
 - h) Sending “chain letters” or “broadcast” messages to lists or individuals and any other types of use, which would interfere with the work of others.
 - i) Ordering material to be sent to your home and billed to the school.
 - j) Using your personal software on school computers.
 - k) Using the computer modems to make unauthorized long distance telephone calls. Telephone calls to ISBE are not long distance.
- 7) Costs—Internet is provided to students at no charge. However, if a student elects to order materials for which there is a charge (such as a magazine article form OCLC) that student is responsible for that fee.
- 8) Software—Copyright laws protect computer software and users are not to make unauthorized copies of software found on school computers, either by copying them onto your own diskettes or onto other computers, through electronic mail or bulletin boards.
- 9) Downloading—Teacher permission is needed to download programs and files must be copied to media storage devices. Any programs and files left on the hard drives will be deleted.
- 10) Printing—It is the responsibility of the student to get permission from the teacher before printing documents, and to ensure that documents not exceed five (5) pages in length. Printing of documents of more than five (5) pages is at the discretion of the teacher. There is no printing of any graphics (color).

Students may not use the Internet for IM/talk/chat, network games, mailing lists, personal e-mail, bulletin board services, or social networking—Facebook, MySpace, etc.

INSTRUCTIONS TO PUPILS RIDING SCHOOL BUSES

These rules and regulations from the State of Illinois and the Orion School District are for your safety.

I. The driver is in full charge. His or her relationship with pupils should be on the same plane as that expected of a teacher. Students should obey the driver cheerfully and promptly. The right of all students riding a bus is conditioned on their good behavior & observance of rules and regulations. Safety demands cooperation. Should any student persist in violating any of the rules the BUS DRIVER will follow these procedures:

- A. On the first offense the driver will send a BUS CONDUCT home with the student. The student must return the white copy of the notice signed by one of their parents/guardians before they may resume riding the bus. The superintendent, principal, and transportation director shall receive a copy of all notices.
- B. On the second and succeeding violation of one or more rules, the driver will send a BUS CONDUCT notice home with the student. The student must return the white copy of the notice signed by one of their parents/guardians before they resume riding the bus. Disciplinary action will be as follows:
 - 1. First Bus Conduct Notice - warning.
 - 2. Second Bus Conduct Notice - Three (3) day bus suspension.
 - 3. Third Bus Conduct Notice - Five (5) day bus suspension.

4. Fourth Bus Conduct Notice - Ten (10) day bus suspension.
 5. Any additional Bus Conduct Notices may result in suspension from the bus for the rest of the school year.
- C. The parent will be notified, by phone if possible, of the suspension and the reason therefore. The parent may request a hearing before the Principal and/or Superintendent. If such a hearing is not satisfactory, the parent has recourse to a hearing before the Board of Education. A request for a hearing before the Board should be made with the Superintendent.
 - D. If a pupil is suspended on the morning run, the student will be transported home before such suspension occurs.
 - E. Suspension from riding the bus is not suspension from school. The child is required to be in school even though suspended from riding the bus.
 - F. The principal may, if he deems the offense sufficient to warrant it, suspend the student on the first offense.
- II. Pupils must be on time and waiting at the designated bus stops; the bus cannot wait beyond its regular time schedule for those who are late. Bus rules also apply at bus stops.
 - III. Pupils must stand at least ten (10) feet away from the traffic lane where the bus will stop. There must be a single file, orderly line.
 - IV. **LOADING:** When pupils must cross the road to reach the bus, the driver, after looking for approaching traffic, beckons them to cross. They must cross at least ten (10) feet in front of the bus.
 - V. **UNLOADING:** At all discharge points, where it is necessary for pupils to cross the highway, pupils should cross the highway going at least ten (10) feet in front of the bus to a point where traffic in both directions may be observed. Pupils crossing such highways must receive permission of the driver before crossing. When pupils live to the rear of the bus stop, or stop to pick up mail, the pupil shall remain standing on the shoulder of the highway until the bus has traveled a distance of 300 feet. Pupils should then cross when a suitable gap in traffic permits. Do not stand near the side of the bus after departure.
 - VI. Pupils must occupy the seats assigned to them and remain in their seats. Seat changing while bus is in motion is not permitted.
 - VII. Pupils must not, at any time, extend hands, arms, feet, or heads out of the bus windows. Windows are lowered only to the black line.
 - VIII. Center aisle on bus must be kept clear at all times. All band instruments and sporting equipment must be kept in the seats with the students unless other arrangements have been made in advance.
No equipment should block exits or the driver's view.
 - IV. The EMERGENCY door is used only for EMERGENCIES.
 - X. Classroom conduct is expected; ordinary conversation is permitted with persons sitting near the student.
 - XI. Pupils must refrain from unnecessary conversation with drivers and the use of profanity or abusive and argumentative language will not be tolerated.
 - XII. No eating or drinking on the bus is permitted (except on extracurricular trips.) Throwing waste paper or other rubbish on the floor or out the window is also not permitted. Discarding refuse materials on highways is contrary to state law and violators are subject to fine.
 - XIII. Pupils must report at once to the driver any damage to the bus. Persons responsible for damage will be subject to discipline action and be required to pay for repairs.
 - XIV. The following items are not permitted on any school bus
 - A. Tobacco products of any kind
 - B. Matches or lighters

- C. Drugs and alcohol
- D. Weapons or explosive materials
- E. Toys (water guns, laser pointers, etc). The only exception to this policy will be that students participating in co-curricular activities will be allowed to use a portable cd/radio player with headphones during those trips. School sponsored field trips are not covered by this exemption, cd/radio players are still prohibited on these trips.
- F. Glass objects of any kind (other than eye glasses)
- G. Inflated balloons
- H. Pets or other animals
- I. Pointed or sharp objects of any kind. Pencils, scissors, pens, etc, must be put away at all times.

Possession of any of the items on the school bus will result in confiscation of the item and an immediate report to the transportation director.

- XV. The use of cell phones by pupils on school buses is allowed as long as it causes no disruption.
- XVI. Students must board the bus at the school they attend. They may not go to another school to catch the bus unless the school office has called the Transportation Supervisor.
- XVII. Students that are not regular bus students are not allowed to ride the bus to go to a friend's house, nor are students permitted to ride buses other than their assigned bus without the permission of the transportation director. If parents want students to get off at a different stop on their normal bus route, they must call the transportation director. Bus drivers do not accept notes from pupils on such matters.

ORION HIGH SCHOOL ACTIVITIES PARTICIPATION RULES

Academic Eligibility for Extra-Curricular Activities

PROCEDURE FOR ACADEMIC ELIGIBILITY FOR ATHLETIC AND OTHER EXTRA CURRICULAR ACTIVITIES

All school sponsored athletic or extra curricular activities are covered by this eligibility rule (extra curricular is defined as any non graded activity that is sponsored by the school which meets outside of normal school hours.) The process begins with the office running an eligibility report from the District's Grading Software on Monday morning. The report creates a list of those students who have D's or F's. The report is then verified by each teacher for accuracy. Once verified, the list is distributed to each coach or sponsor on Tuesday. (Teachers are reminded that they must take into account assignments that students have missed due to illness during the week prior to recording the eligibility.)

The eligibility period shall run from Wednesday morning through the following Tuesday night. Any student who is ineligible to participate in a game/contest or activity must still attend practice. If a student drops a class after the first eight-day drop period and receives an F for the semester, that student will be ineligible for the remainder of the semester.

The in season coaches and the sponsors of the other extra curricular activities shall check the eligibility rosters prepared by the office each Tuesday and enforce the policy. Students participating in activities covered under the above weekly eligibility rule will also be under the following semester rule. Failing **more than one** during the same semester shall result in a student's ineligibility for a similar subsequent period (the next semester).

A student may attend summer school or complete a correspondence course (with prior principal approval)

in order to make up work which will count toward eligibility. The student will have the responsibility of finding such courses and in securing enrollment. Successful completion of the work (including a transcript) is necessary before students can regain eligible status. All work must be completed (and a transcript on hand in the OHS office) by August 20. Note: Students should be aware that recent legislation may continue to require revision of this policy.

Student participation in school-sponsored extracurricular athletic activities is contingent upon the student meeting the academic criteria set forth in the Board policy on Extracurricular and Co-Curricular Activities.

Semester Eligibility procedures

1. At the end of the semester grading period it requires two or more failures to make the athlete ineligible for the next similar length of time.
2. Athletes/students who are on the semester ineligibility list may not practice or participate in an extracurricular activity.
3. Grading periods start over with each new semester after all student grades have been verified.

Correspondence Course

A student may attend summer school or complete a correspondence course (with prior principal approval) in order to make up work which will count toward eligibility. The student will have the responsibility of finding such courses and in securing enrollment. Successful completion of the work (including transcript) is necessary before students can regain eligible status and must be completed prior to the start of the school year. *Courses not completed prior to the start of the school year will not be accepted.* Note: Students should be aware that recent legislation may continue to require revision of this policy.

Athletic Training Rules - Student Handbook Policy

At Orion High School, we expect students to strive to their potential and encourage them to participate in extracurricular activities. We expect students to represent their school and community with dignity, respect and good sportsmanship.

The Illinois High School Association recognizes that the use of mood-altering chemicals, such as alcohol, steroids, controlled substances and tobacco, poses a significant health problem for many adolescents which may adversely affect their behavior, learning and total development. For some adolescents the misuse of mood-altering chemicals restricts their extracurricular participation and development of related skills. Others are affected by the misuse and abuse of such substances by family, team members or other significant persons in their lives.

Participation in extracurricular activities is a privilege and not a right for our students. Students who represent Orion High School in extracurricular activities must be drug, alcohol and tobacco free. I.E. – no possession, use or admission of the use.

In addition, there could be incidents of a legal nature at any time that could cause a student to be considered ineligible to participate in extracurricular activities, and is to be subject to consideration by the school administration.

The close contact between coaches and students in IHSA activities provides a unique opportunity to observe, confront, and assist young people. Orion High School, therefore, supports education and awareness training in adolescent chemical dependency and special issues affecting IHSA activities for

administrators, athletic directors, coaches, advisors, participants, and their families.

Students in extracurricular activities will discuss the Athletic Eligibility Code and rules for their specific activity or sport with their coach/advisors, parents/guardians and teammates and make a commitment to the rules of the Code by signing it at the beginning of each new activity or season.

The Orion High School rules are intended:

1. To provide consistency with the IHSA Constitution: “to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students, member schools and their personnel.”
2. To emphasize the school’s concern for the health and safety of its students, as well as to alert students to the long-term physical and emotional effects that chemical use may have on their lives.
3. To promote equity and a sense of order and discipline among students.
4. To recognize and support state and local laws which restrict use of such mood-altering chemicals.
5. To establish proper standards of conduct for those students who are leaders among their peers.
6. To assist students to resist peer pressure which directs them towards the use of mood-altering chemicals.
7. To assist students requiring intervention or evaluation regarding their use of mood-altering chemicals.

Rules

1. No student athlete shall use, consume, possess, purchase, sell or give away alcohol, marijuana, steroids, or any controlled substance or tobacco product, regardless of quantity, at any time during the year.
2. It shall be a violation of these rules for a student to use or possess a legally defined drug specifically prescribed for the student’s own use by his/her physician.
3. For purposes of these rules, “student athlete” shall include any individual participating in a school-sponsored sport or any member of a school spirit squad.

Penalties and Recommendations

Any student violating these rules for the first time shall be suspended from extra-curricular competition and otherwise lose eligibility for one third of the scheduled contests of the sports season in which the violation is reported or occurs, or in the next sport season in which the athlete competes. (All tournaments shall count as one season). The student involved in a drug or alcohol related suspension must simultaneously enter a drug/alcohol treatment program or an intensive alcohol/drug education program. The costs, if any, of participating in this program shall be paid by the student and/or his/her parents. If the student athlete participates in only one sport, his/her suspension will carry into the next school year. If the suspension is not completed at the end of the then current sport season, it will carry over into the next sports season in which the student participates. It is not necessary that a student athlete be participating in his/her sport season at the time the rule infraction is discovered in order for disciplinary action to be imposed.

Any student who fails or refuses to enroll and participate a counseling program approved by the athletic director after his/her initial violation of these rules has been confirmed shall be suspended from all athletic activities for one calendar year.

A student athlete who has not previously participated in a given sport may not attempt to participate in

that sport in order to avoid the disciplinary action imposed, and then participate in his/her regular sport.

A student's continued participation at practice following a first offense is mandatory, unless it is in direct conflict with the treatment program.

Orion High School reserves the right to enforce the Athletic Training Rules Code at any time and with any level of penalty when it is deemed that a student's behavior detracts from the image and standards of the school. A penalty may be extended to include another season or the next school year.

Any student who violates these rules for the second time shall be suspended from extra-curricular competition and participation for one calendar year. A third violation will result in a permanent suspension from extra-curricular competition.

Violations

Violations address above in Section I shall be reported to the athletic director or building principal by any coach, faculty member, administrator, law enforcement official or parent or guardian of the student athlete. Orion High School Athletic Training Rules do not apply in the summer when school is not in session, except for those fall sport seasons that have begun official practice and for any springsport season that may continue past the end of school.

Athletic Participation Fees

On July 17, 2002, the Orion School Board of Education adopted a policy for athletic participation fees. The following is a list of guidelines:

- A fee of \$50.00 per student per sport will be paid at the middle school and high school level with a maximum of \$300.00 per family.
- Parents are encouraged to pay fees during registration for athletic activities in which they know their student(s) will participate. Fees will be refunded if the student(s) later choose(s) not to participate. Payment request forms must come from the athletic director to the business office. Payment will be mailed by the business office.
- A deadline will be set for each activity in which the fee must be paid. Normally, this deadline will be before the first game is played.
- In order to encourage students to try out for new activities, the fee will be refunded if the student remains a member of the activity for four or less practices. If the student participates in five or more practices, the fee will not be refunded for that activity.
 - Students "cut" from a team will be refunded their participation fee even if this is outside the above time frames.
 - Students dropped from team membership due to academic ineligibility or for violation of the athletic code or state governing code will not have the participation fee refunded.
- Spirit Squad teams are included under the athletic fee guidelines as one fee.
- Office Procedures: The High School office will maintain a database of all middle school and high school participation fee payments.

Coaches are instructed not to coach differently because an athletic participation fee has been established.

Attendance at Practice

Attendance at practice is mandatory. If a player is going to be absent from practice, s/he should notify the coach in advance. If the coach is not notified, the absence may be considered unexcused. The first unexcused absence will result in consequences determined by the head coach. The second unexcused

absence will result in automatic dismissal from the team.

Award System

Each Coach is responsible for setting the standards required for his/her awards and will determine whether an athlete receives a varsity, JV, sophomore, or freshman award.

Only 1 (one) Varsity letter, sophomore letter, or numeral is awarded to an athlete. Sport pins, bars, and certificates replace the varsity letter for multiple sport athletes. Certificates replace sophomore letters or numerals for multiple sport athletes. Freshman numerals are awarded once.

An athlete, unless injured or medically excused, must complete the season in good standing to receive any awards. A student's good standing shall be determined by assessing his/her attendance from day one of practice until the conclusion of the sport's season or banquet, whichever is the latter.

Bus Trips

1. Except in unusual circumstance, all trips to athletic contests will be made on a school bus or school carry-all. Athletes are expected to ride to and from contests with the team on the bus. The coach may waive this rule when s/he receives a Bus Waiver Form for the athlete to ride home with his/her parents.
2. If advance notice is given varsity coaches have the prerogative to have varsity teams ride home on the bus as a team.
3. If an athlete misses the bus, and drives or gets a ride to the contest site, s/he may not participate.
4. In special circumstances (family emergency), a athlete may get a ride to a contest from a relative with the permission of the Athletic Director or Principal.

Bus Waiver forms are on file in the main office and athletic office or online at www.orionschools.us

College Bound Athletes

NCAA Clearinghouse

Anyone considering participation in a Division I or II NCAA athletic event must register with the NCAA Clearinghouse during their **SENIOR** year. It is best to do so during the first semester. The NCAA Clearinghouse will not accept transcripts prior to the athlete's senior year. The School Counselor will assist any coach and athlete with this process.

Curfew

All athletes are expected to observe a regular curfew throughout the week. Special curfew hours may be established for the night preceding a contest (by each individual coach).

Detentions

Players absent from practice for serving a detention will be subject to disciplinary action from the coach.

Orion High School Drug Testing Policy

All students who wish to participate in non-graded extracurricular activities at Orion High School must consent to random drug testing. A consent form must be signed by both the student and his/her parent or guardian prior to participation in extracurricular activities. Failure to submit to random drug testing renders a student ineligible to participate in extracurricular activities at OHS. The consent form is valid during the student's enrollment at Orion High School. The consent form, as well as a copy of the full policy and procedures, is available in the office. A positive drug test renders a student ineligible for participation in extracurricular activities as per the athletic training rules policy.

Statement of Purpose

The Board of Education believes that the use of tobacco products, alcohol, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety, and welfare of the student participant and to those who participate in interscholastic activities, but believes the opportunity to try-out for and participate in school-sponsored extracurricular activities is not a right but a privilege offered to eligible students on an equal opportunity basis. Furthermore, it must be understood that students who participate in extracurricular activities serve as ambassadors of the school district whether away from school or at school. Therefore, students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy. To be eligible to try-out for and participate in any school-sponsored activity, students must agree to submit to testing for the use of alcohol and/or illegal drugs, if selected, in accordance with this policy.

More information concerning the school district's policy is available in the high school office.

Equipment

1. Equipment and uniforms are the responsibility of the students.
2. After completing one sport, a student must fully turn in equipment and uniforms before trying out for another sport.
3. Equipment and uniforms are expensive. Students should keep them in a locked locker.
4. Students who fail to return uniforms will be billed for replacement cost of the uniform and will have their diplomas held until such fees are paid or the uniform is returned.

Emergency Weather Conditions - Practice

All activities, including home athletic events, official team practices, and club activities **may be** canceled on days when school is not in session due to a weather-related emergency. Athletic tournaments will be considered on a case-by-case basis but every attempt will be made to reschedule for another date.

Voluntary open gyms may be held on days in which school is not in session due to snow/weather related conditions with the permission of the Administration. Reasonable care must be used on snow days.

Open gym will not be mandatory and students/athletes cannot be penalized for not attending.

For away events, the athletic director and/or principal will confer with officials at the opposing school as to the status of that night's contest. If the administrators determine that the safety of students and staff is threatened by travel to another school, they shall not permit travel to that school and every attempt will be made to reschedule the event.

Locker room

All students should keep the locker and locker clean at all times. A similar practice is applicable to any lockers and locker rooms used at away games. Pride in Orion High School, the team, and individual appearance at both home and away games, is the first step towards winning.

Players Code of Conduct: (Coaches will develop a code of conduct for each season.)

We (Orion High School Athletic Community) expect our teams to hold athletes to a "lofty" code of conduct concerning behavior on and off of the playing field, language, respect for adults and peers, proper attire at events and on game days, and respect for the symbols of our country. We expect our players to wear uniforms as they are designed.

Players Who Quit

Any athlete who quits a sport is not leaving the sport in good standing. This player may not try out for another team, use the weight room, or open gyms until the season is over for the team in which he/she quits.

Once a player has made a squad, he/she can quit before practicing for five school days without penalty.

Profanity

Profanity, improper language, and/or improper non-verbal language is not permitted. Coaches are to address profane behavior. If the athletic director decides to become involved he will meet together with the coach and player. If profane behavior persists, suspensions will be imposed identical to the process of attendance violations (the first suspension will result in suspension from the next game or meet. The next incident will result in automatic suspension from the squad.)

School Attendance

In order to participate or attend school activities, a student must be present from the beginning of his/her **second hour class** and remain in school through tenth hour. If a person is not well enough to be in school, then he or she is not well enough to participate in school activities. Special permission may be granted if a cause, other than sickness, warrants it and the athletic director is notified by the parents early on the day of the absence. All students will be eligible to participate if school is not held because of snow or any other emergency. Students are eligible to participate if they have excused absences not related to illness and have permission from either the Athletic Director or Principal.

Sunday/Holiday Practices

Practices and meetings will not be held on Sundays, Thanksgiving Day, Christmas Day, or Easter Sunday. Exceptions to the policy must be granted by the Superintendent.

TRESPASSING REGULATIONS

Pursuant to Section 21-5 of the Illinois Criminal Code (Ill. Rev. Stat., Ch.38, Sec.21-5)

1. No person shall trespass or loiter in any school building of this school district or on the grounds thereof.
2. All persons, except those hereinafter described, shall upon entering any school building of Orion Community Unit District #223 report immediately to the office of the principal.
3. The provisions of number 2 shall not be applicable to (1) students enrolled in any such school, (2) students entering any such building for the purpose of enrollment therein, (3) members of the faculty and staff and employees of the Orion Community #223, (4) persons who have been authorized by school authorities to enter any such building for professional or business purposes, and who remain in the area of the school building or grounds thereof assigned for such event. However, any person referred to in this school section whose authorization to be in any such school building or on the grounds thereof has terminated, shall immediately leave the premises of such school.
4. No person, including those referred to in number 3 shall remain in any such school building or on the grounds thereof, after being requested to leave the school premises by a principal, a counselor, a teacher or a person assigned to the duties of a custodian of any school, or by assigned policeman, or a member of the administrative staff of Orion Community Unit #223.
5. Any person who fails to comply with the provisions of any of the preceding paragraphs shall be in violation of the rules and regulations of the Orion Community Unit #223 Board of Education and Section 21-5 of the Illinois Criminal Code (Ill. Rev. Stat., Ch. 28, Section 21-5).

RULES GOVERNING CONDUCT AT SCHOOL ACTIVITIES

1. Students represent their parents, the school, and themselves when attending all school activities. You are reminded to act in a mature, polite, and courteous manner to all people with whom you come into contact. Unbecoming behavior may result in disciplinary action.
2. Students who habitually loiter in the commons or restrooms while an activity is in progress, may be asked to leave. Continuous infraction of this ruling will result in suspension from school activities.

3. Students who attempt to enter or actually enter an activity without paying will be suspended from school activities for the remainder of the school year.
4. Any student spectator seen throwing any object at a school event will be suspended from all activities for the remainder of the school year.
5. Profanity (verbal/gesture) will not be tolerated and disciplinary action will be taken.

MISCELLANEOUS SCHOOL REGULATIONS

1. The doors to the building will open to students at 7:00 a.m.
2. All announcements to be placed in the Chargergram must be initialed by the sponsor of the organization making the announcement. Other announcements will be approved by the principal or designee. All announcements must be submitted by 8:00 am. The Chargergram will be sent to classes and read at the beginning of second period.
3. No class or organization meeting shall be held unless approved by the sponsor. All meetings must be attended by a sponsor.
4. Class and organization parties should be scheduled on nights other than Sunday. All parties must be approved by the sponsor and the principal. All evening parties must be held on school premises unless special approval is obtained from the principal.
5. All parties and dances must end at 11:00 p.m. (Students attending dances are advised that once they leave the dance they may not return.)
6. Any trip made by a class or organization must conform to the following rules:
 - A. Must have administrative approval.
 - B. Must be a one-day trip, not to exceed 24 hours duration.
 - C. Must be properly chaperoned.
 - D. All field trips must relate to the objectives of that particular class.
 - E. Sponsors of field trips must notify the head cook well in advance of the intended trip concerning the date and the number of students participating.
 - G. Trips cannot be taken on the last week of the quarter.

POLICY TO PROHIBIT GANGS AND GANG-RELATED ACTIVITIES-

The Orion Board of Education affirms its position that schools in District #223 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school activities. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or other illegal activities prohibited by law and/or by the district's rules and regulations.

No student or person:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign, speech, either verbal or non-verbal (such as gestures or hand-shakes) that are evidence of membership or affiliation with any gang;
2. shall draw gang graffiti or distribute gang-related literature;
3. shall use any speech or act in furtherance of gang activity;
4. shall solicit others for membership in any gang;
5. shall request any person to pay protection or otherwise act to extort any person;
6. shall commit any other illegal act or other violation of school district policies;
7. shall incite other persons to act with physical violence upon any other person;
8. shall attend any activity that could be interpreted as relating to gangs/gang activity.

Penalties for violations:

Any person who violates this policy while on school property or at any activity associated with or under the general guidance of school authorities will be immediately directed to leave the school property and/or school activity and may be prohibited in the future from entering upon school property and/or attending school activities. School authorities may also report such person to the appropriate law enforcement officials.

Any student who violates this policy will be subject to one or more of the following disciplinary actions:

- Remove from extracurricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension for up to ten (10) days
- Expulsion not to exceed 2 calendar years.

Any gang-related paraphernalia or materials will be confiscated.

ATTENDANCE REGULATIONS

Regular daily attendance is the responsibility of the parent/guardian and the student. Irregular attendance jeopardizes the student's chances for successful academic achievement. It also costs the school district valuable dollars in state aid.

Responsibility for observing the regulations and following the procedures outlined below rests solely with the parent/guardian and the student. It is the responsibility of the student who has been absent to make arrangements with teachers for make-up work and tests. Teachers should encourage students who have been absent to make up their work and tests according to the prescribed guidelines.

Students are advised that the attendance procedures outline below will be strictly adhered to by all teaching personnel.

1. A parent should phone the school office on the first day and each subsequent day the student is absent by 9:00 a.m. Prior to 7:30 a.m. you can leave a message on our automated phone system. A determination will be made by school staff whether the absence is excused or unexcused. If parents/guardians do not contact the school within 24 hours of a student's absence, the absence may be listed as a truancy.
2. Students are allowed and encouraged to makeup work, however they should be aware that an unexcused absence may impact their final grade.
3. Students absent five (5) or more consecutive days due to illness must bring a doctor's excuse with them when they return to school. Students who are habitually absent may be required, at the discretion of the principal, to have a written doctor's excuse for each day that they are absent.
4. When a student is absent other than for medical reasons, the absence must be approved on a pre-arranged basis. Failure to do this will result in an unexcused absence.
5. The Henry/Bureau/Stark County Regional Office of Education requires Orion High School administration to provide notification concerning students who are excessively absent and/or truant.

CLASSIFICATION OF ABSENCES

1. Excused - Students are excused for (A) Personal illness, (B) Family emergencies, (C) Death in the immediate family, (D) Planned absences.
2. Unexcused - Students are unexcused for: (A) Oversleeping and/or missing the bus, (B) Conducting any type of business that could be taken care of outside school hours (C) Days missed because of

- suspension from school for any reason, (D) Any reason deemed inexcusable by the principal.
3. Planned absences - Some types of absences will be considered as excused only if prior arrangements are made with the attendance clerk. Planned/Prearranged absences will be for the amount of time necessary for doctor or dental appointments and vacations. A total of eight (8) days of planned absence for an entire school year (including vacations and appointments) is the maximum excusable amount. Any planned absence beyond eight (8) days will be considered as being an unexcused absence. Work missed during planned absences within the eight (8) day period will be accepted and given full credit provided the students and his/her parents have met the guidelines for pre-approval established for **each building**. Otherwise, the absence will be considered unexcused. Vacations during school time are discouraged. The school code does not recognize vacations as a justifiable reason for being absent from school. Students often have great difficulty in making up their work following a prolonged absence.
 - A. Doctor or Dental Appointments. Such appointments should be made for times other than school hours. Only in cases where it is impossible to make such arrangements will the attendance clerk excuse the absence. If medical and dental appointments need to be made during school hours, please make them so that a minimum amount of time is missed that day. Example: First thing in the morning or last thing in the afternoon. Class work that is due when a student is gone part of a day for a medical appointment or due to illness is still due that day. Any tests assigned during this absence must be made up by the end of the next school day in which the student is in attendance. The student must submit a parental note to the attendance clerk before leaving the building for this type of absence. When the student returns from the doctor or dental appointment during school hours, a statement from the doctor, orthodontist, or dentist must be presented to the attendance clerk stating the time of the actual visit to obtain an excused admit. When a student is absent for a medical appointment s/he will be excused only for the time of the appointment and travel.
 - B. Authorized School Activities. The reporting of this type of absence is the responsibility of the teacher who is to supervise the activity. It is the student's responsibility to see that all makeup work is completed.
 - C. College Visits. College visits should be made on weekends or during holiday periods if at all possible. It is recommended that a senior student wishing to make arrangements for this type of absence, should first see the counselor who will make an appointment with the college admissions office and then secure a form from the office to be signed by all teachers that all work missed has been completed in advance. Parent permission forms must be on file in the office before such a trip. This permit should be presented to the attendance clerk at least two days prior to the planned absence. Upon returning, a letter signed by a college official or teacher should be presented to the attendance clerk. Only three college visits will be excused per school year.
 - D. Job Interviews. Senior students who find it imperative to schedule job interviews during school hours may be excused by making prior arrangements with the attendance clerk at least two school days prior to being absent. Upon returning, the student should present to the attendance clerk a letter signed by the person with whom the student had the job interview. Only two job interviews will be excused per school year.
 - E. Pre-arranged and Extended Absences – Parental Vacations. Arrangements for this type of absence must be made by the parent or guardian of the student by a phone call or written notice prior to the contemplated absence. When the notice is received, the student will be issued a pre-arranged absence form, which must be submitted to each of his/her teachers at least one school day prior to departing. Assigned work must be made up by the day the student returns to school. Additional work may be assigned when a student returns providing that this was given to the class while the student was absent. Any teacher who feels that the absence will have a serious effect upon the success of the student in class will be required to note this fact on

the student's form. A copy of this form will then be made and sent to the parent or guardian to make them aware of the situation. Failure to do this will result in an unexcused absence and work cannot be made up. For athletes, see rule "V." under athletic training rules. Parents are encouraged to arrange vacations concurrent with school holidays.

4. In order to participate or attend school activities, a student must be present no later than the regularly scheduled beginning of fifth hour class and remain in school through the end of the school day. If a person is not well enough to be in school, then he or she is not well enough to participate in school activities. Special permission may be granted if a cause, other than sickness, warrants it and the principal is notified by the parents early on the day of the absence. All students will be eligible to participate if school is not held because of snow or any other emergency.
5. Religious Preference. A student who is unable, because of the observation of a religious holiday, to attend classes on a particular day or days shall be excused from school but required to make up work missed. (A student taking such a day must substantiate to local school authorities that this day is truly a religious holiday and that (s)he is of the particular faith.)

EVERY STUDENT WHO IS ABSENT FOR THE REASONS LISTED UNDER "PLANNED ABSENCES" WILL BE CONSIDERED UNEXCUSED IF THE PROCEDURES OUTLINED ARE NOT FOLLOWED.

6. Illness at School. Students who become ill during the school day and are sent home by the school nurse or principal must follow the same procedure on returning to school as other students who have been absent. No student is permitted to leave school for any reason whatsoever unless permission is secured from the office. Students who leave school early must sign out in the office and must have specific approval from the student's parent or guardian given to the office staff either verbally or written. Students are encouraged to remain in school if at all possible unless demonstrating signs and/or symptoms of illness.

TRUANCY

Any student who leaves school premises at any time during the school day without prior notification to an adult in the office and signing out on the sheet provided is truant. Also, any student who is absent from school without knowledge of the school authorities, and his/her parents or guardians will be considered truant and will be subject to disciplinary action. Also, any student who does not have permission of his/her parents to be absent for valid cause is truant.

Penalty for 1st truancy -- two days suspension

2nd truancy -- four or more days suspension

The penalty for further truanies will be subject to administrative discretion.

ABSENCE FROM SEMESTER EXAMINATIONS

Students are required to be present for all semester examinations. **Only personal illness, a family emergency, or a death in the immediate family will suffice as an excuse for missing a semester examination.**

MEDICAL DOCTOR EXCUSE FROM PHYSICAL EDUCATION

A student who is to be excused from P.E. with a doctor's excuse is to present the written excuse to the office. The P.E. teacher will be notified. The student will not be excused from P.E. more than three days without a medical excuse.

ORION HIGH GUIDELINES FOR ATTENDING AREA CAREER CENTER

The Area Career Center is an extension of Orion High School. All Orion High School rules apply at the Area Career Center and while students are being transported to and from the Area Career Center.

Admission to Area Career Center

Attendance at the Area Career Center is a privilege and not a right. In addition, attendance at the Area Career Center during the junior year does not guarantee a student admission to the Area Career Center during the senior year. In order to be eligible to attend the Area Career Center a student:

- 1) must not have accumulated more than 15 detentions the previous school year
- 2) must maintain a cumulative GPA of no less than 2.0/4.0
- 3) must not have been suspended from school more than 2 times the previous school year
- 4) must have received no more than 2 bus conduct notices during the previous school year.

The Orion High School administration reserves the right to deny a student admission to the Area Career Center for reasons other than those listed above.

Rules Governing Area Career Center Attendance

1. Students must ride the bus from the high school to the Area Center and return on that same bus in the afternoon. Permits will be approved to drive on a day to day basis. Only with a form signed by your parents, an ACC teacher, the Area Career Center Director, and the OHS Principal (special form provided by the Center) will a student be allowed to drive. Each time the individual drives he or she must follow this procedure.
2. All students must be on the bus and in their assigned seats by 12:30p.m. and remain there throughout the trip. Roll will be taken at that time by the bus driver. If you miss the bus you will be expected to report to study hall all afternoon and be assigned some work to fulfill. It is your responsibility to board the bus for the return trip to Orion immediately upon dismissal from class. If you are late, your parents may be responsible for picking you up at ACC.
3. On days when OHS does not meet, students are expected to attend the Center unless OHS is not in session due to inclement weather.
4. Students who create discipline problems on the ACC bus while going to or coming from ACC, will be given a Bus Conduct Notice. This notice must be signed by one of your parents and the white copy must be returned to the driver before you may resume riding the bus. Disciplinary measures will be administered as defined in the contract signed by the student.
5. The student is not allowed off ACC property at any time during the interval of attendance. Truancy from ACC will be handled in the same manner as indicated in the student handbook as if it occurred on the Orion High School campus.
6. Students suspended from Orion High School are not to report, during the time of suspension, to ACC classes.
7. Orion High School reserves the right to discipline students for creating problems while at ACC. The Area Career Center Director maintains direct contact with Orion High School officials and all problems are immediately reported.
8. Students who go on ACC field trips must obtain an ACC permit, a pre-arranged absence form, bring a parental note to the office and be given permission to attend the activity.
9. Students may be removed from the ACC due to attendance or disciplinary problems related to the ACC and/or OHS. Students are expected to be in attendance at OHS in order to attend the ACC.
 - A. Any Two of the following may result in dismissal from the ACC Program

- i. Two suspensions do to disciplinary problems
- ii. Two-unexcused absences from the students enrolled ACC Program

EMANCIPATED AND MARRIED STUDENTS

1. An emancipated student is defined as any minor 16 years of age or over who has been granted emancipated status through an order of the court. The emancipated student must call the school before 9:00 a.m. to report their absence. In the absence of phone call and note, an unexcused absence or truancy will result. Emancipated and married students are required to submit self-written notes to the principal's office when absent specifying the reason for the absence.
2. When such a student is absent from school for more than three (3) consecutive school days or when such a student misses ten (10) or more nonconsecutive days, the student is required to submit a doctor's note in order to be excused for future absences. Thereafter, a doctor's note will be required after each group of five (5) absences for the remainder of the school year.
3. Students with children will not be excused to stay at home to baby sit, wait for a baby sitter or similar reason. However, if an emergency arises which requires the student to take his/her child to the doctor or hospital, the student must submit a doctor's note to the principal's office before being excused.
4. Students will be required to obtain approval from the principal before leaving the building during the school day. If the principal is not available, permission from the assistant principal or high school secretary will suffice.
5. Excused or non-excused absences pursuant to this policy may result in the student being required to make up assignments or tests.
6. Violations of this policy or excessive non-excused absences may result in discipline such as detentions, suspensions or expulsion depending upon the facts of each case and the number of violations.

MISCELLANEOUS INFORMATION

TESTING

The State of Illinois requires testing that measures student achievement relative to the Illinois Learning Standards. High school juniors are required to take the Prairie State Achievement Examination and the American College Test (ACT) each spring. Other standardized tests may also be administered to students grades 9-12. Student attendance during these testing periods is extremely important.

INSURANCE

At the beginning of the school year, each student will be given the opportunity to purchase a student insurance policy at a normal fee. This policy covers the student from the time he/she leaves home until the time he/she returns after school. Students are covered for injuries and accidents that occur at school. An additional premium may be paid which extends the policy to 24-hour, around-the-clock protection. Parents who do not purchase student insurance will accept the responsibility for payment of medical bills. All athletes must either buy this insurance or present a written statement to the principal from their parents stating that they have adequate coverage through another underwriter.

IN SCHOOL INJURY

If a student is injured at school, he/she must inform the supervising teacher or someone in the office as soon as possible on the day of occurrence.

ORION HIGH SCHOOL IDENTIFICATION CARDS

9th grade students and new students will receive laminated plastic I.D. cards which they will use as

identification at all OHS home activities during their four years at OHS.

DROPPING FROM SCHOOL

Students who drop out of school should follow this procedure:

1. Present a note from his/her parents authorizing the drop from school.
2. Attend a counseling session with counselor and secure a clearance sheet from the office.
3. Secure clearance from all teachers.
4. Secure clearance from the librarian.
5. Secure clearance from the attendance office (attendance clerk).
6. Check in books at the office and leave the clearance sheet at the office.
7. No refund of fees other than a prorated book rental refund will be made to students who drop out of school after January 1. No refund of fees will be made to a student who is suspended or expelled from school.

FIRE AND DISASTER DRILLS

Drill regulations are posted conspicuously in each classroom. The teacher will familiarize students with these regulations. All drills must be taken seriously as though an actual fire or disaster were taking place. Severe weather, tornado, fire, and explosion drills will be held periodically throughout the school year as required by state law. During fire drills students must stay with their teacher and the class group.

LOST AND FOUND ARTICLES

Students should not bring valuables or excessive amounts of money to school at any time. A lost and found department is maintained in the office. Everyone should cooperate by promptly taking any "found" article to the office.

The school is not responsible for lost or stolen items.

POSTERS

Material posted by students and community anywhere in the school must be approved by a teacher and the office before posting.

TELEPHONE

School telephones are not for pupil use except in cases of extreme emergency. Messages will be given to students in a manner that is the least disruptive. Teachers who receive phone calls from parents will return the call at the teacher's earliest convenience, usually during a preparation period or after school.

VISITING SCHOOL

Orion High School welcomes adult members of the community to visit classes and observe the school in operation. However, visits need to be pre-arranged. All visitors must report to the principal's office so that they may be guided to the area which they wish to visit. Visitors must sign in at the office and receive a visitor's pass. Students are not allowed to bring student guests to school unless their visit is part of an official school activity.

WORK PERMITS

Permission to work outside school hours may be granted to students fourteen to sixteen years of age under the following conditions:

- A. The student is doing acceptable work in all classes.
- B. The hours of employment are restricted to three clock hours between 7:00 a.m. and 7:00 p.m. on

school days and eight clock hours on Saturdays, Sundays, and holidays.

- C. Students wanting a work permit must present to the school secretary: 1.) a birth certificate, 2.) a note from a parent or guardian, and 3.) a letter from the employer stating the hours and duties.

ACTIVITY FUND

All student class organizations and other organization funds are to be deposited in the activity fund in the principal's office. Requisitions for payment of bills from funds are to be approved through respective advisors and treasurers before being presented to the office for approval. Students are not to charge anything unless they have permission from the office or their sponsor.

HEALTH INFORMATION

PHYSICAL FORMS

A physical examination is required by the Orion School District #223 upon entrance to Early Childhood, Pre-Kindergarten, Kindergarten, Sixth, and Ninth grades. Students entering the District from out of state, irrespective of grade, are required to have a physical examination. All students should have their physical and immunization records submitted prior to the start of each school term. State Code and School Board Policy (7.100) requires exclusion of students not meeting the above requirements. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have ten days following registration to comply with the health examination and immunization regulations. Students objecting to having the required immunizations on constitutional or religious grounds must present an annual written statement objection with the parent or guardian signature. Students may also present statements from licensed physicians that indicate immunizations may be contra-indicated for health reasons.

The recommended immunization schedule is as follows:

<u>AGE</u>	<u>IMMUNIZATIONS NEEDED</u>
2-4 Months	DTaP (Diphtheria, Tetanus, & Pertussis) IPV (Polio Vaccine) HepB (Hepatitis B: 1 & 2) Hib (Haemophilus influenza, b)
4-6 Months	DTaP
6-8 Months	Tuberculin Skin Test, HepB #3
12 Months	MMR (Measles, Mumps, Rubella) DTaP, IPV, Hib, and Varicella
1 ½ years	DTaP, IPV, Hib
3-4 years	Proof of HepB Series and Blood Lead Assessment/Screen
4-6 years	DTaP, IPV, MMR and Blood Lead Assessment/Screen Proof of Hepatitis B Series
9 th grade and Every ten years thereafter	DT (Adult Diphtheria-Tetanus)

DENTAL FORMS

All Illinois children in Kindergarten, Second, and Sixth grades will be required to have an oral health examination. Examinations must be performed by a licensed dentist and he/she shall sign the report form.

Each child shall present proof of examination by a dentist prior to May 15th of that school year.

ASTHMA FORMS

Orion School District has a policy that allows a student to carry their inhaler on them. While the child is a student at CR Hanna it is strongly suggested that the inhaler be kept in the nurse's office. This policy states that the school will not be liable for loss or misuse of the inhaler. The Asthma Policy is a 3 page form that has to be signed by a physician, parent, and student. These forms are available at each school office.

VISION AND HEARING

A new Illinois State Law requires all children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools to receive a comprehensive eye exam. Children will be required to have the eye exam performed only by qualified eye doctors-such as optometrists and ophthalmologists. This exam is due by October 15th of the school year.

Vision and hearing are checked on children in Early Childhood, Pre-Kindergarten, New Students, CR Hanna students, Students in Driver's Education and in Special Education classes or any teacher/parent referrals. You will be notified by mail if your child fails the vision or hearing test.

ILLNESS

A student should be temperature free, without any temperature altering medication, such as Tylenol, for 24 hours before returning to school.

COMMUNICABLE DISEASES

To aid in the health of an ill student and help preserve the health of well students any student with a communicable disease, such as strep throat or pink eye, should be on prescribed medication for 24 hours or until that student is symptom free before returning to school.

VOMITING

When a child vomits at school, that student will be expected to go home.

HEAD LICE

Orion School District has a nit free policy. If nits or lice are detected that student will have to leave school. The student needs to be treated with the appropriate lice killing product before returning to school. To be readmitted the student will have to be checked by the School Nurse and must be nit and lice free.

MEDICATION

If medication is needed to be administered at school, the proper Medication Form needs to be filled out and signed by a physician and parent. Non prescription drugs also need a Medication Form filled out and signed by the parent. Both prescription and non prescription drugs will be distributed by the School Nurse or authorized personnel.

MEDICATION PROCEDURES

1. Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
2. A program for administration of medications to children in the Orion School District #223 will be managed by the School Nurse, under direct supervision from the administrator of each building.
3. Permission for long-term medication shall be renewed annually. Changes in medication shall

- have written authorization from the licensed prescriber.
4. The parent/guardian will be responsible at the end of the school year to pick up any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication at the end of the school year the nurse will dispose of any leftover medication and document that the medication was discarded.
 5. Orion School District #223 retains discretion to reject requests for administration of medication.
 6. The School Nurse will use a schedule to stagger administration time when necessary.
 7. Parents may come to school to administer medications.
 8. In extreme emergencies the School Nurse may take a verbal order from the physician by phone to be followed by a written order within a 24-hour period. The parent will be contacted by phone and/or in writing regarding the medication administration.
 9. In the absence of the School Nurse, the administrator or staff will supervise self-administration of medication.

CARE OF STUDENTS WITH DIABETES

If you child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

AUTHORIZATION TO PROVIDE DIABETES CARE

As provided by the Care of Students with Diabetes Act, I hereby authorize the Orion School District and its employees, as well as any and all Delegated Care Aides named in the Diabetes Care Plan or later designated by the District, to provide diabetes care to my child, _____, consistent with the Diabetes Care Plan. I authorize the performance of all duties necessary to assist my child with management of his/her diabetes during school.

I acknowledge that it is my responsibility to ensure that the School is provided with the most up-to-date and complete information regarding my child’s diabetes and treatment. Therefore, I consent to the release of information about my child’s diabetes and treatment by my child’s health care provider(s), _____, to representatives of the Orion School District. I further authorize District representatives to communicate directly with the health care provider(s).

I also understand that the information in the Diabetes Care Plan will be released to appropriate school employees and officials who have responsibility for or contact with my child, _____, and who may need to know this information to maintain my child’s health and safety.

Pursuant to Section 45 of the Care of Students with Diabetes Act, I acknowledge that the District and District employees are not liable for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes.

Parent's Signature*: _____ Date: _____

*Failure of Parent(s) to execute this document does not affect the civil immunity afforded the District and school employees by Section 45 of the Care of Students with Diabetes Act for civil or other damages as a result of conduct, other than willful or wanton misconduct, related to the care of a student with diabetes, or any other immunities or defenses to which the District and its employees are otherwise entitled.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (000) 000-0000. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

HOMELESS CHILD

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Orion School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will

knowingly be permitted in any of the programs and practices in the school system. If there are questions, please feel free to contact the middle school principal, 504 coordinator for the school district, at phone number 526 - 3392.

SCHOOL SERVICES

GUIDANCE AND COUNSELING

The purpose of the guidance services is to help each student in social, educational, vocational, and personal development. A counselor is in the guidance office daily. Conferences with students receive first consideration of the counselor's time and are scheduled whenever necessary, preferably during the students' study hall.

Counselors may assist the student to:

1. assess his/her strengths and limitations.
2. make suitable decisions.
3. develop positive attitudes.
4. choose courses that are right for him or her.
5. solve personal problems.
6. discover his/her talents and abilities.
7. plan his/her education.
8. decide on a career

HEALTH SERVICES

Students who become ill during the school day should report to the office. If there is a necessity to go home, the parent/guardian will be informed and the student will be released from school. The school nurse is on call should a student become seriously ill or injured. The school nurse is also available on a daily basis for student's questions and/or health concerns. Vision and Hearing are screened annually. Parents should notify the school nurse of health problems of their child/children. This information is confidential.

SCHOOL SPECIAL SERVICES

The Orion School District offers a variety of services for students (including those aged three to five) with special needs. Students experiencing difficulty achieving success in the classroom due to learning disabilities, behavioral disorders, speech deficiencies, or other social/emotional problems can receive assistance through the special education program. These services can range from consultation with the student and/or parent/guardian to instruction in special education classrooms. Appropriate placement is determined jointly by the student, parents/guardians, and district personnel only after a complete assessment of the student has been finalized. The following personnel are available for student assistance: special education teachers, speech therapist, social worker, and psychologist. Additional services are available through the Black Hawk Area Special Education District. Anyone interested in assessing these services should contact the school office for further information.

DISCRIMINATION

SEX DISCRIMINATION

Title IX of the education amendments of 1972, commonly called "Title IX", is designed to eliminate discrimination on the basis of sex or handicapped in any education program or activity receiving federal financial assistance. This means that any subtle or explicit discrimination by sex or of a handicapped person in admission policies or treatment of students, or in the hiring or promotion of staff, is banned. In

addition, Orion School District #223 advises students, parents, employees, and the general public that all vocational opportunities will be offered regardless of student's race, color, national origin, sex or handicap.

Each district must establish grievance procedures which are to be used when a grievance has been filed. The Orion Community Unit School District #223 has a grievance procedure which resulted from negotiations with the education association. The district shall use this grievance procedure for hearing discrimination cases. The grievance procedure basically states that the grievant shall present the grievance in writing to the supervisor immediately involved. If the grievance is not resolved at this step, the board of education will hear the grievance. The final step is arbitration through the American Arbitration Association. The complete grievance procedure with specified time limitations is available in each principal's office and the superintendent's office. The grievance procedure may be read at any district office.

Preventing Bullying, Intimidation & (Sexual) Harassment - Proposed

Bullying, intimidation, and (sexual) harassment are not acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that he or she can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with the student nondiscrimination coordinator, building administrator or a complaint manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences as provided in this handbook, including but not

limited to, suspension and expulsion consistent with the school and district's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

STUDENT RECORDS - NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent information, and other basic information. Their permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, and disciplinary information. The temporary record will be reviewed every four years for destruction of out-of-date information and will be destroyed entirely within five years after graduation or permanent withdrawal.
3. Parents/guardians have the right to:
 - a. Inspect and request copies of any and all information contained in the student record. There may be a small charge for copies, not to exceed 25 cents per page. This fee will be waived for those unable to afford such costs.
 - b. Challenge the contents of the records by notifying the principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss the matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed. The school will notify parents/guardians of the destruction schedule.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state and federal educational officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Student records will be released to both parents/guardians when parents/guardians are divorced.
5. The following is designated as public information and shall be released to the general public unless the parents request that any or all such information not be released: student's name and address, grade level, birth date and place, parent's names and addresses, information on participation in school sponsored activities and athletics, the student's major field of study, and period of attendance in the school.
6. A parent/guardian or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the records custodian of each school and the superintendent of the district.
8. No public school may refuse to admit a student because of failure to present student records from another school. Previously attended schools and school districts must send copies of records to a student's new school within fifteen (15) days after receiving a request for records.
9. Willful and malicious falsification of certain student records is a Class A misdemeanor.

CHEATING/PLAGIARISM

Plagiarism and cheating in any form by students is not permitted at Orion High School. The individual classroom teacher will determine whether or not cheating has occurred. If cheating is determined to have

occurred, it is likely that no credit will be given for that assignment and appropriate disciplinary action will follow.

COMPLAINTS

Persons seeking to resolve questions and conflicts are to use Board of Education policy and follow the chain of command. They are to talk with staff members directly involved with the problem first. The normal procedure is to see the coach/teacher and then the Athletic Director/Principal. The Superintendent should be contacted if the problem or question cannot be resolved at the building level.

ACTIVITY PROGRAMS

STUDENT COUNCIL

The Student Council at OHS exists to promote within the student body a knowledge of and interest in good government, to foster and preserve respectful obedience to law and authority, to encourage a high standard of scholarship and service to our school, to cooperate with the faculty in the management of student affairs, and to aid in the development of loyal and constructive school spirit. The student council shall consist of three representatives from each of the four classes, a president, a vice-president, a secretary, and treasurer, and photographer. Election of officers will be held on the last day of student council week to choose the officers for the following year. Election of representatives will be held in the spring of the preceding school year.

TWELFTH GRADE CLASS

The Twelfth Grade Class is in charge of Homecoming festivities which include the parade, hall decorations, dance and coronation of King and Queen. Other projects and activities vary from class to class. Offices: president, vice-president, secretary, treasurer, executive council.

ELEVENTH GRADE CLASS

The Eleventh Grade Class traditionally has a float in the Homecoming parade and decorates the wall and hallway. The Junior class is responsible for the Junior-Senior Prom which is usually held in April or May. Other activities depend on the particular ideas of each Junior Class. Fund Raisers are held periodically throughout the year. Offices: president, vice-president, secretary, treasurer, executive council.

TENTH GRADE CLASS

The Tenth Grade Class activities include: ring selection, creating a Homecoming float, hall and wall decoration, and fundraising. Offices: president, vice-president, secretary, treasurer, executive council.

NINTH GRADE CLASS

The Ninth Grade Class uses a variety of activities to raise money and enters a float in the Homecoming Parade each year in addition to wall and hallway decorating. Offices: president, vice-president, secretary, treasurer, executive council.

CHARGER

The yearbook is published by the journalism class for distribution the following year.

FCCLA

The Orion Chapter of Family Career Community Leaders of America carries out an organized program of work including education, leadership development, service, and recreational activities and projects. A student must be in or have taken one semester of Family and Consumer Sciences in order to be eligible

for membership in FCCLA. Once this qualification is met, a student may renew membership each year. Money is earned each year to use for the many projects conducted and activities held throughout the year.

FFA

FFA makes a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

NATIONAL HONOR SOCIETY

The National Honor Society is an honorary organization whose object is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in students of the secondary schools of the nation. To be considered, a student must have at least a 3.5 overall grade point average. Teacher's recommendation is required for admission. Students are required to participate in service projects and to attend the monthly meetings to maintain their active status. A one-time fee of \$5.00 will need to be paid for national dues.

VARSITY CLUB

Varsity Club is made up of athletes who have won a varsity letter in athletics. The Varsity Club exists primarily to assist the athletic program, promote school spirit and service to the school and community. This is done through assistance at home athletic contests and other school service projects.

SPIRIT SQUAD

A non-competitive squad is comprised of students from all grade levels and chosen through a tryout process. There is a squad for the fall season (football) and a squad for the winter season (basketball).

COOPERATIVE EDUCATION CLUB OF ORION (CECO)

The Cooperative Education Club of Orion is an organization which provides an opportunity for the working student to become engaged in service activities in school as well as in the community. Planned learning experiences are designed to promote the members' growth in leadership, scholarship, citizenship, and occupational knowledge. Further, CECO will help its members foster competency in character and social development. Membership in the Cooperative Education Club of Orion is limited to students enrolled in the Interrelated Occupations Program (Coop) at Orion High School.

DRAMA

Drama is dedicated to pursuing the theater arts in the high school. Drama produces one play yearly and a musical bi-annually in the Spring. Each play/musical is open to the entire student body. Even if you cannot act/sing, drama would welcome you as a member as we need people in all areas of production - sets, lights, costumes, publicity and more.

SCHOLASTIC BOWL TEAM

Scholastic Bowl gives students the opportunity to challenge each other as well as students from other schools in a battle of wits. At practice once a week they play a Jeopardy-type game answering questions from English, Math, Science, History and General knowledge. Several times during the year the teams enter competitions with up to fifty schools. Scholastic Bowl is open to freshmen, sophomores, juniors, and seniors.