

**ACKNOWLEDGEMENT OF ACCESS TO THE
STUDENT HANDBOOK ON LINE**

I acknowledge that the Orion Middle School Student Handbook for the current school year is located on the Orion School District’s website. I understand the importance of taking time to read and review the student guidelines and school policies contained in the handbook on-line.

I understand that all students are expected to adhere to these school guidelines and policies throughout the year and I can request/pick-up a paper copy in the office.

_____	_____
Parent Signature	Date
_____	_____
Student Signature	Date

Grade _____

PHOTO PERMISSION FORM

Pictures of Unnamed Students. Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students. Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student’s parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified, while he or she is enrolled in this school.

I grant consent to Orion Community unit School District #223 to identify a picture of my child or ward, by full name and/or the school he or she attends, in any school sponsored material, publication, videotape, or website. This consent is valid for one year at the Orion Middle School. I may revoke this consent at any time by notifying the Building Principal.

Sign Parent/Guardian’s Name

Printed Parent/Guardian’s Name

Date

Child or Ward’s Name

INTERNET PERMISSION FORM

I have read the Terms and Conditions of the Acceptable Use Policy in the handbook located on the Orion School District's website and agree to abide with it.

Student Signature

Date

As the parent or guardian of this student, I have read the Terms and Conditions for Internet access printed in the student handbook. I understand that this access is provided for educational purposes only and that it is impossible for Orion Community Unit School District #223 to restrict all controversial materials and I will not hold the District responsible for materials acquired on this Internet. There will be no personal access or use without direct permission from a teacher.

_____ My son/daughter may have access to the Internet.

_____ My son/daughter may not have access to the Internet.

Parent Signature

Date

**PLEASE RETURN THIS FORM TO YOUR CHILD'S
TEACHER. THE COPY OF THE ACCEPTABLE USE
POLICY IS CONTAINED IN THE HANDBOOK.**

DATED: December 13, 2006

MEDICATION FORM

REQUEST FOR THE ADMINISTRATION OF MEDICINE OR TREATMENT

The administration of medication is normally not a function of education, but if it does become necessary for a student to take medicine at school, the State of Illinois mandates that the following guidelines be followed:

1. Provide the building principal or nurse with the district medication form completed, signed, and dated by the physician and the parent/guardian for prescription medication. The physician need not sign the form for nonprescription medication, but all other information relative to the medication should be completed and signed by the parent.
2. Medication should be delivered to the nurse's office by the parent/guardian, unless prior arrangements have been made to independently carry an inhaler or epipen.
3. School policy prohibits students from having in their possession prescription or nonprescription medication other than inhalers or epipens, which have been preapproved by the nurse.
4. Medication should be in its original container.
5. Notification should be received when a drug is discontinued or a change in dosage or interval occurs.
6. Medication guidelines should be renewed annually.

PLEASE NOTE: The school does not assume responsibility for medication which is not delivered to and kept in the school office or other secure designated area.

Please print Students name _____ Grade _____

Parent/Guardian name _____ Emergency phone # _____

PHYSICIAN'S REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

Diagnosis _____ Medication or treatment _____

Dosage and directions for administration at school _____

Discontinuation date _____ Possible side effects _____

Is it medically necessary for the student to carry his/her inhaler or epipen at all times?
Yes _____ No _____

Can this PRN asthma or epipen medication/treatment be self-administered or administered in the nurse's absence by school personnel?
Yes _____ No _____

Physician's Signature _____ Phone # _____ Date _____

FOR PARENT'S/GUARDIANS' OF STUDENTS WITH ASTHMA

I authorize the Orion Community School District #223 and its employees, to allow my child to possess and use his/her Asthma medication 1) while in school, 2) while at a school sponsored activity, 3) while under the supervision of school personnel, 4) before or after normal school activities, such as while in before or after school care on school operated property.

Parent/Guardian
Signature _____ Date _____

PARENT'S REQUEST FOR ADMINISTERING OVER THE COUNTER MEDS AT SCHOOL

I hereby request and grant permission for Orion Community District #223 and its school personnel to dispense medication or to administer prescribed treatments to my child _____ . I further release and waive any claims against Orion Comm. District #223, its employees, and its agents arising out of the administration or self-administration of said medication or treatments and agree to hold harmless and indemnify District #223, its employees, and its agents, either jointly or severally, from and against any and all liability, claims, demands, damages or causes of action or injuries, costs, and expenses, including attorney's fees, resulting from or arising out of the administration of medication or treatments to my child by school personnel.

Medication _____

Dosage _____ Frequency _____

Parent/Guardian _____ Date _____

Orion Middle School



Handbook 2011 – 2012 Student/Parent Guide



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WELCOME

The Orion Middle School Staff and Administration are pleased to welcome each one of you who will be attending school here this year. We are here to help you learn and become productive, positive individuals. We encourage you to become involved in extra-curricular activities as a participant/spectator. Together with your parents, we will work to help you be the best you can be. Welcome to OMS.

BOARD OF EDUCATION

The Board of Education determines the policies of the school district. These policies are written and copies are available to look at in the Principal's office.

OMS MISSION STATEMENT

The mission of Orion Middle School is to promote quality education, which will provide opportunities for each student to achieve personal success. OMS is committed to striving for excellence so that each individual can achieve his/her fullest potential in learning and becoming a productive, responsible member of society. The above statement shall be implemented by the following guidelines:

1. Staff and teachers will implement a quality curriculum, which includes all formal and informal learning experiences.
2. Staff, teachers, and parents will guide the students toward reaching their fullest potential and developing positive self-esteem as a necessary part of their learning experience.
3. Staff, parents, and students will maintain high expectations, which will stress good work and study habits.
4. Staff will foster a culturing environment that encourages students to take responsibility for their own learning, which permits them to grow in self-discipline and self-motivation.
5. Staff will improve their own skills to help students develop self-motivation, self-esteem and self-discipline, providing opportunities for all in personal growth.

This mission is the shared responsibility of staff, students, parents, and community.

THE GUIDE

The Parent-Student Guide is given to all students and/or parents at the beginning of the school year. Parents and students alike should review the guide carefully so that students will become aware of what is expected of them. Nearly all of the questions that arise concerning the school are answered in the guide. The Middle School teachers, administration, and Board of Education reviewed the guide before it was distributed to the students.

The guide has been approved by the Orion Board of Education and is official district policy.

ORION CUSD #223 INTERNET ACCEPTABLE USE POLICY

Orion Middle School of the Orion Community Unit School District #223 has established a computer network and is pleased to offer Internet access for student use. This will enable students to explore databases, libraries, and information from computers all over the world. The Internet can be used to educate, inform, communicate, and entertain. As a learning tool, the Internet is similar to books, magazines, video, CD-ROM, and other information resources.

Students will be able to explore the resources of organizations such as NASA and may have the opportunity to correspond with the scientists who work there and at other research institutions.

Students will have the opportunity to use public domain software and shareware.

Students will have access to many on-line libraries like the Library of Congress.

Properly used, the Internet will help stimulate student learning and can be very motivational since there is a depth of resources not available through conventional means. The Internet safety policy includes filtering that is consistent with the Children's Internet Protection Act (CIPA) that includes measures to block or filter access to images or content that are obscene, pornographic, harmful to minors, or harmful to computers and equipment.

Internet Use

The purpose of the Internet is support instruction that is consistent with the educational objectives of our District and to encourage collaborative and engaged learning opportunities.

Use of System is a Privilege

The use of the Orion Middle School system Internet access is a privilege, not a right. Depending on the nature and degree of violation and the number of previous violations, unacceptable use of the system may result in one or more of the following consequences: suspension or cancellation of access privileges; payments for damages and repairs; discipline under the appropriate school policies, or civil or criminal liability under applicable laws.

Students Agree to:

- * Be polite and use appropriate language (no swearing or use of vulgarities) and follow the code of Netiquette.
- * Not reveal his/her personal address or phone number or those of others.
- * Practice proper use of the system and observe the security restrictions.
- * Respect all electronic communications and information as private property.
- * Use technology resources for educational purposes appropriate to instructional assignments.
- * Not use e-mail, chat rooms, and instant messenger services unless the use is directly related to a classroom activity and under the supervision of a teacher.
- * Take good care of the computer.

Examples of Unacceptable Use:

- * Using the computer to create, use, or download materials, which would be not permissible in Orion Middle School classrooms in any form (i.e. bigoted, obscene, profane, pornographic or violent).
- * Doing anything that would violate copyright laws.

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- * Deliberately deleting or destroying computer programs, system, or data files.
- * Using another student's ID to access the system.
- * Transmitting material that would be in violation of State or Federal law. This includes, but is not limited to copyrighted materials, threatening or obscene material
- * Using the network for personal or commercial gains.

ADOPTED: December 13, 2006

DIRECTORY

To obtain information concerning school matters call the middle school office at (526-3392). Your call will be transferred to the person who can best handle your inquiry:

1. Athletic Program: Athletic Director
2. Attendance: Middle School Office
3. Classroom Teacher:
 - A. Ask for the scheduled time of the preparation period of the teacher and call then, or
 - B. Leave your name and telephone number, and the teacher will return the call.
4. Discipline: Principal
5. Guidance and Counseling: Guidance Counselor
6. Bus Transportation: Director of Transportation (526-3382).
7. When calling for other information, ask for the office secretary for assistance.

OFFICE HOURS

The office hours at Middle School are from 7:45 a.m. to 4:15 p.m. All business with the school and staff should be conducted at the time when school is in session. Teachers' hours are from 8:00 a.m. to 3:30 p.m.

Students will not be called to the phone. Teachers who receive phone calls from parents will return the call at the teacher's earliest convenience, usually during their preparation period or after school.

FEDERAL COMPLIANCE:

NON-DISCRIMINATION / EQUAL EDUCATIONAL OPPORTUNITIES (Policy 7:10)

Equal educational opportunities shall be made available to all students without regard to race, color, national origin, ancestry, sex, ethnicity, language, religion, disability, economic or social condition, and actual or potential marital or parental status. The School District prohibits discrimination, harassment or retaliation on the basis of any of the foregoing characteristics, of or by any student, employee, agent or third party participating in an activity reasonably related to school. Any student may file a discrimination, harassment or retaliation grievance by using the District's Uniform Grievance Procedure (Policy 2:260) described below.

HARASSMENT AND BULLYING OF STUDENTS

Orion Middle School will endeavor to provide all students with a safe school environment that promotes learning. No person, student, or District employee shall harass, bully, or intimidate a student. The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects the tangible benefits of education. The District will not tolerate any type of hostile or intimidating behavior towards a student that unreasonably interferes with the student's educational performance, right to learn, or that creates a hostile or offensive environment here at school. The main types of aggressive behavior may be, but are not limited to:

Physical:	hitting, kicking, grabbing, spitting, clothes pulling
Verbal:	name calling, racist remarks, put-downs, making fun of
Indirect:	spreading rumors, exclusion from groups, wearing or possessing items depicting or implying hatred or prejudice
Written:	notes, graffiti, threatening E-mail, messages

Any form of harassment or bullying should be reported immediately to a teacher or the office. Orion Middle School will seek to prevent such incidents and will investigate and respond to, which may include disciplinary actions if warranted. Parents are encouraged to keep your child's teacher informed of any such behaviors or contact the Principal or Counselor's offices immediately.

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 handicap 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 a student's race, color, national origin, sex or handicap.

SEXUAL HARASSMENT (Policy 7:20)

The School District prohibits sexual harassment of or by any student, employee, agent, or third party participating in an activity reasonably related to school. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual or sex-based nature that (1) denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or (2) has the purpose or effect of substantially interfering with educational environment, creating an intimidating, hostile or offensive educational environment, depriving a student of educational aid, benefits, services, or treatment, and/or making submission or rejection of such conduct the basis for academic decisions affecting the student. Examples of sexual harassment may include (but are not limited to) touching, telling sexual jokes, displaying sexual pictures, discussing sexual experiences, teasing on the basis of sexual characteristics, or spreading rumors on the basis of alleged sexual activities.

Any student may file a sexual harassment grievance by using the District's Uniform Grievance Procedure (Policy 2:260) described below, or by contacting the Nondiscrimination Coordinator R.C. Lowe, Building Principal, Assistant Principal, Dean of Students or a Complaint Manager R. C. Lowe (Policy 7:20).

SEX EQUITY (Policy 7:10)

No student shall be denied, on the basis of sex, equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, and advantage on the basis of sex. Any student may file a sex equity grievance by using the District's Uniform Grievance Procedure (Policy 2:260) described below.

STUDENTS WITH DISABILITIES (Policy 6:122)

No student shall be denied, on the basis of disability, equal access to programs, activities, services or benefits or be limited in the exercise of any right, privilege, and advantage on the basis of disability. Any student may file a disability discrimination grievance by using the District's Uniform Grievance Procedure (Policy 2:260) described below, or by contacting the Section 504/ADA Coordinator, R. C. Lowe (Policy 6:122)

In addition, students with disabilities will be provided with a free appropriate public education and related services pursuant to State and Federal law. Questions regarding special education services should be directed to the Building Principal.

UNIFORM GRIEVANCE PROCEDURE (Policy 2:260)

Students, parents, guardians, employees or community members can notify any District Complaint Manager, R. C. Lowe, to initiate a grievance or complaint regarding discrimination, harassment or retaliation on the basis of race, color, national origin, ancestry, sex, ethnicity, language, or disability. Complainants are encouraged to review Board Policy 2:260 regarding the uniform grievance process. Upon receipt of a complaint, the Complaint Manager may attempt to resolve the dispute without resorting to the formal grievance process. The Complaint Manager or his/her designee shall promptly conduct an investigation of the complaint, and will submit to the Superintendent a written report of his or her findings. If the complaint involves allegations against the Superintendent, the report will be submitted to the Board of Education. After receipt of the Complaint Manager's report, the Superintendent shall render a written decision that will be provided to the Complainant. If the Complainant is not satisfied with the decision, he or she may appeal the decision to the School Board by making a written request to the Complaint Manager. The School Board will render a written decision on appeal, which shall be provided, to the Complainant.

The School District prohibits retaliation against a person because the person filed a grievance or complaint, or opposed what he or she believed in good faith to be discrimination or harassment.

Students found to have violated the School District's policies against discrimination; harassment or retaliation may be subject to disciplinary action, up to and including expulsion.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance.

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 R. C. Lowe, 504 coordinator for the school district, at (309) 526-3386.

STUDENT RECORDS-NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

COLLECTION OF INFORMATION:

Only information about the students, which is pertinent to the objectives and tasks of the school, will be collected. In compliance with state and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information, academic transcripts, attendance record, accident/health reports, information pertaining to release of this record, and may include honors/awards and activities/athletics. No other information shall be placed in the permanent record. The temporary record may include family background, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record, and/or other relevant information not required to be in the permanent record. Information in this record shall reference authorship and date.

MAINTENANCE OF STUDENT RECORDS

The Superintendent shall designate a records custodian who shall maintain student permanent and temporary records. A student's permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District. The temporary record shall be maintained for at least five (5) years after the student has graduated, withdrawn or transferred from the District. In addition, every four (4) years or upon a student's change in attendance centers (whichever occurs first), the student's temporary record shall be reviewed by the Principal or her designee for verification of entries and elimination or correction of inaccurate, misleading, unnecessary or irrelevant information.

Upon graduation, transfer or permanent withdrawal of a student from school, the school shall notify the parents/guardians and student of the destruction schedule for the student's permanent and temporary records. Upon request, parents/guardians or students may obtain a copy of the records and information proposed to be expunged or destroyed prior to destruction.

ACCESS TO STUDENT RECORDS

1. **Parents/Guardians and Students**
The parents/guardians or their designee has the right to inspect and copy information in the student's school records, and a student has the right inspect and copy information in his or her permanent school record. The District may charge the actual cost, and in no case more than \$0.35 per page, of making copies of the student's records. In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.

2. **Persons Authorized by State and Federal Law**
Information can be released without parent consent or notice to (1) educational officials with a current demonstrable educational or administrative interest in the students, in furtherance of that interest; (2) persons for the purpose of research, statistical reporting or planning provided no student or parent can be identified from the information released; (3) to juvenile authorities as provided in the Illinois School Student Records Act; and (4) to a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the State.

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible (1) in an emergency when information in the student records is necessary to protect the health or safety of the student or others; and (2) pursuant to a court order.

Information can be released without parent consent provided prior written notice is given to the parent to (1) the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; and (2) any person as specifically required by State or Federal law.

3. Parents/guardians have a right to a hearing to challenge any entry in their student's school record, except that parents/guardians cannot challenge (1) a student's grades or (2) references to expulsions or out-of-school suspensions when the challenge is made at the time the student's records are being forwarded to another school to which the student is transferring. A challenge may be based on accuracy, relevance or propriety of records. Requests for a hearing shall be submitted in writing to the superintendent or his/her designee, and shall contain notice of the specific entry or entries challenged.

Within fifteen (15) school days of receipt of the request, an informal conference with the parents and a District representative will be convened. If the complaint is not resolved at the informal level, a formal hearing will be held before an impartial hearing officer and consistent with State law. The decision of the hearing officer may be appealed to the Regional Superintendent.

DIRECTORY INFORMATION

Directory information may include identifying information such as name, address, telephone number, gender, grade level, birth date and place, and parents' names and addresses, as well as information relating to academic honors, degrees, school-related activities and athletics and period of attendance in the District.

MEDIA ACCESS TO STUDENTS

Pictures or video images taken by parents or the media in classrooms or school hallways will be permitted ONLY for the purpose of recognizing student success. Permission for taking pictures must be granted by the school administrator or his/her designee. If parents do not wish to have their child's picture taken for publication, they must notify the school office in writing. Orion Middle School will maintain a parent permission form to photograph for educational purposes only.

LAWS AND REGULATIONS

Full and complete copies of the laws, rules and regulations on student records are available from the school records custodian of each school and the superintendent.

OTHER RIGHTS

A parent or student may not be forced by any person or agency to release information from a student record in order to secure any right, privilege or benefit, including employment, credit or insurance.

Willful and malicious falsification of certain student records may be a Class A misdemeanor.

WEATHER ALERT BULLETIN

The Orion School District will at times experience severe weather, which will prevent the release of students due to safety. At Orion Middle School when severe weather threatens end-of-day dismissal a student lockdown may occur. Students will not be released until administration and local authorities feel the threat of severe weather has passed.

We realize this is an inconvenience for those parents waiting to pick up their children; however, keeping the students together allows for increased safety. We ask that the parents, during such a weather emergency, cooperate with the school and wait out the weather lockdown.

Any questions or concerns about this procedure please contact the school principal.

STUDENT IDENTIFICATION FOR SAFETY AND SECURITY

All students, teachers, and school staff are encouraged to wear photo ID tags to school every day. The free identification tags will be issued on a yearly basis following school photos in the fall. These photo ID cards also serve as their lunch card, library card and free admission to Middle School home games (no tournaments). Replacements are generic and will cost \$3.00. These ID's will give the student free admission to home/regular season games.

PROBLEMS AND CONCERNS

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 teacher, and then the Principal. The Superintendent should be contacted if the problem or question cannot be resolved at the building level.

9 PERIOD DAY - BELL SCHEDULE

ENTER BUILDING		8:08
1ST PERIOD & TARDY BELL		8:15 - 8:59
2ND PERIOD		9:02 – 9:45
3RD PERIOD		9:48 – 10:31
4TH PERIOD		10:34 – 11:17
5TH PERIOD	6 th /7 th (lunch A) 11:20 – 11:50	7 th /8 th 11:20-12:03 (5 th period for lunch B)
6TH PERIOD	6 th /7 th 12:06-12:36	7 th /8 th (lunch B) 11:53-12:36 (6 th period for lunch A)
7TH PERIOD		12:39-1:22
8TH PERIOD		1:25 - 2:08
9TH PERIOD		2:11 - 2:54
BUS BELL		2:54
2ND BUS BELL		2:59
WALKERS DISMISSED		3:00
DETENTION BELL		3:05
DETENTION DISMISSED		3:50

SCHOOL STAFF

Faculty

Mrs. Brooke Bainbridge (bbainbridge@)	Science 6/ Machines 7/Science 8	119
Mrs. Susan Bugos (sbugos@..)	English 8/Literature 7	111
Miss Anna Casey (acasey@)	Pre-Alg 7/Math 7/History 8	114
Mrs. Patricia Colburn (pcolburn@..)	Literature 8/Support SH 8/ Spanish Lit 8	112
Mrs. Andrea Davis (adavis@)	Literature 6/Literature 7	103
Miss Jennifer Dean (jdean@)	English 6/English 7	106
Mrs. Tracy Fausett (tfausett@..)	Social Studies 7/History 8	110
Mrs. Beth Galliard (bgalliard@..)	Alg 8/Pre-Algebra 7/8//Math for Fun 7	113
Mrs. Kim Hepner (khepner@..)	Math 6/Eng 7	105
Mr. Todd Rittenhouse (trittenhouse@)	Social Studies 6/History 8	102
Mrs. Cindy Sibley (csibley@..)	Science 7/Science 8	117

Support Staff

Mrs. Stacey Burgert (sбургert@..)	Charger Challenger 8/Counselor	101
Mrs. Karen Carney (kcarney@)	Speech Pathology	Office
Mr. John Crose (jcrose@..)	Special Education	107
Mr. Dan Diamond (ddiamond@..)	Physical Education	Gym
Mrs. Kelly DeBaillie (kdebaille@..)	Speech Pathology	Office
Miss Jennifer Hays (jhays@..)	Instrumental Music	115
Mr. Gary Herr (gherr@..)	Art 6, 7, 8	116
Mr. Ben Holmes (bholmes@)	Vocal Music/Music Appreciation 6	115
Mrs. Kenis Johnson (kjohnson@..)	Nurse	Office
Mrs. Lisa Kuffler (lkuffler@)	Psychologist	Office
Ms. Lori Longley (llongley@..)	Office/Classroom Aide	Office
Mrs. Denise Lund (dlund@..)	Sci 8/Special Education	108/120
Mrs. Melissa McCullough (mmccullough@..)	Social Worker	Office
Mr. James Parry	Athletic Director	
Mrs. Marg Robertson (mrobertson@..)	Keyboard 6, Comp 7, Comp 8/Lab Supervisor	122
Mr. Jay Solomonson (js_farmer@hotmail.com)	Environmental Science 8	120
Mrs. Natalie Weller (nweller@..)	Physical Education	Gym

Administration:

Mrs. Tiffany Springer (tspringer@..)

Secretary:

Mrs. Denise Brokaw (dbrokaw@..)

Custodians:

Mark Anderson (Night),

Lisa Harlan (Day)

E-mail addresses for everyone except where entire e-mail is printed are as above then after @ add orionschools.us. (Example: Denise Brokaw's e-mail address is dbrokaw@orionschools.us).

Cafeteria:

Mrs. Beth Amlong

Mrs. Deb Barham

Mrs. Crista Barr

Mrs. Chrissy Zurcher

Mrs. Becky Lieving

Technology:

Mr. Austin Mount (amount@...)

ACADEMIC PROGRAM

The Middle School Academic Program offers a variety of subjects to meet the individual needs of its students. Although the subjects are separated into specific courses, they are coordinated so that students will hopefully receive all of the basic skills necessary to be prepared for high school, advanced training, and eventually the work force. All courses are taught by certified teaching personnel, which means that they must meet certain state standards to teach in their subject areas.

ACADEMIC SUBJECTS

<p>6TH GRADE Literature English Mathematics Science Social Studies Physical Education Band/Choir (Elective) (\$5.00) Mini-Courses</p>	<p>7TH & 8TH GRADE Literature English Mathematics Science Social Studies (7th) / History (8th) Physical Education & Health Band/Choir (Elective) (\$5.00) Mini-Courses</p>
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6TH CADET BAND

An instrumental music program is offered to all students who elect to participate in it. Individual lessons are given to each of the students as well as group instruction in cadet band and 7th/8th grade band. Those wanting to join one of the two bands should see the Instrumental Music Instructor. Sixth grade students taking band may drop this class only at the end of the first quarter or first semester.

7TH & 8TH CONCERT BAND

Band provides an opportunity for any OMS student to participate in an instrumental instruction on the instrument of their choice. Participating gives students the chance to play as a group in concerts and independently at contests. The group is one devoted to making instrumental music a fun experience for everyone. Seventh and eighth grade students taking band may drop this class **only** at the end of first semester.

6TH CHORUS

A 6th grade choral program is provided for those 6th graders who would like to sing in a large group. Music will be folk songs, comedy songs and other program songs that are fun to sing. The emphasis is on learning to sing together and have fun. Sixth grade students taking chorus may drop this class only at the end of the first quarter or first semester.

7TH & 8TH CHORUS

A 7th and 8th grade choral program is provided for those students wishing to participate in large and small group singing. All students wanting to join the choral group should select vocal music when they select their courses in the spring. Seventh and eighth grade students taking chorus may drop this class **only** at the end of first semester.

BAND/CHOIR ACADEMIC ELIGIBILITY

Spring State Contest eligibility will be based upon first semester academic grades. Any student receiving two or more F's for a semester grade will not be eligible to participate in State Solo/Ensemble Contest. They will participate in Organization Contest due to classroom participation grade.

MINI-COURSES

Shorter courses (9-weeks) are provided for 6th, 7th and 8th grade students in certain subjects. These short courses can cover the necessary instructional material in a shorter time than those courses offered for the whole year. They give the student time to get involved in a subject area and then go on to something else. It also provides some variety in the student's daily schedule as well as a time to explore the specific interests a 6th, 7th or 8th grade student may have in connection with a mini-course. It gives the student a chance to explore new learning areas. They help satisfy state subject requirements.

* Art 6, 7 and 8 (\$4.00)

Computer 7

Creative Computing 8

* Environmental Science 8 (\$5.00)

Keyboarding 6

* Machines 7 (\$2.00)

Math for Fun 7

Music Appreciation 6

* = requires a fee charged

RTI

Response to Intervention (RTI), a Federal mandate, is the practice of providing additional instructions and targeted interventions to meet the needs of struggling students. Students whose academic progress indicates that additional support may need to be offered with interventions that are designed to provide them with opportunities to improve their skills in the priority areas of math and/or reading.

You will be notified if your child is in need of these interventions. The decision is based on academic performance, standardized test scores, and teacher recommendation. During the school year, RTI will be available to students at the 6th, 7th and 8th grade levels.

GIFTED

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 the Middle School, the Gifted Program consists of the opportunity to take more challenging classes. Placement in these classes is based on:

1. Scores on standardized tests in learning areas will be the major factor.
2. Past academic performances.
3. Teacher recommendation.

COUNSELOR

The goal of the school-counseling program at OMS is to assist all students as they grow socially, emotionally, and academically. To meet this goal, the counselor teaches and practices important life skills so students can cope more effectively with their everyday problems. The counselor utilizes classroom visits, small group discussions, and individual counseling to teach these skills. The counselor works with parents, teachers, staff members, and community agencies to help students have a positive educational experience.

The goal of the school-counseling program at Orion Middle School is to assist all students as they grow socially, emotionally, and academically. To meet this goal, the counselor teaches and practices important life skills so students can better handle their everyday problems. The counselor works with parents, teachers, staff members, and community agencies to help students have a positive educational experience.

TESTING

The Orion School District uses a variety of assessments to measure student progress. Students in grades 6, 7 and 8 are given portions of the Illinois Standards Achievement Test (ISAT) battery each spring. This is a State of Illinois required test that measures student achievement relative to the Illinois Learning Standards. Student attendance during these testing periods is extremely important.

Currently Orion Middle School gives the NWEA Measure of Academic Progress (reading and mathematics) three times each year to monitor our students' growth and give us information to help us increase student learning. The MAP tests do align to the Illinois State Standards.

GRADING

Letter grades are given to students at the end of each quarter (9 weeks) and semester. A final average grade is also issued at the end of the school year. The grade report is given to the students to take home to their parents at these times.

OMS Grading Scale:	92 - 100	A
	84 - 91	B
	76 - 83	C
	68 - 75	D
	0 - 67	F

HOMEWORK

Studies show that there is a direct correlation between regular, graded monitored homework assignments and academic success. When parents and the school work together, homework can serve a twofold purpose. First, it gives the student an opportunity to reinforce the concepts that have been taught during the day. Second, a parent who closely monitors a student's progress will have a better idea of what their child is learning and how well they are doing in school. In the event that there is a problem a parent can then work with the classroom teacher in an effort to remedy the situation. In order for homework to be a positive force in a child's education, a number of factors should be considered:

1. Homework must be a joint venture on the part of the parents, students and the school. It is essential that homework be viewed as a positive learning tool that will help to reinforce life skills, responsibility and task commitment.
2. Homework is expected to be turned in on time and exhibit the student's best effort.

Depending on the length of the assignment, the amount of time given at school to begin the assignment and how well the child uses that time, the amount of homework that a child has each night will vary greatly. It is reasonable to expect that as a child progresses through school, the amount of homework that is assigned will increase.

LATE PAPER POLICY

The OMS staff will accept one late paper per quarter. The late paper must be turned in the following day to receive credit. If a student leaves an assignment in their locker, they will be allowed to turn it in before the next class period and still receive full credit.

As a staff we feel this policy will help teach our students to become more responsible and begin the process of preparing for HS and College. In addition, we have found that in the past the more lenient we are, the less the students take responsibilities for themselves and it only continues to become worse.

On a special note to help clarify for everyone: As per handbook, if a student is gone part of a day, it is their responsibility to turn in their due assignment for each class missed and get their new assignment from that class/classes when they return.

CHEATING: ON HOMEWORK, TESTS OR QUIZZES

1. Your parents will be notified.
2. You will receive a zero on that assignment.
3. You could receive one/two detentions (teacher referral to office).
4. Repeat offenses may result in an in-school suspension.

Cheating sometimes involves more than one student. In the event that more than one student is involved, i.e., one taking information and one giving information, both/all students will be disciplined. Cheating by our definition does include both the act of cheating and the act of helping or aiding someone in the act of cheating.

PLAGIARISM

Plagiarism is using ideas, expressions, or writing from another without giving credit by citing the source. This can include text, images, sound, and video. Even if you paraphrase or reword someone else's work, you must give them credit. Digital resources available on the Internet make plagiarism very easy to commit.

Examples of plagiarism include: reproducing someone else's work without quotation marks and/or giving credit – this includes "copying and pasting" from an Internet source, paraphrasing or summarizing another's work without giving credit, failing to cite a source for ideas or information not commonly known, Misquoting someone else's work, using another student's work as your own.

LIBRARY

The Library serves as a multimedia center for students and staff. There are collections of books, maps, magazines, encyclopedias, books on tape, etc. Many of these collections are supplements to subjects such as Math, Science, Social Studies, and Language Arts. The Library is a resource center that is used in conjunction with classroom instruction to meet the unique needs of students. The Library Director coordinates the resource materials with the teaching of research (library and Internet) skills. The Library adds and enriches the student learning process by providing a variety of instructional materials for the Middle School program.

PARENT BULLETIN/ON-LINE GRADES

A Parent Bulletin may be accessed at the Orion website. It will be posted on Friday or Monday. This will contain information on the upcoming week from your child's teachers. Also we have

on-line grades which can be accessed from the Orion website with their student ID and a password which you obtained at registration. These are updated on Fridays.

PROGRESS REPORTS

Grade reports are sent home each nine weeks with the student. A midterm report is mailed home to the parents of students who are struggling in classes. In addition to these paper reports, parents can access grades online using the student ID and unique PIN number that are given out at registration. These grades are updated at least each Friday by the teachers. Also, parent-teacher conferences are held during the school year, and any other time a parent or teacher may want to arrange one.

PROMOTION

Students are promoted to the next higher grade level according to Board of Education policy (IHE-R). Eighth graders only, have a promotion exercise at the end of the school year for recognition of having completed the course of study in the elementary and middle school.

RETENTION

The practice of social promotion is not legal in Illinois. Students may not be retained without the principal's approval. Parental approval will be sought, however, parental approval is not required.

In all instances of retention the child's parents must have been kept informed through the year of the child's lack of progress; their cooperation must have been sought in helping the student do better work. The following procedure must be followed:

1. First report period--parent is to be notified of a child's academic problems.
2. Second report period--if there is continuing danger of retention, the parent shall be so notified.
3. Third report period--unless there has been a change so that the child will be promoted, the parent will be notified that his/her child will be retained at the end of the year. The child must fail two core subjects in order to be considered for retention.
4. The parents will be notified in writing by the principal. This will occur through a retention conference in May.

A record of such notification must be kept by the school office as evidence that an attempt was made to secure the cooperation of the parents in helping the child make better progress.

SPECIAL EDUCATION

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 to instruction in special education classrooms. The student, parents and district personnel determine appropriate placement jointly 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 specialized services

are available through the Black Hawk Area Special Education District. Anyone interested in accessing these services should contact the school office for further information.

STUDY PERIODS

Study periods are to be quiet for maximum benefit of everyone to study. All passes from teachers are to be obtained before the period. The study period will be conducted like a classroom and all the same rules and regulations apply as in the classroom. Students will be expected to follow the individual study hall classroom rules.

SUPPLIES FOR ALL GRADES AT OMS

(ALL STUDENTS (except 8th grade Algebra) WILL NEED THIS) We will have the TI34 Multi-view calculators and protractors for sale at registration. Due to buying in quantity we will get a discounted price. This will also help math teachers in ease of instruction if everyone has the same calculator to work from. They may use this calculator and protractor for several years.

SUPPLY ITEMS TO BE AVOIDED: White Out, please purchase tape white out, liquid white out is permanent. No BIG book bags (including wheels) these will not fit in their lockers. Locker size is 11-3/4W X 10-3/4 D. Do not use tape on lockers (USE MAGNETS).

Book covers are strongly recommended. History, Literature, Math and Social Studies require the XL book cover. The rest should do the one-size-fits-all.

They are EXPECTED to bring proper supplies and the proper textbooks and other study materials to their classes. They need to come to class prepared and will be held accountable when they don't. Teachers will request the following supplies:

PE Supplies: (for all grades) PE shirt \$6.00 and gym lock \$6.00- (purchase at registration)
Gym shorts (black), shoes, socks, roll-on deodorant

(7th Grade) Above and one (1) notebook for Health.

Sixth Grade Students:

Assignment Notebook (purchase at registration for \$4.00)

Lanyard for School ID/Lunch Card/Library Card

2 Boxes of Tissues (give to 1st Period Teacher)

Colored pencils (one set for school and one for home)

Pens (red, blue and black)

Pencils and (1) big eraser

Loose-leaf paper (4 packages)

12" ruler with metric markings

Protractor (may purchase at registration for \$1.00)

TI34 Multi-view calculator (may purchase at registration for \$22.00)

Graph paper (1 package)

Book Covers: 3 jumbo and 2 regular

Pencil bag with 3-holes to put in binder

Highlighters (pink, yellow blue, green)

Expo marker (1)

Index Cards (1 package 3X5)

Glue Stick

Binder w/folders (purchased at registration for \$13.00 and handed out when school starts)

Reading: None

English: One (1) 2-subject spiral notebook (purple shade)

Science: One (1) 2-subject spiral notebook (green shade)

Social Studies: One (1) 2-subject spiral notebook (yellow shade)

Math: One (1) Composition” hard cover notebook

MINI-COURSES:

Art: None

Keyboarding: None

Music Appreciation: Spiral Notebook and Folder

Seventh Grade Students:

Assignment Notebook (purchase at registration for \$4.00)

Lanyard for School ID/Lunch Card/Library Card

2 Boxes of Tissues (give to 1st Period Teacher)

Colored pencils (one set for school and one for home)

Pens (red, blue and black)

Pencils and erasers

Loose-leaf paper

12” ruler with metric markings

Protractor (may purchase at registration for \$1.00)

TI34 Multi-view calculator (may purchase at registration for \$22.00)

Literature: 3 subject notebook, loose leaf paper, and 2 pocket folders.

English: Two (2) pocket folders, two (1) subject notebook and loose leaf paper.

Math: Graph Paper, Two (2) “Composition” hard cover notebook and matching pocket folder. A pack of loose leaf paper to be left in the class, and 10-12 pre-sharpened pencils to be left in the classroom. These books will take Jumbo book covers. Plus 2 red pens.

Pre-Algebra: Folder, pens (red), pencils, graph paper, and two (2) composition notebooks.

Science: Two (2) spiral notebooks (green), one (1) green pocket folder, scotch tape and white correction tape. Book Cover Size Large

Social Studies: Two (2) spiral notebooks and one (1) pocket folder.

MINI-COURSES:

Art: None

Computer: None

Machines: Pocket folder and pencil

Math For Fun: None

Band 3-ring binder, pencil #2

Eighth Grade Students:

Assignment Notebook (purchase at registration for \$4.00)

ORION MIDDLE SCHOOL - HANDBOOK

Lanyard for School ID/Lunch Card/Library Card
2 Boxes of Tissues (give to 1st Period Teacher)
Pens (red, blue and black)
Colored pencils (one set for school and one for home)
Pencils and erasers
Loose-leaf paper
Protractor (may purchase at registration for \$1.00)
TI34 Multi-view calculator (may purchase at registration for \$22.00)

Algebra: Folders, pens (red), pencils, graph paper, loose-leaf paper, Mead composition notebook for notes. **All Algebra students will need the TI84 graphing calculator or the TI84-Plus graphing calculator.**

Pre-Algebra&Math: Folders, pens (red), pencils, graph paper, loose-leaf paper, and two (2) Mead composition notebook for notes.

English Composition notebook, 3-subject spiral notebook and two (2) pocket folders.

Literature: One (1) spiral notebook and pocket folder, composition notebook for journaling.

Science: One (1) green 2–subject spiral notebook, green pocket folder, and white correction tape.

History: One (1) pocket folder, two (2) notebooks.

MINI-COURSES:

Art: None

Creative Computing: None

Environmental Science: None

Charger Challenge: None

Band 3-ring binder and #2 pencil

ADMISSION PROCEDURES

BIRTH CERTIFICATE

All students entering Orion School District for the first time must present the registered birth certificate (not the hospital birth certificate) prior to entrance. This is an Illinois State Law.

HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS AS PER STATE CODE AND BOARD (Policy 7:100)

A student's parent(s)/guardian(s) shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

1. whenever a student first enrolls in a District school, regardless of the student's grade.
2. whenever a student enrolls from out-of-state.

All Orion Middle School 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) require 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 physician, registered nurse, or local health department responsible for administering the immunizations must sign the schedule and statement of medical reasons. All new students who are first-time registrants shall have ten days following registration to comply with the health examination and immunization regulations.

A student may be exempted from this policy's requirements on religious or medical grounds, if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE - OMS

PARENTS ARE REQUIRED TO CALL THE SCHOOL OFFICE at (526-3392) BEFORE 9:00 a.m. on DAYS THAT A STUDENT IS ABSENT. We now have an answering machine so you may call in the evening or before school opens and leave a message. This call eliminates the need for writing an excuse. The student does not, therefore, have to report to the office to get an excused admit when s/he returns. The above procedure makes it easy for the child to enter class since the teachers have already been notified of the absence.

Due to a change in State of Illinois attendance rules and regulations please note the following changes in Orion District #223 policies:

1. Any student who misses more than 40 minutes of school (1 period at OMS and OHS) cannot receive credit for a full day of attendance. His/Her attendance will be credited as .5 day.
2. Any student who misses more than 150 minutes of school (4 periods at OMS and OHS (170 minutes)) will receive no attendance credit for that day.

Please consider these changes when scheduling doctor/dentist appointments.

If the school is unable to make parent contact on the morning of the absence, the student must bring a written excuse to the office the day they return or the absence will be unexcused and the student receives a zero for all classes missed. When a student presents a written excuse to the office he/she will be given an excused admit slip, which must be carried to every class.

SB #730 mandates that the school and home must be in contact on the day a student is absent within two (2) hours after school starts.

Absences are of five types:

1. Excused - This type will be for personal illness, death in the immediate family and emergencies as authorized by the office. Work can be made up with credit. When you call and request homework it must be picked up by 3:00.
2. Unexcused - This type will be for excuses such as truancy, doing business that could be done outside school hours, playing or working outside during the time you have been absent.
3. Truancy - This type will be for being absent from school and/or class without permission or knowledge of the parents and school. Disciplinary action will be taken; work should be made up as indicated in #2 but no credit will be given. Serious trancies will be referred to the Henry County Truant Officer.
4. Planned - Planned/Prearranged absences will be for the amount of time Absences 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.
5. Tardiness - Late for school (after 8:15) and to any class. Students are to be in their seats before the bell rings. Students late (tardy) to class or school will receive a tardy from their teacher. A student will receive a detention upon receiving his/her third tardy in a semester. Quarter tardies earned in the first or third quarter are not erased until the semester is over.

ATTENDANCE - DISTRICT

Regular daily attendance is the responsibility of the parent or 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. Students who are absent miss teachers' lectures and teacher/student discussion, which explains and expands on the subjects being covered. Participation grades cannot be made up. Whenever possible, parents should take students on vacation during school holiday time or during the summer. Responsibility for following these procedures outlined below rests solely with the parent (or guardian) and the student.

1. If at all possible, parents should make doctor, orthodontist, and dental appointments outside of school time. When a student is absent for a medical appointment, they are excused only for the time of the appointment and travel. Students are required to bring a note from the doctor's office showing the time of the actual visit.
2. Students leaving for pre-arranged absences must secure permission from the school office at least one day beforehand and have assigned work made up by the day the student returns provided that this was given to the class while the student was absent.
3. 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 and work cannot be made up.
4. 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.
5. 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.
6. Any student absent from school for illness after 11:08 AM (5TH Period) shall not attend any school function that afternoon or evening.
7. Students absent more than three (3) consecutive days due to illness may be required to have a doctor's excuse with them when they return to school. Students who are habitually absent may be required, at the discretion of their principal, to have a doctor's excuse for each day that they are absent.
8. Students are encouraged to remain in school if at all possible unless demonstrating signs and/or symptoms of illness.
9. Students who are absent on days of In-School Suspension or field trip ineligibility must have a doctor's note or will be considered truant.

VACATIONS

According to Section 122:26-2a of the Illinois School Code, removing a child from school for the purpose of taking a family vacation is not a "valid cause" for absence. In accordance with that provision, student absences for this reason will be recorded as an "invalid absence". Parents are reminded that time spent out of school cannot be replaced by written work. Therefore, teachers will not be responsible for preparing assignments prior to the vacation. However, if the teacher chooses, appropriate assignments that are ready for distribution may be given to the student one day prior to departure, with these assignments being due the day that the student returns to class.

Regardless of the length of the vacation, all work assigned while the student is absent must be completed within five (5) school days of the student's return to school. Work not completed within five (5) days will be recorded as a zero.

AWARDS

Recognition is given to many students for their contributions to, and participation in, different curricular and extra-curricular activities of the school. The awards are given out at various times of the year and at the end of the school year in appreciation of the effort and talent that students contribute to the life at OMS.

The Honor Roll is prepared for each nine-weeks and each semester. High honor roll requires a 3.5 - 4.0 grade point average, and regular honor roll requires a 3.0 - 3.49 grade point average. All subjects are counted in the honor roll preparation including physical education, band, chorus and mini-courses.

BEHAVIOR EXPECTATIONS AND POLICIES

Students are responsible for their behavior and are expected to conduct themselves in a manner that shows consideration of others. There are limits to behavior and some of the limits are explained in this Guide. Students are to be aware of the rules. The rules are established so that a large number of students can work together to maintain standards of behavior that are healthy and safe for all of us. Good behavior is common sense!

BOOK DAMAGE

Their teachers issue textbooks to all students. Students are responsible for their own books and must pay for damaged or lost textbooks. Sharing of textbooks is not permitted. If textbooks are misplaced, students should check in each of their classrooms and the lost and found in the office for the books.

Textbooks will be classified by the teachers before they are distributed to the students, and re-evaluated at the end of the school year in the following manner:

Class A condition	Is new or like new
Class B condition	Has good binding and shows normal use
Class C condition	Is usable but in worn condition

It is the responsibility of each student to check the condition of their textbook when it is issued to them. The teacher should be notified immediately of any damage to the book that is not already noted.

Normal wear and tear is to be expected and students should not be fined or penalized for normal use. Normal use would include a small tear in a page, which can be mended with scotch tape or some bending of the corners on the covers.

FINES

Fines will be assessed of student for failure to return, or the damage of, textbooks, library books, and instructional equipment and materials. 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. Students should be fined according to the following schedule:

1. Lost or unusable books will cost as follows:
 - a. 1st year: full price of book
 - b. 2nd year: 80% of current cost of book
 - c. 3rd year: 70% of current cost of book
 - d. 4th year: 60% of current cost of book
 - e. 5th year: 50% of current cost of book

2. Other fines will be assessed according this schedule:
 - a. Writing in ink in the book: \$1.00 or more depending on damage.
 - b. Missing pages: see lost book schedule
 - c. Water soaked book: see lost book schedule
 - d. Minor separation of binding that can be repaired: \$1.00-\$2.00
 - e. If book has to be rebound: \$5.00

BUS REGULATIONS

Instructions to pupils riding school buses.

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

1. The driver is in full charge. His relationship with pupils should be on the same plane as that expected of a teacher. Pupils should obey the driver cheerfully and promptly. The right of all pupils riding a bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil 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 NOTICE 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 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 may resume riding the bus. Disciplinary action will be as follows:
 - (1) First Bus Conduct Notice – warning.
Second Bus Conduct Notice – 3-day bus suspension.
Third Bus Conduct Notice – 5-day bus suspension.
Fourth Bus Conduct Notice – 10-day bus suspension.

Any additional Bus Conduct Notices may result in suspension from the bus for the rest of the school year.

 - (2) The parent will be notified 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, 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.
 - (3) If a pupil is suspended on the morning run, the student will be transported home before such suspension occurs.

- (4) Suspension from riding the bus is not a suspension from school. The child is **required** to be in school, even though suspended from riding the bus.
- C. The principal may, if deems the offense sufficient to warrant it, bypass step A and suspend the student on the first offense.
2. 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.
3. Pupils must stand at least ten (10) feet away from the traffic lane where the bus will stop. There must be a single file and an orderly line.
4. 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.
5. UNLOADING: At all discharge points, where it is necessary for pupils to cross the highway, pupils should cross the highway going at least (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 from the driver before crossing. When pupils live to the rear of the bus stop, or stop to pick up mail, the pupil shall first 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.
6. Pupils must occupy the seats assigned to them. While the bus is in motion, they remain in their seats. Seat changing while bus is in motion is not permitted.
7. 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.
8. The center aisle on the 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.**
9. The EMERGENCY door is used only for EMERGENCIES.
10. Classroom conduct is expected; ordinary conversation is permitted with persons sitting near the student. Pupils must refrain from unnecessary conversation with drivers and the use of profanity or abusive language will not be tolerated.
11. No eating or drinking on the bus is permitted (except on extra-curricular 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 a fine.

12. Pupils must immediately report any damage to the bus. Persons responsible for damage will be subject to disciplinary action and be required to pay for needed repairs.
13. 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, gameboys, cd/radio players w/headphones, 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 any 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.

14. 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 director.
15. 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.

DRESS

You are expected to dress in good taste and with discretion. Action will be taken whenever your attire or grooming presents a threat to the school, safety of others, and/or creates a disruption to the educational process. Shoes or sandals must be worn at all times. Hair and clothing must be neat and clean at all times. Students are not to wear hats, headwear of any kind, coats, or sunglasses in the school or classrooms. Chain wallets are not allowed at Orion Middle School. No book bags are allowed other than in locker.

If there is a heating problem, coats or jackets may be worn to a class only with special permission of the teacher. Clothing advocating drugs, alcohol, tobacco, illegal substances, or containing offensive wording or pictures will not be tolerated. Tops/pants that reveal student midribs and underwear are not acceptable as school attire, nor are spaghetti straps. `NOTE: As per district policy OMS shall tolerate absolutely no gang or mock gang activity at any time. This includes pants that hang on student's hips rather than waistlines.

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 authorities. "Gang" as used in this policy shall mean two or more individuals who associate with each other primarily for criminal, disruptive and/or 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 or other thing, which is 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 or 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 deemed to have engaged in gross disobedience or misconduct and will be disciplined pursuant to the rules and regulations of the Board of Education of Orion Community Unit School District #223, Policy JD, Student Discipline. Any gang-related paraphernalia or materials would be confiscated.

DRUGS - ALCOHOL

If students are aware of someone with drugs or alcohol in school, they are to report this to the office immediately. Students with drugs in their possession will be reported to law officers and suspended from school. Consumption of or possession of drugs or alcohol result in an automatic 10-day suspension. The school district will cooperate with law enforcement where required by law.

EDIBLES

Eating candy is not permitted in school except in the cafeteria as part of a student lunch. Pop cannot be brought into the school, unless authorized.

Gum is not permitted in school. Gum particularly is very difficult to remove and creates a health problem for everyone. Gum chewing, like candy, is unbecoming and unacceptable to classroom instruction, while in the gym at recreation, or on the playground at recreation.

EXTRA-CURRICULAR EVENT - STUDENT CONDUCT

Students represent their parents, the school, and themselves when attending all school activities. Thoughtful, responsible behavior is expected of all students at school activities just as it is expected during the school day. You are reminded to act in a mature, polite,

courteous manner to all people with whom you come in contact. All school rules are in effect at school activities home and away.

Students are expected to stand quietly with hats off during the National Anthem.

At the discretion of the principal or his/her designee, students may be given detentions, removed from the game, suspended from one or more events at middle and/or other schools, or even suspended from school depending on the severity of the misbehavior. The following are examples of, but not limited to, misbehaviors that will receive disciplinary action:

- Rudeness or lack of courtesy toward either team and coaches.
- Loitering in the foyer or rest rooms.
- Entering or attempting to enter an event at which admission is charged without paying.
- Throwing any object at someone or onto the playing floor.
- Excessive noise on a continuous basis.
- Profanity (language or gesture).
- Failure to correct behavior as asked by supervisor or any school employee.

Students who leave the building during the game without permission will have to pay again in order to return to the game.

HEADPHONES/WALKMANS/CD PLAYERS

Headphones are not to be worn at any time during the school day.

AEROSOL CANS

The use of, or possession of, aerosol cans at school, or at any school function is not permitted.

ELECTRONIC DEVICES AT SCHOOL

No radios, portable CD players, walkmans, headphones, televisions, cell phones or pagers are to be in a student's possession in classrooms, hallways, or commons area without an administrator's permission during the school day. 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. Phones are expected to be off and in their locker upon entry into the building.

In addition, students are not to possess laser type devices anywhere at Orion Middle School.

TOYS/GAMES AT SCHOOL

No toys, cards or electronic games are allowed at school.

LOCKERS

Lockers remain the property of the Orion School District. Lockers may be searched at any time for maintenance and reasonable cause. Lockers are assigned to students by the office and all students are to use only the locker to which they are assigned. Students are to keep the locker neat and clean. Keep all belongings inside the locker. **DO NOT KEEP VALUABLES IN YOUR LOCKER.** If a student brings extra money to school, he/she should leave this money in the office for safekeeping. The school will not be responsible for items taken from lockers. Students may go to their lockers at designated times only. You may not

go to your lockers at lunch without special permission. Book bags and jackets are to be kept in lockers at all times.

The school will provide a hall locker at a nominal rental fee for the lock. The lockers must be kept locked at all times. Students must not give their combinations to other students nor allow other students to look over their shoulder while they are working their combination.

Students should not kick or abuse their lockers. Damages to lockers can be assessed a fine.

LEAVING SCHOOL GROUNDS (CLOSED CAMPUS)

Students who leave the school grounds must have written permission of parents with parent's signature. The note is to be brought to the office for approval and the student must sign out from the office. When a student comes to school later than the beginning of the day, he/she must also sign in at the office before going to class. Students leaving school without following the above procedures are considered as truant. No student can leave school grounds over noon periods to go home for lunch. All students are required to eat lunch at school.

LUNCH PROCEDURES AND RULES

A hot lunch program is provided for all students. Salads are also available every day. Menus for each month are published in advance.

Procedures:

1. We encourage students to deposit money into their lunch accounts before school starts, using the deposit box located in the commons. Lunches cost \$2.25 per day and ala carte items are also available.
2. Walk, don't run to the commons. No books allowed at lunch, go to your locker first. All students who are eating a lunch must get in the serving line upon entering the commons.
3. Make sure you have your student ID on or your number memorized when you enter the serving area.
4. Each week there are two entrée choices: the regular menu listing and one other listed on the school menu.
5. Move through the line as quickly as space permits. All students must wait in line regardless of what you are purchasing.
6. When you are through eating, take your tray to the trashcans. Put paper trash in the trashcans. Put your tray in the dish window. Return to your original seat; make sure your area is clean (table, bench, and floor); and wait until you are excused. You may go to the rest room and get a drink at this time with permission.

Rules:

1. All regular school rules apply in the commons. All students are expected to follow lunch supervisor's instructions.

2. Students may not cut in line to get a better place, to get just a milk, chips, or for any other reason.
3. Students may talk quietly, and they will remain in the same seat the whole lunch hour.
4. Food is to be eaten and definitely to be kept on your tray or in your lunch sack until you are ready to discard trash. No food is to be taken out of the cafeteria.

NOTE WRITING BY STUDENTS

Students are not to write, read, or pass notes in class or study hall. This is distracting from the class. These notes quite often contain comments about other students and the chain reaction resulting from the notes lasts all day. Detentions could be issued for such actions.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is not acceptable behavior at school and during extra-curricular events.

SMOKING/MATCHES AND LIGHTERS

The use of or possession of cigarettes or tobacco at school or at any school function will result in a 1-2-day suspension for possession and 1-3 day suspension for use the first time with more severe penalties if it happens again.

Students are not allowed to bring matches or lighters to school. Students found to have matches or a lighter in their possession may be assigned two detentions. Students who light a match or a lighter in school could be suspended from school for one day the first time this happens. Should it happen again, appropriate action will be taken.

STEALING

Students who are caught stealing will be subject to detentions or suspension(s). "Borrowing" things from students without their permission is stealing. The biggest problem with stealing occurs in gym class when students do not lock their lockers and carelessly leave things lying around during class and after class. The easy rule to follow is simply to turn items into lost and found immediately if you find something that is not your property. Students caught with items in their possession that are missing or have been reported as stolen will be penalized.

TRESPASSING REGULATIONS

Students loitering on school grounds during or after school hours where there is no school activities are advised that they are subject to arrest.

Pursuant to Article 21-5 of the Illinois Revised Code

1. No person shall trespass or loiter in any school building of this school district or on the grounds there of.
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.

WEAPONS ON SCHOOL PROPERTY

Section 10-22.6 of the Illinois School Code mandates that any student who brings a weapon to school, or "any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year."

This expulsion may be modified by the Board of Education in accordance with the requirements of the Federal Individuals with Disabilities Act.

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, 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 two (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 alike" 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. The school district will cooperate with law enforcement where required by law.

DISCIPLINE POLICIES AND PROCEDURES

At OMS we take a positive approach to discipline. Believing that students wish to do the right thing, we attempt to create a climate that promotes good behavior.

However, the faculty and other appropriate staff at OMS must take appropriate actions when the conduct of a student disrupts or threatens other students, staff, visitors, property, or the school's educational objectives. The management of student behavior is an important aspect of the operation of OMS, and the School District will support faculty and staff toward that end.

Consequences are a natural part of real life. As educators we feel it is our responsibility to teach youngsters to accept responsibility for their actions. When staff and administration issue detentions, suspensions, or other punishments, they are given to change behavior and to make the school a pleasant and safe place for every child to come each day to learn and grow. We do not make our decisions to give punishment without careful consideration of all the facts and expect the students to profit and change as a result of their mistakes. We hope that you will support our efforts to help your child become a productive, law-abiding citizen.

PROHIBITED CONDUCT

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, and students may be suspended or expelled for gross disobedience or misconduct. Disciplinary action may be taken by appropriate staff or administrators at their discretion when gross misconduct or discipline occurs (1) on school grounds before, during, or after school hours, (2) off school grounds at a school activity, function, or event, (3) at school bus stops, (4) traveling to or from school or a school activity, function, or event, or (5) any place where the student's conduct is reasonably related to school. **Chronic misbehaviors and suspensions may affect your child's school field trips and eligibility to attend dances.**

Gross disobedience or misconduct includes, but is not limited to, the following conduct:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence or impaired from use of alcohol are not permitted to attend school or school functions and are treated as though they had used alcohol on school grounds.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs, marijuana, intoxicants, drugs prescribed for another person and drug paraphernalia. Students who are under the influence or impaired from using any of these substances are not permitted to attend school or school functions and are treated as though they had used such substances on school grounds.
4. Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon or "look-alike" weapon.
5. Using or possessing electronic signaling and cellular radio-telecommunication devices unless authorized and approved by the Building Principal. Electronic signaling devices include pocket - and all similar - electronic paging devices.

6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.
9. Unexcused absenteeism; however, the truancy statutes and Board policy will be utilized for chronic and habitual truants.
10. Being a member of or joining or promising to join, or becoming pledged to become a member of, soliciting any other person to join, promise to join, or be pledged to become a member of any public school fraternity, sorority, or secret society.
11. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
12. Engaging in any activity that constitutes an interference with, or disruption of, school purposes or an educational function.
13. Unauthorized use of a fire extinguisher, activating a false fire alarm, or arson.
14. Gambling, in any of its various forms.
15. Academic cheating.
16. Making any bomb threat or initiating a false report of a bomb on school premises.
17. Unauthorized use of computers.
18. Unauthorized alteration of school records.
19. Profane or offensively lewd, vulgar, or indecent language, gestures or behavior and slander, libel, or obscenity in any form.
20. Sexual harassment.
21. Dress or appearance which presents a health or safety hazard, which materially and substantially disrupts the educational process, or which is prohibited by school dress requirements.
22. The violation of the time, place and manner in which the Principal designates that written or printed materials may be distributed by students in the school building or on the school grounds.
23. The commission of any acts punishable by any national, state, or local law or regulation.

24. Unsafe or unbecoming play or behavior, including running in hallways, classes, or on bleachers, engaging in horseplay or rowdy behavior.
25. Unexcused tardies from school or class.
26. Insubordination or lack of cooperation with staff.
27. Failure to properly care for and respect school property or the property of others.
28. Other violations of school rules as determined by staff or administration.

NOTE: Repeat offenses will result in additional and more severe punishment.

Any student at Orion Middle School who receives any type of punishment toward the end of the school year and is unable to complete it for any reason will be required to complete the penalty as soon as possible at the beginning of the next school year. If the student is promoted from Orion Middle School, the punishment will be completed at the high school as soon as the new school term begins.

DISCIPLINARY MEASURES

Student misbehavior or misconduct may result in a student behavior referral being written and submitted to the administration by any of staff member. Upon receipt, the principal or his/her designee will review the referral with the student and may assign disciplinary measures. The principal or his/her designee can only give out-of-school suspensions, and out-of-school expulsions can only be given by the Board of Education (at the recommendation of the principal or his/her designee). Disciplinary measures may include the following:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 days, provided that appropriate procedures are followed.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school-sponsored events, provided that the appropriate procedures are followed.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed 10 school days. The Building Principal or a designee shall provide for proper supervision.
11. Grade reduction for unexcused absences only.
12. After school detention.
13. Lunch detention/lunch re-assignment.
14. Ineligibility for field trips.
15. Ineligibility for after-school activities.
16. Office "time-out" session.
17. Study hall with Principal.
18. Assigned seating.

DETENTION POLICY

Most students never receive a detention while attending OMS. However, students who engage in gross disobedience or misconduct, or who fail to behave and/or follow basic rules of acceptable conduct, may be assigned detentions. If a student is assigned a detention by the principal or his/her designee, a written notice will be sent home to the student's parents. The principal or his/her designee may also attempt to contact the parents orally, if necessary. Students are expected to serve their detention(s) by the assigned date. Detentions will be held after school from 3:05 to 3:50 Monday-Thursday.

Please Note: Students who ride the bus home will not be transported home after detention.

DETENTION ROOM PROCEDURES

1. Students must bring their own schoolwork with them to detention. Student homework and test/quiz preparation are the priority during detention. A student may be permitted to read quietly after all schoolwork and test preparations are completed.
2. Work will be assigned by the detention supervisor if work is not brought to the detention room. It is to be completed and returned to the supervisor.
3. Students who are late for detention have missed detention.
4. Students must leave the building ASAP after detention.
5. All detentions must be served. Students who miss serving their detention by the due date will get verbally reprimanded THE FIRST TIME and will serve the detention that day or on the next available detention date. If a student misses that or any other detentions throughout the school year they may receive additional detentions and/or in-school suspensions (e.g. 1 goes to 2).

SUSPENSION/EXPULSION POLICY

1. Suspension

Ill. Rev. Stat. Ch.122, 10-22.6(a) authorizes the superintendent, principal, assistant principal, or 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. Students suspended due to gross disobedience or misconduct on the school bus may be suspended by the Board of Education for more than 10 days for safety reasons. The student and/or parents or guardian are due the following procedural protections unless the suspension dictates otherwise, all suspensions will be served in school:

- a. 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 and an opportunity to present his/her version of the incident.
- b. 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.

- c. 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.
- d. Upon request of the parents or guardian, a hearing shall be conducted by the hearing officer or Board of Education to review the suspension. At the hearing, the parents/guardian, student and/or the student's representative may appear and discuss the suspension with the hearing officer. The hearing officer is appointed by the Board and 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 it finds appropriate.

All student suspensions shall be "in school" suspensions unless the principal or his/her designee determines that an out-of-school suspension is necessary due to the severity of the disciplinary infraction. The district shall provide an in-school suspension supervisor.

- e. For an out-of-school suspension, school work should be made up to allow the student to progress at the same level as the rest of the class, as arranged for by the Administration/Teachers within a specific time frame. Any make-up work from the suspension will receive, work not completed within the set framework, will result in a zero. The student can expect a reduction in daily class participation grades, with courses designed with a grading policy on daily participation. (Examples might be, but not limited to: Physical Education, Band, Chorus and Mini-Courses)

2. Expulsion

(105 ILCS 5/10-22.6 (from Ch. 122, par. 10-22.6) The Board of Education 223 may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis for gross disobedience or misconduct. The student and/or parents or guardian are due the following procedural protections:

- a. 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.
- b. The hearing shall be held at the time and place designated in the notice, and shall be conducted by the Board of Education or a hearing officer appointed by the Board. If a hearing officer is appointed, 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.
- c. During the 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 Board or hearing officer shall hear evidence on the issue of whether the student is guilty of the gross disobedience or misconduct charged, and on the appropriateness of the

disciplinary action proposed. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide whether the student is guilty of gross disobedience or misconduct and what disciplinary action is appropriate. 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.

Students who are suspended or expelled may receive a zero in each class missed due to suspension or expulsion. Suspended or expelled students will be allowed to take any major tests and keep up with their daily work so they will not fall behind the rest of the class. A suspension or expulsion may impact a student's final grade.

A chronic truant shall not be suspended or expelled 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 of ten percent or more of the prior school.

TRIP ELIGIBILITY

Rules and policies included in this handbook are in place to foster our vision of providing the very best opportunity for the academic, social and emotional development of all students in a safe and caring environment. The OMS Discipline Committee and Board of Education have established disciplinary guidelines for students taking OMS field trips, so that students may develop a greater responsibility for their conduct, citizenship, and actions.

Each year OMS students take a variety of trips outside the building for educational purposes. We as a staff and administration want to make sure that all of our students behave in a proper and respected manner. No one can predict how student's behavior will evolve during the duration of the trip. However, the task of deciding whose behavior would be suspect and possibly detrimental to the trip, rest solely with the Principal. Comments and concerns from your child's teaching staff will also be considered in helping make any field trip decisions. Please be aware that your child can be removed from any or all field trips due to the following behavior occurrences: reoccurring or chronic misbehavior, outwardly negative attitudes, repetitive suspensions or detentions, any suspension or suspensions that total more than one day, or specific reoccurring type behaviors towards students or staff which can be aggressive or disruptive towards the trip, teachers, and the other students. Parents and students would be notified in writing by the school.

Field trips covered by this policy include class trips in Spring, Band and Chorus trips, and any others as appropriate.

- 1 Students who are suspended or expelled out of school are not permitted to participate in any field trip(s) occurring on a day(s) of suspension or expulsion.
- 2 At the discretion of the principal or his/her designee, students may be denied permission to attend field trips as part of or because of disciplinary actions. This determination shall be made on a case-by-case basis.

- 3 Discipline guidelines which will be considered for trip suspension are: a) more than one day of suspension either ISS or OSS; b) one suspension ISS/OSS and five to six detentions; c) Nine to ten detentions.

Students that lose field trip eligibility rights and who are seen at or near a field trip event may be considered truant from school and subject to disciplinary action.

GENERAL POLICIES AND PROCEDURES

ARRIVAL AT SCHOOL

Students should not arrive on the school grounds prior to 7:40 a.m. Students will be allowed to enter and remain in the commons. They will not have access to any other part of the building without a pass or permission.

BICYCLES

Bicycles can be parked in the bicycle racks of the school during school hours. Students are to park their bikes in the rack immediately upon arrival on school grounds. Students are not to ride around on bikes on school grounds before, after or during school hours. No one is allowed to be on another student's bike.

DISMISSAL

Bus students are dismissed at 2:53 p.m. only if they are riding the bus that day and walking students at 3:00 p.m. Students are to leave the building by 3:10 p.m. unless they are required to participate in a scheduled activity after that time. If a bus student is not riding the bus on a given day, the student cannot leave 10th period until the 3:00 bell.

DOCTORS, DENTISTS, AND ORTHODONTIST APPOINTMENTS

These appointments are usually made well in advance. Student should notify the teachers of the class or classes they are going to miss one or more days before the appointment.

All work due the day of the appointment is still due that day whether the student misses the class or not. The students cannot neglect doing their assignments just because they have an appointment and are going to miss one or two periods.

If a test is scheduled for a period that a student is going to be gone, the student must come to the teacher during study hall and take the test on the same day. If the student is also absent from school during the study hall, the test must be made up during that class the next day. Assignments due that day must be handed in before a student leaves or when they return later that day.

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 of 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.

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. This policy states that the school will not be liable for loss or misuse of the inhaler. The Asthma Policy is a 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 Drivers 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.

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. School personnel will not issue or supply over-the-counter medications on a temporary or permanent basis.

MEDICATION PROCEDURES

- Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
- A program for administration of medications to children in Orion School District #223 will be managed by the School Nurse, under direct supervision from the administrator of each building.
- A permission for long-term medication shall be renewed annually. Changes in medication shall have written authorization from the licensed prescriber.
- 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.
- Orion School District #223 retains discretion to reject requests for administration of medication. If medication is a chronic or even periodically needed for the year, the District will request a medication form and parent will provided the over-the counter medications to be kept in the office.
- The School Nurse will use a schedule to stagger administration time when necessary.
- The school will not administer over-the-counter medication without the proper forms.
- Parents may come to school to administer medications.
- 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.
- In the absence of the School Nurse, the administrator or staff will supervise self administration of medication.
- Students dispensing or taking prescription medication without a doctor's permission will be subject to disciplinary action for alleged use of prescription medications.

PHYSICAL EDUCATION POLICIES AND PROCEDURES

Physical Education uniforms are only to be worn during PE classes. They are not to be worn at any other time. It is the responsibility of the student and parent that the student has a clean PE uniform, socks, and towel at the beginning of each school week. All clothing should be marked or labeled. Each student is asked to have a combination padlock for his or her own protection. This should be purchased from the school. Required items for PE are: school bought PE shirt, gym shoes (separate from what you wear all day), black shorts, white athletic socks (stripes at top okay), stick deodorant (metal or plastic containers) (no spray cans or glass bottles) for safety reasons, and a padlock (school bought required) (combination with key).

Students excused from PE for medical reasons must turn a note into the office from their parents. After the third day of absence from PE for medical reasons, a note from the student's doctor must be turned into the office indicating non-participation in order for the student to be excused. Students will still be expected to go to PE class or the library and complete written work that is assigned.

SOLICITING

Students are not to collect money for anything unless it is a school-sponsored activity.

VISITORS

In the interest of student safety and well being adult visitors to the school are permitted on the basis of their need to visit. All visitors must report to the office and state the purpose of their visit. It is essential that the office be aware of any and all visitors to the school at all

times as required by law. Ex-students, friends or relatives of students are NOT to visit classes during school hours.

PARENT INFORMATION AND ACTIVITIES

Parents are always welcome to visit the school and classes at anytime. We need your help in working with your child. Together we can help your child grow and develop successfully.

FEES

Fees are assessed to students to pay for the cost of supplies in certain mini-courses. Fees are also paid by students for certain supplies (textbooks, technology, testing and PE). Students should purchase PE shirts and their gym locks at registration. A nominal rental fee is charged for lock rental for hall lockers.

FEE WAIVERS

All fees assessed by the District may be waived on 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.

NEWSLETTER

A district wide newsletter is sent to all residents of the school district from the Superintendent's office about every other month. This newsletter has information such as a Calendar of Events, Board of Education minute's summary, and articles about the schools, including the menu for hot lunches. Also, we have a district-wide web site, which is <http://orionschools.us>. If you do not receive this newsletter each month, contact the Superintendent's office.

PARENT-TEACHER ASSOCIATION (PTA)

The PTA meets regularly in the school and sponsors several activities (both education and recreational) for the benefit of students during the school year. Parents are encouraged to participate in the PTA as a community service to the youth in Orion and elsewhere in the United States. PTA Board meetings are held regularly the first Thursday of each month beginning in August and ending in May. They meet at the United Methodist Church at 9:00 a.m. Evening meetings are scheduled as needed or requested. These meetings are usually held at C.R. Hanna.

SCHOOL SPIRIT

School spirit can produce an enthusiastic and positive attitude at OMS. It also implies that we show respect to others. Respectful behavior at school-sponsored activities is expected of us all. We can be proud of our school and its achievement, but we must also respect the achievements of others. Good sportsmanship is expected of all OMS students.

ATHLETIC NAME:	CHARGERS
SCHOOL COLORS:	SCARLET & WHITE
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! (Cheer) Yea Scarlet! Yea Black Yea Orion, set them back Scarlet, Scarlet, Black, Black Orion, Orion, set them back

STUDENT ACTIVITIES

ATHLETICS

Athletics are provided for girls and boys at Middle School. The Middle School belongs to the Prairieland Conference with other schools similar in size. A sports physical exam is required of all students participating in inter-scholastic sports. Physical exams for athletics are only good for one year from date of issuance. The permission to participate form (blue), rules (yellow), waiver forms (pink) and physical exam form must be submitted to the Athletic Director prior to practice beginning. No student may practice or participate in an activity without these forms being on file. Participation fees are due before the first contest. Participation fees may be waived for students whose parents qualify.

ATHLETIC TEAMS

7th and 8th grade Boys Football
7th and 8th grade Girls Volleyball
7th and 8th grade Girls and Boys Basketball
7th, and 8th grade Girls and Boys Track
6th, 7th, and 8th grade Boys Wrestling
7th and 8th grade Girls Cheerleading
7th and 8th grade Scholastic Bowl

CHEERLEADING

Cheerleading teams are organized at the seventh and eighth grade levels for the Middle School Boys Basketball games. All seventh and eighth grade students are eligible if they have followed grade and discipline standards. Try outs will be after registration for each school year.

CLUBS

Some clubs and activities are offered for those students who are interested. Clubs are organized after an adult sponsor indicates they are willing to supervise one for the students.

Student clubs are for educational purposes and are organized as to meet the variety of interests and needs of the students.

STUDENT COUNCIL

A Student Council is organized at Middle School for all students to have the experience of participating in democratic government on a level in which they can understand. Officers and representatives are elected annually. Officers and representatives meet frequently to discuss and plan school activities. Students should contact one of the officers or representatives on matters that pertain to student's morale or activities. A faculty sponsor guides the group in their activities.

The Student Council participates in fund raising for the good of the school and sponsors assemblies, dances, parties and other school activities. It fosters school spirit and good school citizenship.

Dances or parties that are conducted by the Student Council during the school year are held in the OMS gym and are chaperoned by four or five staff members/parents.

EARLY DISMISSALS

11:28 SCHEDULE

Enter Building	8:08
Buses Leave Bell	8:10
PERIOD 1	8:15 - 8:39
PERIOD 2	8:42 – 9:03
PERIOD 3	9:06 – 9:27
PERIOD 4	9:30 – 9:51
PERIOD 5 or PERIOD 6	9:54 – 10:15 (SKIP YOUR LUNCH PERIOD)
PERIOD 7	10:18 – 10:39
PERIOD 8	10:42 – 11:03
PERIOD 9	11:06 – 11:28
2 nd Bus Bell	11:32 (buses leave bell)
Walkers Dismissed	11:35 (walkers dismissed)

BUS STUDENTS WILL BE RELEASED AT 11:28 AND THE WALKERS WILL BE RELEASED AT 11:35 APPROXIMATELY.

2:08 DISMISSAL

Enter Building	8:08
Buses Leave Bell	8:10
PERIOD 1	8:15 - 8:55
PERIOD 2	8:58 - 9:35
PERIOD 3	9:38 - 10:15
PERIOD 4	10:18 - 10:55
PERIOD 5 LUNCH A	10:58 - 11:35 (PERIOD 5 10:58 – 11:35)
PERIOD 6 LUNCH B	11:38 - 12:08 (PERIOD 6 11:31 – 12:08)
PERIOD 7	12:11 – 12:48
PERIOD 8	12:51 – 1:28
PERIOD 9	1:31 – 2:08 (bus students leave)
2 nd Bus Bell	2:12 (buses leave bell)
Walkers Dismissed	2:15 (walkers dismissed)

BUS STUDENTS WILL BE RELEASED AT 2:08 AND WALKERS WILL BE DISMISSED AT 2:15 APPROXIMATELY.

MAP

MAP

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SCHOOL CALENDAR

OFFICIAL SCHOOL CALENDAR 2011-2012

August 1 OHS New Student Registration (by appointment only)

August 2 New Student Registration (C.R. Hanna & OMS, 9:00 a.m. - 12:00 p.m.; OHS by appointment only)

August 3 C.R. Hanna/OMS/OHS Student Registration at OMS (9:00 a.m. - 12:00 p.m., 1:30 p.m. - 3:30 p.m., 5:00 p.m. - 7:00 p.m.)

Area Career Center Classes Begin

August 4 C.R. Hanna/OMS/OHS Student Registration at OMS (12:30 p.m. - 3:30 p.m. & 5:00 p.m. - 7:00 p.m.)

August 8 OMS Late Registration (by appointment only)

August 9 6th Grade Orientation (6:30 p.m.)

August 15 **No School** - Teachers' Institute

Kindergarten Individual Classroom Visits (12:00 p.m. - 6:00 p.m.)

C.R. Hanna Backpack Night (grades 1-5) (4:00 p.m. - 6:00 p.m.)

August 16 **½ Day Early Dismissal** - First Day of Student Attendance

(OHS 8:00 a.m. - 11:32 a.m.; OMS 8:15 a.m. - 11:28 a.m.; CRH [grades K-5] 8:00 a.m. - 11:22 a.m.)

August 17 First Full Day of Classes

(OHS 8:00 a.m. - 3:03 p.m.; OMS 8:15 a.m. - 2:53 p.m.; CRH [grades K-5] 8:00 a.m.-2:49 p.m. [bus], 2:55 p.m. [walkers])

August 18 Pre-Kindergarten Open House (6:00 p.m. - 7:00 p.m.)

August 22 Pre-Kindergarten classes begin

August 25 OHS Open House

September 1 OMS Open House

September 2 **½ Day - Early Dismissal** - School Improvement Inservice

(OMS 11:28 a.m., OHS 11:32 a.m., CRH 11:22 a.m.)

September 5 **No School** - Labor Day

October 7 **½ Day - Early Dismissal** - School Improvement Inservice

(OMS 11:28 a.m., OHS 11:32 a.m., CRH 11:22 a.m.)

October 10 **No School** - Columbus Day

October 14 End of First Grading Period (42 days) (Report Cards distributed at P/T Conferences)

October 20 **No School** - Parent/Teacher Conferences (11:30 a.m. - 7:30 p.m.)

October 21 **No School** - Parent/Teacher Conferences (8:30 a.m. - 3:30 p.m.)

November 10 **½ Day - Early Dismissal** - School Improvement Inservice

(OMS 11:28 a.m., OHS 11:32 a.m., CRH 11:22 a.m.)

November 11 **No School** - Veterans Day

November 23, 24, 25 **No School** - Thanksgiving Break

December 20 **Early Dismissal (OMS 2:08 p.m., OHS 2:15 p.m., CRH 2:02 p.m.)** - Winter Break Begins

End of Second Grading Period (41 days)/First Semester (83 days)

Dec 21 - Jan 2 **No School** - Winter Break

January 6 Report Card Distribution

January 16 **No School** - Martin Luther King Jr. Day

February 17 **½ Day - Early Dismissal** - School Improvement Inservice

(OMS 11:28 a.m., OHS 11:32 a.m., CRH 11:22 a.m.)

February 20 **No School** - Presidents' Day

March 5-15 ISAT Testing (Grades 3-8)

March 8 End of Third Grading Period (46 days)

March 15 Report Card Distribution

March 16 **No School** - Teachers' Institute

March 31-April 9* **No School** - Spring Break (*4/9/12 is the 5th Emergency Day. If 5 emergency days have been

used during the school year, there **will** be school on 4/9/12.)

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April 24 OLSAT Testing (Grade 2)

April 24 & 25 PSAE Testing (Grade 11)

April 27 ½ **Day - Early Dismissal** - School Improvement Inservice
(OMS 11:28 a.m., OHS 11:32 a.m., CRH 11:22 a.m.)

May 13 High School Baccalaureate (7:00 p.m.)

May 20 High School Graduation (2:00 p.m.)

May 22 **No School** - Teachers' Institute (tentative)

May 23 **Last Day of School** (tentative) – Report Card Distribution

End of Fourth Grading Period (46 days)/Second Semester (92 days)

May 24, 25, 29, 30 & **Emergency Days**

April 9

May 28 **No School** – Memorial Day

Heat Schedule, as needed:

School Start Time End Time

OHS 7:35 a.m. 1:35 p.m.

OMS 7:40 a.m. 1:30 p.m.

C.R. Hanna 7:35 a.m. 1:25 p.m.

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