



ORION

Diploma Completion and Learning Center

2018-2019
Adult Student Handbook

Topeka Location

4123 SW Twilight Drive, Suite 6 ~ Topeka, KS 66614
main: (785) 228-2336 ~ fax: (785) 228-9278
www.orioneducation.org

Serving the districts of...

USD 341 Oskaloosa ~ USD 343 Perry-Lecompton ~ USD 345 Seaman ~ USD 372 Silver Lake
USD 437 Auburn-Washburn ~ USD 450 Shawnee Heights

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Welcome!

Welcome to ORION Diploma Completion and Learning Center! It is our desire to assist in your educational journey towards high school graduation. Our purpose is to help you accomplish, in a timely manner, the academic and personal goals you have established for yourself. We also ask that you put forth time and effort necessary to achieve success with positive work habits and commitment. Please review this handbook and its contents so you are aware of the expectations we hold for you.

About Us

ORION Education and Training is one of seven service agencies in the state of Kansas. The purpose of these organizations is to furnish more efficient and/or economical services to maximize educational opportunities for Kansas students. Service centers also act as liaisons between local districts and the Kansas State Department of Education (KSDE). ORION is similar to other regional support systems throughout the country working to stretch limited dollars over demands for ever increasing services. Our agency is part of a network of educational entities under the umbrella of the Kansas Association of Educational Service Agencies (KAESA) and the Association of Educational Service Agencies (AESA) nationwide. The value of these innovative service agencies has been emphasized by their ability to pool resources for the common benefit of students and taxpayers.

Diploma Completion is one of many services offered by ORION Education and Training. The ORION Diploma Completion and Learning Center provides an opportunity for high school and adult students to earn credits necessary to graduate high school by partnering with several accredited Kansas school districts. The Adult program is specifically designed for students 18 and older whose original class has already graduated without them. Through the ORION Diploma Completion and Learning Center, adult students take the courses necessary to meet graduation requirements established by their sponsoring district. Upon successful completion of graduation requirements, adult students are issued a final transcript and diploma by their sponsoring high school.

Vision and Mission

ORION Vision is to be the innovative leader in educational solutions.

ORION Mission is to provide relevant, cost-effective solutions that inspire lifelong learning and strengthen communities.

Beliefs and Behaviors

Accountability - We believe in responsible actions that influence the lives of our customers and fellow workers.

Integrity - We believe in honesty, dependability, respect and consideration of others.

Leadership - We believe in empowering people to make extraordinary things happen through progressive and innovative actions.

Service Excellence - We believe in the commitment of each team member to contribute to the individual needs of our customers in a manner that exceeds their expectations.

Stewardship - We believe in responsible planning and management of resources.

Notice of Non-Discrimination

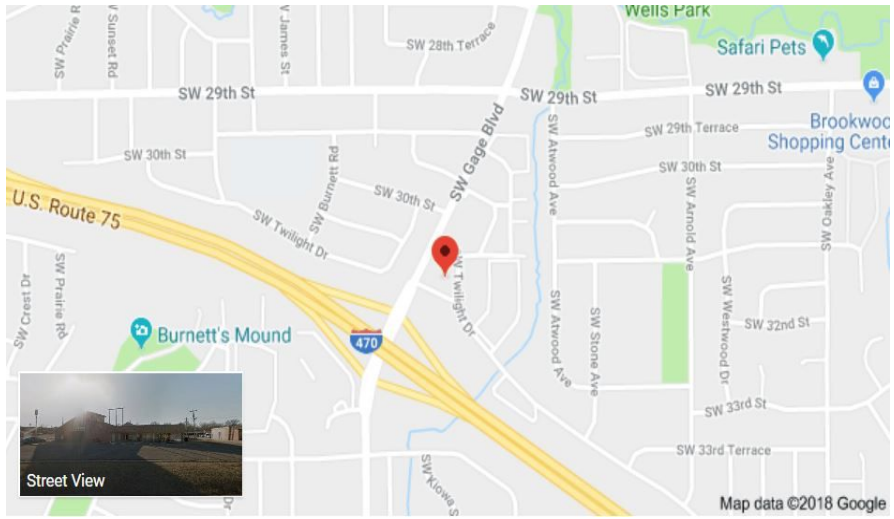
ORION Education and Training is committed to maintaining a learning environment free of discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, nationality, gender preference, or disability. The Human Resource Director at ORION Education and Training has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil

Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 501 of Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Contact Kris Misak at (620) 584-3300.

Staff Directory

<p>Dr. Brad Pepper Executive Director Email: bpepper@orioneducation.org Call: (620) 584-3300</p>	<p>Maria Stueve Academic Advisor (A-K) Email: mstueve@orioneducation.org Call: (785) 228-2336 x103 Text: (785) 414-9707</p>
<p>Sarah Finan Topeka Site Coordinator Email: sfinan@orioneducation.org Call: (785) 228-2336 x102 Text: (913) 214-6352</p>	<p>Micaela Barnes Academic Advisor (L-Z) Email: mbarnes@orioneducation.org Call: (785) 228-2336 x105 Text: (785) 435-9127</p>
<p>Krista Vanderbilt Administrative Assistant Email: kvanderbilt@orioneducation.org Call: (785) 228-2336 x100 Text: (785) 422-5787</p>	<p>Bob Cockerham Assistant Advisor, Part-Time Email: bcockerham@orioneducation.org</p>

Hours & Location

<p>ORION Diploma Completion and Learning Center <i>Topeka Location</i> 4123 SW Twilight Drive Topeka, KS 66614 Main: (785) 228-2336 Fax: (785) 228-9278</p> <p>Hours of Operation Monday: 8am-5pm Tuesday: 8am-5pm Wednesday: 8am-8pm Thursday: 8am-5pm Friday: By Appointment* Saturday: By Appointment* Sunday: CLOSED</p>	
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*Call for appointment or use Appointment Scheduling link on our website on or before end of day Thursday.

Online Learning

100% of courses offered through ORION Diploma Completion and Learning Center are available online. Online learning provides adult students with the convenience and flexibility of 24/7 access to coursework, short-term (often immediate) feedback, self-paced learning opportunities, the ability to establish their own learning environment, and the opportunity to set their own schedule and graduation plan. Online learning also requires a certain degree of basic computer skills, time management, self-discipline, independence, and responsibility.

At ORION Diploma Completion and Learning Center, we maintain a student-focused philosophy allowing for individual choice and voice to help students meet their educational goals. We offer individualized graduation

planning and progress updates with the help of our academic advising and support staff. We also provide a computer lab and laptop lounge open up to six days per week for onsite access to courses.

Courses offered through ORION Diploma Completion and Learning Center are available online through the use of a website called Odysseyware. To work on courses, students must have access to the Internet and a desktop or laptop computer. Mobile devices such as tablets or smartphones are *not* recommended to work on courses as the Odysseyware website is not built for mobile platforms. Students are issued login information and coursework as part of the orientation process.

Enrollment Process

The Topeka location of ORION Diploma Completion and Learning Center enrolls eligible adult students four times each school year. The school year for adult students runs from August through June. Students can start the enrollment process through our website by completing the online interest form. Every student is required to schedule and complete an orientation session before the enrollment process is complete. During orientation, students will sign a release of information allowing us to request a transcript from the last high school they attended. Once the transcript is received, a counselor at the student's sponsoring school will activate them as a student of record and complete a transcript analysis to determine what courses are needed to graduate.

Sponsoring Schools

The Topeka location of ORION Diploma Completion and Learning Center serves the following districts:

- USD 341 Oskaloosa
- USD 343 Perry-Lecompton
- USD 345 Seaman
- USD 372 Silver Lake
- USD 450 Shawnee Heights
- USD 437 Auburn-Washburn

Students have the option of choosing any district to sponsor their enrollment, but many schools require students to live within their district. If a student's choice is not accepted, a sponsor will be chosen for them.

Graduation Plan

Once a transcript analysis is received by a student's sponsoring school, the student and his/her advisor will develop a graduation plan. This plan is customized for each student and will outline all courses needed to graduate, the timeline for completing courses, and a projected graduation date. Throughout the school year, the graduation plan will be updated and can also be revised if needed. The purpose of the graduation plan is to ensure students know exactly what they need to do in order to graduate and how long it will take.

Consultations

At least once each quarter of the school year, students are to schedule a formal meeting (known as a consultation) with their assigned academic advisor to discuss goals, plans, and progress. Long-term and short-term goals will be made according to what each student would like to accomplish while enrolled in the program. Plans are established to help students achieve those goals. Progress is discussed to determine whether course completion deadlines, projected graduation date, and goals will be met as planned and if any revisions, updates, or alterations need to be made.

Graduation Requirements

Minimum graduation requirements are outlined by the Kansas State Department of Education (KSDE) and customized by each school district's Board of Education. Adult students working through ORION Diploma Completion and Learning Center must adhere to the graduation requirements established by their sponsoring district. Minimum state graduation requirements are listed in Appendix D.

Materials Required

ORION Diploma Completion and Learning Center is an online learning program. To work on courses, students are required to have access to a desktop or laptop computer with an internet connection. Coursework can be completed onsite, offsite, or a combination of both. A computer lab and laptop lounge is available for student use during office hours. Students working onsite may bring their own device, but all onsite students must abide by the computer usage agreement outlined in Appendix B. Transportation is not provided. If working from home is not a possibility, alternate arrangements should be made for regular transportation to community centers, the library, and/or the Topeka Location computer lab in order to log on and complete coursework in accordance with progress expectations.

School Closing

The decision to close the Topeka location due to severe weather or other circumstance is made by the site coordinator. This announcement will be posted on the ORION Topeka social media platforms (Facebook, Twitter, Google+) and local news channels.

Communication

Communication is a priority for ORION Diploma Completion and Learning Center, and we ask that students make it a priority as well. ORION provides several avenues for student and staff to communicate such as in person or by email, phone, video, texting, and instant messaging. General communication will be through email, website announcements, and social media posts. It is ORION policy to respond to any questions or concerns within 24 hours, on regular business days, to ensure a positive learning experience for students. Any changes to student contact information should be communicated with a Topeka Location staff member immediately to avoid interruptions. Also, if any issues arise that may prevent students from making adequate progress in coursework, a staff member must be notified as soon as possible.

Progress Expectations

Course Completion Deadlines

To ensure forward progress towards graduation in a timely manner, the Topeka location of ORION Diploma Completion and Learning Center establishes quarterly minimum course completion deadlines during the school year. Students are required to complete at least 2 courses (1 credit), including final exams, during each quarter. Deadlines for the 2018-2019 school year are as follows:

Course Completion Deadlines for 2018-2019 School Year <i>Must complete a <u>minimum</u> of 2 courses (1 credit) per quarter</i>	
End of Quarter 1	Thursday, November 1st at NOON
End of Quarter 2	Thursday, January 24th at NOON
End of Quarter 3	Thursday, April 11th at NOON
End of Quarter 4	Thursday, June 27th at NOON

Graduation progress and projected graduation dates are based on the bare minimum course completion requirement of 2 courses (1 credit) each quarter. Students have the option of completing more than required, but consequences will be enforced if the bare minimum is not met.

Progress Guidelines

To help students maintain a steady forward progress, students should plan on a minimum of 10 hours each week actively working on courses. Students can also track their total progress percentage by making approximately 20% progress each week to meet course completion requirements. In the event that a

student is unable to meet either guideline, communication must be made immediately. Student progress and time online is tracked on a weekly basis with occasional checkpoints and bye weeks outlined on the ORION Topeka student calendar. Time spent on-site also contributes to weekly totals.

Final Exams

Students are required to demonstrate competency for each course completed through ORION Diploma Completion and Learning Center. This involves the completion of a final exam (test, project, or presentation) at the end of each course. These exams must be proctored by an ORION staff member. Students are allowed to use notes on their final exam (printed assignments as-is are *not* considered notes). Most students choose to complete their final exam onsite, but final exams may also be proctored by a staff member through video. Video calls must be scheduled at least one day in advance and students must have access to a video calling app or software such as (but not limited to) Google Hangouts, Messenger, or FaceTime.

Consequences

Students that fail to meet the course completion requirement of 2 courses (1 credit) per quarter will be deactivated from the course website unless prior arrangements have been made and approved by an ORION Topeka staff member. To continue working, deactivated students must complete a consultation with their academic advisor and pay a reactivation fee. Reactivation fees grow with each missed deadline:

Reactivation Fees for Not Meeting Course Completion Deadlines	
1st Offense	\$25 Reactivation Fee
2nd Offense	\$50 Reactivation Fee
3rd Offense	\$75 Reactivation Fee

Students are given licensed access to coursework as an opportunity to graduate high school. Failing to meet progress expectations requires a reactivation fee for this licensed access in an otherwise free program. These fees do not carry over to the following school year nor will records be held for failing to pay any fees.

Student Records

The privacy of student education records is protected by a federal law known as the Family Educational Rights and Privacy Act (FERPA). Student records include items such as transcripts, graduation progress, and enrollment confirmations. To disclose educational records to persons other than those listed under FERPA, students must provide written permission. See Appendix A for more information regarding FERPA.

Transcripts

Official transcripts are maintained by each student's sponsoring high school. Every course completed through the diploma completion program is transferred to the sponsoring school at the end of each quarter of the ORION Diploma Completion and Learning Center school year.

Graduation

When all required courses have been completed, final grades will be sent to the student's sponsoring school within two business days to await graduation confirmation from the sponsoring school. Completed transcripts and high school diploma to verify graduation are typically available within 1-2 weeks. Summer graduates may have to wait until August for confirmation. Students that complete all required coursework and are confirmed as a graduate by their sponsoring school can pick up official transcripts and diploma from their sponsoring high school or their district's main office. Students who desire to walk across the stage at their sponsoring school's graduation must request permission several months in advance. Students

must express a desire to walk with the class with their academic advisor to obtain more information early in the school year. ORION Diploma Completion and Learning Center also holds its own graduation celebration at the end of the school year. Caps and gowns are not required for the ORION graduation celebration but will be available for photo opportunities.

Drop/Withdraw

Students that decide to withdraw or drop out of the program for any reason are encouraged to communicate this decision with an ORION Diploma Completion and Learning Center staff member. Withdrawal will remove students from the mailing list and other communication for the remainder of the school year. A temporary hold may be an alternate option if unforeseen circumstances prevent students from completing coursework during a limited timeframe.

Grading Policies

Assignments within Odysseyware courses fall into four categories: lesson, quiz, test, or project. The following table recognizes the maximum number of attempts for each type of assignment as well as its weighting within each unit of material and the minimum score threshold. The threshold is established so students have a chance to automatically redo an assignment (up to the max number of attempts) if the minimum score is not reached.

Assignment Type	Max Attempts	Weighting	Minimum Score Threshold
Lesson	2	25%	70%
Quiz	2	25%	60%
Test	1	25%	60%
Project	2	25%	60%

Each course offered at ORION Diploma Completion and Learning Center equates to a traditional one-semester course and is worth 0.5 credits. On average, each course requires approximately 60 hours to complete. Most courses include five units (also known as chapters) of assignments, with a sixth unit containing a course review and final exam. Each unit is weighted equally to determine the final grade for the course. When a course has been completed, final grades are sent to the sponsoring school and added to the student's transcript. Final grades are based on the following grading scale:

Percentage	Letter Grade
90-100%	A
80-89%	B
70-79%	C
60-69%	D*
Below 60%	F - No Credit

**Washburn Rural students receive no credit for a letter grade lower than C*

Retakes and/or alternate quizzes/tests for failed assignments require meeting with an ORION staff member to review notes. If a student does not have notes, no retakes or alternate assessments will be offered and the student may be required to retake certain units or the entire course.

Student Conduct

Academic Dishonesty

Academic dishonesty includes any type of cheating in regards to education. All students are subject to Odysseyware Terms & Conditions as well as avoiding the following types of academic dishonesty:

- **Plagiarism** is the adoption or reproduction of original creations of another author without due acknowledgement. If students use sources outside of Odysseyware to find information, that information is required to contain proper citations. Search results copy/pasted into assignments without quotations or reference to original source is an example of plagiarism. Also, do not make up sources to try and avoid plagiarism. More information about plagiarism and how to avoid it will be provided during orientation.
- **Cheating** can include giving or getting assignment or test answers for money or other favors, posting questions and/or answers online, or any other activity allowing for an undue advantage for the student or others.
- **Impersonation** is to assume another's identity. Students are required to fill out their own forms and do their own work while enrolled in courses.

If the staff at ORION Diploma Completion and Learning Center identifies any form of academic dishonesty, consequences are as follows:

- **First offense** = warning, conference with advisor, opportunity to redo assignment
- **Second offense** = conference with advisor, zero issued for the assignment
- **Third offense** = conference with coordinator, loss of credit and progress for course
- **Fourth offense** = conference with coordinator, removal from the program

Please note: Each time evidence of academic dishonesty is identified, students are required to schedule a conference with their advisor and/or the site coordinator. The advisor and/or site coordinator may decide to skip steps or impose other penalties at their discretion.

Computer Lab Policies

When using the ORION Diploma Completion and Learning Center computer lab, students are required to abide by the following policies:

- No tobacco or simulated products inside the building or on the premises
- Drinks at computer and laptop stations must have a cap or lid
- Be respectful of self and others; examples include using appropriate language and no strong fumes
- Personal appearance should not attract undue attention or disrupt learning; examples include sagging pants, exposed midriiffs, or drugs/violence advertising
- Keep cell phone use to a minimum and turn off ringer
- Abide by the Computer & Network Usage Agreement (detailed in Appendix B)

Violations of computer lab policies, depending on the severity of the incident, will result in a verbal warning, being asked to leave, or loss of computer/network rights.

Food and Drink Policy

Students are welcome to bring their own food and/or drinks to the ORION Topeka location. A refrigerator, microwave, and water cooler are available for student use as needed. Food and/or drinks may be provided during school events such as Open House and Finals Week, but ORION does not provide student meals on any regular basis. No drugs or alcohol is allowed on the premises.

Online Comment Policy

ORION Education and Training encourages interaction on blogs, community forums, Facebook, Twitter, and other social media but are not responsible for comments or wall postings made by visitors to the page. Comments posted also do not in any way reflect the opinions or policies of ORION Education and Training.

ORION Education and Training asks that people making social media comments show respect for their fellow users by ensuring the discussion remains civil, especially since Facebook and others allow individuals 13 and over to join. Comments are also subject to social media Terms and Codes of Conduct. Remember that your name and photo will be seen next to your comments, visible to the tens of thousands of visitors to the page.

We reserve the right, but assume no obligation, to remove comments that are racist, sexist, abusive, profane, violent, damaging, obscene, spam, contain falsehoods or are wildly off-topic, or that libel, incite, threaten or make ad hominem attacks on ORION Education and Training employees, guests, member school districts or other districts or individuals. We do not permit messages selling products or promoting commercial or other ventures. Facebook and other social media encourages all users to utilize the "Report" links when they find abusive content.

Bullying and Harassment Policy

All ORION Diploma Completion and Learning Center students are required to follow their sponsoring district policies regarding bullying and harassment. Violations of district bullying and harassment policies are subject to disciplinary action up to and including permanent expulsion from the program. These policies can be viewed on each district's website in the following sections: JDDC for Bullying, JGECC for Sexual Harassment, and JGECA for Racial and Disability Harassment.

Support Services

Special Education

Through the enrollment process, ORION Diploma Completion and Learning Center identifies students who received special education services while attending high school. If the student still qualifies for special education services, the student's sponsoring district is notified and responsible for completing the Individualized Education Plan (IEP) updates and yearly reviews. ORION Diploma Completion and Learning Center staff will work with the student to implement individual learning needs.

Special Accommodations

Students that require special adaptations or accommodations should inform the site coordinator prior to or during the initial orientation session. ORION Diploma Completion and Learning Center will make reasonable accommodations in a timely manner for students with disabilities or other special needs.

Counseling and Guidance Services

Counseling and guidance services will be provided to students by their sponsoring district. The sponsoring district's counselors provide ORION Diploma Completion and Learning Center with a transcript analysis outlining the courses needed for the current school year. ORION can provide counselor contact information to students so they can request personal, career, and educational counseling, academic guidance, educational planning, and informational services as needed.

Appendix

Appendix A: Family Educational Rights and Privacy Act (FERPA)

Retrieved from: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service. Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

Appendix B: Computer & Network Usage Agreement

STUDENT ACCESS TO NETWORKED INFORMATION RESOURCES

The Internet

The internet, a collection of interconnected computer networks around the world, expands classroom and library media resources by providing access to information, images and even computer software from places otherwise impossible to reach.

These resources can yield individual and group projects, collaboration, curriculum materials and idea sharing. Internet access also makes possible contacts with people all over the world, bringing into the school, into the classroom, experts in every content area and adults from other nations and cultures.

Responsibilities

With this access come responsibilities. ORION will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting.

Parents and guardians are responsible for agreements their children make or actions they take and, outside of school, for setting and conveying the standards their children should follow when using any media or information service.

Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the student and the family. Communication on networked information resources is often public.

People receiving messages have the ability to redistribute them for many others to read. It is very important that students understand the importance of appropriate and polite behavior and of avoiding the sharing, transmission or distribution of personal information that you would not want any stranger to have -- such as, but not limited to, addresses, telephone and/or social security numbers.

If at any time you feel you can identify a security problem in the program's computers, network, or Internet connection, you must notify a system administrator immediately. Do not demonstrate the problem to others. Doing so could result in the cancellation of network privileges.

Restrictions The following activities are not permitted on ORION electronic resources:

- Accessing, uploading, downloading, transmitting displaying or distributing obscene or sexually explicit material or language.
- Damaging computers, computer systems or computer networks; vandalizing, damaging or disabling the property of another person or organization; debilitating or disabling computers, systems or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work or files.
- Using the computing resources for commercial purposes, product advertising, political lobbying, or political campaigning.
- Violating local, state or federal statute.
- Checking personal email or participating in online chat rooms.

Rights and Privileges The student user has full rights (within the limits of these guidelines, responsibilities and prohibitions) to the instructional-networked resources provided by ORION. The student's network account may provide for personal storage space on the ORION resources, which may be treated as a student locker and should be cleared periodically. It is important that the students keep passwords secure and private. However, users should not expect that files would always be private. ORION network administrators have the right to review files to maintain system integrity and to be sure that the system is being used within the stated limits.

Disclaimers ORION makes no warranties of any kind, either expressed or implied, for the provided access. ORION is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on ORION resources, or for personal property used to access ORION resources; for the accuracy, nature, or quality of information stored on ORION resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through ORION-provided access. Further, even though ORION may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state and federal statute.

Sanctions Violations of ORION Networked Information Resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the building and/or classroom level in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

PERSONAL ELECTRONIC DEVICE USAGE

A "personal electronic device" means any device that a student is in possession of which electronically communicates, sends, receives, stores, reproduces or displays voice and/or text communication or data. These include, but are not limited to cellular phones, pagers, smart phones, music and media players, gaming devices, and personal digital assistants.

Student Rights and Responsibilities

- The student who possesses a personal electronic device shall be solely responsible for its care.
- Student possession of personal electronic devices on school grounds, while the student is under the supervision and control of ORION Topeka staff shall be permitted.
- These devices shall be kept out of sight and powered off or silenced during the student's academic day. The requirement that personal electronic devices be turned off may not apply in the following circumstances when the student obtains prior approval from ORION Topeka personnel:
 - The student is using the device to listen to music.
 - The student is using the device for an educational or instructional purpose with the teacher's permission and supervision.
- Students shall not use personal electronic devices on school property to access and/or view Internet websites that are otherwise blocked to students at school. Blocked sites include, but are not limited to, social networking sites and YouTube.

Unauthorized Use of Personal Electronic Device

Unauthorized use of personal electronic devices includes, but is not limited to, the

- Possessing, viewing, sending or sharing video or audio information having sexual, violent or threatening content on school grounds.
- Videotaping, audio recording, or taking pictures of ORION Topeka students or school personnel.
- Transmitting school materials for unethical purposes such as cheating.
- Any activity which may be in violation with ORION Topeka's policies and procedures outlined in their student handbook.

District Staff Rights and Responsibilities

- ORION Topeka shall not be responsible for the theft, loss or damage to personal electronic devices brought to school by a student while the device is under the student's care.
- ORION Topeka staff may confiscate personal electronic devices and examine the content of a student's personal electronic device when there is reasonable suspicion of unauthorized or illegal use of the devices and may turn the devices over to the proper authorities for further investigation when warranted.

Corrective Action

Corrective action shall be determined by the number of previous acts, the nature of the act, and the context in which the alleged act occurred. Consequences may include but are not limited to being clocked out of school for the day, prohibited from bringing a personal electronic device to school, dismissal from the program for repeated and/or severity of the violations.

Appendix C: Student Calendar



2018-2019 Adult Student Calendar
 Orion Diploma Completion & Learning Center - Topeka Location
 4123 SW Twilight Drive, Suite 6 - Topeka, KS 66614
 phone: (785) 228-2336 - fax: (785) 228-9278 - web: getmydiploma.org

Site Closed	Finals Week	Enrollment Info	Quarter Begins	Halfway Point	Bye Week	Quarter Ends
July 2018						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
4th: Site Closed - Independence Day 10th-24th: Virtual Student Enrollment Happy 4th of July!						
August 2018						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
Aug 1st - Sept 14th: Open Enrollment 8th: Site Closed - In-service 13th: Open House 15th: 1st Qtr. Begins						
September 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
1st-3rd: Site Closed - Labor Day Weekend 3rd-8th: BYE WEEK 14th: Open Enrollment Ends 27th: Halfway Point Happy Labor Day!						
October 2018						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
5th-6th: Site Closed - In-service 16th-30th: 2nd Qtr. Enrollment Oct 29th - Nov 1st: FINALS WEEK Happy Halloween!						
November 2018						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
1st: 1st Qtr. Deadline @ NOON 2nd: 2nd Qtr. Begins 9th-10th: Site Closed - In-service 19th-24th: BYE WEEK 21st-24th: Site Closed - Thanksgiving Break Happy Thanksgiving!						
December 2018						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
13th: Halfway Point 20th: Site Closed - In-service 21st - Jan 1st: Site Closed - Winter Break 24th-29th: BYE WEEK Merry Christmas and Happy Holidays!						
January 2019						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
1st: Site Closed- New Year's Day 8th-22nd: 3rd Qtr. Enrollment 14th: Site Closed - In-service 21st-24th: FINALS WEEK 24th: 2nd Qtr. Deadline @ NOON 25th: 3rd Qtr. Begins Happy New Year!						
February 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
1st-2nd: Site Closed - In-service 11th-12th: Site Closed - Conference 18th: Site Closed - In-service 28th: Halfway Point Happy Valentine's Day!						
March 2019						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
8th-9th: Site Closed - In-service 11th-16th: Site closed - BYE WEEK Spring Break Mar 26th - Apr 9th: 4th Qtr. Enrollment Happy St. Patrick's Day!						
April 2019						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
8th-11th: FINALS WEEK Apr 9th: 4th Qtr. Enrollment Ends 11th: 3rd Qtr. Deadline @ NOON 12th: 4th Qtr. Begins 19th-20th: Site Closed - In-service, Easter Weekend Happy Easter!						
May 2019						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
16th: Halfway Point 20th: Site Closed 24th-27th: Site Closed, Memorial Weekend May 27th - June 1st: BYE WEEK 28th: Summer Hours Begin Happy Memorial Day!						
June 2019						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						
24th-27th: FINALS WEEK 27th: 4th Qtr. Deadline @ NOON						

Appendix D: Kansas Graduation Requirements (Minimum)

Retrieved from

<http://www.ksde.org/Portals/0/TLA/Graduation%20and%20School%20Choice/Graduation%20and%20Dropout/Kansas%20Graduation%20Requirements%20Fact%20Sheet%202017-2018.pdf>

What are the minimum high school graduation requirements in Kansas?^[1] Each local board of education must have a written policy specifying that students are eligible for graduation only upon completion of at least the following requirements:

- Four units [4 credits] of English language arts, which shall include reading, writing, literature, communication, and grammar. The building administrator may waive up to one unit of this requirement if the administrator determines that a pupil can profit more by taking another subject.
- Three units [3 credits] of history and government, which shall include world history; United States history; United States government, including the Constitution of the United States; concepts of economics and geography
- Three units [3 credits] of science, which shall include physical, biological, and earth and space science concepts and which shall include at least one unit as a laboratory course
- Three units [3 credits] of mathematics, including algebraic and geometric concepts
- One unit [1 credit] of physical education, which shall include health and which may include safety, first aid, or physiology
- One unit [1 credit] of fine arts, which may include art, music, dance, theatre, forensics, and other similar studies selected by a local board of education
- Six units [6 credits] of elective courses

Can the local board of education increase the number of graduation requirements? Any local board of education may increase the number of units of credit required for graduation. Any additional requirements of the local board of education that increase the number of units of credit required for graduation apply to those students who enter the ninth grade in the school year following the effective date of the additional requirement.

[1]Please Note: These are the *general* graduation requirements for all Kansas students. Adult students at ORION Diploma Completion and Learning Center are still required to meet the specific graduation requirements of their sponsoring high school. For example, some schools may require “Biology” specifically while other schools may accept a different Life Science course (such as Anatomy) in its place.