



ORION
EDUCATION & TRAINING

High School Diploma Completion Program

**Adult
Student Handbook
2021-2022**

Oriondiplomacompletion.org

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ORION Belle Plaine Staff

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Hours of Operation:

Mon., Wed. - 8:00 am - 4:00 pm

Tues., Thurs. - 8:00 am - 6:00 pm

Fri. - 8:00 am - 12:00 pm
(Or by appointment)

Enrollment Process

Every student enrolled in our program is a student of record at our sponsoring district, Belle Plaine USD #357. We will accept enrollment throughout the school year, beginning in August and ending in June. During the enrollment process the student will sign a release of information allowing us to request a transcript from the last high school they attended. Once the transcript is received, the instructor completes a transcript analysis, along with input from the sponsoring district guidance counselor. The transcript analysis outlines the specific courses and number of credits needed to graduate. Based on the transcript analysis, the instructor will create a graduation plan for the student identifying the courses for which they will be enrolled for the current school year. Students are required to attend two orientation sessions with their instructor to communicate program expectations, OW training, and other policies and procedures.

Also, at the time of enrollment, students are required to fill out the following Student Contract. This contract will be discussed with the OBP Instructor and then signed and dated by both parties.

Orion Belle Plaine Student Contract 2021-22

OBP students must comply with the following expectations:

- Attend 2 orientation sessions-6.5 hours each
- Complete the OBP Online Learning Elective Orientation Course
- Avoid plagiarizing - always do your own work
- Clock-in and out when arriving and leaving
- Complete all assignments in every course
- Demonstrate appropriate behavior at all times - immediate expulsion will result for anyone who is guilty of threats, sexual harassment, vandalism, drug and/or alcohol activity, possession of weapons, other illegal activity, behavior deemed inappropriate by Orion staff or other students
- Maintain communication with OBP teachers and staff
- Only smoke outside, at least 10 feet from entrance
- Refrain from eating and drinking at computer tables
- Report computer issues to Orion staff immediately
- Silence phones upon arrival at school
- Step outside to take phone calls, text messages, etc.
- All Final Exams will be proctored by OBP Teacher
- Work independently, contacting teachers when needed

Student Printed Name

Date

Student Signature

Date

Staff Signature

Date

This signed contract will be kept in each student's cumulative folder. It is very important that all students understand and abide by the expectations set forth in this contract, along with the policies and procedures of OBP. This will help to ensure a safe and positive learning environment for all.

OBP Policies and Procedures

While working in the OBP computer lab, you will need to be aware of the following policies and procedures:

Clocking in and out

Every time you attend the OBP computer lab you should clock in and clock out. The time clock is located at the front of the lab, right as you come in the front door. Each student has a password for using the time clock. It follows the following formula: Initial of your first name, initial of your last name, two-digit birth month, two-digit birth date. Here is an example:

If your name is Jane Smith and you were born on April 15th, your password will be js0415.

If your name is Allen Masters and you were born on December 3rd, your password will be am1203.

Food and Drink

Food and drink are not allowed at the computer stations. The one exception to this rule is if the drink container has a lid on it.

Personal Conduct

Illness: If you are sick (or getting sick), please DO NOT come to school. OBP staff may ask you to leave for the day to avoid infecting others. If that happens, please do not take it personally. We want you to have the opportunity to stay at home and get well, then come back when you are healthy.

Dress Code: Please wear clothes that are neat, modest, and tasteful. If a student dresses in a manner that does not meet our dress code, we will talk to you about it privately.

Smoking: Smoking, including e-cigarettes, is prohibited on school property. This is a state law, if you have questions pertaining to this law please visit:
<http://www.kssmokefree.org/FAQ.html>

Alcohol & Illegal Drugs: OBP has a “no tolerance policy” for alcohol and drugs. In order for our program to provide a safe environment for our students, any student involved in using drugs and/or alcohol while attending our site will NO longer be allowed to attend onsite.

In General: This is a school... please refrain from any inappropriate and/or disruptive behavior. Always be respectful to your instructor and other students. The consequences of your actions will depend on the severity of the behavior.

ORION Belle Plaine is a program that is sponsored by ORION Education and Training, in partnership with Belle Plaine School district. Participation in this program is a privilege, not a right, and it carries with it responsibility. If you do not meet the academic, attendance, or behavior guidelines you will be placed on probationary status or dismissed from OBP.

While working in the computer lab , you will need to be aware of these additional policies and procedures:

Printing

Printing is limited while working in the OBP computer labs. Students are encouraged to use tools provided within the Odysseyware software and online resources to complete their lessons. However, if printing is required to complete a lesson or project, please notify OBP instructor.

Headphones

Students are allowed to use the OW text to speech feature within lessons. This feature reads highlighted text aloud. When using this feature, students will have access to headphones provided by OBP.

Internet

The internet is for course work only. Only use websites that contribute to your class work. While the computers have a firewall to prevent students access to most of the disallowed sites, be aware OBP has the ability to monitor your computer.

If you choose to disregard the Internet policy, you will...

1. Receive a verbal or written warning
2. Be sent home

Repeated violations may result in the dismissal from DLC .

The following Acceptable Use Agreement must be signed by all students and a copy will be kept in each student's cumulative file.

**Orion Belle Plaine
Acceptable Use Agreement
Student Access to Networked Information Resources**

*Please read and/or discuss the following information.
Your signature is required on this form before access will be issued.*

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 students and adults from other nations and cultures.

Responsibilities

With this access comes responsibility. Orion Belle Plaine (OBP) 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. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school and the student.

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 OBP's electronic resources:

- Accessing, uploading, downloading, transmitting or displaying or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit 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.

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 OBP. It is important that the students keep passwords secure and private. However, users should not expect that files would always be private. The OBP network administrator has the right to review files to maintain system and equipment integrity and to be sure that both are being used within the stated limits.

Disclaimers

OBP makes no warranties of any kind, either expressed or implied, for the provided access. OBP is not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, or for personal property used to access OBP resources; for the accuracy, nature, or quality of information stored on OBP resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through OBP-provided access. Further, even though the OBP 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 OBP networked information resources policies could result in the loss of access to electronic resources and equipment. Additional disciplinary action may be determined in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

Stipulations

1. Students must complete a minimum of 1 credit every 8 weeks.
2. Student work will be checked daily.
3. If a student is not making adequate progress toward course completion, the instructor will attempt to contact the student to identify the reasons for lack of online attendance and coursework.
4. If a student fails to communicate with the instructor, the student's chromebook may be deactivated and the student put on academic probation.
5. It is the responsibility of the student to return the chromebook if reactivation is denied.

Orion Belle Plaine Acceptable Use Agreement Adult Student Access to Networked Information Resources

To gain access to the Internet, all students must sign this document. The signature(s) at the end of this document is (are) legally binding and indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand their significance.

Student name: _____

Student Signature: _____

The above student has my permission to apply for Internet access. Student access will be used to pursue educational objectives through student-conducted communication, research and other instructionally related activities. Alternative activities will be provided if access to networked information resources is refused or unavailable.

Staff Signature: _____ Date: ___/___/___

Student Agreement:

Please read and/or discuss the Acceptable Use Agreement. In accepting an account, you accept the responsibility of using the network in a responsible and appropriate manner. It is important that you understand the responsibilities. Your signature indicating that you have read and agreed to the guidelines is necessary before an account will be issued.

I have read, or have had read to me, and/or have discussed the Acceptable Use Agreement and agree to use the network in an appropriate and responsible manner.

Student Signature: _____ Date: ___/___/___

Orion Education and Training supports and respects each student's decision whether or not to apply for student access and whether to terminate or suspend that access. Access, if issued, shall remain in effect through the remainder of this school year,

unless suspended or terminated by the student or the school.

The following User Guide must be signed by all students and a copy will be kept in each student's cumulative file.

Chromebook User Guide and Policies

Chromebook Mission: The focus of the Chromebook Program at Orion Diploma Completion is to provide tools and resources for the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational curricula. Increasing access to technology is essential. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for post-secondary education and the workplace.

Student/Parent Agreement: Students who accept a Chromebook agree to:

- A non-refundable deposit may be due at the time the Chromebook is issued, depending on which program you are enrolled. Payment will be accepted through our secure web store. A small processing fee will be charged to your account along with your non-refundable deposit.
- Meet minimum lesson completion and attendance requirements or the Chromebook will be deactivated and must be returned to Orion Diploma Completion.

Returning Your Chromebook: Students will return the rented Chromebook, charger, and case (if applicable) when:

- A student completes coursework, is dismissed or drops from the VIP program prior to the end of the school year.
- The school year ends.

Failure to turn in all of these items will result in the student being charged the full replacement cost. Orion Diploma Completion may also file a report of stolen property with the local law enforcement agency.

Taking Care of Your Chromebook: Students are responsible for the general care of the Chromebook they have been issued by Orion Diploma Completion. Chromebooks that are broken or fail to work properly must be taken to the VIP Leader as soon as possible so that they can be taken care of properly. Program-owned Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance.

General Precautions:

- No food or drink should be next to Chromebooks.

- Cords, cables, and removable storage devices must be inserted carefully into Chromebooks.
- Chromebooks should not be used or stored near pets.
- Chromebooks should not be used with the power cord plugged in when the cord may be a tripping hazard.
- Chromebook cases must remain free of any writing, drawing, stickers, and labels.
- Heavy objects should never be placed on top of Chromebooks.

Cases (if applicable):

- Each student may be issued a protective case for his/her Chromebook that should be used whenever the Chromebook is being transported or not in use.
- Although the cases are reinforced to help protect the Chromebooks, they are not guaranteed to prevent damage. It remains the student's responsibility to care for and protect his/her device.

Carrying Chromebooks:

- Always transport Chromebooks with care and in Orion Diploma Completion-issued protective cases (if applicable).
- Never lift Chromebooks by the screen.
- Never carry Chromebooks with the screen open.

Screen Care: The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids. The screens are particularly sensitive to damage from excessive pressure.

- Do not put pressure on the top of a Chromebook when it is closed.
- Do not store a Chromebook with the screen open.
- Do not place anything in the protective case that will press against the cover.
- Make sure there is nothing on the keyboard before closing the lid (e.g. pens, pencils, or disks).
- Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

Logging Into Your Chromebook:

- Students will log into their Chromebooks using their school designated email account.
- Students should never share their account passwords with others.
- Managing and Saving Your Digital Work With a Chromebook:
- The majority of student work will be stored in Internet/cloud-based applications and can be accessed from
- Any computer with an Internet connection and most mobile Internet devices.
- Some files may be stored on the Chromebook's hard drive.
- Students should always remember to save frequently when working on digital media.
- Orion Diploma Completion will not be responsible for the loss of any student work.

- Students are encouraged to maintain backups of their important work on a portable storage device or by
- Having multiple copies stored in different Internet storage solutions.

Using Your Chromebook Outside of School: Students are encouraged to use their Chromebooks at home and other locations outside of school. A Wi-Fi Internet connection will be required for the majority of Chromebook use, however, some applications can be used while not connected to the Internet. Orion Diploma Completion's Acceptable Use Policy and all other guidelines in this document bind students wherever they use their Chromebooks.

Operating System and Security:

1. Students may not use or install any operating system on their Chromebook other than the current version of Chrome OS is supported and managed by Orion Diploma Completion.
2. The Chromebook operating system, Chrome OS, updates itself automatically. Students do not need to manually update their Chromebooks.
3. Chromebooks use the principle of "defense in depth" to provide multiple layers of protection against viruses and malware, including data encryption and verified boot.
4. There is no need for additional virus protection.

Google Apps for Education: Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms. All work is stored in the cloud.

Chrome Web Apps and Extensions: Students are allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store. Students are responsible for the web apps and extensions they install on their Chromebooks. Inappropriate material will result in disciplinary action. Some web apps will be available to use when the Chromebook is not connected to the Internet.

Chromebook Identification: Orion Diploma Completion will maintain a log of all Chromebooks that include the Chromebook serial number, Inventory asset code, and name, and ID number of the student assigned to the device.

1. All Chromebooks will be labeled with an inventory ID tag and barcode.
2. The inventory ID tag and barcode may not be modified or tampered with in any way.
3. Students may be charged up to the full replacement cost of the Chromebook for tampering with the inventory ID tag or barcode or turning in a Chromebook without the inventory ID tag or barcode.

No Expectation of Privacy: Students have no expectation of confidentiality or privacy with respect to any usage of a Chromebook, regardless of whether that use is for school-related or personal purposes, other than as specifically provided by law. Orion Diploma Completion may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student

Chromebooks at any time for any reason related to the operation of Orion Diploma Completion. By using a Chromebook, students agree to such access, monitoring, and recording of their use.

Appropriate Uses and Digital Citizenship: Orion Diploma Completion-issued Chromebooks should be used for educational purposes and students are to adhere to the Orion Diploma Completion's Acceptable Use Policy and all of its corresponding administrative procedures at all times. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
2. **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
4. **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
5. **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate the information. I will use and abide by the fair use rules.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open-source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Repairing/Replacing your Chromebook.

1. All Chromebooks in need of repair must be reported and returned to Orion Diploma Completion immediately.
2. Loss or theft of the Chromebook is the student's responsibility and may result in the student being charged and a police report being filed.

3. Students may be responsible for the cost of repair for damage to Chromebooks due to intentional damage or neglect. The decision to assess a charge, as well as the amount of any charge, is at the sole discretion of Orion Diploma Completion, but will not exceed the full replacement value of the Chromebook.
4. Any replacement charge assessed will be prorated based on the age of the Chromebook.
5. Estimated Costs for lost, theft, or damage of Chromebook rendering it unusable (subject to change).
 - a. Chromebook Replacement - \$300.00
 - b. Power Cord Replacement - \$20.00

OBP Safe Working Environment

Harassment/Bullying

OBP has a “Zero Tolerance Policy” for harassment of any kind. This includes, but is not limited to, unaccepted behavior related to the following: gender, race, religion, sexual orientation, or socioeconomic status. All antisocial behavior is prohibited.

Consequences for such behavior will be determined due to the severity of the actions.

OBP strives to maintain a comfortable learning environment for everyone. If you are made to feel uncomfortable by the teachers, staff, or another student, please inform OBP Coordinator immediately.

Children

In order to maintain a safe and quiet work environment, OBP is a child-free zone during the school year. Please do not bring your child(ren) into the computer lab.

In Case of Fire

In the case of a fire at OBP, EVERY student should exit the building immediately. Fire exits are clearly marked and students should move to the closest exit as quickly as possible. Please make yourself familiar with these exit routes. Staff will be available to help assist students if a fire emergency occurs.

Tornado Warnings

Students in the lab at OBP, will be directed to the building basement in case of a weather emergency. Everyone must remain there until there’s an “All Clear” indicated

by the National Weather Service in the area.

Weather Closings

OBP follows the weather closings of USD 357 (Belle Plaine) and USD 264 (Clearwater). If either of these districts is closed due to weather, the OBP site will also be closed. Students can access school closing information by internet, radio, or television.

Communication

Our Program provides many avenues for students to communicate with their instructors. These avenues include: email, instructors' cell phones, text messaging, video calls, Facebook page, website and the Odysseyware messaging system. Students are notified of program information through all of the above means of communication. It is our policy for instructors to respond to students' questions within a 24-hour timeframe, Monday through Friday, to ensure a positive learning experience for students. It is very important that e-mail addresses and telephone number changes are communicated with OBP staff immediately to ensure contact between the instructor/student is not interrupted.

Curriculum

OBP is a performance-based program. Most courses offered through OBP will consist of computer lessons, projects/essays, quizzes and tests. All lessons will be completed using our online software programs. The student is required to achieve an overall unit score of 60% before advancing to the next unit. Students are not allowed to take a final exam until all course work for that unit/course has been submitted and approved by their instructor. All final exams must be supervised by a OBP instructor or approved proctor. Most Odysseyware lessons are graded within the system and the student will receive feedback immediately upon submitting the lessons. However, there are some written assignments that are manually graded by the instructor. These assignments will be graded within twenty-four hours, on regular scheduled workdays, after they are submitted. All work must be completed to the satisfaction of the instructor by the credit due date. Credit due dates will be outlined on the student calendar and communicated to students during the orientation meeting.

Academic Integrity

"All students **are expected** to act with civility, personal integrity, respect other students' rights and property and help support an environment in which all can succeed through the labors of their own efforts."

"Academic integrity includes a commitment to not engage in or tolerate acts of misrepresentation or deception. Such acts of dishonesty include cheating or copying, plagiarizing, submitting another persons' work as one's own, using Internet sources without citation, taking or having another student take your exam, tampering with the work of another student, or facilitating other students' acts of academic dishonesty."

"Consequences for not adhering to these policies **may be**, depending on **the severity of** the offense, an "F" grade on the assignment or test. Severe cases and/or repeated offenses may result in more severe disciplinary actions up to and including suspension or expulsion."

Plagiarism

I understand the concept of plagiarism includes:

- Copying another person's paper (This includes downloading material off
- Copying an author's exact words without quotation marks and proper
- Paraphrasing another person's ideas without proper documentation

Steps to Avoid Plagiarism

Use these steps to prevent your work from including plagiarism.

1. Record bibliographic data for all sources you consult, and include all of them in your final list of works consulted or cited.
2. Take thorough notes, and record sources and page numbers conscientiously.
3. Put notes in your own words, using your own sentence and paragraph structures. Do not borrow any more of the original's word choices or phrasing than you have to. Paraphrasing is required.
4. Use quotations only when the original wording is unusually effective, vivid, or important for some other reason. Designate quotations with quotation marks that you cannot miss.
5. Review your own writing with an ear for word choices, phrases, and sentences that do not "sound like you." Revise with your own style.

6. Review your own writing for content that is neither original nor common knowledge, and document appropriately.
7. When necessary, check all sources again for information to present adequate documentation.
8. When you have done all this, relax and assume that plagiarism is not a problem in your paper.
9. A list of All Internet sources and other sources MUST accompany any assignment requiring research. No paper will be accepted without them. Any non-internet resources must be pre-approved before assignment completion.

NOTE: The Internet can be a great resource, but many sources posted on the Internet are not reputable. Sites with .EDU, .ORG, or .GOV extensions tend to be more reliable than .COM sites. You should check with an instructor about the acceptability of all Internet sources before you write your paper.

Testing

Final exams are locked upon enrollment in each class. The instructor will unlock the test/exam when all unit assignments meet program requirements. Final exams can be taken on-site, with a OBP instructor, or virtually monitored by a OBP instructor via approved online video conferencing applications. Students must make an appointment with their instructor during regular office hours to take their final exam.

Progress and Achievement

OBP has six credit due dates throughout the academic year. All credit due dates are reflected on the Adult Calendar and are approximately every six to eight weeks. We will utilize the Odysseyware calendar feature to assist students in completing their work on time. The calendar feature allows students to see how many lessons they need to complete daily in order to successfully finish their course(s) by the credit due date. For each credit due date, students will need to complete one full credit to remain in good standing. Students who do not meet the academic requirement will be placed on academic probation. If a student is placed on academic probation, their Odysseyware account will may be disabled. The instructor will schedule a meeting with the student to discuss possible interventions for academic success. Possible interventions may include, but are not limited to, face-to-face tutoring time either on-site or via video conferencing.

Special Education

OBP Virtual Program is an extension of our sponsoring district. Through our enrollment process, OBP will identify students who have received special education services while attending high school. An OBP instructor will work with the student to identify individual learning needs. If the student still qualifies for special education services, the student's sponsoring district will be notified and is responsible for completing the IEP updates and yearly reviews.

ESOL, Title III, Migrant and Homeless Services

The Home Survey is included on the OBP enrollment form. Staff carefully reviews the enrollment form prior to each student's orientation session. Students requiring support in English Language Acquisition are provided translation via apps, written paperwork, and Odysseyware.

OBP works closely with the USD 357 to determine if adult students are eligible for services (ESOL, Title III, Migrant and Homeless) and how to best meet their needs. We have a staff member on site now licensed K-12 ESOL and we also have access through ORION Education and Training to services for limited English proficient students.

Student Records

All credits that a student earns at OBP will be transferred back to Belle Plaine district. This district is responsible for granting any credits earned and maintaining the student's permanent academic records.

Graduation Exercise Participation

OBP hosts a graduation ceremony every May for all adult students that meet their diploma requirements by the specified end of year completion date.