

Parent and Student Handbook 2022-2023

Orion International Academy



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MISSION

Orion International Academy develops young leaders who can transform our world through dynamic change.

VISION

The central intent of the experience at Orion International Academy is to prepare students for college and create global leaders who will lead ethical corporations.

This process entails gaining mastery and command in the traditional academic disciplines, while gaining skills to excel in today's competitive institutions of higher education.

VALUES

ACADEMIC ACHIEVERS who

- Engage in sophisticated, complex coursework as preparation for the future.
- Navigate a robust collection of course offerings, learning to discern their personal academic interests and choose a relevant path.

CRITICAL THINKERS who

- Integrate thinking from each of their classes, learning to apply knowledge mastered in one field to enhance learning in another.
- Explore, discuss, and demonstrate an awareness of ethical issues and controversial subjects.

RESPONSIBLE SELF STARTERS who

- Challenge themselves to seek out opportunities for further personal growth.
- Manage time effectively by setting and attaining measurable goals.
- Demonstrate autonomous learning through effective use of online programs

EFFECTIVE 21st CENTURY COMMUNICATORS who

- Practice academic collaboration with teachers, with the expectation that this will be a continued and important part of their college experience.
- Demonstrate technological literacy, honing their ability to use 21st century tools effectively in research and presentation of knowledge.

POSITIVE INFLUENCERS who

- Are of service to the community that surrounds them and offer positive change and solutions to global issues.
- Acknowledge and respect cultural and ideological diversity and individual differences.

SCHOOLWIDE EXPECTATIONS

“THE 5 P’s”

At Orion International Academy we expect students to be:

PROMPT

- On time.
- Seated.
- Quiet.

PROACTIVE

- Ask Questions.
- Be a Problem Solver.
- Take Initiative.

PRODUCTIVE

- Maximize Learning.
- Be Fully Engaged.
- Follow Staff/Teacher Directions.
- Be Organized.
- Stay on Topic.

POLITE

- Respect Yourself & Others.
- Maintain a Positive Attitude.
- Use Appropriate Language.

PREPARED

- Bring All Material.
- Put Phones Away.
- Properly Dressed.
- Technology Ready.
- Be Punctual.
- Bring Completed Homework.

SCHOOL GUIDANCE REGARDING COVID-19

The CDC continues to recommend masking and physical distancing as key prevention strategies. However, if school administrators decide to remove any of the prevention strategies for their school based on local conditions, they should remove them one at a time and monitor closely.

Masks:

- Masks are optional outdoors for all in K-12 school settings.
- K-12 students are required to mask indoors (unless exempt per CDPH face mask guidance).
- During School Transportation passengers and drivers must wear a mask on school buses.
- Persons exempted from wearing a face covering due to a medical condition, must wear a non-restrictive alternative, such as a face shield.
- Schools should offer alternative educational opportunities for students who are excluded from campus for not wearing face coverings.
- Adults in K-12 school settings are required to mask when sharing indoor spaces with students.

Physical Distancing:

- CDC recommends schools maintain at least 3 feet of physical distance between students within classrooms combined with indoor mask wearing. (If schools cannot maintain a 3 ft physical distance it is especially important to layer multiple prevention strategies such as indoor masking, screening testing).

Screening Testing:

- People who are fully vaccinated do not need to participate in screening testing.
- Screening testing may be most valuable in areas with substantial or high community transmission levels, in areas with low vaccination coverage and in schools where other prevention strategies are not implemented.
- Schools may consider implementing screening tests for participants who are not fully vaccinated in school athletics, and extracurricular activities such as band and choir.

Vaccine Verification:

- Schools that plan to request voluntary submission of documentation of COVID-19 vaccination status should use the same standard protocols that are used to collect and secure other immunization or health status information from students. (FERPA)

Ventilation:

- Ventilation practice can be done by opening multiple doors and windows, using child-safe fans to increase the effectiveness of open windows and making changes to the HVAC or air filtration systems.
- During transportation, open or crack windows in buses and other forms of transportation.

Staying Home When Sick:

- Staff members and students with symptoms of COVID-19 infection will be advised not to return for in-person instruction until they have met CDPH criteria to return to school for those with symptoms:
 - At least 24 hours have passed since the resolution of fever without the use of fever-reducing medications and
 - Other symptoms have improved
 - They have a negative test for SARS-CoV-2, OR a healthcare provider has provided documentation that the symptoms are typical of their underlying chronic condition (e.g., allergies or asthma) OR a healthcare provider has confirmed an alternative named diagnosis (Streptococcal pharyngitis, Coxsackie Virus), OR at least 10 days have passed since symptom onset.

Contact Tracing/ Case Reporting:

- Per AB 86 (2021) and California Code Title 17, section 2500, schools are required to report COVID-19 cases to the local public health department.
- Schools should continue to collaborate with state and local health departments, to the extent allowable by privacy laws to confidentially provide information about people diagnosed with or exposed to COVID-19.
- Schools or LEAs should have a COVID-19 liaison to assist the local health department with contact tracing and investigation.

Isolation and Quarantine recommendations:

- CDC guidance provides that people who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine or get tested after an exposure to someone with COVID-19.
- Unvaccinated Students (Both Wearing Mask Indoors): May continue to attend school for in-person instruction if they:
 - Are asymptomatic
 - Continue to appropriately mask, as required
 - Undergo testing at least twice weekly during the 10-day quarantine
 - Continue to quarantine for all extracurricular activities at schools, including sports and community setting activities.

- Unvaccinated Close Contacts (One without mask Indoors): Those who remain asymptomatic:
 - Quarantine can end after day 10 from the date of last exposure, OR
 - Quarantine can end after day 7 if a diagnostic specimen is collected after day 5 from the date of last exposure and tests negative.
 - *Must continue to self-monitor through day 14 and follow all recommended non- pharmaceutical interventions.
 - **If any symptoms develop during 14-day period, you must isolate and test.
- Isolation:
 - If test is positive individual must isolate for 10 days whether vaccinated or unvaccinated.

School Visitors:

Schools should review their rules for visitors and family engagement activities.

- Schools should limit nonessential visitors, volunteers, and activities involving external groups or organizations with people who are not fully vaccinated, particularly in areas where there is moderate-to-high COVID-19 community transmission.
- Emphasize importance of staying home when sick – even for visitors
- Should not limit access for direct service providers

Food Service and School Meals:

- Maximize physical distancing as much as possible when moving through the food service line and while eating (especially indoors).
- Use gymnasiums and outdoors spaces to help facilitate distancing.
- Students, Teachers, and Staff who are fully vaccinated do not need to distance while eating.
- Arrange to eat outdoors as much as possible.
- Clean frequently touched surfaces.
- No need to limit food service approaches to single use items and packaged meals.

Recess and Physical Education:

- In general, people do not need to wear masks when outdoors (e.g., participating in outdoor play, recess and physical education activities).
- In areas of substantial to high transmission levels, people who are not fully vaccinated are encouraged to wear a mask when in crowded outdoor settings or close contact activities.

Sports and Other Extracurricular Activities:

- Prevention strategies for those who are not fully vaccinated in these activities remain important and should comply with school day policies and procedures.
- Students should refrain from these activities when they have symptoms consistent with COVID- 19.
- Consider physical distancing in sports events settings such as fields, benches, team areas, locker rooms, spectator viewing areas.

Additional Considerations, Disabilities or Other Health Care Needs:

- Be aware that physical distancing and wearing masks can be difficult for young children and people with certain disabilities (for example, visual or hearing impairments) or for those with sensory or cognitive issues.
- Consider having teachers and staff who are not fully vaccinated wear a clear or cloth mask with a clear panel when interacting with young students, students learning to read, or when interacting with people who rely on reading lips.
- Use behavioral techniques (such as modeling and reinforcing desired behaviors and using picture schedules, timers, visual cues, and positive reinforcement) to help all students adjust to transitions or changes in routines.
- Carefully consider how to address the legal requirements related to provision of a free appropriate public education and requirements to reasonably accommodate disabilities and Other Health Care Needs

ATTENDANCE EXPECTATIONS

Attendance

Students are expected to arrive daily on time. Class begins at 8:00 a.m. promptly and ends at 3:45 p.m. If a student is not present due to illness, then please present a doctor's note upon the student's return to excuse the absence. If a student misses class due to an unavoidable circumstance (illness, death in the family, etc.), then the student is responsible on that day for obtaining and turning in any work due to the teacher(s) for the class(es) the student missed. Excessive unexcused absences (3) will result in a student being dismissed from Orion International Academy.

Tardiness (5 Minutes)

Students that are late for school due to any reason must report to the office and receive a pass from the office manager. Tardiness does hinder the learning process for students as valuable academic material is shared at the beginning of the day. Please do your best to ensure that your child arrives early at school every day. Excessive tardiness (10) may result in a student being dismissed from Orion International Academy.

Restroom Break

Students are encouraged to use the restroom during recess and lunch. Restroom breaks during the instructional period are limited to 5 minutes. Returning to your class later than 5 minutes will result in tardiness.

Signing In/Out

A student will only be released to a parent or other authorized persons as specified on the pickup list within the enrollment packet. Authorized person(s) picking up a student must present an ID if requested by the office manager or administrative staff. Students must be signed in or out prior to arrival or departure from the main office.

Student Illness or Injury

If a student becomes ill during the school day, they will be sent to the main office and appropriate first aid administered. The guardian will be contacted. If a student is injured on the school site, then appropriate first aid will be administered, guardian will be contacted, and an injury report will be sent home with the student. When confronted with more serious injuries/illnesses, school staff will contact parents, and, if appropriate, transport the student to the nearest hospital emergency department or call 911 for assistance.

Permission for Student Medication

If your child needs to take a medically prescribed drug during school hours, s/he may do so, assisted by school personnel, **ONLY** with the **written consent of the parent and the written directions of the physician**. The drug container alone is not sufficient. Consent forms are available in the school office. Please see the health clerk for more information regarding inhalers for asthma.

Your child is **not** to bring aspirin, cough drops, cough syrups, vitamins, or other over-the-counter drugs to school. These may constitute a health hazard to other students. Only medically prescribed drugs may be on campus, and they can only be kept in the Main Office.

Family Trips

The school calendar provides many opportunities for family trips to be taken during nonacademic days. OIA strongly discourages family trips during the school year, as the curriculum is very demanding. Family trips that will result in students missing school must fill out a special attendance consideration form to be found in the main office. The head of school reserves the right to denote the absences as excused or unexcused after he/she reviews the special attendance consideration form.

OTHER MEDICAL CONDITIONS

A student returning to school with sutures, casts, crutches, brace(s), or a wheelchair must have a physician's written permission to attend school and must comply with any safety procedures required by the school administration.

A student returning to school following a serious or prolonged illness, injury, surgery, or other hospitalization, must have written permission by the health care provider to attend school, including any recommendations regarding physical activity.

An excuse (less than 10 weeks) from a physical education class may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period due to illness or injury. A parent's written request for an excuse will be accepted for up to 5 days; thereafter, a written request is needed from the student's health care provider. Students without a valid excuse will not receive full participation points.

A current Emergency Information card must be on file at the school so that parents/guardians can be notified promptly in case of accident or illness involving their child.

BEHAVIOR EXPECTATIONS

Academic Integrity

OIA instills and expects its students to honor the value of integrity inside and outside the classroom daily. Major infractions of integrity include cheating, stealing, or plagiarism, which may result in a student being dismissed from Orion International Academy. In such cases that students are being considered for dismissal, students will have the opportunity to go before an Honor Board prior to determination. Cheating can be copying someone else's homework, dishonestly obtaining/utilizing information for a test, copying information from the internet or other published materials. Plagiarism is defined as an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author's work as one's own, as by not crediting the original author.

Bullying Policy

OIA takes pride in embracing individuality. This is the essence of the creative process and the feeling of being safe at our school and has always been an essential part of our culture. We have a no tolerance policy regarding bullying, name-calling and/or taunting. Bullying is defined as the deliberate antagonistic action or creation of a situation with the intent of inflicting emotional, physical, or psychological distress. The behavior may be a single or repeated act and may be electronic, indirect, non-verbal, psychological, sexual, social, physical, or verbal. Any behavior seen as falling into the "bullying" category will be dealt with, with swift disciplinary action.

Cyber Bullying / Harassment

OIA will not tolerate cyber bullying by students, staff, or parents. Cyber bullying is prohibited while using OIA's network (whether accessed on campus or off campus, either during or after school hours) or using outside networks.

Cyber bullying is defined as the use of electronic communications (e.g., email, chat rooms, text messaging, social networks, blogs, etc.) to bully others. Specifically, this can include teasing, intimidating, threatening, or terrorizing another person by sending or posting offensive content. Such offensive content includes, but is not limited to, sexual comments or images, racial slurs, gender-specific comments, or comments about one's appearance, sexual orientation, race, religion, ethnicity, or disability.

Students who feel that they have been the victims of such misuses of technology should take the following steps:

- Do not respond to the person accused of the cyber bullying.
- Immediately report the incident to the administration.

All reports of harassment in cyberspace committed against members of the OIA community will be fully investigated. Sanctions may include, but are not limited to, the

loss of computer privileges, a parent/guardian conference, suspension or dismissal from OIA, and/or notification to the police.

Discipline Policies and Procedures

OIA students are expected to maintain mutual respect for all stakeholders and honor school rules on a daily basis on campus, on the bus, and at school related activities. Major acts or infractions of mutual respect include, but are not limited to using inappropriate language, stealing, fighting, not attending class, sexual misconduct, bullying (in person or cyber), harassment, tagging, using, selling or possession of drugs, alcohol, tobacco products or items considered illegal substances, using, selling or being in possession of a weapon on campus, and using, possessing, or selling explosives. Students who commit a major act or infraction of mutual respect may result in dismissal from Orion International Academy.

Loss of Privilege

Students who have a lack of concern for school rules on campus may have their privileges restricted or removed.

Suspension

Students who break school rules or bus rules may be assigned a suspension. Students who are assigned a suspension may not attend class or school events scheduled for that day. Work that is missed during a suspension may be made up, but it is the student's responsibility to obtain missing assignments and class notes.

Dismissal

The head of school may recommend for dismissal of a student due to a serious violation of school rules or school expectations, even on the first offense or if a student's continued presence is deleterious to Orion International Academy or to the student involved. When dismissal is being recommended, the student is automatically suspended until a final decision is made to accept or reject the recommendation for dismissal.

Disciplinary Reporting Policy

OIA reports major discipline measures taken to any educational programs requesting such information (scholarship programs, colleges, universities, transferred high schools, etc.) Major discipline measures such as suspension or dismissal are reported during the span from 9th – 12th grade enrollment periods.

Drugs, Alcohol, Smoking, Explosives, and Weapons

OIA has a clear policy on the use, possession, or selling of drugs, alcohol, tobacco products, explosives, or weapons on campus, on the bus, or other school related activities.

It is forbidden for students to use, possess, or sell drugs, alcohol, tobacco products, explosives, or weapons on campus, on the bus, or during school related activities. Breaking of these rules may result in dismissal from Orion International Academy.

Dress Code

Students are expected to always adhere to the Orion dress code as soon as setting foot on campus, while on campus and/ or at school related activities. The dress code includes the following:

For Tk/K through 8th Grade:

- White or Burgundy Uniform Shirt with Orion Logo
- Gray uniform pants
- Burgundy Tie
- Solid Black Socks
- Black Shoes (closed toe and closed back)

For 9th through 12th Grade:

- A navy blazer with Orion logo on the left pocket area
 - Burgundy vests with the Orion logo over the left pocket area. White button-down shirt with Orion logo on left pocket area
 - Gray pants. Girls may wear a grey pleated skirt.
 - Solid Black Socks
 - Black shoes (closed toe and closed back)
 - Burgundy Tie.
- Clothes should be neat and tidy at all times. No excessively baggy pants, skinny pants, leggings, or revealing skirts are permitted. Consistent violation of the uniform policy will result in disciplinary action.

Lunch Options

Students are **NOT** allowed to order food through mobile applications. Students have the option of eating food from the lunch menu or home. Students must plan accordingly if they choose to opt out of the lunch menu food.

Electronic Devices

OIA strongly advises students not to bring electronic devices such as cell phones, portable game systems, video cameras, etc. to school. In some cases, classes such as Digital Photography require the use of a device that can take pictures and upload pictures, in which case students will be approved to use electronic devices during school hours. If your child's electronic device breaks, becomes lost, or is stolen on campus, on the bus, or at school related activities, the school is not responsible for replacing or recovering the broken, lost, or stolen electronic device. If your child is using an electronic device without prior permission by OIA staff or administration, the device may be confiscated

and returned to a guardian. Continued student use of electronic devices without prior permission by OIA staff or administration will result in disciplinary action.

Electronic

OIA has a no cell phone policy. Cell phones will not be allowed during instructional time. Cell phones that are audible and/or visible during class time shall be confiscated and returned only to the parent at the end of the school day.

Computer Devices

Students are required to bring their own laptop computers to school each day.

It is the student's responsibility to get a fully charged computer to school every day.

Gambling Or the Exchange of Money on Campus

Gambling is prohibited on campus, on the bus, or at school related activities. Students are also not allowed to sell goods or items on campus to make personal gains. The head of school may take disciplinary action for students participating in gambling or selling of goods/items to make personal gains. The administrative staff prior to the fundraiser taking place must authorize fundraiser sales that benefit the school.

Sexual Harassment

Orion International Academy is committed to maintaining a working and learning environment that is free from sexual harassment. Sexual harassment of or by employees or students is a form of gender discrimination in that it constitutes differential treatment based on sex, sexual orientation, or gender, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Any student or employee of OIA who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the school Principal so that appropriate action may be taken to resolve the problem. OIA prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complaint is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

Sexual harassment is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.

- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendoes, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault; or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests to keep a job or academic standing or to avoid other loss and benefits in return for sexual favors.

Public Display of Affection (PDA)

Students are not allowed to display any affection in public areas on campus, school bus, or any school events.

Hazing

Participating in hazing activities is prohibited. Hazing is defined as using abusive or humiliating tricks and ridicule upon an individual or group of individuals. Any such acts of hazing that are reported will be taken seriously. Students and staff are expected to report hazing to the head of school if they have knowledge that such acts are taking place. A full investigation will be conducted, and the school will act based on the findings of the investigation. Retaliation of individuals is prohibited and will not be tolerated.

Leaving Campus

Students are never allowed to leave campus or be out of class without permission from Orion staff or Administration. Leaving campus without permission may result in dismissal from Orion International Academy.

Respecting Property

Vandalism, defacing, tagging, destroying, or stealing school property (including school-issued equipment such as laptops) is prohibited. The school for such acts will take disciplinary action. Students or Staff that are made aware of individuals partaking in disrespect of school property should report it immediately to the head of school. A full investigation will be conducted. The school will take disciplinary action on students involved in such acts based on the investigation's conclusion. The family will be financially responsible for any damage created by their child to the Orion International Academy campus.

ACADEMIC EXPECTATIONS

Graduation Requirements

Orion International Academy has set requirements for students to graduate. Orion International Academy's Academic Graduation Requirements (minimum requirements) are as follows:

- A. History/Social Science (3 years – 1 must be US History)
- B. English (4 years)
- C. Mathematics (*3 years through Algebra 2 required; 4 years recommended)
- D. Laboratory Science (3 years of Laboratory Science; 4 years recommended)
- E. Foreign Language (*3 years of the same language; Level 1 thru 4 recommended)
- F. Visual and Performing Arts (Each year in attendance: Visual Arts, Drama, Creative Writing, Music, other approved arts course)
- G. Electives (1 year in addition to A-F)

Physical Education/Health (3 Years of PE/Health)

Workshop/Community Service (Each year in attendance and 60 hours of community service)

Global Action (Each year in attendance) ---is a **mandatory** trip for all high school students.

Senior Requirements (College Quest Senior Project)

Course Grade Expectations

Students are expected to remain in good academic standing at the end of each semester. Students achieving a minimum of a 3.0 average with No D's or F's in any academic subjects define good academic standing. Students who do not remain in good academic standing may be dismissed or placed on academic probation. If a student is placed on academic probation, then the student must adhere to the specifications of the academic probation document. Academic Probation may include a modified academic schedule based on the needs of the student. Failure to meet academic probation requirements will result in dismissal from Orion International Academy.

Grading Policy

Each teacher will provide a course syllabus and outline course requirements and the selected grading scale. The grading scale includes the following letter grades:

A	B-	D+
A-	C+	D
B+	C	D-
B	C-	F

Field Trips

Field trips are a wonderful way to complement your child's learning. They offer an opportunity to experience something that may be new and exciting. To participate on field trip, all students must have a completed permission slip with a parent signature in two (2) spaces. Trip slips will be sent home before the trip and must be filled out by a parent or legal guardian. Volunteer chaperones must be approved by the teacher before the trip, be 21 years of age or older, and are not allowed to bring other children on the trip.

Some trips may be organized with parent drivers. Parent drivers must have proof of insurance and a current California State driver's license.

Field trip volunteers, including parent drivers, must sign a waiver of all claims against OIA, the governing board of OIA, its members and employees, other volunteers and chaperones, and the state of California for injury, accident, illness, or death occurring during or by reason, arising out of, in connection with, or resulting from the school field trip.

Teacher Communication

Teachers are committed to staying connected to families. When concerns or questions arise regarding the classroom, please feel free to make appointments with teachers before or after school hours. If for some reason you need to reach the teacher during school hours, then please call the office directly and the Office Manager will relay the message to the teacher. Also, please feel free to email teachers if you have concerns or questions. The teacher will respond back to you in a timely manner. If you would like to observe your child in their class, then please arrange with the teacher(s) at least 48 hours in advance. The teacher has the right to deny such requests if the observation is going to be distracting to the learning environment. If the concern continues without resolution, the next step is to discuss the issue with the Executive Director. Please call the school for an appointment.

Please direct issues regarding school-wide policies and procedures to the Executive Director.

Textbooks/School Materials

Students/Families are responsible for providing textbooks and necessary materials for courses for classroom instruction. If materials or books are lost or stolen, OIA is not responsible for replacing lost or stolen books or materials. Please make sure that your child keeps his/her materials and books secure at all times.

SCHOOL EXPECTATIONS

Child Abuse Reporting Policy

State law requires all school employees to report suspected cases of child abuse. Employees of the school are not allowed to call or contact parents to investigate this matter. The law specifically states that all investigations shall be conducted with appropriate agencies' personnel. All staff will abide by the State law in reporting these cases.

Communicable Disease

A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.

Non-discrimination Statement

Orion International Academy will not discriminate against any student or employee based on ethnicity, national origin, disability, religion, sex and actual or perceived sexual orientation, or any other basis prohibited by law.

Harassment under Title IX (sex), Title VI (race, color, or national origin), and Section 504 and Title II of the ADA (mental or physical disability) is a form of unlawful discrimination that will not be tolerated by OIA. Harassment is intimidation or abusive behavior toward a student/employee that creates a hostile environment, and that can result in disciplinary action against the offending student or employee. Harassing conduct can take many forms, including verbal acts and name-calling, graphic and written statements, or conduct that is physically threatening or humiliating.

This nondiscrimination policy covers admissions or access to, or treatment or employment in, OIA's programs and activities. The lack of English language skills will not be a barrier to admission to or participation in OIA's programs or activities.

Additional information prohibiting other forms of unlawful discrimination/ harassment, inappropriate behavior, and/or hate crimes may be found in other OIA policies available at the school. It is the intent of OIA that all such policies are read consistently to provide the highest level of protection from unlawful discrimination in the provision of educational services and opportunities.

Any inquiries regarding this nondiscrimination policy or the filing of discrimination/harassment complaints may be directed to the Executive Director.

Non-school Related Property

Personal property not related to the school's programs is not to be brought to school and may be confiscated by staff. Examples are mp3 players such as iPods, cellular/smart

phones, card collections, toys, portable sound systems, video game systems, video games, etc. If you are not sure about any other items, please ask. OIA is not responsible for the above-mentioned personal property and other related items brought on campus. Any items lost or stolen will not be investigated. Confiscated personal properties may require a parent to come in for conference and retrieval.

Visiting the School

Parents are encouraged to make regular visits and volunteer at OIA. To monitor traffic and promote safety at the school, it is important that you sign-in when you visit the school and that you wear your badge that is issued by the office. All school visitors, including parents, must sign in and wear a visitor's badge. This is an important security measure to ensure that the students and staff members are safe and protected.

All parents and visitors, in addition to students, must comply with OIA's rules and policies regarding appropriate conduct while on campus. Prohibited behavior includes, but is not limited to, offensive language, ignoring staff requests, threats, slander, sexual harassment, or misconduct, lying, theft, fighting, willfully causing harm to another, vandalism, trespassing and violating the dress code. No weapons of any kind, drugs, alcohol, or smoking are allowed on campus.

Fire/Emergency Drills

Regular emergency evacuation drills are conducted at the direction of school staff. When a fire alarm sounds, students must evacuate the school quickly in an orderly fashion. At the direction of staff, students must follow evacuation routes noted on diagrams posted throughout the school. Students must follow all staff directions regarding movement to other locations and return to classrooms. It is essential to be quiet during drills and evacuations. Specific procedures will be outlined for all other emergencies.

PARENT SERVICE EXPECTATIONS

Parent/Teacher/Student Association (PTSA)

All parents are encouraged to actively participate in the PTSA. Participation in the PTSA includes attending the monthly PTSA meetings, fundraising activities, and any extra-curricular activities throughout the year.

Parent Volunteer Hours

Each family (at least one adult) will be required to volunteer **at least 30 hours** of service per academic school year. This includes serving at extra-curricular activities, sporting events, fundraisers, and school sponsored events. If a family is unable to volunteer during the school year, there will be a \$25.00 per hour charge added to the end-of-the-year tuition.

SIGNATURE PAGE

By signing this page, you are declaring that you have read, fully understand, and agree to abide by all rules, policies, and regulations set forth by this handbook.

Student Name (print) _____

Student Name (signature) _____

Parent/Guardian (print) _____

Parent/Guardian (signature) _____