

OTTAWA TOWNSHIP HIGH SCHOOL

PARENT – STUDENT HANDBOOK
2017-2018

211 East Main Street

Ottawa, Illinois

District 140

www.ottawahigh.com

School Phone (815) 433-1323

Fax (815) 433-1338

Attendance (815) 433-1326 (24 Hour)

School Nurse (815)431-2461

Athletics (815) 431-2401

Counseling (815) 433-1323 Ext. 2494

Special Education (815) 431-2423

The rules and regulations contained within this handbook are not to be considered exclusive and are subject to change and revision during the school year.

SCHOOL SONG

“PEP”

Crimson and white, we’re marching onward
Courage and strength we owe to you
To Ottawa may we ever be true, in the life we may pursue
Each boy and girl ever loyal
Each loyal heart beating true, in meeting, defeating
Each task before us
Three cheers Old High for you.
Rah! Rah! Rah!

MISSION STATEMENT

The mission of Ottawa Township High School, in a cooperative effort with students, parents and community, is to educate students in a safe, positive, challenging environment which promotes responsible citizenship and active lifelong learning.

Ottawa Township High School has the responsibility to:

Help students grow intellectually, personally, physically, and socially in proportion to their abilities to the extent that they will assume an increasing obligation for their own education, personal well-being, and social awareness.

Reaffirm our commitment to a government of the people and to encourage the obligations of good citizenship and respect for law and order.

Guide students in developing skills, attitudes, and habits needed by effective leaders and intelligent followers.

Demonstrate that many fields of knowledge are inter-related and that each area can contribute significantly to student’s intellectual growth.

SCHOOL OFFICES

MAIN OFFICE-ROOM 200

433-1323

Superintendent Mr. Michael Cushing

Principal Mr. Patrick Leonard

STUDENT SERVICES AND ATTENDANCE OFFICE - ROOM 201

433-1326

Assistant Principal Mr. Jeff DeWalt

Dean of Students Mr. John Alexander

Dean of Students Dr. Kristin Heredia

ATHLETIC DIRECTOR - ROOM 401

431-2401

Athletic Director Mr. Mike Cooper

COUNSELORS - ROOM 203

433-1323 EXT. 2494

Class of 2021 Mrs. Kim Swords ext. 2400

Class of 2018 Mrs. Melissa Basil ext. 2412

Class of 2019 Mrs. Jennifer Rios ext. 2501

Class of 2020 Mrs. Jennifer Rhode ext. 3319

Special Needs – All Classes Mrs. Katherine Riordan ext. 2448

SPECIAL NEEDS – ROOM 207

431-2423

Director of Special Education Ms. Dawn Roalson

School Social Worker	Mrs. Kim Hiland	EXT. 3318
School Psychologist	Mrs. Margie Wrublik	EXT. 3331
BUSINESS OFFICE – ROOM 206		433-1323 EXT. 2478
Chief Financial Officer	Mrs. Janet Pearson	EXT. 2406

BELL SCHEDULES

“A” SCHEDULE

First	8:00 - 8:46
Second	8:52 - 9:38
Homeroom	9:44 - 10:04
Third	10:10 - 10:56
Fourth	11:02 - 12:29
4A lunch	11:02 - 11:27
4B lunch	11:33 - 11:58
4C lunch	12:04 - 12:29
Fifth	12:35 - 1:21
Sixth	1:27 - 2:13
Seventh	2:19 - 3:05

“C” SCHEDULE

First	8:00 - 8:45
Second	8:51 - 9:36
Third	9:42 - 10:27
Fourth	10:33 - 12:00
4A lunch	10:33 - 10:58
4B lunch	11:04 - 11:29
4C lunch	11:35 - 12:06
Fifth	12:06 - 12:50
Sixth	12:56 - 1:40
Seventh	1:46 - 2:30

NOON SCHEDULE

First	8:00 - 8:30
Second	8:36 - 9:06
Third	9:12 - 9:40
Fourth	9:46 - 10:15
Fifth	10:21 - 10:50
Sixth	10:56 - 11:26
Seventh	11:32 - 12:00

BUS SCHEDULE - BUSES WILL ARRIVE AT THE SCHOOL PARKING LOT BETWEEN 7:30 A.M. AND 7:50 A.M. AND LEAVE THE PARKING LOT 15 MINUTES AFTER THE END OF THE SCHOOL DAY. BUS DEPARTURE WILL VARY DUE TO GRADE SCHOOL RUNS, PLEASE CHECK WITH YOUR BUS DRIVER.

SPECIAL SCHEDULES - SPECIAL SCHEDULES FOR ASSEMBLIES, EXAMS, OR OTHER SPECIAL PURPOSES WILL CAUSE ADJUSTMENT TO THE STANDARD SCHEDULES. THESE ADJUSTMENTS WILL BE ANNOUNCED PRIOR TO THE DATE OF THE SPECIAL SCHEDULE.

EXAM SCHEDULE - EXAM SCHEDULES WILL BE POSTED IN CLASSROOMS AND ON THE OTHS WEBSITE.

Residency and Registration

STUDENT RESIDENCY

A student must be a legal resident of District #140 to legally attend Ottawa Township High School. If a question arises concerning a student's legal residence, school authorities will require proof of legal residency within District #140 boundaries.

A Student who lives outside the boundaries of the school district, but wishes to attend OTHS must: 1. be granted permission to do so by the OTHS Board of Education; and 2. pay out-of-district tuition. It must be understood that the Board of Education is not required to admit tuition paying students. Students who do not legally reside within the boundaries of District #140 and attend Ottawa Township High School under false pretenses will be liable for tuition payment accumulated during their attendance at OTHS and will be required to transfer to the appropriate school. Providing false information for the purpose of gaining access to the educational opportunities afforded by a school district is a criminal offense reportable to the State's Attorney.

REGISTRATION FEES

2014-2015 Fees

- Registration Fee \$125.00 (Includes books, activity fee, hall padlock rental, class dues)
- Parking permits \$40.00. Replacement cost for decal is \$3.00.
- Driver's Education Fee \$195.00. Driver's Permit \$20.00
- Replacement cost for barcode decals is \$7.00 per book.
- Yearbook \$45.00
- Some courses which require a workbook or have a lab will have an additional fee. Workbook prices and lab fees are included in the course description in the course catalog.

Registration fee refunds and late entry policy for a student moving into or out of the Ottawa Township High School District are as follows:

Late Entry

First nine weeks \$125.00

Second nine weeks \$93.75

Third nine weeks \$62.50

Fourth nine weeks \$31.25

Refunds

First nine weeks \$93.75

Second nine weeks \$62.50

Third nine weeks \$31.25

Fourth nine weeks No Refund

A \$3.00 charge will be assessed for any transcript requests made one year after graduation.

OTHS accepts Visa or MasterCard. A \$25.00 NSF charge will be applied to all returned checks.

FEE WAIVERS

Individuals who may qualify to have fees waived may pick up the form in the Main Office and submit it to the Principal for approval. Fee waivers are subject to federal guidelines.

DEFERRED FEE PAYMENTS

Students who are unable to qualify under federal guidelines for a fee waiver may make payment arrangements in the Business Office (Room 206).

LUNCH ACCOUNTS

A separate check may be written to apply funds to your son/daughter's lunch account or you may pay on-line at www.ottawahigh.com under parent resources.

SCHOOL INSURANCE

During registration each student will have the opportunity to purchase 24-Hour student accident insurance. The school does carry student accident insurance at no cost for all students for accidents that occur on school property or during a school-sponsored, school-supervised event and is secondary to parents/guardian's insurance. Student accident insurance does not cover health related issues. To obtain claim forms or questions regarding student insurance should be directed to the Athletic Office. There is no refund for those who purchase 24-Hour insurance.

General Information & Procedures

STUDENT IDENTIFICATION CARDS

Every student must have a current Ottawa Township High School ID card in their possession at all times during the school day and must produce it upon request by OTHS staff. ID cards are required to charge items in the cafeteria to a student's account. Students intending to buy lunch without their ID cards will be sent to the end of the line. ID cards must also be presented to gain entrance to school activities.

CAFETERIA

A few simple rules must be followed when using the cafeteria:

1. ID cards are required to charge items in the cafeteria to a student's account. Students intending to buy lunch without their ID cards will be sent to the end of the line.
2. Students must throw their trash away and return their trays to the proper place. Those who do not will receive a detention or Saturday Detention.
3. Students in unauthorized areas are subject to detention, Saturday detention, or out of school suspension

STUDENT LUNCHES

The cafeteria is designated as the commons area for lunch periods. Other areas of the grounds are off limits during 4th hour lunches. Students who are outside of the designated commons area without permission will receive a consequence for being out of area.

A full range of entrees is offered in the cafeteria with menus and prices posted. Parents interested in pre-paying on accounts are able to do so by contacting the business office or pre-paying at registration. A free lunch program is available on request, dependent upon need. The proper form must be obtained, completed by parents, and returned to the Main Office. Students are also welcome to bring a lunch from home.

HALLWAYS

1. Throw waste paper and other trash in the trashcans. Keep our halls clean.
2. Do not block hallways.

3. Loitering in stairways or other unsupervised areas is not permitted.
4. Do not run in hallways.
5. Public display of affection is not permitted.
6. Food and drink is permitted in the hallways before and after school hours. Students are responsible for keeping hallways clean.
7. Kingman and Love Gyms are not hallways, and are not to be used as such for access to the woodshop, voc. tech. building, or student parking lot. Do not cut through the gym as a short cut. All areas of the school are closed throughout the lunch periods with the exception of the passing periods.

HALL PASSES

Any student who is in the halls during the school day, except during passing periods, should have a school-issued pass or their student planner with date, time, destination and staff signature completed. Students who do not have one of the above with them may be subject to disciplinary consequences.

LOCKERS AND LOCKS

Each student is assigned a hall locker with a lock for his/her own use. The locker number appears on the student's schedule that is issued during registration. **Students must use their assigned locker only.** If a student has problems with his/her own locker, it should be reported to the Student Services Office, Room 201. **Book bags or any other book carrying type device will be left in the locker during school hours.**

Lockers and other school property are loaned to the student. Therefore, they are subject to be inspected by school officials if it is believed necessary for the safety and/or welfare of the students and/or school; or if there is reasonable suspicion the student has violated or is violating a law or rule of the school.

CANCELLATION DUE TO INCLEMENT WEATHER

Listen to local radio station WCMY (1430 AM) for announcements of school closings and cancellations. The automated caller will send out a message beginning any time after 6:15 a.m. It is the responsibility of the parent to update contact information to receive automated calls. ANNOUNCEMENTS MAY BEGIN AS EARLY AS 6:15 A.M. Cancellations will also be posted on our website; www.ottawahigh.com.

PHONE CALLS

A student phone is provided in Room 201 for school related business. Students are not to receive passes out of class to use the phone except on an emergency basis. Parents are requested to limit messages to emergencies only. Parents may communicate a message to their student by calling the attendance office, 815-433-1326. **STUDENTS WHO PHONE OR TEXT PARENTS FROM THEIR PERSONAL CELL PHONE, OR RECEIVE TEXT MESSAGES FROM A PARENT ON THEIR PERSONAL CELL PHONE DURING TIMES WHEN CELL PHONE USE IS NOT PERMITTED WILL RECEIVE CONSEQUENCES CONSISTENT WITH THE SCHOOL CELL PHONE AND ELECTRONIC DEVICES POLICY.**

MESSAGES & NOTES

Due to the disruption to classes, the delivery of personal messages and notes will be made during school hours only in an emergency. Parents who need to get information to their student(s) in an emergency should contact the student services office (815-433-1326) and the message will be delivered to the student as soon as possible. The delivery of flowers, balloons, and other gift items will not be allowed at any time. These gifts should be delivered to the student at an alternative location. Deliveries will be limited to items necessary for educational and school related purposes only.

PARENT VISITS TO SCHOOL

A parent needing to see his/her student during the school day must sign in at the front desk and come to room 201. A pass will be sent to the student's classroom asking that s/he report to 201 immediately. The parent and student will be offered a private location in which to speak if requested.

PARENT COMMUNICATION WITH TEACHER

Should a parent need to communicate with a teacher, the proper procedure is as follows:

- I. Contact the teacher by phone at school or email to set up a meeting or phone conversation. The school phone number is (815)433-1323.
- II. The teacher will return your call or email. If they do not do so in a timely manner, please contact an assistant principal and s/he will see to it that the teacher contacts you at his/her earliest convenience.
- III. If a meeting is to take place at school, please sign in at the front desk and come to room 201. The teacher will be notified of your arrival and the meeting will take place in a classroom or office.

STUDENT AND FAMILY PRIVACY RIGHTS

Surveys - All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives as identified in School Board policy 6:10, Educational Philosophy and Objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party- Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This section applies to every survey that is created by a person or entity other than a District official, staff member, or student, regardless of whether the student answering the questions can be identified, and regardless of the subject matter of the questions.

Survey Requesting Personal Information- School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing one or more of the following items:

- I. Political affiliations or beliefs of the student or the student's parent/guardian.
- II. Mental or psychological problems of the student or the student's family.
- III. Behavior or attitudes about sex.
- IV. Illegal, anti-social, self-incriminating, or demeaning behavior.
- V. Critical appraisals of other individuals with whom students have close family relationships.
- VI. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
- VII. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
- VIII. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent(s)/guardian(s) may inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent(s)/guardian(s) exercised this option.

Physical Exams or Screenings- No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance. The term "invasive physical examination" means any medical examination that involves the exposure of private body parts, or any act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening. The above paragraph does not apply to any physical examination or screening that:

- I. Is permitted or required by an applicable State law, including physical examinations or screenings that are permitted without parental notification.
- II. Is administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. §1400 et seq.).

- III. Is otherwise authorized by Board policy. (See 7:240, Conduct Code for Participants in Extracurricular Activities.)

Selling or Marketing Students' Personal Information- No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term "personal information" means individually identifiable information including a student or parent's first and last name, a home or other physical address (including street name and the name of the city or town), a telephone number, a Social Security identification number or driver's license number or State identification card.

The above paragraph does not apply: (1) if the student's parent(s)/guardian(s) have consented; or (2) to the collection, disclosure or, use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

- I. College or other postsecondary education recruitment, or military recruitment.
- II. Book clubs, magazines, and programs providing access to low-cost literary products.
- III. Curriculum and instructional materials used by elementary schools and secondary schools.
- IV. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
- V. The sale by students of products or services to raise funds for school-related or education-related activities.
- VI. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's "personal information" to a business organization or financial institution that issues credit or debit cards.

TITLE I - DISTRICTWIDE PARENTAL INVOLVEMENT POLICY

From the Parental Involvement: Title I, Part A Non-Regulatory Guidance (April 23, 2004)

PART I. GENERAL EXPECTATIONS

Ottawa Township High School District 140 agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures, including the process of school review and improvement under section 1116, will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work to ensure that the required school-level parental involvement policies meet the requirements of section 1118(b) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this districtwide parental involvement policy into its LEA plan developed under section 1112 of the ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and including alternative formats upon request and, to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the 1 percent reserved goes directly to the schools.
- The school district will provide such other reasonable support for parental involvement activities under section 1118 of the ESEA as the parents may request.
- The school district will be governed by the following statutory definition of parental involvement, and expects

that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring—

- (A) that parents play an integral role in assisting their child’s learning;
- (B) that parents are encouraged to be actively involved in their child’s education at school;
- (C) that parents are full partners in their child’s education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;
- (D) the carrying out of other activities, such as those described in section 1118 of the ESEA.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

Ottawa Township High School District 140 will take the following actions to involve parents in the joint development of its districtwide parental involvement plan under section 1118 of the ESEA:

- Membership on OTHS School Improvement Team
- Membership on OTHS Handbook Committee

Ottawa Township High School District 140 will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- Participation on OTHS School Improvement Team
- Participation on OTHS Handbook Committee
- Participation in Title I Parent Meetings

Ottawa Township High School District 140 will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- Parent Teacher Conferences
- Title I Parent Meetings
- Tutoring Options
- ACCESS Reports to Parents
- Open Houses for 8th grade, freshman, and all school.
- Report Cards
- Access to Student Management System

Ottawa Township High School District 140 coordinates and integrates parental involvement strategies in Part A with parental involvement strategies under the following other programs such as: Head Start, Reading First, Early Reading First, Even Start, Parents As Teachers, Home Instruction Program for Preschool Youngsters, and state-operated preschool programs by:

- Ottawa Township High School District 140 is a 9-12 district; therefore it does not have pre-school or early elementary programming.

Ottawa Township High School District 140 will take the following actions to conduct, with the involvement of parents, an annual evaluation of the content and effectiveness of this parental involvement policy in improving the quality of its Title I, Part A schools. The evaluation will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents), its parental involvement policies.

- OTHS will develop and implement a survey in the fall of 2014 for Title I and ELL parents to determine parent perceptions of involvement at the school and opinions for improvement.

Ottawa Township High School District 140 will build school and parent capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement through the following activities specifically described below:

- The school district will, with the assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding topics such as the following, by undertaking the actions described in this paragraph --
 - the state’s academic content standards,
 - the state’s student academic achievement standards,
 - the state and local academic assessments including alternate assessments,
 - the requirements of Part A,
 - how to monitor their child’s progress, and
 - how to work with educators:
 - Parent Teacher Conferences
 - Title I Parent Meetings
 - Freshman Academy Parent Contacts
 - Tutoring Options
 - ACCESS Reports to Parents
 - Open House
 - Report Cards
 - Access to Student Management System
 - OTHS Parent/Student Handbook & Committee
 - Board of Education Meetings and Reports
 - Counselor Registration of 8th Grade Students at Elementary Feeder Districts
- The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children’s academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
 - Assessment and placement information – Math Placement, Read 180, Reading Lexiles
 - Materials and resources are available for parents in the counseling office (Room 203) regarding:
 - Testing taking strategies
 - Homework strategies
 - Getting good grades strategies
 - Skyward Access
 - Taking notes
 - Getting organized
 - Writing a paper
 - Reading a textbook
 - Succeeding in class
- The school district will, with the assistance of its schools and parents, educate its teachers, pupil services personnel, principals and other staff, in how to reach out to, communicate with, and work with parents as equal partners in the value and utility of contributions of parents, and in how to implement and coordinate parent programs and build ties between parents and schools, by providing professional development in the areas of:
 - Skyward Student Management System
 - Creation and development of Teacher Web pages
 - E-mail account use
 - How to have successful parent/teacher meetings
- The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, public preschool, and other programs. The school will also conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children, by:
 - Ottawa Township High School District 140 is a 9-12 district and does not have pre-school or early elementary programming.

- The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Parents can check for information through the following methods:
 - All School Mailings
 - Web Site
 - Student Management System
 - Parental Notification System
 - Newspaper
 - Radio
 - OTHS Publications such as the Parent/Student Handbook

PART III. DISCRETIONARY DISTRICTWIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

The Districtwide Parental Involvement Policy may include additional paragraphs listing and describing other discretionary activities that the school district, in consultation with its parents, chooses to undertake to build parents' capacity for involvement in the school and school system to support their children's academic achievement, such as the following discretionary activities listed under section 1118(e) of the ESEA:

- Involving parents in the development of training for teachers, principals, and other educators to improve the effectiveness of that training
- Providing necessary literacy training for parents from Title I, Part A funds, if the school district has exhausted all other reasonably available sources of funding for that training
- Paying reasonable and necessary expenses associated with parental involvement activities, including transportation and child care costs, to enable parents to participate in school-related meetings and training sessions
- Training parents to enhance the involvement of other parents
- Arranging school meetings at a variety of times or conducting in-home conferences between teachers or other educators who work directly with participating children, arrange meetings with parents who are unable to attend conferences at school; in order to maximize parental involvement and participation in their children's education
- Adopting and implementing model approaches to improving parental involvement
- Establishing a districtwide parent advisory council to provide advice on all matters related to parental involvement in Title I, Part A programs
- Developing appropriate roles for community-based organizations and businesses, including faith-based organizations, in parental involvement activities

PART IV. ADOPTION

This Districtwide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A programs. This policy was adopted by the Ottawa Township High School District 140 on March 17, 2014 and will be in effect through FY2016. The school district will distribute this policy to all parents of participating Title I, Part A children on or before August 13, 2015.

Academic Information

COURSE CATALOG

Please refer to the Ottawa Township High School Course Catalog for information regarding:

- Class Offerings List
- Graduation Requirements

- Course Load
- Scheduling Information
- Grade Point Average
- Class Rank
- Weighted Courses
- Advanced Placement Courses
- Dual Credit Courses
- Early Graduation
- Special Needs Services
- Alternative Education Program
- Extra-Curricular Eligibility
- NCAA Clearinghouse
- Course Descriptions

GRADUATION REQUIREMENTS

Graduates must complete 8 semesters of full time student status. This means that students must carry at least 4 classes and PE for 8 semesters. (The only exception to this requirement is seniors who have applied and have been approved for early graduation.)

Course/Credit Requirements

English – 8 credits

Math – 6 credits (must include Geometry or Math Essentials)

Science – 4 credits (2 credits from Biology and 2 credits from Physical Science – a student must choose 2 semester classes from Astronomy, Meteorology, Geology, or Topics in Physics; or a year of Chemistry or Physics)

Social Science – 4 credits (2 credits from U.S. History are required. World History must be taken as a freshman and American Government must be taken sophomore year)

Consumer Education – 1 credit (Classes that meet this requirement are Applied Consumer Economics, Economics, Personal Finance or by passing the full year of Introduction to Business or Cooperative Education class.)

Fine Arts, Foreign Language, or Vocational Education – 2 credits

Health – 1 credit

PE – 3.5 credits (7 semesters) If you are scheduled for 7 classes (an overload which requires a signed form), that semester of PE is waived. If you are not taking PE on a sports waiver, you are still meeting your PE requirement with that waiver.

Must pass Illinois and Federal Constitution Test – Tests are given in American Govt.

Total of 40 credits or more

Attendance – In order to graduate from OTHS, a student must have eight semesters of attendance. Seniors who have all of their credits/requirements completed by the end of the 7th semester may petition for early graduation. A student

must be enrolled for a minimum of four academics and P.E. for the full semester to meet this requirement. A petition for summer school or a college course must be approved by the Principal before the start of the class.

ACADEMIC COURSE LOAD

The standard academic load is six classes and physical education. Students may enroll in five classes, physical education and one study hall. In some cases students may request special permission from the Principal to enroll in seven academic classes and waive physical education. Only six academic courses will be counted for class rank. Students who fall below the minimum load (four academic classes, physical education, and two study halls) will not be classified as full time students and will not be granted credit for a semester of attendance. A maximum of 7 credits per semester may be earned.

GRADES, CLASS RANK AND RELATED TOPICS

Letter grades are used for all subjects, A, B, C, D, and F (failure, no credit). A special education student may receive any of the grades, A, B, C, D, or F depending upon the teacher’s evaluation. No student is considered a special needs student unless designated by proper testing and a multidisciplinary staffing.

An incomplete (I) will be assigned to a student who finds it impossible because of reasons beyond his or her control, such as illness, to complete the required work by the end of the semester. If a student receives an incomplete in the first semester they must complete all work and turn it in to the teacher by the end of the fourth 6th weeks. Students who are seniors must complete and turn in work by the first day of the second semester to accommodate placement into another course to meet graduation requirements. Students who receive an incomplete in the second semester must complete all work and turn it in within 6 weeks of the last day of school. Any student who does not complete assignments and return them within the time frame will automatically receive a grade of “F” in the course. Students with special circumstances may petition the principal or their designee for extended time. Since the grade of “I” carries no credit, courses carrying that grade may not be counted toward scholastic eligibility for IHSA events.

Honor reports will be issued *at each nine-week grading quarter* to students with four subjects that earn 13 honor points, with five subjects that earn 16 honor points, and with six subjects that earn 19 honor points. Classes, including PE, with a grade of “D, F, or I” will disqualify a report for honor status regardless of the number of honor points. However, the report card may be returned to be stamped for honors if it is eligible after the “I” is cleared.

National Honor Society requirement is a 3.167 grade point average.

Grade reports will be issued every nine weeks. All nine-week grades are temporary grades and should be used to determine the student’s progress during the semester. Progress may be checked online through the OTHS website (www.ottawahigh.com) using the student’s identification number and password. The permanent grade will be the final mark for each semester.

<u>GRADING SYSTEM</u>	<u>Regular Course</u>	<u>Weighted Course</u>
<u>Academic Grades</u>	<u>Point Value</u>	<u>Point Value</u>
A - Outstanding Achievement	4.0	5.0
B - High Quality	3.0	4.0
C - Average	2.0	3.0
D - Below Average	1.0	1.0
F - Failing - No Credit	0.0	0.0
P - Medical Excuse or Pre-Excused	0.0	0.0
I - Incomplete work	0.0	0.0
R - Course repeated	0.0	0.0
N - Sports Waiver	0.0	0.0

I - An incomplete will be changed to an “F” if not made up within two weeks after the end of the semester.

(H)* - This symbol following the course title means a weighted course.

- This symbol following letter grade or course name means course counts as credit, but will not be used to determine class rank.

R - Repeated Course - A course grade of (R) on the transcript will indicate the student has repeated the course at a later time. The (R) will represent 0.0 credits attempted and 0.0 credits earned. (*Class of 2018 and Class of 2019 only*). *Starting with the Class of 2020 all earned grades, including grade of F, will remain on the student's transcript even if s/he retakes and passes the course.*

CLASS RANK

All courses successfully completed will be used to determine class rank except P.E. and any course described in B below. Any courses given a grade of P (medical excuse) or N (sports waiver) will not be used to determine class rank. (Classes taken as an overload are awarded a grade, counted as a credit earned but not used in determining the GPA or class rank such as health when taken as a 7th class in lieu of P.E..)

A. All students' class ranks will be determined by grade points.

B. Courses taken outside the regular campus daytime curriculum, such as summer school and night school will be counted as a credit, but will not be used to determine class rank or GPA.

CALCULATION OF 9-WEEK AND SEMESTER GRADES

Performance over the entirety of the semester will determine the student's grades. Each of the two 9-week grades will reflect the student's cumulative average for work completed up to that point in the semester. The semester grade will be calculated using the final average for coursework and the score on the final exam. 80% of the semester grade will come from the student's cumulative average for the two 9-week grading periods. The other 20% will come from the final exam score.

FINAL EXAM ATTENDANCE

Students are required to take final exams during the scheduled exam period unless there is an excused absence. Students may only take an exam early if permission has been granted by administration. Students having excused absences during exams have the responsibility of re-scheduling a time to make up the exam with the teacher. Exams must be made up within five (5) school days (Mon.-Fri.) following the exam. If the exam is not made up within that time, the student will not be permitted to take the exam(s) missed, and therefore will not earn credit for the exam(s). Students who have an unexcused absence during exams will not be permitted to take the exam(s) missed, and therefore will not earn credit for the exam(s).

WEIGHTED COURSES

Placement in Freshman Honors coursework will be determined by consideration of teacher recommendations, PSAT 8/9, Explore Reading and Math Test scores, and additional assessments as needed.

Successful completion, a grade of C or better, of the previous course in the weighted course sequence is the prerequisite for placement in subsequent weighted coursework.

Students must earn a grade of “A”, “B”, or “C” during each nine-week grading period and for the semester cumulative grade to maintain placement and to earn a weighted grade.

Honors English I	Honors Algebra I
Honors English II	Honors Geometry
Honors English III	Honors Algebra II/Trigonometry
Advanced Speech	Honors Pre-Calculus
Advanced Composition	AP Calculus
AP English Literature and Composition	

Honors Biology
Honors Chemistry
Advanced Biology
Accelerated Physics
Advanced Chemistry

Honors World History
AP Government
AP U.S. History

AP Art-2D Studio

WEIGHTED AND DUAL CREDIT COURSES FINAL EXAM REQUIREMENT

Students taking dual credit and/or weighted courses must take the final exam for each semester they are enrolled in the course.

CHEATING/PLAGIARISM POLICY

Cheating, plagiarism, and/or academic dishonesty in ANY FORM will not be tolerated at Ottawa Township High School. Any student who engages in such behavior is subject to academic consequences up to and including loss of course credit.

PHYSICAL EDUCATION INFORMATION

Ottawa Township High School will grant 1/2 credit per semester for Physical Education with the following guidelines:

- A. Full year/full semester medical excuses will receive no credit.
- B. 9 weeks of participation is the minimum required to earn a semester credit. Medical excuses and sports waivers that exceed 9 weeks will receive no credit.
- C. Waivers taken for course overloads will receive no credit.
- D. Grade points will not be awarded. PE grades will not affect class rank or grade point averages.

P.E. LOCKS

The school will furnish a P.E. lock. Should the lock be lost, another lock will be furnished at replacement cost. Forgetting the combination will not be an excuse for not dressing. Students will be assigned their own lock and locker and must use only that locker. As with hall lockers, P.E. lockers are loaned to the student. Therefore, they are subject to be inspected by the administration if it is believed necessary for the safety and/or welfare of the student and/or school. OTHS is not responsible for items stolen or removed from lockers.

P.E. UNIFORM

1. Gray or white Ottawa High School/Ottawa Pirates T-Shirt with last name on the back of the shirt.
2. Red hemmed sport shorts (biker shorts or “skins” are not allowed). Plain, OTHS, university, or sport logos are acceptable.
3. White socks
4. Tennis shoes

The physical education department has P.E. shirts and shorts available for purchase.

The physical education department rents clean shorts and shirts to students who have left their clothes at home.

When a student has failed to dress for physical education class at least three times in a semester he/she will be issued a teacher contract. At five no-dresses the student will be placed on contract through 201. At seven no dresses the student will be dropped from the class, placed in a study hall, and given a grade of “F” for the semester.

Failure of a physical education class will require the student to take the class again. In order to complete requirements, the student may have to take two PE classes during the same semester.

NOTE: If weather or modesty dictates, the student may wear a sweatshirt, sweat pants, or both over the red and gray uniform, and only if used just for physical education class and not to be worn during the rest of the school day. ANY

STUDENT UNABLE TO AFFORD A P.E. UNIFORM MAY ACQUIRE ONE BY SEEING THE ASSISTANT PRINCIPAL.

P.E. MEDICAL EXCUSES

You must dress for P.E. and remain in class when you have a medical excuse. Written homework may be assigned as credit for that missed class hour, depending on the situation and the activity.

Any student being excused from activity during P.E. by a parent's or doctor's note must dress in their P.E. uniform and report to his/her physical education teacher. DO NOT REPORT TO THE NURSE. A parent's note will be good for only three days, and then a doctor's excuse must be submitted to the physical education teacher. If the doctor's excuse is for longer than five days, the student will be assigned to a study hall.

If you know you will be on a medical for an entire semester/year, report to the nurse before the start of the semester/year.

STUDY HALL

Study halls are designed to provide students with time and a place to complete academic work. Students should bring study materials with them. **Sleeping and card playing are not allowed in study hall.**

DRIVER EDUCATION

Driver Education is a privilege, not a right. Students earn one credit for successfully completing Driver Education.

Registration Fee \$195.00

Students must earn eight credit hours in the previous two semesters and miss fewer than 10% of the previous 180 school days to be eligible for Drivers Education. Out of school suspensions will be counted as absences when considering the attendance requirement. Absences of two to four class periods will count as ½ day absences. A block of days excused by a physician will count as one day of absence for this policy. Students who fail to meet these criteria will not qualify for driving and will be placed on a waiting list for the next eligible semester. Students may not check in and out of school to attend driving class only.

INDEPENDENT STUDY

The Independent Study Program is designed to allow students to pursue their academic interests on an individual basis. This program is open only to seniors on a limited basis. *Students interested in Independent Study should complete the application and submit it to the Assistant Principal by each semester deadline. Courses taken as an Independent Study will be listed as such, not as the specific name of the course, and will count only as an elective credit on student's grade reports and transcripts. Weight will not be assigned for any Independent Study course.*

OFF CAMPUS CLASSES

All students shall ride the bus to any OTHS off campus class. Students may drive their own cars only with the permission of instructor and the Assistant Principal.

ALTERNATIVE PROGRAM

Ottawa Township High School Alternate Program is designed to assist students who are not able to function adequately at the high school because of academic, personal, and/or family problems.

The Alternative Program is designed to provide a more individualized relationship between students, their teachers and the school. This is accomplished through the use of a less-formal structure, smaller class sizes, shorter class periods, and flexibility to deal with individual student's needs when a problem arises.

Determination for admission to the Alternative Program is done by an initial staffing. This may involve the administrative staff, teachers, counselors, school psychologist, social worker, the Alternate Program Director, the student, and student's parents.

NIGHT SCHOOL

The night school program is designed to allow students between the ages of 17-21 the opportunity to complete their education outside of the daytime structure. Students enrolled in the day program may apply to participate in the night school program on a remedial basis with their counselor or the Assistant Principal.

SUMMER CREDIT RECOVERY COURSES

OTHS may offer a summer credit recovery program to students, at a cost determined yearly, to students who have fallen behind in earning credits toward graduating on time. Students interested in taking a Summer Credit Recovery course(s) should meet with the Assistant Principal upon completion of spring semester final exams. Summer Credit Recover will be offered based on sufficient enrollment.

CORRESPONDENCE COURSES AND COLLEGE COURSES

Correspondence and college courses may be counted as a credit at the discretion of the OTHS Principal. Approved credits will not be used to determine class rank. Courses must be from an accredited institution to be considered for transfer credit.

EARLY GRADUATION

Students will be permitted to graduate at the end of seven semesters if they meet all of the following requirements:

- I. Complete and return to the senior counselor a form letter, including parental permission, available in the Guidance Office (203) requesting early graduation no later than November 1st. Submission of early graduation forms may be permitted after November 1st with administrative approval.
- II. Meet all Ottawa Township High School graduation requirements, including having earned all credits required for graduation.

Candidates for early graduation will not be permitted to participate in school athletics, clubs, or similar activities after leaving OTHS. Early graduates may attend school functions, including, but not limited to athletic events, concerts, and dances if considered in good standing upon graduation.

Commencement exercises will not be held mid-year. Students leaving OTHS at the end of the seventh semester may participate in the graduation ceremony at the end of the school year and will be awarded their diplomas at a time consistent with those completing eight semesters. Registration fees will not be refunded to students graduating after seven semesters.

Counseling

COUNSELING DEPARTMENT (ROOM 203)

Ottawa Township High School counselors are dedicated to providing their students with a positive, healthy atmosphere that enhances the learning experience and builds upon their academic, career, and social/emotional foundation. The Counselors will guide and inspire their students while being served by a comprehensive school counseling program. Counselors will be assigned to a class beginning freshman year and will follow students through to senior year and graduation. We will work collaboratively with teachers, parents, students, staff and the community to foster student growth.

Students will understand:

- That the Counseling Department offers services including: Academic counseling, career counseling, college counseling and social/emotional/individual counseling.
- That counseling is a vital part of college and career preparation.
- That thru the exploration of their interests and strengths, students will become aware of their abilities to possess acceptance, empathy, integrity, and responsibility/accountability throughout their academic years and beyond

- That their ethnic, cultural and racial differences and special needs are considered while developing their academic plans.
- That they have access to the knowledge and skills to become contributing members of society.

Counselor Goals:

- Work with students, parents, and faculty to develop an academic plan that meets a student's academic needs and interests.
- Assist student in the development of plans for post high school training and education.
- Assist students in dealing with challenging life situations which may impact their success at school.
- Counselors use data driven program development and evaluation, and actively monitor student results.
- Counselors participate in professional development essential to maintaining quality within the school counseling program.

Student Goals:

- Students are encouraged to explore their interests, values and life experiences while developing career goals with their counselor (9-12).
- During freshman year, students will create an individual career plan (ICP) which will include a 4 year academic plan with their counselor.
- All students have a capacity to learn and to be supported academically by their counselors. Students will stay on top of graduation requirements, and grade concerns throughout the school year.
- Develop self-awareness and self-management skills to achieve school and life success.
- Use social-awareness and interpersonal skills to establish and maintain positive relationships.

SCHEDULE CHANGE INFORMATION

During the first five (5) days of each semester, schedule changes will be allowed **ONLY** under the following circumstances:

1. If an error was made by OTHS staff in processing a request.
2. If a course conflict is present on a schedule.
3. If an improper course placement has been made.
4. If a compelling educational reason is cited. A request will only be granted if space is available in the class.)
5. If the circumstances noted above do not exist, a student may only drop a class for a study hall. If the student already has a study hall showing on his schedule, no changes will be made. (This does not impact PE waivers.)
6. Any courses dropped after the fifth day of each semester will receive a grade of "F" for that semester and will be considered a drop/fail.

COURSE REGISTRATION

OTHS course selection begins in November. The OTHS course catalog is available in room 203 or on the website. You will find course descriptions, requirements and pre-requisites. Each counselor will work with their students in this process. On-line registration is available.

COLLEGE INFORMATION

The OTHS Counseling Office provides resources and support to aid in the college process. Juniors and seniors must take charge of these decisions as they determine their future educational direction. Each counselor will work with their students in providing up to date information, timelines, ACT/SAT testing and course requirements for college admission. All information can be found in various locations: announcements, website, homerooms and room 203.

Colleges Visiting OTHS: Students are encouraged to take advantage of the many college representatives that visit throughout the year and should sign up for presentations in room 203.

Off Campus Visits: Students and their families are encouraged to visit various college campuses. College curriculum, activities and the community play an important role in finding the right fit. There are many Open House offerings on school holidays as well as Saturday visit options. A reservation is made by visiting the college’s website or calling the admissions office. To be excused from school for a college visit, see your counselor at least five days before your visit for a “pink” college day sheet. Parent signature is required. A maximum of two visits per year are allowed and these must be completed prior to OTHS’s Spring Break.

College Applications: Applications are available online either through college websites or by using the Common Application.

Transcript Request: Students will be required to sign a release of records in the registrar’s office, room 204, for an official transcript to be sent.

Testing: Colleges and Universities will require either an ACT or SAT for admissions. The ACT is administered at OTHS five times per year. Registration is done online at www.actstudent.org. The SAT test dates and locations are available online at www.collegeboard.com. See your selected college’s admissions information for testing requirements.

Financial Aid: Beginning in October of the senior year, a family may fill out the FAFSA (Free Application for Federal Student Aid). This process may gain a student access to scholarship, grant and loan opportunities through the state and federal government. OTHS hosts a Financial Aid Information Night and then hosts a FAFSA Completion Night.

CAREER INFORMATION

Career planning and development is an essential role of the school counselor. Students will learn about careers and life planning during their four years at OTHS. Our goal is that every student will set goals, learn effective problem solving, and be able to make appropriate career and educational decisions when making plans and preparing for his or her future. These same skills will assist students in school to work transition, as well as finding and maintaining employment. Many resources are available to our students, including, but not limited to; Career Cruising, Occupational Outlook Handbook, a variety of career interest inventories, the development of the 4-year plan (freshman year), Job Board, Weekly Featured Careers, and many internet resources.

MILITARY INFORMATION

The military is a way of life chosen by a number of students, either through the military academies or by enlistment. Meetings with recruitment officers are handled by a counselor. It is the policy of Ottawa Township High School to share directory information with military agencies. Parents must notify the Student Services Office if they do not want this information shared with the military.

FINANCIAL AID AND SCHOLARSHIP AWARDS

In order to receive financial aid, grants or scholarships at the local, state and federal level, students/parents must complete the FAFSA. Counselors are available to assist in that process. OTHS hosts a variety of scholarships for our students. The list is available on our website and shared with each senior via the “Senior Guidebook” given in September at an assembly. All scholarship applications are housed in room 203 and are posted on the “Scholarship Board”, outside room 203 and announced throughout the school year.

2017-2018 TESTING CALENDAR

*****Dates are tentative and based upon corresponding dates from the previous year. Please verify by checking with Mrs. Rhode, your counselor, or the website of the test you plan to take.**

National ACT

Saturday, September 9, 2017
Saturday, October 28, 2017
Saturday, December 9, 2017

(register at www.actstudent.org)

Deadline: July 28, 2017 (OTHS)
Deadline: September 22, 2017 (OTHS)
Deadline: November 3, 2017 (OTHS)

Saturday, February 10, 2018 Deadline: January 5, 2018 (OTHS)
Saturday, April 14, 2018 Deadline: March 9, 2018 (OTHS)
Saturday, June 9, 2018 Deadline: May 4, 2018 (OTHS)

National SAT I/SAT II (register at www.sat.collegeboard.com/register)
Saturday, August 26, 2017 Deadline: July, 2017
Saturday, October 7, 2017 Deadline: September, 2017
Saturday, November 4, 2017 Deadline: October, 2017
Saturday, December 2, 2017 Deadline: November, 2017 (OTHS)
Saturday, March 10, 2018 Deadline: February, 2018
Saturday, May 5, 2018 Deadline: April, 2018
Saturday, June 2, 2018 Deadline: May, 2018

National PSAT- Sophomores and Juniors are invited to test
Wednesday, October 11, 2017

ASVAB (Armed Services Vocational Aptitude Battery)
To Be Announced

National Advanced Placement Exams (College Board offers Advanced Placement exams in 34 subject areas)

<i>Monday, May 7, 2018</i>	<i>8AM</i>	<i>Advanced Placement- Chemistry</i>
<i>Wednesday, May 9, 2018</i>	<i>8AM</i>	<i>Advanced Placement- English Literature & Comp</i>
<i>Thursday, May 10, 2018</i>	<i>8AM</i>	<i>Advanced Placement- US Government & Politics</i>
<i>Friday, May 11, 2018</i>	<i>8AM</i>	<i>Advanced Placement- US History and Studio Art</i>
<i>Monday, May 14, 2018</i>	<i>8AM</i>	<i>Advanced Placement- Biology</i>
<i>Tuesday, May 15, 2018</i>	<i>8AM</i>	<i>Advanced Placement- Calculus AB</i>

Illinois State Testing
SAT – April, 2018

SCHOOL PSYCHOLOGIST & SOCIAL WORKER

Ottawa Township High School's school social worker and school psychologist are dedicated to helping students with social and emotional issues that may be interfering with a student's overall academic and social potential. Our services include crisis intervention, brief-solution focused individual and group counseling, consultation with teachers and administrators, special education evaluations, classroom presentations, student advocacy, and providing families with community resource information.

COUNSELING SUPPORTS

Most school social workers and school psychologists' referrals result in **short-term counseling**. For students and families in need of more clinical/specialized therapy or long-term treatment, Ottawa Township High School can provide a list of outside resources and services. This can be obtained through the school psychologist's website or by contacting the school social worker or school psychologist. The school social worker and school psychologist each have a caseload of students who have Individualized Education Plans (IEP). Both the school social worker and school psychologist can assist any student experiencing a temporary crisis or who is experiencing issues which are affecting their ability to be successful in school for a **time-limited basis**. Referrals can be made by administrators, staff, students, or families by contacting the school social worker and/or school psychologist.

SPECIAL EDUCATION EVALUATIONS

Both the school social worker and school psychologist are involved in the placement of special needs students within the Special Education Program. The school psychologist and school social worker administer assessments that can include cognitive, academic, and social emotional components. Referrals are made through the Special Education Department in Room 207.

CRISIS INTERVENTION

The school social worker and school psychologist are both mandated reports. If there is suspected abuse or neglect occurring, it is their responsibility to report this to DCFS. In addition, the school social worker and school psychologist

may conduct a suicide screening on an at risk student and provide appropriate supports to that student. Ottawa Township High School's suicide protocol is followed and appropriate steps are taken to ensure student safety. The school social worker and school psychologist are also a part of the school wide crisis team and are available to assist students and staff during any school wide crisis.

ADDITIONAL SUPPORTS

The school social worker is the Homeless Services Liaison and Foreign Exchange Student Coordinator for the district. The school psychologist is the 504 Plan Coordinator for the district. Information on these supports can be obtained by contacting them directly.

SPECIAL NEEDS SERVICES

There are many types of disabilities that make it difficult, or even impossible, for a student to learn in a regular school setting. Some of these disabilities are readily identifiable; vision and hearing problems, physical disabilities, and speech problems. Other disabilities, which cause severe difficulties for the student, may be more subtle. These disabilities require trained professionals to determine the source of the problem and to recommend the proper program to maximize the educational development of the student.

Examples of these disabilities include perceptual problems, emotional disorders, and serious social or personal problems. Students with any of the above disabilities are referred to as "Exceptional Children" because they have exceptional (special) educational needs. All children from age 3-21 years of age who have exceptional needs must be provided with a program to meet those needs by the school district. Regardless of the nature or severity of the child's disability, the child has a right to receive a free appropriate public education.

In most cases, the exceptional student's needs will be recognized and the proper special education program prescribed. However, the parents of the student may request the school district to evaluate the student to determine special education eligibility. According to state regulation, the School District has 60 school days from the date the parent or guardian has given signed consent to complete the evaluation.

Both the psychologist and social worker are involved in placement of special need students within the Special Education Program. The school psychologist does testing and evaluation involved in placement. In conjunction with this testing, the school social worker contacts students and parents as part of the evaluation process. Referral to various agencies can be made for students.

If a student is determined to be eligible for special education, then a program designed to meet the student's needs must be provided. If the parents are dissatisfied with the evaluation or the program provided for the student, the parents may request information from the Superintendent concerning procedures for resolution.

SERVICES FOR PEOPLE WITH PHYSICAL IMPAIRMENTS

Board Policy recognizes the "special needs" of the physically disabled. Those students with permanent or temporary disabilities who require special services to meet their educational needs, i.e., transportation, parking, special facilities, etc., should contact the Principal.

Parents with physical disabilities, or other school visitors requiring special parking, elevator use, etc., when visiting the school during the school day or for evening extra-curricular programs should contact the Assistant Principal to make special arrangements to meet their individual needs.

BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES

Based on Public Act 89-191, it is the policy of Ottawa Township High School, District 140, to develop such behavioral intervention procedures for disabled students that: emphasize positive intervention with students that respect human dignity, are consistent with generally accepted practices of behavioral intervention, include criteria for determining when a student with a disability may require a behavioral intervention plan, reflect consideration of the ISBE guidelines, and include procedures for monitoring the use of such interventions. This policy will be reviewed and the administrative procedures are developed with input from parents, teachers, administrators, advocates for persons with

disabilities, and those with expertise in behavioral intervention. Such policy and procedures will be made available to parents of students with individualized educational plans as stipulated in state law. The intent of this policy is to implement, as necessary, specific interventions(s) to alter the behavior of student(s) with disabilities to create a positive learning environment and enhance learning.

STUDENT RIGHTS PROCEDURE (TITLE IX AND SECTION 504)

All students attending OTHS have certain rights and responsibilities. The Board of Education, the State of Illinois, and the Federal Government each have provided policy, rules and regulations to clarify these rights and responsibilities. Please be advised therefore, that students may be eligible for assistance (such as free lunches, etc.) or offered an opportunity to “work” off certain fees and costs.

The following procedure is provided to ensure that students are afforded equal rights to all classes regardless of race, color, national origin, age, sex, religion, or handicap. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all persons.

The grievance procedure is not required if the grievant prefers other alternatives such as the Office of Civil Rights or the courts. Due process shall exist throughout the procedure with the right to 1) representation, 2) present witnesses and evidence 3) confidentiality 4) review relevant records and 5) proceed without harassment and/or retaliation.

More detailed information is available in the offices of the Principal and Director of Special Needs. Time limits refer to days when school is in session.

Step 1

The student and/or parent should discuss the matter with the person directly responsible for the grievance issue within 14 days of the time when a reasonably alert person should have been aware of the event giving rise to a grievance. An oral response must be made within 5 days.

Step 2

If the grievance is still not resolved, it should be submitted in writing within 5 days to Ms. Dawn Roalson, Director of Special Needs. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time may be mutually agreed upon if needed. A meeting must be held between the grievant and district representative within 10 days and a written response made within 5 days.

Step 3

If the problem is not resolved, the grievance should be referred informally to the Principal. A meeting must be held within 5 days from notification of referral and an oral response made within 5 days.

Step 4

If a satisfactory solution is not reached, the grievant may appeal the issue in writing to the Office of the Superintendent within 10 days from the receipt of the response on Step 3. A meeting between parties will be held within 10 days and a written response made within 5 days. A complete record of this meeting shall be kept and signed by both parties for possible future reference.

Step 5

If the issue is not satisfactorily resolved on Step 4, the grievant may appeal the grievance in writing to the Board of Education within 5 days from the receipt of the written response. The Board shall consider the appeal within 60 days and a written response shall be given within 5 days.

MEDICAID REIMBURSEMENT

If your child receives special education services and is also Medicaid eligible, the school district can seek partial reimbursement for Medicaid for health services documented in your child’s Individualized Education Program (IEP).

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students.

The reimbursement process requires the school district to provide Medicaid with your child's name, birthdate and Medicaid number. Federal law requires your written consent to release these data to Medicaid.

- Only data for Medicaid eligible students will be released.
- You can deny the district the right to release this data now or at any time in the future.
- Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.

When considering your decision, please note that this program has **no impact** on current or future Medicaid benefits for you, the student or your family. Under federal law, your decision to participate in this program CANNOT:

- Decrease lifetime coverage or any other public insurance benefit,
- Result in the family paying for services that would otherwise be covered by Medicaid,
- Increase your premiums or lead to discontinuation of benefits or insurance, or
- Result in the loss of eligibility for home and community-based waivers.

Your consent allows us to recover a portion of the costs associated with providing health services to your child. Consent will be obtained through a Medicaid Data Release Consent form.

If you have any further questions, please contact the Director of Special Needs, Ms. Dawn Roalson.

School Nurse, Illness & Appointments

NURSE AND ILLNESS AT SCHOOL

The nurse is located in Room 205. The nurse will assist students with health concerns. The Nurse Office number is (815) 431-2461, Nurse Fax number is (815) 431-3350.

If a student becomes ill or is injured, he/she must report to the nurse's office. Students must obtain a pass from their teacher to see the nurse. Students should schedule visits to the nurse's office during study periods or before school, except in case of sudden illness or injury. **DO NOT TRY TO SEE THE NURSE DURING THE PASSING PERIODS.**

If it is necessary for a student to leave school because of an injury or sudden illness, the nurse will notify parents. The student will be given a pass to leave the building. **STUDENTS WHO LEAVE SCHOOL WITHOUT CHECKING OUT WITH THE NURSE AND 201 WILL BE CONSIDERED UNEXCUSED AND/OR TRUANT.**

REPORTING STUDENT'S ILLNESS

A parent or guardian is required to phone the 24-hour attendance number (815-433-1326) on the day that the student is absent. A call should be made each day of absence unless the office has been notified of an extended illness. **IF THE ATTENDANCE OFFICE HAS NOT BEEN NOTIFIED WITHIN 24 HOURS, THE STUDENT WILL BE AWOL (UNEXCUSED ABSENCE), AND MAY BE CONSIDERED AS TRUANT. THE STUDENT WILL NOT BE ALLOWED TO EARN CREDIT FOR WORK DUE OR ASSIGNED DURING AN UNEXCUSED ABSENCE.**

MAKE-UP WORK – EXCUSED ABSENCE

Assignments given prior to the absence are due the same day the student returns to school. Upon return, students will have no less than the number of days absent to complete work assigned during an excused absence. Students who miss a quiz or test due to an excused absence must make arrangements to take the quiz or test upon return to school.

EXTENDED ILLNESS

Homework can be obtained through the OTHS website: www.ottawahigh.com. Using the parent resources drop down menu, students and parents can access the staff index which contains homework assignments. Students and parents may also request homework by contacting the Guidance Office (815-433-1323, ext. 2494) and making arrangements for someone to pick up assignments and necessary materials. If a student is going to be absent for medical reasons in excess of 10 days, the parents should contact their student's counselor in regard to homebound tutoring and request a copy of the homebound handbook.

MEDICAL OR DENTAL APPOINTMENTS

Medical and dental appointments should be limited to times outside of school hours. However, if it is necessary for a student to be absent for such an appointment, a pre-arranged call or note from a student's parent/guardian must be presented to 201 specifying the date and time of the appointment, as well as the name of the physician who will be seen for the appointment. **The student is expected to be at school before the appointment when possible and must "check out" of school with the Student Services Office (201) before leaving. All students are expected to return to school and "check in" with the Student Services Office (201) after the appointment to provide proof of the appointment and receive a pass to return to class.** If the student becomes ill, the student's parent/guardian must contact the attendance office to inform them that their son/daughter will not be returning from the appointment.

STUDENT HEALTH INFORMATION

PHYSICALS AND IMMUNIZATIONS - MEDICAL INFORMATION

No student will be allowed to enter Ottawa Township High School without a physical examination and proper immunization. All freshmen are required by state law and board policy to have a physical before entering school in the fall.

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering the ninth grade; and
2. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, Head Start programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. The required health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening including height, weight and BMI is a required part of each health examination; diabetes testing is not required.
3. A physician's signature is required on all physicals.
4. A parent/guardian is to fill out the health history, including any allergies and/or medications, and sign and date the form

Unless the student is homeless, failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who are first-time registrants shall have 30 days following registration to comply with the health

examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a completed copy of the Illinois Certificate of Religious Exemption to Required Immunizations and/or Examinations Form signed by student's physician.
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment.

Special Education

Any student enrolling for the first time in an Illinois public, private, or parochial school is required to have an eye examination by a physician licensed to practice medicine in all its branches or a licensed optometrist. The exam must have been completed within the past year.

This is to notify parents of children who attend any special education program. The Department of Public Health requires that individuals be screened both for vision and hearing annually. Students wearing glasses or contacts are not mandated to be screened, as they have been seen professionally. "Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months".

IMMUNIZATION REQUIREMENTS

DIPHTHERIA, TETANUS, PERTUSSIS

1. Has received three or more doses of DTP / DTaP/or Tdap, TD with the doses received no less than four weeks apart

and the final or ending dose being a booster. The booster must have been received no less than six months after the last dose and on, or after, the 4th birthday.

2. According to the School Code of Illinois, Section 665.250 in the Child Health Examination Code, students entering 6th through 9th grade are required to receive one Tdap dose regardless of the interval since the last DTP / DTap or Td dose. Please make sure that when the physician's office fills in the immunization record that the appropriate Tdap on the immunization form is checked.

POLIO

1. Has received 3 or more doses of Polio with the last dose qualifying as a booster and received on or after the 4th birthday.

RUBELLA

1. Has received Rubella vaccine, 1st dose must have been received on or after the 1st birthday and second dose no less than four weeks (28 days) later.
2. Laboratory evidence of Rubella immunity. History of disease is not acceptable proof of immunity to Rubella.

MEASLES

1. Has received two doses of measles vaccine, the first dose received on or after the 1st birthday and the second dose no less than four weeks (28 days) later.
2. Laboratory evidence of measles immunity or certified physician verification of measles disease by date of illness. Cases diagnosed after 07/01/2002 must include lab evidence.

MUMPS

1. Has received two doses of Mumps vaccine, the first dose received on or after the 1st birthday and the second dose no less than four weeks (28 days) later.
2. Laboratory evidence of Mumps immunity or certified physician verification of Mumps disease by date of illness.

HEPATITIS B

1. Has received three doses of Hepatitis B administered at proper intervals.
2. Laboratory evidence of prior or current infection.

VARICELLA

1. Has received two doses of Varicella vaccine, the first dose received on or after the 1st birthday and the second dose no less than four weeks (28 days) later.
2. Statement from physician or healthcare provider verifying disease history or laboratory evidence of Varicella immunity.

MENINGOCOCCAL CONJUGATE VACCINE

1. Applies to Students entering 12th grade. Beginning 2016-2017 school year. Two doses of Meningococcal vaccine at entry of 12th grade.
2. The first dose received on or after the 10th birthday; second dose at least eight weeks after the 1st dose. Only one dose is required if the first dose was received at 16 years of age or older. No proof of immunity allowed.

MEDICINES

It is the desire of the school district that all students' medicines be administered at home. Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess an epinephrine auto-injector (EpiPen®) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Ottawa Township High School does not dispense non-prescription medications such as Tylenol, cough drops, tums, etc. Students will not be allowed to leave OTHS to obtain non-prescription medications.

THE USE OR POSSESSION OF MEDICAL CANNABIS, EVEN BY A STUDENT FOR WHOM THE MEDICAL CANNABIS HAS BEEN PRESCRIBED, IS PROHIBITED.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school nurse. Parents/guardians are responsible for and must:

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

For further information, please contact Mrs. Trisha Modeen, Certified School Nurse, 815-431-1323 EXT. 2461.

STUDENTS WITH FOOD ALLERGIES

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

If your student has a life-threatening allergy or life-threatening chronic illness, please notify Mrs. Margie Wrublik, School Psychologist and 504 Plan Coordinator.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

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

POLICY ON THE EDUCATION OF PERSONS INFECTED WITH THE AIDS VIRUS AND AIDS REPORTING PROCEDURES

1. Any report that a student of the district has AIDS Related Complex (ARC) or Acquired Immune Deficiency Syndrome (AIDS), or has tested positive to the presence of HTLV III antibodies shall be made or forwarded in confidence to the Superintendent.
2. The identity of a student who has, or is believed to have ARC, AIDS, or a positive antibody blood test shall not be revealed by any District employee or official to anyone including other District employees except as is authorized in writing by the Superintendent.

REVIEW PROCEDURES

Decisions regarding the type of educational setting for HTLV III infected children should be based on the behavior, neurological development, and physical condition of the child and the expected type of interaction with others in that setting. These decisions are best made using the team approach which may include the child's physician, a physician retained by the District, the child's parents or legal guardians, and school personnel. In each case, risks and benefits to both the child and others in the setting should be weighed.

1. If the Superintendent has reasonable grounds to believe that a student in the District has ARC or AIDS, or has tested positive to the presence of HTLV III antibodies, the Superintendent shall immediately take the following action.
 - b. Contact the parent or guardian of the student and require that a letter from the student's physician be submitted indicating whether or not the student is able to continue in his current educational program without endangering himself or others. The opinion of the student's physician will be considered but will not be controlling.
 - c. Convene a meeting of a Review Committee which shall consist of the Superintendent, the student's physician, the school Principal, the school nurse, a physician retained by the District, and such other persons if any, as the Superintendent may designate.
 - d. The Review Committee shall maintain a protocol file for case management purposes, said file shall not become a part of the student's permanent record, except upon review and decision of the Superintendent, after consultation with legal counsel. The file shall contain a list identifying any and all individuals who have been made aware of the identity of a student who has, or who is believed to have ARC, AIDS, or a positive antibody blood test.
2. The Review Committee shall investigate the student's case and shall make an initial determination whether or not the student should be permitted to continue in his current educational program. This determination shall be based on the following considerations.
 - a. the student's physical condition
 - b. the student's ability to control bodily secretions
 - c. the student's behavior
3. If the Committee finds, at any point, that the health and safety of the child or others would be endangered by the student's continued presence in his current educational program, the Superintendent may direct a temporary exclusion or an interim alternative placement pending the completion of these procedures.
4. If the Committee determines that a change in the student's current educational placement is warranted, case study evaluation of the student shall be commenced and an individualized education program developed in accordance with the Rules and Regulations of the Illinois State Board of Education. Participation in the case study evaluation shall be had on a "need to know" basis.
5. If the Review Committee determines that no change is warranted in the student's educational program, the Superintendent shall so advise the student's parent or guardian. The Review Committee may designate a person to

monitor the student's condition and behavior and to inform the student's parent or guardian in the event there is no outbreak of infectious disease in the District. The Review Committee may re-evaluate the student's case at any time, but not less than once every 6 months.

AUTOMATED EXTERNAL DEFIBRILLATOR

An automated external defibrillator, or AED, is a portable electronic device that automatically diagnoses the potentially life threatening cardiac arrhythmias in a patient, and is able to treat them through defibrillation, the application of electrical therapy which allows the heart to reestablish an effective rhythm.

AED's located at Ottawa Township High School have the ability to autonomously analyze the condition of an unresponsive victim's condition and direct the rescuer on what should be done through voice and visual prompts.

The following procedure should be followed if an unresponsive victim is discovered:

1. Call 911 from any school or cellular phone.
2. Send another person to notify the main office or supervising staff member of emergency.
3. Assess the scene for safety. Rescuers are volunteers and are not expected to place themselves at risk in order to provide aid to others. The scene or environment around the victim must be made safe prior to attempts to assist.
4. If a CPR and/or AED-trained individual is available, CPR and AED procedures should be initiated until emergency medical personnel arrive. Others should assist this person by retrieving the nearest AED, waiting for and directing emergency medical personnel to the scene, etc.

Automated External Defibrillators (AED's) are located throughout the school at the following locations:

Main Building	-	200 floor	East hallway outside room 205 (nurse)
Kingman Gym	-	400 floor	Southwest corner of gym
Love Gym	-	400 floor	Northwest corner of gym
West Gym	-	000 floor	Southwest corner of gym
Trainers' Room	-	Inside room, located in boys' athletic locker hall	
Softball Press Booth	-	Inside press booth	
Shannon Building	-	800 floor	Wall of elevator landing
Manual Arts Bldg.	-	400 floor	Center between Café and new addition
Voc-Tech Building	-	Inside main entrance	
Transition House	-	Interior of house	

Extra-Curricular Activities

A complete list of OTHS athletic teams, student activities, and clubs is available in room 201, 203 and 501.

ATHLETIC CODE

Before trying out for, and while a member of any squad, you must:

1. Have a current (less than 13 months old) physical examination card on file in the athletic office.
2. It is mandatory that all athletes must have school insurance or show proof of other insurance coverage.
3. Maintain academic eligibility by passing 25 credit hours (five academic classes that may include physical education) of classroom coursework per week. Must have passed and received credit toward graduation for 25 credit hours of classroom work during the previous semester and previous week as governed by the Illinois High School Association.
4. Signed and returned parent permission form, drug testing consent form, steroid and concussion forms.

5. Maintain appropriate personal appearance and meet all safety regulations in regard to personal decorum.

EXTRA-CURRICULAR CODE OF CONDUCT

WHILE A MEMBER OF AN EXTRACURRICULAR ACTIVITY, VIOLATION OF THE FOLLOWING REGULATIONS MAY RESULT IN TEMPORARY OR PERMANENT REMOVAL FROM THE ACTIVITY FOR UP TO ONE CALENDAR YEAR DEPENDING UPON THE SEVERITY OF THE INFRACTION. During a temporary suspension, suspension days will be counted on any regular school day, practice day, or game day.

1. Being dismissed from interscholastic competition by an official, referee, or umpire for misconduct during competition.
2. Being dismissed from a meeting or practice by your coach/sponsor for misconduct.
3. Theft, attempted theft, possession of stolen property or damaging private or public school property.
4. Breaking the laws and being arrested or being involved with legal authorities.
5. Being suspended from school for disciplinary action due to the violation of school rules.
6. Willful disobedience of any team rule or any other directive of the coach/sponsor.
7. Display of disrespect to teammates, opponents, coaches, spectators, or officials.
8. Repeated violations of team rules or directives from your coach/sponsor.
9. Assaulting teammates, opponents, spectators, coaches or officials.
10. Inappropriate content on personal websites, social media, etc., and/or the use of electronic devices for conduct unbecoming of a representative of Ottawa Township High School.

During a temporary removal from the squad, the coach/sponsor may require:

1. Attendance or non-attendance to practice sessions.
2. Extra work or other responsibilities.
3. Attendance or non-attendance at interscholastic events.

If an athlete receives a multiple game suspension that will not be completed in the season in which they received the suspension, the suspension will carry over into the next season in which the athlete participates. If necessary, this could be applied to the next school year.

Anytime there is permanent or temporary removal of an extra-curricular participant from a squad, the coach/sponsor must turn in a written report to the athletic director and the coach/sponsor must call the parents of the participant. This athletic code will govern all levels of athletic teams, cheerleaders, Pomerettes, and other OTHS sponsored extra-curricular activities.

ELIGIBILITY

While a member of a squad you must keep the following regulations in mind:

1. Quitting a sport without the head coach's permission will not be accepted. Doing so means that the athlete involved may not try out for, or practice with, another school squad until the end of the season in which the athlete quit.
2. School attendance is mandatory in order to be eligible to practice or play in competition on any specific day. If a student is absent, in order to be eligible that evening, the athlete must be in attendance at school for at least four class periods. If an athlete has a pre-approved or other type of excused absence, s/he could be eligible to participate with the approval of the athletic director.

PARTICIPATION FEES

OTHS charges a participation fee for those students wishing to participate in athletics and some activities. Payment of

the fee is required prior to the student participating in any interscholastic contest. Fees are non-refundable. Fees will be capped at \$200.00 per family. Individuals who may qualify to have fees waived may pick up the form in the Main Office and submit it to the Principal for approval. Fee waivers are subject to federal guidelines. Those who qualify for a fee waiver will have participation fees waived. Those who qualify for a fee reduction will pay 50% of the fees listed below.

\$50.00 Annual Participation Fee

Pomerettes, IHSA Band, IHSA Choir (solo, ensemble, group)

\$100.00 Fall Participation Fee

Football

\$75.00 Fall Participation Fee

Golf, Cross Country, Volleyball, Girls Swimming, Girls Tennis, Boys Soccer

\$50.00 Fall Participation Fee

Cheerleading (Football)

\$75.00 Winter Participation Fee

Boys Basketball, Girls Basketball, Wrestling, Bowling, Boys Swimming

\$50.00 Winter Participation Fee

Cheerleading (Basketball), Chess Team, Scholastic Bowl, Speech Team

\$75.00 Spring Participation Fee

Boys Track, Girls Track, Baseball, Softball, Boys Tennis, Girls Soccer

\$50.00 Spring Participation Fee

Bass Fishing (IHSA Series Participants Only)

STUDENT DRUG AND ALCOHOL TESTING POLICY

The Board of Education believes that the use of alcohol or drugs by students who participate in extra-curricular activities presents a particular hazard to the health, safety and welfare of the students themselves, as well as those who compete with the student athlete or participant in other extra-curricular activities. The Board encourages students to participate in extra-curricular activities, but the opportunity to participate in any of these elective activities is not an absolute right. Rather, it is a privilege offered to eligible students on an equal opportunity basis. To be eligible to try out for, or to participate in, any school sponsored extra-curricular activity students must agree to submit to testing for the use of drugs and alcohol if selected in accordance with this policy. The parent drug testing permission form will be considered valid over the student's entire high school career. This policy shall apply to all school sponsored extra-curricular activities for which no academic credit is awarded.

A. It is the intention of the Board of Education that this policy protects the health, welfare and safety of students engaged in extra-curricular activities and to establish minimal standards of eligibility for such activities. Its purpose is to better assure a student's health, and physical and mental fitness to participate in extra-curricular activities and not to provide a means by which the District may punish a student other than barring such student from participation in extra-curricular activities. Therefore, the positive results of any drug or alcohol test administered pursuant to this policy will be used for determining eligibility to try out for and participate in extra-curricular activities and for no other disciplinary purpose.

B. Students who wish to try out for and/or participate in school sponsored extra-curricular activities shall be randomly tested for drugs and/or alcohol in accordance with this policy. The student identification number of such students shall be sent to the testing lab. **Once a week during the school year the school district shall direct the testing lab to randomly select, by student identification number, up to 10% of the students participating in extra-curricular activities for testing. The testing lab shall then notify the School District of which identification**

numbers have been selected. Those selected shall be notified by the School District and tested that same day, if possible. The student to be tested shall complete a specimen control form which shall bear an assigned number (different from the student identification number) without the knowledge of the School District. On that form the student must identify prescription medications which he/she is currently taking pursuant to a doctor's authorization. This information shall be sealed in an envelope and delivered to the testing lab. The student shall then provide a urine sample. The student shall be monitored by an adult monitor from the testing lab. The monitor shall remain directly outside the bathroom and shall note any unusual circumstances, behavior, or appearance of the student or specimen. After the sample is produced, the monitor shall check it for temperature and tampering and then transfer it to a vial. If a student refuses to be tested or is unable to produce a sample, that student shall be deemed to have tested positive, and shall be subject to the disciplinary measures mandated by this policy.

C. The samples shall be sent to an independent laboratory which shall test for alcohol and/or drugs. The identity of a particular student shall not determine which drugs shall be tested for. The tests conducted shall look only for drugs and/or alcohol and not for whether a student is, for example, epileptic, pregnant or diabetic.

D. If a sample tests positive, a second confirming test of the same sample shall be administered as soon as possible to confirm the result. If the second test is negative, no further action shall be taken. If the second test is positive, the medical review officer shall attempt to talk with the student as soon as possible.

E. Students who test positive will not be allowed to participate until they have retested, with negative results. Additional consequences may be issued. Please refer to the Extra-Curricular Drug and Alcohol Policy below for steps to be taken by the school after a confirmed positive test is reported by the lab.

EXTRA-CURRICULAR DRUG & ALCOHOL POLICY

- This policy applies to students over the course of their career at OTHS.
- A student found in violation of the policy during the season in which s/he participates will serve the suspension during that season.
- Suspensions may carry over into the following season if there are insufficient contests remaining in the current season to fulfill the term of the suspension.
- Violations that occur outside of a student's participation in a sport/activity will result in the suspension being served at the beginning of the next season in which s/he participates.
- Remaining a member of the team through the end of the season is a requirement of having completed a suspension from extracurricular activity.

DRUG AND/OR ALCOHOL USE BY EXTRA-CURRICULAR PARTICIPANTS

- Use, possession, buying, selling, and/or being under the influence of drugs or alcohol on, or off, school property is not permitted.
- Use, possession, buying, selling, and/or being under the influence of tobacco on, or off, school property is not permitted.
- Consequences issued under this policy will be issued sequentially throughout a student's career at OTHS and will not start over at the start of a new school year or after transferring back to OTHS after attending another school.

First Offense

At the first substantiated offense the student will be suspended from competition for the next two weeks or 20% of the remaining competition schedule, whichever is greater. Parents may request a hearing. Parents will be notified by mail and/or telephone.

Athlete may be required to attend counseling sessions in addition to suspension from competition.

Second Offense

At the second substantiated offense the student will be suspended from participation in the athletic program for one month. Parents will be notified by mail and/or telephone.

Athlete may be required to attend counseling sessions in addition to suspension from competition.

Additional Offenses

Starting with the third substantiated offense, and continuing throughout the remainder of the student's high school career, the student will be suspended from participation in the athletic program for one calendar year from the date of the infraction. Parents will be notified by mail and/or telephone.

Athlete may be required to attend counseling sessions in addition to suspension from competition.

ASSOCIATION WITH DRUGS AND/OR ALCOHOL BY EXTRA-CURRICULAR PARTICIPANTS

- Being in a car, at a party, or any other gathering or place, where minors are in possession or under the influence of alcohol and/or where illegal drugs are present.
- Consequences issued under this policy will be issued sequentially throughout each school year. Students will start over at the first offense with the start of each school year. The term of a suspension, however, may continue into the subsequent school year.

First Offense

At the first substantiated offense the student will participate in a meeting with the Athletic Director and another OTHS administrator. Parents will be notified by mail and/or telephone. Athlete may be required to attend counseling.

Second Offense

At the second substantiated offense the student will participate in a meeting with the Athletic Director and another OTHS administrator and also be suspended from competition for the next week or 10% of the remaining competition whichever is greater. Parents will be notified by mail and/or telephone. Athlete may be required to attend counseling sessions in addition to suspension from competition.

Third Offense

At the third substantiated offense the student will be suspended from participation in the athletic program for one month. Parents will be notified by mail and/or telephone. Athlete may be required to attend counseling sessions in addition to suspension from competition.

Additional Offenses

Starting with the fourth substantiated offense the student will be suspended from participation in the athletic program for one calendar year from the date of the infraction. Parents will be notified by mail and/or telephone. Athlete may be required to attend counseling sessions in addition to suspension from competition.

EXTRA-CURRICULAR TRANSPORTATION

Ottawa Township High School provides transportation to all contests held away from the school. Student participants are expected to travel to and from contests with the team. Parents who wish to transport their child home from a contest must present a written request to the head coach. Students will not be permitted to travel with any party other than their parents/guardians.

STUDENT RIGHTS INFORMATION - TITLE IX

No person at Ottawa Township High School shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity of Ottawa High School or

Attendance & Discipline

ASSISTANT PRINCIPAL, DEANS OF STUDENTS AND RESOURCE OFFICERS

The Assistant Principal, Deans of Students and School Resource Officer have the primary responsibility of maintaining a safe and orderly learning environment at Ottawa Township High School. The Assistant Principal and Deans of Students are located in room 201. The School Resource Officer is located in room 400 and can be contacted through the Attendance Office (Rm201). If you have any questions or concerns, the School Resource Officer may also be contacted through e-mail at the following address: sro@ottawahigh.com

SAFE SCHOOL ZONE

In order to maintain a safe learning environment, Ottawa Township High School has been declared a Safe School Zone. The penalties for drug and weapons offenses and street gang activity increase and, in some cases double, within the Safe School Zone.

ATTENDANCE

REPORTING AN ABSENCE A parent or guardian is required to phone the 24-hour attendance number (815-433-1326) on the day that the student is absent. A call should be made each day of absence unless the office has been notified of an extended period of absence.

EXCUSED ABSENCES: The School Code of Illinois provides for absences permitted by law. Absences allowable per the School Code include those for:

- a. Personal illness
- b. Observance of a religious holiday.
- c. Death in the immediate family.
- d. Family emergency
- e. Other situations beyond the control of the student as determined by the Board of Education.
- f. Other circumstances which cause reasonable concern to the parent for the safety or health of the student.

Additionally, the Superintendent or his designee may excuse a student's absence, following parent notification, for the following reasons:

- a. Professional appointments that could not be scheduled outside the regular school day. For this appointment to be excused, an appointment confirmation slip, which is signed by the professional involved, shall be brought into room 201 upon the student's return to school.
- a. Family vacations will be excused only if the student is not placed on chronic truant status and/or probation and if the parent requests the vacation leave prior to the absence. The student must complete a pre-arranged absence form in room 201. This form allows the student to receive assignments from his/her teachers prior to leaving for vacation.
- b. Court appointments will be excused only for the duration of the appointment. Documentation from the court must be submitted for court appointments to be excused. A form for this purpose is available for students to take with them from room 201.
- c. Medically excused absences will be counted as follows when considering driver education or other areas in which attendance is a factor of eligibility:
 1. Medically excused absences of one day or less will count as one absence for each class period missed.
 2. Medically excused absences of more than one consecutive day will be counted as a single full-day

absence.

Assignments given prior to the excused absence are due the same day the student returns to school. Upon return, students will have no less than the number of days absent to complete work assigned during an excused absence. Students who miss a quiz or test due to an excused absence must make arrangements with their teacher to take the quiz or test upon return to school.

See Final Exam Policy for information on absences during final exams.

UNEXCUSED ABSENCE is any absence deemed not legitimate by the school administration. The attendance office refers to these absences as AWOL. Students will not be allowed to make up work missed during AWOL periods. Students who are unexcused during a scheduled final exam will receive zero (0) credit for the exam.

Some examples of unexcused absences are:

- a. Failure of parent or guardian to notify the school of the absence within 24 hours
- b. Tardiness of 25 minutes or more
- c. Truancy – not coming to school or leaving school without a valid reason, leaving school without checking out in 201
- d. Needed at home – unless suitable explanation is given
- e. Oversleeping
- f. Transportation issues – including, but not limited to missing the bus, car trouble, missed or late rides to school
- g. Visiting and/or social gatherings of friends and family unless pre-approval of administration has been granted
- h. Absence due to going to work, job interview or job hunting
- i. Time missed due to preparations for dances, games or other school social functions
- j. Absence due to unapproved activities including, but not limited to, getting driver's license, grooming appointments, shopping trips, concerts, and sporting events

Students with excessive excused and/or unexcused absences place themselves at risk of being issued truancy tickets. Truancy tickets are part of a city-school attendance ordinance. Students may be able to earn credit toward truancy fines by completing full days of school without being tardy to or absent from any class periods. Students are responsible for payment of the ticket. Any further questions can be directed to the Attendance Dean, OTHS School Resource Officers, or the Assistant Principals.

TARDINESS POLICY

LATE ARRIVAL AT SCHOOL

Students arriving between 8:00-8:20 must report to room 201 where they will be marked tardy and given a pass to 1st hour. Tardies #1-3 will result in only a warning. Tardy #4 the parent will be contacted by an administrator to discuss the attendance issue. Tardy #6 the parent will be contacted and the student will be placed on this Attendance Contract and Level 1 Social Probation (See pg. 46 of the OTHS Parent-Student Handbook). Tardy #7 - 10 will result in the Social Probation period starting again at 30 days, with notification upon the 10th occurrence. Tardy #11, the student will be dropped from the class.

*Students arriving after 8:20 will follow the same progression as above, and will be marked unexcused absent (See pg. 37 of the OTHS Parent-Student Handbook). If a student arrives after second hour has begun, a detention or detentions will be issued accordingly. Students who are absent without a valid excuse will not receive credit for work due or completed in the class on that day. **Parents are reminded to check on the student's attendance in the Skyward student management system to monitor all attendance issues.***

CLASS AND HOMEROOM TARDIES

Any student arriving late to 2nd-7th hours during the first 20 minutes will be marked tardy by the teacher and assigned a

detention by the teacher unless arriving with a pass or admit slip from 201.

SKIP DAYS

Class skip days **will not be authorized** by Ottawa Township High School. Incidents of mass truancy as determined by the administration will result in unexcused absences. Students may be called at home during regular school hours to determine if the student should be placed on excused status.

EXCESSIVE ABSENCE

A student who is absent in excess of 10% of the days of attendance for the school year (from one or more classes), will have his/her attendance reviewed by school officials. Out-of-school suspensions (OSS) will count as an absence from class. Students who are chronically absent from school during preceding school terms will not be given consideration for Driver Education. Students with excessive excused and/or unexcused absences place themselves at risk of being issued truancy tickets. Truancy tickets are part of a city-school attendance ordinance. Students are responsible for payment of the ticket(s). Any further questions can be directed to the Dean of Students, OTHS School Resource Officer, or the Assistant Principal.

DISCIPLINE

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to: On or within sight of school grounds before, during, or after school hours or at any other time when the school is being used by a school group; off school grounds at any school sponsored activity, or event, or any activity or event, which bears a reasonable relationship to school; traveling to or from school or a school activity, function event; or anywhere, if the conduct may reasonably be considered a threat, an attempted intimidation of a staff member, an interference with school purposes or an educational function. Teachers and other certificated educational employees shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extra-curricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parent/guardian.

SCHOOL AND STUDENT SEARCHES

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SCHOOL PROPERTY AND EQUIPMENT AS WELL AS PERSONAL EFFECTS LEFT THERE BY STUDENTS

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

STUDENTS

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

DISCIPLINARY INFRACTIONS

Students may be disciplined for gross disobedience or misconduct including, but not limited to, the following topics. Additional information regarding several of the topics below follows this listing.

School buses, or other vehicles used to transport students with a reasonable relationship to the school or school activities, are to be considered an extension of the school. Students will be held to the same standards of acceptable behavior while being transported as they are while at school.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

1. Being absent or repeatedly tardy without a recognized, allowable excuse. See the section entitled "Absences" above for further information.
2. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
3. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs or make video or audio recordings of students and/or staff, take photographs or make video recordings in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Upon entrance of the classroom all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
4. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include, but are not limited to, refusing a staff member's request to stop, identify oneself, comply with the school dress code or surrender an electronic device during class-time.
5. Disrespectful language toward members of the faculty, staff, volunteer workers, or other students. Examples include, but are not limited to: use of profanity toward or verbal abuse of school personnel and/or fellow students.
6. Engaging in verbal or physical confrontations that endanger or threaten the health and safety of others in the school.
7. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
8. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
9. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
10. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).

- b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
- c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 11. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 12. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 13. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
- 14. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
- 15. Engaging in teen dating violence.
- 16. Causing or attempting to cause damage to (vandalize), stealing, or attempting to steal, school property or another person's personal property.
- 17. Entering school property or a school facility without proper authorization.
- 18. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
- 19. Being involved with any public school fraternity, sorority, or secret society.
- 20. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
- 21. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
- 22. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to

the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

23. Any other actions deemed to be disruptive to the learning process, a threat to the safety of students or staff, or inappropriate for the school setting or while being transported via school bus or other vehicle.

ANTI-BULLYING/HARASSMENT POLICIES & PROCEDURES

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. An individual who displays behavior that is intended to bully another is violating State law and the policies of the District. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are of paramount importance.

Students and staff should conduct themselves with a proper regard for the rights and welfare of all other members of the school community. It is the goal of the Ottawa Township High School District to work alongside students and parents to complete the mission of educating students in a safe and positive environment.

"Bullying" is defined as any severe or pervasive (persistent) physical or verbal act or conduct, including communications made in writing or electronically (cyber-bullying - bullying through the use of technology or any electronic communication), directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to his/her person or personal property;
2. Causing a substantially detrimental effect on the physical or mental health of the victim;
3. Substantially interfering with the academic performance of the victim;
4. Substantially interfering with the ability of the victim to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited.

No student shall be subjected to bullying:

1. During any school-sponsored educational program or activity;
2. While in school, on school property, on school buses or in other school vehicles, at school-designated bus stops, or at school-sponsored or school-sanctioned activities;
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function or program or from the use of technology or an electronic device that is not owned, leased or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of the school.

REPORTING BULLYING

All members of the school community, including parents/guardians and other citizens, are encouraged to immediately report instances of bullying. Complaints will be kept confidential to the extent possible given the need to investigate. Bullying may be reported to any trusted adult within the school. Reports may be made in person, via telephone or email, or anonymously by submitting a note in the guidance office (room 203).

Persons designated as those who may respond to instances of bullying include:

Guidance Counselors: (815)431-2494

Mrs. Basil – mbasil@ottawahigh.com

Mrs. Swords – kswords@ottawahigh.com

Administration: (815)433-1326

Mr. Alexander – jalexander@ottawahigh.com

Ms. West – nwest@ottawahigh.com

Mrs. Rhode – jrhode@ottawahigh.com
Mrs. Rios – jrrios@ottawahigh.com
Mrs. Riordan – kriordan@ottawahigh.com

Mr. DeWalt – jdewalt@ottawahigh.com
Mr. Leonard – pleonard@ottawahigh.com

Social Worker: (815)433-1323 ext. 3318
Mrs. Hiland – khiland@ottawahigh.com

Psychologist: (815)433-1323 ext. 3331
Mrs. Wrublik – mwrublik@ottawahigh.com

A student making a report of bullying will not receive discipline in the case that an investigation finds that no bullying occurred. Anyone who is found to knowingly make a false accusation or providing knowingly false information, however, will be treated as a bully for the purpose of determining consequences or other appropriate remedial actions. A reprisal or retaliation against any person who reports an act of bullying is prohibited. Any act of reprisal or retaliation will be considered as bullying for the purpose of determining any consequences or other appropriate remedial action.

SCHOOL ACTION PLAN

All school personnel receive annual training on bullying and harassment prevention. Reports of bullying will be investigated as soon as possible by the appropriate personnel, with interventions and/or consequences to be implemented in a timely manner.

INTERVENTIONS

Students may be referred to a counselor or the school psychologist in situations where harassment or bullying has not escalated to the level where disciplinary consequences are necessary. Meetings that include the student(s) involved, their parent(s), and school personnel may be a required part of this process.

CONSEQUENCES

Any student who engages in severe or pervasive behavior such as harassing, intimidating or bullying is subject to appropriate disciplinary consequences consistent with the OTHS Parent-Student Handbook and Board of Education policy. Consequences may range from a warning to expulsion; and may include referral to law enforcement. The OTHS Parent-Student Handbook and Board of Education policies may be referenced at www.ottawahigh.com.

ACCESS TO STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

SEXUAL HARASSMENT AND TEEN DATING VIOLENCE

SEXUAL HARASSMENT PROHIBITED

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms intimidating, hostile, and offensive include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term sexual violence includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

TEEN DATING VIOLENCE PROHIBITED

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

MAKING A COMPLAINT; ENFORCEMENT

Students are encouraged to report claims or incidents of sexual harassment, teen dating violence or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

NONDISCRIMINATION COORDINATOR/COMPLAINT MANAGERS: (815)433-1323

Mr. Cushing – mcushing@ottawahigh.com

Ms. Roalson – droalson@ottawahigh.com

CELL PHONES AND ELECTRONIC DEVICES

Cell phones and other electronic devices may be used during non-instructional times (before and after school, during passing periods, at lunch) and as deemed appropriate by the teacher while in the classroom. Devices in use during, or disruptive to, instructional time will be confiscated and brought to 201. See #3 under Disciplinary Infractions for additional information.

DRESS CODE

We believe the appearance of students is primarily the responsibility of the parent. However, when a student's appearance is felt to be detrimental to the educational process or presents a health or safety issue, the student will be asked to make appropriate changes. Students must be identifiable at all times and may not conceal or alter their appearance in any way. In general, school attire will cover the individual from the top of the shoulders to the mid-thigh area. Students are also required to wear some type of footwear. The following guidelines are clarifications of the above rules. See through or immodest clothing, short-shorts or skirts, exposed midriffs, clothes that advertise or symbolize drugs, tobacco, and/or alcohol, symbolize gangs, profanity, sexual innuendoes, or obscenity will not be allowed. Sleeveless shirts must have straps over each shoulder with a minimum width of one inch. Backless shirts are not allowed. Underclothes worn in an exposed manner are unacceptable. Pants need to be secured at the waist level. Pants with holes above the knees that are indecent are prohibited. Heavy neck, wrist, wallet chains or items with spikes are not allowed. Head coverings are not to be worn or carried in the building; they must be left in your locker during the school day. Coats and jackets are to remain in lockers during school hours. If a parent is unable to bring a change of clothes, the student will not be allowed to leave campus to change. Clothes (t-shirt, sweatpants, or other appropriate attire) will be provided for him/her in room 201. Hats, coats, book bags and backpacks are not permitted in OTHS classrooms. Exemptions to the dress code may be determined for specific events or causes as determined by the Principal or his designee.

FIGHTING

Situations that endanger the health and/or safety of others in the school will not be tolerated. Physical confrontation is a dangerous and inappropriate means of conflict resolution. Pushing, shoving, wrestling with, punching, kicking, or hitting others may be perceived as fighting, regardless of intent. It is often difficult for school personnel to determine which student starts a fight. Therefore, any student who engages in behavior perceived as fighting is subject to appropriate disciplinary consequences, including suspension, expulsion, and/or referral to law enforcement.

Self-defense will only be considered if the student has made every reasonable effort to remove him/herself from the situation and escape the altercation. A student who "fights back" without making every effort to avoid conflict will be subject to the same disciplinary consequences as the aggressor.

WEAPONS AND EXPLOSIVES PROHIBITION

Possession of weapons, explosives, fireworks, or dangerous chemicals by students is prohibited.

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a "billy club", or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

GANG ACTIVITY

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

BEHAVIORAL AND DISCIPLINARY INTERVENTIONS AND CONSEQUENCES

Potential interventions and consequences include, but are not limited to, the following measures. Additional information regarding several of the items below follows this listing.

1. Student conferences with the teacher, guidance counselor and/or school administration
2. Partnering with parents and guardians via phone calls, emails, and/or conferences
3. Before or after-school detention
4. Withholding of privileges (social probation)
5. Peer Mediation
6. In-School Suspension
7. Saturday Detention
8. Suspension of bus riding privileges
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rule(s)
10. Loss of parking privileges
11. Return of property or restitution for lost, stolen or damaged property
12. Out-of-School Suspension
13. Behavior Contract – potential for adjustment of schedule with loss of credit
14. Placement at alternative school
15. Notification and involvement of law enforcement
16. Expulsion

Student discipline will be reflected in the student's temporary record, but will not be a part of the permanent record or

appear on a transcript. A student attempting to transfer to another school during the term of a suspension or expulsion will be marked as “not in good standing” on the transfer form. Ottawa Township High School will honor the suspension or expulsion for any reason from any public or private school in this or any other state. The student must complete the entire term of the suspension or expulsion before being admitted in the school district.

TEACHER ASSIGNED AND 201 DETENTIONS

A teacher detention may be assigned, by a teacher, for infractions of classroom and/or school rules. A teacher detention must be served with the teacher assigning the detention.

A 201 detention may be served before or after school. Morning detention begins at 7:30 a.m., Monday through Friday in room 201. Afternoon detention begins five minutes after school is dismissed, Monday through Friday in the cafeteria.

SATURDAY DETENTION - RULES AND REGULATIONS

Saturday Detention is an alternative to in-school suspension. The purpose is to allow students the opportunity to remain in class, reduce failures, improve school climate, and focus on student maturity and responsibility. All assignments to Saturday Detention will be made by the Assistant Principal, the Dean of Students, or his/her designee.

Assignments to Saturday Detention will be for the hours from **9:00 a.m. - 12:00 p.m.** Students should arrive at 8:50 a.m., as doors will close at 9:00. Enter through the north door in the bus circle drive outside of the Manual Arts Building. This door will be locked at 9:00 a.m. and no one will be admitted after that time. Students who drive may park in the north teacher parking lot or the student parking lot.

Students and/or their parent/guardian will be responsible for getting students to and from Saturday detention.

Students assigned to Saturday detention must attend and complete the time to receive credit. Students who fail to report to an assigned Saturday detention, are removed from Saturday detention, or leave before completing the assigned time without prior approval of an Assistant Principal or Dean of Students may receive a consequence ranging from reassignment of Saturday detention to out-of-school suspension (OSS) *and will also be placed on 30 days Social Probation.*

Students are to bring appropriate materials to work on or read during Saturday Detention. Students assigned to Saturday detention are responsible for having materials, textbooks, notes, etc. upon arrival at Saturday detention. Student access to books and study materials in lockers on Saturday morning will not be possible; therefore, students should be sure that they take all needed materials home with them on Friday afternoon.

No talking, sleeping, gum/candy, food, beverages, passing of notes, cell phones, or other electronic devices of any kind will be permitted. Any violation of rules or disruption may result in immediate dismissal from Saturday Detention.

Re-scheduling of Saturday detention is at the discretion of the Assistant Principal or Dean of Students. **Saturday detentions will not be rescheduled due to a work conflict.**

The school will attempt to contact a parent if a student is removed from Saturday detention, but is not responsible for said student.

SOCIAL PROBATION

One behavioral/disciplinary intervention available to OTHS administration is Social Probation, or the removal of privileges.

Level I Probation: Students who are placed on Level I Social Probation will not be allowed to attend any extra-curricular activities including, but not limited to, sporting events, dances (including homecoming and prom), plays and concerts for a period of 30 days from the time of the infraction. Any student who is out-of-school suspended will also be placed on probation for a period of thirty calendar days from the date of the suspension.

Level II Probation: Students who are placed on Level II Social Probation will not be allowed to participate in any extra-

curricular activities including, but not limited to, sports teams, school clubs, plays and concerts for a period of 30 days from the time of the infraction. Students on Level II Probation are also considered to be on Level I Probation concurrently.

OUT-OF-SCHOOL SUSPENSION

Any student who has been issued an out-of-school suspension is not permitted on school property and cannot participate in any school activities during the period of the suspension. Students who are out-of-school suspended will be placed on level I probation for a period of thirty calendar days from the date of the suspension.

School officials will communicate the specific act of gross disobedience or misconduct leading to the suspension and the rationale for the specific duration of the suspension by mail. School officials will attempt to contact the parent/guardian by phone as soon as possible after the time of the infraction.

Students who have received an out-of-school suspension have the opportunity to make up missed work for equivalent academic credit. Assignments given prior to the suspension are due the same day the student returns to school. Upon return from suspension, students will have no less than the number of days suspended to complete work assigned during the suspension. Students who miss a quiz or test due to a suspension must make arrangements with their teacher to take the quiz or test upon return to school. It is highly recommended that students issued a suspension take an active role in completing schoolwork during the period of suspension. Homework can be obtained through teacher webpages on the OTHS website, www.ottawahigh.com, by accessing the staff index under parent resources. Homework can also be obtained by contacting the Guidance Office at 433-1323, ext. 2494.

Students returning from suspension will meet with a Dean of Students or Assistant Principal to discuss means of successfully transitioning back to school prior to attending any classes. Students returning from suspension will report to room 201 upon arrival at school and will be seen as soon as possible to complete the re-engagement meeting.

OUT-OF-SCHOOL SUSPENSIONS OF 1-3 DAYS may be issued provided that the student's presence poses a threat to school safety or a disruption to other students' learning opportunities.

OUT-OF-SCHOOL SUSPENSIONS OF 4 DAYS may be issued provided that:

- other appropriate and available behavioral and disciplinary interventions have been exhausted, **and**
- the student's presence poses a threat to the safety of other students, staff, or the school community, **or**
- the student's presence substantially disrupts, impedes or interferes with the operation of the school.

The school must also document whether other behavioral and disciplinary interventions were attempted or if it was determined other interventions were not appropriate or available.

OUT-OF-SCHOOL SUSPENSIONS OF 5-10 DAYS may be issued provided that:

- other appropriate and available behavioral and disciplinary interventions have been exhausted, **and**
- the student's presence poses a threat to the safety of other students, staff, or the school community, **or**
- the student's presence substantially disrupts, impedes or interferes with the operation of the school.

The school must document whether other behavioral and disciplinary interventions were attempted or if it was determined other interventions were not appropriate or available. The school must document what support services are to be provided to the student during the suspension or if it was determined that such services were not appropriate or available.

OUT-OF-SCHOOL SUSPENSION DUE PROCESS PROCEDURE

A student must be provided with the following due process in connection with any suspension from school:

1. Oral or written notice of the charges and evidence supporting the charges;
2. If the charges are denied, a student must be given an opportunity to explain his version of the events to the suspending school official;
3. The suspension (except from riding a bus for safety reasons) may not exceed 10 days;
4. To have his parents or guardian immediately receive a report of the suspension along with a full statement of the reasons for it and a notice of right to review;

5. If a hearing is requested, the parents or guardian may appear and may discuss the suspension with the board or its hearing officer;
6. Any decision rendered must be based upon the evidence; and
7. With respect to any suspension invoked, the student has a right to be informed of its beginning and ending dates.

The rules regulating the suspension of a student identified as in need of special education are different, and disposition will depend upon the facts presented in each case.

EXPULSION

All expulsions will be in accordance with the Illinois School Code. Only the Board of Education may expel students. Students allowed the opportunity to attend the LaSalle County Regional Safe School while expelled are responsible for paying registration fees to OTHS. Credits earned through homeschooling of a student during the term of an expulsion will not be accepted by Ottawa Township High School.

The school administration may recommend a student for expulsion provided that:

- other appropriate and available behavioral and disciplinary interventions have been exhausted or that the school has determined that there were no appropriate and available interventions , **and**
- the student's presence poses a threat to the safety of other students, staff, or the school community, **or**
- the student's presence substantially disrupts, impedes or interferes with the operation of the school.

EXPULSION DUE PROCESS PROCEDURE

- A. If the Principal, Assistant Principal or Dean of Students has reasonable suspicion to believe a pupil is guilty of gross misconduct or disobedience the pupil will be summoned to the office where s/he will have the charges outlined and an opportunity to explain the evidence against him/her. When a pupil's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, an administrator may remove him/her from school.
- B. The Principal, Assistant Principal or Dean of Students may suspend a pupil for up to ten days after having found him/her guilty of gross disobedience or misconduct. Upon suspension, parents or guardians of the pupil will be notified within a timely fashion by phone or mail. Notice to such interested parties shall apprise them of the following:
 1. Reason for suspension
 2. Opportunity for review by the Board of Education or Hearing Officer upon written request within seven days from receipt.
 3. Upon request of the parents or guardian, the Board or its Hearing Officer will conduct a hearing to review a suspension of 10 days or less. Parents or guardians and pupils may be represented by counsel at parental expense and shall be accorded the following opportunities:
 - i. Examination of written reports and statements constituting evidence supporting the charges and questioning of witnesses presented by the Board of Education or Hearing Officer.
 - ii. Presentation of oral and written evidence on behalf of the students. The results of the hearing shall be reported in writing to the parents or guardians of the student after a decision is made by the Board.
- C. If the Board of Education finds in its review of the suspension of a student, that the action was unjustified or unreasonable, the following procedures shall be followed:
 1. The student's record shall be expunged of all notations or remarks in regards to the suspension.
 2. The student's absence(s) shall be recorded as "excused".
 3. All educational opportunities and service missed by the student shall be afforded to the degree possible. Tutoring

will be provided for the number of days suspended, if requested or deemed necessary.

- D. If a hearing is convened to determine whether a pupil will be suspended for more than 10 days or expelled for the remainder of the school term, parents or guardians and the pupil shall be accorded an opportunity to appear before, and be heard by the Board of Education or a Hearing Officer appointed by the Board of Education.
- E. The parents or guardians of the student shall be notified thereof by certified or registered mail, at least three days before the date of said hearing. In addition to a statement of the time and place of the hearing, and a specific statement of the student's alleged act or acts of gross disobedience or misconduct, and recommended effective date of the suspension or expulsion; the notice and request to attend shall state that parties will have the following rights:
1. To be represented by counsel at parent's cost.
 2. To present evidence refuting the charges.
 3. To present evidence in mitigation of punishment.
 4. To present evidence evincing the pupil's entitlement to special education services upon exclusion.
 5. To cross-examine such witnesses as may testify as to the facts in each case. Expulsion shall take place only after the parents have been requested to appear at a meeting of the Board, or with a Hearing Officer appointed by it, to discuss their child's behavior.
- F. The hearing, whether conducted before the Board of Education, or before a hearing officer shall be an informal hearing at which the formal rules of evidence shall not apply. The hearing shall not be conducted in public session unless decided otherwise by the Board of Education with the consent of parents or guardians of the affected student. The Board President or designee, or the Hearing Officer, shall conduct the hearing, which shall proceed with a presentation of the district's evidence subject to questioning by the parents or guardians or their representative; followed by a presentation of evidence if any, by the parent, subject to questions by the Board or its representative.
- G. The Board of Education shall, from time to time, designate either itself, or a Hearing Officer, to conduct hearings on the issues of either student expulsions or student suspensions or both. Should the Board of Education choose to have any of such issues, or each of them, heard by a Hearing Officer, the Board of Education, shall upon the recommendation of the Superintendent, appoint a Hearing Officer who shall conduct such hearing, until such time as the Board of Education determines otherwise.
- H. If the hearing is conducted before a Hearing Officer appointed pursuant to Paragraph G, the Hearing Officer shall, within five days of the conclusion of the hearing tender to the Board of Education his/her written findings of facts and summary of evidence heard at the hearing. The Board shall, no later than at its next regular meeting after the receipt of the Hearing Officer's report, take such action thereon as it deems appropriate.

No suspension in excess of ten days, nor any expulsion, shall be affected until the final determination of the Board of Education either at its own hearing, or upon the findings of a Hearing Officer, has been made.

If the Board of Education finds in its hearing on the expulsion of a student, or on review of a Hearing Officer's report, that the action was unjustified or unreasonable, the following procedures shall be followed:

1. The student's record shall be expunged of all notations or remarks in regard to the suspension or expulsion.
2. The student's absence(s) shall be recorded as "excused".
3. All educational opportunities and services missed by the student shall be afforded to the degree possible. Tutoring shall be provided for the number of days suspended, if requested, or deemed necessary.

APPROPRIATE AND AVAILABLE SUPPORT SERVICES

Students who are issued out-of-school suspensions in excess of 4 days are to be provided support services during the term of their suspension. Potential supports include, but are not limited to, the following measures.

- Counseling or social work support
- Referral to community resources
- Online coursework
- Tutoring to facilitate completion of work assigned during the suspension

STUDENTS “NOT IN GOOD STANDING”

A student will be considered “not in good standing” during the term of a suspension, if s/he has withdrawn from school, been dropped from school, or is not enrolled due to being expelled.

RE-ENGAGEMENT OF RETURNING STUDENTS

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Students returning to OTHS following a suspension, expulsion, or alternative school placement will meet with a Dean of Students or Assistant Principal to discuss means of successfully transitioning back to school prior to attending any classes. Students returning from suspension will report to room 201 upon arrival at school and will be seen as soon as possible to complete the re-engagement meeting.

Transportation Services/Busing

Ottawa Township High School provides transportation to students who reside more than 1.5 miles away from school, as provided for by the School Code of Illinois. Questions about buses and bus routes can best be answered by main office personnel.

Students are only to ride the bus to which they are assigned. Only students assigned to a bus will be allowed to ride OTHS buses unless permission has been granted by the Assistant Principal or Dean of Students. Parents/guardians of non-riders may request permission for their son/daughter to ride a bus, for educational reasons, by sending a note or calling the attendance office, room 201. Permission will be granted on a limited basis at the discretion of the administration.

NOTICE TO PARENTS/GUARDIANS

Parent(s) or legal guardians(s) who must provide transportation to and from school, because free transportation is not available for their children, may be eligible to receive money from the state to help offset some of the cost; for example, bus fares, or mileage reimbursement for private automobiles at the Federal mileage reimbursement rate.

If you can answer yes to the following questions, you may be eligible to receive reimbursement for providing such transportation.

- 1) Will the pupil be under the age of 21 at the close of the school year?
- 2) Is the pupil a full time student in grades kindergarten through 12?
- 3) Does the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 miles from school but must be transported due to a serious safety hazard approved by the Illinois Department of Transportation? (See following paragraphs.)
- 4) Does the pupil attend a school within Illinois, which meets Illinois compulsory attendance laws?
- 5) Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?
- 6) Did the pupil not have access to transportation to and from school provided entirely at public expense?

7) Did the parent/guardian reside within Illinois during the time period expenses were incurred?

If you answered yes to the above questions, live in Illinois and wish to file a claim, you must go to the school where each of your children is enrolled by June 30, 2012, to complete a claim application. You may provide claim information to appropriate school personnel at your child's attendance center until June 30, 2012.

In addition, parent(s)/guardian(s) who have pupils living less than 1 1/2 miles from the school attended must verify that a safety hazard due to vehicular traffic exists by completing an Application for Determination of Serious Safety Hazards. Parents can obtain a copy of the Application for Determination of Serious Safety Hazards from the Office of the Regional Superintendent of Schools for the county in which they reside **except** parents residing within the City of Chicago. Chicago residents can receive a copy of the Application of Determination of Serious Safety Hazards from the Illinois State Board of Education, 100 North First Street, Springfield, IL 62777. All applications for Determination of Serious Safety Hazards must be received no later than February 1, 2011, at the office from which the application was requested. Example: ISBE (Chicago residents), ROE (Illinois Residents other than those residing in Chicago). The Regional Superintendent of Schools is required to send the Application to the Illinois Department of Transportation within 15 days. The Illinois Department of Transportation reviews and approves or denies the application and returns it to the Regional Superintendent of Schools within 30 days. Upon receipt of the reviewed application, The Regional Superintendent of Schools will mail it to the parent/guardian who requested the safety hazard be verified. **If the safety hazard is approved, the parent/guardian must go to the school the pupil attends and complete the claim form.** Parents who received verification of a safety hazard during and after the 2002-2003 school year, whose children attend the same school and live at the same address do not have to reapply for safety hazard verification.

Once all claim information is submitted at the school, it will be transmitted electronically to the Illinois State Board of Education. If your claim is approved, you should receive a check directly from the state during December for the lesser of the cost of transporting your child/children or the average per pupil reimbursement paid to public schools for transporting regular education pupils. If insufficient funds are appropriated by the General Assembly, all claims will be prorated.

If you have any questions, please call or come to the school as soon as possible.

Esta noticia dipon a los padres en español en la oficina.

General Information

STUDENT SERVICES

Ottawa Township High School, through different means, provides each student with opportunities by which he/she can develop his/her individuality in a large school system. OTHS offers a broad range of student services which can be utilized to serve all of the student's needs. These services involve not only administrative and support personnel, but also the classroom and homeroom teachers.

HOMEROOM TEACHER

Perhaps one of the most important people at OTHS, for a student, is his/her homeroom teacher. A confidence and trust develop through the daily meetings with the homeroom teacher and classmates.

PEER MENTORS

The doCHANGE Peer Mentor Program will provide freshmen with a supportive environment that helps ease the adjustment from middle school/junior high to high school, both academically and socially. Sophomore, junior and senior leaders will have the opportunity to hone leadership, teambuilding, and interpersonal skills. The relationships that are built throughout the program will give all students a sense of ownership in OTHS and cultivate a sense of community in our school.

STUDENT COUNCIL

The membership of the Student Council shall be composed of student representatives from each class. It shall consist of no more than 30 members. The faculty sponsor shall be selected by the Principal. The basic purpose of the council shall be to serve as an official agency for the expression of student opinion in the formation of school activities and policies.

LIBRARY/MEDIA CENTER

The Media Center is located in 302, and is open daily, including before and after school. Technology and other materials are available to support curriculum and meet recreational needs. Items available to borrow include: books, magazines, newspapers, audio-visual materials, electronic books, and reading devices. Students must obtain a pass to use the library during the school day and log in when arriving; a pass and logging in is not required before or after school. An OTHS ID card must be presented to borrow items from the library. The checkout period is (2) weeks with an additional (2) week renewal available, any item not returned or damaged will be charged a replacement fine. Online subscriptions and resources can be accessed 24/7 on the media center website on www.ottawahigh.com.

USAGE GUIDLELINES FOR COMPUTER AND INTERNET RESOURCES

The following guidelines must be adhered to by all persons who use the high school computing and Internet resources; whether from systems on campus or dialing in from off campus. The following does not cover every situation which pertains to proper, or improper, use of the computer resources, but do suggest some of the responsibilities which one accepts if he or she chooses to use a high school computing resource of the network access which the high school provides.

1. Electronic communications facilities (such as e-mail, office mail, talk, network news and internet relay chat) are for high school related activities only. Fraudulent, harassing or obscene messages and/or other materials must not be transmitted over the Internet or any other network on or off campus. Inappropriate messages include but are not limited to the following:

- Messages sent under an assumed name or modified address or with the intent to obscure the origin of the message
- Messages that harass an individual or group because of sex, race, religious beliefs, national origin, physical attributes or sexual preference.

2. Messages, sentiments, and declarations sent as electronic mail or sent as electronic postings must meet the same standard for distribution for display as if they were tangible documents or instruments. One certainly may publish opinions, but their origins must be clearly and accurately identified.

- If one wishes to participate in a news group of a controversial nature, a disclaimer must be included within the text of any document that states the author speaks for him/herself and not as a representative of Ottawa Township High School.
- If acting as the authorized agent of a group recognized by Ottawa Township High School, one must also identify the information as coming from an authorized representative of the group. Attempts to alter the "From" line or other attribution of origin in electronic mail, messages, or postings, constitute transgressions of high school rules.

3. One must not create and send, or forward, electronic chain letters.

4. Creating, altering, or deleting any electronic information contained in, or posted to, any campus computer or affiliated network constitutes forgery, if it would be considered so on a tangible document or instrument.

5. One must not intentionally seek information about, browse, obtain copies of, or modify files, passwords, or tapes belonging to other people, whether at Ottawa Township High School or elsewhere, unless specifically authorized to do so by those individuals. Also, one must not attempt to intercept, capture, alter, or interfere in any way with information on campus or global network paths.
6. One must not, without authorization or entitlement, attempt to decrypt or translate encrypted material, or obtain system privileges. Such attempts constitute serious transgressions.
7. Encounter or observation of a gap in system or network security must be reported to the Systems Operator or the classroom instructor. One must refrain from exploiting any such gaps in security.
8. One must refrain from interference with the supervisory or accounting functions of the systems, or action likely to have such effects.
9. One must be sensitive to the public nature of shared facilities, taking care not to display on screens in such locations images, sounds or messages which could create an atmosphere of discomfort or harassment for others. One must also refrain from transmitting to others in any location inappropriate images, sounds or messages which might reasonably be considered harassing.
10. One must not deliberately attempt to degrade the performance of a computer system on the Internet or to deprive authorized personnel of resources or access to any computer system. Internet services such as Internet Relay Chat (IRC), Multi User Dungeons (MUDs and variants), and Talk consume system resources. Deliberate, excessive use of these services, constitute an attempt to deprive others of resources.

STUDENT RECORDS

The following is a summation of the major provision of laws and regulations regarding student records. A \$3.00 charge will be assessed for any transcript requests made one year after graduation. Individuals may obtain a copy of their transcripts in the Records Office (Rm. 204)

Permanent Records - The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports, health record, and record of release of permanent record information, etc.

Temporary Records - The student temporary record consists of all information not required to be in the student permanent record, including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, record of release of temporary records, and disciplinary information. A student's temporary record will be maintained for not less than seven years after the student has transferred, graduated, or otherwise withdrawn from school. Parents or students may copy this record before its destruction; requesting permission to do so.

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act or this Part. (23 Illinois Administrative Code, Subtitle A, subchapter K, Ch. I, S. 375.30)

Parents have the right to:

- a. Inspect and copy all information contained in the student record. A fee of .20 per page will be charged for copying the records. However, no parent or student may be denied a copy of records because of an inability to pay such costs.
- b. Challenge the contents of the records, except grades, by notifying the Principal or Records Custodian of an objection to information contained in the record. An informal conference will be scheduled within 15 school days to discuss the matter. If no satisfaction is obtained, a formal hearing conducted by a hearing officer, not employed by the attendance center in which the student is enrolled, will be scheduled.
- c. Request and receive copies of records proposed to be destroyed.
- d. Inspect and challenge information proposed to be transferred to a school outside the district or to another school

district in the event of transfer.

Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent, pursuant to a court order or subpoena or in connection with an emergency, where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. Parents must be notified of the release of records because of a court order or subpoena. ALL OTHER RELEASES OF INFORMATION REQUIRE THE INFORMED WRITTEN CONSENT OF THE PARENT OF ELIGIBLE STUDENT.

The following is designated as public information and shall be released to the general public, unless the parent request that any or all such information not be released: student's name and address, grade level, birth day and birth place, parents name and addresses, information on participation in school sponsored activities and athletics, the students major field of study, and period of attendance in school.

No person or agency having access to the temporary record through the provisions of the Illinois State Student Records Act may force a parent or student to release information from the temporary record in order to secure any right, privilege, or benefit, including employment, credit or insurance.

A Parent-Student Handbook will be issued every year to notify the parents of their rights under the law, as well as applicable district policies and procedures.

SCHOOL DANCES

The following rules apply to school dances:

1. Tentative dances need to be cleared and scheduled through the Assistant Principals in Room 201. The Assistant Principal will then add the dance date to our facilities calendar in the Main Office.
2. No organizational after-game dances on days when school is not in session or days of half-day institutes.
3. No organizational after-game dances on Saturdays.
4. A list of dance chaperones, minimum of eight, must be turned in to the Assistant Principals in Room 201 by Tuesday noon prior to the dance. If there are not enough chaperones, the dance will be cancelled.
5. OTHS students wanting to bring a non-OTHS guest to the dance must secure permission in the form of a pass prior to the evening of the dance. The permission/pass can be obtained from the Assistant Principals in Room 201. No elementary, middle school, or junior high school students will be allowed to attend OTHS dances. Individuals over the age of 20 will not be allowed to attend OTHS dances.
6. Students or former students who are not in good standing will not be allowed to attend as guests. A former student enrolled in a home school or who has successfully completed a GED program but was not in good standing while in attendance at OTHS will not be allowed to attend school dances.
7. It is the responsibility of the sponsoring organization to hire and compensate a police officer.
8. OTHS students and their guests must have a photo ID to enter the dance.
9. Any student in the homebound instruction program must be accompanied to the dance by a parent/guardian, and that person must remain in the building for the duration of the student's attendance.
10. Parents and/or the Ottawa police may be called to remove students acting in a disorderly manner and/or under the influence of drugs or alcohol.
11. The only spectators that will be allowed at the dances will be parents and the location for their seating will be in the north balcony. School rules are in effect at all extra-curricular activities.
12. All dances will be within the 7:00 - 10:00 p.m. time frame unless special arrangements have been made with the Assistant Principal. For dances that begin at 7:00 p.m. students will not be permitted into the dance after

8:00 p.m. unless they have cleared the time with the Assistant Principal prior to the dance. Dances following home athletic events will end at 11:00 p.m. If there is unruly conduct, the students will be required to leave the dance and they will be placed on probation for the remainder of the year. Any person who leaves the dance may not return. Extra Curricular activities such as dances are a privilege. Students who are on probation will not be allowed to attend dances.

LOST OR STOLEN PROPERTY

Students should report any theft to the teacher in charge of the classroom or area of instruction. The students should complete a written theft form and return it to Room 201. **OTHS is not responsible for lost or stolen property.** Students who have found articles or wishing to claim a lost article should inquire at the Custodian Office, Room M002. Students who have lost articles in the P.E. area should first check with their instructors. All items from the year will be disposed of in June.

STUDENT VISITOR PASS

In most cases, visitor passes will not be approved unless educational value can be established. Once established, students wishing to bring a visitor must have a completed visitor permission form signed by their teachers on file in Rm. 201, twenty-four hours in advance of the visitation day. All visitors must check in Rm. 201 to secure a visitor pass. Visitors must have an identification card.

HOMESCHOOLING

Ottawa Township High School may grant credits earned to students enrolling from a nonpublic school, parochial school, or homeschooling program in accordance with current Board of Education policy.

Facilities

PARKING LOT

Students who wish to park in the Ottawa Township High School student parking lot must obtain a permit from the school. The permit must be displayed in the lower right corner of the windshield or rear window. Permits are available, at a cost of \$40.00, during registration or in room 203. Replacement cost is \$3.00. The permit does not guarantee that a parking spot will be available when the student arrives. Vehicles must be parked only in the lined, legal parking spaces. Students must not park in fire lanes, handicapped spaces (unless appropriate), or in unmarked locations. Students are not to park in the North or West teacher parking lots. Students who park illegally will be subject to disciplinary action. Illegally parked vehicles will be towed at the student's expense. The west driveway to the student parking lot will be closed from 8:00 a.m. until five minutes before the end of the school day.

Speeding, reckless driving, or not following the guidelines of this policy may result in the loss of the parking permit for the remainder of the school year. Students will be issued only one permit per year. If the student changes vehicles, the permit must be removed and returned to Student Services before a new permit will be issued. Any vehicle parked in an Ottawa Township High School lot is subject to search by school authorities and law enforcement personnel working with them. Such search may be conducted without warrant for any reasonable purpose. Search of vehicle includes all compartments and components thereof. Once the search begins, the person in control of the vehicle will not be permitted to remove it from the premises during the reasonable duration of the search. Students are not to loiter in the designated student parking areas.

SCHOOL PROPERTY

School property, i.e., OTHS buildings, athletic fields, parking lots, levee, and adjacent properties shall be utilized only through pre-approval by an authorized OTHS district representative. All other activity shall be considered trespassing.

PRIVATE PROPERTY

Students are asked to not loiter on private property adjacent to the school.

VIDEO SURVEILLANCE

Ottawa Township High School employs the use of video surveillance equipment on all OTHS property for the safety and security of students, staff, and visitors.

BUILDING ACCESS

The school will be open to students at 7:00 a.m. each day. *Students are to enter the building via the Main Entrance or Passageway doors. All students should enter through the Main Entrance between 8:00 and 3:05. Handicap accessibility is available at door A, located at the northwest corner of the Main Building.* The Vocational building will be open at 7:00 a.m. Access to and from the Main building to the Vocational building will be through the east end of the 400 floor. Students are prohibited from allowing other students to enter the building through alternative doors or tampering with doors in any way to allow unauthorized access into the building.

BUILDING ELEVATORS

Elevators are available for use by the physically disabled and those who may not be physically able to make their around the building. Students who are injured and wish to use the elevator need to have a doctor's note stating the length of time the pass will be required. Passes will be issued by an Assistant Principal in room 201. Students who damage building elevators will be held responsible for the full cost of repair.

STAGE

The stage and back stage areas are off limits except to authorized students.

ASBESTOS

Ottawa High School, District 140, has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility or Facilities. Copies of the Management Plan are available in the Administrative Office of the school building. These plans are available for your inspection Monday through Friday; 8:00 a.m. to 3:00 p.m. and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact Mr. Scott Clinch at 433-1323 Ext 2453.

STRUCTURAL INTEGRATED PEST MANAGEMENT

Ottawa Township High School in cooperation with school staff and pest control personnel/specialists will locate, identify, and eliminate all known pests within the school buildings through improved housekeeping, sanitation, waste management, additional barriers, and the modification of habitats. When possible we will rely on nontoxic, biological, cultural, or mechanical pest management methods, or on the use of natural control agents. When necessary we will use chemical pesticides least harmful to humans. Guidelines of the Illinois Department of Public Health will be followed by OTHS personnel and our professional pest elimination provider.

If you would like to receive written notification prior to the application of any pest control materials subject to the notification requirements or to report a pest concern please contact Mr. Brad Johnson at 433-1323 ext. 2451 or e-mail bjohnson@ottawahigh.com. A request to written notification was also included on your registration information sheet.

SUGGESTIONS FOR CHANGES TO PARENT-STUDENT HANDBOOK

Please check the following: New Rule Proposal _____ Revise existing rule _____ Change wording _____

Please write new rule proposal:

Revise existing rule or change wording: Page: _____

Rule: _____

Rationale: _____

Name of submitter: _____

Please return to Room 201