

**O'FALLON TOWNSHIP  
HIGH SCHOOL**

**2021-22  
STUDENT HANDBOOK**

**Smiley Campus—632-3507  
600 South Smiley  
O'Fallon, IL 62269**

**Milburn Campus—622-9647  
650 Milburn School Road  
O'Fallon, IL 62269**

[www.oths.us](http://www.oths.us)

**This handbook belongs to:**

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**PLEASE READ THIS HANDBOOK CAREFULLY AND KEEP IT FOR REFERENCE  
THROUGHOUT THE YEAR  
ALPHABETICAL REFERENCE GUIDE**

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## **ATTENDANCE HOTLINES/PROCEDURES**

Please give the following information within 35 seconds:

1. The person calling and your relationship to the student.
2. The student's name and grade.
3. Why the student is absent and how long he/she will be out.

NOTE: If the student has been or will be out 2 or more school days, and you are requesting homework, please call the Attendance Office by 10:00 a.m.

To speak to someone in the Attendance Office, please call the Milburn or Smiley Campus and dial the appropriate extension:

### **MILBURN CAMPUS: 622-9647**

Freshmen	Ms. Justine Dorn	Ext. 204
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### **SMILEY CAMPUS: 632-OTHS (632-6847)**

Sophomores	Mrs. Barbara Quintal	Ext. 212
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Juniors	Mrs. Mercedes Ziegler	Ext. 620
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Seniors	Mrs. Kelly Morrell	Ext. 206
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All Special Services	Mrs. Kim Willyard	Ext. 205
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### **OTHS ADMINISTRATION**

Superintendent	Dr. Darcy G. Benway	Ext. 660
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Assistant Superintendent	Dr. Martha Weld	Ext. 598
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Principal	Mr. Rich Bickel	Ext. 585
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Director of Special Services	Ms. Tiffany Schneider	Ext. 639
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Associate Director of Special Services	Dr. Kimberly Coley	Ext. 644
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Director of Athletics and Activities and Title IX Coordinator	Mr. Todd Moeller	Ext. 274
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Director of Business and Operations	Dr. Beth Shackelford	Ext. 501
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### **Milburn Campus 622-9647**

Vice Principal	Mrs. Twana Dollison	Ext. 550
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Vice Principal	Mr. Randy Dickenson	Ext. 223
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### **Smiley Campus 632-3507**

Assistant Principal-Sophomore Class	Mr. Cory Patton	Ext. 553
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Assistant Principal-Junior Class	Mr. Dan Howe	Ext. 221
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Assistant Principal-Senior Class	Mr. Corey Wallis	Ext. 217
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## **MISSION STATEMENT**

The mission of O'Fallon Township High School is to access the talents of community, family, and staff to provide a positive environment that maximizes the potential of students to become informed decision makers, engaged, life-long learners, and responsible citizens in an ever-changing and diverse society.

*E<sup>4</sup> = Excellence in Education for Every student Every day*

## **NON-DISCRIMINATION POLICY**

Per Board of Education Policy 7:10, equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure. Comments and inquiries should be directed to the District Office, 600 South Smiley Street, O'Fallon, Illinois 62269.

## **HANDBOOK DISCLAIMER**

This handbook is not intended to create a contractual relationship with the student. Rather, it is intended to describe the school, its current practices, procedures, rules and regulations.

References made to Board Policy in the handbook represent only a summary of said policies. Complete Board policies are available to the public on the district web site at [www.oths.us](http://www.oths.us) or in the District Office located at 600 S. Smiley Street, O'Fallon, IL.

The handbook may be amended/updated during the year without notice.

## DAILY SCHEDULE

### MILBURN CAMPUS

DOORS TO THE BUILDING OPEN AT 7:00 A.M.

7:30 a.m. — 8:25 a.m.	First Period (Pledge of Allegiance)
8:30 a.m. — 9:25 a.m.	Second Period
9:30 a.m. — 10:25 a.m.	Third Period
10:30 a.m. — 11:25 a.m.	Fourth Period/Advisory/Lunch*
11:30 a.m. — 12:25 p.m.	Fifth Period/Lunch 5A/Advisory 5B*
12:30 p.m. — 1:25 p.m.	Sixth Period
1:30 p.m. — 2:25 p.m.	Seventh Period

#### \*4th Hour

4A 10:30-10:55

4B 11:00-11:25

#### \*5th Hour

5A 11:30-11:55

5B 12:00-12:25

5 minutes are allowed for passing from class to class.

### SMILEY CAMPUS

DOORS TO THE BUILDING OPEN AT 6:30 A.M.

7:00 a.m. — 7:55 a.m.	Early Bird
8:00 a.m. — 8:55 a.m.	First Period (Pledge of Allegiance)
9:00 a.m. — 9:55 a.m.	Second Period
10:00 a.m. — 10:55 a.m.	Third Period/Advisory 3A/Lunch 3B*
11:00 a.m. — 11:55 a.m.	Fourth Period/Advisory/Lunch*
12:00 p.m. — 12:55 p.m.	Fifth Period/Advisory/Lunch*
1:00 p.m. — 1:55 p.m.	Sixth Period
2:00 p.m. — 2:55 p.m.	Seventh Period

#### \*3rd Hour

3A 10:00-10:25

3B 10:30-10:55

#### \*4th Hour

4A 11:00-11:25

4B 11:30-11:55

#### \*5th Hour

5A 12:00-12:25

5B 12:30-12:55

5 minutes are allowed for passing from class to class.

## **LOCKER LOCATIONS**

### **MILBURN CAMPUS LOCKER LOCATIONS**

A001 – A209	1400 Hall (A)
B001 – B193	2400 Hall (B)
C001 – C206	1500 Hall (C)
D001 – D201	2500 Hall (D)

### **SMILEY CAMPUS LOCKER LOCATIONS**

9-75	600 Hall (Central)	2047-2076	300 Hall (East)
76-242	400 Hall	2077-2129	200 Hall (East)
243-388	600 Hall (Central)	2200-2230	800 Hall (PP North)
389-453	Cafeteria	2231-2288	800 Hall (PP South)
454-535	1100 Hall	2289-2355	800 Hall (PP North)
526-664	100 Hall	2356-2422	800 Hall (PP South)
665-718	1100 Hall	2500-2566	300 Hall (West)
719-723	Wrestling Hall	2567-2590	300 Hall (East)
727-732	1100 Hall	2591-2597	300 Hall (West)
733-742	Wrestling Hall	2600-2666	200 Hall (West)
746-865	400 Hall	2667-2684	200 Hall (South)
866-893	Wrestling Hall	2685-2691	200 Hall (West)
970-1129	Cafeteria	2700-2769	700 Hall
1134-1325	100 Hall	2801-2857	700 Hall
1326-1403	500 Hall (Band Area)	2900-2984	800 Hall
1404-1485	500 Hall (Gym)	3001-3042	800 Hall
1486-1573	500 Hall (East)	3101-3256	900 Hall
1574-1717	600 Hall (Guidance)	3301-3455	1000 Hall
1718-1829	500 Hall (East)	3501-3632	Blue Mile
2000-2028	300 Hall (East)	3700-3770	Walk of Fame
2029-2046	200 Hall (East)	4000-4314	1000 Hall

**OTHS EXPECTATIONS**  
**STUDENT, PARENT, STAFF SCHOOL COMPACT**

**WHAT WE EXPECT FROM STUDENTS, PARENTS, AND OURSELVES:**

**We expect students . . .**

- To achieve to the best of their abilities. High school success is all about effort. With effort, all students can successfully complete a high school program at OTHS that will prepare them for their post high school endeavors.
- To consider school their first priority. Social life, extra-curricular activities, and jobs are important outlets for students. High school is a once in a life-time experience. Participation in extra-curricular activities is encouraged; however, academic achievement should be the top priority of students.
- To attend every class, to walk in prepared, and to complete every assignment. Students must take responsibility for their education. Fundamental to high school success is regular attendance and class preparation.
- To be aware of and to conform to disciplinary policies and school procedures. The School Handbook is based in law, common sense, and the community's standard of reasonable and respectful behavior. Students should be familiar with the handbook and know what is expected of them.

**We expect parents/guardians . . .**

- To support, encourage, and supervise their student's school effort. Parents need to be involved in their student's education. Research shows that student academic achievement is directly correlated to parental involvement.
- To ask questions about and follow up on their student's progress and problems. Parents can readily check their student's grades via Skyward. When contacting the school to address questions or concerns, please contact the teacher, coach or sponsor before contacting the administration. If your concerns are not adequately addressed at the first level, the administration welcomes the opportunity to work collaboratively with parents in the best interest of the student.
- To be informed about and aware of the discipline code, school policies, school activities, and school issues. The District provides many resources to assist parents with information about OTHS. Much of this information can be found on the District's website [www.oths.us](http://www.oths.us). The faculty and administration seek parental support in creating independent and responsible students.
- To be our partners. A strong school-parent partnership is an essential element in promoting student success.

**We expect our administration and instructional staff . .**

- To treat our students with commitment, respect, devotion, and integrity.
- To research and present the best instructional material and methods possible, with emphasis on connecting learning to real life, making students active learners, and preparing them for productive futures.
- To offer a variety of quality extra-curricular programs, engaging student talents and interests.
- To welcome and accept input, ideas, and suggestions in an effort to continue to improve OTHS.
- To work collaboratively with students and families to create a partnership to maximize the potential for every student.



## **GENERAL INFORMATION**

**ALLERGY AWARENESS:** O'Fallon Township High School would like to foster allergy awareness within our student body. There are many types of allergens, including but not limited to, food allergies such as nuts, eggs, milk; environmental allergies such as dog/cat dander, ragweed, pollen, and bee stings; and product allergens such as latex, perfumes, and hairspray. Please be respectful of your fellow students when making choices about bringing items from home that may cause an allergic reaction. Students having severe allergies should contact the nurse.

**BOARD OF EDUCATION POLICIES:** All Board of Education Policies are available on the OTHS District #203 website: [www.oths.us](http://www.oths.us)

**BOOK RENTAL PLAN:** (Board of Education Policy 4:140) The school rents textbooks to students. If books are lost or damaged beyond ordinary wear, students will be charged the price of the book. Books turned in after the instructor has collected them will be subject to a \$25 restocking fee. Official transcripts of grades will not be sent to employers or to colleges until all fees are cleared.

**BUS TRANSPORTATION:** (Board of Education Policy 4:110) Students who live more than a mile and one-half from school may ride the school bus to and from school. Illinois Central Bus Company handles arrangements for student transportation for OTHS District #203. Questions regarding bus routes, bus eligibility, pick-up points, times for various bus locations, etc., may be answered by accessing the OTHS website or by contacting the O'Fallon office of the bus company with whom the district contracts. Students must ride the bus to which they are assigned. Student ID cards will designate bus service and the ID must be presented to the bus driver upon request. Students who participate in extra-curricular activities before or after school, or students attending early bird classes, must provide their own transportation. Extra-curricular activity buses will be provided at the conclusion of each school day to transport 9<sup>th</sup> grade students from the Milburn Campus to the Smiley Campus. Students are expected to maintain appropriate conduct on the bus pursuant to Board of Education Policy 7:220. Unauthorized riding of any bus may result in disciplinary penalties. (See Bus Conduct, page 21.) No non-OTHS student is allowed to be on any bus at any time.

**CAFETERIA ACCOUNT BALANCE POLICY:** Students with a zero or negative balance on their lunch account will have a restriction placed on their account. The restriction will consist of the following:

1. The student will be provided with a daily lunch meal (specialty lines, a la carte items, and/or additional items are not permitted.)
2. Students will be charged their regular paid/reduced lunch rate for the meals.

The restriction will be removed once the student establishes a positive balance. Parents/guardians may view balances and lunch items purchased online through their Skyward account. Official transcripts of grades will not be sent to employers or to colleges until all fees are cleared.

**CAFETERIA FREE AND REDUCED LUNCH OPTIONS:** OTHS participates in the National School Lunch and Breakfast Program. Free or reduced priced meals are available to those who qualify. Please contact the Business Office to apply. Reimbursable school meals is part of the district's School Wellness Policy (Board Policy 6:50).

**CONTACTING TEACHERS:** Parents/guardians should contact teachers directly with any questions, compliments or concerns they have about a class.

- The most effective way to reach teachers is through e-mail. Parents/guardians may e-mail teachers through the Teacher and Staff Directory page located on the OTHS website.
- Teachers and administrators also have voice mail, but receiving voice mail is less immediate and less direct. Parents/guardians may call a teacher at the high school number (Smiley Campus—632-3507

or Milburn Campus—622-9647) and be connected to the teacher's voice mail if the teacher is unavailable. Teachers cannot interrupt their classes to conduct personal conferences.

- Meetings on campus will occur by appointment only.

**CPR/AED:** Several district personnel have received training in AED/CPR. The Illinois High School Association website has an informative video on hands-only CPR and use of AED's. All are encouraged to view it at <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>

**DISABILITIES / SPECIAL SERVICES - IDENTIFICATION OF STUDENTS:** (Board of Education Policy 6:120) Students may be referred to the Director of Special Services for a full case study evaluation to determine eligibility for special services. Written referrals to the Director of Special Services may be made by faculty members (SOS Team) or parents/guardians. An initial screening of student data is completed by the director and appropriate staff members and, if a referral is indicated, a Child Review Team (CRT) meeting will be held to determine the components of the full case study evaluation. A full case study evaluation may include psychological assessment, academic assessment, social-developmental history, as well as other pertinent information required to make an appropriate determination for eligibility for special services. Upon completion of the full case study evaluation, a CRT meeting will be convened to discuss the evaluation results and to determine eligibility. If a determination of eligibility is made and services are indicated, then an Individualized Education Plan (IEP) will be written to establish placement and services required.

- **SPECIAL EDUCATION SERVICES** - O'Fallon Township High School District #203 is committed to the free, appropriate, public education in the least restrictive environment for all students with disabilities through age 21 who live within district boundaries and may be eligible for special education and/or related services. Therefore, specific policies and procedures have been established concerning the identification, evaluation, and educational placement of students with disabilities. Those who have questions about these policies and procedures are encouraged to speak to a school building administrator or to contact the District's Director of Special Education at 632-3507 for further information.

- **SECTION 504 POLICY STATEMENT (Board of Education Policy 6:120):** Students may be eligible for services under the provisions of Section 504 of the Rehabilitation Act of 1973 even though these services are not received under the Individuals with Disabilities Education Act (IDEA).

The school district has specific responsibilities under the Rehabilitation Act, which include the responsibility to identify, evaluate, and, if the student is determined to be eligible under Section 504, to afford access to appropriate educational services. A student who may need special services or programs within the intent of Section 504 is one who meets the following criteria:

- Has a mental or physical impairment that substantially limits one or more major life activities (major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, communicating, thinking, the operation of a major bodily function, eating, bending, sleeping, lifting, reading, standing, and concentrating);
- Has a record of such impairment; or
- Is regarded as having an impairment.

Upon determination of eligibility for 504 services, a 504 Plan will be written to document the appropriate accommodations based in each individual student's needs.

Due process rights of students with disabilities and their parents/guardians under Section 504 will be enforced. The Director of Special Services is the coordinator of Section 504 Activities for the district.

- **MULTI-TIERED SYSTEM OF SUPPORTS** - MTSS is a process designed to help schools

focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an MTSS process is used by school personnel and parents/guardians to adapt instruction and to make decisions regarding the student's educational program. The MTSS process is initiated through the Staff Offering Support (SOS) Team at each building.

- **STAFF OFFERING SUPPORT** - The aim of the Staff Offering Support Team is to identify students who are struggling and connect them with the services available to them in school or in the community. At times, students bring personal issues with them to school. The weight of some of these issues can make it difficult to concentrate on academic and social responsibilities.
  - › The Staff Offering Support Program is: A school-based prevention, early intervention, and support program for students who are having difficulty being successful in school due to academics, behavior, attendance, or health issues. A core team consisting of:
    - Administrators
    - School Psychologist
    - Teachers
    - Social workers
    - Nurse
    - Guidance Counselors
    - Other identified school personnel
  - › A core team who
    - Works with referred/identified students to implement school-based strategies
    - Connects students and families to community resources
    - Makes referrals for special education or 504 Plans when progress has not been shown following interventions
  - › For additional information, please contact Mrs. Twana Dollison, Milburn Vice-Principal or Ms. Tiffany Schneider, Director of Special Services.
- **SPECIAL EDUCATION – DISCIPLINE**

A special education student may be suspended under this policy regardless of whether the student's gross disobedience or misconduct is related to his or her handicapping condition as defined by Article 14 of The School Code of Illinois. If exclusion of a special education student is warranted because of the student's physical danger to himself/herself, other students, staff, or school property, the student may be temporarily excluded from school.

A special education student may not be expelled from school if the student's particular act of gross disobedience or misconduct is, or results from, a behavior or a condition defined as an exceptional characteristic in Article 14 of The School Code of Illinois. Any special education student whose gross misconduct or disobedience is unrelated to, or does not result from, his handicapping condition, as defined by Article 14 of The School Code of Illinois, may be expelled pursuant to this policy.

**EMAIL FOR STUDENTS:** All OTHS students will receive an OTHS email address for their school use. Students are expected to check this email account daily as official OTHS communications will be sent to the student's OTHS email account. Students are responsible for the information and communications sent to, and received from, their OTHS email account.

**EMERGENCY DRILLS:** OTHS has a crisis plan that is posted in each classroom. Periodically, OTHS conducts drills to be sure that the students and faculty are prepared for an emergency. They are as follows:

**Disaster (Tornado and others):** An alert will be given over the intercom system. Students are to move rapidly, but orderly, to their assigned places. Students are not to leave the building during a disaster drill.

**Fire:** The fire alarm will sound throughout the building. Faculty and staff should utilize the "Hide" option

of their Run-Hide-Fight training with their students and await further instructions/notification.

**Intruder:** An alert will be given over the intercom system. Students are to follow the directions from their teachers.

**EMERGENCY NOTIFICATION:** School closing due to inclement weather and other emergency notifications will be posted on the OTHS web site at [www.oths.us](http://www.oths.us). School closing will also be announced on television stations KMOV Channel 4, KSDK Channel 5, and FOX Channel 2. In addition, parents/guardians will typically receive emergency notifications, school closing notification, and other important information via the district's computerized notification calling system. It is important that parents/guardians keep telephone contact information current with the District.

**ENGLISH LANGUAGE LEARNERS:** District 203 students may participate in the St. Clair County Regional Office of Education English Language Learners Program (ELL). If a second language is indicated for a particular student, they may be given the WIDA screener to see if they qualify for the program. The ELL is housed at the St. Clair County Regional Office of Education (ROE) from 8:30 a.m. – 11:15 a.m. Participating students will be provided transportation to the ROE in the morning, and returned to their home campus for the afternoon. Students will receive credit towards graduation for passed courses in the ELL Program. Please contact the guidance department for further information.

**FEES:** A current listing of registration, driver education, parking, and extra-curricular fees can be found on the OTHS website.

- All fees must be cleared for official transcripts of grades to be sent to employers and/or colleges.
- Students will not be permitted to attend school dances, nor will they be approved to attend other school dances, if the student has any outstanding fees.
- Driver Education course fees must be paid in full before a student will be scheduled for behind the wheel instruction.
- The athletic/marching band/show choir participation fee must be paid before a student can participate in the respective sport/activity.
- All fees must be cleared before a student is able to purchase an OTHS parking pass.

**FIELD TRIPS / COMPETITIONS:** Students must obtain parent/guardian permission and be academically eligible and in good discipline standing in order to travel on any school trips scheduled during the school day. On these trips, school rules apply at all times. Any student involved in a disciplinary issue will be subject to disciplinary action and may lose trip privileges. Field Trip/Competition privileges will be revoked pursuant to withholding of privileges on page 17.

Students will be held responsible for any missed class work and must make arrangements with their teachers in advance of the scheduled absence. The teachers will determine if missed work is to be completed prior to the absence, on the day of the absence, or upon the student's return to class.

Students are strongly encouraged to participate in class field trips, but are not required to do so. If a student elects to stay in school, the student may be required to complete an alternate assignment in lieu of the field trip. Any student not attending the field trip should report to study hall during that class period. All medication required for field trips must be cleared through the Nurse's Office. The administration of medication must adhere to the school medication policy (page 27).

**FOOD/CANDY/MISC. SALES:** All sales on the campus of OTHS must be fundraisers that are sponsored by an OTHS team, club, or activity. Individual students are not allowed to sell food, candy, or other items at school for their personal profit or non-OTHS fundraisers. Students violating this policy will be subject to disciplinary consequences.

**GRIEVANCE PROCEDURES:** Student grievances should be communicated to school authorities in the following manner:

1. The student or parents/guardians should discuss the matter with the staff member with whom they have the grievance.
2. If this does not resolve the issue, the matter should be directed to the appropriate Assistant Principal, Vice Principal, Athletic Director, or Director of Special Services, then to the Principal, and then to the Superintendent. If the grievance is against the Principal, the Superintendent should be contacted after talking with the Principal.
3. If the matter is still not resolved, the student or parent/guardian may file a formal grievance with the Superintendent (Board of Education Policy 2:260) and may submit a written request to the Superintendent asking permission to speak of the matter to the Board of Education.
4. The preceding procedural actions should be taken before going through the judicial system.

**HAZARDOUS MATERIAL MANAGEMENT PLAN:** Asbestos-containing building materials (ACBM) are present in our school. Most of the material is confined to the boiler room and heating pipes. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos-containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. A major removal project was completed July 8, 1993 and certified by the Capital Development Board. A copy of the asbestos management plan for our school, which includes the inspection report, is located in the District Office. The plan is available to the public for inspection without cost or restriction within 5 working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan," will be provided upon request. Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make copies of the plan.

**INSTRUCTIONAL MEDIA CENTER (Library):** See page 51.

**LOCKER INFORMATION:** A locker number is found on each student's daily schedule. At the Milburn Campus, students must furnish their own combination locks and provide the combination to the Main Office. At the Smiley Campus, students will be given a key or combination. If students lose a key, they should order another from the Main Office (additional cost of \$15.00). While the key is being made, students must ask a secretary in the Main Office to open the locker. If a student does not return the locker key at the end of the year, the charge is \$15.00. Students who repeatedly lose or forget keys may be assigned a combination locker. Individual lockers are provided for security. Lockers are school property and subject to searches. For security reasons, students are not to share lockers. Lockers are to be cleaned out before leaving school for summer. Remove all contents and graffiti. The school will not be responsible for lost or stolen items. A fine will be assessed to any student whose locker must be cleaned by custodial staff. Official transcripts of grades will not be sent to employers or to colleges until all fees are cleared. (See Locker Locations, page 7. See Locker Policy, page 26).

**LOST AND FOUND:** Any student who finds an article should turn it in to the Main Office where it may be claimed with proper identification. All unclaimed items will be donated to a charitable organization or disposed of as otherwise appropriate.

**PARENTAL DISABILITY ACCOMMODATIONS AT SCHOOL FUNCTIONS:** In accordance with the Americans with Disabilities Act (ADA), parents/guardians needing accommodations or auxiliary aids in order to participate in parent conferences, school programs and Board of Education meetings should contact the school administration in advance to determine whether the accommodation can be procured.

**PERSONAL PROPERTY:**

- School is not the place for valuable personal items. These items become easy targets for theft. The district is not responsible for loss, damage, or theft of personal items.
- Students are solely responsible for safekeeping of personal items. Students must carefully secure their

belongings. Students should not leave any personal property items unattended. Students should not leave lockers unlocked and should not share lockers with others.

- For specific information regarding the use of personal electronic devices and cell phones, see page 50.

**PESTICIDES MANAGEMENT:** OTHS has an Integrated Pest Management practice which follows Board of Education Policy 4:160 and incorporates building maintenance, sanitation, physical barriers and, as a last resort, the safest and most effective means of pesticide. Board of Education Policy 4:160 requires that public schools notify parents/guardians at least 48 hours prior to the application of pesticides on school property. Excluded from this notification requirement are disinfectants, sanitizers, and insecticide and rodenticide baits. Although we have no intention of spraying or fogging with pesticides during the school day when students are in attendance, parents/guardians may register to be contacted prior to any pesticide application. To register, contact the main office. In the event of an extreme emergency where pesticides must be used immediately, parents/guardians will be notified via the District's calling system.

**POSTERS:** A poster/flyer must be approved by the club sponsor (if applicable) before it may be displayed. Non-school group posters are not allowed.

**SCHOOL RESOURCE OFFICER/POLICE OFFICER QUESTIONING/INTERVIEWING (Board of Education Policy 7:140):** Where acting on their own initiative and authority to further a proper educational environment at the school or at the request of school personnel (as opposed to acting upon the request of outside law enforcement authorities), police officers who are investigating a school related incident or any incident which may have potential consequences for the safety of the students or employees at the school may legally interview students without obtaining permission from parents/guardians.

- Police officers have the legal authority to question/interview students who may be witness to an incident, the police do not need to notify parents/guardians; however, effort will be made to notify the parent/guardian in compliance with the law should a student become a suspect for criminal charges.
- Police have the legal authority to remove a student from school.

**SEARCHES:** Per Board of Education Policy 7:140, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. Students have no reasonable expectation of privacy in these places. Police may be involved in these searches. Student personal effects may include, but are not limited to, clothing, purses, backpacks, and vehicles on school property. Such searches may include all student personal property on field trips and on other off-campus school activities.

**SECURITY CAMERAS:** Security cameras, both inside and outside our school buildings, allow the District to monitor the campuses, buses, and parking lots. Privacy laws prohibit the viewing of security camera video by unauthorized personnel.

**STUDENT ACCIDENTS:** Students are responsible for reporting all accidents that occur on campus or at away events or contests to the supervising teacher or coach as soon as allowable. The teacher or coach will be responsible for filing an incident report with the school nurse. The district does not provide student health insurance. Medical claims are the responsibility of the student and guardian.

**STUDENT AND FAMILY PRIVACY RIGHTS:** See Board Policy 7:15.

**STUDENT ID CARDS:** Students are required to wear a current student ID and school-appropriate, break-away lanyard to gain entrance into the building and at all times during the school day. (See ID Policies/Procedures, page 25).

**STUDENT RECORDS:** O'Fallon Township High School adheres to The Family Educational Rights and Privacy Act (Board of Education Policy 7:340) and the Illinois Student Records Act regarding the confidentiality of student information provided. OTHS may disclose appropriately designated directory information without

written consent, unless a parent/guardian has advised the District to the contrary in accordance with District procedures. Parents/guardians should contact the Main Office if they wish to keep this information confidential, if they wish to deny access of student information to military recruiters, and/or if they do not want the student's photograph used for any district publications or media release. The primary purpose of directory information is to allow the District to include this type of information from the student's education records in certain school publications. Examples include:

- A playbill showing the student's role in a drama production
- The annual yearbook
- Student teachers videotaping their lessons for their licensure requirements
- Teachers live streaming or video recording lessons for students learning at home
- Honor Roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as wrestling, showing weight and height of team members
- Web Pages

Parents/guardians also have the right to inspect their student's records, to challenge the contents, and to limit parental consent to certain designated records. If parents/guardians wish to review their student's records, they may do so by calling the Guidance Office and setting up an appointment with a counselor. The Principal is the official custodian of the student records.

**SUICIDE PREVENTION:** See Board Policy 7:290.

**TEEN DATING VIOLENCE:** See Board Policy 7:185.

**TITLE IX:** No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Any student may file a sex equity complaint by using Board of Education policy 2:260, Uniform Grievance Procedure. Any student may file a Title IX claim using Board of Education policy, 2:265 Title IX Sexual Harassment Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent (pursuant to 105 ILCS 5/3-10) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8) In order to fully comply with the mandates, the principal has been appointed by the Board of Education to serve as the coordinator of the Title IX guidelines.

**WEBSITE ([www.oths.us](http://www.oths.us))** OTHS has a website through which the district provides a multitude of information for our students, their families, and the community. The website may contain a picture or video of students, or may list students' names as participants in activities. If parents/guardians have concerns about this procedure and/or wishes that their student be excluded from these kinds of announcements, please download a photo exclusion form from the website and submit the completed form to the Main Office.

One of the features of the OTHS website is Skyward. Parents and guardians have access to their student's grades, attendance, fee balances and a variety of other student records and information through Skyward. Each parent or guardian will receive an activation code within the first month of school to access Skyward. Once an account has been activated, the account remains active while the student is enrolled at OTHS. If the activation code is not received or is lost, a new activation code can be obtained by contacting the Main Office.

## **STUDENT REGULATIONS**

### **INTRODUCTION**

Students at O'Fallon Township High School are expected to respect the rights of other students and to behave appropriately while attending school, extra-curricular events and activities, and/or engaging in online

platforms. Students are expected to be tolerant and considerate of others' differences as every person is unique. All students have a right to a free and appropriate public education. However, attending public school is subject to compliance with the laws of Illinois and regulations of the O'Fallon Township High School Board of Education. The goals and objectives of this policy are to provide effective discipline practices that: (1) ensure the safety and dignity of students and staff; (2) maintain a positive, weapons-free, and drug-free learning environment; (3) keep school property and the property of others secure; (4) address the causes of a student's misbehavior and provide opportunities for all individuals involved in an incident to participate in its resolution; and (5) teach students positive behavioral skills to become independent, self-disciplined citizens in the school community and society.

### **STUDENT TO TEACHER COMMUNICATION**

Teachers are responsible for the management of their classes. Teachers have the authority to implement and enforce any reasonable rules necessary to produce acceptable conduct in their classes.

Students are encouraged to directly communicate with teachers before or after class if there are any issues of concern. If the student is not able to resolve his or her concern with the teacher, the student should speak with their Assistant Principal or Vice Principal. Typically, respectful communication will result in resolution of any issues or concerns.

The administration and faculty encourage students to discuss any issues or concerns with them. It is best to work through the issues early rather than waiting until the issues grow into a larger problem.

### **GENERAL POLICIES AND PROCEDURES**

In our society, we all have rules to follow and responsibilities to fulfill. At OTHS when students fail to follow rules or make poor decisions, discipline may be imposed. OTHS uses a discipline system which includes warnings, study hall assignments, penalty hours, ACR-Alternative Classroom (in-school suspension), withholding of privileges, suspension, and expulsion.

Policies, administrative procedures, and school rules are listed on the next several pages of this handbook. It is impossible for the administration to anticipate every circumstance. Therefore, the administration will act on situations not covered in the handbook in order to serve the best interest of the school and the students.

### **DISCIPLINE (Board of Education Policy 7:190)**

**WARNING:** A warning is issued to notify a student and possibly his/her parents/guardians that he/she is in violation of a school policy and repeated action may result in additional consequences.

**PENALTY HOURS:** Penalty hours as used in this section refers to situations where the students may be assigned to Lunch/Advisory Detention or in rare cases assigned to a study hall.

**OTHS ALTERNATIVE CLASSROOM (ACR):** The ACR is an in-school placement program designed to improve the behavior of students. It provides another layer of discipline that may be used prior to an out-of-school suspension. (See page 48).

**SUSPENSION:** (Board of Education Policy 7:200) This prohibits a student from attending school, being on campus or attending school activities, either on or off campus, during the period of suspension. A student suspended from school or an individual class will receive equivalent credit for work completed for their classes from the time of the suspension. Suspended students are responsible for requesting classwork from their teachers and completing their classwork while suspended. All requested classwork will be available to the student and will be due the day that the student returns to class and/or school. Students are required to turn



in any projects due and make up any tests missed during their suspension immediately upon their return to class and/or school. A re-engagement conference may be required for the student's re-entry.

Extracurricular/activity attendance privileges will be revoked pursuant to "Withholding of Privileges" as outlined below.

Immediate suspension may follow serious offenses including, but not limited to, alcohol, drugs, weapons, pulling fire alarms, gross disrespect, near-fighting or fighting. Any of these offenses could result in a Disciplinary Review Hearing before the Board of Education.

**REVIEW OF SUSPENSIONS:** Following a suspension for violation(s) of the Student Discipline Code, and upon any subsequent suspension, a parent/guardian may request a Principal's review of the suspension.

**WITHHOLDING OF PRIVILEGES:** (Board of Education Policy 7:190) This penalty may include, but is not limited to, withholding or denying of the student's attendance at activities, athletics, homecoming, prom, and/or the graduation ceremony.

- For every six school days of accumulated suspension (6, 12, 18, etc.) during the entirety of the student's years of attendance at OTHS, the student will not be able to attend OTHS events for the remainder of the semester in which the suspension days exceeding six (or multiples thereof) occurred and the subsequent semester.
- Students engaging in gross disrespect, gross disobedience, gross misconduct, skipping/missing school in groups, or excessive truancy may lose the privilege of participating in the OTHS Graduation Ceremony.

**LOSS OF CLASS CREDIT:** This penalty may be imposed for excessive class referrals for inappropriate or disruptive behaviors.

**EXPULSION:** (Board of Education Policy 7:210) An expulsion prohibits a student from attending school, being on campus, or attending school activities, either on or off campus, for up to two years, depending upon the decision of the Board of Education.

**DUE PROCESS FOR STUDENTS:** The following procedures will be followed pertaining to student suspension, expulsion, or loss of credit in a class or classes:

1. The student will be given oral notice of the rules, regulations or policies violated.
2. He/she will be given an explanation of the evidence and/or verification of the violation(s).
3. He/she will be given an opportunity to present any relevant explanations or accounts.
4. The student/parents/guardians will receive written confirmation of the penalty and their further rights.

Immediate suspension of a student without these procedural due process requirements is permissible only for students whose presence poses a continuing danger to people and/or property, or presents an ongoing threat of disrupting the academic process. In such cases, notice shall be provided as soon as possible.

### **RULES AND REGULATIONS**

**AFTER SCHOOL:** Students may not stay in unsupervised areas of the building or campus after school or in the evening. Students who loiter on campus during non-school hours are subject to disciplinary consequences.

All students dismissed prior to the end of the regular school day must be out of the halls promptly so that classes are not disturbed. Students who are dismissed prior to the end of the regular school day, and do not leave the halls promptly, may be assigned to study hall. At the conclusion of the regular school day, students may stay for school meetings, supervised rehearsals, school events, may study in the IMC, or go to the Academic Assistance Center.

Students waiting for rides must arrange to be picked up promptly after school or after an activity. Students may not congregate in the lobby or any other common areas of the building unless supervised by a teacher, coach or activity sponsor.

**ALCOHOL AND OTHER DRUGS:** The District believes in a proactive approach to the problem of alcohol and other drug use among students.

- **EDUCATION** - Providing information on the physical, social, and psychological effects of drug use is primarily a function of elementary education. At the high school level, OTHS reinforces this elementary learning through a review of the material during Health classes and extra-curricular activities. In addition, students with suspected substance abuse problems are routinely referred to our social workers for supportive counseling and treatment as appropriate.
- **SUPERVISION** - Administrators, faculty, and staff are present in the hallways before school, during lunch and passing times. Hallways and common areas are monitored at all times throughout the day.
- **INSPECTION** - Faculty and staff are obligated to refer to the administration or Nurse's Office any student who they suspect may be carrying alcohol/other drugs or appears to be under the influence of alcohol or other drugs. These students may be subject to locker, book bag, purse, coat, automobile, etc., searches under the supervision of an administrator and/or School Resource Officer. Personnel have received special training to detect behaviors that suggest illegal drug use or transactions. The buildings and the parking lots are routinely inspected by police dogs for drugs.
- **ENFORCEMENT** - The District's behavior policy (Board of Education Policy 7:190) on drug and/or alcohol related offenses is specific; the consequences are immediate. Possession, use, selling, and/or being under the influence will result in disciplinary consequences and possible arrest, with a potential recommendation to the Board of Education for a Disciplinary Review Hearing. These penalties apply to on-campus and school sponsored off-campus activities. Students who participate in extra-curricular activities are required to sign and abide by the rules of a code of conduct. The code of conduct outlines strict substance use and abuse penalties for both on campus or out of school activities. (Also, see page 45.)

This section relates to illegal drugs/look-alike drugs including alcohol, illegal performance-enhancing drugs, other legal or illegal health-endangering or drug imitating compounds, misuse of prescription or non-prescription drugs (possession, use, distribution, or sale).

If a student exhibits behaviors that indicate he/she may be under the influence of alcohol or other drugs, he/she will be referred to the Nurse's Office, social worker or administrator. School personnel may conduct a physical assessment including a standard field sobriety test. If it is determined that there is strong suspicion the student is under the influence, parents/guardians will be notified. The school professionals have the ability to perform a saliva or portable breathalyzer test for the presence of alcohol. A professional drug test is necessary to prove/disprove the presence of other illegal drugs. Parents/guardians may have their student tested at a lab designated by OTHS. The names of the approved facility can be obtained from school administration. This test must be done prior to the end of the day the parent/guardian is notified that the student may be under the influence. If any test or assessment is positive for alcohol or other drugs, or the parent/guardian and student refuse the tests, there will be disciplinary consequences. If the test results are negative, the district will pay for the test and will reevaluate the student's suspension.

Any student who comes to school or to any school activity, either on or off campus, already under the influence of or having consumed or taken either alcohol or other drugs, but not having the illegal substance on his/her

person, will receive disciplinary consequences, and the incident may be turned over to the police for appropriate action.

### **Alcohol and Other Drugs Consequences:**

The consequences will be in effect for behaviors that occur not only during school hours, but also on campus at any time and at any off-campus activities officially involving OTHS students:

1. Parent/guardian notification upon conclusion of an administrative review.
2. Disciplinary consequences may include a 10-day suspension with a potential Disciplinary Review Hearing before the Board of Education, which could potentially result in expulsion.
3. Police contact and charges filed when appropriate.

### **Possession of Drug Paraphernalia:**

- 1<sup>st</sup> offense = Up to 3-day suspension
- 2<sup>nd</sup> offense = Up to 10-day suspension and a Disciplinary Review Hearing before the Board of Education which may potentially result in expulsion.

**ATTENDANCE:** The process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study in order for students to reach their educational potential. Students with poor attendance risk losing class credit.

All students are required to attend all classes, advisory periods, and study halls except in cases of illness or emergencies. The following procedures regarding attendance apply:

1. All students more than 5 minutes late to any class must report to the Attendance Office for a pass to class. Tardy and/or skipping penalties may apply.
2. Students who miss more than 25 minutes of a class period will be counted as absent for that class and must report to the Attendance Office.
3. One-period absences may result in disciplinary consequences
4. When a student withdraws from OTHS and re-enters without attending another high school, his/her previous record of attendance will apply.

An absence will not count toward truancy for the first 5 absences of a semester if a parent or guardian informs the school of the student's absence within 2 school days. Once 5 absences have been reached, a letter will be mailed home. Parents/guardians are encouraged to provide documentation for the first 5 absences, but documentation is not required until the 6<sup>th</sup> absence. Parents/guardians should contact the OTHS 24-hour phone line to report an absence: 632-OTHS (632-6847). Please provide the following information within the 35 seconds allotted for a recorded message:

1. The person calling and his/her relationship to the student.
2. The student's name and grade.
3. Why the student is absent and how long he/she will be out.

The phone line has a caller I.D. unit with name and number to confirm the caller. Parents/guardians requesting homework for students who will be absent 2 or more school days should call the Attendance Office by 10:00 a.m. The Attendance Office will also accept a parent/guardian note on the day the student returns.

A parent or guardian must contact the school about each absence. Absences in excess of 5 per semester are allowed for the reasons listed below, but will require official third-party documentation to support the absence. Students will have an opportunity to make up any school work, including exams, for these absences. If documentation is not provided, the absence will be counted toward truancy:

- Illness or medical excuse
- Observance of a religious holiday
- Death in immediate family
- Family emergency and/or circumstance which cause reasonable concern for the safety or health of the student

- Approved college visit or other approved educational experience

**Truancy:** Any absence not reported by a parent or guardian will count toward truancy. Absences in excess of 5 absences in a semester will also count toward truancy unless documented per the previous section. Skipping class or classes will count toward truancy. Absences resulting from suspension will not count toward truancy. OTHS will keep students and parents/guardians informed about semester attendance as it relates to truancy. If students accumulate semester absences toward truancy, notification will be as follows:

- 3 days absent toward truancy – Letter and phone call to parents/guardians
- 6 days absent toward truancy – Letter mailed home from district office stating time, date and location of parent/guardian appearance at a local truancy review board.
- 9 days absent toward truancy – Letter mailed from Regional Office of Education, if appropriate, stating date and location of parent/guardian appearance at a regional truancy review board. Students will not be able to attend OTHS events for the remainder of the current semester and the subsequent semester. (Students participating in athletics/extracurriculars will be subject to the Extracurricular Code of Conduct page 45. Students having 9 days of absences counting toward truancy during any semester of their junior or senior year will lose the privilege of participating in the OTHS graduation ceremony. Students who have 9 truant days of absence will lose make-up privileges for non-medical absences for the remainder of the semester.
- After 9 days absent toward truancy and an appearance before the Regional Truancy Review Board, a petition may be filed with the St. Clair County State’s Attorney and both student and parents/guardians may be held accountable in accordance with truancy laws.

Parents/guardians have the legal responsibility of ensuring that their student attends school regularly. A parent/guardian who knowingly permits their student to miss school without valid reason or who gives false information regarding the student’s absence is in violation of the law and may be referred to the States Attorney Office.

**Single Period Absences:** Students absent for single class periods are subject to discipline as follows:

- 11 absences from the same class period = notify student and parent/guardian
- 14 absences from the same class period = 3 penalty hours. Students who have 14 non-medical absences from the same class period will lose make-up privileges for non-medical absences for the remainder of the semester.
- Each subsequent 3 non-medical absences from the same class period will result in 3 penalty hours.

**AUTOMOBILES:** There is no student parking at the Milburn Campus during regular school hours. Students who drive to school at the Smiley Campus must comply with the following regulations. Students and their parents or guardians are responsible for damages that may result from carelessness or from violation of these policies. The district is not responsible for damages to vehicles while parked on district property. Any car on a school parking lot is subject to be searched if warranted.

1. All outstanding fees must be cleared in the Accounting Office before a parking permit can be purchased.
2. Students who drive to school must park on a school lot in authorized spaces that are not reserved for faculty, handicapped, visitors, or others as specified (Transition House, Colonnade, etc.).
3. All students who park on school parking lots must register their car in the Attendance Office, where a parking permit will be issued upon receipt of the parking fee (see the OTHS fee schedule on the school website [www.oths.us](http://www.oths.us)). The parking permit is to be displayed on the rearview mirror, at all times. Students who park on a school parking lot without a parking permit may be assessed the full parking fee.
4. In the event of a lost parking permit, students will be required to purchase a new one.
5. Students may not sit in parked cars on school grounds for any reasons from 6:30 a.m. to 4:00 p.m. (All parking areas are “unauthorized areas” for students during the school day. See “Unauthorized

Areas", page 31).

6. Students may not go to or leave in their cars during the school day unless they have a pass from the Attendance Office.

Parking offenses:

- |                         |   |  |
|-------------------------|---|--|
| 1 <sup>st</sup> offense | = | 3 penalty hours  |
| 2 <sup>nd</sup> offense | = | 6 penalty hours, 10 school days off parking lot  |
| 3 <sup>rd</sup> offense | = | 1 day ACR plus parking privileges revoked for 60 school days.<br>Automobile may be towed at owner's expense. |

Reckless or unsafe driving may be reported to the police and a complaint may be filed. Students who drive carelessly or recklessly on campus will be reported to their parents and the school may administer disciplinary consequences for gross misconduct.

**BALLOONS:** Balloons are not allowed on campus during regular school hours.

**BULLYING:** (Board of Education Policies 7:20, 7:180, 7:185, and 7:190) Per the State of Illinois, bullying, teen dating violence, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. The School District will take disciplinary action against any student who participates in such conduct or who retaliates against someone for reporting incidents of bullying, teen dating violence, intimidation, or harassment. School bullies must be dealt with immediately and severely. Bullying relates to repeated behaviors such as teasing, taunting, intimidating, threatening, hitting, extortion, and any type of cyber-bullying or other electronic bullying that are initiated by one or more students against a victim. Bullying may also be indirect, such as planned social isolation of a student by other students and/or the spreading of rumors. The key unacceptable behavioral component is the attempt to intimidate or humiliate. Bullying will not be tolerated.

OTHS will immediately address bullying behavior. Students and parents/guardians need to immediately inform a teacher, guidance counselor, or social worker, and must inform a member of the administration of on-going problem situations that may be bullying.

**BUS CONDUCT:** (Board of Education Policy 7:220) The contracted bus company uses audio and video recordings on school buses while being used to transport students to and from school and school-sponsored activities. Misbehavior or fighting on the bus may result in loss of bus privileges immediately and/or permanently. School penalties may also be applied. Anyone receiving a bus conduct notice or creating a disturbance on a bus may be penalized as follows:

- |  |   |                                     |
|--|---|-------------------------------------|
| 1 <sup>st</sup> offense                | = | up to 5 school days bus suspension  |
| 2 <sup>nd</sup> offense                | = | up to 10 school days bus suspension |
| 3 <sup>rd</sup> offense and thereafter | = | up to 20 school days bus suspension |

**CELL PHONES:** See page 50.

**CHEATING:** See Academic Integrity Policy, page 32.

**CLASS SUSPENSION:** If a teacher sends a student from a class for misbehavior, the student must report immediately to the Attendance Office. A student suspended from school or an individual class will receive equivalent credit for work completed for their classes from the time of the suspension. Suspended students are responsible for requesting classwork from their teachers and completing their classwork while suspended. All requested classwork will be available to the student and will be due the day that the student returns to class and/or school. Students are required to turn in any projects due and make up any tests missed during their suspension immediately upon their return to class and/or school.

- |                         |   |   |
|-------------------------|---|---|
| 1 <sup>st</sup> offense | = | 1 to 3 school days suspension from class depending on the severity of offense. A notice will be mailed home to the parent/guardian. |
|-------------------------|---|---|

- 2<sup>nd</sup> offense = 1 to 3 school days suspension from class or a suspension from class for the remainder of that semester, depending upon the severity of the offense.  
A parent/guardian-teacher contact must be made after a student has been suspended from class for the second time.
- 3<sup>rd</sup> offense = Potential suspension from class for the remainder of the semester and assigned to a required alternative instructional setting. A parent/guardian-administrator contact will be made at the third offense.

Depending on the severity of the misbehavior, a student may be assigned to an alternative instructional setting on the first offense.

If the alternative setting is not successful in remediating the behavior, the student may be referred for a Disciplinary Review Hearing.

**COLLEGE DAYS:** Students are allowed to attend college days and must present documentation from the college proving attendance in order for the absences to be excused. Each day must be arranged in advance and verified through the Attendance Office.

**DANCES:** School dances are for students of OTHS who are in good standing with regard to OTHS policies and procedures. Students will not be allowed to attend school dances, nor will they be approved to attend other school dances, if the student has any outstanding fees. Students are not permitted to re-enter the dance after leaving. If an OTHS student is bringing a guest, then a guest request form must be completed and turned into a Vice Principal or an Assistant Principal prior to buying a ticket for the dance. The minimum grade level for all guests is the ninth grade and the maximum age is 20 years old. For a guest to enter a dance, he/she must be accompanied by an OTHS student. All OTHS students must show their student ID to be admitted into the dance and guests will be required to show a photo ID. OTHS students are responsible for their guests. Misbehavior at a dance may result in removal from the dance and/or other disciplinary penalties that may be applicable.

**DELIVERIES:** Food, flowers, gifts, etc. from outside businesses are not allowed to be ordered for delivery to OTHS during the school day.

**DISPLAY OF AFFECTION:** The school hallways and campus are not the places for public displays of affection. Such behavior is inappropriate for the school environment. A behavior referral may be issued and parents/guardians may be notified.

**DISRUPTION OR DISORDER:** OTHS strives to create a positive learning environment for all students. We will not allow disruption that negatively impacts the educational environment. In any such situation, individual students, or groups of students, who do not obey a teacher, staff member, or any other person in authority, may be penalized with a behavior referral, suspended, or expelled from school. District staff may use reasonable force as needed to maintain the safety of other students and may remove a student from the classroom for disruptive behavior.

**DRESS CODE:** Dress and appearance at school are a matter of personal taste, but student clothing which is inappropriate, revealing, obscene, or which disrupts the educational process will not be permitted. The school has the right to determine appropriateness based upon community standards, which include, but are not limited to the following examples:

Guidelines for Student Attire:

1. Top attire must touch bottom attire all the way around when a student is standing, sitting, or walking (no showing of mid-section)
2. Tank tops/camisoles are not permitted as tops. Strapless tops must have sleeves.
3. All undergarments must be covered by outer attire.

4. Bottom attire (skirts, shorts) must extend to the mid-thigh.
5. No holes are allowed in clothing above the mid-thigh.

Unacceptable Attire includes, but is not limited to:

1. Clothing with:
  - (a) ads, representations, or slogans about unlawful products, alcohol, weapons, tobacco, vapes, JUULs
  - (b) obscene or offensive language
  - (c) obscene, offensive or violent images
2. Dress indicating affiliation with any group that advocates dangerous or unlawful activity
3. Sagging pants (waistband of pants worn below hips) and/or pants that must be held to stay up
4. All chains/straps and all accessories with sharp or pointed protrusions
5. All hats, hoods and head coverings.
6. House slippers
7. Grills or fangs
8. Costumes, Halloween or other types, unless authorized by the administration

*Consequences:*

- 1<sup>st</sup> offense = Warning - Problem must be corrected. Note sent home.
- 2<sup>nd</sup> offense = 3 penalty hours
- 3<sup>rd</sup> offense = 6 penalty hours
- 4<sup>th</sup> offense = 1 day ACR

**ELECTRONIC DEVICES:** See page 48.

**EXTERIOR DOORS:** All exterior doors should be closed and locked at all times. Doors should never be opened to allow anyone to enter the building. Students found opening a locked door to let anyone in the building may be subject to penalties.

**EXTRA-CURRICULAR REGULATIONS:** All OTHS policies and rules will be in effect not only during school hours, but also on campus at any time, and at any off-campus activities officially involving OTHS students. (See page 44).

**FAILURE TO REPORT TO OFFICE:** Students dismissed from class due to discipline issues must report directly to the Attendance Office. Also, students called to the Attendance Office, or any other office, by a pass or over the intercom, must report immediately. Failure to report = 3 penalty hours

**FALSE REPORTS:** Any student fraudulently reporting another student for a violation of school policy may be subject to disciplinary action, which may include suspension.

**FAN BUS:** Fan buses are occasionally provided for students to away athletic contests. The opportunity to ride any fan bus is considered a privilege. Students will not be allowed to sign up for a fan bus if they have had any of the following academic/discipline issues in the current school year:

- Are on the academic ineligibility list
- Have received either a day of ACR or an out-of-school suspension
- Have received either a major or a minor skip
- Have had bus discipline referrals
- Have outstanding fee or fine balance with the District
- Other serious discipline/behavioral issues

All fan bus lists will be reviewed by OTHS administrators for final approval. Any student creating a problem on a fan bus will be subject to disciplinary action which may include exclusion from fan buses for the remainder of the school year.

**FIGHTING:** OTHS faculty and staff are available to help students with any conflicts they may have with other students. If a student feels there is potential for aggressive behavior, or a potential fight, he or she

should report that to school personnel. Aggressive verbal or physical behavior disrupts the educational environment. Students will not be allowed to engage other students in this manner.

- **Near Fight:** Any aggressive verbal exchange, argument, or confrontation that creates a scene, calls attention to itself, and/or threatens to erupt into a fight will not be tolerated. Students will not be allowed to engage other students in this manner. A student involved in a near fight situation may receive up to a 3 day suspension from school, depending on the situation.
- **Fighting:** Any intentional physical contact (hitting, slapping, punching, shoving, etc.) with another student is considered fighting. Disciplinary consequences apply regardless of who starts the altercation. Students are considered to be fighting if they make the first physical contact, as well as if they return physical contact. This behavior endangers the students directly involved, as well as innocent bystanders. Fighting of any kind or for any reason will not be allowed. Pursuant to Board of Education Policy 5:230, district staff may use reasonable force to keep students, personnel, and bystanders safe. Penalty procedures for students involved in a fight are as follows:
  1. A student may receive a 3 to 10 day suspension from school or possibly be referred for a Disciplinary Review Hearing before the Board of Education which may potentially result in an expulsion, depending upon the situation and the student's previous discipline record.
  2. Extracurricular/activity privileges will be revoked pursuant to "Withholding of Privileges" on page 17.
  3. A student may be arrested.
  4. Parents/guardians may be required to meet with the administration before the student is re-admitted.
  5. A student may be required to meet with the school counselor or social worker upon return to campus.
  6. A student may receive additional penalties if staff member instructions are not followed at the scene of the fight. If a student physically contacts school personnel, the penalties will be more severe.
- **Fight Spectator:** Students who stop to gather around a fight create a safety hazard and disturbance to the educational process at OTHS. Students who become instigators, onlookers, or attempt to record a fight may be subject to disciplinary action including suspension from school.

**FORGING NOTES, PASSES AND PHONE CALLS:** Any forged parent/guardian note, excuse, forged school pass, or forged phone call will be penalized.

1 <sup>st</sup> offense	=	3 penalty hours
2 <sup>nd</sup> offense	=	6 penalty hours
3 <sup>rd</sup> offense	=	1 day in ACR

**GAMBLING:** Gambling on school grounds is prohibited.

1 <sup>st</sup> offense	=	warning and parent/guardian notified
2 <sup>nd</sup> offense	=	3 penalty hours

**GANGS, SECRET SOCIETIES, FRATERNITIES OR SORORITIES:** Any form of organized group activity not approved by the school, hazing, or any action which is disruptive to the school environment in any way, will not be allowed and may result in immediate suspension. Our assessment of gang symbols, graffiti, or dress will be guided by law enforcement contacts and by current published materials about gangs. A second incident may result in a Disciplinary Review Hearing before the Board of Education which may potentially result in an expulsion. Any display of gang symbols, graffiti, etc. may result in disciplinary action and a parent/guardian contact.

**GROSS DISRESPECT/GROSS DISOBEDIENCE/GROSS MISCONDUCT:**

Acts of gross disrespect/disobedience/misconduct will be subject to disciplinary action.



Examples include but are not limited to the following:

1. Disrespect and insubordination, such as verbal or physical threats or abuse or failure to comply with a reasonable request, toward a teacher or other school employee
2. Intimidation of, or any attempt to intimidate, school personnel or other students
3. Repeated incidents of misbehavior, including repeated refusal to follow or to comply with schools rules and procedures
4. Actual or attempted extortion
5. Any act, which threatens the health or safety of any member of the campus community or which substantially disrupts, or threatens to substantially disrupt, the educational or disciplinary climate of the school. This would potentially include incidents that occur outside of school and/or school activities if there is a nexus to school.
6. Any sexually inappropriate activity
7. False reports/filing false reports

**HALLWAY/Common Area Conduct:** Students are expected to conduct themselves in a mature and orderly fashion when in the hallways and other common areas. Some behaviors that must not occur include, but are not limited to: yelling, running, horseplay, foul language, inappropriate public displays of affection, blocking hallways during passing periods, disrespect such as ignoring faculty/staff directives or repeating misbehaviors day after day, loitering. Penalties for hallway/common area misbehavior, in any combination, will be applied as follows:

1 <sup>st</sup> offense	=	warning and parent/guardian notified
2 <sup>nd</sup> offense	=	3 penalty hours
3 <sup>rd</sup> offense	=	6 penalty hours
4 <sup>th</sup> offense and any thereafter	=	ACR

**HALLWAY PASSES:** Students are not to be in the hallways during class periods unless they have a pass. Students should not leave class without a pass.

**IDs - IDENTIFICATION TAGS:** All students are issued a school-supplied ID at the beginning of each school year.

**Visible ID Policy:** While on the OTHS campus, from arrival to departure, all students must wear one school-supplied ID and school appropriate, break-away lanyard around the neck and front side of their body and on the outside of their clothing. The ID must be clearly visible at all times.

**Forgotten or lost ID:** Students who forget or lose their ID must take immediate action to obtain a valid ID. If a student is on campus after classes start or in class without an ID, the student will be sent to the Security Desk for a temporary or new ID. Penalties will apply as outlined below.

**Temporary ID:** A student may obtain 2 free temporary IDs each semester with no penalty (except a tardy if the student arrives late to class.) All temporary IDs must be visibly displayed on the front of the shirt. Once the semester's 2-temporary limit is reached, students must purchase a new ID each day they report to school without a valid ID.

**Penalties:** If a student is on campus before school or during school hours without an ID, the following penalties apply:

A tardy if the student must leave class for an ID

1<sup>st</sup> referral = recorded as warning

2<sup>nd</sup> referral = 3 penalty hours

3<sup>rd</sup> referral = 6 penalty hours

4<sup>th</sup> referral or more = 1 day ACR

**Related disciplinary action:** Students who must be reminded repeatedly to wear their IDs or

reminded repeatedly to display them properly are subject to disciplinary action.

**False IDs:** Any student found wearing someone else's ID, a false ID, a used temporary ID, or an ID issued from another school will receive 3 penalty hours. A student repeating this offense will face more serious consequences.

**Defaced IDs:** IDs that are defaced or decorated in any way are unacceptable. Any ID on which a student has affixed stickers, drawn, or cut is considered a defaced ID and will be confiscated. Students will be required to purchase a replacement at the cost of \$4.00.

**ID costs:** A replacement ID is \$4.00 and should be paid upon issuance. Sold separately, an OTHS cloth lanyard is \$3.00, and a plastic lanyard is \$1.00. Students may pre-purchase extra IDs.

**INSUBORDINATION:** Any student who does not promptly follow a teacher's or staff member's instruction is subject to disciplinary consequences.

**INTERNET USE POLICY:** See page 48.

**INTOLERANCE OF DIVERSITY/BULLYING, INTIMIDATION, AND SEXUAL HARASSMENT:** Pursuant to Board of Education Policy 7:20, no person, including a District employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

**LEAVING SCHOOL GROUNDS:** OTHS is a closed campus during school hours. Once students arrive at school, they may not leave the campus unless they have been released by the nurse's office and/or have received administrative approval. Students may not leave campus for lunch. Bus students who leave campus for any unexcused reason may not return to campus to ride the bus home.

Consequences for leaving school during the school day may include, but are not limited to: penalty hours, ACR, detentions, and/or suspensions.

**LOCKER POLICY:** Students may only use the locker they are assigned. Lockers are assigned to students on an individual basis and are not to be shared among students. Locker sharing can result in overstuffed and jammed lockers, property disputes, and other difficulties. Locker sharing, using any unassigned locker, and/or tampering with the locker, may be subject to disciplinary consequences.

**LUNCH PERIOD POLICY:** An independent food service contractor caters the OTHS breakfast and lunch program. Students may also bring lunches. Students are not allowed to leave campus for lunch. Food from outside businesses are not allowed to be ordered for delivery to OTHS during the school day.

Consequences for leaving school for lunch may include, but are not limited to: penalty hours, ACR, detentions, and/or suspensions.

Acceptable places to be during lunch:

- Cafeteria and restrooms designated for lunch use
- IMC to study (must report at beginning of lunch period)
- All other locations require a pass

Unacceptable areas:

- All academic halls
- All restrooms other than those designated for lunch use
- All parking lots
- All unsupervised areas outside of building
- All gymnasiums

### **MAKE-UP ASSIGNMENTS:**

**Absences:** Students may make up the work missed and receive full credit. It is the student's responsibility to present make-up work within a period of time equal to the number of school days absent plus 1 day. For example, a student absent 3 school days should present make-up work within 4 school days of his/her return to school. Please note that reports, assignments, tests, etc. announced while the student was in attendance must be presented or completed on the first day back at school or will be due as scheduled.

**Suspension:** (See Suspension Policy on page 16) Suspended students may receive full credit for work completed for their classes during the time of the suspension. Suspended students are responsible for requesting classwork from their teachers and completing their classwork while suspended. All requested classwork to be made up will be available to the student and will be due the day that the student returns to class and/or school. Students are required to turn in any projects due and make up any tests missed during their suspension immediately upon their return to class and/or school.

**MEDICATION:** (Board of Education Policy 7:270) Students are encouraged to arrange medication schedules so that medication is taken at home. When that is not possible, medication must be presented to the Nurse. All medications will be stored in the Nurse's Office. No prescription or non-prescription medication may be kept on the student's person or in their locker at any time. Medication Permission Forms may be obtained from the Nurse's Office or are available online from the school website. The school reserves the right to verify any medication the student has in his/her possession with the student's physician. Misuse of prescription or non-prescription medication may result in disciplinary action (See Alcohol and Other Drugs, page 18).

**Prescription medication—long term:** Medication should be in original prescription bottle indicating name of the medication, the dosage and the prescribing physician. The parent/guardian and the physician need to provide signed and dated notes permitting the student to self-medicate in the Nurse's Office. Students may keep their inhalers for asthma or (EpiPen®) on their person if they have made appropriate arrangements with the Nurse's Office.

**Over-the-counter medication—short term given as needed:** Medications should be in original manufacturer's packaging. Parents/guardians should provide a signed and dated note permitting the student to self-medicate in the Nurse's Office. Acetaminophen (generic Tylenol) is kept in the health office and will be available to students with a signed and dated note from their parents/guardians.

### **Administering Medicines to Students**

Medication may not be taken during school hours or during school-related activities, including field trips, unless it is deemed necessary by a licensed health care provider and the student's parent/guardian. When applicable, the parent/guardian should request the medication be dispensed to the student in accordance with the district's medication policy. (See MEDICATION, above)

No school district employee shall administer to any student, or supervise the self-administration of, any

prescription or non-prescription medication until a completed and signed medication form is submitted to the nurse's office. Students shall not possess or consume any prescription or non-prescription medication on school grounds or at school-related functions, including field trips, without appropriate signed consent forms.

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

### **Self-Administration of Medication**

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 medication 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.

**MODIFIED PHYSICAL EDUCATION:** See Physical Education Medical Exemption on page 40.

**NURSE:** Students should stay home from school if they have a temperature of 100 degrees or greater. They should remain at home until fever free, without medication, for 24 hours. A doctor's note is required for the absence to be medically excused. Any student who is ill may report to the Nurse's Office with a pass from his/her classroom teacher. Students who need to leave campus should contact their parent or guardian from the Nurse's Office. Any student who leaves school grounds without seeing the Nurse, an administrator, or the Main Office will be counted as skipping. Inappropriate use of the Nurse's Office can result in loss of privileges. For information regarding medications, see page 27.

**Dental Examination Requirements:** All 9<sup>th</sup> grade students are to show proof of a completed dental examination by May 15<sup>th</sup> of their 9<sup>th</sup> grade year. The completed dental examination form, provided by ISBE/IDPH, must be turned into the nurse's office by May 15 of a student's 9<sup>th</sup> grade year.

**Physical Examination Requirements:** The state of Illinois requires that all 9<sup>th</sup> graders and students new to OTHS provide a DHS Illinois School Physical examination and complete immunization record no later than October 15<sup>th</sup> of the current school year, or 30 calendar days after enrollment. Students will be excluded from school if their records are not complete. Many transferring schools do not provide this information without specific request. Forms must be filled out in entirety, including a health history to be completed and signed by a parent or guardian. A physician's assessment and signature is also required. Incomplete forms will be returned. Sports physicals and Boy Scout physicals cannot be accepted as new student physicals or for 9<sup>th</sup> grade physicals.

**Sports Physicals:** are required prior to the start of the season every year. All physical forms are available in the health office or from the school website.

**Student Health Condition Protocols:** OTHS has developed action plans to address student health conditions including, but not limited to, Asthma, Diabetes, and Food Allergies. Protocols are available on the Nurse's webpage.

**Illinois Eye Examinations:** Students that have transferred from OUT OF STATE are required to provide one of the following forms:

1. Illinois eye examination form completed within the last year
2. Illinois eye examination waiver, if criteria met

**Allergy Awareness Policy:** Reasonable accommodations will be made in the school environment to minimize the risk of contact with substances that have the potential to cause an allergic reaction in students or staff.

1. Students with allergies should contact the school Nurse for proper notification information.
2. Allergy Action Plans and Asthma Action Plans are available online at the school website.
3. Students with allergies may carry their Epi-Pens and/or inhalers on their person after the parent/guardian has completed and submitted the proper consent forms to the nurse's office.

**Diabetic Students:** Students with diabetes should make contact with the nurse's office at registration.

- A Diabetic Treatment Plan signed by the parent/guardian and physician is required for diabetes management during the school day. A form may be obtained from the school website or you may use one provided by your physician's office. The diabetic treatment plan will be utilized for medical accommodations as part of a Section 504 Plan or IEP.
- Students are responsible for maintaining their own supplies.

**Emergency Medications:** OTHS stocks, in the nurse's office, an EpiPen®, glucagon, inhaler, and an opioid antagonist for emergency use in the event of a severe allergic reaction, asthma attack, or opioid overdose. The EpiPen® and inhaler are not a substitute for medication prescribed to a student.

**Hearing/Vision Screening Formal Notification:**

1. All students will participate in a hearing/vision screening program. This is not intended to be a substitute for a complete examination by a physician.

**PENALTY HOURS:** Penalty hours are served through attending lunch/advisory detentions. All school rules are in effect during penalty hours. Students who are asked to leave for misbehavior or who are tardy will receive additional disciplinary consequences.

**PROFANITY:** Profanity and vulgar language are offensive and inappropriate. Students who use this language violate school rules. Disciplinary penalties may be applied.

**PROFANITY TO TEACHERS/STAFF:** Students who direct profanity personally at or to a teacher or staff member may be suspended from school for 3 to 10 school days. If the incident occurs in the classroom, the student may be removed permanently from the class.

**SEXUAL HARASSMENT/SEXUAL INTIMIDATION:** Pursuant to Board of Education Policy 7:20, 7:180, and 7:185, O'Fallon High School will not allow any student to be sexually harassed or sexually intimidated. Students with concerns or complaints should see the administrators, nurse, counselor, teacher or complaint managers as identified in the Board of Education Policy. A student or parent may file a formal grievance with the Superintendent pursuant to Board Policy 2:260. Any unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal, physical, or non-verbal conduct of a sexual nature is sexual harassment.

- Sexual harassment includes sexual intimidation, which means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment, or discomfort. Acts of sexual harassment or sexual intimidation may result in any or all of the following actions:
  1. Student(s) conference
  2. Parental/guardian contact
  3. Order to Cease and Desist Harassment Form
  4. Disciplinary action

**SITTING IN HALLS:** Students are not permitted to sit on the floors in the hallways at any time unless directed to do so by school personnel.

**SKATEBOARDING:** Skateboarding is prohibited on campus. Disciplinary penalties may be applied.

**SKIPPING/MISSING SCHOOL IN GROUPS:** Skipping school in groups is not the same as one student skipping because it creates unique problems. Therefore, the penalty will not be the same but will be determined by the circumstances surrounding the incident. This offense may result in suspension from school. Specific penalties are:

1. Students may receive up to a 3-day suspension from school.
2. Potential loss of privileges as outlined on page 17.
3. Seniors may lose the privilege of participating in the graduation ceremony.

**SKIPPING/MISSING SCHOOL OR SKIPPING CLASSES INDIVIDUALLY:** Students are considered "skipping" if they:

1. Miss 1 or more days of school without parental/guardian permission.
2. Leave school grounds after the school day begins, without parent/guardian contact to the school in advance, and without signing out.
3. Miss part or all of a class without permission in advance from the teacher or other school official.

All classes missed for skipping are counted as absences toward truancy.

- For skipping 3 hours or more ("MAJOR SKIP"). Penalties for skipping 3 hours or more do not begin over again at the semester:
  - 1<sup>st</sup> offense = 6 penalty hours
  - 2<sup>nd</sup> offense = 9 penalty hours
  - 3<sup>rd</sup> offense or more = 2-day ACR, plus mandatory counseling with counselor/social worker
- For skipping 2 hours or less ("MINOR SKIP"). Penalties for skipping 2 hours or less do not begin over again at the semester:
  - 1<sup>st</sup> offense = 3 penalty hours
  - 2<sup>nd</sup> offense = 6 penalty hours
  - 3<sup>rd</sup> offense or more = 1 day ACR

**SMOKING/ELECTRONIC CIGARETTES/VAPES:** In compliance with Illinois School Code and Board of Education Policies 7:190 and 8:30, tobacco use is prohibited on school property. No smoking or vaping will be allowed in any part of the buildings or grounds of District #203. Therefore, no student shall have in his/her possession tobacco or electronic cigarettes/vapor pens/JUULs in any form.

**Possession and/or use in any form:**

- 1<sup>st</sup> offense = 1 day ACR
- 2<sup>nd</sup> offense or more = Up to 3 days of suspension

**SOCIAL NETWORKING:** OTHS is required to provide notification to the student and his or her parent or guardian that the school may not request or require a student to provide a password or other related account information in order to gain access to the student's accounts and/or profile on a social networking platform. OTHS may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's accounts and/or on a social networking platform 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 make a factual determination.

**STEALING:** Theft is criminal, and students who steal will be disciplined. Penalties may include the following:

1. Parental/guardian notification
2. Penalty hours, ACR, or suspension, depending on the severity of the offense.
3. Charges may be filed with the O'Fallon Police Department
4. Appointment with a social worker or counselor

**STUDY HALL:** Students are assigned to study halls for two common reasons:

1. As part of their regular schedule
2. After being reassigned from an academic class for disciplinary reasons

**Study Hall Suspension:**

- 1<sup>st</sup> offense = 1 day suspension from study hall, depending on the severity of the offense
- 2<sup>nd</sup> offense = 1 day ACR
- 3<sup>rd</sup> offense or more = 2 days ACR

**TARDINESS:** Students are marked tardy when they are not in their seats when the bell rings, and/or are in violation of the teacher’s classroom tardy policies. If a student is late to class because he/she has been detained by the office, by a previous teacher, by a late bus, documented medical appointment, etc., this will not count as a tardy. Students must produce a pass as an excuse. Parent/guardian phone calls for arriving late to school will not excuse a tardy.

**Tardy Procedures and Penalties:** The following steps will be taken in disciplining students with excessive tardies to all classes: (cumulative per semester)

- 10 tardies = notify student and parent/guardian
- 15 tardies = 3 penalty hours
- 18 tardies = notify student and parent/guardian
- 20 tardies = 3 penalty hours
- 23 tardies = notify student and parent/guardian
- 25 tardies and every 5 tardies thereafter = 1 day ACR

Students going to class on a pass must arrive within 5 minutes of the time recorded on the pass or be counted tardy. If the time difference is excessive, it may be counted as skipping. Any student sent to the Attendance Office for a pass will be given a tardy.

**THREATS:** Verbal, written, and/or physical threats to any staff member or student will not be allowed. All threats will be investigated, and police will be involved whenever necessary. All threats are subject to disciplinary action and possible independent psychological evaluation. (Also see Gross Disrespect/Gross Disobedience/Gross Misconduct, page 24).

**Large Scale Threats of Physical Harm:** OTHS District #203 recognizes that large scale threats are of significant concern for the school. Whether actual or intended as a prank, these threats represent a potential danger to the safety and welfare of students and staff, and to the integrity of school property. These threats disrupt the instructional program and learning environment, and also place significant demands on school financial and personnel resources. These effects occur even when the threat proves to be false. No person shall make or communicate by any means, whether verbal or non-verbal, any type of large scale threat to students, staff, or to the OTHS buildings and grounds. Any student or employee who learns of such a threat must immediately report this information to school authorities and/or law enforcement.

Making a terrorist threat is a crime under Illinois law. Any students or other person making such a threat shall be reported to law enforcement for investigation or possible prosecution. Any student who makes a terrorist threat or large scale threat faces the possibility of expulsion from school.

**TRESPASSING:** Any non-OTHS student on campus without a visitor’s pass or without permission from the office is considered trespassing and subject to arrest. This includes ex-students, suspended or expelled students, and adults. (See Visitors on page 32)

**UNAUTHORIZED AREAS ON CAMPUS:** Any student in an unauthorized and/or unsupervised area may receive the following penalties:

- 1<sup>st</sup> offense = 3 penalty hours
- 2<sup>nd</sup> offense = 6 penalty hours

3<sup>rd</sup> offense = 1 day ACR

**VANDALISM:** Intentional damage to the school building, its equipment, school grounds, or school property is intolerable. Vandalism of vehicles on school grounds is a criminal offense with criminal consequences. Vandalism of any kind related to any OTHS activity may result in restitution and/or criminal charges. Any act of vandalism will be subject to the following penalties:

1. Restitution for damages in lieu of arrest, or restitution plus arrest, depending on circumstances, and
2. Up to a 10 day suspension and may result in a Disciplinary Review Hearing before the Board of Education which may potentially result in an expulsion

**VISITORS:** All visitors to OTHS must have a valid driver's license, state-issued ID, or military ID to present at the security desk upon arrival at the building. The ID will be used to conduct a background check. It is recommended that, in an effort to ensure immediate attention or service, contact be made in advance to set up an appointment. Please contact the Main Office for assistance.

- All visitors: All visitors must report directly to the security office to sign in and to receive visitors' passes to wear while they are on campus.
- Former OTHS-student visitors: Only OTHS graduates and former students who left in good standing may visit during the school day, and then only by appointment.

**WEAPONS OR LOOK-ALIKE WEAPONS:** 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 subject to a Disciplinary Review Hearing before the Board of Education which may potentially result in expulsion for a period of at least one calendar year but not more than two calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24-1 of the Criminal Code of 1961 (720 ILCS 5/24-1).
2. A knife, billy club, brass knuckles, or other knuckle weapons regardless of their composition.
3. Any other object, if used or attempted to be used to cause bodily harm, including look-alikes of any firearm as defined above.

The Superintendent or designee may grant an exception to this policy, upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

## **ACADEMIC POLICIES**

### **ACADEMIC INTEGRITY**

#### **OTHS' Philosophy of Academic Integrity**

O'Fallon Township High School believes in creating an atmosphere of learning to foster honesty, responsibility, and honor to establish an environment where academic integrity is the expectation. Honesty to one's self, academic work, and to others is a defining parameter of academic integrity. We believe honest educators and learners are proud of individual initiative and accomplishments. Grades earned should accurately reflect the initiative of one's own efforts for the pursuit of academic excellence. All stakeholders within the OTHS community have a responsibility to one another to promote, teach, and learn the components of academic integrity. All learners must take personal responsibility for his/her education to capitalize on his/her educational experience.

As an educational community, we believe honor is the defining parameter of academic integrity. Educators and learners will respect the contribution, work, and thought of others through proper recognition.



### **Violations of Academic Integrity**

Academic dishonesty refers to cheating, copying, plagiarizing, or otherwise representing the work of others as one's own through verbal, written, graphic, electronic, or other means.

This list is to serve as a guide and is not all inclusive.

- Cheating
  - Using or transmitting material not permitted by the instructor during a test, including stored information on electronic devices
  - Copying answers from a student
  - Submitting the same paper for two different classes
- Plagiarism
  - Copying ideas or exact wording from published sources without indicating from where the words or idea came
  - Paraphrasing from sources without citing where the information originated
  - Copying the work of another and submitting it as your own
  - Having another person write the paper with and/or for you
- Facilitating Academic Dishonesty
  - Allowing another student to copy an assignment that is to be done individually
  - Allowing another student to copy answers during an exam
  - Taking an exam or completing an assignment for another student
- Digital Citizenship
  - Failure to cite graphic, audio, or video file
  - Copyright violations
  - Illegal downloading

### **Consequences for Academic Dishonesty**

OTHS will keep an ongoing database of all cases of academic dishonesty that will span the duration of the student's high school tenure.

Academic Honesty Violations May Include, but are Not Limited to:

- A zero for a portion or for all of the assignment
- Parent/guardian notification and/or meeting with parents/guardians
- Suspension and potential recommendation to the Board of Education for a Disciplinary Review Hearing
- Notification to any faculty member writing a letter for college and/or academic purposes
- Removal from Academic Honor Organizations
- Removal from class with a failing grade applied

**ADVANCED PLACEMENT® (AP®) COURSES:** Students have the opportunity to potentially earn college credit by enrolling in the Advanced Placement® (AP®) Courses offered at OTHS. Students must meet academic criteria to enroll and are responsible for any fees associated with the class and exam. Earning college credit is contingent upon a student's score earned on the optional AP® Exam and the credit the higher education institution awards for the scores earned. Colleges and Universities have varying practices for the awarding of credit for AP® Coursework. Students are advised to research this information for the schools they may wish to attend. Information on AP® Coursework is available from the guidance counselors and/or instructors of the AP® Classes.

Parents can sign a parent override form to have his/her student placed in an AP® class. The student must remain in the class until the end of the semester for which the override form has been signed. Contact the guidance department for additional information.

**AUDITING PROCEDURE:** It is possible for a student to audit a class with approval of parent/guardian, teacher, administrator, counselor. Auditing a class consists of taking the class but not receiving credit. The following criteria must be met when auditing a class:

1. It must be a 6<sup>th</sup> class in the student's schedule and 4 of the 6 must be academic, GPA eligible courses.
2. There must be space in the class.

3. The student is expected to comply with all requirements of the class: attendance, discipline, homework, tests, projects, etc.
4. If a student fails to meet any of the criteria, they will be dropped from the class.

**CLASS LOAD:** All freshman and sophomore students must enroll in a minimum of six classes plus advisory per day. Junior students must enroll in a minimum of five classes plus advisory per day. Senior students who are not involved in OTHS athletic or extracurricular activities for which eligibility must be maintained, may take as few as four OTHS subjects (excluding IVS and credit recovery) plus advisory per day. Students taking fewer than five OTHS subjects (excluding IVS and credit recovery) are not eligible to participate in extracurriculars nor credit recovery.

Students participating in any extracurricular activity must adhere to eligibility guidelines.

Students electing to take a reduced class load must make sure they are meeting OTHS graduation requirements. A reduced class load option is not available for students at risk of failing to meet graduation requirements.

The beginning and end time for students involved in a reduced class load will not necessarily align with the start or end time of the OTHS school day. The student schedule will vary depending upon the courses in which the student is involved. The courses will run consecutively.

Students taking a reduced class load must provide their own transportation as they will not be allowed to spend the hours before or after their assigned schedule on campus unless administrative approval is granted in advance.

**CLASS RANK:** Class rank will only be calculated for students enrolled in grades 9-12, working toward a high school diploma, and taking a minimum of 3 GPA-bearing classes. Class rank is only calculated at the conclusion of each semester.

**COLLEGE ENTRANCE REQUIREMENTS AND RECOMMENDATIONS:** It is very important that students planning to attend college begin the planning and researching of admission requirements early in their high school career. Students should check entrance requirements of potential colleges and plan high school course work and extracurriculars accordingly.

Most colleges or universities require a minimum of 15 units of academic credit and graduation from an accredited high school for entrance. Counselors are available to help students with this important planning and research.

Most Illinois state universities have adopted the following course requirements set by the Illinois Board of Higher Education (IBHE) together with set college test scores and class rank for admission to their institutions:

English	4 years
Mathematics	3 years (introductory through advanced algebra, geometry, trigonometry)
Social Studies	3 years (emphasizing history & government)
Science	3 years (laboratory sciences)
World Language	2 years (music or art may possibly substitute)

**COURSE PLACEMENT AND CHANGE OF LEVEL REQUEST:** Students are placed in courses based on historical data of past student performance. However, parents/guardians have the option to override the placement of their student. If this is desired, a "Parent Request for Change of Level" form can be requested through guidance and must be processed prior to the start of the semester. The student must meet with a guidance counselor and the student/parent must agree to adhere to the requirements of the Change of Level including:

- Student must remain in the course for the duration of the semester

- Student must learn, prior to the start of the course, any material/content for which he/she may be deficient

Additional information and expectations are explained in the "Parent Request for Change of Level" form. Students and families are expected to fully understand the contents of this override form and are responsible to seek clarification for complete understanding of the form's contents prior to signing the form. The form is available on the guidance webpage.

**CREDIT FOR ALTERNATIVE COURSES, PROGRAMS, AND COURSE SUBSTITUTION** (Board Policy 6:310)

Enrollment in SWIC for 5<sup>th</sup> Year Students

A fifth year student can enroll at SWIC and earn credit toward high school graduation under the following parameters:

1. The student must receive departmental chair approval
2. The student may take up to 4 classes at SWIC earning two credits toward graduation
3. The student must meet with and coordinate all course selections with his/her OTHS guidance counselor

Virtual Learning, Distance Learning, Online Courses

A student may enroll in a virtual, distance, or online course if the student (a) has been expelled and so offered by the Board of Education, (b) needs to engage in credit recovery for graduation (failed classes), (c) enrolls in courses not offered at OTHS (as a 6<sup>th</sup> or 7<sup>th</sup> class or during the summer), (d) enrolls in OTHS created and administered online courses, (e) enrolls in a virtual or online course during the summer, (f) is homebound due to medical reasons and coordinates it through the OTHS homebound coordinator, and/or (g) as assigned by the administration. Enrollment in virtual, distance, or online classes is allowable under Board Policy 6:310. Beginning academic year 21-22, Virtual AP® courses and Honors courses will be weighted. More information can be found on the OTHS website.

Virtual classes taken during the fall or spring semester do not count toward current semester's eligibility. A virtual class (not credit recovery, but a complete course) taken during the fall, spring, or summer semester will count toward the subsequent semester's eligibility provided the course is completed by the OTHS due dates.

**CREDIT POLICY** One half (1/2) unit of credit is earned in courses that meet for one class period per day for one semester. The total number of required credits for graduation is 21. Transfer credits must be from an accredited educational institution.

Exceptions:

Driver Education	1/4 credit per quarter (9 weeks)
Lab Assistant	1/4 credit per semester
Technology Essentials	1/4 credit (9 weeks)

**CREDIT RECOVERY:** OTHS offers an in-house credit recovery program for students that have failed courses and/or are at risk of graduating on time. Students must be enrolled in class load requirements as defined on page 34 in the OTHS Handbook and are responsible for the course fees. Course selection and enrollment will be coordinated with an OTHS Guidance Counselor.

Credit Recovery Classes do not count toward a student's current semester eligibility. Credit Recovery Courses taken during the summer, and passed, would count toward credit earned toward the spring semester and therefore count toward a student's eligibility for the fall. Credit Recovery Courses taken during the fall and passed, do not count toward a student's eligibility for the spring as those credits cannot be applied to a previous semester for subsequent semester's eligibility. All Credit Recovery Courses are designated as pass/fail, do not have final exams, and are not calculated into a student's GPA.

**DELAYED ENROLLMENT:** If a student has not been enrolled at a previous high school and wishes to enroll at OTHS, the student can do so during the first 6 weeks of the semester. However, work must be made up in an expedient manner. If a student wishes to enroll after the first 6 weeks and was not previously enrolled at another school, he/she is allowed to audit the class and will not receive credit for the course. See Auditing procedure on page 33.

**DRIVER EDUCATION:** The driving age in Illinois is 18, unless the applicant has passed a high school driver education course. "The course of instruction required of each eligible student at the high school level shall consist of a minimum of 30 clock hours of classroom instruction and a minimum of 6 clock hours of behind-the-wheel instruction in a dual control car on public roadways taught by a certified driver education instructor." Statutory Citation: 105 ILCS 5/27-24.2 "...At least 1 hour of observation time is required for each hour of behind-the-wheel instruction (a total of 6 hours)." Administrative Rule: 23 Ill. Admin. Code Part 252.20(c)(3) A student not in attendance 30 hours (1800 minutes) of classroom, will be dropped from class and their permit will be cancelled, with no refund.

To enroll in the Driver Education course at O'Fallon Township High School, students must be 15 years of age when the class begins. "Each student must be enrolled in high school and receive a passing grade in at least eight courses during the previous two semesters prior to enrolling in a driver education course. If a pupil is a freshman, school districts may count passing grades from the last semester of the student's eighth-grade school year." Statutory Citation: 105 ILCS 5/27-24.2 Administrative Rule: 23 Ill. Admin. Code Part 252.25(a)(1)

The state of Illinois requires multiple components to earn your Driver's License. One component is each student must have his/her permit for 9 months before he/she can obtain an Illinois Driver's License. OTHS will make every effort to place each student in Driver Education the quarter after he/she turns 15 years of age if the student's academic requirements have been met and there are openings in the Driver Education classes being offered.

**DUAL CREDIT COURSES:** Students have the opportunity to earn dual credit in a variety of courses through St. Louis University and Southwestern Illinois College. Students must carry a recommended cumulative GPA of 3.0 or greater (refer to course catalog for specific requirements per course), have written endorsement from the principal, counselor, or school designee, and have teacher approval for each course. Students must complete the registration paperwork (SWIC and SLU), meet the minimum testing or eligibility requirements (SWIC), apply for an ID (SWIC), and pay tuition by the deadline (SLU) to be eligible to earn dual credit. Students enrolled in Honors Accounting I and Accounting II have the opportunity to take a qualifying exam (AICPA – American Institute of Certified Public Accountants) and colleges have the opportunity to award credit per their independent practices. Information on Dual Credit Courses is available from the online course catalog, or counselors and/or instructors of the dual credit courses.

**DUAL ENROLLMENT:** OTHS offers a dual enrollment program, Running Start, with Southwestern Illinois College (SWIC) for a maximum of 20 students per grade level. Eligible students must meet all qualifying criteria (a cumulative GPA of 3.5 and a B or higher in Honors Geometry), attend OTHS during the second semester of their sophomore year, and are selected during their sophomore year for enrollment in the program their junior and senior year. If there are more than 20 students that apply, students will be ranked by weighted GPA with the top 20 students being selected. Students participating in this program can be required to return to OTHS when deemed appropriate. Participating students must understand they may encounter conflicts with athletics/extracurriculars and will not receive the same level of OTHS communication/resources as students that attend classes at OTHS.

Running Start Students are able to earn an associate's degree by attending and completing all required courses at SWIC. Graduation requirements for both institutions do vary and both must be met to earn a diploma from both institutions.

**EARLY BIRD:** Early Bird coursework may be an option for 10<sup>th</sup> – 12<sup>th</sup> grade students that wish to take

additional coursework or to shift their school day to begin and end one hour before the typical school day. Early bird is on a request basis and not guaranteed. Students taking early bird must provide their own transportation.

**EARLY GRADUATION OPTION:** A student must have met all graduation requirements to be a December graduate in his/her senior year and will not be eligible for participation in spring semester extra-curricular activities. The Board of Education at O'Fallon High School mandates that a student must complete a minimum of 7 semesters of course work before graduating.

**EQUAL EDUCATIONAL OPPORTUNITIES (Board of Education Policy 7:10):** O'Fallon Township High School is committed to equal educational and extracurricular opportunities shall be available for all students without regard to color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, actual or potential marital or parental status, including pregnancy. Further, the District will not knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status, except that the District remains viewpoint neutral when granting access to school facilities under School Board policy 8:20, Community Use of School Facilities. Any student may file a discrimination grievance by using Board policy 2:260, Uniform Grievance Procedure.

**FINAL EXAMS:** Final exams are scheduled to take place on the last 3 days of each semester. A doctor's excuse or other third-party documentation, as approved in advance by the administration, will be required for students to miss final exams. Snow/emergency days may extend the school year, thereby delaying final exam dates. Families are not to schedule appointments or vacations for students during final exams. The schedule on exam days is as follows:

DAY ONE EXAMS

1<sup>st</sup> Hour Exams

2<sup>nd</sup> Hour Exams

3<sup>rd</sup> Hour Exams

DAY TWO EXAMS

7<sup>th</sup> Hour Exams

6<sup>th</sup> Hour Exams

Early Bird Exams

DAY THREE EXAMS

4<sup>th</sup> Hour Exams

5<sup>th</sup> Hour Exams

- If a student misses 1<sup>st</sup> Semester final exams, he/she will be expected to make up these exams no later than the first 3 school days of the second semester. Students will not be permitted to complete 1<sup>st</sup> Semester final exams before the scheduled exam period.
- If a student misses second semester final exams, he/she will be expected to make up these final exams no later than the first week of summer school. Students will not be permitted to complete Second Semester final exams before the scheduled exam period.
- P.E. students, students assigned to study hall as part of their regular schedule, students with advisory/lunch periods, do not need to be present during that assigned hour. Students in study hall because they have been put out of class or are serving penalty hours, must be present. Students are not allowed to leave campus and then return back to campus once they are here. No parent/guardian notes or parent/guardian phone calls will clear students for leaving and returning.

**GOVERNMENT PROFICIENCY TEST:** Students transferring to OTHS with credit for government-related course work or with credit required by the state of Illinois for demonstrating the knowledge and understanding of the United States Constitution, but not the Illinois constitution, should see their counselor regarding the administration of an Illinois Constitution proficiency test.

**GRADE POINT AVERAGE AND CLASS RANK:** The weighted cumulative grade point average of students at O'Fallon High School is calculated on all academic classes assigned a grade (A,B,C,D,F). Students are ranked according to a weighted cumulative average within their graduating class. Class Rank can be found in the Gradebook feature of Skyward. Class rank is updated only at the conclusion of every semester.

Non-GPA Courses

Physical Education

Lab Assistant

OTHS Credit Recovery Courses

The grading system below will be used.

	Regular Course	Honors/AP Course		Regular Course	Honors/AP Course		Regular Course	Honors/AP Course
A+	4.00	4.33	B-	2.67	3.00	D	1.00	1.33
A	4.00	4.33	C+	2.33	2.67	D-	0.67	1.00
A-	3.67	4.00	C	2.00	2.33	F	0.00	0.00
B+	3.33	3.67	C-	1.67	2.00			
B	3.00	3.33	D+	1.33	1.67			

**GRADE REPORTS:** Student academic progress is accessible at any time through Skyward. If you need a printed report, visit the Main Office.

**GRADING SCALE: O’Fallon Township High School’s grading scale is as follows:**

Grade	Percentage	Grade	Percentage
A+*	97 and above	C	73 - 76
A	93 - 96	C-	70 - 72
A-	90 - 92	D+	67 - 69
B+	87 - 89	D	63 - 66
B	83 - 86	D-	60 - 62
B-	80 - 82	F	59 and below
C+	77 - 79		

\*A+ is an honorary designation representing superior achievement and does not carry additional grade point average weight above that awarded for a grade of A.

**GRADUATION CEREMONY PARTICIPATION:** Participation in the graduation ceremony is a privilege earned by students that have successfully met all graduation requirements, and behaved in accordance to the expectations for acceptable student behavior as outlined in the student handbook. At any time deemed necessary, a student’s participation may be denied as determined by the administration.

**GRADUATION REQUIREMENTS:** In order to earn a diploma from O’Fallon Township High School, a student must be enrolled in OTHS within the first 6 weeks of his/her final semester and earn a minimum of 2 academic credits. In addition, a student must complete at least 7 semesters of course work, earn 21 units of credit, pass the US and Illinois Constitution test, and successfully complete the following:

- 8 semesters of English: 4 of the 8 semesters must be writing intensive coursework. The academic expectation is that a student will take at least one English course every semester
- 6 semesters of Mathematics: Must include 1 year of Algebra and 1 year with Geometry content.
- 5 semesters of Social Studies: Must include 2 semesters of United States History and either a semester of Civics in the freshman year or a semester of Government in the sophomore, junior or senior year
- 4 semesters of Laboratory Science: 2 semesters life science and 2 semesters physical science
- 1 semester of Personal Finance or equivalent
- 1 semester of Health
- 2 semesters of electives from art, music, world language, or Career Tech Education
- 4 semesters of Physical Education. (See Exceptions: Physical Education page 40)

**HOME SCHOOL CREDITS:** O’Fallon High School will honor home school credits provided the credits have been earned through an accredited home school program. In addition, the home school program must send an official transcript, provided by an accredited home school agency, to OTHS once the classes are complete. Contact the OTHS Registrar for more information.

**HONOR ROLL:** Honor Roll recognition is earned by students for academic achievement and is based on the semester, weighted GPA. There are two tiers of recognition: Honor Roll for students earning a 3.300 to 3.799 and High Honor Roll for students earning a 3.800 and above. To be eligible for honor roll, a student must carry at least 3 GPA eligible subjects.

**HONORS CLASSES:** O'Fallon Township High School offers honors classes for those students who qualify and desire to participate. The following criteria are used to determine honors placement:

- Current Grades
- Placement Scores
- Teacher Recommendations

Parents can sign a parent override form to have his/her student placed in an honors class. The student must remain in the class until the end of the semester for which the override form has been signed. Contact the guidance department for additional information.

**HONORS UPON GRADUATION:** At the time of graduation, O'Fallon Township High School will assign honors to those students who have distinguished themselves with superior academic performance during their high school career. These honors include: summa cum laude, magna cum laude, and cum laude. Students who are candidates for graduation with a weighted cumulative grade point average greater than or equal to:

- 4.000 for all work completed will be recognized as "Summa Cum Laude"
- 3.900 for all work completed will be recognized as "Magna Cum Laude"
- 3.800 for all work completed will be recognized as "Cum Laude"

National Honor Society recognizes students who have a cumulative weighted grade point average greater than or equal to 3.5 and who meet the service, leadership, and character requirements as indicated in Article IX of the NHS Constitution. Students earning Cum Laude and/or National Honor Society recognition will be issued a stole that must be returned at the conclusion of the graduation ceremony. Non-OTHS adornments, awards and recognitions are per the discretion of the administration.

**IN LOCO PARENTIS:** *In loco parentis*, which means "in place of a parent" or "instead of a parent," refers to situations in which someone other than a biological parent acts in a parental capacity. Administrators and teachers fall under the *in loco parentis* doctrine for students while the students are under their care.

School Districts have an obligation to maintain discipline and order in schools pursuant to Illinois School Code. Both the *in loco parentis* doctrine and the Illinois School Code allow the District to search students and/or to interview students when there is a reasonable suspicion that school rules and/or the law have been violated, and/or when there is a risk to school safety. Administrators and teachers are not required to contact parents/guardians in advance of the search or interview.

**INCOMPLETE GRADES:** Incomplete grades must be resolved within the following time frames following the conclusion of a semester.

- A. 6 weeks for a semester class
- B. 3 weeks for a quarter class

Any exceptions require medical documentation.

**INSTRUCTIONAL MATERIALS:** (Board Policy 6:210) Parents/Guardians have the right to inspect instructional materials used as part of the curriculum and should contact the District Office if they wish to do so.

**LAB ASSISTANTS:** If a student is a lab assistant, he/she must be enrolled in 4 GPA eligible classes in addition to the course where he/she serves as the lab assistant (5 courses total). Note: A class assignment of a lab assistant does not count toward eligibility.

**LETTERS OF RECOMMENDATION:** Students often need recommendations from teachers, counselors, and

administrators for jobs, colleges, and scholarship applications. The student should personally make the request of the teacher and provide the name, address, and any other information available for the writing of the recommendation. When students request recommendations from teachers, they should provide a list of the classes and/or a list of the sports and/or activities in which they have participated. Students should plan ahead to allot a two week window for the educator to write the letter. The teacher will submit the recommendation in the format that is required.

**NCAA ELIGIBILITY:** NCAA eligibility is the sole responsibility of the student and parent/guardian. If a student intends to play a competitive sport at a Division I or Division II college or university, it is the responsibility of the potential student-athlete and their parent/guardian to:

1. Register with the NCAA Clearinghouse at [www.eligibilitycenter.org](http://www.eligibilitycenter.org). This process includes submitting ACT scores directly to NCAA as well as submitting initial and final high school transcripts.
2. Communicate their interest to his/her Guidance Counselor for assistance with course selection\*
3. Meet NCAA academic eligibility requirements per the NCAA website
4. Review OTHS course selections to make sure they are NCAA eligible. A software program, Core Course GPA, is provided on the OTHS Athletic Department website to assist families with course selection.

\*Course selection is a primary component of NCAA eligibility and should begin as early as freshman year.

Please note, not all courses at OTHS are NCAA approved. NCAA-approved courses are noted in the course catalog within each department by the designation: **NCAA**

**PHYSICAL EDUCATION:** Students are required to take 4 semesters of Physical Education and 1 semester of Health to meet graduation requirements except in the following cases:

1. Every successfully completed semester of AFJROTC counts for 1 semester of PE exemption. If a student successfully completes 4 semesters of AFJROTC, he/she has fulfilled the 2 year PE requirement.
2. Every successfully completed Marching Band course and competition season counts for 1 semester of PE exemption. If a student successfully completes 4 Marching Band semesters of coursework and competition seasons, he/she has fulfilled the 2 year PE requirement.
3. A junior or senior that participates in and completes an inter-scholastic athletic program can be exempt from 2 semesters of PE. A maximum of 1 semester of exemption can be earned during each of the 11<sup>th</sup> and 12<sup>th</sup> grade years, regardless of number of seasons and/or number of sports involved. Seniors who lack sufficient course credits for graduation, who have failed a required course, who have transferred into OTHS with deficient credits, or who lack credits due to other causes. This is a rare exception and individually considered. Any student with a Doctor's excuse may substitute an academic class during the semester that he/she has been excused. However, this does not satisfy the PE requirement.

**PHYSICAL EDUCATION MEDICAL EXEMPTION:** A physician's note that restricts full participation in P.E. must be turned in to the nurse's office. A physician's note that modifies the student's activity level in P.E. should be coordinated with the nurse and the instructor based on the current P.E. unit.

Under no circumstances will a student be allowed a medical exemption from PE and be allowed to participate in extracurricular athletics or clubs having physical activity components.

If a student is enrolled in PE and has a doctor's note excusing him/her from physical participation in the class in excess of 25 school days, the student:

1. May remain in the class and receive a transcript designation pursuant to policy.
  - a. The student will lose academic credit in PE.
  - b. The student will satisfy 1 semester of PE requirement through non-physical participation and observation if passing the class at the time of the medical exemption.
2. May withdraw from the class and receive a transcript designation pursuant to policy.



- a. The student will not receive academic credit.
- b. The student will not receive a PE requirement toward graduation.
- c. The student will be assigned to a study hall or to a course of the student's choosing, dependent upon the timing of the withdrawal and availability of space in the desired course.
- d. The student is expected to re-take the PE class.

**RESTRICTIONS ON ENROLLMENT:** (Board Policy 7:50) Re-enrollment shall be denied to any individual 19 years of age or above who has dropped out of school and who could not earn sufficient credits during the normal school year(s) to graduate before his or her 21st birthday. Before being denied re-enrollment, the District will offer the individual due process as required in cases of expulsion under policy 7:210, Expulsion Procedures. A person denied re-enrollment will be offered counseling and be directed to alternative educational programs, including adult education programs that lead to graduation or receipt of a GED diploma. This section does not apply to students eligible for special education under the Individuals with Disabilities Education Improvement Act or accommodation plans under the Rehabilitation Act, Section 504.

**RETAKE CLASSES:** A student may retake a full academic class to (1) increase their knowledge, (2) improve their grade, or (3) to meet a prerequisite needed for another academic class. All classes taken will be calculated in the student's GPA, will appear on the student's transcript, and credit assigned accordingly. A student is not allowed to earn credit for the same class if he/she earned a passing grade both times unless OTHS requires the student to repeat the course. When required by OTHS to repeat a class that was previously passed, the second time the credit is earned, the credit will be counted as an elective credit.

## **SCHEDULE CHANGES:**

### **When or If a Schedule Change Can Occur**

#### A. Schedule change will only be made under the following circumstances:

1. Lack of Prerequisite
2. Scheduling Error
3. Summer School Adjustment
4. Graduation Requirement Deficiency
5. The student option to transfer from any teacher's class if he/she has previously taken that same class from that particular teacher and failed
6. Class must be canceled due to insufficient enrollment
7. OTHS Initiated Change
8. Pursuant to IEP/504 or homebound needs

#### B. Schedule Changes Will Not Be Granted in the Following Circumstances:

1. Request to change student lunch hour
2. Request for a different teacher
3. When a student/guardian signed a Change of Level Form to be placed in a course higher than the OTHS recommended course.

#### C. Space and Authorization for a Schedule Change

1. Schedule changes will be considered on a space available basis if a request to change a student schedule does not cause a section overload.
2. Parent/Guardian Authorization is required to drop a class for a student initiated level change.

## **Types of Class Changes in a Student's Schedule**

There are four types of class changes that can occur in a student's schedule:

1. Course changes prior to the start of a semester
2. Changing from one class to a different class on or after the first day of student attendance
3. Dropping a course after the first day of a semester and not replacing that class

4. Student or Teacher initiated level change (example – honors class to a regular class). This would be honored only if there is space available and if the student/family did not sign a Change of Level Form

Course Change Prior to the Start of a Semester:

Prior to the start of a semester, students may make course changes provided they A) Fall within the acceptable reasons mentioned above and B) Meet with a guidance counselor.

Changing from One Class to Another Class On or After the First Day of Attendance:

A student may only be permitted to change the class selections per the circumstances outlined in Section A above.

Dropping a Course After the First Day of a Semester and Not Replacing the Class:

A student may not drop a course automatically. The Guidance Office will ensure that the course is not a required course and that the course drop will not jeopardize graduation requirements. A drop slip form must be signed by the teacher and parent/guardian. If the class drop is approved, students may be placed in a study hall or a free hour if class load, schedule, and time permit.

The deadline to drop a semester course will be the first 10 school days of a semester without the course reflecting on the student's transcript. A student who withdraws from a course within the first 6 weeks, but after 10 school days, will receive a "W" grade for that course on his/her transcript. "W" grades are not included in computing GPA. A student who withdraws after the first 6 weeks of a semester will receive a "WP" if passing at the time of withdrawal or a "WF" if failing at the time of withdrawal. A "WF" is calculated into his/her GPA.

Student or Teacher Initiated Level Change:

A teacher initiated course level change may occur when deemed academically appropriate. A teacher initiated level change requires permission from the department chairperson, school counselor, and parent/guardian. A student initiated level change requires an academic review with a guidance counselor and a signed Parent Request for Change of Level Form on file.

**SEMESTER GRADES:** Credits for passing grades are issued at the end of each semester. Progress throughout the semester may be monitored by students and parents/guardians through Skyward. Semester grades are determined by the following formula:

Semester Work = 80%  
Semester Exam = 20%  
Semester Grade = 100%

**Note:** Classes that meet for only nine weeks calculate the final exam as 15% of the course grade.

**SPECIAL EDUCATION CLASSES:** We offer special education classes and resources to students meeting special education eligibility.

**STATE SEAL OF BILITERACY:** OTHS students have the opportunity to test for the Illinois State Seal of Biliteracy or Commendation toward Biliteracy. OTHS students take the AAPPL assessment during the spring semester and are responsible for the assessment fee of approximately \$25. Students must meet proficiency standards in both English and the target language. The Seal of Biliteracy and/or Seal of Commendation are noted on the diploma and transcript. Questions should be directed to the World Language Chair, Mrs. Libby Magee (mageel@oths.us) or the Assistant Superintendent, Martha Weld (weldm@oths.us).

**SUMMER SCHOOL:** Summer School curricular offerings, as well as policies pertaining to Summer School, are determined during the Spring semester. Summer School, when offered, is on a tuition basis.

**TITLE I: - PARENT INVOLVEMENT POLICY (Board of Education Policy 6:170):** O'Fallon Township High School District #203 is committed to and encourages parent involvement in the Title One Program. Title

classes provide students a more concentrated one-on-one setting in which they may increase their skills and confidence. The Title One Program will involve parents through the following activities:

1. To inform parents, in writing, of the selection of their student to participate in Title One instruction and to give parents specific information about the course(s) involved.
2. To conduct an annual meeting for all Title One parents to explain and to discuss the program. We know parents want to know how they can best help their student, and we want to listen to parents and advise them on how we can work collectively to help their student succeed.
3. To conduct parent/teacher conferences, report on each student's progress, or involve parents in helping to continue successfully working with their student.
4. To conduct other parent involvement activities that may be timely and appropriate, such as phone contacts, training activities for parents, parent surveys/questionnaires, and encourage Title parent participation in all school parent opportunities applicable to them.
5. To ensure that district parents will be represented by several parent members at the community outreach meetings contributing to school improvement initiatives.

**TRANSCRIPTS:** Official transcripts will be sent electronically using Docufide Sender®, via Parchment™. eTranscripts are fully secure and FERPA compliant. A Student Records Release Form must be on file at OTHS for official transcripts to be requested and sent. Release forms are part of the OTHS registration process. Per the law, if a student is 18 years old, only the student may request a transcript.

A student may obtain an unofficial transcript via Parchment, or request a paper copy from the Main Office or the Guidance Office. Official transcripts may be requested through Parchment™ or from Guidance. Official transcripts from Guidance will be sealed in an envelope. There is no transcript fee for enrolled students. Parchment charges a transcript fee for alumni transcripts.

Most colleges and universities require a final transcript before the student can enroll for classes. Final transcripts will be mailed after graduation from OTHS. Preference is to request through Parchment™; however, a paper copy can be mailed from the Main Office in the summer if a "Final Transcript Release Form" (available in Main Office or Guidance Office) is completed. Same signature requirements apply. Final transcripts will not be sent by OTHS if the student has any outstanding fees.

Note: If a student will be playing NCAA Division I or II sports in college, a transcript must be sent to NCAA in addition to their college/university. Other athletic clearinghouses may also require a final transcript.

**TRANSFER GRADES:** Students who transfer from OTHS: Any student that transfers from OTHS after the first ten school days of a semester, to attend another accredited high school, will receive the grade they were earning at the time of withdrawal.

Students who transfer to OTHS: Transfer credits must be from an accredited high school or accredited home school program. All transfer grades and credits will be converted to the grading system used at OTHS.

**TURN IT IN:** Student work may be required to be submitted for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism of such papers. Use of the Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

**WITHDRAWAL FROM SCHOOL AND NOT ENROLLING IN ANOTHER SCHOOL:** Students are encouraged to stay actively enrolled in school and to earn a high school diploma. If a student elects to withdraw from OTHS, and to not enroll in another school, he/she will receive a WP (Withdraw Passing) or a WF (Withdraw Failing) based on the grade at the time of withdrawal. All WFs will be calculated into GPA.

## **EXTRA-CURRICULAR INFORMATION**

Membership or participation in any extra-curricular activity is a privilege, not a right. Students are encouraged to participate in extra-curricular activities as a part of their total education.

**ATHLETIC PROGRAM:** The sports program at OTHS is well rounded and intended to appeal to the interests of all students. All athletes must meet eligibility standards established by the Illinois High School Association (IHSA). This includes having a current annual physical on file. OTHS is a member the Southwestern Conference and the Illinois High School Association.

All students and parents/guardians must attend a sport specific meeting in order for the athlete to compete in athletic contests.

The sports that are offered at OTHS can be found at the following link: <http://www.othsathletics.us/>

**CLUBS/ORGANIZATIONS:** The following link outlines clubs and activities available to students at OTHS: <https://www.oths.us/Page/933>

**ELIGIBILITY GUIDELINES:** Participation in extra-curricular activities is dependent upon course selection and successful progress in those courses. In order for a student to be eligible to participate in any OTHS school sponsored athletic or extra-curricular activity, a student must be passing 5 classes per week (regular full credit classes). Any student-participant failing to meet these academic criteria will be academically ineligible on a weekly basis until the specified academic criteria are met. If a student fails to pass 5 full credit classes for the semester, he/she will be ineligible for the entire succeeding semester. In other words, a student must earn 2.5 credits to be eligible for the following semester.

**ILLINOIS HIGH SCHOOL ASSOCIATION (IHSA) ELIGIBILITY:** The complete set of IHSA By-laws and Policies is available at [www.ihsa.org](http://www.ihsa.org).

**PHYSICALS:** All students participating in athletics, marching band and show choir must have a current physical on file.

### **EXTRA-CURRICULAR ACTIVITY REGULATIONS:**

One of the major objectives of formal education is that of teaching citizenship and responsibility for one's actions. The Board of Education, the Community, and the staff of O'Fallon Township High School believe this to be of primary importance in today's society. Therefore, students representing OTHS in a public forum are obligated to adhere to the following Code of Conduct with full knowledge of the consequences of their actions that may be detrimental to themselves, their school, and their community.

The Code of Conduct will apply to all participants in all extra-curricular activities and will be enforced on a year-round basis. Disciplinary consequences for violations when a student is out of season or during the summer will be levied in the student's next period of competition or performance. The next period designation is to be determined by a student's prior pattern of seasonal activity. Incoming freshmen, which, by definition, have not established a pattern of extra-curricular activity, will be allowed to state their athletic or organizational intentions when Code of Conduct infractions occur. Penalties shall be cumulative beginning with and throughout the student's participation in extra-curricular activities while at O'Fallon Township High School.

Any student representing OTHS may be suspended or dropped from any team or organization for any violation or act, either in school or out-of-school, which violates the Code of Conduct. All participants will be expected to sign and to conform to the Code of Conduct.

Application of the consequences involving Code of Conduct violations will be administered in both athletics and extra-curricular activities independently and separately unless a student who violates the code is involved in an activity and an interscholastic sport simultaneously. In this case, the consequence for the code infraction will run concurrently. In situations when a student is involved in a competitive activity and a sport that occur at different times during the school year, the student will serve his/her consequence at the time the respective seasons commence. Once a student/athlete has successfully served the consequences in an activity and an interscholastic sport, the code infraction will be considered adequately served.

Days of suspension for a Code violation will begin immediately the day that the Administration is notified of the offense if the violation occurs during the season. If the violation occurs during the off-season, the days of suspension will begin on the first day of the season or when the Administration is notified if the season has already begun. When counting days of suspension, all days of the week will count (calendar days).

The participant must complete the activity for the consequences to be considered served which includes attending practices. The student must start and finish the activity on the original starting and ending dates. The Coach/Sponsor has the prerogative to remove the athlete from the team/activity due to a Code of Conduct violation and in this case any remaining participation days will be counted towards the days of suspension.

Both in-season and out-of-season violations will carry over into the next sport season or participatory activity in which the student is involved.

Under IHSA rule, which OTHS applies to all extracurricular activities, any student who transfers into or out of District 203 must serve his/her remaining consequence prior to participation in a new school system. It is the principal's obligation to identify Code violations for incoming or exiting students. The coach/sponsor affected will be notified in writing of what disciplinary action has been taken against a student in violation of the code.

Disciplinary action relating to the Code of Conduct imposed by a coach/sponsor will be written and submitted to the Athletic Director.

### **CODE OF CONDUCT**

The following guidelines are in effect during all the years a student attends O'Fallon High School, including summer vacations. Penalties for Level I, II, and III shall be cumulative for each independent level beginning with and throughout the student's participation in extra-curricular activities while at OTHS. The activities governed by these regulations shall include all extra-curricular activities. The following violations and consequences represent guidelines that will be followed. It should be noted that participation in extra-curricular activities is a privilege, and each code of conduct violation will be considered based upon the specific circumstances of the incident. Consequences will be administered accordingly. The Athletic Director and/or Activities Director will be notified of all code of conduct violations and consequences.

Any student representing OTHS may be suspended or dropped from any team or organization for any violation or act, either in school or out-of-school, which violates the Code of Conduct. All participants will be expected to sign and to conform to the Code of Conduct.

#### **UNACCEPTABLE BEHAVIORS:**

Depending upon the severity of the circumstance(s), disciplinary action may include suspension or removal from any activity or program. Some examples of unacceptable behavior include, but are not limited to, gross disrespect, gross misconduct, hazing, bullying, electronic/social media misuse, theft, or confrontation with a school official, director, sponsor, participant from another school, or game/contest official, or law enforcement officer.

#### **I. LEVEL ONE - VIOLATIONS:**

- Use or possession of a controlled substance.

- Use or possession of an alcoholic beverage.
- Hosting a party where under-age drinking or alcoholic beverages and/or illegal drugs are present.
- Other unacceptable behaviors (depending upon severity)

**CONSEQUENCES:**

- A. Participant will be suspended from all extra-curricular activities for a period of 60 calendar days. (See Buy Back Guidelines below)
- B. Second Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.
- C. Third Offense - Participant will be suspended from all extra-curricular activities for the remainder of his/her high school career.

**BUY BACK GUIDELINES:** When an infraction has been committed by a student/athlete in which a 60 day athletic/activity suspension has been incurred, he or she will have the option to buy back ½ of the penalty time under the condition that the athlete and his parent/guardian or legal guardian agree to enter and to complete successfully an OTHS approved rehab program. (Under the 30 day suspension, the student shall be suspended a minimum of 25% of the teams schedule) The funding for this program will be paid by the parent/guardian or athlete and must be approved by the school administration. The scheduled appointments with the substance abuse program must be adhered to or the 30 day reduction will be null and void. Any absence or rescheduled appointment must have administrative approval. Any set appointment will take precedent over any practice or game activity. The athlete must petition the administration to participate in this buy back option.

**II. LEVEL TWO - VIOLATIONS:**

- Stealing or vandalizing community, school, or personal property.
- Possession of drug paraphernalia.
- Violations of the rules and regulations of District 203 that result in an out of school suspension greater than 3 school days.
- Other unacceptable behaviors (depending upon severity)

**CONSEQUENCES:**

- A. First Offense – Participant will be suspended from all extra-curricular activities for a period of ten (10) calendar days with a minimum of a one game suspension.
- B. Second Offense - Participant will be suspended from all extra-curricular activities for sixty (60) calendar days. (See Buy Back Guidelines under Level I)
- C. Third Offense - Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.

**III. LEVEL THREE – VIOLATIONS:**

- Attendance at parties where under-age drinking of alcoholic beverages and/or illegal drugs are present.
- In a car where alcohol or illegal drugs are being transported.
- Other unacceptable behaviors (depending upon severity)

**CONSEQUENCES:**

- A. First Offense – Probation: If the police report or if a participant states that he/she attended, but did not use alcohol or drugs, the participant will be advised by coach, director, or sponsor not to attend any similar functions again. Additional consequences may be determined by the coach/sponsor with notification given to the Athletic Director and Activities Director.
- B. Second Offense – Participant will be suspended from all extra-curricular activities for ten (10) calendar days with a minimum of a one game suspension.
- C. Third Offense – Participant will be suspended from all extra-curricular activities for a period of sixty (60) calendar days (See Buy Back Guidelines under Level I).

#### **IV. LEVEL FOUR - VIOLATIONS:**

- Violations of rules and regulations of District 203 that result in a suspension of three or fewer days per semester.
- Use or possession of any tobacco substance, e-cigarette, vape, or JUUL.
- Any Major Skip from class or school.
- Arrest for minor infractions.
- Other unacceptable behaviors (depending upon severity)

#### **CONSEQUENCES:**

- A. First Offense – Participants will be suspended from Team/Activity for one game/performance.
- B. Second Offense – Participant will be suspended from all extra-curricular activities for a period of ten (10) calendar days with a minimum of a one game suspension.
- C. If the violation occurs “out of season” then the one game suspension will carry over to the next sport season or participatory activity in which the student is involved.

#### **V. LEVEL FIVE - VIOLATIONS:**

- Assignment to ACR

#### **CONSEQUENCES:**

- A. First through fifth offense- Punishment will be by the coach/sponsor with notification given to the Athletic Director
  - B. Sixth and subsequent offenses- Participants will be suspended from Team/Activity for one game/performance.
- Please note that the student will be expected to be at practice or game on the day of ACR.
  - ACR will be cumulative for each semester.

#### **VI. LEVEL SIX - VIOLATIONS:**

- Unexcused absences from a contest, performance, or practice.
- Misconduct at a practice, contest, performance, of on an athletic event or activity.
- Swearing or abusive language.
- Blatant disregard to the Head coaches’ or sponsors’ expectations of participation. (Game and practice)
- Other unacceptable behaviors (depending upon severity)

#### **CONSEQUENCES:**

- A. First Offense- Disciplinary consequences will be by the coach/sponsor with notification given to the Athletic Director.
- B. Second Offense- Participants will be suspended from team/activity. Length of time will be determined by the coach/sponsor with notification given to the Athletic Director.
- C. Third Offense- Repeated offenses in this area will be referred to the Athletic Director’s office for appropriate action or may be referred to the administration.

#### **DUE PROCESS:**

A student will be advised of the rule(s) violated and will be given the opportunity to respond to the violation(s). The student and his/her parents/guardians will be advised by the administration of any disciplinary action taken as a result of the violation(s).

#### **SOUTHWESTERN CONFERENCE CODE OF CONDUCT:**

By-Laws of the Southwestern Conference contain the following language related to student Code of Conduct:

- a. The Southwestern Conference prohibits students from participating in conference events if the student is charged with a criminal felony offense or an offense which would be a

felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3, or 24-3.1 of the Criminal Code, pertaining to weapons and firearms. The student shall remain ineligible to participate in conference events until the criminal charge(s) are adjudicated or dismissed.

- b. A student convicted of a felony or adjudicated delinquent for an offense which would be a felony if committed by an adult, or a misdemeanor offense as listed in Section 24-1, 24-3 or 24-3.1, of the Criminal Code, pertaining to weapons and firearms shall be ineligible to participate in Southwestern Conference events for a period of one calendar year from the date of conviction.

As a member of the Southwestern Conference, OTHS includes the conference Code of Conduct standards as part of the OTHS Code of Conduct.

### **ALTERNATIVE CLASSROOM (ACR)**

The ACR is assigned as an alternative to out-of-school suspension, when appropriate. The student will be required to work on classroom assignments while in ACR. Students will receive credit for all work done during time spent in ACR.

#### **RULES FOR ACR**

1. The ACR schedule is 8:00 a.m. to 2:55 p.m. (Smiley Campus) and 7:30 a.m. to 2:25 p.m. (Milburn Campus). A student not in ACR by the start time will receive a tardy and may be sent home on an out-of-school suspension for that day and return to ACR the next day.
2. The ACR supervisor will direct the student to complete class work assigned from his/her teachers while in ACR. The ACR teacher will communicate with the regular teacher to get assignments for a student assigned to ACR. The classroom teacher will provide the daily assignment or provide an alternate assignment if it is not feasible for the student to do the regular class work. (Example: lab or group activity). Makeup work will be returned to the classroom teacher by the ACR supervisor when completed.
3. Cell phones and other electronic devices are not permitted in ACR unless permitted by the ACR supervisor. Students are required to put their cell phones in a lock box as they enter ACR.
4. Students must use the seat or study carrel assigned by supervisor.
5. Students are not to talk or to interact in any way with any other student in ACR.
6. Students assigned to ACR will be given restroom breaks and will be escorted to the facilities by the ACR supervisor.
7. Students will eat lunch in the cafeteria, escorted by the ACR supervisor, at a time when other students are in regular classes.
8. Students will not be allowed to go to their locker or anywhere else during ACR time.
9. Students with an early bird class must attend early bird prior to their ACR assignment.
10. Administrators will make all referrals to the ACR.
11. Any student violating ACR rules may be given an out-of-school suspension and, if so, will be required to return to ACR to complete that placement before being allowed to return to the regular classroom.
12. Any student who repeatedly violates ACR rules may lose the option to be assigned to ACR.

### **TECHNOLOGY ACCEPTABLE USE POLICY**

#### **Electronic Devices**

Students may be responsible for repair and/or replacement cost for damage to OTHS electronic devices.

#### **Internet and Network Use**

O'Fallon Township High School is pleased to offer students access to the Internet and the District's electronic network. When used properly, these can be valuable educational tools contributing to life-long learning.



Electronic networks, including the Internet, are a part of the District's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The District utilizes filtering methods and/or systems to regulate students' Internet access; however, those methods do not guarantee compliance with the District's acceptable use policy. The District believes that the benefits to students of having access to the Internet exceed any disadvantages. Ultimately, parents and guardians play a vital role in supporting the District by encouraging their students to act responsibly when using media and information sources.

#### Usage Guidelines

1. Access to District technology must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. The use of District technology is a privilege, not a right, and inappropriate use will result in cancellation of those privileges and/or discipline, up to expulsion, in the case of students.
3. Prohibited uses of school-provided Internet services include, but are not limited to, the following:
  - a. To access, submit, post, publish, transmit, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material;
  - b. To violate any local, state, or federal statute;
  - c. To vandalize, damage, or disable the property of OTHS, another individual, and/or organization. This includes, but is not limited to, the uploading or creation of computer viruses;
  - d. To access another individual's materials, information, or files without permission. This includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
  - e. To violate copyright or otherwise use the intellectual property of another individual or organization without permission;
  - f. To disrupt the educational process or to interfere with the rights of others at any time, either during school days or after school hours;
  - g. To access any communication technology which enables communication with parties not associated with OTHS;
  - h. To access any non-curricular Internet site, page, content, or application which is inappropriate for an academic institution;
  - i. To engage in Cyber-bullying or any act of cyber aggression.
4. Network Etiquette-The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - a. Be polite. Do not become abusive in your messages to others.
  - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
  - c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
  - d. Recognize that e-mail and other electronic communications are not private. People who operate the systems have access to such data. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
  - e. Do not use the network in any way that would disrupt its use by other users.

O'Fallon Township High School makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The School District is not responsible for any information that may be lost or damaged, or become unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges

or fees resulting from access to the Internet. The District will not be responsible for the accuracy, nature, or quality of information stored on District storage devices, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through District-provided Internet access. The District will not be responsible for personal property used to access District computer or networks or for District-provided Internet access.

### **USE OF CELL PHONES, HEADPHONES AND OTHER ELECTRONIC DEVICES**

Under limited circumstances, students may use their own electronic devices at school and may use such devices to access the District's electronic network. O'Fallon Township High School is not responsible for the information accessed on personal electronic devices and is not responsible for the cost of any data used by a student while at school or for school purposes.

Cell phones, headphones, and other electronic devices may be in possession of students while on campus and used during the following limited circumstances:

1. Before school, during passing periods, and during a student's assigned lunch period.
2. In a classroom after the student receives specific permission from the teacher.

The possession and use of cellular phones and acceptable electronic devices are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location at all times when a student does not have permission to use them.
2. They must be turned off during academic periods unless the supervising teacher grants permission for them to be used for educational purposes.
3. When devices are allowed, it should not be heard at any time and should be in silent mode or on vibrate. In the IMC, talking on one's device is prohibited.
4. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.
5. They may not be used for creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions as defined in State law, i.e. sexting. Possession is prohibited regardless of whether the depiction violates State law.
6. They may not be used in violation of any State or Federal law.
7. Students must comply anytime a request is made by school personnel to cease the use of any electronic device.

1<sup>st</sup> Offense = Reported to administration and warning issued

2<sup>nd</sup> Offense and thereafter = Reported to administration and 3 penalty hours issued

This policy specifically prohibits the use of camera cellular phones, personal digital assistants, or any other electronic or photographic device to take, transmit, or record pictures or other images in all restrooms, locker rooms or other locations where students and staff "have a reasonable expectation of privacy." Taking or transmitting digital images during classroom activities, in the hallways, or in other common areas is also prohibited without the express permission of the classroom teacher or administrator. Students caught improperly using any telecommunication or electronic device to take or transmit digital images will face school discipline, which may include expulsion. Abuse or misuse of these devices, especially camera phones, is strictly prohibited. Using a camera, cell phone, or other device to create video or photographs of any school incident, or potential incident that results in a disruption, or potential disruption, to the educational environment of the school may result in serious disciplinary action.

OTHS assumes no responsibility for the loss, theft, or damage to electronic devices and no effort will be made to search for or retrieve them.

## **INTERNET CONTRACT/COMPUTER VIOLATIONS**

### **Accessing non-academic sites detrimental to the academic environment**

<u>Offense #</u>	<u>Consequence</u>
1	Up to 1 day of ACR
2	Up to a 1 day suspension
3	Up to a 3 day suspension

### **Letting Someone Use Your Username and Password**

<u>Offense #</u>	<u>Consequence</u>
1	Up to 1 day of ACR
2	Up to a 1 day suspension
3	Up to a 3 day suspension

### **Bypassing, or attempting to bypass, the OTHS Internet Filter**

<u>Offense #</u>	<u>Consequence</u>
1	Up to a 3 day suspension
2	Up to a 5 day suspension
3	Up to a 5 day suspension and removal of Internet privileges for up to a year

### **View, or attempting to view, explicit and/or inappropriate websites**

<u>Offense #</u>	<u>Consequence</u>
1	Up to a 3 day suspension
2	Up to a 5 day suspension
3	Up to a 5 day suspension and removal of Internet privileges for up to a year

### **Using someone else's username and password or tampering with any user settings on an OTHS device.**

<u>Offense #</u>	<u>Consequence</u>
1	Up to a 3 day suspension
2	Up to a 5 day suspension
3	Up to a 5 day suspension and removal of Internet privileges for up to a year

## **INSTRUCTIONAL MEDIA CENTER (IMC)**

We desire that all students benefit from a physical and virtual IMC that supports their academic endeavors.

### **Milburn Campus Hours of Operation:**

- Every School Day 7:00 a.m. – 3:00 p.m.
- Milburn students may utilize the extended hours of the Smiley Campus IMC.

### **Smiley Campus Hours of Operation:**

- Every School Day 6:50 a.m. – 4:00 p.m.
- Thursday Extended Hours 6:50 a.m. – 5:00 p.m.

### **SERVICE OVERVIEW:**

- Diverse physical and digital collections
- Color printer and copier, scanners, digital card readers, flex-use computers, Flip video cameras, digital cameras, tablets, universal charging/data cables, headphone/microphone combos, flashdrives, and TI-84 calculators for student use
- Charging lockers for student devices: The District is not responsible for lost, stolen, or damaged devices

resulting from use of a charging locker. Leaving an academic class to charge or retrieve devices in lockers is not permitted.

- Official OTHS planners, a variety of school supplies, and earbuds for sale
- Study rooms available upon request
- Inter-library Loan within District #203 libraries and across Illinois and the U.S.
- Closed-captioned world news broadcasted throughout the school day
- Website: [www.oths.us](http://www.oths.us) Click Instructional Media Center under Students.

#### **GENERAL INFORMATION FOR IMC USE:**

1. If you need assistance, please see a staff member. The IMC staff is here to assist you. Remember our slogan, "Just Ask!"
2. One's ID serves as a loan card and must be visible at all times when in the IMC.
3. If using the IMC during an advisory period, a student's academic teacher must issue the advisory pass and the student must report to advisory and present the pass before reporting to the IMC during the advisory period. A student's failure to report to advisory 2 or more times will result in loss of the advisory pass privilege.
4. Students may use the IMC during the first part of the lunch period but cannot go to the cafeteria and then to the IMC. One may leave the IMC partway through one's lunch period to go to the cafeteria. We strongly encourage taking time to eat in the cafeteria.
5. Students are not permitted to leave the IMC 5 minutes or less prior to the bell during lunch, advisory, or a free period.
6. Neither food nor drinks should be brought into the IMC. Open items will be removed. Drinking water in a covered container is permissible at IMC tables but not in technology areas.
7. Students may utilize the IMC during scheduled free periods but must remain within the IMC for the entire period unless other arrangements have been made with IMC staff upon arrival.
8. Taking pictures or video in the IMC is allowed only after permission is obtained from an IMC staff member.
9. The IMC maintains an academic environment. A student whose behavior detracts from the IMC environment will lose IMC privileges.
10. The IMC is a "Seen Not Heard Tech Zone" during its hours of operation. See #3 under Use of Cell Phones, Headphones, & Other Electronic Devices.

#### **CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR:**

Disciplinary action may include, but is not limited to, the loss of IMC privileges.

#### **LOAN POLICY:**

##### **A. CHECK OUT POLICIES**

1. Borrowing of IMC items requires a zero balance on one's IMC account and a visible OTHS ID (temporary ID acceptable).
2. We make every attempt to work with students who have an IMC account balance. Students with an IMC balance may divide what is owed into 4 equal payments. No payment can be less than \$.50. The payment schedule will be determined by the student, with the first payment due within 30 days, and will be mailed home to the student's parent or guardian.
3. Students should never check items out for other students; the borrower is always accountable.
4. Print materials are checked out for 2 weeks and renewed for 2 weeks. Students may have up to 5 items checked out at one time.
5. Equipment is checked out for up to 3 school days and may be renewed upon the discretion of the IMC staff.
6. When renewing, items must be present. See #7 for exceptions.
7. When a teacher is holding a student's book for Great Books (GB), staff will renew the book, upon request of the student, to avoid overdue fines. Note: GB and HGB students can only check out 1 copy of any given title.

Note: Parents/Guardians maintain the right to restrict their student's access to material that circulates via the IMC. Parents/Guardians can request restricted access by emailing [imc@oths.us](mailto:imc@oths.us) with their student's name, ID#, and duration of the restriction.

## **B. OVERDUE PROCEDURES**

- 1 day after the due date: Student begins receiving daily overdue notices via OTHS email account.
- 2 weeks after the due date: Student is notified to meet with an IMC staff member.
- 20 school days after the due date: Item(s) are deemed lost and the student is charged for the item(s).

Note: Overdue notices are a courtesy. Returning items on time is ultimately the borrower's responsibility.

## **C. LOSS OR DAMAGE OF MATERIALS**

- Students must pay for any borrowed IMC materials which are lost. If items are no longer available, students must pay for a like replacement, which may cost more than the original. We will search reputable sources for pricing.
- If the student finds the item and returns it in good condition, the student will be reimbursed if a replacement has not already been purchased. If the item is returned after a replacement has been purchased, the student will not receive reimbursement and can keep the item(s).
- If a student damages materials, the IMC Coordinator will make the decision to replace or refurbish the item. In both cases, the borrower will be responsible for any cost incurred.

### **USE OF IMC PRINTERS AND COPIERS:**

Students must pay for all print/copy jobs, unless the materials are required by the teacher. If a teacher requires color printing, students must obtain a free color print card from the teacher or pay for the printout. Prices are posted near printers and copiers. Please pay for all materials at the help desk.

### **USE OF DATABASES AND OTHER DIGITAL RESOURCES**

Parents/guardians and students accept responsibility to adhere to the terms and conditions required for use of all databases and other digital resources offered by OTHS through the IMC.

### **INTER-LIBRARY LOAN:**

OTHS students have inter-library loan privileges. As such, students will be held financially responsible, per the lending library's policies, for inter-library loan items that are lost, damaged, or overdue.

### **ACCESS TO IMC RESOURCES:**

"Librarians and library governing bodies have a public and professional obligation to ensure that all members of the community they serve have free, equal, and equitable access to the entire range of library resources, regardless of content, approach, format, or amount of detail. This principle of library service applies equally to all users, minors as well as adults. Lack of access to information can be harmful to minors. Librarians and library governing bodies must uphold this principle in order to provide adequate and effective service to minors." (American Library Association's Policy Manual: B.2 Intellectual Freedom, B.2.1.4 Access to Library Resources and Services for Minors) As such, parents/guardians maintain the right and responsibility to govern their student's access to OTHS library resources as well as inter-library loan materials. We encourage parents/guardians to be actively aware of their student's resource selections.

### **OTHS EQUIPMENT USE POLICY**

Students at O'Fallon Township High School are afforded the privilege of borrowing several types of equipment. Equipment includes, but is not limited to, laptops and hotspots (with parental consent), video cameras, tablets, notebooks, calculators, flashdrives, charging cables, and digital cameras.

Students utilizing any OTHS-provided equipment agree to the following:

1. Equipment will be in the borrowing student's possession at all times and will not be lent to any friends, family members, or other persons.
2. Equipment will be brought to class when instructed by a teacher.
3. Equipment will be used for assigned coursework and not personal use.
4. Video or pictures captured with borrowed equipment will not be posted to any location on the Internet which is not affiliated with OTHS.
5. Before returning equipment, all files will be removed and equipment accessories will be returned in the manner which they were provided.
6. Equipment will not be used for any activity that is illegal or inappropriate for an educational setting.
7. Equipment will not be used for activity that violates any school rules or policies or that will reflect poorly on O'Fallon Township High School.
8. The borrowing student will assume responsibility for paying to replace the equipment or any of its accessories which are lost or damaged. NOTE: Replacement charges could be several hundred dollars.
9. The borrowing student will return equipment to the Instructional Media Center or other designated area on the assigned date. Late fees will be applied to a student's account for each day that equipment is overdue.
10. Equipment will not be physically altered in any way.
11. Security and system settings and monitoring programs will remain intact and will not be altered.

**NOTE:** Parents/Guardians maintain the right to restrict their student's access to equipment that circulates. Parents/Guardians can request restricted equipment access by emailing [computerdepartment@oths.us](mailto:computerdepartment@oths.us) with their student's name, ID#, and duration of the restriction.



# O'Fallon Township High School

## "Loyalty" Song

*We're loyal to you, O'Fallon High,  
We're Gold and we're Blue, O'Fallon High,  
We'll back you to stand  
You're the best in the land  
For we know you can stand  
O'Fallon High Rah! Rah!  
So toss in that ball, O'Fallon High  
We're backing you all, O'Fallon High  
Our team is the famed protector  
Onward, for we expect a  
Victory from you, O'Fallon High  
From those broad green plains that nourish the land,  
For honest labor and for learning we stand,  
For unto you we pledge our heart and hand,  
For you O'Fallon Township High.  
Rah, Rah, rah rah rah  
Rah, Rah, rah rah rah  
Rah, Rah, rah rah rah  
O-T-H-S!*