

# O'FALLON TOWNSHIP HIGH SCHOOL

# — 2026-27 —

# STUDENT


# HANDBOOK



 **Smiley Campus—618-632-3507**

 **600 South Smiley  
O'Fallon, IL 62269**

 **Milburn Campus—618-622-9647**

 **650 Milburn School Road  
O'Fallon, IL 62269**



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

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

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## ATTENDANCE PROCEDURES

PHONE CALL/EMAIL TO GRADE LEVEL ATTENDANCE SECRETARY–Please include the following information:

1. The name of the person reporting and relationship to the student.
2. The student's name and grade.
3. Reason for the absence and the dates/times the student will be out.

SKYWARD - Use the Attendance link in Family Access to enter an absence request for your student.

1. Click Enter Absent Request.
2. Select Add Request.
3. Enter the Start Date and Time and the End Date and Time.
4. Click the drop-down list to select a Reason why your student will be absent.
5. If desired, enter a Comment.
6. Click Save. Note that the Status is pending and awaiting approval from the attendance office. You also have the capability to Edit the record, as well as to Delete the request.

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

### **MILBURN CAMPUS: 618-622-9647**

Freshmen	Ms. Robin Mason	Ext. 5204
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### **SMILEY CAMPUS: 618-632-3507**

Sophomores	Ms. Katie Robinson	Ext. 5212
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Juniors	Mrs. Jillian Lively	Ext. 5620
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Seniors	Mrs. Alicia Peters	Ext. 5206
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All Special Services	Ms. Elizabeth Lown	Ext. 5205
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### **OTHS ADMINISTRATION**

Superintendent	Dr. Beth Shackelford	Ext. 5501
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Principal	Mr. Dan Howe	Ext. 5221
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Director of Athletics and Activities	Mr. Cory Patton	Ext. 5553
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Director of Curriculum and Special Projects	Mr. Ethan Graham	Ext. 5249
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Director of Finance and Operations	Ms. Shelita Gray	Ext. 5594
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Director of Human Resources	Ms. Victoria Stanley	Ext. 5504
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Director of Special Services	Ms. Tiffany Schneider	Ext. 5639
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### **Milburn Campus 622-9647**

Vice Principal	Mr. Corey Wallis	Ext. 5223
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Assistant Principal	Mr. Alex Prindable	Ext. 5280
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Assistant Principal - Special Services	Mr. Joel Gherardini	Ext. 5222
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### **Smiley Campus 632-3507**

Assistant Principal - Sophomore Class	Mrs. Tiffany Lugge	Ext. 5369
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Assistant Principal - Junior Class	Dr. Jamaal Heavens	Ext. 5217
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Assistant Principal - Senior Class	Mr. Ryan Cozad	Ext. 5517
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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.

*E4 = Excellence in Education for Every student Every day*

## **EQUAL EDUCATIONAL OPPORTUNITIES**

Per Board of Education Policy 7:10, equal educational and extracurricular opportunities are available to all students without regard to race, color, national origin, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or actual or potential marital or parental status, including pregnancy.

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 or parent/guardian with a sex equity or equal opportunity concern should contact: Dr. Beth Shackelford, Superintendent.

## **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.

The handbook is part of Board Policy and may be amended/updated during the year with Board approval.

References made to individual Board Policies 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).

## **HOMELESS CHILD'S RIGHT TO EDUCATION (MCKINNEY-VENTO HOMELESS CHILDREN AND YOUTH)**

When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

The McKinney-Vento Education for Homeless Children and Youth Act provides a definition of homeless children and youth to be used by state and local educational agencies (LEAs). It represents children who lack a fixed, regular, and adequate nighttime abode are eligible for McKinney-Vento services. Children or youth living in motels, transitional housing, shelters, the street, cars, abandoned buildings, and other inadequate accommodations may be eligible for McKinney-Vento services.

This includes, but is not limited to, the following groups: Doubled-up Children: Living with another family due to lack of a permanent residence. Children in shelters: Including transitional living programs. Children living in motels: Due to lack of alternative adequate living situations. Migratory children: If accommodations are not fit for habitation. Runaways: Children who left home and live in a shelter or inadequate accommodations, even if parents and guardians are willing to provide a home. Lockouts: Children whose parents or guardians will not permit them to live at home.

For more information, please click the following link: [McKinney-Vento Resources](#)

## **SUICIDE PREVENTION**

See Board Policy 7:290

Link: [OTHS Social Work Resources](#)

Link: [Lifeline \(988lifeline.org\)](http://988lifeline.org)

Crisis Text Line – Text HOME to 741741

## 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**

A500 – A554	Walk of Fame Hall
B100 – B152	Blue Mile (East)
B153 – B158	Blue Mile (West)
B500 – B572	Blue Mile (West)
C500 – C574	Cafeteria Hall
C900 – C953	1100 Hall
0100 – 0756	1000 Hall
1100 – 1645	100 Hall
2100 – 2106	200 Hall (Central)
2500 – 2584	200 Hall
2900 – 2970	200 Hall (East)
3100 – 3192	300 Hall
3900 – 3958	300 Hall (East)
4100 – 4634	400 Hall
5100 – 5567	500 Hall
6100 – 6601	600 Hall (Central)
6603 – 6683	600 Hall (North)
7100 – 7543	700 Hall
8100 – 8227	800 Hall (South)
8228 – 8271	800 Hall (North)
8500 – 8588	800 Hall (South)
8589 – 8671	800 Hall (North)
9100 – 9577	900 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.
- In the interest of school safety for the school community, **IF YOU SEE SOMETHING SAY SOMETHING.**

**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:** (Board of Education Policy 7:285) School attendance may increase a student's risk of exposure to allergens that could trigger an allergic reaction. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, an Anaphylaxis Prevention, Response, and Management Program using a cooperative effort among students' families, staff members, students, health care providers, emergency medical services, and the community helps the District reduce these risks and provide accommodations and proper treatment for anaphylactic reactions. 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:** (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 in accordance with Board Policy. Books turned in after the instructor has collected them will be subject to a \$25 restocking fee. Privileges are subject to be withheld until all fees are cleared or a payment plan has been arranged with the business office.

**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 is responsible for implementing 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 at 618-632-3399. 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 9th 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 29.) No non-OTHS student is allowed to be on any bus at any time.

**CAFETERIA ACCOUNT BALANCE POLICY:** Unpaid meal charges are considered delinquent debt when payment is overdue as defined by Board policy 4:45, *Insufficient Fund Checks and Debt Recovery* and the Hunger-Free Students' Bill of Rights Act (105 ILCS 123/). 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 federally reimbursable 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. Privileges are subject to be withheld until all fees are cleared or a payment plan has been arranged with the business office. Continual failure to provide meal money may require the District to notify the Illinois Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

**CAFETERIA FREE AND REDUCED LUNCH OPTIONS:** Student's parent(s)/guardian(s) may apply for meal benefits to determine if the student qualifies for such benefits under Board policy 4:130, *Free and*

*Reduced-Price Food Services*, and 4:140, *Waiver of Student Fees*. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Ill. State Board of Education. Please contact the Business Office to apply. Reimbursable school meals are part of the district's School Wellness Policy (Board Policy 6:50). For more information, see [www.fns.usda.gov/school-meals/unpaid-meal-charges](http://www.fns.usda.gov/school-meals/unpaid-meal-charges), and/or contact the Building Principal or designee.

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

- The most effective way to reach teachers is through email. Parents/guardians may email 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—618-632-3507 or Milburn Campus—618-622-9647) and be connected to the teacher's voicemail 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 <https://www.ihsa.org/health-safety/cpr-training>

**DISABILITIES / SPECIAL SERVICES - IDENTIFICATION OF STUDENTS:** It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services. (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 (including previous interventions) 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 necessary 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. A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

- **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 the end of the school year in which the student turns 22 who live with their parent(s)/guardian(s) within district boundaries and who 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 618-632-3507 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. 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.

- Has a record of 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);
  - Upon determination of eligibility for 504 services, a 504 Plan will be written to document the appropriate accommodations based on each individual student's needs.
- **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 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 academic, behavior, attendance, or health issues. Staff Offering Support consist of a core team who works with referred/identified students to implement school-based strategies, connects students and families to community resources and makes referrals for special education or 504 Plans when progress has not been shown following interventions.
    - › A core team consisting of:
      - Administrators
      - School Psychologist
      - Teachers
      - Social Workers
      - Nurses
      - School Counselors
      - Other identified school personnel
    - › For additional information, please contact Ms. Beth Schroeder, Coordinator of Alternative Programming, Intervention and Support 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.
  - **ACCOMMODATING STUDENTS WITH DISABILITIES**  
Individuals with disabilities will be provided an opportunity to participate in all school-sponsored

services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

**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 maintains a comprehensive emergency crisis plan that is posted in every classroom. Throughout the school year, emergency drills will be conducted to ensure that students, faculty, and staff are prepared to respond appropriately during an emergency situation.

#### **Disaster Drills (Tornado, Fire, and Intruder)**

- Alerts will be communicated through the school intercom system and emergency/panic notification software.
- Students are expected to listen carefully to instructions and move quickly and orderly to their assigned locations.
- Students must remain inside the building during all disaster drills unless otherwise directed by school personnel.

#### **Fire Drills**

- The fire alarm will sound throughout the building.
- Students should follow staff directions promptly and proceed according to established emergency procedures.
- Faculty and staff will utilize the "Hide" option of the Run–Hide–Fight protocol with students when appropriate and await further instructions or notification.

#### **Intruder Drills**

- An alert will be announced over the intercom system.
- Students are to remain calm and follow all directions given by teachers and staff.

#### **Emergency Preparedness Training**

Students and staff are provided with detailed video instruction outlining:

- What each drill will look like
- Expected safety procedures
- Appropriate responses during an emergency situation

These drills are conducted to promote school safety and preparedness for all members of the OTHS community.

**EMERGENCY NOTIFICATION:** School closings due to inclement weather or other emergencies will be posted on the OTHS website at [www.oths.us](http://www.oths.us) and announced on local news networks. In the event of a school closing, the District will communicate at the time of the announcement whether the day will be designated as an **E-Learning Day** or a **traditional emergency day**.

Parents and guardians will also typically receive emergency alerts, school closing notifications, and other important information through the District's computerized notification system. It is important that parents and guardians keep their telephone numbers and email contact information current with the District to ensure they receive these notifications in a timely manner.

**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 School Counseling department for further information.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA):** (Board Policies 7:15 and 7:340) The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy interests of students. It affords parents the right to access and amend their children's education records and gives them some control over the disclosure of the information in these records. FERPA generally prevents an education agency or institution from sharing student records, or personally identifiable information in these records, without the written consent of a parent. See Student Records (page 17).

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

- Students will not be permitted to attend school dances, nor will they be approved to attend other school's dances, if the student has any outstanding fees as listed in the student's Skyward account or has not established a payment plan with the business office.
- Students will not be permitted an OTHS parking permit if the student has any outstanding fees as listed in the student's Skyward account or has not established a payment plan with the business office.
- Driver Education course fees must be paid in full before a student will be scheduled for behind the wheel instruction.
- The athletic/activity participation fee must be paid before a student can participate in the respective sport/activity.
- All fees listed in the student Skyward account must be cleared before a student is able to purchase an OTHS parking pass.

### **Waiver of Student Fees**

Applications for fee waivers may be obtained from the school office or the OTHS website. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals programs;
2. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.
3. The student is homeless, as defined by the Mc-Kinney-Vento Homeless Assistance Act.

**FIELD TRIPS / COMPETITIONS:** Students must obtain parent/guardian permission and be academically eligible and in good discipline standing to travel on any school trips. 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 loss of privileges on page 13.

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 will be assigned 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 34).

**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 is encouraged to 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 Vice/Assistant 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. If the grievance is against the Superintendent, the grievant should contact the Board of Education after speaking with the Superintendent.
3. If this does not resolve the issue, 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 not present in our Milburn Campus. 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

**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 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.

**INSTRUCTIONAL MEDIA CENTER (Library):** See page 63.

**LOCKER INFORMATION:** A locker number is listed on each student's daily schedule on each student's daily schedule. At the Milburn Campus, students must provide their own combination locks and submit the combination to the Main Office. At the Smiley Campus, students will be issued a key or combination. If a student loses a key, a replacement must be ordered through the Main Office for a cost of \$15. If a student does not return the locker key at the end of the year, the charge is \$15.00. 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. 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. Privileges are subject to be withheld until all fees are cleared. (See Locker Locations, page 7. See Locker Policy, page 34).

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

**PARENTAL DISABILITY ACCOMMODATIONS AT SCHOOL FUNCTIONS:** In accordance with the Americans with Disabilities Act (ADA), parents/guardians requiring accommodations or auxiliary aids to participate in parent conferences, school programs or Board of Education meetings should contact the school administration in advance so appropriate arrangements can be made..

**PERSONAL PROPERTY:**

- School is not an appropriate place for valuable personal items. The district is not responsible for lost, damaged, or stolen personal items.
- Students are solely responsible for safekeeping of personal items. Students should not leave any personal property items unattended. Student lockers must remain locked and should not be shared.
- For specific information regarding the use of personal electronic devices and cell phones, see page 61.

**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 Education Policy 4:160 requires that pesticides will not be applied on or within 500 feet of school property during normal school hours. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/. In the event of an extreme emergency where pesticides must be used immediately, parents/guardians will be notified via the District's calling system.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

**POSTERS:** Posters/flyers must be approved by the athletic or club sponsor before it may be displayed. Non-school group posters are not permitted.

**PUBLIC HEALTH THREAT:** If there is a local, regional, national or global health threat that may potentially impact the safety or well-being of students and staff, OTHS will consider the guidance and/or legislation of public health officials and/or governing bodies.

**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.

**SEARCH AND SEIZURE:** Per Board of Education Policy 7:140, in order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison

police officers.

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

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

**Students Searches:** School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, vehicles, personal bags, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction. Such searches may include all student personal property on field trips and on other off-campus school activities. A search may include a metal detector wand or other metal detector device maintained by the School District. Attempting to avoid the detection process or refusing to submit to detection screening will be considered grounds for disciplinary action ***up to and including possible expulsion*** and reasonable cause for a search of the person and associated belongings.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

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

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

**SECURITY CAMERAS:** A video and/or audio monitoring system may be in use on school busses, and a video monitoring system may be in use in public areas of the school building. Privacy laws prohibit the viewing of security camera video by unauthorized personnel. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement 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 ID:** 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 33).

**STUDENT ONLINE PERSONAL PROTECTION ACT (SOPPA)** School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies and increasing efficiency in school operations.

Under Illinois' Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as *operators*. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Ill. State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law. Additional information on SOPPA including vendor agreements can be accessed through the District's website at [www.oths.us](http://www.oths.us).

**STUDENT RECORDS:** (Board of Education Policy 7:340) O'Fallon Township High School adheres to The Family Educational Rights and Privacy Act, or FERPA (Board of Education Policy 7:15), 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, but are not limited to:

- 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. Parents/guardians have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

The Principal is the official custodian of the student records. If parents/guardians wish to review their student's records, they may do so by calling the Principal's Office and setting up an appointment.

**TEEN DATING VIOLENCE PROHIBITED:** Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. See Board Policy 7:185 for more information.

**Students Who are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence (Board Policy 7:255):** Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and district goals and are required by law.

**Requesting Support Services:** To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

**Making a Report or Complaint:** See Board Policy 7:255.

**Retaliation Prohibited:** See Board Policy 7:255.

**TITLE IX:** (Board Policy 2:265) The District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX of the Education Amendments of 1972 (Title IX) and its implementing regulations (34 C.F.R. Part 106), including against applicants for employment, students, parents/guardians, employees, and third parties.

Sex discrimination as defined in Title IX (Title IX Sex Discrimination) is prohibited. A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Title IX Sex Discrimination includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Sex-based harassment is a form of Title IX Sex Discrimination. Sex-based harassment occurs whenever a person engages in conduct on the basis of sex that satisfies one or more of the following:

1. A District employee, agent, or other person authorized by the District to provide an aid, benefit, or service under the District's education program or activity explicitly or impliedly conditions the provision of an aid, benefit, or service on a person's participation in unwelcome sexual conduct; or
2. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the District's education program or activity; or
3. Sexual assault, dating violence, domestic violence, or stalking as defined in 34 C.F.R. §106.2.

Examples of sexual harassment include, but are not limited to, touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, spreading rumors related to a person's alleged sexual activities, rape, sexual battery, sexual abuse, and sexual coercion.

The District's nondiscrimination policy and grievance procedures can be found at <https://www.oths.us/district-info/board-of-education/board-policies>

For Title IX questions, reporting, or complaints, please contact the District's Title IX Coordinator, Dr. Beth Shackelford, at [shackelfordb@oths.us](mailto:shackelfordb@oths.us) or (618) 632-3507.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **Investigation Process**

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

### **Enforcement**

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

### **Retaliation Prohibited**

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

**Sexual Abuse Response and Prevention Resource Guide:** The Illinois State Board of Education (ISBE) maintains a resource guide on sexual abuse response and prevention. The guide contains information on and the location of children's advocacy centers, organizations that provide medical evaluations and treatment to victims of child sexual abuse, organizations that provide mental health evaluations and services to victims and families of victims of child sexual abuse, and organizations that offer legal assistance to and provide advocacy on behalf of victims of child sexual abuse. This guide can be accessed through the ISBE website at [www.isbe.net](http://www.isbe.net).

**WEBSITE/APP ([www.oths.us](http://www.oths.us))** OTHS has a website/app 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 access. 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.

### **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, consequences may be imposed. OTHS uses a discipline system which includes warnings, study hall assignments, detention, ACR-Alternative Classroom (in-school suspension), loss of privileges, suspension, and expulsion. The intent of the District's disciplinary policies is to change behaviors in an effort to provide a positive and enriching educational environment.

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.

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

### **STUDENT BEHAVIOR INTERVENTIONS (Board of Education Policy 7:190)**

The list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

**CONFERENCE/WARNING:** A conference/warning occurs 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.

**DETENTION:** Detention is served during lunch/advisory. All school rules are in effect during detention. Students who are asked to leave for misbehavior or who are tardy will receive additional disciplinary consequences.

**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 59).

**CLASS SUSPENSION:** If a teacher removes 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.

1st and 2nd offense = 1 to 3 day(s) suspension from class depending on the severity of offense. Parent/guardian notified. The referring teacher will contact the parent/guardian after a student has been suspended from class for the second time.

3rd offense and thereafter = Up to 5 days suspension from class, with potential for suspension from class for the remainder of the semester with an assignment to an alternative instructional setting depending on the severity of the offense. The referring teacher and an administrator will contact the parent/guardian after a student has been suspended from class for the third time and thereafter.

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.

**SUSPENSION:** (Board of Education Policy 7:200) A suspension 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 "Loss 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 potential for alternative placement and/or a Disciplinary Review Hearing before the Board of Education.

Following a suspension, a parent/guardian may request a Principal's review of the suspension via email to the principal. If the issue is not resolved through the Principal review, the parent/guardian may request a Superintendent's review. If the issue is not resolved through the Superintendent's review, the parent guardian may request a review of the suspension by the Board of Education.

**LOSS 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 (home and away) at activities, athletics, homecoming, prom, and/or the graduation ceremony.

- If a student accumulates four days of suspension, or has excessive chronic absenteeism/truancy, during the school year, the student will not be able to attend OTHS events for the remainder of the semester in which the fourth suspension day occurred and the following semester.
- Students engaging in gross disrespect, gross disobedience, gross misconduct, skipping/missing school in groups, or excessive chronic absenteeism/truancy may lose the privilege of participating in the OTHS Graduation Ceremony.
- Students that do not adhere to the "Loss of Privileges" consequence may face additional disciplinary consequences.

**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.

**LOSS OF CLASS CREDIT:** Students may be subject to removal from that class if their continued presence substantially disrupts, impedes, or interferes with the operation of the school/class. This penalty may be imposed for excessive class referrals for inappropriate or disruptive behaviors. Parents/Guardians may request a hearing from the Board of Education as outlined in Board Policy 7:210.

**RESTITUTION:** Return of property or restitution for lost, stolen or damaged property.

**SEIZURE OF CONTRABAND:** Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

**STUDENT TO TEACHER COMMUNICATION:** Students are encouraged to directly communicate with teachers outside of class, or by email, 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.

**DUE PROCESS FOR STUDENTS:** The following procedures will be followed pertaining to student discipline.

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

Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

## **RULES AND REGULATIONS**

**When and Where Conduct Rules Apply:** The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event;
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property; or
5. During periods of remote learning, including but not limited to E-Learning, alternative education, homebound instruction

**AFTER SCHOOL:** Students may not stay in the building or campus outside of regular school hours, unless present for a school sponsored activity. Students who loiter on campus during non-school hours are subject to disciplinary consequences. At the conclusion of the regular school day, students may stay for school meetings, practices, or events, may study in the IMC, or go to the Academic Assistance Center.

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 subject to disciplinary consequences.

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 search. The buildings and the parking lots are routinely inspected by OTHS staff and local authorities.

- 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 for alternative placement and/or 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 and out of school activities. (Also, see page 57.)

This section relates to alcohol as well as:

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

For purposes of this policy, the term possession includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location

on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

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. The school professionals have the ability to perform a saliva or portable breathalyzer test for the presence of alcohol. If any test or assessment is positive for alcohol or other drugs, or the parent/guardian and student refuse the tests, there may be disciplinary consequences. Parent/guardian notification upon conclusion of an administrative review.

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

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 for alternative placement and/or 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:**

- 1st offense = Up to 3-day suspension
- 2nd offense= Up to 10-day suspension with a potential for alternative placement and/or Disciplinary Review Hearing before the Board of Education which may potentially result in expulsion.

**ATTENDANCE:** (Board Policy 7:70) 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 student's first 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.

Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of

the child's age, shall assure that the child attends school during the entire time school is in session.

A parent or guardian must contact the school about each absence (Please see Attendance Procedures on page 4). Parents/guardians are encouraged to provide documentation for any absences. The absences outlined for the reasons listed below will not count against the student's absence totals, however, will require official third-party documentation to support the absence. Third party documentation for absences should be submitted within one week of the absence and must include the specific dates of the excused absence. Students will have an opportunity to make up any schoolwork, including exams, for these absences. If documentation is not provided, the absence will count toward chronic absenteeism/truancy:

- Illness or medical excuse from a physician or psychiatrist (documentation for mental health absences is not required)
- Observance of a religious holiday
- Death in immediate family
- Emergency and/or circumstance which cause reasonable concern for the safety or health of the student
- Approved college visit or other approved educational/extracurricular experience

**Mental Health Absences:** Students may utilize 5 mental health days per school year and should be identified as such when reporting the absence to the attendance office. Per Illinois School Code (105 ILCS 5/26-1), a mental health absence does not count toward a student's absence totals nor does it require a medical note. Students shall be given the opportunity to make up schoolwork missed per the OTHS make-up work policy. Mental health days must be reported at the time of the absence and will not be applied retroactively.

**Absences:** Any absence will count toward chronic absenteeism/truancy unless documented per the previous section. Skipping class or classes will count toward chronic absenteeism/truancy. Absences resulting from suspension will not count toward chronic absenteeism/. OTHS will keep students and parents/guardians informed about semester attendance as it relates to chronic absenteeism/truancy. If students accumulate semester absences toward chronic absenteeism/truancy, notification will be as follows:

- 5 days absent – Parent/guardian notification.
- 7 days absent – Parent/guardian notification stating time, date and location of parent/guardian appearance at a local chronic absenteeism/truancy review board.
- 9 days absent – Parent/guardian notification 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 57. Students having 9 or more days of absences during any semester of their junior or senior year may lose the privilege of participating in the OTHS graduation ceremony. Students who have 9 days of absence will lose make-up privileges for non-medical absences for the remainder of the semester.
- After 9 days absent toward chronic absenteeism/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:

- 5 absences from the same class period = notify student and parent/guardian
- 9 absences from the same class period = lose make-up privileges for non-medical absences for the remainder of the semester.

**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 21) 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.

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

**BLANKETS:** Due to safety concerns, blankets are not allowed during the school day at OTHS.

**BULLYING, INTIMIDATION, INTOLERANCE OF DIVERSITY AND HARASSMENT:**(Board Policy 7:20 and 2:265) Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

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.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge from military service, sex, sexual orientation, gender orientation, gender-related identity or expression, ancestry, age, religion, physical or mental disability, physical appearance, socioeconomic status, academic status, order of protection status, homelessness, actual or marital status, pregnancy, parenting status, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic **is prohibited** in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not

owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, Harassment of Students Prohibited and 7:180, Prevention of and Response to Bullying, Intimidation and Harassment.

Consistent with federal and State laws and rules governing student privacy rights, the school shall make

diligent efforts to notify a parent or guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent or guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

**BUS CONDUCT:** 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. Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

**COLLEGE DAYS:** Students are allowed to attend college days and must present documentation from the college proving attendance in order for the absences to not count toward chronic absenteeism/truancy. Each day must be arranged in advance and verified through the Attendance Office.

**DANCES:** Attendance at school-sponsored dances is a privilege. 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 without an approved payment plan. Students who have received loss of privileges from OTHS will not be able to attend the dance regardless of enrollment status, for the duration of the loss of privilege. Students who graduate early (December graduate) cannot purchase their own ticket to prom but may go as a guest of a current OTHS student. 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. Such items will be discarded upon receipt, a behavior referral may be issued and parents/guardians may be notified.

**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, a safety hazard, or which disrupts the educational process will not be permitted. The school has the right to determine appropriateness based upon community standards.

Unacceptable Attire During the School Day includes, but is not limited to:

1. Attire that creates a disruption to the school environment.
2. Attire that presents a safety risk.
3. Attire with:
  - (a) ads, representations, or slogans about unlawful products, alcohol, weapons, tobacco, vapes
  - (b) language/images associated with hate speech
  - (c) obscene, offensive or violent language/images
4. Students may not wear see-through or revealing apparel causing inappropriate body exposure. This includes, but is not limited to, tank tops, camisoles, spaghetti strap tops, strapless tops, sports bras, or exposed undergarments.
5. Any hats, hoods and head coverings unless approved by the administration
6. Costumes, Halloween or other types, unless authorized by the administration

*Consequences:*

- 1st offense = Warning - Problem must be corrected. Parent/guardian notification.
- 2nd offense = 3 detentions
- 3rd offense = 1 day ACR

**DROP OUTS:** The district permits dropouts from the age of 17 to apply to the school district for status as a truant and permits such persons to participate in the district's program for truants. OTHS works directly with the Regional Office of Education to provide resources.

**ELECTRONIC DEVICES:** See page 61.

**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 disciplinary consequences.

**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 56).

**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 detentions

**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
- 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 5 day suspension from school, depending on the situation.
- **Fighting:** Any intentional or attempted physical contact (hitting, slapping, punching, shoving, etc.) with another individual(s) is considered fighting. Disciplinary consequences apply regardless of who starts the altercation. Students are considered to be fighting if they attempt to make/make the first physical contact, as well as if they attempt to return/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 with a potential for alternative placement and/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 may be revoked pursuant to "Loss of Privileges" on page 22 and Code of Conduct.
  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, attempt to record

a fight, or share images/videos of the incident, 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.

1st offense = 3 detentions  
2nd offense = 1 day in ACR

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

1st offense = warning and parent/guardian notified  
2nd offense = 3 detentions

**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. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person. The 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 potential for alternative placement and/or 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, physical, or electronic threats or abuse or failure to comply with a reasonable request, toward OTHS staff
2. Intimidation or harassment of, or any attempt to intimidate/harass, intolerance of diversity, and/or bullying
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, 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 (cumulative per school year):

1st offense = warning and parent/guardian notified  
2nd offense = 3 detentions  
3rd offense = 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

1st referral = recorded as warning

2nd referral = 3 detentions

3rd referral = 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 ACR. 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 60.

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

Consequences for leaving school during the school day may include, but are not limited to: detention, ACR, 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 school for lunch. Food from outside businesses is not allowed to be ordered for delivery to OTHS during the school day. Such items will be discarded upon receipt, a behavior referral may be issued and parents/guardians may be notified. OTHS does not allow parents/guardians or other visitors to eat lunch with students on campus.

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

Acceptable places to be during lunch:

- Cafeteria and restrooms designated for lunch use
- IMC (must report during the first 5 minutes of the 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

**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 unless it is an inhaler or EpiPen® and meets the requirements as defined below. 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 23).

**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 take medication in the Nurse's Office. Students may keep their inhalers for asthma or (EpiPen®) on their person if the required consent forms are on file and 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 OTHS Non-Prescription Medication Permission Form permitting the student to take medication in the Nurse's Office. Acetaminophen (generic Tylenol) is kept in the health office and will be available to students with the signed and dated OTHS Non-Prescription Medication Permission Form from their parents/guardians.

### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

### **Emergency Aid to Students**

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 and self-administer an epinephrine injector (e.g., EpiPen®) and/or an asthma inhaler or medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan, which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan, which must be on file with the school.

Students may self-administer (but not possess on their person) other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form.

The school district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. 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 injector, asthma medication, and/or a medication required under a qualifying plan.

### **Undesignated Medications**

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; and (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

**MODIFIED PHYSICAL EDUCATION:** See Physical Education Medical Exemption on page 52.

**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 34.

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

### **Exemptions**

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

### **Communicable Diseases**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

### **Head Lice**

The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

**Physical Examination Requirements:** The state of Illinois requires that all 9th graders and students new to OTHS provide a Certificate of Child Health Examination and complete immunization record no later than October 15th of the current school year, or 30 calendar days after enrollment. Students will be excluded

from school if their records are not complete. After 5 days of students being excluded from school due to immunization and/or physical examination non-compliance, the OTHS absence policy (see page 25) will be implemented. 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 9th grade physicals.

Seniors must also have, and submit verification of, the meningococcal vaccine by October 15 of their senior year or they will be excluded from school.

A complete list of required immunizations can be found at: <https://dph.illinois.gov/topics-services/prevention-wellness/immunization.html>

**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.

**Eye Examination:** All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

**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 and Food 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 Management 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® and an opioid antagonist for emergency use in the event of a severe allergic reaction or opioid overdose. The EpiPen® is not a substitute for medication prescribed to a student. Albuterol inhalers with disposable spacers to be used in an emergency are also available in the nurse's office.

**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.

**PARKING:** There is no student parking at the Milburn Campus during regular school hours. Student parking is a privilege at OTHS. Parking privileges may be suspended or revoked if a student violates OTHS parking policies. 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 damage to vehicles while parked on district property. Any car on school property is subject to be searched if deemed necessary.

1. Due to space limitations, parking permits are initially available to juniors and seniors only and are issued on a first-come, first-served basis until sold out.
2. In the event there are spaces remaining after juniors and seniors have the opportunity to purchase a parking pass, sophomore students with a valid driver's license will be invited to apply for a parking pass. Passes will be distributed until they are sold out.
3. All outstanding fees must be cleared in the Accounting Office before a parking permit can be purchased.
4. All student parking spaces will be assigned by number.
5. Students who drive to school must park in their assigned numbered space between 6:30 a.m. and 3:15 p.m. on days school is in session. Parking anywhere other than the properly assigned numbered space is prohibited.
6. All students who park in the 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)). Students must park in their assigned parking space number or will face parking violation consequences and/or the possibility of their vehicle being towed off campus. The parking permit is to be displayed on the rearview mirror at all times.
7. In the event of a lost parking permit, students will be required to purchase a new one.
8. Students may not sit in parked cars on school grounds for any reason 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 41).
9. 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:

- 1st offense = 3 detentions
- 2nd offense = 6 detentions, 10 school days off parking lot
- 3rd offense = 1 day ACR plus parking privileges revoked for 60 school days. 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.

**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 if the behavior substantially disrupts, impedes, or interferes with the operation of the school/class (See EXPULSION, Loss of Credit).

**RESTROOM USE:** Students using the restroom should follow the following guidelines:

- No loitering/gathering/eating in the restroom.
- Restroom cell phone use is prohibited.
- Restroom stalls are for single occupants, at no time should more than one student occupy the same stall.

Penalties for improper restroom use are as follows:

- 1st offense = warning
- 2nd offense = 3 detentions
- 3rd offense = 1 day ACR

**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 22.
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 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 chronic absenteeism/truancy.

- For skipping 3 hours or more ("MAJOR SKIP"). Penalties for skipping 3 hours or more do not begin over again at the semester:

1st offense	=	6 detentions
2nd offense	=	1 day ACR
3rd offense or more	=	2 days 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:

1st offense	=	3 detentions
2nd offense	=	6 detentions
3rd offense or more	=	1 day ACR

**SMOKING/ ELECTRONIC CIGARETTES/ NICOTINE VAPES:** In compliance with Illinois School Code and Board of Education Policies 7:190 and 8:30, tobacco/ nicotine 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/vapes in any form.

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

- 1st offense = 1 day ACR, parent conference required
- 2nd offense = 1 day suspension
- 3rd offense or more = Up to 3 days of suspension

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

1. Parental/guardian notification
2. Detention, 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:**

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

**TARDINESS:** Students are marked tardy when they are not in their seats when the bell rings. Students must produce a pass to be excused if they arrive late to class. 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 detentions
  - 18 tardies = notify student and parent/guardian
  - 20 tardies = 3 detentions
  - 23 tardies = notify student and parent/guardian
  - 25 tardies and every 5 tardies thereafter = 1 day ACR
- (See page 59 for ACR limitations per semester)

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 32). Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the

threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

**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 below)

**UAS/DRONES:** Operating an unarmed aircraft system (UAS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

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

- |             |   |               |
|-------------|---|---------------|
| 1st offense | = | 3 detentions  |
| 2nd offense | = | 1 day ACR     |
| 3rd offense | = | 2 days of 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 with a potential for alternative placement and/or may result in a Disciplinary Review Hearing before the Board of Education which may potentially result in an expulsion

**VISITORS:** (Board Policy 8:30) All visitors to OTHS must provide identification to present at the security desk upon arrival at the building and must wear a visitor's badge while in the building. The ID will be used to conduct a background check. Visitors are expected to make an appointment in advance. Please contact the Main Office for assistance.

- The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event.
- No person on school property or at a school event shall threaten, harass, intimidate, or use profane language toward an employee, student, Board Member, sports official, or any other person.
- Any person who engages in conduct prohibited by Board Policy 8:30, whether in-person, on the phone or through electronic communication, may be ejected from school property and may be denied future access to school buildings and/or events.
- All visitors must report directly to the security office to sign in and to receive visitors' passes to

- wear while they are on campus.
- 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 an alternative placement and/or 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. Mace, pepper spray, 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.

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

- Academic Dishonesty
  - Using or transmitting material not permitted by the instructor during a test, including stored information on electronic devices
  - Failure to adhere to classroom directives regarding materials and electronic devices
  - Copying answers from a student
  - Submitting the same paper for two different classes
  - Generating content using an Artificial Intelligence third-party service or site (AI/computer-generated content) without proper attribution or authorization
  - 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
- 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
- Digital Citizenship
  - Failure to cite graphic, audio, or video file
  - Copyright violations
  - Illegal downloading

### **Consequences for Academic Dishonesty**

OTHS will document all cases of academic dishonesty reported to the administration by teachers 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 with a potential for alternative placement and/or 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 school 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 School Counseling department for additional information.

**ARTIFICIAL INTELLIGENCE:** "Artificial Intelligence" ("AI") technology uses computer algorithms to generate text, images, and other content in response to a user's prompt or question. Examples of AI technology include ChatGPT and other language and image generators. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism and Academic Honesty violations may be issued per the Academic Integrity section of the OTHS student handbook (pg. 34). In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP/504). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

### Student Acceptable Use of AI Tools

- Teacher Permission – Students must have permission from their teacher to use AI on an assignment.
- Learning Partner – AI is a supplementary tool that enhances learning. It should not replace personal effort, critical thinking, or direct interaction with teachers. Students should always critically assess AI-generated content for accuracy, bias, and relevance to their educational objectives.
- Citation - Any AI-generated content used in assignments must be appropriately cited. Its use must be disclosed and explained. Noodle Tools, a citation generator, is provided by the IMC to assist students with AI citations.

### Student Unacceptable Use of AI Tools

- Plagiarism and Cheating - Students should not copy from any source, including generative AI, without adequate citation. Students should not submit AI-generated work as their original work. Existing plagiarism and cheating policies will be applied to AI generated content.
- Overreliance - Teachers will clarify if, when, and how AI tools can be used in their classrooms, and students are expected to review outputs generated by AI before incorporating them into their work. Students should not use AI programs to avoid doing their own work.
- Personal Information – Students should protect their own and others' personal information when using AI. Students should not share or use any personally identifiable information, including names, ID numbers, email or home addresses. Many AI platforms use information provided to them to learn and may provide that information to others.
- Harassment/Bullying/Discrimination – Students are not permitted to use AI or AI-generated products to threaten, bully, harass, or to demonstrate discrimination towards others. Consequences may be issued for the use of AI to harass, bully, or discriminate per the Bullying section of the OTHS student handbook (pg. 22).

**AUDITING PROCEDURE:** It is possible for a student to audit a class with approval of parent/guardian, teacher, administrator, school 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 6th 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 virtual school and credit recovery) plus advisory per day. Students taking fewer than five OTHS classes (excluding virtual school 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.

Full credit courses that meet more than 1 hour per day will count as multiple classes. For example, CEO – Business Leadership meets for 2 hours a day and enrolled students earn 1.0 credits per semester. CEO – Business Leadership will count as 2 classes for the purpose of eligibility. Courses at the Collinsville Area Vocational Center meet for 3 hours per day and enrolled students earn 1.5 credits per semester. CAVC courses will count as 3 classes for the purpose of eligibility.

**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. Many of the colleges most attended by OTHS graduates consider college test scores, class rank/GPA, and have adopted the following course requirements as part of the admissions process:

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)

While the information above provides general guidelines, it is the responsibility of the student to check with specific universities for academic and entrance requirements. School counselors are available to assist in this process.

**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 the school counseling office and must be processed prior to the start of the semester. The student must meet with a school 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 school counseling webpage.

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

Enrollment in SWIC for 5th Year Students

A 5th 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 school 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 6th or 7th 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; (g) is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence and coordinates it through the OTHS Resource Person; and/or (h) as assigned by the administration. Enrollment in virtual, distance, or online classes is allowable under Board Policy 6:310. Grades earned will not be weighted unless (a) the course carries an official AP® designation, or (b) the course is taken through the Illinois Virtual Schools and Academy and carries an Honors designation. 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 extra-curricular 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 per quarter (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 46 in the OTHS Handbook and are responsible for the course fees. Course selection and enrollment will be coordinated with an OTHS School Counselor.

Credit Recovery Classes do not count toward a student’s current semester extra-curricular weekly 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 initial eligibility for the fall. 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 44.

**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, a student must turn 15 before the class is complete. “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 can 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. 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 3.7 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 can 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 10th – 12th 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 for all students without regard to color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, military status, unfavorable military discharge, reproductive health decisions, or 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 and will count as 15 percent of the course grade. 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 should not schedule appointments or vacations for students during final exams. The schedule on exam days is as follows:

DAY ONE EXAMS

1st Hour Exams  
2nd Hour Exams  
3rd Hour Exams

DAY TWO EXAMS

7th Hour Exams  
6th Hour Exams  
Early Bird Exams

DAY THREE EXAMS

4th Hour Exams  
5th Hour Exams

- If a student misses 1st 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 1st Semester final exams before the scheduled exam period unless approved by the administration.
- 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 unless approved by the administration.
- P.E. students, students assigned to study hall as part of their regular schedule, and students with advisory/lunch periods do not need to be present during that assigned hour. Students in study hall because they have been removed from class or are serving detentions, must be present. Students are not allowed to leave campus and then return back to campus after reporting to school on exam days. No parent/guardian notes or parent/guardian phone calls will clear students for leaving and returning.

**OTHS SENIOR 2<sup>ND</sup> SEMESTER FINAL EXAM EXEMPTION INCENTIVE POLICY:** Graduating Seniors have the opportunity to earn exemption from their second semester final exams and an earlier release date based on their attendance during their Senior year.

To earn exemption, Seniors must not be chronically absent/truant during their second semester of Senior year. Seniors must not have 9 or more absences that count towards chronic absenteeism/truancy as defined in the OTHS Student Handbook Attendance Policy on page 25. Seniors with 9 or more days of absence counting towards chronic absenteeism/truancy will be required to take all of their final exams. Seniors with 9 or more single period absences that count towards chronic absenteeism/truancy will be required to take all of their final exams.

Seniors earning exam exemption would not be required to attend for the final five school days of the second semester (two regular school days and three exam days) and would not be required to take final exams.

Students with exam exemption can opt to take one or more final exams if they believe their performance on the final exam could improve their overall semester grade for the class. Students should discuss with their classroom teacher before opting to take a final exam. Final exams must be taken during the regularly

scheduled final exam time.

2026-2027 Calendar:

- May 13, 2027 – Last day for seniors with final exam exemption.
- May 14 & May 17 – Regular days of school attendance for all other students.
- May 18 – May 20 – Final exams for all other students.

**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

**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	93 – 100	C	73 - 76
A-	90 – 92	C-	70 - 72
B+	87 – 89	D+	67 - 69
B	83 – 86	D	63 - 66
B-	80 – 82	D-	60 - 62
C+	77 – 79	F	59 and below

\*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.

**GRADE WEIGHTING**

	Regular Course	Honors/AP Course		Regular Course	Honors/AP Course		Regular Course	Honors/AP Course
			B-	2.67	3.67	D	1.00	2.00
A	4.00	5.00	C+	2.33	3.33	D-	1.00	2.00
A-	3.67	4.67	C	2.00	3.00	F	0.00	0.00
B+	3.33	4.33	C-	1.67	2.67			
B	3.00	4.00	D+	1.33	2.33			

**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 with 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 52)

**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. To be eligible for honor roll, a student must carry at least 3 GPA eligible subjects. There are two tiers of recognition as follows: Honor Roll for students earning a 3.500 to 3.799 and High Honor Roll for students earning a 3.800 and above.

**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 School Counseling 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.

**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 Director of Curriculum if they wish to do so. Students/Parents/Guardians may opt out of certain sensitive curricular content. Students/Parents/Guardians should contact the classroom teacher to request an initiation of the opt-out process.

**LAB ASSISTANTS:** If a student is a lab assistant, the student 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 extra-curricular 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 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 school 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 11th and 12th grade years, regardless of number of seasons and/or number of sports involved.
4. 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 more than 25 school days, the student:

1. May remain in the class and receive a transcript designation pursuant to policy.
  - a. The student will not receive academic credit.
  - 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.

**RETAKING 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, or if a student requests 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/DROPPING COURSES:**

- A. For schedule change requests prior to the start of a semester, students must make an appointment with their school counselor in advance of the first day of attendance. Schedule change requests are subject to space availability for the requested course(s).
- B. Schedule changes on or after the first day of attendance will only be permitted in the following circumstances:
  1. Lack of prerequisite
  2. Scheduling error
  3. Summer school adjustment
  4. Graduation requirement deficiency
  5. Student option to transfer from any teacher's class if he/she has previously

- 6. taken the same class from that specific teacher and failed
- 6. Class cancellation due to insufficient enrollment
- 7. Teacher initiated change
- 8. Change required pursuant to IEP/504 or homebound needs

C. Schedule changes will not be granted at any time in the following circumstances:

- 1. Request to change lunch hour
- 2. Request for a different teacher
- 3. Request to change course level if the parent/guardian signed a Change of Level form
- 4. Request to change or rearrange the hours of scheduled courses.

D. Requests to drop a course on or after the first day of attendance:

- 1. Students must make an appointment with their school counselor. The counselor will check to ensure that dropping the course will not jeopardize graduation requirements.
- 2. A drop slip must be signed by both the teacher and the parent/guardian.
- 3. If the drop is approved, the student may be placed in study hall.
- 4. The deadline to withdraw from a course without the course reflecting on the student's transcript is within the first ten school days of a semester.
- 5. If a student withdraws from a course after ten days but within the first nine weeks, they will receive a "W" on their transcript. "W" grades are not included in calculating GPA.
- 6. If a student withdraws from a course after nine weeks and is passing the course, they will receive a "WP" on their transcript. "WP" grades are not included in calculating GPA.
- 7. If a student withdraws from a course after nine weeks and is failing the course, they will receive a "WF" on their transcript. "WF" grades are included in calculating GPA.

E. Course Level Changes

- 1. Teacher-initiated level changes may occur when deemed academically appropriate and require permission from the department chairperson, school counselor, and parent/guardian.
- 2. Student-initiated level changes require an academic review with a school counselor, a signed waiver on file, and must occur prior to the first day of attendance.

**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	=	85%
Semester Exam	=	<u>15%</u>
Semester Grade	=	100%

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

**SPECIAL EDUCATION CLASSES:** OTHS offers 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 STAMP 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).

**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 with 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 School Counseling Office. Official transcripts may be requested through Parchment™ or from School Counseling. Official transcripts from School Counseling 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 School Counseling Office) is completed. Same signature requirements apply.

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/AI DETECTION:** Student work may be required to be submitted to Turnitin.com for plagiarism or AI content detection. 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.

#### **EVENT ATTENDANCE POLICY (See VISITORS, page 41)**

##### General Rules

1. Only students from OTHS and the opposing school are allowed to attend the games/events by themselves with a Student ID. Students are to watch the games/events from their respective school's side or designated location.
2. All attendees should be prepared to show IDs to school/security personnel.
3. Students from non-participating schools will be admitted with a parent/guardian. They will not be admitted by themselves.
4. Jr. High/Middle School/elementary students will only be admitted with a parent/guardian and must remain in the company of that parent/guardian throughout the event.
5. Backpacks and bags are strictly prohibited. Any necessary bags are subject to search by school/security personnel.

##### Students

1. Once in the stadium/gymnasium, students should find a seat.
2. There is no re-entry for students who leave the game/event.
3. Students should follow the directions of all staff and security at the game.
4. Students must have timely transportation at the end of the games/events

##### Event Conduct

1. The School District expects mutual respect, civility, and orderly conduct among all people on school property or at school events.
2. No person on school property or at a school event shall threaten, harass, intimidate, or use profane language toward an employee, student, Board Member, sports official, or any other person.
3. Any person who engages in conduct prohibited by Board Policy 8:30 may be ejected from school property and may be denied future access to school buildings and/or events.
4. OTHS students who engage in misconduct are subject to disciplinary consequences.

**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 of the Southwestern Conference and the Illinois High School Association.

All students and parents/guardians are expected to 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: [Link to Clubs and Activities](#)

**ELIGIBILITY GUIDELINES:** Participation in extra-curricular activities that include performances, competitions, or field trips is dependent upon course selection and successful progress in those courses. For a student to be eligible to participate in any OTHS school sponsored athletic or extra-curricular activity, a student must be enrolled in and passing at least 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 enroll in and pass at least 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. Full credit courses that meet more than 1 hour per day will count as multiple classes. For example, CEO – Business Leadership meets for 2 hours a day and enrolled students earn 1.0 credits per semester. CEO – Business Leadership will count as 2 classes for the purpose of eligibility. Courses at the Collinsville Area Vocational Center meet for 3 hours per day and enrolled students earn 1.5 credits per semester. CAVC courses will count as 3 classes for the purpose of eligibility.

**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 and marching band must have a current physical on file. Athletic physicals must be turned into the athletic trainer and/or emailed to [physicals@oths.us](mailto:physicals@oths.us).

### **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.

If the violation occurs during the off-season, the consequences will carry over into the next season in which the student is involved. 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 Township High School, including summer vacations. Penalties for Level I and II. 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. The 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.
- Violations of the rules and regulations of District 203 that result in an out of school suspension of ten days.
- Other unacceptable behaviors (depending upon severity)

#### **CONSEQUENCES:**

- A. First Offense - Participant will be suspended from all extra-curricular activities for 1/3 of the season. (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 at a Level One Violation (First Offense Only), 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. 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 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 before serving their suspension.

## **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 three but less than ten school days.
- Other unacceptable behaviors (depending upon severity)

### **CONSEQUENCES:**

- A. First Offense – Participant will be suspended from all extra-curricular activities for 1/6 of the season..
- B. Second Offense – Participant will be suspended from all extra-curricular activities for 1/3 of the season.
- C. Third Offense – Participant will be suspended from all extra-curricular activities for a period of one (1) calendar year.

## **III. LEVEL THREE VIOLATIONS:**

- Violations of the rules and regulations of District 203 that result in an out of school suspension greater than one up to three school days.
- Use or possession of any tobacco substance, e-cigarette, or vape.
- Any Major Skip from class or school
- Arrest for minor infractions.
- Other unacceptable behaviors (depending upon severity).

### **CONSEQUENCES:**

- A. First Offense – Participant will be suspended from all extra-curricular activities for 1/12 of the season.
- B. Second Offense – Participant will be suspended from all extra-curricular activities for 1/6 of the season.
- C. Third Offense – Participant will be suspended from all extra-curricular activities for 1/3 of the season.

## **IV. LEVEL FOUR- 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.
- Violations of the rules and regulations of District 203 that result in an out of school suspension of one day or less.
- Other unacceptable behaviors (depending upon severity).

### **CONSEQUENCES:**

- A. First Offense – Probation and coaches' discretion: 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 1/12 of the season.
- C. Third Offense – Participant will be suspended from all extra-curricular activities for 1/6 of the season. (See Buy Back Guidelines under Level I).

## **V. LEVEL FIVE - 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)
- Assignment to ACR
- 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 completed 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, however the scheduled ACR day will count as one of the five allowed per semester.
2. Students will not be assigned to ACR more than five (5) times per semester. After that limit has been reached, out-of-school suspensions will replace ACR assignments.
  - 1<sup>st</sup> through 4<sup>th</sup> ACR – Notification to parent/guardian
  - 5<sup>th</sup> ACR – Notification to parent/guardian informing them of the student serving the last ACR of the semester

3. 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.
4. Cell phones and other electronic devices are not permitted in ACR. Students are required to put their cell phones in a lock box as they enter ACR.
5. Students must use the seat or study carrel assigned by supervisor.
6. Students are not to talk or to interact in any way with any other student in ACR.
7. Students assigned to ACR will be given restroom breaks and will be escorted to the facilities by the ACR supervisor.
8. Students will eat lunch in the cafeteria, escorted by the ACR supervisor, at a time when other students are in regular classes.
9. Students will not be allowed to go to their locker or anywhere else during ACR time.
10. Students with an early bird class must attend early bird prior to their ACR assignment.
11. Administrators will make all referrals to the ACR.
12. 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.
13. 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. All school issued devices may be monitored by the District.

### **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. Student activity on the District's network may be monitored. 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 email 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.

Sexting, which, for purposes of this procedure, is the act of creating, sending, sharing, viewing, receiving, or possessing sexually explicit messages, images, or videos electronically, regardless of whether they are authentic or computer-generated, through the use of a computer, electronic communication device, or cellular phone. Sexting also includes creating, sending, sharing, viewing, receiving, or possessing indecent visual depictions, non-consensual dissemination of private sexual images, and non-consensual dissemination of sexually explicit digitized depictions, as defined in State law.

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

The use of personal electronic devices (cell phones, tablets, or any wearable technology such as headphones/air pods/smartwatches/smart glasses) is not permitted from bell to bell during classroom time. Smartwatches may be worn but not used, however students may be required to be removed upon request. This includes Study Hall, Lunch Detention, and ACR. Exceptions may occur when a device is permitted as

part of a student's Individualized Education Program (IEP), 504 plan, or health plan. Any electronic device seen or heard during classroom time is subject to disciplinary action. Students are permitted to use electronic devices during their assigned lunch period, passing periods, non-instructional time in Advisory, and before/after school hours. Students must comply anytime a request is made by school personnel to cease the use of any electronic device. O'Fallon Township High School District 203 is not responsible for any damaged, lost or stolen electronic devices and no effort will be made to search for or retrieve them.

Consequences of Electronic Device Use in the Classroom The offenses are cumulative and not limited to a specific class period. Consequences reset at the beginning of each semester.

- 1st offense – warning and parent/guardian notified
- 2nd offense – 3 detentions
- 3rd offense – 3 detentions
- 4th offense and thereafter – ACR

All students are subject to the guidelines listed below. Any person engaging in such behavior may be disciplined by the OTHS Student Handbook and may be reported to the appropriate law enforcement agencies. 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 OTHS activities.

- Using a device to take photographs or videos in locker rooms, bathrooms or any other space where a reasonable expectation of privacy exists.
- Using a device to record a fight, near fight or other acts of violence.
- Using a device to record a staff member and/or student without permission.
- Creating, sending, sharing, viewing, receiving, or possessing obscene, inappropriate, pornographic, lewd, violent, or otherwise illegal images, messages, or photographs.
- Posing as an OTHS school, administrator, teacher, employee, or another student via any form of communication and/or on social media.

Abuse or misuse of an electronic device or software that results in a disruption, or potential disruption, to the educational environment of the school may result in serious disciplinary action, including expulsion.

### **INTERNET CONTRACT/COMPUTER VIOLATIONS**

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

- |             |   |                          |
|-------------|---|--------------------------|
| 1st offense | = | Up to 1 day of ACR       |
| 2nd offense | = | Up to a 1 day suspension |
| 3rd offense | = | Up to a 3 day suspension |

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

- |             |   |                          |
|-------------|---|--------------------------|
| 1st offense | = | Up to 1 day of ACR       |
| 2nd offense | = | Up to a 1 day suspension |
| 3rd offense | = | Up to a 3 day suspension |

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

- |             |   |  |
|-------------|---|--|
| 1st offense | = | Up to a 3 day suspension   |
| 2nd offense | = | Up to a 5 day suspension   |
| 3rd offense | = | 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**

- |             |   |                          |
|-------------|---|--------------------------|
| 1st offense | = | Up to a 3 day suspension |
|-------------|---|--------------------------|

- 2nd offense = Up to a 5 day suspension
- 3rd offense = 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.**

- 1st offense = Up to a 3 day suspension
- 2nd offense = Up to a 5 day suspension
- 3rd offense = 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. – 2:50 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.\*
- The IMC closes early on Thursdays preceding a non-attendance day.

**SERVICE OVERVIEW:**

- Diverse physical and digital collections
- Color printer and copier, flex-use computers, Flip video cameras, digital cameras, wireless printer, portable chargers, universal charging/data cables, headphone/microphone combos, flashdrives, and TI-84 calculators for student use
- Charging lockers and device charging stations for student devices: The District is not responsible for lost, stolen, or damaged devices resulting from use of a charging locker or station. Leaving an academic class to charge or retrieve devices in lockers is not permitted.
- Official OTHS agendas, a variety of school supplies, and earbuds for sale
- Study rooms available upon request
- Alternative Lunch Program for students seeking accommodations outside of the cafeteria (See Alternative Lunch Program on page 64).
- 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 digital advisory pass (emailed FastPass), and the student must report to advisory and present the emailed 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 IMC advisory pass privilege. A student on an advisory pass from an academic teacher must be on task as assigned by the academic teacher.
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 but must remain in the cafeteria for the remainder of the period.
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. Some small snacks and sealed drinks are permitted in designated areas of the IMC.
  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. Handbook policies for electronic devices apply in the IMC.
  11. IMC programming includes prizes and rewards for students. If guardians do not want their student to receive programming prizes or rewards, they should email [imc@oths.us](mailto:imc@oths.us).

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

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

### **ALTERNATIVE LUNCH PROGRAM:**

Students who desire to utilize the IMC's Alternative Lunch Program (ALP) must see a social worker, school counselor, or administrator for program enrollment. Enrolled students must adhere to the ALP agreement in order to remain enrolled in the ALP.

### **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. Students should never check items out for other students; the borrower is always held accountable.
3. 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.
4. Equipment is checked out for up to 3 school days and may be renewed upon the discretion of the IMC staff.
5. When renewing, items must be present.

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 criteria for and duration of the restriction.

#### **B. OVERDUE PROCEDURES**

- 1 day after the due date: Student begins receiving daily overdue notices via OTHS email account.
- 14 days after the due date: Student is notified to meet with an IMC staff member.
- 20 days after the due date: Item(s) are deemed lost and a replacement charge is added to the student's Skyward account.

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 the cost of replacement or refurbishment.

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

Students must pay for all print/copy jobs, unless the materials are required by the teacher. If an OTHS staff member requires color printing, the OTHS staff member will notify the IMC of any color printing requirements. 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, or format. 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, portable chargers, Chromebooks, tablets, notebooks, calculators, flash drives, 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 designated area on the assigned date.

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!*