O'FALLON TOWNSHIP HIGH SCHOOL

ELEVATING EVERY STUDENT

FRESHMAN ORIENTATION

CLASS OF 2030

TODAY'S AGENDA

1. Welcome to OTHS
2. Getting to Know the Milburn Campus
3. Student Expectations
4. Getting Ready for Day One
5. Student Support Services
6. Getting Involved
7. Guided Campus Tour
8. Parent Session & Next Steps

MEET YOUR ADMINISTRATION TEAM

MILBURN CAMPUS

Mr. Dan Howe

PRINCIPAL

Mr. Corey Wallis

VICE PRINCIPAL

Mr. Alex Prindable

ASSISTANT PRINCIPAL

Mr. Joel Gherardini

ASSISTANT PRINCIPAL
SPECIAL SERVICES

WE'RE HERE TO | SUPPORT. | ENCOURAGE. | INSPIRE.

STUDENT EXPECTATIONS

OUR EXPECTATIONS. OUR COMMUNITY. OUR SUCCESS.

GIVE YOUR BEST

Success at OTHS starts with effort. Challenge yourself, work hard, and strive to reach your full potential.

MAKE SCHOOL YOUR PRIORITY

Get involved, enjoy high school, and make memories—but always keep academics first.

BE PRESENT & PREPARED

Attend every class, arrive ready to learn, and complete your assignments.

BE RESPECTFUL & RESPONSIBLE

Know the handbook, follow school expectations, and help create a positive learning environment.

SEE SOMETHING. SAY SOMETHING.

We all play a role in keeping our school safe. If something doesn't seem right, tell a trusted adult.

ELEVATING EVERY STUDENT

Attendance Matters – Make Every Day Count

BE HERE

Regular attendance is essential for academic success.

Students are expected to attend every class, advisory, and study hall.

BE ON TIME

Students arriving more than **5 minutes** late must report to the Attendance Office before going to class.

ATTENDANCE - GPA

Attendance is one of the strongest predictors of academic success. Students with higher attendance consistently earn higher GPAs, and every additional absence is associated with lower academic achievement.

TARDY POLICY

Students are marked tardy when they are not in their seats when the bell rings.

See the **Student Handbook** *for complete attendance policies and procedures, including chronic absenteeism, make-up work, and attendance consequences.*

O'FALLON TOWNSHIP HIGH SCHOOL

Milburn Campus Bell & Lunch Schedule

7:00 AM – DOORS OPEN

Note: There are 5-minute passing periods between hours.

7:30 a.m. – 8:25 a.m.	1st Hour
8:30 a.m. – 9:25 a.m.	2nd Hour
9:30 a.m. – 10:25 a.m.	3rd Hour
10:30 a.m. – 11:25 a.m.	4th Hour
11:30 a.m. – 12:25 p.m.	5th Hour
12:30 p.m. – 1:25 p.m.	6th Hour
1:30 p.m. – 2:25 p.m.	7th Hour

ADVISORY & LUNCH PERIODS

4TH HOUR

4A LUNCH	10:30 – 10:55 a.m.
4B ADVISORY	11:00 – 11:25 a.m.

5TH HOUR

5A LUNCH	11:30 – 11:55 a.m.
5B ADVISORY	12:00 – 12:25 p.m.

Advisory is a time for connection, announcements, and important information.

Daily Student Information

ACTIVITY BUS

Travels to the Smiley campus after school every day.

LOCKERS

Students must provide their own combination lock.

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)

Dress Code & Visible ID Policy

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.

- School appropriate and not disruptive
- Must be safe and not a safety hazard
- No inappropriate language, images, or references (including hate speech, violence, or unlawful products)
- No revealing or see-through clothing

! Hats, hoods, head coverings, costumes, and Halloween or other types are not permitted unless approved by the administration.

ID'S – 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.

O'FALLON TOWNSHIP HIGH SCHOOL

Student Schedule and Schedule Changes

Schedules are viewable in **Skyward**.

Schedule changes may be made **prior to the first day of each semester.**

Students may request changes on the **Walk-Through Dates** or by email at

schedulechange@oths.us

SCHEDULE CHANGES WILL NOT BE GRANTED IN THE FOLLOWING CIRCUMSTANCES:

- Request to change advisory/ lunch period.
- Request for a different teacher.
- Request to move a class to a different hour.
- When a student/guardian signed a Change of Level Form to be placed in a course higher than the OTHS recommended course.

O'FALLON TOWNSHIP HIGH SCHOOL

Student Support Services – School Counseling

SCHOOL COUNSELING

Counselors

Mr. Hattan
(A - Q)

Mrs. Ritzel
(R - Z)

We are here to help students explore their potential, plan for their future, and succeed in high school and beyond.

SUPPORTS WE OFFER:

- Academic Planning, Course Selection & Advising
- Classroom presentations
- Academic support & interventions
- Student/Family support

HOW DOES A STUDENT MEET WITH A SCHOOL COUNSELOR?

- Referral from OTHS staff, parent/guardian, or self-referral
- Students can scan in to the appointment kiosk in the School Counseling Office.

O'FALLON TOWNSHIP HIGH SCHOOL

Student Support Services – Social Work

Social Work Department

Ms. Randle and Mrs. Rottmann

We are here to support students with personal, emotional, and social challenges that may impact their success in school.

Ms. Randle

Mrs. Rottmann

REASONS TO MEET WITH SOCIAL WORKER:

- Mental health issues or concerns
- Peer or family issues or concerns
- Help accessing resources in the community

HOW DOES A STUDENT MEET WITH A SOCIAL WORKER?

- Referral from OTHS staff, parent/guardian, or self-referral
- Student can scan QR code found around the campus or use computer in the counseling office to request appointment

O'FALLON TOWNSHIP HIGH SCHOOL

Academic Supports

ESSENTIAL STUDY SKILLS (ESS)

- By recommendation only and/or 504 Plan
- Instruction focuses on organization, time management, note taking, and goal setting
- Class time devoted to homework, preparing for tests and individual/group tutoring

LIFE MANAGEMENT SKILLS (LMS)

- By recommendation only and/or IEP or 504 Plan
- Instruction focuses on healthy and responsible decision-making, emotional regulation, and academic success
- Uses SEL-aligned instruction, practical activities, and individualized social work support to meet student needs

ACADEMIC ASSISTANCE CENTER

- Tutoring during advisory periods

MATH TUTORING LAB

- Math tutoring during advisory periods

O'FALLON TOWNSHIP HIGH SCHOOL

GETTING INVOLVED

Find Your People. Follow Your Passions. Make an Impact.

At OTHS, there's something for everyone! Get involved, build connections, and make your high school experience unforgettable.

MAKE NEW FRIENDS
Join a community of students who share your interests.

DISCOVER YOUR PASSIONS
Explore new activities and unlock your potential.

BUILD LEADERSHIP SKILLS
Take on roles, lead projects, and build your resume.

MAKE A DIFFERENCE
Be part of something bigger and give back to our school and community.

Save the Date!

OTHS CONNECTS ACTIVITY FAIR

FRIDAY, 8/21

EXPLORE. CONNECT. GET INVOLVED.

O'FALLON TOWNSHIP HIGH SCHOOL

PARENT PARTNERSHIP

O'FALLON TOWNSHIP HIGH SCHOOL

Parent Expectations

- **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 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 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**. 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.

TOGETHER, WE CAN MAKE A DIFFERENCE.

OTHS 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 date(s)/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 Absence 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 will have the capability to Edit this record, as well as to Delete this request.

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

MILBURN CAMPUS: 618-622-9647	Freshmen	Ms. Robin Mason	Ext. 5204

O'FALLON TOWNSHIP HIGH SCHOOL

OTHS Attendance Policies

Regular attendance is essential for academic success. Students with poor attendance risk losing class credit.

EXPECTATIONS

- All students are required to attend all classes, advisory periods, and study halls except in cases of illness or emergencies.
- Parents/guardians must contact the school about each absence and are encouraged to provide documentation.
- One-period absences may result in disciplinary consequences.
- If a student withdraws and re-enters OTHS without attending another high school, previous attendance record will apply.

EXCUSED ABSENCES

(Require official third-party documentation)

- 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

Students will have the opportunity to make up any schoolwork, including exams, for these absences.

TARDIES & ABSENCES

1. More than 5 minutes late to class: report to Attendance Office for a pass. Tardy and/or skipping penalties may apply.
2. Miss more than 25 minutes of first class: counted absent for that class and must report to Attendance Office.
3. One-period absences may result in disciplinary consequences.
4. If a student withdraws and re-enters OTHS without attending another high school, previous attendance record will apply.

OTHS Attendance Policies Continued…

MENTAL HEALTH DAYS

Students may use up to **five** mental health days each school year.

- Should be identified as such when reporting the absence.
- Per Illinois School Code (105 ILCS 5/26-1), mental health absences do not count toward a student's absence totals and do not require a medical note.
- Students will be given the opportunity to make up schoolwork missed per the OTHS make-up work policy.

CHRONIC ABSENTEEISM / TRUANCY

1. **5 days absent** – Parent/guardian notification.
2. **7 days absent** – Parent/guardian notification stating time, date and location of appearance at a local chronic absenteeism/truancy review board.
3. **9 days absent** – Parent/guardian notification from Regional Office of Education, if appropriate, stating date and location of appearance at a regional truancy review board.
4. **After 9 days absent** 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. Providing false information or knowingly permitting absences without valid reason may result in referral to the State's Attorney Office.

SINGLE PERIOD ABSENCES

Students absent for single class periods are subject to discipline as follows:

1. **5 absences** from the same class period = notify student and parent/guardian.
2. **9 absences** from the same class period = lose make-up privileges for non-medical absences for the remainder of the semester.

OTHS Electronics Policy

- 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 re-trieve them.

Consequences of Electronic Device Use

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

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

PROHIBITED USES

Any person engaging in such behavior may be disciplined and may be reported to the appropriate law enforcement agencies.

- 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.

MORNING DROP-OFF

7:00 – 7:30 A.M.

PARENT DROP-OFF

Enter from Merriam Parkway

1. Enter from **Merriam Parkway.**
2. Drop students at the **Auditorium Entrance** (back of the school).
3. **Pull all the way forward** before stopping.
4. Drop off along the **entire curb** to keep traffic moving.
5. Exit following the **designated traffic flow.**

PLEASE PULL FORWARD

This allows multiple vehicles to unload at once.

AFTERNOON PICK-UP

2:10 – 2:40 P.M.
AFTERNOON PICK-UP

Parents must use **Milburn School Rd.** to access the designated parking lot to pick students up between **2:10 p.m.** and **2:40 p.m.**

PM buses will pick up at the **auditorium entrance** along the back road facing Merriam Pkwy.

Activity buses will pick up at the **auditorium entrance** along the back road facing Merriam Pkwy.

KEY

- **P.M. Parent Pick-Up Route** (Enter from Milburn School Rd.)
- **P.M. Parent Pick-Up Parking Lot** 2:10 – 2:40 P.M.
- **P.M. Bus Pick-Up Route** (Back road facing Merriam Pkwy.)
- **P.M. Bus Pick-Up Location** (Auditorium entrance)

Thank you for helping us keep arrival and dismissal safe and efficient for everyone!

O'FALLON TOWNSHIP HIGH SCHOOL

Tips For Success

- Communicate with teachers

- Check Skyward for grades, attendance and discipline

- Encourage your student to get involved and advocate for themself

ELEVATING EVERY STUDENT

Important Dates

8/11 : 1st Day of School – 11:30 dismissal

8/12 : First full day of school

8/18 : Open House

8/21 : OTHS Connects School Day

THANK YOU FOR COMING!

NEXT STEPS

- Visit the informational tables in the cafeteria.
- Students will be released at the front entrance at the conclusion of their student tour.