



LOCKPORT TOWNSHIP HIGH SCHOOL
- FRESHMAN CENTER -
CENTRAL CAMPUS
 1222 South Jefferson Street
 Lockport, Illinois 60441



June 2010

Dear freshman student and parent(s) or guardian(s),

Welcome to your freshman year as a student at Lockport Township High School! We hope that you have had a great start to an enjoyable summer and will be ready for the school year to begin in August. The purpose of this letter is to inform you about Freshman Orientation and some business which you will have to complete prior to the start of the new school year.

The purpose of our Freshman Orientation program is to provide more information to smaller groups of students and parents or guardians relative to the many questions which emerge with the start of high school. In short, our goal is to ensure a positive experience not only during the first year of high school, but also during the weeks preceding the start of the school year.

Included below is information on a series of subjects which will be of great importance in the days and weeks prior to the start of the school year. Although this letter is a long one, it contains extremely important information. Information will be provided on the following important subjects:

- Freshman Orientation
- Yearbook and school ID photos
- Medical and Immunization Records
- Student Information Forms
- Student Fees
- Waiver of Student Fees
- Physical Education Uniforms
- Student Insurance
- Administration of Medication to Students
- Media Permission
- Technology Acceptable Use Policy
- Weather-Related Amendments to the School Day
- Opening of School
- Community Service Hours
- Freshman Required Summer Reading Program Letter (enclosed)

We would ask that you take time as a family to read through this information. As is always the case, please do not hesitate to contact the Principal's Office at Central Campus in person or at (815) 588-8203 should you have any questions.

FRESHMAN ORIENTATION

As stated above, the staff at the Freshman Center is committed to help you make a smooth transition to high school. We want you to have all the information you need and an opportunity to ask questions before school starts on August 19, 2009. As a result, we have scheduled Freshman Orientation sessions for you to attend as a way of familiarizing yourself with your new school and the many fine opportunities which await you. Freshman Orientation sessions have been scheduled during morning, afternoon, and evening hours for your convenience. Students and their parents or guardians are asked to please plan on attending one of the sessions associated with the first letter of the student's last name.

Times		Monday, August 2, 2010	Wednesday, August 4, 2010	Thursday, August 5, 2010
9:30 a.m. 10:00 a.m.	ID Pictures/Schedules Freshman Orientation	A - H	Q - Z	----
1:30 p.m. 2:00 p.m.	ID Pictures/Schedules Freshman Orientation	I - P	A - H	L - Z
5:30 p.m. 6:00 p.m.	ID Pictures/Schedules Freshman Orientation	Q - Z	I - P	A - K

Freshman Orientation sessions will be held in the auditorium at Central Campus and will last approximately 45 minutes. At each session, students will receive their class schedule, locker information and bus route information. Time will be provided following each session for students to explore and become familiar with their new school.

If you are absolutely unable to attend one of your scheduled sessions shown on previous page, you may attend one of the sessions listed below. **HOWEVER, PLEASE BE AWARE THAT THE WAITING TIME DURING THESE SESSIONS MAY BE CONSIDERABLY LONGER THAN IF YOU ATTEND ONE OF YOUR SCHEDULED SESSIONS ON AUGUST 2ND, 4TH, OR 5TH.**

Times	Make-Up Orientation Sessions	Monday, August 9, 2010
9:30 a.m. 10:00 a.m.	ID Pictures/Schedules Freshman Orientation	A - Z
1:30 p.m. 2:00 p.m.	ID Pictures/Schedules Freshman Orientation	A - Z

YEARBOOK AND SCHOOL ID PHOTOS

One part of the high school experience that starts during freshman year and continues through the senior year is the opportunity to document all of your experiences. A yearbook photo is one way to assure your place in the history of the school. We will be taking your yearbook/school ID pictures before and after your orientation sessions. This will allow us to have student ID's ready for the first week of school.

Yearbook/ID photos will be taken in the Smith Foyer one half hour before every orientation session and fifteen minutes after each session. All students must take a yearbook/ID photo. Students are required to dress appropriately (in accordance with school policy) when they are photographed. No fee will be charged for your yearbook pictures; however, packages will be available for purchase through Prestige Portraits. We will provide you with a picture card order form.

MEDICAL AND IMMUNIZATION RECORDS

According to Illinois law, all freshmen **must** have a medical examination **before** entering high school. This examination must be completed not more than **one year** prior to the date of entry. A complete immunization history must be recorded on the Certificate of Child Health Examination with all immunization dates, including those received as an infant, recorded by day, month, and year. **THE CERTIFICATE OF CHILD HEALTH EXAMINATION MUST BE RETURNED TO SCHOOL PRIOR TO AUGUST 2, 2010.** If you have lost or misplaced this form, we will gladly send you a new one or you may find the forms on our website.

Students who are not in compliance with health examination and immunization requirements may be excluded from attending school.

STUDENT INFORMATION FORMS

Included in this mailing is a copy of your Student Information Form. The Student Information Form contains important information pertaining to the legal guardian and emergency contacts for each student who attends Lockport Township High School. We ask that you please review the enclosed form and make any changes which may be required directly on the form itself. Should changes be required, **please bring your copy of the Student Information Form complete with changes to Freshman Orientation.** We also ask that you bring a copy of your child's birth certificate for our files and proof of guardianship if guardianship is not the same as on the birth certificate. If you have already supplied us with this information, you do not need to bring it with you to the Freshman Orientation. If the Student Information Form is correct, please sign and return the form at Freshman Orientation.

STUDENT FEES

Student Fees for 2010 - 2011	\$315.00 \$305.00 If paid before July 4, 2010
<p>The fee includes:</p> <ul style="list-style-type: none"> • Textbook Rentals • All Course Fees • Workbooks • Class Dues • Porter Planner • School Newspaper • PE Towel and Lock • All Co-Curricular and/or Athletic Participation Fees • Admission to Athletic Events, Plays, and Concerts (hosted at LTHS) 	<p>The fee does not include:</p> <ul style="list-style-type: none"> • \$75 Student Parking Permit • Drivers Education Fees • Summer School Fees • Admission to IHSA Events (Hosted at LTHS)

Note: Invoices have already been mailed to your home in May or June.

FEE PAYMENT

The following methods of payment are available for fee payment:

- Personal check/money order/Visa or MasterCard authorization mailed to the bookstore or district office.
- Personal check/money order/cash/Visa or MasterCard presented in person at the bookstore or district office.
- Visa/MasterCard/American Express/Discover paid online through the district's website. To pay with a credit card online, go to the district's website at www.lths.org and click on the ONLINEPAYMENTS icon.

WAIVER OF STUDENT FEES

Students whose parents are unable to afford student fees may receive a waiver for some of the fees. However, those students are not exempt from charges for lost or damaged books, locks, materials, supplies, and equipment. Information related to the application for fee waivers are available via contact with the Principal's Office at Central Campus at (815) 588-8203.

A student shall be eligible for a waiver of a fee when at least one of the following conditions is met:

1. The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
2. The student's family is currently eligible for free or reduced price meals under the guidelines of family size income levels prescribed annually by the Secretary of Agriculture.

Also, consideration will be given by the building administrator to additional factors such as:

3. Illness in the family;
4. Unusual expenses such as fire, flood, storm damage, etc.
5. Seasonal unemployment;
6. Emergency situations.

The parent or guardian shall submit evidence of eligibility for a waiver of the student's fees. Such documentation may include current pay stubs, income tax returns, a W-2 form, social security and/or public aid documents. A separate application form shall be submitted for each student in a family. The building administrator will notify the parent or guardian promptly as to whether the fee waiver request has been granted or denied.

A building administrator's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within fourteen (14) days of the denial. The Superintendent's denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Board Secretary within fourteen (14) days of the Superintendent's denial. If appealed, the Board will reconsider the decision to deny the fee waiver request and will notify the parent or guardian in writing of its decision. The decision of the Board is final and binding. As stated above, questions regarding the fee waiver request process should be addressed to the Principal's Office at Central Campus.

PHYSICAL EDUCATION UNIFORMS

Students enrolled in Physical Education are required to purchase a uniform. Uniforms may be purchased at the following locations:

SPORTS HUDDLE
922 East Ninth Street
Lockport, IL 60441
(815) 838-8522

KRISTICH SPORTS
258 Theodore Street
Crest Hill, IL 60441
(815) 722-0594

STUDENT INSURANCE

District 205 provides medical insurance for all students enrolled at Lockport Township High School. The medical insurance policy covers students while they are at school during the normal school day as well as when they are involved in school sponsored activities, including sports. The District 205 student medical insurance is a secondary policy. If the student is not covered by his/her family policy, District 205 student medical insurance will act as a primary policy. In addition, parents have the option to purchase additional medical insurance which covers students 24 hour a day, including weekends and holidays. Forms are available at the Principal's Office or the Bookstore. The additional insurance is also a secondary policy but will act as a primary policy if the student does not have family medical insurance. All medical insurance claims are to be reported to the Business Office as soon as possible for prompt processing.

ADMINISTRATION OF MEDICATION TO STUDENTS

Ms. DeAnne Koran, the Central Campus medical clinician, can be reached at 815-588-8280 to discuss issues related to medication with parents and guardians. You may contact her to explain Lockport Township High School's policy related to the administration of medicine to students. Ms. Koran is not in during the summer months, but she does check her messages and she will return your phone calls to answer any and all questions that you may have.

MEDIA PERMISSION

Each year, there are many opportunities to feature students and their accomplishments in both internal and external publications. Whether it is attending an event, participating in a class project, for a scholastic award, or an athletic or club accomplishment, LTHS students frequently get their names and pictures in the newspaper, on videotape, and even on the website. Examples of the information typically included are a student's name, town, grade level, age, parent or guardian names and student photograph.

This is a natural part of school life. LTHS representatives and employees exercise discretion and care in the use of students' names and likenesses. Therefore, unless you notify us in writing **NOT** to use the name or likeness of your student(s), LTHS will assume that we have your permission. If you elect **NOT** to allow LTHS to use your student's information, please contact the Principal's Office at Central Campus for additional information.

TECHNOLOGY ACCEPTABLE USE POLICY

All students must turn in the first page of the Porter Planner signed by both the student and the parent/guardian if they wish to have computer access at LTHS. Lockport Township High School District 205 provides technology for use as a tool to enhance classroom teaching and learning. Access to the computer Network and the Internet offers valuable, diverse, and unique resources to users. The appropriate use of technology promotes educational excellence by facilitating resource sharing, innovation, and communication.

WEATHER-RELATED AMENDMENTS TO THE SCHOOL DAY

Central Campus is a beautiful and historic facility which is a wonderful home to our Freshman Center. Unfortunately, it is also a facility that lacks air conditioning. As a result, there exists the possibility that consecutive days of extreme heat could force the use of an early dismissal schedule to ensure the well being of our students and staff. On such days, students will be dismissed at 12:44 p.m. with a special bus run beginning immediately thereafter. Students participating in after-school activities or in need of supervision would be given an opportunity to call home or attend a study hall at our air-conditioned East Campus. Parents and guardians are encouraged to discuss any arrangements for such a circumstance with their student in advance.

SEX OFFENDER COMMUNITY NOTIFICATION LAW, 730 ILCS 152/120

The Sex Offender Community Notification Law, 730 ILCS 152/120, has been amended to include a new notification requirement for all Illinois public and private elementary or secondary schools.

Effective January 1, 2007, a principal or teacher is required to notify the parents of children attending the school, either during school registration or during parent-teacher conferences, that information about sex offenders is available to the public.

This notice to parents should include information regarding the statewide Sex offender Database, which is accessible via the Department's home page at <http://www.isp.state.il.us/sor/>.

The database also includes a new mapping system, where the public can identify any registered sex offenders living within 5 miles of any given address.

The law does not appear to require more than one informational distribution annually. If a school district chooses to provide relevant information regarding sex offenders in other ways (e.g., including a link to the Database on the district's web page), this must be supplemental to the required statutory methods.

Districts should plan to distribute the required notices to parents either during spring parent-teacher conferences or through school registration for the 2010 – 2011 school year.

OPENING OF SCHOOL

Tuesday, August 17, 2010, will be the first day of school. All students are to report to the building of their first hour class by 7:52 a.m. This will be a partial day of school. School will be dismissed at 12:44 p.m. **The school cafeteria will be open and food will be served beginning Wednesday, August 18, 2010**, which will mark our first full day of attendance.

A copy of our school calendar has been included in your packet for your convenience.

If you have additional questions about the start of school, please call the Principal's Office at (815) 588-8200.

We are all looking forward to seeing you in August.

Sincerely,

Dennis Hicks

Dennis Hicks
Principal

Thomas Kurzawski

Thomas Kurzawski
Assistant Principal

Enclosures

Student Information Form
2010 - 2011 Lockport Township High School Calendar
ID/Yearbook Picture Packet
Freshmen Required Summer Reading Program Letter and Study Guide