



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



June 2016

Dear Freshman Student and Family,

Welcome to your freshman year as a student at Lockport Township High School! We hope you are enjoying your summer and look forward to seeing you in August. The purpose of this letter is to inform you about Freshman Orientation and obligations that must be completed prior to the start of the new school year.

Please take time, as a family, to read through this important information. 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.

This mailing will cover the following:

- Freshman Orientation
- Enrollment Documentation
- Freshman Required Summer Reading Flyer (enclosed)
- Yearbook and School ID photos
- Medical and Immunization Records
- Student Fees
- Fee Payment
- Waiver of Student Fees
- Calculators for Math Classes
- Physical Education/ROTC Information
- Student Insurance
- Administration of Medication to Students
- Media Permission
- Chromebook Distribution and Information
- Community Service Hours
- Opening of School
- Porter Planner - Student Behavior - Technology

FRESHMAN ORIENTATION

The staff at Central Campus is committed to help you make a smooth transition into high school. We have scheduled Freshman Orientation for you to attend as a way of familiarizing yourself with your new school and the many fine opportunities which await you.

Principal's Virtual Presentation – During your visit, a virtual presentation will take place in the Auditorium every half hour, pertaining to the Freshman Center concept and Orientation Packet.

Virtual Presentation will take place in the Auditorium		Tuesday, August 2, 2016	Wednesday, August 3, 2016
		<i>Last Name Beginning With:</i>	<i>Last Name Beginning With:</i>
12:00 p.m.	Schedules, ID Pictures, Chromebooks	A - C	M - O
1:30 p.m.	Schedules, ID Pictures Chromebooks	D - G	P - R
3:00 p.m.	Schedules, ID Pictures Chromebooks	H - J	S - T
4:30 p.m.	Schedules, ID Pictures Chromebooks	K - L	U - Z
5:30 p.m.	Schedules, ID Pictures Chromebooks	A – L MAKE UP	M – Z MAKE UP

ENROLLMENT DOCUMENTATION

If you have not already supplied Proof of Residency, do so as soon as possible. Please contact Jennifer Cunnane, Registrar, at (815) 588-8251. Proof of Residency must be complete by Orientation on August 2 and 3, 2016. **In order to participate in Freshman Orientation, residency must be completed prior to Orientation.**

FRESHMAN REQUIRED SUMMER READING LETTER (Enclosed)

The Freshman Required Summer Reading Study Guides are available online or in the Principal's Office or the Guidance Office at Central Campus.

YEARBOOK AND SCHOOL ID PHOTOS

All students must take a yearbook/ID photo before or after your Orientation session. 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 Lifetouch. We have enclosed a picture order form. Students will leave Orientation with their student ID cards and lanyards.

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 IS DUE NOW.** 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 FEES

Student Fees for 2016 - 2017	\$305.00 If paid ON or BEFORE July 5, 2016 \$315.00 If paid AFTER July 5, 2016
The fee includes: <ul style="list-style-type: none">• Textbook Use• 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)	The fee does not include: <ul style="list-style-type: none">• Student Parking Permit• Drivers Education Fees• Summer School Fees• Admission to IHSA Events (Hosted at LTHS)• PE Uniforms

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 district office.
- Personal check/money order/cash/Visa or MasterCard presented in person to the Cashier, located at East Campus, or the District Office.
- Payment with credit cards via LTHS website:
 - ✓ www.lths.org
 - ✓ **Click on Parents Tab**
 - ✓ **Click on e-pay icon**
 - ✓ **Click on Registration Fee**
 - ✓ **Enter pertinent information**

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 is currently eligible for a free meal under the guidelines of family size income levels prescribed annually by the Secretary of Agriculture after July 1, 2016.

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

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

The parent or guardian shall submit the following evidence of eligibility for a waiver of the student's fees:

- 2015 Federal Income Tax Return
- Social Security Benefits Information
- Current SNAP Benefits Letter with Case ID Number and/or Public Aid Documents.

Please bring all of the above-listed evidence to Freshmen Orientation. Blank Fee Waiver forms will be provided. All high school students at LTHS may be listed on one form. The parent/guardian will be notified via e-mail or the U.S. mail 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

Students enrolled in Physical Education are required to purchase a uniform and a heart rate monitor strap. Uniforms will be for sale at Freshman Orientation.

AFJROTC INFORMATION

Students who are scheduled in AFJROTC, see enclosed letter and be sure to stop by Room 334 for further instructions from your instructors.

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 hours a day, including weekends and holidays. Forms are available in the Principal's Office and the Guidance Office. 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. Ms. Koran is not in during the summer months, but she does check her messages and she will return your phone calls. LTHS Administration of Medicines policy can be found on the LTHS website.

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.

PORTER PLANNER

At Orientation you will receive the 2016 - 2017 Porter Planner, which lists LTHS policies and procedures. To help maintain a safe and positive school environment, one policy in particular has changed; Board Policy 7:190, Student Behavior was developed to help all students receive quality instruction in a safe and positive educational environment.

When you receive your Porter Planner at Orientation, please review and discuss the Student Behavior section with your child. Please sign the first page of the Porter Planner and turn it in, with the understanding that you will go over the items within the Porter Planner. These signatures also give your permission for use of computer access. Access to the computer network and internet offers valuable, diverse, and unique resources to users. The appropriate use of technology promotes educational excellence by facilitating resource sharing, innovation, and communication.

Should you have any questions, please contact the Principal's Office at 815-588-8203. All LTHS policies are posted on our website at www.lths.org.

CHROMEBOOK DISTRIBUTION

Your child will be issued a Chromebook to facilitate their educational experience. Chromebooks will be distributed during your scheduled Orientation session. A letter, with more detailed information about the Chromebooks, is enclosed in this mailing. You can find the "Anywhere, Anytime, Teaching & Learning" Technology Initiative on our website www.lths.org.

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 2016 - 2017 school year.

COMMUNITY SERVICE HOURS

Lockport Township High School District 205 students shall complete no less than 40 hours of community service in order to graduate. Students will receive 1 credit hour on their transcripts for each ten-hour block of community service time and can only receive a maximum of 4 credits. Students transferring into the district shall complete 5 hours of community service per full semester of enrollment within Lockport Township High School District 205. It is recommended that students complete 10 hours per year of enrollment. Mid-Year Graduates are not exempt from this policy. Lockport Township High School District 205 community service shall be defined as follows: activities which benefit a school or not-for-profit entity which serves the community or individual in need. Students may not earn community service credit for activities for which they are paid or which directly benefit a family member. Community service activities must take place during non-school hours. Responsibility for the identification and verification of potential projects lies with the student and parents/guardians.

CALCULATORS FOR MATH CLASSES

Lockport Township High School requires any student enrolled in a mathematics class to have a graphing calculator. There are many options; however, LTHS recommends students to get the TI-84 Plus. This calculator will be used regularly within each level, as well as during the PARCC exam in the spring. Please plan accordingly, as many stores sell out of this calculator during the weeks before school. If you have any questions, please email Mr. Visser at rvisser@lths.org.

OPENING OF SCHOOL


Monday, August 15, 2016, will be the first day of student attendance. All students are to report to the building of their first period class – first period class begins at 8:25 a.m. Lunches will be available for purchase on the first day of school, or students can bring a sack lunch.

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

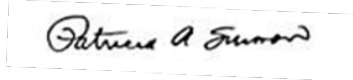
If you have additional questions about the start of school, please call the Principal's Office at (815) 588-8203.

We are all looking forward to seeing you in August.

Sincerely,



Kerri Green
Principal



Patricia Surman
Assistant Principal

Enclosures

Census Verification Form
2016 - 2017 Lockport Township High School Calendar
ID/Yearbook Picture Packet
Freshmen Required Summer Reading Program Flyer / Athletic Letter
Immunization Letter
Physical Education Information / Get F.I.T.
Chromebook Information and Agreement