OTTAWA HIGH SCHOOL



HOME OF THE CYCLONES

2026-2027
STUDENT HANDBOOK

Mrs. Kelly Whittaker
Principal

Mr. Nick Schmidt
Assistant Principal
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Dr. Johnny Lewis
Assistant Principal

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Director of Alternative Programs

WELCOME TO OTTAWA HIGH SCHOOL

The faculty and staff welcome you to Ottawa High School! Our hope is that you have a very successful and rewarding school year. It is the belief of Ottawa High School that a partnership between parents, school staff, and students is an important facet in the success of our students. Therefore, we would like to work with you to ensure that our students are attending school, arriving to class on time, and that work is completed. We believe that with the triangulation of student effort, parental support, and teacher guidance every Ottawa High School student will find success.

OTTAWA HIGH SCHOOL MISSION STATEMENT

The mission of Ottawa High School is to build relationships with students while educating through rigor and relevance, resulting in lifelong learners.

OTTAWA HIGH SCHOOL CORE BELIEFS

1. **ALL STUDENTS CAN LEARN**
2. **ALL STAFF MEMBERS HAVE AN IMPORTANT ROLE IN EDUCATING ALL STUDENTS**
3. **EDUCATION IS RELEVANT TO ALL STUDENTS AND EDUCATORS**
4. **IT IS OUR JOB TO HELP OUR STUDENTS TO BECOME INDEPENDENT LEARNERs**

OTTAWA HIGH SCHOOL ALMA MATER

Hail! Alma Mater
Hats off to you!
Ever you'll find us loyal and true
Firm and undaunted,
Always we'll be.
Hail! To the school we love!
Here's a toast to thee!

OTTAWA HIGH SCHOOL FIGHT SONG

Who's out to win? (shouted)
We're out to win! (shouted)

We're out for victory today!
We're out to win and to win we'll play!
We'll give you something to tell about,
Something to yell about!
Our team is right on the beam!

We're out for victory tonight!
We're out to win and to win we'll fight!
With a knock-down, drag 'em out

Son-of-a gun of a victory bout!
Our Team – Hooray!!

NOTICES AND POLICIES

Notice of Nondiscrimination

Ottawa USD 290 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability or age. Persons having inquiries may contact the school district's ADA and Section 504 coordinator, 1404 S. Ash, Ottawa, KS 66067, 785-229-8010.

Nondiscrimination Policy

It shall be held within 20 days of the filing. Notice of the time and place of the hearing shall be provided to the complainant, Board of Education, and all other persons interested. The notice shall be given at least 5 days prior to hearing date. At the hearing, the complainant and/or the Board may be represented by legal counsel. The hearing shall be informal and shall dispense with technical rules of evidence, unless otherwise requested. Upon conclusion of the hearing, the Superintendent will render a decision and any recommendations to the Board of Education for appropriate action. All interested persons will be given written notice of the hearing results within 10 days of the conclusion of the hearing.SECTION I – POLICY STATEMENT – USD #290, Ottawa, Kansas, shall not discriminate on the basis of sex, race, religion or creed in its educational activities and employment practices.

SECTION II – GRIEVANCE PROCEDURES – The Superintendent of Schools is the employee designated to coordinate all effort to comply with the nondiscrimination policy, including any investigation of any complaints of noncompliance. Any complaint must be filed in writing within 120 days of the alleged discrimination.The superintendent shall notify the Board of Education and the person or persons designated in the complaint within 5 days prior to hearing date. The hearing of the complaint shall be held within 20 days of the filing. Notice of the time and place of the hearing shall be provided to the complainant, Board of Education, and all other persons interested. The notice shall be given at least 5 days prior to hearing date. At the hearing, the complainant and/or the Board may be represented by legal counsel. The hearing shall be informal and shall dispense with technical rules of evidence, unless otherwise requested. Upon conclusion of the hearing, the Superintendent will render a decision and any recommendations to the Board of Education for appropriate action. All interested persons will be given written notice of the hearing results within 10 days of the conclusion of the hearing.

Discrimination, Harassment and Bullying Notice

Ottawa High School values diversity and will not tolerate racial, sexual harassment, discrimination or bullying. At Ottawa High School, harassment/bullying shall be defined as, but not limited to, the following:

*Unwanted sexual advances

*Unwanted physical contact
*Sexual gestures
*Obscenities or sexual comments
*Continued verbal and/or physical intimidation.

Proof of Identity for Enrollment

Pursuant to the provisions of K.S.A. 72-53,106 and USD 290 Board of Education policy JBC, all newly enrolled students are required to provide proof of identity. Parents/Guardians have 30 days after enrollment to provide a birth certificate or other acceptable proof of identity for the enrolled child. After 30 days, if acceptable proof of identity for the child is not presented, law enforcement will be contacted.

ACADEMIC LETTER

Our purpose will be to promote academic excellence. The criteria and qualifications for the academic letter have been determined by the principal and Renaissance.

1. The student must be enrolled in a minimum of 5 graded classes.
2. The student must have a minimum grade point average of 3.5 for the semester in question.
3. The student must not receive a grade of 2.0 (C) or below in any class.
4. Office aides, teacher aides, seminar, and courses deemed remedial will not count toward qualification for academic letter.

Students who meet the qualifications will be awarded a letter the first time they qualify and a bar for each succeeding award. If the student has a 4.0 grade point average, they will be awarded a star. Every semester thereafter an appropriate bar or star will be awarded.

Honor Roll Recognition

Honor Roll aims to acknowledge and celebrate the academic achievements of our students. At the end of each semester, the academic records of all students will be reviewed to determine eligibility. Students can qualify under one of three categories based on their previous semester grades and GPA:

Cyclone Honor Roll: All A's
Principal's Honor Roll: 3.7-3.9 GPA
Honor Roll: 3.3-3.6 GPA

Top 5% Ceremony

The Top 5% Academic Award celebrates outstanding student achievement, acknowledging cumulative excellence at each secondary level. At middle school (grades 6-8) and high school (grades 9-12) cumulative GPAs are based on semester grades. Cumulative GPA's start over after 8th grade. Each spring, students ranking within the top 5% of their class, or those with the highest cumulative GPAs, are recognized during a special awards ceremony.

ASSEMBLIES

All students are expected to attend, be polite, respectful and attentive at all OHS assemblies. Students and staffulty are required to sit in assigned seats, by class, unless otherwise stated.

ATHLETICS/ACTIVITIES

Ottawa High School is a member of the Kansas State High School Activities Association and of the Frontier League. Visitors and students will see an impressive array of League, Regional, and State Championship awards proudly displayed throughout our Cyclone Room.

OHS offers competition for girls in volleyball, cross country, basketball, golf, bowling, softball, track, tennis, and soccer. Boys sports include football, soccer, cross country, basketball, bowling, wrestling, golf, tennis, track, and baseball. Co Ed competition in Scholar's Bowl, Debate, Forensics, Vocal and Instrumental Music. Ticket prices for OHS Athletic/Activity events are as follows:

Varsity $7 adults and $5 students (OHS Students with their ID are admitted free)

Athletic/activity season tickets are available for patrons and students. Cost is $50 for adults and $30 for students. Family passes will also be sold for $120 and are good for the entire immediate family. These passes are non-transferable and do not apply to post season playoffs.

ATTENDANCE

Philosophy:

Regular attendance is vital to success in school. Please make every attempt to schedule appointments during non-school hours. Work missed must be made up. Arrangements should be made to do with work prior to the absence, if at all possible.

Procedure:

If a student must miss a class or multiple classes, parents are requested to call the attendance Office at OHS 785-229-8020 by 9:00 a.m. the day of the absence. It is the responsibility of the parent/guardian to contact the school otherwise the absence will be counted as unexcused.

Students must be in school ½ day to participate in practice or attend a scheduled activity on that day. If a student is arriving late to school, they must be in attendance no later than the start of Cyclone Hour to participate in activities that day. In order for a student to participate in games or performance events, the student must be present for the full day. An administrator may waive these requirements.

Approval for an absence by a parent does not necessarily mean that the absence will be excused. School administrators will make the final determination as to

whether or not an absence will be considered excused.

If the student is unexcused for more than the first fifteen (15) minutes of class, the student is counted absent. Any student who checks into school after 7:45 am must first report to the OHS office and receive a tardy slip to class.

If the absence is excused or unexcused, daily work can be made up. It is the responsibility of the student to initiate the make-up work immediately upon return to each missed class.

Students can miss a maximum of ten (10) times within a semester grading period or fifteen times (15) within two semesters. If a student needs to leave during the school day for a scheduled appointment, a parent/guardian must provide a written note or phone call the day of the appointment. Students must obtain a hall pass from the office prior to leaving class for the appointment. The student will present the hall pass to the teacher for dismissal to the office to sign-out. Please be sure to contact the office at least two hours prior to the appointment. Students will not be released to minors or individuals not on the student's primary or emergency calling list. Changes made to a student's emergency calling list must be made in person or in writing by the parent/guardian.

Photo ID may be required for pick-up.

Students are not to leave the school or the campus without permission. Students who leave the grounds during school hours must sing out in the office and be approved by a parent/guardian unless other arrangements have been approved in advance by an administrator.

The OHS procedure for parents needing to get their child(ren) out of school early requests the parent to notify the office. The student will then be released. Notify the office at least one week in advance of an extended absence. Bring a written note or the school should receive a phone call from the parent/guardian, which should include dates to be absent and reason for absence. It is the responsibility of the student to communicate with teachers ahead of planned absences to collect assignments when possible.

Daily Attendance Procedures

1. Students recorded as unexcused absence will receive notification.
2. An unexcused absence may be excused with proper verification only within 24 hours after the student's return to school following an absence.
3. Any student leaving the building between the hours of 7:45 a.m. and 3:00 p.m. must check out through the attendance office. Failure to check out through the attendance office could result in disciplinary action.
4. If a student becomes ill during the school day, the student must check out through the nurse's office. The nurse will notify the parent/guardian and

advise the attendance clerk of the student's departure from the building as necessary.

5. Students will only be released to a parent, a parent designee, or a legal guardian.
6. Students will leave the building by 3:15 p.m. on school days unless under the direct supervision of a teacher or sponsor.

Compulsory Attendance and Truancy

By Kansas Statute 72-1111, all children between the ages of 7 and 18 are required to attend school on a regular basis. K.S.A. 72-1111 defines a non-compliant student to be one who is inexcusably absent from school for three consecutive days; or five days in any school semester; or seven days in any school year, whichever occurs first. The responsibility of school attendance is with the student and his/her parents/guardians. Students are expected to attend school and be on time to school. The school will determine whether the absence is excused or not.

The only valid reasons for excusing an absence, by Kansas Law, are:

1. Illness (long term illness verified by notification from doctor.)
2. Appointment for medical treatment.
3. A family crisis/emergency.
4. Extended absences of the student when expressly requested by the parents or guardian and prior arrangements have been in preparation for the absence as defined in the OHS Student Handbook.
5. School approved activities.

Attendance Improvement Plan

Excessive absences often lead to poor grades and ultimately affect credits earned. Within a semester grading period, students can miss a maximum of ten (10) times, not including absences for school approved activities, court, doctor's note, medical appointment, or family crisis/emergency. When students have accumulated eight (8) or more absences parents/guardians will be notified via a truancy warning letter.

If student attendance continues to be of concern, a required meeting will be scheduled with the students, parent/guardian, and administrator. During this meeting, the team will develop a plan of action concerning attendance to implement for the remainder of the year.

The attendance office will notify parents/guardians when the student has been absent five unexcused times in one semester, eight unexcused times in one semester, and again when the student has been absent ten unexcused times, notification will be by mail or phone call.

Unexcused Absences

An absence will be classified as unexcused if it does not meet one of the five valid reasons by Kansas Law or if the student and the parent or legal guardian does not

follow the building attendance procedure.

TRUANCY

Chronic cases of absence or other unexcused absences will be handled in accordance with the truancy laws of Kansas K.S.A. 72-1113, which declares:

> "Whenever a child is required by law to attend school and such child is inexcusably absent on either three (3) consecutive days, or five (5) or more days in any semester, or seven (7) or more days in a school year, such child is truant. A child is inexcusably absent from school without a valid excuse acceptable to the school employee designated by the board of education to have responsibility for the school attendance of such child."

Any student who is found to be truant will have his or her name and attendance record forwarded to the Franklin County Truancy Office and Franklin County Attorney's Office.

Make Up Work

When a student is absent for any reason, it is the student's responsibility to approach all of his/her teachers about making up work. The work must be made up using the following guidelines:

1. Students who are absent may request assignments by emailing their teachers. We suggest students do this as early in the morning as possible so that the teachers can have assignments ready by the conclusion of the day.
2. If the assignment is given prior to the student's absence, the assignment is due upon the student's return.
3. If the assignment is made during the absence, the student will be allowed to make up the assignment.
4. All tests & assignments missed due to out-of-school suspension may be made up. Students must contact the teacher to make-up the tests.
5. Students are highly encouraged to use Cyclone Hour to make up any assignments or assessments missed due to an absence.

Senior Exceptions

Some senior students may be given permission to attend school less than a full day when approved by the administration. Eight semesters of attendance are still required. The following criteria will be used in determining the need for this permission:

- ✱ They must have a minimum of 19 credits prior to the start of the senior year

AND

- ✱ They must be living on their own with demonstrated financial need OR
- ✱ They have recommendation of a healthcare professional or social service worker.

The final schedule will be determined by the administration with the assistance from the guidance department

Hall Passes

Students are expected to create an electronic e-hallpass when requesting to leave the class. E-hallpasses will be approved by teachers or other school personnel as available. Students without passes may be subject to disciplinary action.

TARDY POLICY

Students are expected to arrive at class on time and prepared to participate. Tardiness to school or to class causes a disturbance to the learning experience. Students arriving late, but within the first fifteen minutes of class, will be considered tardy. Any student arriving late to the first class in the morning must first report to the office to sign in before attending class. If a student is more than fifteen minutes late to a class, it will be counted as an absence. Students can have four (4) tardies per semester. Students who exceed the number of tardies allowed will be addressed as follows:

5th tardy to class- Teacher has a warning conversation with student, teacher calls home.
6th tardy to class- Teacher/student conversation to schedule 15 minute detention with the specific teacher
Failure to report to teacher assigned detention will result in rescheduled detention by the teacher. Second failure to serve teacher assigned detention results in an office referral.
7th tardy to class- referral to office and two lunch detentions
8th tardy to class- referral to office, three lunch detentions, and phone call home by administrator
9th tardy to class- referral to office, conference with student, parent and teacher(s), 1 day of ISSor a week or more of lunch detentions.
10 or more tardy to class- referral to office and further consequences such as ISS or OSS can be assigned at administrator discretion.

Student Expectations:

- Students will report to all classes on time
- If consequences are assigned for failure to make it to class on time s
- Students will meet the expectation of the consequence

Teacher Expectations:

- Reinforce with students the importance of being to class on time
- Be visible in the hallway between classes. Students who are loitering after

the minute bell rings will be encouraged by teachers to get to class.

- Attendance will be taken at the start of each period.
- Any student traveling the hall during class time must have a hall pass.
- Teachers will not issue hall passes during advisory on Fridays.

Administrative Expectations:

- Admin action on the 7th-10th tardy per class.
- Consequence choices for 10th tardy and beyond: multiple lunch detentions, phone call home, ISS, loss of passing period privileges, or ultimately OSS at administrator discretion.
- Random hall sweeps will be conducted.

The number of tardies a student has accumulated resets to zero after each semester.

Students taking College Level or Concurrent Credit Courses during the regular school day will follow the same attendance policy as other students.

BACKPACKS
Students can carry backpacks throughout the day.

OHS BELL SCHEDULE

Monday through Thursday		
Period 1	7:45	8:35
Period 2	8:39	9:29
Period 3	9:33	10:23
Period 4	10:27	11:17
Cyclone Hour	11:21	12:18
Period 5	12:22	1:12
Period 6	1:16	2:06
Period 7	2:10	3:00

Friday		
Period 1	7:45	8:19
Period 2	8:23	8:57
Period 3	9:01	9:35
Period 4	9:39	10:13
Advisory	10:17	11:01
Cyclone Hour	11:01	11:56
Period 5	12:00	12:34
Period 6	12:38	1:12
Period 7	1:16	1:50

BOOK RENTAL AND FEES

All students will be issued textbooks regardless of their ability to pay. At enrollment, each student will sign a book rental contract, agree to responsibly care for textbooks during the school year or pay fines for damage or replacement. Should lost books or materials be found after payment has been made, a refund will be issued.

SCHOOL LUNCH

OHS has a closed campus for lunch. Students may either participate in the school lunch program or bring their lunch to school with them. Students are required to eat lunch at school, in the designated areas, according to the closed lunch policy. ***Students are not to have outside food or drink delivered or brought to the school.***

USD 290 FOOD SERVICE

Breakfast and lunch menus along with carb counts can be found online at www.usd290.org

ADMISSION REQUIREMENTS

All resident students shall be admitted to attend school in the district unless they have been expelled. A resident student is any child who has attained the age of eligibility for school attendance and lives with a parent or a person acting as a parent who is a resident of our district. All students enrolling in the district for the first time shall provide required proof of identity and residency. Students enrolling in 9-12th grade shall provide a certified copy of their birth certificate or other documentation which the board determines to be satisfactory as well as a certified transcript and transfer grades.

NON-RESIDENT STUDENTS

Refer to the USD290 Board of Education Policy JBCC.

FULL TIME STATUS

It is expected that each student remains a full time student while enrolled at Ottawa High School. A full-time student at OHS is defined as a student whose entire course load comprises a full schedule of accredited courses offered through OHS itself and/or college campuses provided by OHS as dual credit, or OHS courses plus administratively approved college courses taken off campus for dual credit.

COUNSELING

The counseling department at OHS consists of three counselors and a registrar. There are four main counseling domains: Personal/Social; Academic; Career; Staff and administrative support. These domains are addressed, usually, on a daily basis. Counselors also serve as a liaison between community services and the school,

students and staff. The needs of the individual, social assistance and confidentiality are held in high regard by the counselors.Testing is one of the responsibilities of the guidance office.

The following standardized tests are given throughout the high school career of the student:

FRESHMAN- Fastbridge, PreACT, YouScience Aptitude
SOPHOMORE- Fastbrige as needed, math & ELA State Assessments, YouScience Aptitude, Optional- Preliminary Scholastic Aptitude Test (PSAT)
JUNIOR- Fastbridge, WorkKeys, Science & Social Studies State Assessment,ACT, Optional- Preliminary Scholastic Aptitude Test (PSAT)
SENIOR- Optional- ACT & Scholastic Aptitude Test (SAT)

In dealing with student records the counselor will record grades on a permanent transcript, and figure class rank. Students are encouraged to come in and see their records.

Much information comes from the counseling office, such as scholarship information for seniors, occupational information, and educational information. Scheduling is an area in which the counselors play a major role. Students are encouraged to make the choices for classes that will best help them and schedule changes are discouraged as much as possible. Parents should feel free to contact the counseling office concerning any matter dealing with their child's schedule, or anything else the counselors can help them with.

GRADUATION REQUIREMENTS FOR 2026, 2027

Students at OHS are required to have 24 credits to graduate. The required courses for graduation are:

English—**4 credits** including English 9, English 10, English 11, and English 12 or Composition I & II.
Social Science—**3 credits** including 1 unit of World History, 1 unit of American History (Grade11), and .5 unit of Government and .5 unit of Economics (Grade 12).
Mathematics—**3 credits** Algebra, Geometry, Algebra 2, Calculus,
Science –**3 credits** Biology (Grade 9) and Physical Science (Grade 10) are the required science courses. The remaining credit is a science elective.
Physical Education/Health— **1 credit** – PE/Health 9
Fine Arts—**1 credit**—one unit in the area of art, music, foreign language, speech, drama, forensics, or creative writing.
Practical Arts-**1 credit-** one unit in the area of business, FACS, industrial education, vocational education or computer science.
Electives— **eight (8) credits**

GRADUATION REQUIREMENTS BEGINNING WITH THE CLASS OF 2028

Students must earn 24 credits, meet all requirements, and be in good standing to be eligible to participate in graduation exercises.

Course Area	Unit requirements (1 credit = 1 year)
Language Arts	4 credits, including .5 credit in communications
Mathematics	3 credits
Science	3 credits
Social Science	3 credits
Physical Education	.5 credit
Health	.5 credit
Fine Arts	1 credit
STEM Elective	1 credit
Financial Literacy	.5 credit
Electives	7.5 credits, with Individual Plan of Study/CTE Pathway emphasis

2 or More Post Secondary Assets:

- Two or more high school athletics/activities
- 90% attendance in high school
- 40 or more Community Service Hours
- ACT Composite (Score of 21 or higher)
- WorkKeys Level (Silver or higher)
- 9+ College Hours
- State Assessment scores or 3 or 4 in Math, ELA, or Science (demonstrating College Readiness)
- 4-H Kansas Key Award
- Eagle Scout or Gold Scout
- Completing Board of Regents Curriculum
- Client-centered Projects
- Industry Recognized Certifications
- CTE Scholar
- Youth Apprenticeships
- Workplace learning experience directly related to a student's IPS
- Seal of Biliteracy
- ASVAB per requirements of military branch selected
- SAT score (1200 or higher)
- Senior Exit Interview/Senior Projects

All core course requirements will be taken at Ottawa High School. The core course can be a dual credit college course taken at OHS.

Students must meet all of the above requirements to be eligible to participate in the graduation exercise. **EXCEPTION:** Students who transfer from other secondary schools and who have been pursuing graduation requirements of their school but cannot meet the unit minimum requirements of OHS will be examined on an individual basis.

Students should consult with their counselor each school year regarding selection of course offerings to meet the requirements of their vocational choice or colleges in which they have interest. Students will be allowed to take dual credit through Neosho County Community College. Seniors will be allowed to take college courses off the OHS campus for dual credit.These students should see their counselor before doing so. With the exception of quarter credit classes, all course credits will be issued on a semester basis.

Please feel free to call and ask for the counseling department for further information or for answers to questions.

****Students must have met all requirements for graduation from Ottawa High School in order to participate in the commencement ceremonies in May. Students will be required to enroll in summer school after the failure of a class and may be required to re-enroll in the course or complete credit recovery. Seniors will have the option to recover credit in the spring semester of their senior year after it has been determined that there is no possibility of their earning credit through other options. If students choose a credit recovery option during this period, they are still expected to attend and participate in the courses that they are enrolled in. Students will not be eligible to participate in commencement activities if all graduation requirements are not complete.**

Board of Regents Requirements

Students applying to any of the six Kansas Regents Universities MUST meet certain qualified admission criteria. Students can find the latest Board of Regents requirements for each of the six individual school by clicking on the following link: https://www.kansasregents.org/academic_affairs/qualified_admissions Any questions regarding Board of Regents Requirements may be addressed to the counseling office or visit the Board of Regents website: www.kansasregents.org.

APLLYING FOR EARLY GRADUATION

Guidelines for Possible Early Graduation with a 24 Credit Diploma

A student who wishes to graduate early from Ottawa High School in less time than the normal four-year plan to earn a 24 credit diploma may request permission for early graduation. The student and parents must meet with the Ottawa High School College and Career Specialist to formulate the plan to be presented to the principal.

The student will request in writing or in person to the Ottawa High School Principal for early graduation with reasons supporting his/her plan and request concluding their meeting with the college and career specialist. Examples of reasons to request early graduation could be considered are hardship circumstances, career opportunities, enlistment in the military, and pursuit of post secondary education at an approved institution beginning the second semester of their Senior year.

A parent or legal guardian of the student will submit a letter of support for the student's request for early graduation to the OHS College and Career Specialist along with all early graduation forms.

The student must satisfactorily pass all state and local graduation requirements in order for the request to be considered by the beginning of the fall semester. If the student does not meet the needed graduation requirements by the fall deadline, then the request for early graduation will be voided. Each request is to be determined by the OHS Principal on the merits of the individual circumstances. Each request will be considered on its own merits and shall not set a precedent for other requests.

1. The student needs to schedule a meeting with the OHS College & Career Specialist.
2. The student must get all required paperwork turned into the OHS College & Career Specialist to assist the principal in decision making.
3. Students will have a 7 period day plus advisory during the Fall Semester.
4. Final approval for the plan developed for early graduation must be obtained from the OHS Principal.
5. Students will provide paperwork showing that they were accepted and have enrolled for the spring semester if applicable.
6. Students must return all items from OHS upon completing all required courses.
7. Students will need to make sure that they read emails concerning 2nd semester activities.
8. Students will have reviewed if they graduate early the impact that decision will have on such items as Governor's Scholar, sports/activities, pathway completion, honors and access to C3 NCCC classes with the OHS College and Career Specialist.
9. Early graduates may participate in Junior-Senior Prom and graduation complying with guidelines for the event.
10. OHS encourages all early graduates to participate in the graduation activities and ceremony.

Concurrent/Dual Course Definition and Expectations

Concurrent Credit allows students to take college courses at OHS. Concurrent courses must be taken during the day according to the master schedule. Students will follow the guidelines as established by the postsecondary institution. Students in concurrent classes may withdraw from the college side of the concurrent course but remain in the high school side of the course until the end of the semester. Deadlines for withdrawal are set by the post secondary institution. All financial transactions for these courses are added to Skyward and should be paid to USD 290.

Students taking **Dual Credit** attend either college/university campus or enrolled in an online class. Students taking classes at the campus must have their schedule and course approved by administration or the College/Career Specialist before enrolling. This includes any classes taken at the postsecondary campus, in the evening, weekend, or summer either at OHS or at a postsecondary campus. Students are responsible for any tuition and books needed for that class. All financial transactions for these courses are through the business office of the respective postsecondary institution.

Students taking Dual Credit courses online must follow these guidelines. Students will be given a class period out of the day to work on the class, the student goes to their assigned location and the student must sign in for that class with the designated person or at the designated location within OHS. Failure to sign in may be counted as an absence for that class period. If a student wants to withdraw from an online course, the student must meet with the College/Career Specialist in order for a plan to be created for the remainder of the semester. Students may only withdraw from 1 online dual credit course during their junior or senior year.

Notice to Students Enrolling in Concurrent/Dual Courses

If a student wants to withdraw from a concurrent/dual course, the student with approval from Ottawa High School administration and completion of paperwork with the Ottawa High School college/career specialist can withdraw only from the college credit of the class. The student will remain in the high school credit side of the class until the end of the semester. If a student has completed registration in a class and wishes to withdraw from a class or classes in which he/she is enrolled, the student refund will be based on the following: 100% refund if the completed drop form is received by the registration office within 1% to 13% of the business days in the class period. No refund will be given after the refund period. A specific date for the end of the 100% refund period for each semester will be published in the enrollment management calendar for that semester. If a student is withdrawn administratively from a course, there will be no refund given.

GRADUATING WITH HONORS

Cum Laude:
The student must have completed all OHS course requirements for graduation and have a grade point average of 3.2 or above.
The student must also have completed the following courses:

Course area	Unit requirements
English	4 units
Mathematics	3 units
Science	3 units,including at least 2 labs
Foreign language	1 unit

OR

Career and Technical Education Pathway Completer

Magna Cum Laude:
The student must have completed all OHS course requirements for graduation and have a grade point average of 3.5 or above.
The student must also have completed the following courses:

Course area	Unit requirements
Honors English	4 units
Mathematics	3 units, including pre-calculus
Science	3 units, including chemistry I/II, physics or college biology
Foreign language	2 units

OR

Career and Technical Education Pathway Completer

Summa Cum Laude:
The student must have completed all OHS course requirements with a minimum of 25 credits and a grade point average of 3.8 or above.
The student must also have completed the following courses:

Course area	Unit requirements
Honors English	4 units
Mathematics	3 units, including calculus or college algebra & statistics
Science	3 units, including 2 out of chemistry I/II, physics or college biology
Foreign language	2 units in the same language

OR

Career and Technical Education Pathway Completer

GRADE REPORTS

The OHS grade marking system will be on a semester grading period. Midterm reports will be made available on Skyward at the conclusion of the first nine weeks each semester via Skyward. The student transcript will have their semester grades recorded and be available as soon as possible at the conclusion of each semester.

GRADING SCALE

OHS follows a school wide grading scale: 100 A+; 99-94 A; 93-90 A-; 89-87 B+; 86-84 B; 83-80 B-; 79-77 C+; 76-74 C; 73-70 C-; 69-67 D+; 66-64 D; 63-60 D-; 59 & Below F.

Ottawa High School Grading Policy

Students will have no more than 10% deducted from assignments turned into an instructor late. At the minimum, late work will be accepted until the end of a unit as determined by the instructor. NCCC classes might be excluded from this policy if documentation is provided by the professor or university. Any change in the grading policy for an Ottawa High School or NCCC course taught at OHS will be communicated to students and parents after administrative approval.

Ottawa High School Final Exam Policy

Final exams will be administered during the designated exam days at the end of each semester. The schedule will be published in advance and communicated to students, families, and Staffulty. Students are expected to attend all scheduled final exams. Absences must be verified by a parent/guardian through travel documentation, doctor’s notes, or other information and approved by an administrator. Unexcused absences may result in a zero for the exam. In cases of approved absences, students may be granted permission to take their final exam early, or they will be given an incomplete and expected to complete the exam in January (for first semester) or during Summer School (for second semester).

STUDENT IN GOOD STANDING/ELIGIBILITY GUIDELINES

Eligibility will be determined by the principal in accordance with KSHSAA guidelines. A student's eligibility will be checked every two weeks, on Monday by 8:00am, and a report will be made to the administrative staff if the student is failing multiple classes. If a student is on the ineligible list, he/she may not participate in activities or leave school for any activity-related reason. Any question or dispute of eligibility may be appealed to an administrator. If a student has two or more Fs, they are ineligible.

Students' options if they are ineligible:

1. Do nothing and remain on the ineligible list
2. If the student completes the work and is no longer failing the teacher will report the grade change to OHS administration.
3. If the failing grade is a mistake the teacher will report the grade change to OHS administration.
4. If the student has been absent and hasn't had enough time to complete the work the teacher notifies OHS administration.
5. A plan can be put in place between the student and the teacher involving a timeline of when the work will be completed. (Only if the teacher trusts the student to follow the plan)

As soon as the student is failing no more than 1 class that student can return the grade report form to the OHS administrative office and be removed from the eligibility list.

Consequences of being on the eligibility list:

1. Student is not allowed to participate in any home or away school activity while on the list except for the following exceptions:

A. The activity is part of a student's grade. The student may attend this activity but only for the part involving the grade.

2. The student is out for a sport or other activity that involves after school practices.
   a. Students will be allowed to practice after attending FLEX for one week while on the ineligible list but will not be allowed to participate in any games. In the event the ineligibility extends to a second week the student will be required to attend after school remediation instead of practice until they are off the ineligible list.
3. If a student is on the ineligible list, they may not attend school dances (including Prom). If a student is on the ineligible list, upon receiving an out of district dance request form we will report to that school that the student is currently not a "student in good standing".

School activities include but are not limited to: Sporting Events, Debate or Forensics Tournament, Musicals, Plays, Concerts, Dances, Club Activities, All Day field trips, other After School Activities.

Foreign Exchange Students

The school district welcomes the opportunity for foreign exchange students to study at Ottawa High School and experience the culture of schools and community. The district limits the number of exchange students to two (2) per school year on a first-come, first-served basis. Enrollment must be completed prior to the first day of school. Exchange students will not be accepted at semester. In addition, the exchange student must meet the following requirements.

- Must be associated with an exchange program approved by the Council on Standards for International Educational Travel (CSIET);
- Must be assigned to a host family with established residency inside USD 290;
- Must be fluent in English'
- Must be a full-time student, "in-person," and follow all KSHSAA and school policies in order to participate in activities/athletics; and
- Must make plans to attend school the entire academic year (August through May).
- Foreign exchange students are classified as a "Junior" while at OHS.

DISCIPLINE

U.S.D. 290 believes the following to be unacceptable student action:

- **Willful violation of any published regulation for student conduct adopted or approved by the Board of Education;**
- **Conduct which substantially disrupts, impedes, or interferes with the operation of any public school;**
- **Conduct which endangers the safety of others or which substantially impinges upon or invades the rights of others at school, on school property, or at a school supervised activity;**
- **Conduct which, if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult;**
- **Conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, would constitute the commission of a misdemeanor or, if the pupil is a juvenile, would constitute the commission of a misdemeanor if committed by an adult; or**
- **Disobedience of an order of a teacher, SRO, school security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with operation of any public school or substantial material impingement upon or invasion of the rights of others.**

TEACHER AUTHORITY:
Students are under authority of ANY Ottawa High School teacher or other supervisory personnel at ANY time they are on school grounds or at ANY school function off school grounds.

Lunch Detention – For some infractions, students will be issued a lunch detention. Students are expected to serve the detention on the date given by the administrator. Students who are reported absent for detention will be given one more opportunity to serve the detention. Failure to serve the second detention could result in multiple detentions or ISS.

In-School Suspension (ISS)—ISS is an option to out-of-school suspension which offers these advantages:

a. Students are allowed to keep up with their studies without loss of credit in a supervised setting with tutorial help available.
b. Students are easily accessible for counseling and conferences; thus ISS serves a rehabilitative function that out-of-school suspension generally does not.
c. Students are isolated from the regular school and class environments. This should make clear to the offending students that behavior that impairs the learning of others cannot be tolerated.

Out-Of-School-Suspension (OSS)—A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year. Students suspended out of school for a short term (10 or less days) may make up missed work for credit. Students who chose to make up their work will be required to be at OHS from 7:15 –7:45 A.M. on the days suspended to gather homework and work on the assignments. Suspended students are not allowed to be on USD 290 or attend any school sponsored activities during the suspension. Teachers will be given 36 hours from the time of suspension to get assignments to the office and/or student. Students suspended from school during finals week will be allowed to make up their finals with administrative approval.

When a student is suspended out-of-school, they may not be in attendance at, or participate in, any school sponsored activity (games, dances, field trips, assemblies, club meetings, concerts, etc.) for the week of the suspension. When a student is suspended out of school, they may not be on any school property of USD #290 until the suspension is completed.

Point System-- Students accumulate points for disciplinary actions.

1. Each point earned will accumulate towards 20 points.

2. Once a total of 20 points per SCHOOL YEAR is accumulated, a hearing for long-term suspension or expulsion may occur per administrator discretion.

3. Any activities deemed illegal may warrant police involvement.

4. After a student accumulates 10 points or more, a parent/ student/ administrator conference will be held.

5. Students will be given the opportunity to earn back points after the 10 point conference is held.

6. After the 10 point conference, 10 consecutive, referral-free school days earns back 1 point. Students will be able to earn 5 points back per year through a community service program. 1 point will be removed from the discipline record for every 2 hours of community service with a recognized and approved community entity which must be set up through the administrative staff.

7. The administrator has the authority to set levels and consequences for any specific violation.

8. In any discipline situation, administrators have discretion to move to a higher level of consequence.

Ottawa Police Department Involvement

Creating and maintaining a safe educational environment is essential to student success. As such, any student who is thirteen (13) years of age or older who is found in possession of a weapon or illegal drug, or has committed battery as defined in K.S.A. 21-3412 against another person at school, on school property, or at a school supervised activity will have his/her name reported to the appropriate law enforcement agency by the chief administrative officer of the school. This report will result in the suspension or revocation of the student's driver's license or privilege as stated in K.S.A. 72-89c02. As all of these behaviors constitute illegal activity, law enforcement officials will be requested to take the offending individual(s) into custody.

SECURITY CAMERAS

Inside and outside school premises are protected and recorded 24 hours a day by closed-circuit video equipment. Recordings may be used as evidence in investigations of school rule violations and/or criminal acts. Access to video footage is restricted to school administrators or other designated school personnel and law enforcement

ADMINISTRATIVE GUIDELINES

In any discipline situation, administrators have discretion to jump to a higher level of consequence. After seven referrals in a semester, a student will be placed on a discipline contract.

School 20 point Discipline Plan

Level A-1 point	Level B-2 points	Level C-3 points
Cell Phone Violation	Disruptive Behavior Insubordination	Leaving school or class without permission
Inappropriate Behavior	Lunchroom Violation	Intimidation/Threat/ Harassment
PDA (kissing, etc.)	Forgery/False Calls/False Report	Destruction of School property under $100, over $100 becomes a Level D
Failure to Serve Detention	Dress Code Violation	Inciting a Fight/Disruptive Situation
Not Reporting to Office	Disruptive behavior to Sub/Staff Member	Profanity/Verbal Abuse
Skipping Class	Academic Fraud	Willful Disobedience
Loitering	Computer Violation	Physical Contact
	Plagiarism/Inappropriate use of AI	ISS Violation
	Bus Violation	
Level D-5 points	**Level E-10 points**	**Level F-15-20 points**
Possession or use of Tobacco/E-cigarettes/Vape Pens	Fire call, 911 call	Real or Simulated Drug/Alcohol possession, use or transaction
Bullying	Sexual Harassment	Fire setting or attempt/Use of Fireworks
Dangerous (or potentially) Acts	Vandalism	Possession of Explosive Devices
Gross Disrespect to Staff, Students, or Property	Fighting	Assault
Possession/distribution of pornographic materials	Discriminatory Actions	Terroristic Threat
Stealing/Gambling/Extortion		Real or Simulated Weapon
		Arson

Consequences:

Level A/B: Detention ***Level B/C: Friday School/Single ISS***

Level C/D: Multiple ISS or 1 Day OSS ***Level D/E: 1-5 Day OSS***

Level E/F: 4-10 Day OSS or may result in long-term suspension up to 185 days

Administrators will have the discretion to move the consequence 1 full level for any infraction in which a communication device was used in the commission of the incident or to impact the volume of those it affected (i.e. A level D infraction for vaping in which people gathered due to messaging could be elevated to a level E infraction)

Loitering

"Hanging Out" is the simplest definition of loitering. Students that are in a place without a purpose or linger for too long should expect consequences. Ie: Restrooms, especially during class, before/after school or during lunch, hallway, Cyclone Room, or parking lots

Metal Detectors

The principal or other designated school employee may conduct a metal detector check of any student's person or personal belongings. If the student refuses to submit to the metal detector check, the principal may take disciplinary action or see assistance from law enforcement.

DRESS CODE

The goal is to maintain the best learning environment possible. The rights of the students to dress and groom themselves as they please is recognized, as long as doing so does not interfere in maintaining a school setting and climate that is positive and productive.

1. Clothing with obscene language or symbols, depictions of drugs, tobacco, alcohol, or related items, or symbols that may cause an educational distraction are prohibited. Suggestive or inappropriately revealing clothing items are prohibited.

2. Bandanas and sunglasses must be taken off upon entering the building.

3. Revealing clothing or clothing that shows undergarments is prohibited.

4. Costumes will not be allowed at school unless in conjunction with a school sponsored event such as Spirit Week or a themed dance or party. Costumes must comply with the OHS dress code.

5. Other items prohibited include: Shirts with oversized armholes, spike jewelry, bare feet, spaghetti straps, midriff, wallet chains, and pants with excessive holes.

OHS administration will make any final determination regarding a dress code violation.

DRUGS

The unlawful possession, use, or distribution of illicit drugs and alcohol by students or school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free School and Communities Act, PL 102-226.

DRUG, ALCOHOL AND TOBACCO
Ottawa High School Student Activities
Substance Policy

Ottawa High School believes that school activities are a positive influence for all students and the community. The expectation for all of our students is to be lawful in the conduct of their daily lives. Students who voluntarily represent Ottawa High School in various activities are held to a high standard of conduct. The following guidelines reinforce the expectation of good conduct and positive representation of Ottawa High School by students who participate or attend Ottawa High School and Kansas State High School Activities Association (KSHSAA) sponsored activities programs.

Participation in extra-curricular activities as defined by KSHSAA is a privilege. This privilege is afforded to all students that meet the requirements of academic eligibility, transfer and are determined to be “in good standing”. This privilege is available to a student for as long as the student complies with district policies, KSHSAA policies and coach/sponsor rules. In the event it is confirmed that a student fails to comply with the guidelines established, the student is determined to be not “in good standing”. A student deemed not “in good standing” due to involvement with controlled substances will forfeit their opportunity to participate in or attend Ottawa High School and KSHSAA sponsored activities.

The term “offense” indicates use, possession, disbursement, or reasonable suspicion of being under the influence or in possession of alcohol, tobacco, inhalants, Electronic Nicotine Delivery System (*ENDS) drug/tobacco paraphernalia or any illegal drugs, in or out of school at any time the offender is enrolled as a student at Ottawa High School. *Note: ENDS is defined to be any device that delivers a vaporized solution (including nicotine, THC or any other substance) by means of cartridges or other chemical delivery systems. This includes, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe or personal vaporizer. This policy will be in effect from the time of enrollment through graduation. As an extension of USD #290 and Ottawa High School disciplinary policies, any “offense” at school or any school activity will also result in appropriate district/school disciplinary action (invoked through due process channels). An offense must be verifiable via student admission, police reports, documents from a court of law, direct observation by school personnel, or other evidence which is found to be reliable. Activities suspensions will carry over from one season to the next and/or from one school year to the next.

Any student suspected of an offense shall be notified of the suspected offense. The parent/guardian will also be notified. Penalties will accumulate during any activity season from August through July.

The complete policy, including consequences, may be found in the Ottawa High School Athletic/Activities Handbook.

Vaping Policy

Any student in possession or using a vaping device on USD 290 property is subjected to consequences. Consequences are year to year based on each student's behavior choices.

1st offense - confiscate product, notify parents, 3 days of In School Suspension, allow for student/parent to dismiss the ISS by participating in a tobacco/vaping education program

2nd offense - confiscate product, notify parents, hold an in person meeting, 3 days of In School Suspension, provide additional learning resources to parents

3rd offense (and further) - confiscate product, notify parents with in person meeting, 3 days of out of school suspension, parents must participate in the in person meeting in order for student to return to school, continue referral to intervention resources

SMART DEVICES AND CELL PHONES

In accordance with Kansas state law, students are expected to power off and store electronic devices in inaccessible areas from bell-to-bell. Students at Ottawa High School need to power off and store electronic devices such as cell phones and smart devices like wireless headphones, smart watches, Meta glasses, etc. These devices are not to be used or seen from 7:45 a.m. - 3:00 p.m. Student are expected to keep their cell phones and smart devices at home, in their vehicle, or in a school-issued locker that can only be accessed before or after school.

Students caught violating this policy will

- 1st Offense - the device will be collected and delivered to the office by OHS staff. Students will come to the office to retrieve the device at the conclusion of the school day.
- 2nd Offense - the same consequence as above and the administrator contacts home.
- 3rd Offense - the device will be confiscated, and the student's parent will be notified by phone that the next offense will result in administrative consequences.
- Further violations may result in students turning in their phone prior to the start of the school day.

Utilization of an smart device or cell phone for academic dishonesty will be dealt with according to the discipline plan and the cheating/plagiarism/AI policy. In addition, students utilizing smart device, cell phone, or electronic devices to take video/pictures or show video/pictures etc… will be considered as contributing to a disruptive situation.

The school is not responsible for the loss, theft, or security of smart devices, and cell phones. Bringing such devices to school is done at the student's own risk.

USING ELECTRONIC DEVICE TO RECORD STUDENTS OR STAFFULTY

Use of any electronic device, smart device, or cell phone to record audio, take pictures, or record video of other students and staff members is strictly prohibited and subject to disciplinary action.

ELECTRONIC COMMUNICATION WITH STAFFULTY

In accordance with Kansas state law, all electronic communication between students and staffulty or between staffulty and parent(s)/guardian(s) should occur only via district-provided email, SkywardQ messaging, Google Classroom, or Apptegy Rooms. This includes all communication with coaches and activity sponsors.

GUESTS AND VISITORS

Outside guests/visitors to OHS may be allowed through administrative approval twenty-four hours prior to visitation. Approved guests/visitors must check in to the office prior to going to other parts of the campus.

DRIVING AND PARKING

Students who do not use caution in parking lots and adjacent streets will lose the privilege of parking in the school lot. The parking lot is "out of bounds" for all students at all times except when entering or leaving the school campus. Students are to park their cars immediately upon arrival at school and go directly into the building.

We have a 15 mph speed limit in our parking lots and a 20 mph speed limit on the roadways. Students are expected to drive safely and park their cars properly between the painted parallel lines in the parking lots. Offenders may lose their privilege of parking in the OHS parking lots. A list of detailed parking lot rules and regulations follows:

For the benefit of safe and orderly parking areas for students, teachers, and visitors, the following procedures will be in effect:

1. Bicycles are to be parked in the bicycle rack on the east side of the building. OHS expects bicycles to be placed in an orderly manner to provide a safe environment for our students. Motorcycles are to be parked on the east end of the south lot.
2. Students are expected to park their vehicles and come directly to the building or patio areas south of the Cyclone Room. No joy riding through the parking

lots or loitering in vehicles will be permitted. If a parking space is not available, students are expected to park their vehicles along the adjoining streets. No parking on the grass.

3. Students are not permitted to use their vehicles during school hours unless they have received permission from the office and properly checked out.
4. All students must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
5. There is to be no loitering in the parking lot or visiting vehicles without permission.
6. There will be no speeding over 15mph or any form of reckless driving on school grounds.
7. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present.
8. Vehicles must be parked legally.
9. Parking regulations are strictly enforced. It is considered a privilege to park on school grounds. Fines, detention, suspension of driving privileges, towing of vehicle and/or suspension from school may result when violations of these occur.

Media Center

The mission of the media center is to support the educational needs of the students at Ottawa High School. Information and recreational reading needs are met by providing current materials in a variety of formats. The library is open at 7:30 each day and maintains extended afternoon hours that are posted and announced. Materials checked out from the library should be returned when they are due. The library will charge a fine of 5 cents per day per late item.

LOCKERS

Students are asked to treat their lockers and those of others with care and respect. Students will pay for any damage that they do to lockers. School officials reserve the right to examine lockers at any time. Lockers will not contain advertisements of paraphernalia related to alcohol or drug use or any other material unsuitable for display at school. Lockers will not contain anything that could be conceived as a weapon. Lockers are not automatically assigned, students need to request a locker from the office.

NURSING SERVICES

The school nurse is on duty periodically every day. The nurse will maintain and update student health records, handle emergencies, illness and/or injury at school. The nursing office will make sure that all state immunization requirements are enforced and up to date. Also, the nurse will conduct vision and hearing checks during the school year.

PERMANENT RECORD

Only completed semester grades are placed on the permanent record. A student's overall grade point average (GPA) also is part of the record. The GPA is computed by converting the letter grades to the following number values and dividing by the number of credit hours:
A=4.0, B=3.0, C=2.0, D=1.0, and F=0.0.

The school may, without the consent of the student or his/her parents, release student records as follows:

1. To other local school officials who have a proper educational purpose in examining the information.
2. To officials of other schools or school systems in which the student intends to enroll, upon condition that the student's parents be notified of the transfer, receive a copy of the record if desired, and have an opportunity for a hearing to challenge the content of the record.
3. To persons specifically named in Section 513 of the General Education Provisions Act, Part C. No other person, agency or organization may have access to a student's records, except under the following conditions:
    a. By the student or student's parents upon proper request to the proper school official. Access to the records must be made no later than 20 days after the request is made. A school official competent in interpreting student records must be present to explain the records to be examined.
    b. Upon the written consent of the student's parents specifying records to be released, the reason for such release, and to whom, and with a copy of the records to be released to the student's parents if desired.

POSSESSION OF ILLEGAL/DANGEROUS ARTICLES

No students shall have at school on their person or locker any illegal articles. Illegal articles include but are not limited to the following: fireworks, unauthorized drugs, smoke bombs, bottle rockets, alcohol, knives (including pocket knives), weapons, or anything that could be used as a weapon. Violators may be subject to suspension on the first offense, with the possibility of recommendation for long-term suspension or expulsion for the remainder of the year. Also the proper legal authorities will be notified.

PUBLIC DISPLAYS OF AFFECTION

Students are allowed to hold hands in the halls. Kissing, hugging, and other intimate displays of affection are considered inappropriate as school-acceptable behavior. See administrative guidelines for consequences.

SAFETY

The safety of students and staff at Ottawa High School is a high priority. If you are aware of threats or other safety concerns, you should bring them to the attention of a teacher or administrator.

EMERGENCY SAFETY INTERVENTIONS (ESI)

K.A.R. 91-42-1(c) defines Emergency Safety Interventions (ESI) as "the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an ESI." Whenever an ESI is used, the parent(s)/guardian(s) shall notify the parent the same day the emergency safety intervention was used. The school shall attempt to contact the parent using at least two methods of contact, one of which shall be the preferred method of contact. The same-day notification requirement shall be deemed satisfied if the school attempts at least two methods of contact.

SCHOOL DANCE POLICY

Dances at OHS are for OHS students in good standing. Any student who is failing two or more classes the week of the scheduled dance will not be allowed to attend. Outside guests may be requested to attend provided they meet the following guidelines: Enrolled in an accredited school; be between a freshmen in high school and a high school graduate/GED completer not over the age of 20; be in good standing at their school of attendance; have a completed and approved request form into the OHS administration by Wednesday of the week the dance is scheduled.

Prom at OHS is for OHS juniors and seniors in good standing. Students fall under the activity eligibility rule for Prom. Their requested outside dates must be a junior in high school in good standing or a high school graduate/GED completer not over the age of 20. All OHS fees must be paid to attend.

OHS feels that dances should provide a fun and safe environment for its students. Therefore, outside food and drink are not permitted at these events. Furthermore, once a student chooses to leave the event they will not be allowed to re-enter.

SEVERE WEATHER-SCHOOL CLOSING

In case of severe weather, snow, ice, etc., the official announcement for school closing may be heard on KOFO radio-1220 AM or 103.7 FM; WIBW radio (AM and FM)-Topeka; WIBW-TV-Topeka, as well as social media (OHS Facebook, Instagram, or X pages).

STUDENT INSURANCE

Student health insurance is available at a minimal cost and covers injuries sustained at school or in school related activities. This insurance is provided through a private contractor and does not involve the school district itself. Information and forms are available in the office.

STUDENT ACTIVITIES

OHS offers membership and participation in a variety of clubs and activities beyond the required academics. Many of the activities provided by OHS implement a tryout and cut policy. We would like to invite all of our students to go out for the activities that they choose. However, a student's acceptance to a team does not ensure that they will see playing time. Information on these activities is available through the Activities Director's office.

MULTI-TIERED SYSTEMS OF SUPPORT

MTSS will be offered to 9th and 10th grade students in the areas of Math and English Language Arts based on Fastbridge, State Assessment Data, and current performance in classes. This is an effort to improve student ability to read at the appropriate level. Students will be given a screener and diagnostic assessment to determine their participation in this program for English Language Arts. Ottawa High School will provide school-wide intervention and strategies during class and Cyclone Hour to best meet the needs of individual students. Students will be expected to participate in provided activities.

CHEATING/PLAGIARISM/AI POLICY

Instructional and student integrity is vital to academic success at OHS. It is the expectation that students be honest and ethical in their production of work. If students do not meet these expectations the following will occur: 1st offense students will be given an opportunity to complete an alternative assignment outside of class time, will receive 2 discipline points, and parents will be contacted. The 2nd offense within the same class will result in a zero on the assignment, parents contacted, 2 discipline points, and 1 day of ISS. The 3rd offense or more within the same class may result in failure of the course and will result in 2 discipline points.

CYCLONE CONNECT

The purpose of the Cyclone Connect 1:1 program is to increase student engagement and provide students with the skills they will need to be lifelong learners in the 21st century. In this packet you will find the policies that pertain to the Chromebook your child will be issued. Teachers may make additional requirements for Chromebook use in their classrooms. Please see the Parent and Student Information Packet on our website under the Parents drop down menu for more information.

INTERNET ACCESSIBILITY

If you have no internet access at home limiting your ability to complete your academic assignments, please contact an administrator at Ottawa High School to discuss obtaining a hotspot device. Students must meet specified requirements to participate in the program. OHS has a limited number of hot spots per year.

HEALTH & SAFETY

HEALTH SERVICES

First-aid care for accidents which occur at school may be provided by a school nurse, who serves several schools on a rotating schedule. In the nurse's absence, health care will be provided by the building's health aide, secretary, and/or administrator. Illness that occurs at school may be treated by school nurse or their delegate if deemed appropriate by nurse and/or administrator.

MEDICATION ADMINISTRATION

For most students, the use of medication will be a convenient benefit to control acute minor or major illnesses, allowing a timely return to the classroom with minimal interference to the student and to others. A student may also symptomatically benefit from use of nonprescription (over-the-counter, or OTC) medications. The nurses or their building delegate (e.g. health aide, secretary, or administrator) may administer first aid using OTC items such as antiseptic creams, lotions, Liquid Tears, antacid tablets, throat spray, etc.

Non-Aspirin (Tylenol) may be administered to students by the nurse or her delegate with yearly written permission from parents on school *Health Assessment Report and Permit* forms

Students requiring inhalers or medicines that they must carry with them at all times need written permission from the doctor as well as the parent, and sign a contract acknowledging proper use and approved by school nurse.

PRESCRIPTION MEDICATIONS

Written request from the physician or dentist should accompany all medication to be administered at school including over the counter drugs such as aspirin, cough and cold preparations.

A written request from the parent/guardian must accompany all medication for initial administration. Continuation of administration will require the parent's signature on the school form *Request for Medication* .

Medications administered three times or less a day shall be administered at home, unless written request from the physician specifies medication to be given during the school day hours.

The official prescription container should accompany all medication. Two containers, one for home and one for school, should be requested from the pharmacist. Initial dose of medication will be given by the parent.

Any changes in type of drugs, dosage and/or time should be accompanied by a new physician order and/or a newly labeled pharmacy container.

All medication maintained in the school setting should be kept in the health office in a locked area. Students are not allowed to keep medication on their person, backpack, or locker.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee for the school district.

HEALTH REQUIREMENTS

IMMUNIZATIONS

All students enrolling in any district school shall provide the building principal with proof of current immunizations to satisfy Kansas statutory requirements. This includes booster shots required by the State Department of Health. The only two exceptions to this law are on grounds of religious beliefs or, for medical reasons, in which case the parent or guardian should contact the school nurse for further details.

Students who fail to provide the required documentation by law may be excluded from school by the superintendent or building administrator until statutory requirements are satisfied. They may also be reported to SRS as a child in need of care

HEALTH ASSESSMENTS

All students up to the age of nine shall submit evidence they have undergone a health assessment prior to entering kindergarten or before enrolling in the district for the first time.

COMMUNICABLE DISEASES

Any student noted by a physician or the school nurse as having a communicable disease may be required to withdraw from school for the duration of the illness. The student will be readmitted to regular classes upon termination of the illness, as authorized by the student's physician or guidelines from Kansas State Health department handbook.

The board reserves the right to require a written statement from the student's physician indicating the student is free from all symptoms of the disease. Any student sent home with a fever should not return to school until he has had a normal temperature for at least 24 hours.

INSURANCE

Parents are asked to sign a statement on the enrollment form that says; USD 290 does not carry accident insurance and if they become ill or injured while at school, the cost of treatment and/or hospitalization is the parent's responsibility.

ALTERNATIVE PROGRAMS

All USD 290 alternative programs are designed for in-district students only.

Ottawa Learning Center (OLC) Program Overview

OLC supports Ottawa High School students who show a need for an alternative format. Entrance in the OLC program is a result of collaboration between the OLC Team and the Student Support Team at Ottawa High School.

Admission to OLC

OLC supports Ottawa High School students who show a need for an alternative format. Entrance in the OLC program is a result of collaboration between the OLC Team and the Student Support Team at Ottawa High School. Placement in OLC is primarily for High School Juniors and Seniors who are behind in their credits. Due to program differences, once a student is enrolled at OLC the student may NOT return to OHS as a full time student.

OLC Students have the opportunity to move at an individualized pace when completing classes. Courses are available through an online learning model with teacher support.

Students are assigned to an Advisory where they have the opportunity to gain 21st Century skills, participate in community service projects, explore careers, and develop the knowledge, skills, and behaviors to hold life sustaining employment. Advisory teachers work with the student and school counselor to help identify the most effective individual plan of study for each student.

Code of Conduct & Computer Use

The expectations and policies established in the Ottawa High School Student Handbook apply to OLC students.

Hours of Operation and Calendar

OLC will be open from 8:00 am to 3:00 pm Monday through Friday. OLC follows the USD 290 calendar.

Attendance

A parent or guardian should notify the school, at 785-229-8092 or 785-229-1900 in the event of any absence for any reason. Every effort should be made to schedule appointments outside of the student's attendance time at school. **An OLC student is required to attend Advisory on site each school day and remain until their Daily Target Number (daily required activities) is reached. Simply being at school does not constitute attending.** If a student leaves without meeting their "Daily Target Number" on a given day that day will be recorded as an unexcused absence.

Progress Toward Graduation

In general, a student at OLC should be working at a pace to complete a MINIMUM of 4 credits in a semester. Students will be expected to work on a Math and English class each semester, until all graduation requirements are met.

An individual plan of study will be developed for each student. The student's progress in the execution of that plan will be evaluated and communicated to parent(s) or guardian(s) on a regular basis.

Students are **required** to take notes for the instructional segment of each lesson. For classes where guided notes are available students will be expected to use them or produce ones of similar quality. These notes must be completed prior to taking a test over the material and may be used on all course quizzes, tests and exams. Pre-tests, post-tests, and end of semester tests must be taken in person at OLC.

The courses at OLC are Pass/Fail with a passing grade set at 60%. When a passing course grade of 60% or above is reached, the student has successfully passed the course and the credit is entered on the student's transcript.

OLC offers a 21-credit diploma. The basic required classes are the same as the student would take at Ottawa High School but there are fewer electives needed to complete the OLC diploma. This 21-credit diploma meets the minimum graduation requirements for the state of Kansas but does NOT meet Qualified Admissions Requirements for the Kansas Board of Regents. The 21- credit diploma will allow students to continue on into a technical/trade school or a junior college.

State & District Assessments

OLC students will take the same assessments they would take if attending OHS.

Activities at Ottawa High School

Students in good standing at OLC will continue to have opportunities to be involved at OHS.
OLC students:

- May participate in clubs at OHS.
- Are welcome to attend school athletic events and dances.

- Have opportunities to attend special activities and field trips relating to their course of study or grade level.
- Take elective courses, including CTEC classes, at OHS.
- Participate in the OHS Graduation Ceremony and related activities
- Participate in KSHSAA sponsored activities if they meet the following eligibility requirements:
    - Pass 5 courses in the previous semester
    - Enrolled in 5 courses, on pace and passing all
    - To participate in debate, forensics, band or choir the student must be enrolled in the concurrent course at OHS.

Engage

An intensive program to serve students experiencing significant behavioral difficulties and related school failure. An Engage student demonstrates behaviors and needs which cannot be met in the traditional school setting. Entrance into Engage occurs as a result of thorough planning, consideration and collaboration between the Engage team and either a student's IEP team or student improvement team. Refer to the USD 290 Alternative Programs Handbook for additional information.

Ottawa Virtual School Overview

The OVS is a computer-delivered, self-paced curriculum that is grounded in both the curriculum standards provided by the State of Kansas and NCAA approved for students in 6-12 grade. A licensed teacher for each course is assigned to each student. The role of the teacher is to act as a mentor to the student. A communication network between the teacher, the student, the parent/guardian and the OVS staff will be established and frequently used.

Enrollment

Standard enrollment for the OVS will occur two times a year: at the end of the fall semester for a January start and in August for the new school year. Students that are new to the district can enroll. Expectations to enrollment time frame can be adjusted per administrative discretion.

Probationary Period of Attendance

Upon enrollment, all students will be placed on a 2 full school weeks' probationary period. At the end of that period of time, if a student has not made the appropriate progress in each class in which they are enrolled and/or has not met the attendance requirement for a virtual student, the student will be required to immediately start attending OMS/OHS.

Technology Requirements

The virtual program currently uses Plato Courseware by Edmentum for the learning platform. It is delivered to a student at their home, via the internet. The district provides the student with a computer but the student's family must provide a reliable internet connection. USD 290 is NOT responsible for any connection issues associated with the delivery of virtual learning but the district technology department may be of help determining and correcting computer issues. If internet connection is an issue, please contact the OVS administrator at Eugene Field to discuss options.

Communication and Interaction Opportunities

All virtual students are offered the opportunity to interact with peers and staff on a regular basis through weekly Advisory with their virtual course monitor and other in-person opportunities as communicated by OVS staff. Counselor and social work services are provided to students through the Ottawa High School counseling department.

Home Learning Supervisor (HLS)

Each student must have an adult at home who is designated as the home learning supervisor (HLS). The HLS will monitor the student's progress and attendance and will be an active partner with the school to support the student's academic work. Any student who is 18 years old and living independently acts as their own HLS.

Responsibilities of the OVS student and their HLS

- Maintain residency in USD 290. If residency changes to out of district status, the student will be permitted to complete the current semester before transferring back to their home district.
- Attend an orientation meeting to complete all required paperwork.
- The expectations and policies established in the Ottawa High School or Ottawa Middle School Student Handbook apply to OVS students.
- Establish a school routine and a designated study area to help the student be successful while working from home.
- Follow prescribed attendance requirements of the OVS program.
- Collaborate with staff to develop an academic graduation plan (Individual Plan of Study) and attend at least two evaluation conferences per year. The HLS and the student must participate and attend.
- Communicate with the teacher assigned to each course on a regular basis to gain feedback, extra academic support when needed and tutoring.
- Report any offline activity time using they academic activity log provided
- Make an appointment with the coordinating teacher when it is time to take the post test and end of semester test for a course in person. 785-229-8090

- Families must provide their own transportation to and from OHS/OMS/Eugene Field

Program & Staff Responsibilities

In addition to the HLS responsibilities, the following supervision and support will be provided by OVS staff:

- Track student attendance, evaluation student work and academic progress weekly
- Academic Activity Calendar provided at the beginning of each school year, with additions and changes communicated on a weekly basis
- OVS monitor will communicate with HLS and student at least weekly
- OVS monitor will create and maintain an Individual Plan of Study (IPS) for each student
- The content and/or coordinating teacher may offer extended learning opportunities individualized to the student in order to further promote learning as needed.
- Provide opportunities for OVS students to participate in extended learning opportunities through the Ottawa Learning Center.

High School Diploma Requirements

Upon successful completion of all requirements, OVS students will receive an Ottawa High School Diploma as outlined in the OHS handbook.

Electives at OHS/OMS

Every OVS student has the option of taking courses in a classroom setting. The following requirements apply:

Eligibility

OVS students can participate in events and activities at OHS/OMS if the student fulfills the eligibility requirements outlined in the appropriate school handbook. To participate in KSHSAA sponsored activities a student must be enrolled in five courses, on pace and passing all at least one of which is at OHS as well as pass 5 courses in the previous semester. If a student chooses to participate in debate, forensics, band or choir the student must be enrolled in the concurrent course at OHS.

Attendance

USD 290's Ottawa Virtual School follows the Kansas requirement that virtual school students be engaged in online academic work a minimum of 25 hours per week.

Students must keep a daily log showing the amount of time that they are engaged with their online program. The attendance week for students runs from Sunday at 12:01 a.m. to Saturday at midnight. To receive credit for offline work, a learning log must be turned in weekly. Logs must be turned in weekly to the Coordinating Teacher and signed by both the student and home learning supervisor. The Program Administrator reviews attendance weekly. If a student does not meet the required time, an attendance warning is given via phone call. If attendance doesn't improve, a required meeting is held which includes the student, parent, home learning supervisor, monitor teacher, and Program Administrator.

In addition, the student must show sufficient progress in academic learning. **For each course completed students spend an average of 50 hours per course starting at the beginning of the semester to the final day of the semester.** Each student is required to complete two 6-hour in-person days as scheduled to meet the state required timeframes. (The 6-hours may include the time spent at OMS/OHS).

After a 3rd non-compliance week (does NOT have to be successive) then the student will be considered truant and a referral will be submitted. Additionally, a virtual student who becomes truant and/or not making sufficient progress toward graduation, will be required to attend Ottawa Learning Center until a new semester begins or all graduation requirements have been met (whichever comes first).

Progress Requirements

Attendance and progress is monitored and communicated weekly. Courses must be completed within the assigned semester or the student will receive an F on their transcript and will need to retake the course. Students who are not meeting attendance requirements and/or making sufficient academic progress may be removed from the program and placed back at OMS/OHS.

Transfers Back to OMS/OHS

A student planning on this transfer should begin this process with the virtual program administrator before the end of a semester. A student may transfer from OVS to OMS/OHS only with approval from the OMS/OHS administration and placement will be contingent upon the student's progress towards graduation.

Testing

Every OVS student must take all required course, building, district and state assessments in person.

Policy On Eligibility For Students Attending KSDE Accredited Virtual Schools
RATIONALE

It is in the best interest of a virtual student to have daily contact with other students from the school with whom they will be interacting and competing on school teams. The student and the school share an interest in the student being a part of the daily climate and culture of the school.

The Executive Board voted unanimously to adopt the following policy specifying the terms by which students attending virtual schools accredited by the Kansas State Department of Education may establish eligibility at a KSHSAA member public school. The policy was developed with input from staff, members of the Kansas State Department of Education and Kansas virtual school administrators. Executive Board members noted there has been very little feedback on the proposed policy as published in the March KSHSAA Executive Board Meeting Minutes. Since this is an Executive Board policy, it will not appear in the KSHSAA Handbook. The KSHSAA will post this information on its website and distribute it through appropriate means to all member schools.

KSHSAA Executive Board Policy Regarding
Scholastic Eligibility of Virtual Students

With respect to KSHSAA **Scholarship Requirements Rule 13 and Enrollment Rule 15**, students may count virtual courses for the purpose of establishing eligibility for all KSHSAA sponsored activities, provided local USD policy permits dual enrollment agreements with virtual schools.

The following stipulations will apply:

1. Virtual classes must be taken through the virtual school, fully accredited by the Kansas State Department of Education.
2. Students will be eligible at the public school in whose district and attendance area they reside.
3. Virtual students enrolling and establishing eligibility by September 20th must be included in the school's annual KSHSAA classification count.
4. The student must be currently enrolled and attending a minimum of one (1) class at the KSHSAA member public school where they desire eligibility. If the student desires participation in music, debate or speech activities, they must be enrolled and attending in that academic course at the school, if such course is offered and the school requires enrollment for participation.
5. Eligibility for virtual students will be established on a semester basis consistent with traditionally enrolled students. Virtual and traditionally enrolled

students are required to pass five units of credit each semester to establish scholastic eligibility. The school is responsible to verify the academic progress of the student with the virtual school administrator prior to submitting the student's name on KSHSAA eligibility forms and rosters.

6. Virtual students must be enrolled in five units of credit (courses) each semester. At the conclusion of the academic semester, they must have completed coursework sufficient to equal a passing grade in each course, consistent with traditionally enrolled students.
7. All students, virtual or traditional, must pass five units of credit in the previous semester to retain eligibility.
8. Like traditionally enrolled students, virtual students must be currently enrolled in five or more courses not previously passed, to establish and retain eligibility each semester.
9. Local school districts retain the authority to approve dual enrollment agreements with virtual schools.