# Oak Park and River Forest High School

# FAMILY SURVIVAL GUIDE

*The ins and out of navigating OPRFHS*

2023-2024

# Welcome to OPRFHS!

Dear OPRF High School Families,
Learning the ins and outs of this big, busy place can be daunting -- not only for new families but also for many who've been here awhile. We hope that this guide will make navigating the high school a little bit easier.

Throughout the year, we tend to get the same questions over and over. Some of the answers can be found by looking at the student handbook or on our website, some by swapping tips with other families, and some answers … well, we have to admit, can be pretty hard to track down. Inside this guide, you'll find the practical, hands-on info you need the most. The first few pages contain information you likely will need frequently. Beginning on page 9, topics are listed alphabetically. Can't find what you're looking for? Feel free to contact the communications department at any time.

We hope that after reading all of the tips in this guide, you feel more prepared to navigate the high school. May you have a rich and rewarding experience at OPRFHS.

Best wishes for a great year!

*Sincerely,*

**Karin Sullivan**
Executive Director of Communications & Community Relations
ksullivan@oprfhs.org
708-434-3691








# Contact Us

**Attendance Office:** 708-434-3104, *attendance@oprfhs.org*

**Welcome Center:** 708-434-3125
Hours:

- School year: Monday – Friday, 7:00 a.m. – 10:00 p.m.
- Summer: Monday – Thursday, 7:00 a.m. – 5:00 p.m.

**Bookstore:** 708-434-3940, *bookstore@oprfhs.org*
Hours:

- School year: Monday – Friday, 7:30 a.m. – 3:30 p.m.
- Summer: Monday – Thursday, 8:00 a.m. – 3:00 p.m.

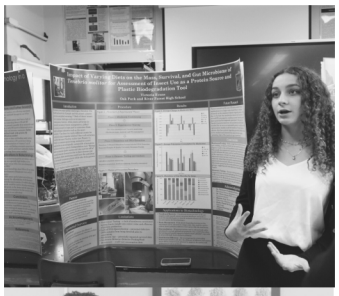
**Superintendent Dr. Greg Johnson:** *gjohnson@oprfhs.org*
**Assistant Superintendent/Principal Lynda Parker:** *ljparker@oprfhs.org*
**Assistant Superintendent for Business Services Anthony Arbogast:** *aarbogast@oprfhs.org*
**Assistant Superintendent for Student Learning Dr. Laurie Fiorenza:** *lfiorenza@oprfhs.org*
**Executive Director for Equity and Student Success Dr. LaTonya Applewhite:** *lapplewhite@oprfhs.org*
**Executive Director of Special Education Andrea Neuman:** *aneuman@oprfhs.org*
**Assistant Principal for Operations Carla Williams:** *cwilliams@oprfhs.org*
**Director of Student Learning Dr. Julie Lam:** *jlam@oprfhs.org*
**Director of Student Services Kris Johnson:** *kjohnson@oprfhs.org*
**Athletic Director Nicole Ebsen:** *nebsen@oprfhs.org*
**Student Activities Coordinator Angie Hawkins:** *ahawkins@oprfhs.org*
**D200 Board of Education:** *boe@oprfhs.org*

**Division Heads:**

- **English:** Erika Eckart, *eeckart@oprfhs.org*
- **Fine and Applied Arts:** Dr. Semaj Coleman, *scoleman@oprfhs.org*
- **History:** Amy Hill, *ahill@oprfhs.org*
- **Mathematics:** Dr. Julie Frey, *jfrey@oprfhs.org*
- **Physical and Driver Education:** Brian Beyers, *bbeyers@oprfhs.org*
- **Science and Technology:** Matt Kirkpatrick, *mkirkpatrick@oprfhs.org*
- **Assistant Director of Special Education:** Dr. Lesley Roberts, *lroberts@oprfhs.org*
- **World Languages:** Claudia Sahagun, *csahagun@oprfhs.org*

**Health Services/Head School Nurse:** Julee Terretta, 708-434-3234, *jmterretta@oprfhs.org*
**Library Circulation Desk:** 708-434-3695, *librarygroup@oprfhs.org*
**Main Number:** 708-383-0700
**Registrar's Office:** 708-434-3262 and 708-434-3260, *registrar@oprfhs.org*
**Tutoring Center:** 708-434-3493
**Testing Center:** *thasso@oprfhs.org, sjohnson2@oprfhs.org*

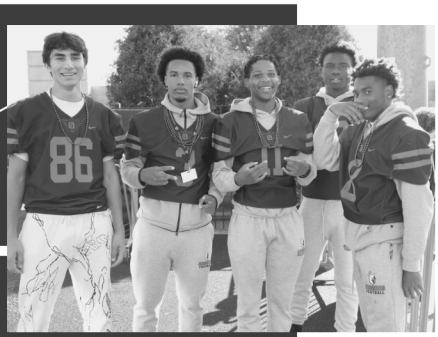












# Pupil Support Services Teams

| TEAM | TITLE | OFFICE | PHONE EXTENSION (*Prefix 434-*) | EMAIL (*Add @oprfhs.org*) |
|---|---|---|---|---|
| Kris Johnson | Dir. of Student Services | 2151 | 3258 | kjohnson |
| Gabrielle Van Zant | Secretary | 2151 | 3259 | gvanzant |
| **Team 1** | | | | |
| Brandi Ambrose | Counselor | 2151 | 3711 | bambrose |
| Meghan Cahill | Counselor | 2151 | 3716 | mcahill |
| Tia Campbell | Counselor | 2151 | 3207 | tcampbell |
| Mary D'Avella | Secretary | 2151 | 3510 | adavella |
| Kermit Blakely | Dean | 2151 | 3725 | kblakely |
| Nabiha Calcuttawala | Social Worker | 2151 | 3238 | ncalcuttawala |
| **Team 2** | | | | |
| Katie O' Keefe | Counselor | 2137 | 3726 | kokeefe |
| Carolyn Ojikutu | Counselor | 2137 | 3713 | cojikutu |
| Darek Radziszewski | Counselor | 2137 | 3708 | dradziszewski |
| Alyssa McGrone | Secretary | 2137 | 3506 | amcgrone |
| Benjamin Marcial | Dean | 2137 | 3714 | bmarcial |
| Lisa Makely | Social Worker | 2137 | 3733 | lmakely |
| **Team 3** | | | | |
| Julie Fuentes | Counselor | 2139 | 3709 | jfuentes |
| Pete Nixen | Counselor | 2139 | 3712 | pnixen |
| Erica White | Counselor | 2139 | 3710 | ewhite |
| Christine Keyes | Secretary | 2139 | 3507 | ckeyes |
| Alisa Walton Scott | Dean | 2139 | 3727 | awaltonscott |
| Jonathan Ecker | Social Worker | 2139 | 3734 | jecker |
| **Team 4** | | | | |
| Jacqueline Hanson | Counselor | 3151 | 3705 | jhanson |
| Joe Herbst | Counselor | 3151 | 3707 | jherbst |
| Thaddeus Sherman | Counselor | 3151 | 3841 | tsherman |
| Ann Harmon | Secretary | 3151 | 3509 | aharmon |
| Marquita Thompson | Dean | 3151 | 3724 | mthompson |
| Katherine Madock | Social Worker | 3151 | 3728 | kmadock |
| **Team 5** | | | | |
| Heidi Lynch | Counselor | 2250 | 3715 | hlynch |
| Esteban Medina | Counselor | 2250 | 3718 | emedina |
| Scott Sponsler | Counselor | 2250 | 3717 | ssponsler |
| Brigid Anderson | Secretary | 2250 | 3596 | banderson |
| Darryl Hobson | Dean | 2250 | 3731 | dhobson |
| Khalida Himes | Social Worker | 2250 | 3730 | khimes |
| **Add'l. Staff** | | | | |
| Ginger Bencola | Prevention/Wellness Coord. | 3151 | 3729 | gbencola |
| Barbara Sutton | Deans' Secretary | 3151 | 3503 | bsutton |
| Ty Garland | Community Outreach Coord. | 3151 | 3008 | tgarland |
| Curtis Diggs | Trauma-Informed Specialist | 2266A | 3286 | cdiggs |

# I Have a Question About . . .

| | |
|---|---|
| **504 plans and Accomodations** | **Daniela Lukic-Cole**, 504 Coordinator - *dlukiccole@oprfhs.org* |
| **Absences and Tardies** | **Attendance Office**, 708-434-3104 |
| **Athletics** | **Nicole Ebsen**, Athletic Director - *nebsen@oprfhs.org*; **Lori Foley**, Secretary - *lfoley@oprfhs.org* |
| **Advanced Placement** | **Student's teacher**; **Kim Asbury**, Testing Specialist - *kasbury@oprfhs.org*; **Dr. Julie Lam**, Director of Student Learning - *jlam@oprfhs.org*; **Naybeth Moreno**, Secretary - *nmoreno@oprfhs.org*, **Carin Lucas**, SSD Coordinator - *clucas@oprfhs.org* |
| **Assistive Technology** | **Lisa Vincent**, Assistive Technology Coordinator/Occupational Therapist - *lvincent@oprfhs.org* |
| **Back-to-School Night** | **Lynda Parker**, Assistant Superintendent/Principal - *ljparker@oprfhs.org*; **Heather Tisue**, Administrative Assistant - *htisue@oprfhs.org* |
| **Board of Education Meetings** | Visit **BoardDocs** at *bit.ly/BoardDocsOPRFHS*; **Lisa Evans**, Clerk of the Board - *levans@oprfhs.org* |
| **Campus Safety** | **Cindy Guerra**, Director of Campus Safety and Support - *cguerra@oprfhs.org* |
| **Computer Proficiency Test** | **Matt Prebble**, Business Education Department Chair - *mprebble@oprfhs.org* |
| **Counseling and Social Work Services** | **Kris Johnson**, Director of Student Services - *kjohnson@oprfhs.org*; **Gabrielle Van Zant**, Secretary - *gvanzant@oprfhs.org* |
| **Course Registration** | **Student's counselor** |
| **Curriculum** | **Dr. Laurie Fiorenza**, Assistant Superintendent for Student Learning - *lfiorenza@oprfhs.org;* **Angelica Rodriguez**, Administrative Assistant - *arodriguez@oprfhs.org* |
| **Daily Bulletin e-newsletter** | **Angie Hawkins**, Student Activities Coordinator - *ahawkins@oprfhs.org*; **Phylli Nash**, Secretary - *pnash@oprfhs.org* |
| **Dances (Homecoming and Prom)** | **Angie Hawkins**, Student Activities Coordinator - *ahawkins@oprfhs.org*; **Phylli Nash**, Secretary - *pnash@oprfhs.org* |
| **Disciplinary Issues** | **Deans** |
| **Dual Credit** | **Dr. Julie Lam**, Director of Student Learning - *jlam@oprfhs.org*; **Naybeth Moreno**, Secretary - *nmoreno@oprfhs.org* |
| **Extracurricular Activities and Clubs** | **Angie Hawkins**, Student Activities Coordinator - *ahawkins@oprfhs.org*; **Phylli Nash**, Secretary - *pnash@oprfhs.org* |
| **Facilities Reservations/School Calendar** | *calendar@oprfhs.org* |
| **Family Access/Skyward** | *familyaccess@oprfhs.org* |
| **Fees** | **Business Office**, *businessoffice@oprfhs.org* |
| **Food Service Account** | **Micheline "Mike" Piekarski**, Director of Food Service - *mpiekarski@oprfhs.org*; **Jennifer Porto**, Assistant Director of Food and Nutritional Services - *jporto@oprfhs.org*; **Jana Cannon**, Secretary - *jcannon@oprfhs.org* |
| **Grades** | For a specific class: **Student's teacher**; For multiple classes/questions: **Student's counselor** |
| **Graduation** | **Angie Hawkins**, Student Activities Coordinator - *ahawkins@oprfhs.org*; **Phylli Nash**, Secretary - *pnash@oprfhs.org* |
| **Homebound Tutoring** | **Dr. Laurie Fiorenza**, Assistant Superintendent for Student Learning - *lfiorenza@oprfhs.org;* **Angelica Rodriguez**, Administrative Assistant - *arodriguez@oprfhs.org* |
| **HuskiEmail E-newsletter** | **Karin Sullivan**, Executive Director of Communications and Community Relations - *ksullivan@oprfhs.org* |
| **Incoming Freshman Events** | **Angie Hawkins**, Student Activities Coordinator - *ahawkins@oprfhs.org*; **Phylli Nash**, Secretary - *pnash@oprfhs.org* |
| **In-School Credit Recovery (ISCR)** | **Dr. LaTonya Applewhite**, Executive Director of Equity and Student Success - *lapplewhite@oprfhs.org*; **Kristen McKee**, Coordinator of Learning Analytics and Supports - *kmckee@oprfhs.org* |
| **Lockers** | **Judy Trigueros**, Campus Safety Staff Member - *jtrigueros@oprfhs.org* |

# I Have a Question About . . .

| | |
|---|---|
| **Independent Study** | **Dr. Julie Lam**, Director of Student Learning - *jlam@oprfhs.org*; **Naybeth Moreno**, Secretary - *nmoreno@oprfhs.org* |
| **Lost and Found** | **Campus Safety, 708-434-3125** |
| **Media Inquiries** | **Karin Sullivan**, Executive Director of Communications and Community Relations - *ksullivan@oprfhs.org* |
| **Medications and Physicals** | **Julee Terretta**, Head School Nurse - *jmterretta@oprfhs.org*; **Donna Digioia**, Secretary - *ddigioia@oprfhs.og* |
| **Mental Health Services** | **Kris Johnson**, Director of Student Services - *kjohnson@oprfhs.org*; **Gabrielle Van Zant**, Secretary - *gvanzant@oprfhs.org* |
| **Motivational Mentorship** | **Dr. LaTonya Applewhite**, Executive Director of Equity and Student Success - *lapplewhite@oprfhs.org*; **Brianna Burton**, Program Coordinator for Motivational Mentorship - *bburton@oprfhs.org*; **Patrick Chrisp**, Motivational Mentor - *pchrisp@oprfhs.org* |
| **Parent Outreach** | **Dr. LaTonya Applewhite**, Executive Director of Equity and Student Success - *lapplewhite@oprfhs.org*; **Ty Garland**, Community Outreach Coordinator - *tgarland@oprfhs.org*; **Melody Brown**, Administrative Assistant - *mbrown@oprfhs.org* |
| **Parent-Teacher Conferences** | **Lynda Parker**, Assistant Superintendent/Principal - *ljparker@oprfhs.org*; **Heather Tisue**, Administrative Assistant - *htisue@oprfhs.org* |
| **Racial Incident Reporting** | **Dr. LaTonya Applewhite**, Executive Director of Equity and Student Success - *lapplewhite@oprfhs.org*; **Melody Brown**, Administrative Assistant - *mbrown@oprfhs.org* |
| **Report Cards** | **Kris Johnson**, Director of Student Services - *kjohnson@oprfhs.org*; **Gabrielle Van Zant**, Secretary - *gvanzant@oprfhs.org* |
| **Sexual Harassment Complaints** | Report about a student: **Student's dean or the Office of Equity, room 2131**; Report about an adult: **Dr. Roxana Sanders**, Assistant Superintendent for Human Resources - *rsanders@oprfhs.org* |
| **SILCs** *(Senior Instructional Leadership Corps)* | **Dr. Julie Lam**, Director of Student Learning - *jlam@oprfhs.org*; **Naybeth Moreno**, Secretary - *nmoreno@oprfhs.org* |
| **Special Education/Diverse Learners** | **Andrea Neuman**, Executive Director of Special Education - *aneuman@oprfhs.org*; **Dr. Lesley Roberts**, Assistant Director of Special Education - *lroberts@oprfhs.org*; **Shdata Redmond**, Administrative Assistant - *sredmond@oprfhs.org* |
| **Student Parking** | **Marian Gerena**, Business Office Administrative Assistant - *mgerena@oprfhs.org* |
| **SRC - Library** | **Louise Brueggemann**, Librarian - *lbrueggemann@oprfhs.org*; **Amber Hooper**, Librarian - *ahooper@oprfhs.org* |
| **SRC - Makerspace** | **Maureen Miller**, Director of Instructional Technology - *mmiller@oprfhs.org* |
| **SRC - Student Helpdesk** | **Daniel Kogel**, Manager of Data Systems and Web Services - *dkogel@oprfhs.org* |
| **SRC - Tutoring** | **Madeleigh Dossey**, SRC/Tutoring Center Monitor - *mdossey@oprfhs.org*; **Denisse Avalos-Zepeda**, SRC/Tutoring Center Monitor - *davaloszepeda@oprfhs.org* |
| **Student Travel** | **Angie Hawkins**, Student Activities Coordinator - *ahawkins@oprfhs.org*; **Phylli Nash**, Secretary - *pnash@oprfhs.org* |
| **Summer School** | **Jason Lee**, Director of Summer School - *jlee@oprfhs.org* |
| **Teacher Issues** | **Student's teacher** first. If no resolution, **Division Head**. |
| **Tech Support** | *Helpdesk@oprfhs.org*, 708-434-3737 |
| **Testing/Assessment** | **Kim Asbury**, Testing Specialist - *kasbury@oprfhs.org;* **Carin Lucas**, SSD Coordinator - *clucas@oprfhs.org* |
| **Testing Center** | **Tim Hasso**, Testing Center Supervisor - *thasso@oprfhs.org*; **Seneca Johnson**, SRC/Testing Center Monitor - *sjohnson@oprfhs.org* |
| **Theatre and Performing Arts Events** | **Dr. Semaj Coleman**, Fine and Applied Arts Division Head - *scoleman@oprfhs.org* |
| **Transcripts** | *Registrar@oprfhs.org* |
| **Transgender Student Support** | **Student's counselor** |
| **Work Permits** | **Counselor's secretary** |

# Key Dates

## Oak Park and River Forest High School
## 2023-2024 Key Dates

*Approved by the Board of Education Nov. 18, 2021*
*Revised March 1, 2023*

| | | |
|---|---|---|
| Thurs., Aug. 10 | Institute Day | No School for Students |
| Fri., Aug. 11 | Staff Development Day | No School for Students |
| Mon., Aug. 14 | Huskie Kickoff Day | Freshmen in Attendance |
| Mon., Aug. 14 | Freshman Parent Meeting | |
| Tues., Aug. 15 | First Semester Begins+ | All Students in Attendance |
| Thurs., Aug. 31 | Back-to-School Night | Parents/Guardians Attend |
| Fri., Sept. 1 | Staff Development Day | No School for Students |
| Mon., Sept. 4 | Labor Day | No School |
| Mon., Sept. 25 | | No School |
| Mon., Oct. 9 | Indigenous People's Day | No School |
| Wed., Oct. 25 | Parent-Teacher Conferences | Late Start at 10:00 a.m. |
| Thurs., Oct. 26 | Parent-Teacher Conferences | No School for Students |
| Fri., Oct. 27 | | No School |
| Wed., Nov. 22 - Fri., Nov. 24 | Thanksgiving Break | No School |
| **REVISED** Tues., Dec. 19 - Thurs., Dec. 21 | First Semester Final Exams | |
| **REVISED** Fri., Dec. 22 - Thurs., Jan. 4 | Winter Break | No School |
| **REVISED** Fri., Jan. 5 | Institute Day | No School for Students |
| Mon., Jan. 8 | Second Semester Begins | All Students in Attendance |
| Mon., Jan. 15 | Martin Luther King Jr. Holiday | No School |
| Mon., Feb. 19 | Presidents' Day | No School |
| **REVISED** Mon., Mar. 4 | Staff Development Day | No School for Students |
| Mon., Mar. 25 - Thurs., Mar. 28 | Spring Break | No School |
| Fri., Mar. 29 | | No School/Building Closed |
| Tues., May 21 - Thurs., May 23 | Second Semester Final Exams | |
| Thurs., May 23 | Last Day of Student Attendance+* | |
| Fri., May 24 | Staff Development Day | No School for Students |
| Sun., May 26 | Graduation | |
| Mon., May 27 | Memorial Day | No School |
| May 28 - 31 & June 3 | Emergency Days | |
| Wed., June 19 | Juneteenth | No Summer School/Building Closed |

*+First and last school days of the year are full days.*
**__NOTE:__ This is the __earliest__ school may end and __only__ if no Emergency Days are used. If Emergency Days __are__ used, depending on the number, the last day of student attendance could be as late as June 5. Families and staff should keep this in mind when making summer vacation plans.*

# High School, Year by Year

Here are some of the key things to know about each of your student's four years with us.

## FRESHMAN YEAR FOCUS

- Make a successful transition from middle school.
- Create a four-year plan for high school.
- Continue/develop excellent study habits.
- Get involved in at least one activity, club, or sport.

### Key Events:

- **Freshman transition meetings:** From mid-September to mid-October, counselors meet with each of their freshmen one-on-one to establish rapport and connection, to get a sense of the student's strengths and interests, and to identify an activity or club the student is interested in trying.
- **Progress monitoring:** Once mid-quarter reports are mailed home, five weeks into the school year, counselors meet with students who are failing any classes.
- **Four-Year Plan meetings:** Counselors meet with students individually to look at first semester grades and build a plan for the remaining three years' worth of courses. This is a working document and can change as a student's goals change.
- **Introduction to Naviance:** This software tool enables students to build a profile that helps identify college and career options that are a good fit for them. Naviance is the best one-stop place to search for college and majors suited to a particular student.

## SOPHOMORE YEAR FOCUS

- Deepen involvement in extracurriculars. The level of involvement and accomplishment is more important than the number of activities.
- Become familiar with Naviance, the school's online tool for matching students' strengths and interests to particular careers and colleges.
- Build your student portfolio.

### Key Events:

- **Individual conferences:** Counselor check-ins as needed, particularly with students who are struggling in school.
- **Adjustments to Four-Year Plan:** In the winter, students meet one-on-one with their counselors to review and, if needed, update their plan.
- **Sophomore Group Meetings:** In the spring, counselors present information about seeking summer enrichment opportunities, using Naviance to prepare a resume, and pursuing job and/or volunteer opportunities.
- **Sophomore Parent Night:** Counselors present to parents about using Naviance to start researching colleges and careers, and exploring resources to prepare for standardized testing.

## JUNIOR YEAR FOCUS

- Take the PSAT if desired (required qualifier for National Merit Scholarship consideration).
- Earn excellent grades. Grades are important throughout high school, but junior year grades are particularly key. They indicate to colleges how well a student does in advanced courses, and they are used to determine scholarship and grant eligibility.
- Identify potential college major and/or post-secondary career options, and explore career pathways.
- Begin the college search process. Attend college fairs, visit College Callers (see below), tour prospective colleges/universities.
- Prepare to apply for college. Draft application essays, collect writing samples, assemble portfolio or audition tapes.

### Key Events:

- **College Callers:** Representatives from various colleges are available at specific times during the school day to share information with students. The College Callers schedule is posted in Naviance and the visits for the week are listed in the Daily Bulletin and in HuskiEmail.
- **College visits:** This is the year students typically begin making visits with their families to prospective colleges.
- **Financial Aid Meeting:** A college financial aid officer is invited to give a thorough presentation on the process of applying for financial aid.
- **Junior Parent College Night:** Counselors detail the college search process.
- **Small Group College Meetings:** Counselors discuss with students how to conduct a thorough college search to find a good match.
- **College Planning "Booster Shots:"** Individual meetings as needed to discuss the college search process, SAT/ACT prep, etc.
- **SAT:** OPRFHS administers free SAT for juniors in April.

## SENIOR YEAR FOCUS

- Apply to colleges or research other post-secondary options.
- Apply for financial aid. Visit the OPRFHS Scholarship Foundation page at *www.scholarships4oprfhs.org/*to learn about locally funded scholarship opportunities.
- Continue exploring career pathways.
- Stay on track for graduation.
- Graduate!

### Key Events:

- **Senior Group Meetings:** Focuses on finalizing college lists, establishing safety/match/reach schools, and discussing the intricate steps of the college application process.
- **Senior College Parent Night:** Learn the nuts and bolts of the college application process.
- **Individual meetings:** One-on-one meetings with counselors to discuss each student's postsecondary plans, whether applying to college or preparing for other options.
- **Financial Aid Meeting:** A college financial aid officer is invited to give a thorough presentation on the process of applying for financial aid.

# Absences and Tardies

### *Why is it import for students to attend school regularly?*

A growing body of research shows that chronic absenteeism (defined as missing 10% or more school days per year) *for any reason* can have a significant impact on a child's learning experience. A Johns Hopkins University study concluded that chronic absenteeism is associated with lower academic performance, a decline in high school graduation rates, and increased achievement gaps for students of color. A Policy Analysis for California Education study found that chronic absenteeism negatively affects test scores, impacts vulnerable students more frequently, and leads to decreased social-emotional learning outcomes for students.

In addition to the academic impact, students who are chronically absent miss out on other benefits that derive from being present in a classroom: developing strong relationships with peers and with teachers, learning teamwork and collaboration skills, engaging in community building in the classroom and school communities, developing time management and executive functioning skills, learning conflict resolution strategies, and practicing decision-making skills.

### *What are OPRF's attendance guidelines?*

Because being present and engaged in the classroom will lead to better student learning outcomes and more robust social-emotional learning and executive function skills, beginning with the 2023-2024 school year, OPRF has new attendance guidelines into place.

- Students can have up to **12 absences in a class period per semester.** More than 12 absences in a class puts them at risk of potentially losing credit for that class.
- Both excused and unexcused absences count toward the total of 12 absences.
- Absences that **do NOT count** toward the total of 12 are:
  - Five Mental Wellness Days per school year
  - Hospitalizations
  - Religious holidays
  - Death of an immediate family member
  - In-school meetings with school support staff (counselors, social workers, deans, Special Education, school nurse, etc.)
  - IEP or 504 Meetings
  - School-sponsored field trip
  - In-School Reflection (ISR) or Out-of-School Suspension (OSS)
- **Tardies** can potentially count as an absence.Tardies occur when a student is less than 10 minutes late to a class period.
  - Five tardies to a class equal one unexcused absence.
  - A student who enters class with a pass from faculty or staff would not be penalized.
- **Partial absence** occurs when a student misses more than 10 minutes of class by arriving late, leaving in the middle of the class, or leaving early and not returning to class. One partial absence equals a whole missed period.

### *How will I know if my child is in danger of reaching 12 absences?*

- An automated phone call is made each time a student is absent from a class without notice. Skyward attendance is in real-time, so parents/guardians are encouraged to log in and check attendance if their child is struggling with attending or being on time to their classes.
- As students begin to accrue absences in a class period, the teacher will address the issue with the student directly and will also make contact with the student's parent/guardian. A member of the student's Pupil Support Service team will reach out to the parent/guardian to offer suggestions and possible interventions.
- Once a student has hit their 13th absence, the student's dean will make live contact with the parent/guardian and will set up an Attendance Contract for the student. *As the state of Illinois allows for up to five Mental Wellness Days, the contract could be put into place as late as the 18th absence in a semester.* The contract will establish the attendance parameters for the student for the remainder of the semester.
  - At the end of the semester, the Pupil Support Services teams will review the student's attendance under the direction of the assistant principal of operations and the director of Student Services.
  - If the student meets the parameters in their Attendance Contract and is passing the class, credit will be earned.
  - If the student does NOT meet the parameters set forth in the Attendance Contract and has a passing grade, an N-Grade (no credit earned) will be issued for the class.
  - If a student is failing a course, that failing grade will be given and it will override the N-Grade.
- OPRF faculty, in partnership with your child's Pupil Support Service Team, will work diligently to support your child if they begin struggling with attending school. We will also work to support parents/guardians with tools and resources to encourage school attendance.

# Absences and Tardies

***How will the school let me know if my child shows up late or doesn't arrive for first period?***
Skyward is updated in real time, so you can log into Family Access anytime for up-to-the-minute information. A robocall will also go out every evening informing parents of their students' missed classes for the day. Parents/guardians will also receive a nightly email notifications of ANY attendance notation (excused, unexcused, and otherwise) recorded for their student. *Note: Not all attendance notations are absences; some are an indication of student's whereabouts during a particular period.*

***The student handbook and website say I have to excuse my child's absences via Family Access. How do I do that?***
If you are a desktop user, visit *bit.ly/SkywardDesktop* for step-by-step instructions on how to report a student absence in Family Access. If you are using the Skyward Mobile App, step-by-step instructions can be found at *bit.ly/SkywardMobile*. While submission through Family Access is preferred, you may also call the office at 708-434-3104 or send an email to *attendance@oprfhs.org* to excuse your student's absence as well.

We've streamlined our absence reporting so that parents select from just one of four reasons when they notify the school:

1. Parent/Guardian Excused Absence
2. Mental Wellness
3. Religious Holiday
4. Bereavement

***How long do I have to excuse an absence?***
Absence requests can always be submitted in advance. Otherwise, requests must be submitted by 9 p.m. on the same day of the absence for full-day absences and prior to the end of the first period missed for partial-day absences.

***My child texted me saying they're sick and need to come home. Why do they have to see the nurse before being excused? Why can't I just call Attendance to say I'm picking them up?***
We are still responsible for the student and need to be sure they don't require more serious care. Also, we track the reasons students leave school sick to be aware of any trends, particularly with communicable illnesses.

***Why can't a person listed as an emergency contact call my student in?***
A parent or guardian is the party responsible, so only one of these family contacts may call in a student as absent.

***My student needs to leave in the middle of the class period for an appointment. Can they just get a pass from the teacher?***
No. Teachers may write hall passes but not dismissal passes. If a student is planning to leave the building during a class, they should go to the Attendance Office before that class to get a dismissal pass.

***My student is 18. Why can't they call themself in as late or absent?***
Unless a student is emancipated and living on their own, we consider the parent or guardian still to be responsible.

***Questions about attendance policies?***
Reach out to Kris Johnson, Director of Student Services, at kjohnson@oprfhs.org.

## Excused Absences

- Observance of a religious holiday
- Illness
- Appointments (doctor, dentist, therapy, etc.)
- Hospitalizations
- Death in the immediate family
- Family emergency/personal reasons
- Pre-arranged absences
- School-sponsored field trips & activities
- Visits to the school nurse
- In-school meetings with school staff (counselor, dean, social worker, etc.)
- In-school reflection and out-of-school suspension
- College visits

# Academic Support

***What kinds of academic support do you offer for struggling students?***
Students who need extra help in a particular subject can visit the Student Resource Center - Tutoring (Room 2315) before and after school, during study hall or lunch, and in the evening Mon. - Thurs. from 5 p.m. to 7 p.m. See *Student Resource Center - Tutoring* for more information.

We also offer the programs listed below. More detailed information is available in the online Academic Catalog at *www.oprfhs.org/academics*.

- **Special Education courses:** Math, English, writing, health, recreation and leisure, study and organizational skills, social and basic life skills.
- **Reading and Literacy Programs:** Classes for recommended freshmen, sophomores, and juniors.
- **Academic Learning Program:** Includes the Academic Enrichment class, where students receive support in developing and applying positive academic behaviors, and In-School Credit Recovery, which provides students who need to make up credits with hands-on support in completing online courses.

# Activities and Clubs

***How do we find out about the different clubs?***
The Student Activities office (Room 1332), across from the big curving staircase in the Student Commons, has a list of activities and clubs with the sponsors' names and meeting times. You can also find the list online at *www.oprfhs.org/activities*.

***How can my student find out about the first meeting of a particular activity or club?***
Almost all activities that require a tryout are announced during Advisory period. The list described above includes the meeting times, or a student can check with the Student Activities office (Room 1332). The official kickoff for our activities and clubs is the lunchtime Activities Fair that takes place annually in mid-September. During their lunch period, students can visit tables for various club/activities and hear from other students what they're all about.

***If my student didn't join a club in the fall or first semester, is it too late?***
Not at all. Most clubs and activities are open to students all year.

# Athletics

***How do I get my child signed up for a sports team?***
Registration for all teams must be completed online at *https://prod-web-alb.8to18.com/oprf*.

***When do I register my child for a fall sport?***
Registration for fall sports will open by July 1. Visit *www.oprfhs.org/athletics/tryouts*.

***When are tryouts for fall sports?***
Please visit *https://prod-web-alb.8to18.com/oprf* for all tryout and season dates for the 2023-2024 school year.

***What if we are on vacation that week?***
We do not accommodate late tryouts for athletic teams.

***Is there a fee to try out?***
No, with the exception of off-campus sports such as golf and tennis, in which case fees are communicated with all registered participants prior to tryouts. All student athletes must pay a $55 athletic participation fee for each sport in which they participate. Once tryouts are complete, students who have made teams will be billed for this fee.

***My incoming freshman had a physical in April. Can that count for the physical they have to have for sports?***
Yes. However, for student athletes, the best date for a physical is after May 1. The physical exam is good for 395 days, so you want to avoid it expiring and then having to schedule a second physical during the next school year. See *Health Physicals* for more information.

***Can I mail in the annual physical?***
No. These must be hand delivered to the Athletic Office during the appropriate registration dates for each sport, which begin on the following schedule:

- **Fall sports** (football, cheerleading, cross country, drill, field hockey, golf, boys soccer, girls swimming/diving, girls tennis, girls volleyball): *Mid-July*
- **Winter sports** (basketball, girls gymnastics, boys swimming/diving, track, wrestling): *First week of October, except track, which is first week of December.*
- **Spring sports** (badminton, baseball, lacrosse, girls soccer, softball, boys tennis, boys volleyball, water polo): *First week of February.*

## Bell Schedule

***When does the school day begin and end?***
On regular days, school begins at 8 a.m. and ends at 3:11 p.m. On a non-Advisory day (M,W,F), class periods are 49 minutes long. On an Advisory day (Tu,Th), class periods are 47 minutes long with a 15-minute Advisory period. While we follow the regular bell schedules on most days, we do occasionally alter them due to assemblies, and on Late Arrival Wednesdays, when first period begins at 9:12 a.m. See *Late Arrival Wednesdays*.

**Been there, done that TIP:**

"Teach your kid how to ride the bus, and make sure they know how to safety cross streets while walking or biking."

- Current parent

## Bikes

***Any tips to prevent bike theft?***
Lock your bike with a U-lock! If our campus safety staff spots an unlocked bike, they bring it to the Welcome Center for safekeeping.

## Bills, Surprise

***My kids couldn't get their schedules because they had obligations I didn't know about. How did that happen?***
Typically, this is due to students replacing lost IDs ($5 each - Attendance Office) or locks ($5 new, $3 used - Bookstore) for which they forgot the combination -- sometimes multiple times. You can check your current obligations by clicking Fee Management in your Family Access account.

## Bookstore

***Which of my student's books can I get at the Bookstore?***
All textbooks, which are distributed during Schedule Pickup Week. Novels, workbooks, and initial art kits covered by the Instructional Material Fee are handed out by classroom teachers.

***Can I buy a parking permit at the Bookstore?***
No. Optional purchases, such as theatre tickets, band uniforms, parking permits, etc., can be purchased via our online store. Go to *https://oprfhs.revtrak.net/*.

***What else does the Bookstore sell?***
The TI Nspire calculator ($127.50), PE uniforms ($15/set), locks, replacement copies of novels and workbooks, and miscellaneous school and art supplies at cost. The Bookstore does not charge sales tax.

***Is it true I can pay fees in the Bookstore?***
Yes. The preferred payment method is through Skyward/Family Access. If you pay in person, the Bookstore accepts cash, credit/debit, and checks. Credit card payments will not be accepted over the phone.

***Can I set up a payment plan for Instructional Materials or calculator fees in the Bookstore?***
The Bookstore can assist you with setting up a payment plan through the OPRFHS Business Office for the Instructional Materials, District Class, Technology, and Driver's Ed fees, and the TI Nspire graphing calculator. Or you can simply submit the payment plan form at *bit.ly/PaymentPlansOPRFHS*.

***Can I add money to my SNAP account in the Bookstore?***
No. Add money to your food service account via Family Access.

***Can I use my ID/SNAP account to pay for items in the Bookstore?***
No.

***Do I return textbooks to the Bookstore?***
Yes. All textbooks must be returned to the Bookstore at the end of each school year. Textbooks that are not returned by publicized deadlines will incur late and/or replacement fees.

# Building Hours

***When is the high school open?***
During the school year, our Welcome Center is staffed Monday through Friday from 7 a.m. - 10 p.m. During the summer, the Welcome Center is staffed Monday through Thursday from 7 a.m. – 5 p.m. The building is closed on Fridays during June and July.

# Bus Service

***Can students take a bus to school?***
The district does not offer bus service, other than for some students in special education. Several PACE buses provide service near OPRFHS, including the 309 (Lake Street), 313 (Lake Street), and 315 (Ridgeland Avenue).

***Can I get a discounted-fare bus/train pass for my student?***
Yes. PACE and CTA both accept Ventra student fare cards. You must apply for a Ventra student fare card by mail. Log into the Ventra website (*www.ventrachicago.com*), print out the application for a new or replacement student permit, include the school's address, mail it to Ventra with a $2 personal check, money order, or cashier's check. Do not send cash, and do not bring cash to the Bookstore. The student card will then be mailed to the Bookstore and you will be notified when it arrives, in approximately two – three weeks. While the reduced student fare generally is good on school days during school hours, please refer to the Ventra website for specifics about the fare restrictions.

**Note:** You must renew student-fare cards for each summer term, and again each fall of the new year. Fill out the Renew Student Reduced Fare Riding Privileges form for that time period, which students can pick up from the Bookstore or print from the online back-to-school packet (*www.oprfhs.org/quicklinks*). Return to Ventra by email (*www.ventrachicago.com/students*), fax, or mail. Be sure to register your student's card on the Ventra website. If your card is lost or stolen, you will need to use the replacement form and call Ventra with the card's number to deactivate the lost or stolen card.

# Cell Phones in Classrooms

***Is my student allowed to have their cell phone in class?***
Not anymore. During the 2022-2023 school year, OPRFHS implemented a new cell phone management system. All classroom teachers use "phone homes" during instructional time to maintain a phone-free environment. This expectation is designed to create much needed consistency across the building, and to help students reach their full learning potential in the classroom. For an FAQ created by the OPRFHS Cell Phone Committee, visit *bit.ly/CellPhoneFAQ*.

# Chromebooks

***My student needs to get help with their Chromebook. Where can they go?***
The Student Helpdesk is open in the Makerspace (Room 2315) Monday – Friday, 7:30 a.m. – 3:30 p.m. Help also is available simply by emailing *helpdesk@oprfhs.org* (automatically opens a ticket) or by calling 708-434-3737, option 2.

***Where do we get a new Chromebook charger?***
Purchase a new one in the Bookstore for $30. Charging stations are also available in the Tutoring Center (Room 2315), the Makerspace (Room 2315), the Testing Center (Room 2336), and the Library (3315).

***My child needs to print out homework, and we don't have a printer at home. Where can they print?***
In the Student Resource Center. If you need assistance, visit the Student Helpdesk or email *helpdesk@oprfhs.org*.

# College, Alternatives to/Post-Secondary Options

***Not every student is interested in going to college. What options do you offer for these students?***
We have a variety of career and technical education (CTE) classes that can enhance opportunities for students who want to explore post-secondary options. We offer programs of study in many areas, such as health sciences and technology, and human public services. In addition, we have a partnership with Triton College and Concordia University Chicago that allows students to earn both high school and college credit for a single class. Ask your student's counselor for more information.

Counselors can also meet at any time with students who want to explore career pathways that do not require a college degree.

# Computer Proficiency Test

***What is the Computer Proficiency Test?***
Demonstrating computer proficiency is a graduation requirement. Students may satisfy the requirement by achieving a qualifying score on the local computer proficiency test. This optional test is given the third Wednesday of the second, third, and fourth quarters. An additional test date is scheduled during the third quarter. Students may register for the test as long as they are not currently enrolled in one of the classes that satisfies the requirement. (See the Academic Catalog here: *www.oprfhs.org/academics*) Only about 30 students are allowed to sign up for each test, and students must register, as the computers are personalized for each student who is taking the test.

Students must pass the test by the end of junior year, or they will have to meet the graduation requirement in one of two ways: taking a course that satisfies the requirement during senior year or taking a correspondence course. Note that computer science courses do not meet this requirement, as they are considered math courses.

# Contact Information, Updating

***I have a new cell phone number or a new address. How do I update my contact info on file?***
If your address, email, or phone contact information changes once the school year begins, contact the Registrar (*registrar@oprfhs.org*, 708-434-3262), who will update your Skyward/Family Access account.

# Counselors

***The high school is so huge that I'm never sure where to go with my concerns.***
Your student's counselor is your go-to person. If counselors don't have the answer, they will know whom to ask. Encourage your student to develop a relationship with their counselor, who will be the same person all four years of high school. In addition to providing guidance about academics and college/post-secondary options, counselors do a lot of personal counseling and problem-solving. Having a relationship with the counselor can make a big difference in student success, and counselors welcome students making appointments to chat or ask questions, even if they don't have big issues to address.

***My student's counselor hasn't returned my phone messages. What should I do?***
Send an email. With caseloads of roughly 230 students, counselors are meeting with students or Pupil Support Services teams much of the day. If it's an emergency situation and you want to leave a voicemail, also send an email saying that you have an emergency and need to speak with the counselor as soon as possible; counselors sometimes can respond to an email during a meeting. You also can call the counselor's secretary or contact your student's dean. Refer to page 4 for contact info for each Pupil Support Services team.

# Course Registration

***How can I get a copy of the classes for which my student has been recommended?***
For sophomores, juniors, and seniors, recommendations are available in Family Access in mid-November through mid-December. Incoming freshmen receive their recommendations via email in advance of Incoming Freshman Course Selection Night, which takes place in January of eighth grade. If you cannot attend Course Selection Night, please contact your assigned school counselor to make arrangements to submit course selections.

***How can I find out which classes my student registered for?***
For sophomores, juniors, and seniors, course selections are available to view in Family Access. Courses will be listed in no particular order, so keep in mind this is not the student's final schedule. Final schedules will be available during Schedule Pickup Week in mid-August.

***Why don't you have a printed course catalog?***
To save resources and taxpayer dollars, we provide as much information as possible in electronic form only, including the academic catalog. To download a PDF of the catalog, go to *www.oprfhs.org/academics*. You can print the PDF yourself or request that a printed copy be mailed to you by clicking "Request a printed copy."

***My friends say their children have registered for next year's classes, but mine haven't. Did we miss a deadline?***
Each grade level registers for next year's courses over a period of several weeks. With a caseload of around 230 students per counselor, this process takes some time. Sophomores and juniors meet with their counselors in groups in mid-November, then as needed from November through the end of January, to finalize their selections. Freshmen meet with counselors one-on-one in January and February.

***My child should have been placed in a higher level course. What should I do?***
Course recommendations are not written in stone, and parents have the right to override them. Before doing so though, you'd be wise to have a conversation about the reasons for the recommendation, as well as the pros and cons of moving up. For incoming freshman parents, contact your student's counselor. Other parents should contact the student's current teacher. Keep in mind that if a student moves up a level and the work proves too difficult, the student generally can move down if space is available -- but know that if the student is getting at least a C, the first suggestion likely will be that the student put in more effort. Also, moving down may necessitate changing the student's entire schedule, which can be a problem if the student is happy with the rest of their classes.

***Can a student withdraw from a class?***
Yes, but only within a certain time frame. When a student withdraws during the first six weeks of a semester, the transcript will not include the course at all. If a student withdraws after the sixth week but before the end of the ninth week of a semester, this is noted on the transcript, though it is not computed in the grade point average (GPA). Withdrawing during the final nine weeks of a semester results in a mark of "WF," or zero points, which is computed in the GPA.

# Deans of Students

***What do the deans of students do?***
Deans are a part of each student's Pupil Support Services team, along with the counselor and a school social worker (see page 4). Deans help ensure a safe learning environment by working with students, as well as the family, counselor, teachers, and support personnel, to assist students with behavioral issues, student conflicts, and any other issues affecting student safety and success.

# Driver Education

***My child isn't interested in learning to drive right now. Do they have to take Driver's Ed?***
Yes. Thirty hours of class work in Driver's Ed is a graduation requirement.

***My student turns 15 in September. Can they take Driver's Ed first semester?***
No. Students must be 15 by the beginning of the course.

***Can I get a refund if my child takes the course someplace else?***
Yes. The sophomore district fees include Driver's Ed, and you may qualify for a refund of $175. Contact Driver Education Department Chair Dan Kleinfeldt (708-434-3253, *dkleinfeldt@oprfhs.org*) for information on required documentation.

# Dropping off Students

***Is dropping off students at the Main Entrance really as bad as I hear?***
Yes. Do everything you can to avoid Scoville Avenue between 7:30 a.m. and 8:00 a.m. Otherwise, plan to spend a good half-hour tied up in traffic around school. Unless your child is injured, save yourself time and aggravation by dropping off your student a couple of blocks away.

# Dual Credit Program

***Can my student earn college credit for classes taken at OPRFHS?***
Yes. There are two ways:

- **Courses taught at OPRFHS:** Certain OPRFHS courses, including some applied arts, applied tech, English, math, physical education, science, and history, allow a student to earn credit at both OPRFHS and Triton College or Concordia University Chicago. The college credit earned may transfer to other colleges and universities; check with the specific institution to find out. Our Student Learning department sends an informational letter to the households of students who are enrolled in eligible dual credit courses over the summer; questions about this program should be addressed to this department.

- **Courses taught at Triton or Concordia:** Juniors and seniors may earn credit at both OPRFHS and Triton or Concordia for certain classes taught on the Triton or Concordia campuses; this credit may not transfer to other colleges or universities. Questions related to OPRFHS credit should be addressed to your student's counselor.

**Been there, done that TIP:**

"Find a place where you feel comfortable, with people you like! Get involved. Make friends with a teacher. Stop worrying about what anybody else is thinking, because they truth is, nobody cares if you are a cheerleader or a poet or a band geek. I never saw a large school as somewhere to get lost. Instead, it's somewhere anyone can find their place."

- Former student

***Does OPRFHS really pay for students to take classes at Triton or Concordia?***
Yes, though just a total of one class during the student's four years at OPRFHS and the course must be selected from a predetermined list. The student attends the class on the Triton or Concordia campuses, for which the student earns credit at both OPRFHS and Triton or Concordia. Contact your student's counselor if interested in this option.

# Dual Enrollment

***Do you offer dual enrollment?***
Yes, dual enrollment allows students to take coursework off campus with our partners, such as Triton College. Please contact counselors or the Student Learning department for more information about our offerings.

# Family Access/Skyward

***What is Family Access/Skyward?***

This is our online parent/guardian tool for requesting an update to your contact information, checking your student's grades, attendance, and discipline information, paying school fees, adding money to your child's lunch/SNAP (School Nutrition Accountability Program) account, and receiving messages from your student's teachers.

**Note:** Skyward is just another name for Family Access. Download the mobile app by searching the app store for Skyward.

***How do I get my Family Access login information?***

In July we send letters to parents/guardians of all active students with the Family Access login IDs and email addresses we have on file. Prior to this, if you remember the email address you entered during online enrollment, use it to retrieve your Family Access login ID and password by going to *bit.ly/FA_ForgotPassword.*

***How do I update my information in Family Access?***

Log in to your account and click the Student Info tab on the left side of the screen. Then click Request Changes in the upper right. If you have any problems contact *familyaccess@oprfhs.org* or 708-434-3737, option 1.

***What can students see in Family Access?***

They have their own login and can see their grades and attendance and discipline information. To avoid having contact information changed without your knowledge, do not give your student your login.

***What if I qualify for the Federal Free and Reduced Lunch Program?***

If you qualify for the Federal Free and Reduced Lunch Program, school fees will either be reduced or waived based upon your status. Please submit the appropriate paperwork and find out your status prior to paying school fees or requesting a payment plan. Find more information at *www.oprfhs.org/students/food-service.*

# Fee Waivers

***Do I qualify for a District Fee and Book Fee waiver?***

For assistance with school fees, families can apply for annual District Fee and Book Fee Waivers. Because eligibility is determined on a yearly basis, you must reapply each year. Details on who qualifies, how to apply, and the necessary forms are available at *www.oprfhs.org/students/foodservice.* If you are not eligible, you may set up a payment plan for fees through the OPRFHS Business Office by completing the form at *bit.ly/PaymentPlansOPRFHS*.

**Please note:** families who -- through the state -- already qualify for and receive TANF/food stamp benefits delivered to the student's parent/guardian at an Oak Park or River Forest address automatically qualify for the waiver. The school receives notification of your eligibility directly from the state. Others may bring in the necessary documentation to apply for the District waiver and determine eligibility.

# Food Service Account

***How do I add money to my student's lunch account?***

Log into your Family Access account, click Fee Management on the left side, then click Make a Payment. Choose Food Service Payment, then use a credit card to add money to your student's SNAP (School Nutrition Accountability Program) account. The money is available immediately. Students choose their food, run their ID card through the card reader, and the cost is deducted from their account.

***Are there a la carte lunch options?***

Yes. In addition to the varying meals on the school lunch menu, we have a list of items available every day. Students can choose either individual items or a combo meal, which consists of a main dish (protein), bread/grain, fruit, vegetable, and half-pint of milk. Students can choose any three, four, or five parts of a combo lunch. The price ranges from $3.25 to $5.50.

A lot of parents are surprised by how quickly their students deplete their SNAP accounts. To see what your child has been buying with the money (pizza? cookies? made-to-order stir-fry?), go to *Family Access > Food Service*.

# Freshman Curriculum

*See also "Tracking"*

***What was the change to the freshmen curriculum I remember hearing about?***

During the 2022-2023 school year, OPRFHS eliminated college prep-level courses. Students meeting proficiency benchmarks are placed in honors-level courses. Students demonstrating a need for additional supports and interventions are places in transition-level courses. Students with an IEP are placed in courses according to their IEP.

# Freshman Parent Meeting

***What happens at the annual Freshman Parent Meeting? How long does it last?***

The meeting, held on Huskie Kickoff Day, lasts about an hour. Parents/guardians meet in the Auditorium, followed by break-out sessions with counselors. There is lots of good information about what to expect during the first few weeks of school, what to do when a student struggles, resources in the building, etc. This is also a chance to meet your student's counselor and start your own relationship with them.



# Gender Support

***Do you accommodate transgender and non-binary students?***
Absolutely. In spring 2018, the administration published specific protocols to address the needs of transgender and non-binary students, and students questioning their gender, to ensure a safe, affirming, and healthy school environment where every child can learn.

***Who is available to support transgender and non-binary students?***
Counselors, social workers, and Gender Support Teams are available to guide students in creating a Gender Support Plan for their time at OPRFHS, or simply to talk. A Gender Support Team or a Gender Support Plan is not required in order for a student to receive supports at school.

***What about pronouns and names?***
All students have the right to be addressed by the name and pronouns that correspond to their gender identity. Students may freely share with faculty and staff how they want to be addressed in class, in correspondence to their home, and at conferences with the student's parent(s)/guardian(s). Students may also request to change their name in documents such as student ID cards, yearbooks, and awards. These requests should be made in writing with a student's counselor or social worker or included in a student's Gender Support Plan, if the student has requested one. At the request of a student's parent(s)/guardian(s), or a student who is 18 years or older, a name and/or gender marker may be changed in Skyward to inform school staff (including substitute teachers) of the name and pronouns to use when addressing the student.

***What about bathrooms and locker rooms?***
Board Policy 7:10 specifically states that students shall have "access to gendered facilities, including restrooms and lockers rooms, that correspond to their gender identity." In other words, regardless of sex assigned at birth, students may use a gendered bathroom that corresponds to their gender identity now and/or an all-gender or single-user bathroom. Eight additional all-gender and single-user bathrooms were added prior to the start of the 2021-2022 school year. Their locations are: 1280E, 1280F, 2280B, 2280C, 3280B, 3280C, 4394A, and 4394B.

Students may also use a gendered locker room that corresponds to their gender identity and/or other locker room options, which may include, for example, use of a privacy partition or curtain, provision to use a nearby all-gender or secure-access bathroom, and/or an all-gender locker room. Students can discuss locker room accommodations with their counselor, social worker, Gender Support Teams, or Physical Education teacher.

***What about freshman gym classes and swimming requirements?***
All students are permitted to participate in physical education classes, intramural sports, clubs, and school events that correspond with their gender identity and/or in ways that make them feel safest and most included.

Currently, the freshman and sophomore physical education classes are gender-specific. Students may enroll in (1) the freshman and sophomore physical education classes that correspond with their gender identity, (2) the freshman and sophomore physical education classes that correspond with their sex assigned at birth, or (3) a physical education class that is not gender-specific. Students can work with their counselor, social worker, or Gender Support Teams to determine their Physical Education placement.

Swimming units are taken during both freshman and sophomore years. Students are permitted to swim with the class that corresponds with their gender identity and/or with the class that makes them feel safest and most included. Students are encouraged to discuss any concerns regarding swimming units with their counselor, social worker, Gender Support Team, or Physical Education teacher. Find more information about Gender Support here: *www.oprfhs.org/students/student-services/support-for-transgender-and-gender-nonconforming-students*.

# Grades

***Where can I find my student's weighted and unweighted grade point average (GPA)?***
Log in to your Family Access account and on the left hand side, click on Portfolio. Grade and progress reports are listed with the most recent one at the top. GPA is updated after each semester, not quarterly.

**Been there, done that TIP:**

"Order a yearbook early and save your confirmation email from Jostens to remind yourself that you already bought one."

- Current parent

***Why can't I log into Family Access and see my student's grades at the end of the semester?***
Grades become inaccessible during two periods of the year: first semester, beginning on the first day of final exams, and second semester, beginning on the first day of senior final exams. Gradebook reopens to families a few days after the semester ends. We follow this practice because grades can be in such flux at the end of the semester and may not accurately reflect what the final grade will be. Closing Gradebook provides teachers with the time to complete all of their grading for the semester.

***I was surprised when my student got a D on their report card. Why didn't I know earlier?***
Your student likely was receiving at least a C early in the quarter, or you would have received a Mid-Quarter Failure Warning, which is mailed to the home of any student whom the teacher reports as receiving a D or F by the midpoint of the nine-week grading period. With five classes to teach each day, teachers typically contact parents personally only if a student is failing a class. So regularly sitting down with your student to check their grades in Family Access is essential. Teachers have been asked to update their grade books at least every two weeks. If you find that grades are not being updated regularly, the first step is to contact the teacher directly. If you have done this and infrequent updates continue to be an issue, contact the division head.

***I don't understand how my child could have gotten an F. I know the class isn't that difficult for them.***
Understandably, for most parents, an F is ominous and means failure -- their student tried but just was not able succeed. However, much of the time it is not a question of ability but rather that a student simply has not turned in assignments. In addition, some teachers give zeros for quizzes that a student missed due to an unexcused absence. Before contacting a teacher about an F, you may want to check your student's grades in Family Access and have a conversation with your child about the importance of doing assignments.

***Is it true that students don't get credit for taking all honors level classes?***
Students earn extra points toward their grade point average by earning an A, B, or C in certain honors and AP courses (see the Academic Catalog). There is no limit to the number of honors level courses a student may take. However, there is a limit to the number of honors level points that a student may receive per semester. A student may receive points for up to three honors/AP courses in any one semester. "Extra" points from one semester may be carried forward to subsequent semesters. A maximum of 24 honors level points will be included in the calculation of the weighted grade point average.

***How do I find out my student's class rank?***
Like many high schools, OPRFHS stopped publishing students' class rank several years ago.

# Health Physicals and Medical Paperwork

***When are physicals due for incoming freshmen?***
Incoming freshmen must submit a completed school physical and immunization record on the Illinois DHS Certificate of Child Health Examination form by October 13, 2023. All medical forms can be found here: *www.oprfhs.org/families/health-services*. Per Board policy 7:100, students who do not submit medical forms by the deadline will be excluded from school. The IHSA Athletics Physical form does not meet the requirement for entry into the 9th grade.

The certificate is good for 395 days. This means that the physical must have been given for:

- **Athletes:** After May 1, 2023. A student-athlete who had a physical and completed the certificate between Aug. 20, 2022, and May 1, 2023, can still submit it to meet the enrollment requirement. However, they may need to have a second physical during this school year in order to meet the athletic physical requirements.

# Homework

***I think some of my student's teachers give too much/not enough homework. How much homework are they supposed to have?***
There's no hard and fast rule, but you should expect a jump in the amount compared to middle school. At a minimum, students typically should be spending at least an hour or two doing homework and preparing for tests and quizzes each day. In honors and AP classes, you should expect more. If you're concerned about the amount of homework, contact the teacher.

***What is the policy on making up homework when a student is absent?***
Each teacher determines their own makeup policy, and some policies are more strict than others. The key here is communication! Teachers appreciate proactive communication. At this age, students should be learning to take responsibility for finding out what work they missed. If at all possible, have your student contact teachers during or right after the absence for the policy on making up work.

# Honor Roll

***How do I find out if my child made the Honor Roll?***
Each time your student makes the Honor Roll during one of our four grading periods, you'll receive a letter by email from the Assistant Superintendent/Principal. Students make the Honor Roll by earning grades of As and Bs only for the quarter.

# Illness/Injury during School

***What happens if my student gets sick or injured at school?***
Students who are too ill to remain in class or who have been injured are to inform their classroom teacher or other appropriate staff. The student will be issued a pass to go to the Health Services office. If necessary, the nurse will call the student's parent or guardian to arrange and excuse the early dismissal. In an emergency medical situation, the nurse will obtain the appropriate medical treatment and contact the parent or guardian.

If a student is injured during the school day or at a district-approved event, it is important that the student notify school personnel (teacher, coach, trainer or nurse) immediately. OPRFHS has purchased student accident insurance coverage for all students. This plan of insurance is secondary, in most instances, to any health insurance the parent/guardian has. If the parent/guardian does not have health insurance, this insurance will act as primary. To obtain a Student Accident Insurance Claim form, contact the Marian Gerena in the Business Office at 708-434-3278 or *mgerena@oprfhs.org*.

**Note: The claim form must be submitted within 90 days of the date medical care was first received.** For any questions once the claim has been submitted, please contact the insurance company directly at the phone number listed on the form. Additional student accident insurance with extended 24-hour coverage is available for purchase. For more information and enrollment please refer to the Application for Student Accident Insurance which is available on the school's website (*www.oprfhs.org*).

# Late Arrival Wednesdays



***What are Late Arrival Wednesdays?***
On these days, faculty members meet for ongoing professional development. First period begins at 9:12 a.m. for all students.

***Do you provide any reminders about late arrival?***
Yes. On the Monday evening prior to each Late Arrival Wednesday, you will receive an email and robocall reminder.

***The robo-calls are annoying. Can I opt out?***
No. If your phone number is removed from our Family Access database, you will not receive any calls from the school. We make the robo-calls to ensure that our families who do not have easy access to email receive the reminders.

# Library

***When can students visit the library?***
Before and after school and, with a hall pass, during study hall or lunch.
Library hours are Monday – Friday, 7:30 a.m. – 3:30 p.m., including Late Arrival Wednesdays.

***Which library resources can my student access from home or in the building?***
The library catalog of physical books, our ebook/audiobook collection (Sora), a variety of research databases including major U.S. newspapers, our Library Guides for class projects (LibGuides), our citation tool (Scrible), information on our Abe Lincoln Award Readers' Choice program, and many more resources. Visit the OPRFHS Library webpage at *www.oprfhs.org/academics/library*.1

# Locks

See *Bills, Surprise*.

# Lost and Found

***My student lost their jacket/keys/cell phone/wallet . . . Where's the lost and found?***

For books and backpacks, the Bookstore. For all other items, the lost and found room is on the first floor, near Door 9. If you are walking north from the Bookstore, it is around the corner to your left. This location will be monitored by a Safety and Support Officer during all lunch periods. Students should visit the Welcome Center if they need access to the room during any other periods.

# Map of the School

***Where can I find a map? I want to look at it before I come for Back to School Night and parent-teacher conferences.***

Due to security concerns, we do not publish a map of the school building. Improved wayfinding signage and a new room numbering system will make it easier to find your way around when you visit the building. See *Room Numbering System*.

# Medication at School

***My student has asthma. Can they use their inhaler at school?***

Pursuant to District Policy number 7:270, and 105 ILCS 5/10-22.21b, students may NOT possess or consume any medications, including over-the-counter medications, without the express written orders of a physician. School nurses may not administer medication of any kind without those orders. Parents should make every effort to give prescribed doses of medication at home. If medication is necessary to maintain the student in school, the District's "Medication Authorization Form" must be completed by the student's physician and signed by a parent/guardian. A new form must be submitted to Health Services at the start of each school year. All medical forms can be found here: *www.oprfhs.org/families/health-services*.

# Mental Health Hotline

***I've heard there's a text resource for students?***

Yes, the high school has worked with elementary districts 90 and 97 to implement a text hotline for students called **Support4U**. Any student who wants help for themselves or for a friend with any mental health concerns can text CARE to 844-670-5838 or visit the website *SUPPORT4U.live* from their phone and click on the OPRFHS logo. This service is available 24/7, and is completely confidential and anonymous. Within a few minutes, a clinical social worker will respond to provide a listening ear and coping skills, and connect the student with available resources in the school and community. Typical reasons students reach out include anxiety, depression, substance use, suicidal thoughts, eating disorders, bullying, and abuse.

# Naviance

***What is Naviance?***

Students use Naviance to build a profile and see which majors and what colleges might be a good fit. The program provides a wealth of information and feedback. For instance, a scattergram showing where OPRFHS students with a particular GPA have gone to college can be helpful in shaping goals and expectations about where an individual student may go. Freshmen receive an introduction to Naviance second semester. Parents are formally introduced to the program sophomore year, but it's a good idea to become familiar with it even earlier if possible; ask your student to show you.

# Newscene

***What is the student news show and how can I watch it?***

Newscene is OPRFHS' student-produced television show highlighting activities, sports, and other happenings around the school. Watch the episodes on the district YouTube page (*OPRFUTube*, under the playlist called Newscene).

**Been there, done that TIP:**

"Theatre classes are great opportunities to meet other kids and really get to know them."

- Current parent

# Off-campus Lunch

***Which students can go off campus for lunch?***

Juniors and seniors whose parents have clicked "yes" for off-campus in Family Access. Students also must have no more than five tardies or one unexcused absence in a given four-and-a-half week period, be passing all courses (i.e., no F's) at the mid-quarter or end of quarter, and have no severe disciplinary infractions.





***How do I change my student's permission in Family Access?***

1. Log in to Family Access.
2. Click on "Student Info" on the left side.
3. Click on "Request Changes for <Student's Name>" (near the top right).
4. Click on "Student Information."
5. You will see a section entitled "Allow Publication of Student's Name for:" toward the bottom. This is the section that contains the off-campus lunch, military, media, and student directory options.
6. Make any changes you wish to the options in that section.
7. Click the "Save" button.

If you have any questions, contact *familyaccess@oprfhs.org*.

# Online Classes

***Can my student earn credits through online courses?***

Yes. A student may earn up to four online/correspondence course credits toward meeting graduation requirements. OPRFHS does not endorse any particular correspondence program; however, options include the Illinois Virtual High School, American School, and Indiana University. **Before registering for any online program, consult your counselor to be sure the course does in fact meet graduation requirements.**

# OPRFHS Scholarship Foundation

***What is the OPRFHS Scholarship Foundation?***

Since 1924, the OPRFHS Scholarship Foundation has awarded college scholarships to graduating seniors who have demonstrated academic excellence, initiative, and leadership during their time in high school. The Scholarship Foundation currently offers more than 75 scholarships covering a wide spectrum of student interests. A listing of all community scholarships will be posted on the OPRFHS homepage at the start of second semester. We encourage you to visit *www.scholarships4oprfhs.org* to learn about available scholarships. The Scholarship Foundation Common Application link will be available on the OPRFHS homepage by early January and must be accessed through a student OPRFHS account. For further information or questions, please email *scholarshipsoprfhs@gmail.com*.





# Parent Groups

***What are your parent groups?***

Our parent groups typically meet on the days below, but check the school calendar to be sure of any date you wish to attend.

- **APPLAUSE!**: Booster group for music, dance, and theater. *Meets: Sept., Nov., Feb., April. (applauseoprf.org)*
- **A.P.P.L.E.**: African American Parents for Purposeful Leadership in Education. *Meets: First Tuesday/month. (oprfhsapple.org)*
- **Community Council**: Advisory group to the administration and Board of Education. *Meets: First Thursday/month.*
- **Huskie Booster Club**: Booster group for academics, activities, arts, and athletics. *Meets: First Wednesday/month. (huskieboosterclub.org | shophuskieboosterclub.org)*

# Parent-Teacher Conferences

***Why do you email only one parent with information about signing up for parent-teacher conferences? My spouse got the email and forgot to tell me.***
Our conference sign-up takes place online, and each family receives an email with your signup password. We email this only to the first parent/guardian listed in your Family Access account to avoid families inadvertently signing up for more than one conference slot per class.

***I missed the second set of conferences -- how do you notify parents?***
Unlike middle school, we hold only one round of parent-teacher conferences, in the fall.

**Been there, done that TIP:**

"If college is in your students' plans (or even if they are sure yet), start talking to them about it now. It is expensive, and many kids don't get that. Take an honest look at your means and their desires."

- Retired teacher

# Parking at School

***The signage on Scoville Avenue is confusing. Where can I park during the school day?***
During the school year, the only place daytime visitors are permitted to park on Scoville Avenue is the handful of one-hour spaces north of the Main Entrance, on the west side of the street. However, even here parking is not permitted during drop-off and pickup times, when our buses need to park there. From June 16 - August 14, visitors may park on the east side of Scoville on both blocks of the school. There is additional one-hour street parking on the south side of Ontario between Scoville and Ridgeland.

***Do I have to pay to park in the garage during the school day?***
Yes.

***What are the parking options for nighttime events?***
When we have major evening events, our Operations Department contacts the police department to request that parking tickets not be written on the blocks of Scoville, Erie, Linden, and Lake **that border the school**. Paid parking in the garage is an option as well.

# Physical Education (PE) Makeups

***What are PE makeups?***
A student may fail PE by accumulating 12 excused or six unexcused absences. Any excused absence in a PE class can be made up within two weeks of the absence; unexcused absences cannot be made up. Makeups also do not remove absences that count toward an NP grade.

PE makeups are offered during the following times:

- Monday – Thursday: 3:15 p.m. in the Weight Room. Requires a pass from the PE Office.
- Monday – Thursday: 3:15 p.m. in the Adapted PE Gym. Sign in with ID.

A student who cannot participate in PE for medical reasons and who has a doctor's note will be placed in a medical study hall and will receive assignments which will count toward their PE grade. If the doctor's note is for more than half the semester, the student will receive an M, which provides NO credit. The student may need to enroll into another elective in order to gain the credit required for graduation.

# Reporting Incidents of Concern

***How does my student report a concern such as racism, bullying, sexual harassment, etc.?***
To report incidents of racism, discrimination, harassment, bullying, cyberbullying, and sexual harassment, students should scan the QR code below, then complete the Incident Reporting Form on our website. The code is posted on fliers throughout the building as well as in classrooms.

If you don't have a smart phone to scan the code here, you can find the form on our website by going to *About > Equity & Student Success > Report a Concern.*

# Room Numbering System




***What is the deal with the room numbering system? It's completely confusing.***
A new room numbering system was introduced in Fall 2021. There is plenty of wayfinding signage to guide you as you get used to the changes.

Each room number has four parts:

- **First digit:** Floor
- **Second digit:** Closest main corridor
- **Third and fourth digits:** Sequential orientation, moving from south/Fieldhouse to north/Erie Street

# Schedules

***How do we get a copy of my student's schedule?***
Schedules are finalized over the summer and become available for students to pick up in person during Schedule Pickup Week in mid-August, the week before classes begin. They are not mailed to your home. This is to ensure that all fees and obligations have been paid before schedules are released.

# SATs

***When do students take SATs and/or ACTs?***
Typically, students take these college admissions tests in the spring of junior year. Juniors have a chance to take the SAT at no cost in April, during the regular school day. Most colleges accept both tests; some don't require either. SATs and ACTs taken at other times require pre-registration and a fee.

***How do I register my student?***
On the SAT (*sat.collegeboard.org*) and ACT (*actstudent.org*) websites. Keep in mind that registration deadlines are as many as five weeks before the test date.

**Note:** You will receive notification about how to register for the SAT given to juniors during the school day in April.

# School Pictures

***When do you take school pictures?***
All students take ID photos during Schedule Pickup Week, the week before classes start. **With the exception of seniors who take portraits during the summer before their last year, the photo taken for the student's ID is the photo that will appear in the yearbook.** See *Senior Portraits* for more information.

***How do I order photos?***
Follow the instructions on the order form in the back-to-school packet posted on our website under Quick Links, or order online from our photo vendor, Visual Image Photography (VIP), at *vipis.com*. You can also find more information on the Tabula webpage here: *sites.google.com/oprfhs.org/tabula*.

# School Social Workers

***Does my child need some kind of referral to see a social worker?***
No, they can just contact the social worker on their Pupil Support Services Team (see page 4) to make an appointment for free, confidential help with any personal issues. If their social worker is not available or they prefer to see one of the same gender, they may contact one of the other social workers listed.

# School Supply List

***Where can I find the school supply list?***
Unlike middle school, we do not have such a list. Individual teachers will inform students about any supplies they need.

# Seniors and Final Exams

***My student's AP History teacher gave the final before AP exams started in mid-May. Does my student still need to attend during the days that seniors officially take finals at the end of May?***

Yes. Final exam days are attendance days. Students will have an unexcused absence if they do not attend and the absence is not called in by a parent or guardian.

# Senior Portraits

***When and where are senior portraits taken?***

Families must schedule senior portraits themselves with Visual Image Photography (VIP), the official photographer of OPRFHS. Portrait sessions take place at the high school during the summer before senior year. (Look for emails and information in the HuskiEmail in early spring.) Make appointments online at *vipis.com* or call 888-975-4676. Sitting for a portrait to appear in the yearbook is free; packages are available for purchase.

**Note:** In order to appear in the yearbook, all seniors must have their photo taken by VIP. Photographs submitted from other studios will NOT be accepted into the yearbook.

# Skyward/Family Access

See *Family Access/Skyward*.

# SNAP

See *Food Service Account*.

# Social Media

***Do you have official social media accounts?***

Yes! For updates and behind-the-scenes peeks at what goes on during the school day, connect with #oprfhs on social media. Follow our official accounts:

- **Facebook - @oprfhuskies**
- **Instagram - @oprfhs_huskies**
- **Twitter - @oprfhshuskies**
- **YouTube - OPRFUtube**

There is also an **independent, parent-run** Facebook page, *OPRF High School Parents*, where a lot of conversation among parents and guardians happen. It is a closed group, so after you click "join," your request has to be approved by the moderators of the group.









# Staying Informed

***How do I keep up with what's going on at school?***

Your best sources are our official school social media accounts (see *Social Media*), HuskiEmail, and the Daily Bulletin. HuskiEmail is the school's e-newsletter, which is sent to families every Friday that classes are in session. The Daily Bulletin contains daily announcements that are read to students each day during Advisory. The Bulletin is also emailed to students and families daily. Subscribe to HuskiEmail at *www.oprfhs.org/about/communications* and to the Daily Bulletin at *www.oprfhs.org/activities/daily-bulletin-e-newsletter*.

# Strategies for Getting into College

***What can a student do to get into college?***

The best thing students can do is be strategic about taking the most challenging courses they can handle and do well in them. Like it or not, grades and test scores are what matter most to colleges, so if you have concerns about them, talk to your counselor. Additionally, creating a family expectation that your child will go to college is important. Encourage your student to research colleges online. Make formal college visits with your child. Attend all college-related parent meetings, and ask counselors any and all questions you may have.

Finally, engaging in extracurricular activities in a meaningful way is key. Colleges would rather see deep involvement in one activity than shallow involvement in a bunch of things.

# Struggling Students

***My child is struggling academically. What should I do?***

Contact the teacher. While the goal is for students to become increasingly independent during their four years, parents -- especially freshman parents -- should not be afraid to express concerns and ask for guidance from the teacher.

You also can contact the counselor, who can set up a meeting with the teacher, student, and counselor. The counselor can model what kinds of questions to ask, which can help a student advocate for themself in the future. Keep in mind that the more information a counselor has, the more helpful they can be. Counselors are bound to confidentiality and do not release information to teachers unless the parents, and sometimes also the students, have given permission.

# Student Directory

***How can I get a student directory?***

Become a member of the Huskie Booster Club, which includes a copy as part of your $20 membership.

# Student Elevator Use

***My student is injured. Can they use the elevators in the building?***

Elevators are not for general student use. Student use of the school elevators requires a physician's written order. The order must indicate that elevator use is necessary, and must specify the length of time the accommodation is needed. The physician order must be turned in to the Health Services office, and an elevator pass will be issued to the student for the length of time indicated on the order. Elevator passes are limited to students with temporary and permanent disabilities.

# Student Email

***My student is having trouble accessing their their student email account. What do they do?***

Visit the Student Helpdesk in the SRC or email *helpdesk@oprfhs.org* for asisstance.

# Student IDs

***My student lost their ID. How much is a new one, and where do they get it?***

A new ID is $5 and should be purchased in the Attendance Office before or after school or during lunch. New lanyards are $1 each. The fee will be added in your Skyward account.

# Student Parking

***How can my student get a parking pass?***

The Village of Oak Park sells a limited number of S3 student parking permits for each school year. These permits are for parking spaces located around the perimeter of the track field (south side of Lake Street), the north side of Lake Street (adjacent to the parking garage and stadium), and the two blocks on South Boulevard located on either side of Scoville and East Avenues. View a map at *bit.ly/OPRFHSParking*.

Permits can be purchased online via the OPRFHS Web Store (*https://oprfhs.revtrak.net/parking-permits/*) on a first-come, first-served basis beginning the second week of July until we have sold out. **The permits can be picked up during or after the first day of Schedule Pickup Week in Room 2188 between 7 a.m. – 3:30 p.m.** If you have any questions or concerns, you may contact the Operations Office at 708-434-3520.

# Student Resource Center - Tutoring

***What is the  Student Resource Center - Tutoring?***
This space (Room 2315) is a place to get extra help or to study on one's own. It's staffed by our teachers during every period of the day, and we recently hired additional certified teachers to provide tutoring in math, the most requested subject.

***How can my student access the Student Resource Center - Tutoring?***
Students can visit  before and after school and, with a hall pass, during study hall or lunch. The Student Resource Center - Tutoring opens every day before school at 7 a.m., including Late Arrival Wednesdays. Monday through Thursday it remains open until 7 p.m., and on Friday until 4:30 p.m.

# Student Workers

***Do any of your departments hire student workers?***
Yes. The Bookstore, Educational Technology, the Library, the Makerspace, Buildings and Grounds, Athletics, and the media teacher all have hired student workers at varying times of the year. Contact the individual areas or Human Resources to learn more, or visit the OPRFHS student job board, *bit.ly/OPRFHS_StudentJobs*.

# Summer Enrichment Grants

***I've heard there is some funding for summer enrichment programs. Is that true?***
Yes! Each year, the OPRF High School Alumni Association funds upwards of $50,000 in grants to current OPRFHS students to help them participate in academic programs over the summer. Among the programs students have participated in are dance, music, foreign languages, engineering, study abroad, and much more. Applications are due in the winter. Go to *www.oprfhs.org/about/alumni* for more information.

# Summer Math Packets

***Which students have to complete math packets over the summer?***
While all students are *encouraged* to complete a math packet over the summer, only some courses require a completed math packet. Math packets are due the first day of classes. You can check which courses require a math packet and download them here: *www.oprfhs.org/academics/academic-divisions/mathematics*.

**Been there, done that TIP:**

"When teachers hear from parents, it's often because of a concern or a complaint. Don't forget to give them compliments and thanks as well!"

- Former parent

# Summer Reading

***Can you tell me more about summer reading?***
Summer reading information is shared in early May.

# Summer School

***I've heard some Summer School classes fill up within minutes of registration opening.  Why don't you offer more classes?***
The demand for summer classes, unfortunately, is greater than our ability to find teachers to teach them. We typically begin recruiting the December or January before in order to offer as many classes and sections as we can.

# Swimsuits

***Can my student wear their own swimsuit for PE?***
No. Students must wear a school-provided swimsuit. Suits are laundered every day.

# Teachers, Contacting

***What's the best way to reach a teacher?***
In general, email is the quickest, easiest way to reach a teacher. Even if you prefer to have a phone conversation, you likely will find that sending a brief email with your request to schedule a conversation will ensure the quickest response. To find a teacher's email address, go to *oprfhs.org*, and click on the orange address card icon in the upper right corner. Our email format is first initial plus last name @oprfhs.org.

# Testing Center

***What is the Testing Center?***

Students report to the Testing Center (Room 2336) before or after school, during lunch, or during Study Hall with a pass to make up tests that their teachers have dropped off. Official hours are Monday-Friday, 7 a.m. - 5 p.m.

# Theft

***I've heard that phones and calculators tend to go "missing." Is that true?***

Unfortunately, yes—but mainly because a student has left a school or PE locker unlocked. Remind students to always lock their lockers, never leave valuables unattended, zip up backpacks, and stash backpacks between their feet in a crowded area, for instance, in the cafeteria. If an item is stolen, a student should always go to the Welcome Center and fill out a report.

# Tip Line

***What should students do if they see something suspicious at school?***

Send a text to our anonymous tip line. Students -- or anyone else -- should send a text to 274637. Use the keyword #OPRF at the beginning of the text, followed by details of anything that may affect the safety of students and staff on campus. These directions are printed on the back of each student ID. Anonymity is guaranteed -- the text goes to a third-party team that monitors and responds to tips.

# "Tracking"

See also *Freshman Curriculum*

***What are the different tracks?***

Although a lot of parents refer to our system of course levels as "tracking," that really is a misnomer. "Tracking" implies inflexibility and lack of movement. In reality, an individual student may take a mix of course levels at the same time, and students have the opportunity to grow into taking more difficult course levels.




Different course levels are available in some English, fine and applied arts, history, math, science, technology, and world languages classes. There are four different levels:

- **Transition:** For students whose past performance indicates a need for greater instructional support or a varied pace of instruction.
- **College Prep:** More drills, examples, and descriptive materials when compared to honors/AP.
- **Honors:** Increased emphasis on concepts, abstract relationships, critical thinking, and creative thinking.
- **Advanced Placement:** Our most challenging classes, these offer the opportunity to earn college credit by examination during the spring semester.

***Can students take a mix of course levels?***

Yes. For instance, a student with excellent performance in math and science and average performance in other subjects would be placed in honors math and science classes, and in college prep English, history, and world languages.

***How do you decide which level a student should take?***

Recommendations are based on these factors:

- Teacher and counselor profiles and recommendations
- Past academic achievement in the relevant subject areas
- Placement and standardized test results
- Reading ability
- Personal factors: study habits, motivation, attendance record

***Is the college prep level challenging enough? What difference does it make when applying to college?***
A Parents 4 Student Success PTO leader says this is the question she hears most often. Students who earn A's and B's in college prep classes should be college ready. They typically have many choices of four-year schools as well as smaller liberal arts colleges where students maintain a B average. Think ISU, Western, DePaul. Students who receive Cs and Ds in college prep are less likely to be college ready. And students aiming for more elite schools -- U of I, Grinnell, the Ivies -- should be taking the honors/AP level.

***I think my student should be taking a different level class. What should I do?***
Course recommendations are not written in stone, and parents have the right to override them. Before doing so though, you'd be wise to have a conversation about the reasons for the recommendation, as well as the pros and cons of changing levels. For incoming freshman parents, contact your student's counselor. Other parents should contact the student's current teacher.

# Transferring in or out of OPRFHS

***Whom should I contact?***
Whether transferring out of OPRFHS to another school or into OPRFHS as a new student, contact the Registrar's Office at (708) 434-3262, (708) 434-3260, or *registrar@oprfhs.org*.

# Trapeze

***Can I subscribe to the student newspaper?***
Yes, for $15 per year. You can order and pay on Back to School Night; look for the Trapeze table, staffed by students. Or check it out online at *trapezeonline.com*.

# Tutors

***How can I find a tutor who will come to our home?***
The high school does not keep a referral list of tutors, nor are teachers permitted to make tutor recommendations. Word of mouth among other parents/guardians is probably your best bet.

# Week Before School Starts

***The school year starts so early. Do we really need to be around the week before too?***
In absolute terms, no, you aren't required to be. But the week before classes begin is Schedule Pickup Week, and attending it will save students -- especially freshmen -- a lot of hassle and stress. Student schedules are released on designated days during Schedule Pickup Week. They will not be released via email. Each class of students comes to the high school on a designated day to pick up schedules, get textbooks, and have ID/yearbook photos taken. Counselors and staff are readily available during this time to address issues. Students who don't attend Schedule Pickup Week will get access to their schedules on the first day of school.

Also, if your student is an athlete, keep in mind that tryouts for fall sports take place the week before classes begin.

# Yearbook

***Where can I learn more about the yearbook?***
There is now an official webpage for Tabula, our yearbook! Visit *sites.google.com/oprfhs.org/tabula* for important dates, frequently asked questions, purchasing information through Jostens, and more. You can also find information about school photos on this site.

Yearbook distribution happens in May. Any unclaimed yearbooks from the previous year's distribution will be held for one calendar year. After that time, they will be available for sale to anyone.






**Oak Park and River Forest High School**
201 N. Scoville Ave.
Oak Park, IL 60302

708-383-0700 | www.oprfhs.org