Dear Parent/Guardian and Student:

The administration, faculty, and support staff plan to make this year the best possible learning experience for all students. With the cooperation of parents, students, and school personnel, we assure a productive and safe educational atmosphere. We make a commitment to provide the structure and guidance for students to master the skills, knowledge and attitudes to become effective members of our community.

The Handbook has been prepared as a convenient reference to six important documents:

1. Important information regarding policies and procedures for parents and students
2. A copy of the school's Discipline Code for your use and understanding
3. A copy of the Contract of Understanding for Participation in Athletics and Extracurricular Activities
4. A copy of the Electronic/Computer Network Access Agreement
5. Concussion Information Sheet
6. Performance-Enhancing Substance Testing Policy

Acceptance of this handbook indicates that you will read and comply with all the information stated herein.

We urge parents to communicate frequently with the school and expect quality student work and regular school attendance. The school's website is also available for important school information (www.olchs.org). Furthermore, your child's grades, attendance records, and discipline records are available on-line through the "Qmlativ Family Access" (www.olchs.org). We welcome student/parent/guardian questions and calls. Your participation and support are valued.

Sincerely,
Dr. Lauren May, Principal
Mr. Marcus Wargin, Assistant Principal

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BELL SCHEDULES

Schedule A:
Regular Day Schedule

Period	Start	End
0	7:00	7:45
Common Prep	7:45	8:32
1	8:32	9:20
2	9:24	10:12
3 SP	10:16	10:56
4	11:00	11:24
5	11:28	11:52
6	11:56	12:20
7	12:24	12:48
8	12:52	1:16
9	1:20	2:08
10	2:12	3:00

Schedule B:
Early Dismissal Schedule

Period	Start	End
0	7:00	7:45
Staff Meeting	7:45	8:32
1	8:32	9:19
2	9:23	10:10
3		
4	10:14	10:38
5	10:42	11:06
6	11:10	11:34
7	11:38	12:02
8	12:06	12:30
9	12:34	1:21
10	1:25	2:12
Common Prep	2:12	3:00

Schedule C:
Half Day Schedule

Period	Start	End
0	7:00	7:45
Common Prep	7:45	8:32
1	8:32	8:55
2	8:59	9:22
3		
4	9:26	9:36
5	9:40	9:50
6	9:54	10:04
7	10:08	10:18
8	10:22	10:32
9	10:36	10:59
10	11:03	11:26

Schedule D:
AM Assembly Schedule

Period	Start	End
0	7:00	7:45
Common Prep	7:45	8:32
1	8:32	9:09
2	9:13	9:54
Assembly	10:02	11:02
3 SP	11:06	11:28
4	11:32	11:54
5	11:58	12:20
6	12:24	12:46
7	12:50	1:12
8	1:16	1:38
9	1:42	2:19
10	2:23	3:00

Schedule E:
PM Assembly Schedule

Period	Start	End
0	7:00	7:45
Common Prep	7:45	8:32
1	8:32	9:09
2	9:13	9:50
3 SP	9:54	10:16
4	10:20	10:42
5	10:46	11:08
6	11:12	11:34
7	11:38	12:00
8	12:04	12:26
9	12:30	1:07
10	1:11	1:52
Assembly	2:00	3:00

SP – Spartan Plus Time



Thinks Critically

- Questions and critically evaluates information.
- Possesses intellectual curiosity and intellectual growth.
- Thinks independently and is resourceful.
- Analyzes problems and seek answers.

Empathizes

- Handles social interactions with emotional intelligence.
- Demonstrates respect and empathy in interactions.
- Practices self-management skills and is self aware.
- Actively listens and responds thoughtfully to others' perspectives.

Self-advocates

- Advocates for oneself and asks for help with confidence.
- Perseveres through difficulty.
- Demonstrates self-reflection and accountability.
- Manages time effectively to balance personal and academic responsibilities.

Connects

- Displays awareness of global and community issues.
- Engages actively as a citizen in their community.
- Demonstrates cultural awareness.
- Maintains Spartan Pride: "Once a Spartan, always a Spartan".

Communicates

- Demonstrates skilled verbal, written, and digital communication.
- Utilizes skills in conflict resolution and civil discourse.
- Communicates formally, professionally and respectfully.
- Engages in cooperative problem solving.

Focuses on the future

- Prepares for a career path aligning with strengths and interests.
- Adapts to life beyond high school.
- Uses appropriate skills to manage personal and professional responsibilities.
- Understands their responsibility as a digital citizen.

SPARTAN COMPACT

The Oak Lawn Community High School Spartan Compact was developed to reinforce the school's Mission, Vision, and Value Statements. The Spartan Compact clearly identifies the roles of parents, students, and staff members in providing the best learning opportunities within the school-community.

As a <u>Spartan Parent</u>, I will…

1. **Share my education/behavior expectations with my student and reinforce positive learning habits at home.**
   - Encourage regular daily attendance and ensure my student is at school on time.
   - Review the school calendar to avoid scheduling appointments and planning trips on school days.
   - Realize the importance of completing homework and establishing a study routine at home.
   - Provide my student with an area at home that is conducive to learning.
   - Talk with my student about school on a regular basis.
   - Teach my student to treat others with respect and empathy.

2. **View school communications as two-way and contact staff members without hesitation.**
   - Read communications and newsletters received from the school and follow up with staff members for additional information.
   - Monitor my student's grades and request assistance if needed to access the online grade book program.
   - Communicate with teachers and school officials about my student if there are concerns and request meetings with staff as needed.
   - Notify the school of changes to my contact information.

3. **Participate in school-related activities that support my student's learning efforts and assist my student in becoming a life-long learner.**
   - Volunteer when possible (not only at OLCHS, but also complete service hours with my student at sites within the community).
   - Attend parent-teacher conferences, special education placement meetings, and other school-requested meetings.
   - Attend curriculum nights, guidance programs, and parent seminars.
   - Attend school functions that promote my student's current success, future endeavors, and personal well-being.
   - Encourage my student to visit colleges and post-secondary learning opportunities.

4. **Encourage my student to take an active role in the school community.**
   - Encourage and support my student's interest and participation in academic, athletic, and extracurricular endeavors.
   - Encourage my student to begin service hours during freshman year and to continue earning service hours each semester.

5. **Embody SPARTAN PRIDE.**

As a <u>Spartan Student</u>, I will…



1. **Communicate with my parents as often as possible.**
   - Explain to my parents what I need for school so they can support my academic and extracurricular needs.
   - Help my parents navigate through the online grading system and other school technologies.

2. **Attempt to understand school concepts to the best of my ability.**
   - Contact my teachers and other staff members via email or in person.
   - Utilize the resource rooms and Media Center.
   - Ask questions to understand class content.
   - Attempt to complete homework, even if I don't fully understand the material.

3. **Promote an environment that is safe, secure, and conducive to learning.**
   - Treat others with respect and empathy.
   - Follow classroom rules and school policies.
   - Promote an environment that is free from harassment or intimidation.
   - Appreciate, respect, and celebrate diversity.

4. **Manage my time wisely.**
   - Prioritize tasks on a daily basis.
   - Complete homework on a daily basis and plan appropriately for research papers and class projects.
   - Study for tests and quizzes.
   - Review the school calendar to avoid scheduling appointments and planning trips on school days.

5. **Take an active role in planning for my future.**
   - Job shadow at places of interest to me.
   - Utilize the college and career center.
   - Seek guidance from counselors, advocates, and teachers when selecting my classes.
   - Discuss my post-secondary plans with my parents.

6. **Play an active role in my school community.**
   - Participate in class discussions.
   - Participate in at least one extracurricular activity per semester, such as sports, clubs, or a service-learning opportunity.
   - Complete at least six hours of community service per school year.

7. **Embody SPARTAN PRIDE.**

As a <u>Spartan Staff Member</u>, I will…



1. **Communicate with parents about the academic, emotional, and learning progress of students.**
   - Communicate with students and parents via email, phone, phone-messaging, and parent-teacher meetings.
   - Maintain accurate and updated attendance and academic performance records.
   - Provide information about school-related activities and events in a timely manner.
   - Promptly reply to inquiries regarding students.
   - Encourage students to seek staff members for additional assistance and to attend resource rooms.

2. **Assist parents with monitoring coursework and school expectations.**
   - Provide resources for parents and students to gain access to monitor grades and attendance records online.
   - Participate in shared decision-making with other school staff members and the student's family to assist students.

3. **Encourage and provide opportunities for parents to participate in the school community.**
   - Promote an environment that encourages parents to volunteer and participate in school-related events.
   - Promote service-learning opportunities.

4. **Provide an environment that is safe, secure, and conducive to learning.**
   - Maintain an environment that is welcoming to parents, students, and the community.
   - Promote an environment that is free from harassment or intimidation.
   - Enforce school policies in a firm, fair, and consistent manner.

5. **Engage students in a rigorous, challenging, and student-centered curriculum.**
   - Attend professional development opportunities that improve teaching and learning.
   - Maintain courses that are academically challenged and prepare students for post-high school opportunities.
   - Plan classroom lessons and activities that inspire, challenge, and empower students.
   - Provide resources to parents that help gain a better understanding of the school's curriculum offerings and student assessments.

6. **Embody SPARTAN PRIDE.**

PARENT-STUDENT HANDBOOK

OAK LAWN COMMUNITY HIGH SCHOOL

Mission Statement:

Our mission is to foster a safe, supportive, and challenging environment where all students develop the skills, knowledge, and character to graduate and succeed in a global society.

Vision Statement:

Our vision is to cultivate a community where every student exemplifies Spartan PRIDE:

- ***P***ersonal Responsibility
- ***R***espect
- ***I***ntegrity
- ***D***edication
- ***E***xcellence

Through these values, we aim to prepare our students to lead with purpose and make a positive impact in the world.

Statement of Values – Spartan PRIDE:

- Personal Responsibility
- Respect
- Integrity
- Dedication
- Excellence

Administration:

Dr. Shahe Bagdasarian	Superintendent	(708)741-5601
Mr. Michael Sunquist	Assistant Superintendent	(708)741-5603
Dr. Lauren May	Principal	(708)741-5652
Mr. Marcus Wargin	Assistant Principal	(708)741-5613
Mrs. Jamie Atkus	Curriculum Director	(708)741-5615
Mr .Jeremey Cryan	Athletic Director	(708)741-5623
Mr. Nicolas Novak	Student Services Director	(708)741-5625
Dr. Victoria Schwarz	Special Education Director	(708)741-5915

Student Discipline:

Mr. Hamed Askar Dean (A - Garc)	Dean	(708)741-5617
Ms. Jamie Hernandez Dean (Gard - Olo)	Dean	(708)741-5619
Ms. Angela Verde Dean (Olp - Z)	Dean	(708)741-5859

School Resource Officer:

Detective Armrhad Johnson		(708)741-5809

Student Records/Registration/Enrollment:

Ms. Adrianne Gannon	Registrar	(708)741-5626

Division Chairpersons/Administration:

Ms. Jennifer Faro	Career and Technical Education, Science	(708)424-5200 x5660
Mr. Rich Kurek	English, Social Studies, Media Center	(708)424-5200 x 5663
Mr. Michael Shehan	Fine Arts, World Languages, ELL	(708)424-5200 x 5662
Mr. David Early	Math, Physical Education, Drivers Education	(708)424-5200 x 5828
Mrs. Kate Mellone	IEP Coordinator	(708)424-5200 x 5633

Student Services Department:

Mr. Nicolas Novak	Student Services Director	(708)741-5625
Dr. Victoria Schwarz	Special Education Coordinator	(708)741-5633
Ms. Kelly Kenny	College and Career Counselor	(708)741-5853
Mr. Tim Krupa	School Counselor	(708)741-5629
Mr. Jeffery Pastiak	School Counselor	(708)741-5628
Ms. Ashley Madsen	School Counselor	(708)741-5845
Mr. Jason Rhodes	School Counselor	(708)741-5627
Ms. Susan Szala	School Counselor	(708)741-5631
Ms. Jennifer Vazquez	School Counselor	(708)741-5630
Ms. Samantha Razik	ELL School Counselor	(708)741-5854
Ms. Amanda McCurrie	School Psychologist	(708)741-5639
Ms. Natasha Wadhwa	School Psychologist	(708)741-5638
Ms. Erin Lee	Social Worker	(708)741-5949
Ms. Tasneem Hamed	Social Worker	(708)741-5635
Mr. Sal Montes	Social Worker	(708)741-5642
Ms. Melissa Schumacher	Social Worker	(708)741-5639
Ms. Christina Ebertsch	School Nurse	(708)741-5640

Anaphylaxis Policy:
The District is committed to maintaining a safe learning environment for all students. In accordance with 105 ILCS 5/2-3.190 and guidance from the Illinois State Board of Education, the District has adopted and implemented a comprehensive Anaphylaxis Policy to address the prevention of and response to severe allergic reactions.

Parents and guardians are notified annually of this policy via the Student/Parent Handbook. The District's procedures include prevention strategies, staff training, emergency response protocols, and guidelines for the administration of medication in the event of an anaphylactic reaction.

The full Anaphylaxis Policy is available in Board Policy 7:285 and may be accessed on the District website or by contacting the main office.

Annual Notification of Asbestos-Containing Materials:
This notification is required by law. During the fall of 1988 our school building was inspected for asbestos-containing building materials in compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA). The inspection findings and asbestos management plans have been on file in the school administrative office since that time.

We are required to perform reinspections of the asbestos materials every three years. An accredited Inspector/Management Planner from Camplin Environmental Services Inc., performed the three-year reinspection of our district on May 27, 2026, and has issued a report regarding the results. There were no significant changes in the condition of the remaining asbestos. All asbestos-containing materials in our school are maintained in good condition and are monitored and assessed regularly by the school's environmental consultant.

Camplin Environmental Services, Inc., has been contracted to provide environmental services, which include maintaining compliance with federal regulations regarding asbestos and other regulated environmental concerns.
The results of the reinspection as well as the original Management Plan are available for viewing in the school's district office. They may be viewed during school hours. Our Asbestos Program Manager (LEA), Mr. Michael Sunquist, is available to answer any questions regarding asbestos in our building. He may be reached at (708)741-5603.

OLCHS is intent on not only complying with, but exceeding, federal, state and local regulations in this area. We plan on taking whatever steps are necessary to ensure that your children and our employees have a safe and healthy environment in which to learn and work.

Attendance:
A student is expected to be present each school day, unless there is an acceptable reason for being absent. Excused Absences: Each semester students are allowed to have five excused absences without documentation. This can be due to illness, death of a close relative, marriage within the immediate family, or an extraordinary emergency. Unexcused Absences: Once a student accumulates five excused absences, subsequent absences will need documentation for the absence to be excused.

Students who will be absent must have their absence verified by means of a parent/guardian telephone call on the day of the absence. If a student is absent, a parent/guardian should call the 24-hour Attendance Office Number at (708)741-5860 to notify the school of the absence and include the reason. Telephone calls should be received by 10:00 a.m. on the day of the absence. Only phone calls from parents or guardians will be accepted. When notifying the school, be prepared to provide the following information: 1) identify yourself as the parent/guardian; 2) student's ID number; 3) first and last name of student; and 4) reason for absence. If no call or documentation is received within 24 hours of the day of the absence, the student may be considered unexcused or truant and be subject to consequences. Excessive absences may result in a report of suspected truancy or a removal from classes.

Medical documentation on illness-related absences should be submitted to the Attendance Office upon the students return to school. Refer to the discipline for excused and unexcused absences and other information.

Oak Lawn Community High School conducts a 366-minute school day, excluding the lunch period. The State defines a full day of attendance as 300 minutes in a supervised academic setting. Any student who is in attendance in an academic class for 150 to 299 minutes will be marked absent ½ of the day. A student present less than 150 minutes in a supervised academic setting will not be considered in attendance for the day and will be marked absent.

When a student is absent from school for more than 50% of the school day, the student is not permitted: 1) to be on campus until the following day; 2) to participate in extracurricular or athletic activities; and 3) to attend off-campus school events, unless authorized by an administrator.

Grades are affected by a student's attendance and prolonged absences often result in failure. A student may email his/her teachers for missed assignments. A student who has an excused absence is allowed to make up work missed with the condition that it is done within a reasonable time following his return to school. In cases of extended illness, the student's parent or guardian must contact the Attendance Office, (708)741-5860 and should arrange for makeup work by calling the counselor as soon as possible. Counselors need 24 hours to contact teachers. The counselor will then make arrangements to get assignments from individual teachers. Assignments can be picked up in Room 117. Home/hospital instruction may be available to students whose absence exceeds 10 days. Call Mr. Nick Novak, (708)741- 5625, for further information.

Students with unexcused absences are eligible to receive credit for work missed during unexcused absences per the make-up policy of the teacher's department/division. The policy may require the student to complete an alternative assignment, attend a session or a series of sessions during Spartan Plus, and/or to participate in another academic intervention. When students are absent from school, they are not to attend any extracurricular activities before or after school. Oak Lawn Community High School does not recognize or sanction a "senior cut day." Parents should not allow their students to participate in such a day. Students found to be in violation of this policy will receive a truancy (unexcused absence) and be subject to the discipline code penalty. An unexcused absence on a final exam day will be reviewed by the administration on a case-by-case basis to determine the student's eligibility to make up the final exam.

Prearranged absences:
When it is necessary for a student to be absent a full or partial day for reasons such as medical/dental appointments, court, religious holidays, or family vacations, a prearranged absence form should be picked up in the Deans' Office at least two school days in advance. A student whose request is approved will receive an excused absence for each class missed. If the form is not approved or not returned to the dean, the student will receive an unexcused absence for each class missed. A student who is approved for a partial day of absence must sign in or out at the Attendance Office, Room 122. All schoolwork is due upon return to class.

Tardiness:
A student is considered tardy if he/she is not in the assigned area when the tardy bell sounds. A 5-30 minute tardy from the start of class time will result in one hour of detention. This changes to 8-30 minutes for 1st period only. Discipline for a class cut will be issued based on the discipline code. Calls for tardiness must be made by 9:00 a.m. to the 24-hour voice mail number (708)741-5860. Only phone calls from parents or guardians will be accepted. Excused Tardies: Students will be excused if ill, however, they must have less than five excused absences. Unexcused Tardies: If ill and over five excused absences, the tardy will be unexcused unless medical documentation is provided. Other examples of unexcused absences include oversleeping, missing a bus, and having car trouble. Medical appointments and court appearances must be verified with documentation. Car trouble must be documented with a receipt. Excessive tardiness will lead to disciplinary action in accordance with the Discipline Code, which may include removing the student from an academic course.

Birth Certificates:
A student new to the district, or a student transferring into the district, is required to provide the school registrar with a certified copy of his/her birth certificate. A certified copy of the birth certificate is required at the time of enrollment. The law requires that the school district notify local law enforcement authorities in the event that a certified copy of a birth certificate is not provided to the school district in a timely fashion.

Board of Education:
The Board of Education of School District #229, Cook County, Oak Lawn Community High School holds regular meetings each month at Oak Lawn Community High School. The public is welcome to attend these meetings. Please refer to the website for meeting dates and times.

Board Policy Manual:
The Board of Education Policy Manual for Oak Lawn Community High School is available on our district's website, www.olchs.org. The manual is also available on the Illinois Association of School Board's website, www.iasb.com/policy.

Building Hours:
The building will be open to students at 6:30 a.m. on days that school is in session and will close approximately one hour after the school day ends. Deviations in the required time for arrival will need to be cleared through the principal. Students are expected to leave the building/campus immediately following their scheduled class, activity, or event.

Cell Phones and Personal Electronic Devices:
To support student learning and minimize distractions, cell phones, headphones, earbuds, and similar personal electronic devices are not permitted for use during instructional time unless specifically authorized by a teacher for educational purposes. Students may be required to place their phones in a classroom storage pouch. In spaces where storage is not available, students are expected to keep phones silent and out of sight throughout class. Cell phones may be used before and after school, during lunch periods, and in common areas such as hallways during passing periods. Families are encouraged to support this expectation by limiting communication with students during class time and reinforcing the importance of remaining focused and engaged in learning.

Class Withdrawal/Transfer:
Students are expected to successfully complete all the courses in which they are enrolled. However, in some circumstances, a student may need to withdraw from a class after the semester has started. A student may withdraw without penalty from a course that is not required for graduation prior to the end of the first/third quarter. After the end of the first/third quarter, removal from class except for extraordinary circumstances will result in the student receiving a W/F (withdrawal/failure) grade that is computed as part of his/her cumulative GPA (grade point average).

Daily Schedule:
On most days, the school day is divided into ten periods with 4-minute passing periods and a 24-minute lunch session. Students generally take six courses. Upperclassmen can earn late arrival and early dismissal privileges. On Wednesdays, the school day will end at 2:12 p.m. to allow for staff meeting time. **There is no longer a late arrival day.**

Dance Guest Policy:
OLCHS students are responsible for the behavior and actions of their guests. Consequences will be issued to the OLCHS student should their guest choose not to abide by school rules or guidelines. The guest is required to display a photo ID prior to entering the dance. A guest must be enrolled in at least 9th grade. Adults 21 years and older are not permitted to attend as the student's guest. Students who leave the dance area will not be allowed to return. Students arriving one hour late or more may not attend the dance and will not receive a refund. The administration reserves the right to deny a student's guest from attending the dance.

Discipline Detentions:
A teacher may give disciplinary detention to a student for any infraction that is in violation of the school Discipline Code. The detention period lasts Monday through Thursday from 3:10 to 4:00 p.m. Consult the Discipline Code for specific details and other information.

Discrimination Policy:
Oak Lawn Community High School ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, gender, sexual orientation, gender identity/expression, religion, or disability. Questions in reference to educational opportunities may be directed to Mr. Michael Sunquist, Assistant Superintendent at (708)741-5603.

District Report Card:
As required by the Illinois Better Schools Accountability Act, the Oak Lawn Community High School District 229 Illinois District Report Card is available on the district's website, www.olchs.org. The report is also available in a printed format upon request.

Electronic Network Access (Authorization):
All use of the electronic network will be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The agreement does not attempt to state all required or prescribed behavior by users. The failure of any user to follow the terms of the above will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use - All use of the district's electronic network must be in support of education and/or research, be consistent with the educational objectives, policies, rules, and regulations of the Board of Education, and be in compliance with and subject to the district's discipline codes.
2. Privileges - The use of the district's electronic network is a privilege, not a right. Therefore, inappropriate use will result in a cancellation of those privileges. The principal or his designator will make all decisions regarding whether a user has violated this agreement and may deny, revoke, or suspend access at any time; his or her decision is final. Violations of the code of conduct or professional requirements may result in the loss of privileges and employee or student discipline. Due process will be given commensurate with the seriousness of the offense**.**
3. Unacceptable Use - The user is responsible for the user's actions and activities involving the network. Some examples of unacceptable uses are given below. The list is not intended to be exhaustive. The Administration may periodically revise the concepts of acceptable and unacceptable use. These revisions will become part of this document. a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any Federal or state regulation; b)Unauthorized access or downloading of software, electronic files, e-mail, or other data (commonly referred to as "hacking"); c) Downloading copyrighted material for other than legal personal or professional use; d) Using the network for private financial or commercial gain or any reason that adversely affects the district; e) Wastefully using district resources, such as file space; f) Gaining unauthorized access to resources or entities; g) Invading the privacy of individuals; h) Using another user's account or password; i) Posting material authored or created by another without his/her consent; j) Posting anonymous messages; k) Using the network for commercial or private advertising; l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, illegal material, or downloading any of the aforementioned; m) Using the network while access privileges are suspended or revoked; n)Publishing or otherwise disseminating another person's identity, personal information, account, or password. o) Using the network for unauthorized product advertisement, political activity, promoting or encouraging the use of illegal or controlled substances; p) Forgery or alteration of e-mail; and q) Unauthorized use of the network to play computer games, enroll in list serves, or participate in chat rooms.
4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following: a) Be polite. Do not become abusive in your messages to others. b) Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. c) Do not reveal the personal addresses or telephone numbers of students or colleagues. d) Recognize that electronic mail (e-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. e) Do not use the network in any way that would disrupt its use by other users. f) Consider all communications and information accessible via the network to be District property.
5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it provides. The district will not be responsible for any damage you suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by their negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.
6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the district relating to, or arising out of, any breach of this Authorization.
7. Security - Network security is a high priority. If you can identify a security problem on the electronic network, you must notify the system administrator or building principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the electronic network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.
8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy the networks, software, hardware, and data of the district, another user, the Internet, or any other network. This term/condition prohibits degrading or disrupting equipment, software, or system performance. It also includes, but is not limited to, the uploading or creation of computer viruses. Users are responsible for all costs related to the repair or restoration of any damage done through vandalism. The district will use the legal system to seek restitution.
9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
10. District Purchase of Goods and Services - Any purchase or ordering of goods or services on behalf of the district must conform to the rules, regulations and procedures required by the district's business office.

All use of the electronic network will be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

Expectation of Privacy. The district will not routinely monitor an individual's files or electronic communications; however, users should be aware that files and electronic communication are copied onto backup storage on a regular basis. Deleted items may be preserved and retrieved if necessary. Activity on the network, computers attached to the network, and information entering or leaving the network may be monitored, logged, and reviewed.

The district reserves the right to access, monitor, and disclose the files and electronic communication stored in user accounts. This action may be taken to maintain the integrity and security of the network, in cases of suspected misuse of District resources, or if the district has a legitimate educational or business need to review such information.

Your electronic signature of acceptance of this Handbook indicates that you understand and will abide by the Authorization for Electronic Network Access. Furthermore, you understand if you commit any violation, your access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the district's electronic network connection and having access to public networks, you hereby release the School District and its Board members, employees, and agents from any claims and damages arising from your use of, or inability to use the electronic network.

Extracurricular Activity Eligibility Requirements:
In order to be eligible to participate in any school-sponsored, school-supported athletic, or extracurricular activity, a student must maintain a passing grade in at least five courses and not be on social suspension. Any student-participant failing to meet these academic criteria shall be suspended from the team/club for one week or until he/she attains passing grades in five courses, whichever is longer. At the end of each semester, participants must have received a passing grade in at least five courses in order to be eligible for athletics and five courses for activities to participate in the following semester.

Fees:
Textbooks are rented from the school, while some consumable items must be purchased. Payment for basic text rental, locker fees, and ID cards is included in the basic enrollment fee. Fees may include and are subject to change:

Parking	$150.00 per year
Locks	$6.00
ID Replacement	$5.00

Fighting:
Disputes between members of the school community should be resolved through proper non-violent channels. Students who engage in a fight on school property or at a school function will be suspended. Pushing, slapping, shoving, kicking, wrestling, etc. will be considered fighting regardless of the intent. The penalty may result in a suspension for up to 10 days. Students may also be required to participate in the following: peer mediation, anger management training, and a re-entry meeting involving parents and school officials. Furthermore, charges by the police authorities may be pursued. Multiple incidents of fighting during a student's career could result in a review for recommendation for expulsion.

Grading System:
There are three core areas for consistent and coherent grading and assessment at OLCHS. Teachers will communicate their individual course expectations aligned to this schoolwide policy for the 2026-2027 School Year and beyond:

Grade Book Calculations: All grade books will use two universal grading categories: A majority summative category (75%) and a smaller formative category (25%) for class work and homework. These categories will combine in the calculation of the semester letter grade (see below). A separate "no count" category may be used to communicate participation and/or work habits progress with students and their parents/guardians.

Assessment Re-Takes: Students will have the opportunity to engage in a re-take/re-do process for summative assessments within 6-8 Spartan Plus sessions. These repair opportunities for summative assessments require additional learning or re-learning activities to be demonstrated. Certain assessments such as projects or essays may have the draft and/or revision process built in. Consult each course expectation document for details.

Late Work: Formative assignments (homework) can be submitted for full credit up to two school days from the original deadline. In-class assignments are expected to be finished during class time. Regular homework completion is expected, and students will not be eligible for re-takes if they do not complete assigned practice. Students who fall behind on homework should attend Spartan Plus sessions for extra help. Consult each course expectation document for details.

Academic achievement reports are issued four times a year. The following grades are used:

	90-100%	AU:	Audit
	80-89 %	WF/WX:	Withdraw/Failure or Withdraw/No Penalty
	70-79 %	NG:	No Grade
	60-69 %	P:	Pass
	0-59%	I:	Incomplete

Grade point averages are computed by using the following grade equivalents:

A: Honors -5.0 Regular - 4.0
B: Honors -4.0 Regular - 3.0
C: Honors -3.0 Regular - 2.0
D: Honors -2.0 Regular - 1.0

Transfer courses from other schools will receive honors credit only if OLCHS offers the same course for honors credit. Dual credit courses are eligible for honors credit, but may have different grading policies that align with the college granting credit.

Graduation Requirements:

1. Forty-four (44) credits are required for graduation.
   Thirty-six (36) credits of the above must include:
   8 credits of English: English I, English II, English III sequence and two additional English credits
   4 credits of Science: 2 credits of Biological Science and 2 credits of Physical Science
   6 credits of Mathematics: Algebra, Geometry, and Algebra 2 (or equivalent)
   5 credits of Social Studies: World History I (1 credit), World History II (1 credit), United States History (2 credits), Government and Politics (1 credit)
   8 credits of Physical Education: 6 credits of P.E., 1 credit of Health and 1 credit of Fitness I or Junior Leaders
   1 credit of Consumer Education or Microeconomics
   4 credits in any of the following departments: Art, Business, Foreign Language, Family and Consumer Sciences, Industrial Technology, or Music
2. All students must take the state-mandated assessment prior to graduation.
3. Successful completion of Government or AP Government indicates passing of United States and Illinois Constitution requirements. Beginning with the class of 2020, completion of Government or AP Government will satisfy PA 99-0434 by including civics content requirements.
4. All students must demonstrate grade-appropriate literacy skills on standardized assessments. Students scoring below predetermined levels will be required to take one or more reading support classes in addition to the eight (8) required English credits. Students receiving services through an IEP or ELL program may be exempt.
5. No more than eight (8) credits composite total may be counted toward graduation from Physical Education, Health and Fitness I.
6. Students may be exempt from physical education under certain circumstances. Students must provide a written request to their school counselor. Appropriate criteria include medical certification (grades 9-12) , marching band students during marching season (grades 9-12), varsity athletes (grades 11-12), and enrolling in academic classes required for admission into an institution of higher learning (grades 11-12).
7. Students must complete 25 hours of Service Learning.
8. All students must complete the Free Application for Federal Student Aid (FAFSA) form or submit an approved waiver exempting students from this requirement.

Service-Learning Graduation Requirement:
The purpose of the service-learning graduation requirement is to prepare our students to play a vital role by actively participating in our community. Students must complete 25 hours of service learning for District 229 Oak Lawn Community High School as a graduation requirement. Students must have completed 25 hours of service learning by the start of Semester 2 exams to successfully meet the requirement and participate in the graduation ceremony. Students graduating early must have completed 25 hours of service learning before they will be issued a letter of graduation. The letter of graduation is required to attend college during Semester 2 or prove completion of requirements to an employer. Diplomas are only issued after the graduation ceremony in May and will not be issued until the service-learning requirement has been met.

Guest Policy:
Students are not permitted to have visitors or guests during the school day. For after-school activities and events, OLCHS students are responsible for the behavior and actions of their guests. Consequences will be issued to the OLCHS student should their guest choose not to abide by school rules or guidelines. The administration reserves the right to deny a student's guest from attending a school event.

Harassment:
Harassment of Students Prohibited. No person, including a District employee or agent, or student, shall harass or intimidate another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, gender identity/expression, or other protected group status. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment or intimidation are handled according to the provisions outlined in the student discipline code.

Health Service:
Under State law, all incoming freshmen are required to have a current health examination along with required immunizations. Completed health forms/immunizations need to be handed in by July 31, 2025. Transfer students from in-state/out-of-state/out-of-country, who have not previously had a 9th grade health exam/immunization, will need to obtain one before attending classes. All new students are required to bring a copy of their 9th grade physical/immunizations at time of enrollment. Schedules will not be given to students until completed health exam/immunizations are handed in.

Required Immunizations:

1. Diphtheria, Pertussis, Tetanus: 3 or more doses of DTP/DtaP, with the last dose qualifying as a booster and received on or after the 4th birthday.
2. Any student entering 9th grade is required to show proof of receiving one dose of Tdap (defined as Tetanus, Diphtheria, Acellular Pertussis) vaccine regardless of the interval since the last DTaP, DT, or Td dose. Polio: 3 doses or more of Polio with the last dose qualifying as a booster and received on or after the 4th birthday
3. Measles: 2 doses: the first dose received on or after the 1st birthday; second dose no less than 28 days later (usually given as MMR)
4. Mumps: 1 dose received on or after the 1st birthday (usually given as MMR)
5. Rubella: 1 dose received on or after the 1st birthday (usually given as MMR)
6. Hepatitis: 3 doses received at proper intervals
7. Chicken Pox: A Varicella immunization is required for students or physicians statement verifying disease history, or laboratory evidence of Varicella immunity.

Graduating seniors will be given a copy of their immunization record prior to graduation. Any copy requested after that date will result in a $5.00 fee paid to the registrar in Room 117.

The Health Office is supervised by a full-time registered nurse and is open during school hours. Students must secure a pass from their teacher to report to the Health Office. Students should not stop at the Health Office between classes except for an emergency, i.e., bleeding, fainting, vomiting, or injury. If a student needs to go home due to illness/injury, the school nurse will notify the parent/guardian, or someone designated by the parent/guardian. Parent/Guardian is responsible for providing transportation for the student being sent home. In case of a severe emergency, the Health Office will call 911.State law prohibits dispensing medicine, including Tylenol, to any student. Students who need medication during school hours must have

the Permission Form for Prescribed Medication completed by their physician. This form must also be signed by the parent/guardian. Medication must be brought to school in a container properly labeled by the pharmacy and given to the School Nurse to distribute as per physicians' written order.

Crutch Use. Students who require the use of crutches and/or orthopedic devices must report to the Nurse's Office following injury and/or upon returning to school following a surgical procedure with a valid MD note. The nurse will notify the student's counselor and P.E. teacher of any MD notes received regarding the length of time the student will be excused from gym. The nurse will instruct the student on safe crutch usage within the school building and assess the need for elevator access. Accommodations (early classroom dismissal) will be implemented on an individual basis per the Nurse's discretion, unless otherwise specified. Please contact the Nurse's Office with any questions.

Homeless Students:
Homeless students are protected under state and federal law. A homeless student is one who:

1. lacks a fixed, regular and adequate nighttime place of abode.
2. is abandoned in a hospital or awaiting foster care placement; or
3. has a primary nighttime place of abode that is:
    a. shared with others due to loss of housing, economic hardship, or a similar reason (e.g., motels, hotels, trailer parks, or camping grounds).
    b. a supervised publicly or privately-operated shelter designated to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
    c. an institution that provides a temporary residence for individuals intended to be institutionalized; or
    d. a public or private place not designated for or ordinarily used as a regular sleeping accommodation, i.e. cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Homeless students may be enrolled, even if they lack the records normally required to establish residency, if the student was a resident of the district immediately before the student became homeless, if the student was last enrolled in the district, or if the student's temporary residence is located within District boundaries. No homeless student is required to attend a separate school for homeless students. Homeless students shall be provided with equal access to all educational programs and services for which they are eligible and that non-homeless students enjoy including transportation services, educational services, and meals through school meals programs. Homeless students will not be stigmatized by school personnel.

For more information regarding the educational rights of homeless students, contact the District's Homeless Student Liaison, Mr. Nick Novak, at (708)741-5625 or nnovak@olchs.org.

Honor Rolls/Academic Letter:
At the end of each semester, two honor rolls are compiled. The honor rolls are designated high honors and honors. To be eligible for honor rolls, a student must be carrying at least 5 credits. Students eligible for high honors must have a grade point average of at least 3.75 for the semester. If a high honor roll is maintained for an entire school year (two consecutive semesters), the student will be awarded the Academic Letter. Students eligible for honors must have a grade point average of 3.00 through 3.74 for the semester. An Incomplete ("I") or Withdrawal ("WF/WX") grade, unless resolved, disqualifies a student for either honor roll. All grades are used in compiling the honor rolls.

Identification Cards (ID):
All students will have access to their digital ID card through the 5Star app on their iPad. By request to the Media Center, students may receive 1 hard copy of their ID. Lost ID cards may be replaced during the school day for a $5.00 fee. School ID cards, digital or physical, are required for admission to school events.

IHSA Performance-Enhancing Drug Testing Program Protocol:
Student Acknowledgement. As a prerequisite to participation in Illinois High School Association (IHSA) athletic activities, students agree not to use performance-enhancing substances as defined in the IHSA Performance-Enhancing Drug Testing Program Protocol. Students must read and understand that they may be asked to submit to testing for the presence of performance-enhancing substances in their body, and students do hereby agree to submit to such testing and analysis by a certified laboratory. Students further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in their high school as specified in the IHSA Performance-Enhancing Drug Testing Program Protocol which is available on the IHSA website at www.IHSA.org. Students understand and agree that the results of

the performance-enhancing substance testing will be held confidential to the extent required by law. Students understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

Parent Acknowledgement. As a prerequisite to participation by my student in IHSA athletic activities, the parent certifies and acknowledges that they have read this information and understands that their student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. The parents do hereby agree to submit their child to such testing and analysis by a certified laboratory. Parents further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in their student's high school as specified in the IHSA Performance-Enhancing Drug Testing Program Protocol which is available on the IHSA website at www.IHSA.org. Parents understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. Parents understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.

Inspection of Instructional Materials:
Parents or guardians of any student may inspect any instructional materials used in the schools. These materials include, but are not limited to, textbooks, teacher manuals, films and tapes. Call Dr. Shahe Bagdasarian, Superintendent at (708)741-5601, for an appointment if you wish to view any of these items.

Insurance:
Parents are encouraged to provide medical insurance for each child attending OLCHS. However, student accident insurance has been purchased by the school district for all students. No premium is charged to the student. Students are covered while: 1) On school premises during the hours and days when classes are in session and while participating in or attending any school activity, including football and all other athletics supervised by the school; 2) Away from the school premises if participating in a school sponsored, directly supervised activity, including all athletics and field trips; 3) Commuting directly and uninterruptedly to or from their place of residence and school for regular school day sessions; and 4) Traveling to and from any school sponsored, directly supervised activity, including athletic events, in a school authorized vehicle. Further information about school insurance coverage may be secured from the Business Office at (708)741-5604.

iPad Assignment and Responsibility:
Each student is issued an Apple iPad device. Students are responsible for the care of the iPad. OLCHS is not liable for any loss or damage (including incidental, consequential, or punitive damages) for expenses caused directly or indirectly by the device.

In the event of iPad damage, the student is responsible for a payment as outlined in the incident chart. Damaged iPads must be turned into the Media Center (Room 114). Damaged iPads must not be taken to an alternate repair facility. If the device is opened (factory seal broken), the student is responsible for the iPad replacement costs. Examples of a broken iPad: cracked or scratched screen; water damage; bent device, damaged ports or buttons, other damage. Students will be charged the following fees for damaged or stolen devices.

Incident	Damage Fee	Theft/Fire Fee
1	$50	$100
2	$100	$200
3	Full Price	Full price

The fees above do not cover the loss or damage of the iPad case, cord, or charger. Students will be responsible for the full cost to replace those items. Replacement costs: charging/sync cord - $10.00; power charger - $10.00; Case - $70.00.

If damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act the student/parents will be responsible for the full amount of the repair/replacement.

If the iPad is not returned when a student graduates or withdraws from the district, the full replacement cost of the iPad is due and OLCHS will file a police report regarding the missing device. The current iPad replacement cost is $450.

In cases of theft, vandalism, and other criminal acts, the student MUST file a police or fire report. A copy of the police/fire report must be provided to OLCHS within two weeks of the incident.

iPad Acceptable Use Policy:

The use of technology resources at OLCHS is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources, including, but not limited to, the iPad. If a person violates this agreement, the appropriate disciplinary action shall be applied. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

All use of the electronic network will be consistent with the district's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The agreement does not attempt to state all required or prescribed behavior by users. The failure of any user to follow the terms of the above will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

All uses of iPads, both in school and out, shall be consistent with the district's goal of promoting educational excellence. These terms of use do not attempt to state all required behavior by users; however, some specific examples are provided. Student conduct is always being evaluated by district staff, which includes, but is not limited to administrators, teachers and coaches. All the aforementioned staff can make recommendations regarding whether or not a user has violated these procedures. The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

As an OLCHS student, I understand that I would be unable to sufficiently participate in remote learning and/or complete internet-based homework assignments without the iPad and other technology being provided by Oak Lawn Community High School.

Privileges. The use of the district's iPad is a privilege, not a right, and inappropriate use may result in those privileges being denied, revoked, or suspended at any time including eliminating the ability to take iPad outside the building. The iPad is subject to routine monitoring by district staff.The district reserves the right to supervise all iPad use, or to confiscate and search for a student's district-owned iPad to ensure compliance with the Acceptable Use Policy. In the event of disciplinary action, completion of all classwork remains the responsibility of the student.

Cameras. Students must use good judgment when using the camera. The camera will not be used to take inappropriate, illicit, or sexually explicit photos or videos, nor will it be used to embarrass anyone in any way. Use of the camera and microphone during school is strictly prohibited unless permission is granted by district staff. Any use of cameras in the bathrooms or locker rooms will be treated as a violation of the Acceptable Use Policy.

Software Applications (Apps). The apps and operating system originally installed must remain on the iPad in usable condition and be easily accessible at all times. Students will be granted permission to customize certain aspects of the iPad, however appropriate media must be used, and screen lock pass codes must be given to district staff whenever asked to present them.

Disclaimer. Oak Lawn Community High School makes no warranties of any kind, whether expressed or implied, for the service it provides. The district will not be responsible for any damage the user suffers. This includes the loss of data or service interruptions. Use of any information obtained via the Internet is at the user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through the iPad.

Security. Network security is a high priority. If the user can identify a security problem on the iPad, the user must notify the district technology staff immediately. Do not demonstrate the problem to other users. Always keep your account and passwords confidential. Do not use another individual's account without permission from that individual and/ or district staff. Any user identified as a security risk may be denied access to the iPads.

Vandalism. Vandalism is any attempt to harm or destroy hardware, software, or data of another user, the Internet, or any other network. This also includes modifying the iPad in any way other than instructed by district staff and applying any permanent marks, decorations, or modifications to the iPad. Vandalism will result in cancellation of privileges and other disciplinary actions.

Responsibility. The iPad is intended to only be used by the student it was issued to. The student is responsible for the iPad and therefore should not be used by anyone other than the student. The student should also never leave the iPad unsupervised at any time. The students and their parents/guardians are responsible for the iPad in the event that it becomes damaged or stolen

Isolated Time Out, Time Out, and Physical Restraint:
Neither isolated timeout, time out, nor physical restraint shall be used to discipline or punish a student. These methods are only authorized for use as permitted in 105 ILCS 5/10-20.33, State Board of Education rules (23 Ill.Admin.Code §§ 1.280, 1.285), and the district's procedure(s).

Late Enrollment:
Students who enroll after the first mid-quarter of the semester may be required to audit courses in lieu of receiving credit. Alternatively, they may request to take courses for credit when they have met the criteria as established by the division chairperson and/or principal.

Latex Policy:
Some individuals have or are in a high-risk group for developing sensitivity to latex. Sensitivity reactions can range from mild skin irritations to anaphylaxis. While it is unrealistic for Oak Lawn Community High School to ban all latex allergy-causing products from our school environment, it is important that we take reasonable precautions to minimize exposure for both students and staff. Knowledge about latex containing products among school staff, students and parents is a key factor for reducing the risk of severe latex reaction. Instead of a total ban, school employees need to cooperatively form a safety net around those staff and students at risk. Balloons and koosh balls are the greatest threats because they shed latex particles that can precipitate an allergic response. It is important that we work together to refrain from having these items within our school environment. Latex-free gloves will also be supplied to staff. The school nurse will identify students and staff with latex allergies or at risk for developing sensitivity to latex. All staff who interact with students or staff members on a regular basis with a latex allergy or at risk of developing a sensitivity to latex will understand latex allergy-developing sensitivity to latex and will work with student(s), parents, and other staff to help minimize risks and provide a safe educational environment for student(s) and staff.

Lockers/Lost and Found:
The school does not assume responsibility for lost or stolen items. The student's name should appear on all issued books for identification. Students are responsible for purchasing and using an OLCHS-approved lock for all school lockers. Lockers should be always locked. Students are responsible for the proper maintenance of their lockers. Students are not permitted to share lockers. Damage to the locker, either internally or on the locker door should be reported immediately to one of the deans. Failure to inform a dean of locker damage, intentional or not, will result in an assessment to the student. Damage, which is purposely committed to one's locker, or the locker of another student, will, in addition to the assessment, carry a disciplinary consequence.

The Lost and Found is in the cafeteria and is open during all lunch periods. Articles not claimed at the end of each semester are sent to charitable organizations. Students should not bring expensive coats, jewelry, electronic devices, etc., to school.

Media Center/Library:
The Harold F. Wiltshire Media Center is open for student use Monday-Friday from 7:40 a.m.-3:30 p.m. Each student must present his/her I.D. card for admission into the Media Center. Students may sign up after school or before 1st period to secure admission during Spartan Plus. Students who do not sign up in advance will not be allowed to enter. This includes students with late arrival or early dismissal privileges. After students enter the Media Center, they may not leave without permission.

Media Release Policy:
Each year, there are many opportunities to feature students and their accomplishments in both internal and external publications, social media, and other media related postings. Whether it is attending an event, participating in a class project, for a scholastic award, or an athletic or club accomplishment, OLCHS students frequently get their names and pictures in the newspapers, social media, websites, and even in videos. OLCHS representatives and employees exercise discretion and care in the use of students' names and likenesses. Therefore, unless you notify us in writing not to use the name or likeness of your student(s), OLCHS will assume we have your permission. If you choose not to allow OLCHS to use your student's information, please contact Mr. Marcus Wargin, Assistant Principal, (708)741-5613.

Mid Quarter and Grade Progress Reports:
Parents are encouraged to use the "Qmlativ Family Access" (www.olchs.org) to view their child's grades, attendance, and discipline records. Parents/guardians are encouraged to arrange a meeting with the teacher of each course in which their child is failing. Meetings with teachers can be arranged by calling or emailing the teacher or the student's School counselor.

Military Recruitment and Higher Learning Access Reminder:
Upon their request, military recruiters and institutions of higher learning will be given access to students' names, addresses and telephone numbers. Parents who do not want their child's name to be released (or students over the age of 18 who do not want their name released) can opt out as part of the Qmlativ verification process or by contacting the school registrar.

Parent Teacher Student Association (PTSA):
For information on activities of the Oak Lawn Community High School PTSA, please contact Mr. Marcus Wargin, Assistant Principal, at (708)741-5613.

Pass/Fail Grade Option:
Students can elect to take up to one non-graduation required course per semester using the pass/fail grade option. The purpose of this option is to allow students the opportunity to take certain classes without the passing grade affecting their Grade Point Average (GPA). Students must submit their request to take a course using the pass/fail grade option no later than the end of the first quarter for semester courses and no later than the end of the third quarter for second semester courses. A passing grade will be recorded as a "P" grade and will not be calculated into the student's GPA; a failing grade will be recorded as an "F" and will be calculated in the student's GPA. No Advanced Placement or Honors courses may be taken using the pass/fail grade option. Please contact the Student Services Department for more information.

Physical Education:
Illinois State Law requires all students to take physical education. Students are required to wear regulation OLCHS gym shorts, shirts, and appropriate footwear. Names are to be printed on the shirt and shorts to assist with identification. A student's failure to dress properly and to keep suits clean can result in a failing grade in P.E. Students unable to participate in regular P.E. because of a medical problem may be assigned to an adapted program. This will require a doctor's approval that must be renewed each school year. Temporary physical education medical excuses from a physician should state the reason and specific dates of nonparticipation.

Police/Agency Interviews:
Interviews by Police

1. The School Official will verify the identity of the law enforcement agent, if not known by the School Official, by checking and photocopying the agent's picture identification card, unless the authority is in uniform.
2. The School Official will check any legal papers such as warrants for arrest, search warrants, or subpoenas to be served.
3. The School Official shall request the law enforcement agent identify or confirm the reason(s) for the interview.
4. The School Official shall, before allowing the law enforcement agent to interview the student, attempt to contact and obtain permission of the student's parent or guardian unless extenuating circumstances dictate that this is not done. Extenuating circumstances exist when for example:
    a. There is a risk that delay in proceeding with interviews may pose imminent danger to the health or safety of students, school employees, or other people in the community.
    b. The student's parent or parents are suspected of serious criminal activity or of co-involvement with the student in criminal activity.
    c. Law enforcement authorities need to act promptly to prevent destruction of evidence of a serious crime, or flight from jurisdiction by a person suspected of serious criminal activity. In extreme emergency situations law enforcement personnel may, in effecting temporary protective custody, request that the district not notify parents until the child's safety is ensured. The School Official should ask that such a request be put in writing.
5. The School Official shall document all attempts to contact a student's parents.
6. If a student refuses to speak to law enforcement authorities, the interview may not be conducted on school grounds.
7. If a parent's condition consents on being present, then absent exigent circumstances, the interview should be delayed until the parent arrives.
8. Absent an emergency or circumstances justifying other action, all interviews of students should be conducted in private.
9. If the parent(s)/guardian(s) are absent, a School Official will be present during the interview.
10. Interview proceedings will be documented in writing for inclusion in the student's temporary records. The written record should include presentation of any legal process such as subpoenas or warrants.
11. The School Official may permit an interview of a student as a non-suspect witness to a school related incident that occurred on or off school property without prior notification or consent of the parent. Such an interview shall be

conditioned upon the law enforcement agent agreeing to notify the School Official if the student becomes a suspect during the interview. Upon such notification, the School Official should require that the interview cease and be conducted at the police department, or that it ceases until the notification and consent of a parent, unless extenuating circumstances exist.

12. No minor student shall be removed from the school by the police officer without the consent of a parent(s)/guardian(s), except upon service of a valid warrant of arrest or in cases of warrant less temporary protective custody.

Interviews by the Illinois Department of Children and Family Services (DCFS)

1. A School Official or Designee will check the agent's credentials and any papers pertaining to a legal process.
2. The school district shall provide DCFS investigators and local law enforcement authorities with reasonable access without a court order to a suspected victim of child abuse or neglect for the purpose of interviewing the child at school.
3. The school district shall allow an interview of a student upon presentation of a court order. The School Official or designee will request a copy of the court order.
4. If the DCFS agent does not want a parent(s)/guardian(s) present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
5. Interviews will be conducted in a private setting.
6. If the interview is initiated by a court order, the School Official or designee will be present at the discretion of the DCFS employee or law enforcement authorities. If the interview is not initiated by a court order, a School Official or designee will be present during the interview.
7. After the interview has been conducted, the School Official or Designee may notify the parent or guardian when appropriate (generally when the parent is not the subject of the investigation), of the fact that an interview was conducted, but may not disclose any information about the interview.
8. In extreme emergency situations, DCFS employees or treating physicians may, in effecting temporary protective custody, request that the district not notify parents until the child's safety is ensured. The School Official should ask that such a request be put in writing.
9. A School Official will allow the examination or photographing of a student at school upon presentation of a court order or administrative subpoena. The School Official or Designee shall request a copy of the order.
10. A School Official may grant a request by DCFS or law enforcement authorities to physically examine or photograph at school a student suspected of being abused or neglected if there is a reasonable explanation (without a court order) for conducting the examination at school. The School Official shall take into consideration the sex of the student and of the examiner; the age, maturity and sensitivities of the student, including the student's willingness to be examined and/or photographed; and the location of the trauma and its seriousness.
11. The School Official or designee will be present at the examination and photographing at the discretion of the DCFS or law enforcement agent.
12. The School Official or Designee will not participate in the examination or photographing of the student. If a law enforcement agent or a DCFS employee assumes temporary protective custody pursuant to the Illinois Abused and Neglected Child Reporting Act, the School Official or Designee shall request the DCFS, or law enforcement agent sign a document memorializing that fact or request a copy of the appropriate documentation.
13. The DCFS agent may remove the student from school if case circumstances warrant.

Promotion Policy:

Students shall be designated as freshmen, sophomores, juniors, or seniors based upon number of credits. In order to graduate from Oak Lawn Community High School, a student must satisfy all requirements and obtain the credits. Student classification (Freshmen, Sophomore, Junior, and Senior) is determined based on the policy listed in the school's Annual Curriculum Guide.
Those students who fail any course required for graduation or who at the end of any academic semester or term have failed to earn sufficient credits to reasonably permit graduation within a four-year period shall be notified at the end of each academic year. This may result in one of the following: 1) Notification to parents/student of academic status; 2) Attendance in Summer School; 3) Scheduling into available remedial courses; 4) Participation in tutoring during study hall periods; and 4) Encouragement to meet for additional assistance after the regular school day.

Residency Validation:

Children are entitled to tuition-free public education in the school district wherein they reside. A child is presumed to be a resident of the school district wherein both the child and the person(s) who has legal custody of the child reside. A school

district has a legal obligation to charge tuition to non-resident students according to the per pupil district expenditure (at least 17,000 and is determined annually by the Illinois State Board of Education).

Residency Enforcement is a Top Priority at OLCHS. With a reputation of academic, athletic and extracurricular excellence, OLCHS steadily attracts new families to its district. This makes enforcement of legal residency necessary as more families with school-age children move into our community. The OLCHS Board of Education remains vigilant on this issue and procedures have been implemented to identify and prosecute cases of non-residency. All students/parents must validate their residency within District #229 boundaries on an annual basis. Documentation Required: two different current utility bills (originals only) in the name of the parent/legal guardian indicating District #229 address (i.e.: gas, electric, water, garbage, cell phone bills are not accepted); one of the following indicating the same District #229 address: current mortgage statement, or proof of current homeowner's insurance, or current signed lease with name and phone number of landlord to contact; an Illinois Driver's License or State ID for the parent/legal guardian indicating the same District #229 address; and if the adult registering the student is not named on the student's birth certificate, proof of custody/guardianship will be required. An official court order will need to be presented demonstrating custodial rights over the student.

Oak Lawn Community High School reserves the right to share submitted residency documentation with law enforcement agencies, local government municipalities, private investigators contracted by the district to validate residency, and other appropriate agencies as deemed required by the Superintendent.

School Vacation Trips:
Oak Lawn Community High School does not sponsor any extended vacation trips. These trips, which might have the inference of being connected with the high school, are generally sponsored by travel agencies and/or individuals and not the high school. If you have any questions regarding any proposed trip, call (708)741-5601, for clarification.

School Violence Tipline:
The School Violence Tipline, 1(800)477-0024, provides a means for students to anonymously report threats of violence and weapons violations on school grounds. The tipline is answered by trained Illinois State Police telecommunicators who will refer the reports to local law enforcement agencies. Additional information is available at: http://www.illinoisattorneygeneral.gov/children/tiplinefacts.html.

School Visitor Policy:
During the school day, visitors must enter through the Southwest Highway Entrance and register at the greeter station. While in the building, visitors are required to present a photo-identification card at the greeter station. Visitors are also required to wear visitor badges and be escorted to and from their meeting destination.

Search and Seizure:
To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School authorities may inspect, and search for school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, the principal shall require each student, in return for the privilege of parking on school property, to consent in writing to school searches for his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

School authorities may search for a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive considering the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows: 1) Outside the view of others, including students; 2) In the presence of a school administrator or adult witness; and 3) By a certified employee or liaison police officer of the same sex as the student.

Seizure of Property:
If a search produces evidence that the student has violated or is violating either the law or the district's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Service Learning:
The purpose of the service-learning graduation requirement is to prepare our students to play a vital role by actively participating in our community. Students must complete 25 hours of service learning for District 229 Oak Lawn Community High School as a graduation requirement.

The Spartan chapter of the National Honor Society is a student organization that "serves to honor those students who demonstrate excellence in the areas of scholarship, leadership, service, and character" (www.nhs.us, 2008). As one requirement for recognition and participation in NHS is service hours, it is the policy of OLCHS District 229 and the OLCHS chapter of NHS that: "to be eligible to apply for membership to the OLCHS chapter of National Honor Society, a student must have completed the 25-hour Service-Learning graduation requirement by September 1 immediately following their sophomore year."

Sex Offender Registry:
Public Act 94-994 requires school districts to notify parents that Illinois State Police provides an online listing of sex offenders required to register in the State of Illinois. The database is updated daily and allows parents to conduct online searches of registered sex offenders by name, city, county, zip code, or compliance status. The information is available at www.isp.state.il.us/sor.

Sexual Harassment:
Sexual Harassment Prohibited. Sexual harassment as defined by Title IX (Title IX Sexual Harrassment) of students is prohibited. Any person, including a district employee or agent, or student, engages in Title IX Sexual Harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
    a. Substantially interfering with a student's educational environment.
    b. Creating an intimidating, hostile, or offensive educational environment.
    c. Depriving a student of educational aid, benefits, services, or treatment; or
    d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Title IX Coordinator, Principal, Assistant Principal, Dean of Students, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that one student was sexually harassed by another student shall be referred to the Principal, Assistant Principal, or Dean of Students for appropriate action.

Nondiscrimination Coordinator:
Mr. Michael Sunquist, Assistant Superintendent
9400 Southwest Highway
Oak Lawn, IL 60453
Phone (708)741-5603

Title IX Coordinator:
Mr. Michael Sunquist, Assistant Superintendent
9400 Southwest Highway
Oak Lawn, IL 60453
Phone (708)741-5603

Complaint Managers:
Dr. Lauren May, Principal
9400 Southwest Highway
Oak Lawn, IL 60453
Phone (708)741-5652

Mr. Marcus Wargin, Assistant Principal
9400 Southwest Highway
Oak Lawn, IL 60453
(708)741-5613

The Superintendent shall use reasonable measures to inform staff members and students that the district will not tolerate sexual harassment.

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any District student who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Special Education and Section 504 Eligibility (Public Notice to Parents and Students):
Oak Lawn Community High School provides special education instructional programs and supportive services for eligible students with disabilities as defined by the Individuals with Disabilities Education Act (IDEA-formerly known as PL94-142). Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against handicapped people, defined as those having any physical or mental impairment that substantially limits one or more major life activities. Parents may request an evaluation to determine eligibility for special education services and/or Section 504 accommodations through the student's counselor. Parents of private/parochial students should contact Mr. Michael Sunquist, Assistant Principal, with any questions regarding procedures.

Information on the Sub grant Part B IDEA, Federal Special Education grant (applications, needs assessment and approved grants) is available to the public during normal school business hours by contacting Dr. Victoria Schwarz, (708)741-5625.
Appropriate Individual Education Plans and Section 504 Accommodation Plans are developed after eligibility is determined. Special Education programs are available at OLCHS and within AERO Special Education Cooperative. Copies of Parents' Rights are available in the Student Services Office. Any questions regarding special education services planning should be directed to Dr. Victoria Schwarz, (708) 741-5633. Questions regarding Section 504 planning should be directed to Mr. Nicolas Novak, (708)741-5625.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of the School Code, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Student Deliveries:

1. Parents may drop off forgotten items such as iPads or PE Uniforms
2. These items can be left at the drop-off area at the visitor's entrance
3. The school will not accept flower or balloon deliveries, or food deliveries from vendors such as Uber Eats.

Student Demographic Information Sharing:
Student demographic information sharing is recorded in Qmlativ. Each year through Qmlativ Verification families can determine if their student's demographic information can be shared with the Military. Higher Ed, Publications, Local, or Third-Party Vendors serving as vendors of the district i.e. yearbooks, caps & gowns, etc. A family may opt out of sharing demographic information at any time by also contacting the registrar.

In Qmlativ the 'Military' flag is normally used to exclude student information from being sent to military recruiters. The 'Higher Ed' flag is normally used to exclude student information from being sent to institutions of higher education. The 'Public' flag is normally used to exclude student information from being sent outside the district such as newspapers and other media. The 'Local' flag is normally used to exclude student information from within the district like yearbooks, photographs, sports information such as rosters and programs or articles where student's directory information is identified. The 'Third Party Vendor' flag is used to exclude student information from vendors serving as a vendor for the district.

Student Parking Policies:
Any Oak Lawn Community High School student who has a valid driver's license, current student I.D., proof of insurance, and a village sticker, may apply for a parking permit from the Main Office - 126. Parking is $150.00 per year. Parking spaces are limited. Priority is given to seniors. Parking decals will be issued upon the receipt of a completed application form signed by both the student and a parent or legal guardian. Students are required to abide by the policies as described in the application and are not to park in business areas or side streets. Students parked in the student lot without a decal or parked in the staff lot before 3:00 p.m. on school days will have their privileges revoked and/or will be ticketed. Unauthorized parking may also result in towing the vehicle at the owner's expense and school discipline issued. Parking permits must be renewed annually. The school accepts no responsibility for theft, accident or damage to any vehicle. Such cases should be reported to the Oak Lawn Police at (708)422-8292. For accidents with or without injuries or in emergencies, call 911.

Parking in the student parking lot is considered a privilege. In addition to students following the established parking permit purchasing process, students may lose their parking privileges for truancy and reoccurring violations of the student discipline code. Students will not be eligible for a refund. The administration will determine appropriate consequences.

Student Records(Public Notice to Parents and Students):
Privacy rights, established by Illinois and Federal Laws, have been incorporated into the school rules of this District. Copies may be obtained in the office of Dr. Shahe Bagdasarian, Superintendent, the official record custodian of the district.
A Student's Permanent Record includes gender, birthplace and date, parents' name/address, academic transcript, college admission test scores, class rank, attendance, health records, record of release information, honors received, extracurricular participation, and expulsion letters. Transcripts are available from the school registrar for a fee.

A Student's Temporary Record includes family background information, I.Q. scores, aptitude tests, and reports of psychological evaluation, achievement level test results, teacher anecdotal records, disciplinary information, special education information, and reports from non-educational persons or agencies. Temporary records are destroyed 5 years after a student graduates, transfers or permanently withdraws.

Parents of students, graduates and students 18 years of age have the right to inspect and copy both permanent and temporary records (at the cost of 35¢ per page), and to challenge the contents of records when needed, except academic grades.
The following may inspect records without parent consent: school employees, school officials of another Illinois school district, pursuant to court order, persons required by State or Federal Law, and individuals in connection with an emergency.
Complaints concerning alleged failure by this District or its employees to comply with the requirements of the Illinois School Student Records Act may be directed to:

Illinois State Board of Education 100 North First Street Springfield, Illinois 62777
Telephone: (217)782-4321

The Family Education Rights and Privacy and Privacy Acts may be directed to:

The Family Education Rights and Privacy Acts Office (FERPA) Department of Education
330 Independence Avenue, South West Washington, D.C. 20201

If you have any questions or wish to obtain a copy of the Rules and Regulations of this District, please contact the official records custodian of the district, Dr. Shahe Bagdasarian, 9400 Southwest Highway, Oak Lawn, Illinois 60453, Telephone: (708)741-5601.

Student Records (Temporary Destruction Notice):
Oak Lawn Community High School, District 229, maintains permanent student records for at least 60 years after a student graduates, transfers or permanently withdraws from the district. The district may destroy the permanent records after the 60-year period. A student's temporary records will be destroyed 5 years after a student graduates, transfers or permanently withdraws from the district. If you believe you may need information contained in your temporary records, you must remember to request it. If you have any questions or need further information about student records, talk to your counselor or the principal.

Special education student temporary records will be maintained for a period of five years after the student has graduated, transferred permanently or withdrawn. Special education students and parents/guardians of special education students are reminded that information in these temporary records may be useful in the establishment of handicapped/disability status in subsequent years

Summer School:
Various subjects are offered in summer school, which give students the opportunity to make up failed subjects or to acquire limited additional credits. There is a tuition charge for enrolling in summer school. Fees will be waived for a student who has previously failed a required class one previous time. Specific summer school information will be distributed during the 3rd quarter.

The Student and Parent Handbook serves as a guide for summer school; however, disciplinary actions will be modified to accommodate summer school. Students who violate school rules will be dropped from summer school. Students are dropped from summer school on their second absence during a semester.

Suspension or Expulsion:
Suspension and/or expulsion from school are considered severe matters and are used only when students fail to attain acceptable standards of behavior. Suspended or expelled students are not permitted to participate in or attend any school-sponsored contests or activities either at the school or away from the school during the period of suspension or expulsion. In addition, they are not allowed in the school building or on school grounds without specified permission from a school official. Parents will be notified by telephone and/or mail of any student suspension. When a student is suspended, the dean will review the student's record to determine the basic causes of the problem and the corrective measures to be taken. A parent conference may be requested when a student has been suspended. Students who are expelled may be admitted back to school after the expulsion period has been completed, provided all conditions are met as prescribed by the administration and/or Board of Education.

Teen Dating Violence:
Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship. Per Board Policy 7:185, OLCHS encourages anyone with information about incidents of teen dating violence to report them to any school staff member. School staff will follow the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence. Reports can also be made to the Nondiscrimination Coordinator, Principal, Assistant Principal, Dean of Students, or the District Complaint Manager.

Textbooks/School Equipment:
Textbooks and electronic devices issued to students remain the property of the district. They shall be returned in the same condition as issued except for normal wear and tear. It is the student's responsibility to ensure textbooks issued to that student are not damaged, lost or stolen. The student must return the same textbook that was issued to the student. Before the end of every school term, each student must verify that all textbooks issued to that student have been returned and scanned in. Students are financially responsible for lost, stolen, or damaged textbooks and electronic devices.

Transfers and Withdrawals:
Any student planning to withdraw from school or transferring to another school must arrange a meeting with their school counselor, dean, and parent. Withdrawal forms and transfers are secured from the dean and must be returned with the appropriate signatures to the Registrar in Office 117.

Transportation:
PACE Southwest operates buses for transportation to and from school. Students must observe all the rules and regulations set by the bus company. Smoking is prohibited. In case of an emergency, students should proceed quickly to the nearest usable exit and leave the bus in an orderly manner. When students are released from school, buses will load near the football stadium on Austin Avenue. A more detailed schedule of bus routes is available on the school's website. When any problems arise concerning buses, call (708)741-5611.

Cars loading and unloading on the north end of the building are to enter the school grounds from Austin Avenue and exit onto Southwest Highway. Cars loading and unloading at the south end are not allowed to park in the driveways. Student drop-offs or pick-ups are not allowed in the Southwest Highway/Visitor's Lot or on private/business properties adjacent to the school campus. The West Service Drive between the building and football stadium should not be used by parents and students.

Uniform Grievance Procedure:
A grievance is a difference of opinion raised by a student or group of students involving: (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of the legal requirements of civil rights legislation. This procedure is not intended to limit the option of the district and a grievant(s) to resolve any grievance mutually and informally. Hearings and conferences under this procedure shall be conducted at a time and place, which will afford a fair and equitable opportunity for all people.

The grievance procedure is not required if the grievant(s) prefers other alternatives such as the Office of Civil Rights (OCR) or the courts. Due process shall exist throughout the procedure with the right to: (1) representation;
(2) present witnesses and evidence; (3) confidentiality; (4) review relevant records; and (5) proceed without harassment and/or retaliation.

This procedure, along with the explanations, due process and directions are available for inspection in the offices of: Superintendent, Principal and Deans. Time limits refer to days when school is in session.

Step 1: The student(s) and other Parent(s) should discuss the matter with the person(s) directly responsible for the grievance issue within fourteen (14) days of the time when a reasonably alert person should have been aware of the event-giving rise to a grievance. An oral response must be made within five (5) days.
Step 2: If the problem is not resolved, the grievance should be referred informally to: Dr. Lauren May, Principal. A meeting must be held within five (5) days of notification of referral and an oral response made within five (5) days.
Step 3: If the grievance is still not resolved, it should be submitted in writing within ten (10) days to: Dr. Shahe Bagdasarian, Superintendent. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. A meeting must be held between the grievant and district representative within ten (10) days and a written response made within five (5) days.

Unpaid Meal Policy:
The purpose of this Unpaid Meal Policy is to ensure that all students have access to nutritious meals while maintaining the fiscal integrity of the District's food service program, in compliance with the National School Lunch Program (NSLP) and applicable federal and state regulations.

The District will make every reasonable effort to ensure students receive meals during the school day and will address unpaid meal charges in a manner that is respectful, discreet, and supportive of families. The Unpaid Meal Policy will follow these guidelines:

1. Students enrolled in the District may charge meals when funds are not available in their meal account.
2. No student shall be denied a reimbursable meal or treated differently from other students due to an inability to pay.
3. Students shall not be publicly identified, stigmatized, or otherwise penalized because of unpaid meal charges.
4. The District may establish a reasonable limit on unpaid meal charges for paid students.
5. Once the established limit is reached, the District will continue to provide a reimbursable meal and will pursue repayment through parent/guardian communication, not through student discipline or meal denial.
6. Parents/guardians will be notified when a student's meal account balance is low or negative through written or electronic communication.
7. Ongoing communication will include reminders about account balances, payment options, and eligibility for free or reduced-price meals.

8. The District will actively encourage families to apply for free or reduced-price meals if they believe they may be eligible.
9. Assistance with completing applications will be made available upon request.
10. Information regarding free and reduced-price meals will be provided in a confidential and non-stigmatizing manner.
11. Unpaid meal charges are the responsibility of the parent/guardian.
12. The District will pursue repayment using standard, non-coercive collection practices, such as direct communication with parents/guardians.
13. Unpaid meal charges will not result in disciplinary action against a student.
14. Food service staff shall treat all students equally and with dignity.
15. Staff shall not identify or discuss a student's meal account status in the presence of other students.

Work Permits:

Oak Lawn Community High School is authorized by the Department of Labor and State of Illinois to issue student employment certificates to residents of District 229. Certificates can be issued to students by contacting Tammy Mares in the main office. A 14- or 15-year-old must:

1. Present a letter from his/her prospective employer stating the nature of the job and hours of employment.
2. Give written certification of his physical fitness by the family doctor. (A physical on file in the nurse's office is acceptable.)
3. Present birth certificate or other documentary evidence of age. (A birth certificate on file is acceptable.)
4. Present social security card.
5. Have a parent or guardian come in person to Office 126 to sign a consent form.

STUDENT DISCIPLINE CODE

OAK LAWN COMMUNITY HIGH SCHOOL

Discipline Philosophy and Goals:

The Oak Lawn Community High School District 229 Discipline Code is designed to promote positive development of each student's achievement, thinking, motivation and desire to learn as a life process. The Discipline Code exists to help make possible a good educational program and to protect the welfare of those who participate in the program. In particular, this Code is designed to foster the appropriate work relationship between students, and their teachers, administrators, other school personnel, parents, and their peers. This code recognizes the following axioms: 1) Discipline policies and procedures recognize the inherent dignity and rights of each individual. 2) Discipline policies and procedures serve to guide behavior and yet encourage personal effort extended toward self-direction.

All members of the Oak Lawn Community High School community at-large are charged with upholding and carrying out the principles and goals of this Code. More specifically, it is the responsibility of each school employee to explore ways and carry out plans, which will foster and maintain a respectful work relationship between each student and himself/herself. Subsequently, it is the responsibility of students, teachers, administrators, school personnel and parents to become aware of what the Discipline Code states and how this code works.

All adults of District #229 who are charged with the responsibility to guide students' behavior toward greater self-direction and self-fulfillment, will use the following principles to guide their discipline actions: 1) All students have the capacity to learn cooperation and respect for others. 2) All students should understand the policies which affect them. Opportunities will be given to students for familiarization with the Discipline Codes policies and procedures. 3) All students have dignity and worth. All disciplinary action will be designed as a consequence of the student's misbehavior and may include behavior interventions, counseling, restorative justice measures, and community service.

Learning Environment:

The Oak Lawn Community High School Administration, under the direction of the board of education, has made great efforts to create a learning environment conducive to the mission and goals of the district. To this end, the school has adopted a series of policies with regard to student actions that by their very nature seriously disrupt this environment. Such acts include gang activity, alcohol and drug use, sexual and ethnic harassment, fighting, and gross insubordination. To enact such policies, the administration has established a set of procedures documented in this code, which empowers the administration to investigate each of these acts, and respond with the appropriate disciplinary consequences, including referral to the board of education for expulsion. It is the administration's goal to enforce these procedures stringently in response to the code in an impartial and fair manner.

Attendance:

All students who will be absent must have their absence verified by means of a parent/guardian telephone call on the day of the absence. If a student is absent, a parent/guardian should call them:

24-hour Attendance Office Number: (708)741-5860

To notify the school of the absence and include the reason. Telephone calls should be received by 10:00 a.m. on the day of the absence. Failure to call or submit documentation within 24 hours of the absence will result in a truancy. If no call or documentation is received within 24 hours of the day of the absence, the student may be considered unexcused or truant and be subject to consequences. Excessive absences may result in a report of suspected truancy or a removal from classes.

1. Classification. Absences and tardies are classified as excused or unexcused.

    a. Excused Absences. An excused absence is one where the student is absent for an authorized reason. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. Students with excused absences are eligible to make-up all assignments, including homework, classwork, quizzes, and tests. A valid cause for absence includes illness (including mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday, death in the immediate family, attendance at a civic event, family emergency, other circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other situations beyond the control of the student as determined in the judgment of the Deans' Office. For students who

are parents, expectant parents, or victims of domestic or sexual violence, valid cause for absence also includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence.

b. Unexcused Absences. An absence is unexcused unless it qualifies under one of the reasons for excused absence listed above. Absences are not excused for such things as: Missed bus; Oversleeping; Staying home or skipping a class to do work for another class; Failure to report absences according to the established procedure; Unverifiable car trouble; Unfavorable weather conditions; and Excessive calls for late sign-in due to unverifiable illness; and babysitting family members.

   Students with unexcused absences are eligible to receive credit for work missed during unexcused absences per the make-up policy of the teacher's department/division. The policy may require the student to complete an alternative assignment, attend a session or a series of sessions during Spartan Plus, and/or to participate in another academic intervention. An unexcused absence on a final exam day will be reviewed by the administration on a case-by-case basis to determine the student's eligibility to make up the final exam.

   Students who accumulate five days of excused and/or unexcused absences, per semester, will be placed on an "Attendance Probationary Watch List." Any additional absences will require providing the attendance office with a verified "doctor's note," or other formal documentation, in order to be excused for each future absence. Documentation must be submitted immediately upon return to school. On the fifth absence, the dean or attendance office will contact the parents, the student and the counselor for the purpose of advising the student of the ramifications of future absences.

   Students who accumulate 9 days of excused and/or unexcused absences, per semester, may be placed on the social suspension list. Any additional absences will result in moving to the next consecutive step of the truancy process. Pre-arranged Requests to be absent. Parents are encouraged to schedule medical/dental appointments in such a way as to minimize student absences from school on a regular continuing basis. However, if unavoidable, efforts should be made to vary the periods missed to attend such appointments. Parent(s) may desire to have a student miss school or a class period for special situations such as to visit colleges for selection, family trips or medical/dental appointments or court appearances that cannot be scheduled on non-school time. Students must submit a request for such absence in accordance with the procedures set out on the

2. Pre-Arranged Absence Form provided by the school district at least one school day in advance. See the attendance office for the appropriate form or download from the school's website. If the request is granted, the student assumes all responsibility for obtaining assignments and make-up work. If a request to be absent and excused is disapproved, the absence is unexcused and subject to the conditions cited above. Partial day unexcused absences will result in a cut in each class at the appropriate level. In special circumstances, the dean may waive the prearranged absence requirement. Pre-arranged absence forms should be completed by partial (late-arrival/early dismissal) and full day absences that have been previously arranged. Pre-arranged absence forms are required for both partial (late-arrival/early dismissal) and full-day absences.

   The standard Pre-Arranged Absence Form may not be used for absences occurring during scheduled Final Exam periods. Because final assessments are critical to demonstrating course mastery, students and families are expected to avoid scheduling trips, appointments, or other discretionary absences during the final week of the semester. If a student must be absent during a final exam due to an emergency or unavoidable circumstance, visit the deans' office to discuss. Note that documentation will be required for absences occurring on final exam days.

3. Tardiness. Students are expected to be on time for each class period and remain in class until dismissed. **Any student tardy over 8 minutes must sign in at the Attendance Window.** When students are tardy to a class period or any portion thereof without a valid excuse, the following consequence will be in effect.

Offense	Tardy under 5 minutes (under 8 for first period)	Late over 5 minutes (over 8 for first period)
3	Warning and record in Qmlativ	1 detention
6	1 detention	1 detention
9	1 detention	Social Suspension
12	Social Suspension	Saturday Detention
15	Saturday Detention	Behavior Intervention Room (BIR)
18 (truancy process started)	Behavior Intervention Room (BIR)	Behavior Intervention Room (BIR)
21 and greater	Behavior Intervention Room (BIR)	Behavior Intervention Room (BIR)

4. Class cuts. When a student misses a class period and it is unexcused, the period will be coded as a class cut, and Discipline or an attendance intervention will be assigned as follows in the deans' office:
   1st and 2nd offense: detention with parent contact 3rd and 4th offense: 2 detentions with parent contact
   5th and 6th offense: Saturday detention with dean conference and parent contact
   7th and above: Behavior Intervention Room Assignment (on the 8th occurrence, truancy will also be discussed) with parent contact.

5. Truancy. Truancy, as defined by the Illinois School Code, is an absence without valid cause or prior parental knowledge and approval, for a school day or portion thereof. When a student is absent from three or more class periods or an entire day, that student may be considered truant. Students that are truant will be subject to school discipline, attendance intervention, as well as other lawful actions. At the Dean's discretion, the student may be subject to: Mandatory parent/guardian conferences; Reporting to the local and/or state truancy authority and/or Removal from individual classes that are repeatedly cut.

   Truancy violation penalties are assigned on a cumulative basis over the course of the school year. At the Dean's discretion, truancy charges may also be filed for chronic cutting, tardiness and excessive absenteeism truancy, including possible withdrawal from class. Students may begin the truancy intervention process (which may include conferences with the attendance coordinator, dean, school resource officer, school counselor, social worker, and parents) upon receiving their sixth 5-30 Minute Tardy and/or their fifth Over 30-Minute Tardy. Students will then proceed to each step of the truancy process with each additional tardy and/or truancy.

6. Extended Absenteeism. If due to a long-term illness or injury a student will be absent for an extended period, the parent must notify the counseling and attendance office so that the student may receive information for make-up work or appropriate services.

7. Any student who fails to sign in/sign out as late or leaving early from school during the official school day will be given a truancy for each class, study hall, or assembly.

8. After-hours Participation. When a student is absent from school for more than 50% of the school day, the student is not permitted: 1) to be on campus until the following day; 2) to participate in extracurricular or athletic activities; and 3) to attend off-campus school events, unless authorized by an administrator.

Detention and minor disciplinary infractions:
Detention is a consequence for no more than 1-hour before or after school, during a student's lunch, or during Spartan Plus. The detention is supervised by a staff member and under "quiet room" conditions. Tardiness is viewed as a failure to serve and may result in an additional consequence. While serving a detention, the student may be required to participate in academic intervention, behavioral intervention, and/or social emotional learning activities.

1. The teacher will handle acts of minor misconduct other than those specifically described in this Code.

2. Students who engage in acts of minor misconduct shall be subject to appropriate discipline including detention. For purposes of this Code, detention is defined as the keeping of a student before school, after school, or during a lunch period of a student's regular school day in a specified room for a period of up to and including one hour per day on one or more school days. Teachers and staff may issue one or two hours of detention to be served no sooner than 48 hours of the date of the infraction for the following:
    - Insubordination (extreme insubordination is a major infraction)
    - Wearing or possession of outdoor jackets is not permitted. Outerwear must be stored in the students' locker or backpack during the school day.
    - All headgear must be removed upon entering the school building and at in-house school related activities. This includes but is not limited to baseball caps, knit caps, winter hats, bandanas, do-rags, bonnets and fashion hats. All headgear must be stored in the student's locker or backpack during the school day. Headgear worn for religious observance or disability-related attire is permitted.
    - Unauthorized student use of school facilities not designated for student use (e.g., teacher lounges and cafeteria, mailbox area, etc.)
    - Students in hallways or other areas of the school building or grounds without a pass.
    - Using headphones/earbuds during academic time (including all assigned class periods, study halls, offices, and Media Center) without permission from the teacher
    - Using an audio device without headphones/earbuds
    - Possession or use of a skateboard, roller blades or roller-skates on school property.
    - Unsafe and/or inappropriate use of a bicycle, or the throwing of snowballs, etc. on school property.
    - Consuming food or drink in a classroom without the teacher's permission, or in other areas of the school without staff permission
    - Students who are not responding to a dean's pass will be considered insubordinate. Chronic violations will be considered as major infractions.
    - Inappropriate display of affection.
    - Possession of laser pens.

3. Student ID. Every student must be able to present a school-issued digital student ID at all times while on campus or at school related events. The ID must be presented to enter school-related events, offices and resource rooms during school hours, and to utilize resources in the Media Center. Any staff member or authorized representative of the school may request a student's ID at any time. Altering or defacing any part of the ID in any manner will result in a school consequence. The ID is not transferable to another person. Consequences for failing to possess an ID, defacing an ID, or providing an ID to another person may result in one or two hours of detention. Students who fail to surrender an ID upon request will be issued consequences under the Major Misconduct provisions of the Student Discipline Code. Students can request one printed ID per year. Additional ID prints will cost $5.00.

4. Repeated incidents of minor infractions or Discipline Code violations will be reported to the appropriate dean. On the third offense and thereafter for the same violation from the same teacher, the dean may issue Saturday detention or a Behavior Intervention Room assignment.

5. Staff assigning detentions must record the date of the detention on appropriate disciplinary forms. Staff members and/or dean assigning the detentions will notify parents/guardians. The student must be advised of the date of the detention. Students can serve a detention prior to the assigned date pending room availability.

6. Classroom detentions may be used as consequence in lieu of regular detention. The teachers may require a student to remain after school under their supervision for a period not exceeding one hour after the close of the school day. Students must be given an option to serve the detention on the day of the infraction, the day after the infraction, or on a date assigned by the teacher. Failure of the student to appear at a classroom detention may result in a minimum of one hour detention.

7. Failure to serve detention: A student who fails to serve their detention may be assigned a Saturday detention.

8. Whenever a student accumulates four or more detentions, the dean may assign one Saturday detention. The dean may assign additional consequences for an unserved detention.

Major disciplinary infractions:

1. General and Definitions. Students found guilty of gross disobedience or misconduct are subject to suspension and/or expulsion in accordance with the provisions of the School Code and applicable law. For purposes of this Student Discipline Code, Saturday detention, Behavior Intervention Room, external suspension, alternative education placement, and expulsion shall be defined as follows:

    a. Saturday detention is a consequence for multiple hours on a Saturday, during which students are required to pursue academic work. Students may also be required to participate in academic intervention, behavioral intervention, and/or social emotional learning activities. The detention is supervised by a staff member and under "quiet room" conditions. Tardiness is viewed as a failure to serve and may result in an additional consequence. Students who fail to attend Saturday detention will be assigned further discipline. Parents/guardians are required to call the voice mail number, (708)424-5200 ex 5713, by 10:00 a.m. on the date of the assigned Saturday detention to inform the school of the reason for the student's absence. After reviewing this message, the dean will determine if the reason stated is acceptable for rescheduling.

    b. Behavior Intervention Room is a consequence in which a student is scheduled to the Behavior Intervention Room for an entire school day or any portion thereof. Students are eligible to receive full academic credit for all assignments and assessments completed. It is the student's responsibility to request assignments from teachers prior to the scheduled date. Students assigned to the Behavior Intervention Room will be required to participate in academic interventions, behavior interventions, social emotional learning activities, re-engagement activities, and physical education activities. Students who meet the room expectations will be afforded privileges such as eating lunch in the student cafeteria, or attending a Spartan Plus session.

    c. External suspension is the temporary exclusion of the student from school for a period of from one to ten school days. In those cases where a student has been referred to the Board of Education for possible expulsion, the Board may, pending final action, continue a student's suspension for a period in excess of ten days. Parental /guardian contact must be made prior to a student's readmission to school. A parent/guardian meeting may also be required prior to readmission. Students are eligible to receive credit for work missed during an external suspension per the unexcused make-up policy of the teacher's department/division. The policy may require the student to complete an alternative assignment, attend a session or a series of sessions during Spartan Plus, and/or to participate in another academic intervention.

        External suspensions for three days or less are assigned when a student's continuing presence in school would pose 1) a threat to school safety; or 2) a disruption to other students' learning opportunities. Whether a student's continuing presence in school would pose a threat to school safety or a disruption to other student's learning opportunities is determined on a case-by-case basis by the administration.

        External suspensions for four or more days are assigned when other appropriate and available behavioral and disciplinary interventions have been exhausted; and the student's continuing presence in school would 1) pose a threat to the safety or other students, staff, or members of the school community; or 2) substantially disrupt, impede or interfere with the operation of the school. Whether a student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or substantially disrupts, impedes or interferes with the operation of the school is determined on a case-by-case basis by the administration. The determination of whether appropriate and available behavioral and disciplinary interventions have been exhausted shall be made by the administration. Students suspended for four or more days will be provided with support services during the period of their suspension as deemed appropriate and necessary by the administration. An external suspension can be appealed to the principal in writing or by phone call.

        When a student returns from an external suspension they are required to participate in a re-engagement meeting with the dean and/or other staff members. The meeting may also require parent attendance.

    d. Alternative Education Placement is a consequence in which the student is scheduled to attend an alternative education program for an act of gross misconduct or gross insubordination, for repeated acts of misconduct, insubordination, and disrespect, or a pattern of inappropriate behavior. A student who has been repeatedly suspended or is subject to an expulsion may be immediately transferred to an alternative program in the

manner provided in Article 13A or 13B of the Illinois School Code. Academic work and student participation expectations will be determined during placement. During the placement, the student is not permitted on school grounds without the express permission of a dean/administrator, nor shall the student be permitted to participate in or attend any school activity, including, but not limited to, athletic events, dances, club meetings, and the graduation ceremony.

e. An Expulsion is the exclusion of the student from school by a final decision of the Board of Education for a period in excess of ten days but no more than 2 years. The administration may recommend a student to the Board of Education for expulsion when other appropriate and available behavioral and disciplinary interventions have been exhausted; and the student's continuing presence in school would 1) pose a threat to the safety or other students, staff, or members of the school community; or 2) substantially disrupt, impede or interfere with the operation of the school. Whether a student's continuing presence in school poses a threat to the safety of other students, staff, or members of the school community or substantially disrupts, impedes or interferes with the operation of the school is determined on a case-by-case basis by the administration. The determination of whether appropriate and available behavioral and disciplinary interventions have been exhausted shall be made by the administration.

2. Major Misconduct. The following list, although not inclusive, is intended to exemplify misconduct of a serious nature, which may warrant a Behavior Intervention Room assignment, external suspension, and/or referral to the Board of Education for possible expulsion from school or other appropriate action.

   a. Aggressive Behavior - For purposes of this provision, aggressive behavior means any willful act to physically harm another or attempt or threaten to inflict injury upon another or any intentional display of force for the purpose of giving another a reason to fear or expect any bodily harm or any insult or taunt which could be reasonably expected to provoke a fight. The Dean may assign the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 & 2 for aggressive behavior. The incident will be referred to the Oak Lawn Police Department and may result in an arrest or criminal charges.

      Students engaged in acts of aggressive behavior involving verbal taunts, arguments, or threats may be assigned to an anger management intervention session(s), peer mediation, or another appropriate intervention in lieu of the Behavior Intervention Room. Student failure to attend and complete the alternative consequence will result in the imposition of the original consequence. When any second incident of aggressive behavior occurs involving verbal taunts, the dean may issue an external suspension and hold a mandatory parent conference. If a student engages in any second physical act of aggressive behavior, the dean may issue an external suspension, and conduct a mandatory parent conference involving the parents, student, counselor, and principal from which a referral may be made to have the student placed in an alternative school setting or being recommended to Board of Education for expulsion.

   b. Harassment - To threaten or imply a threat to a person or property, extort, intimidate, harass, haze or bully, or via electronic methods harass another student, employee or any other individual(s) is prohibited. Violations of this policy will be reviewed by a dean and the principal for appropriate disciplinary action that can result in the student being assigned one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. A serious incident may result in the student being placed in an alternative school setting or being recommended to the Board of Education for expulsion.

      Definition of Bullying. "Bullying", including "cyber-bullying", is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following: 1) placing the student or students in reasonable fear of harm to the student's or students' person or property; 2) causing a substantially detrimental effect on the student's or students' physical or mental health; 3) substantially interfering with the student's or students' academic performance; or 4) substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include, but are not limited to, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, retaliation for asserting or alleging an act of bullying, name-calling, cyber-bullying, using derogatory slurs, or wearing or possessing items depicting or implying a hatred or prejudice based upon sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, gender identity/expression, or other protected group status. Bullying is contrary to State law and the policy of the school district.

Definition of Cyber-Bullying. Cyber-bullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectronic system, or photo optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. "Cyber-bullying" includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation or impersonation creates any of the effects enumerated in the definition of bullying in this Section. "Cyber - bullying" also includes the distribution by electronic means of communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more people if the distribution or posting creates any of the effects enumerated in the definition of bullying. Cyberbullying includes posting or distributing an unauthorized digital replica by electronic means if the posting/distribution creates any of the effects enumerated in the definition of “bullying”. “Unauthorized digital replica” means the use of a digital replica of an individual without the consent of the depicted individual. “Digital replica” means an electronic representation of an individual using technology, including artificial intelligence, that appears to be so realistic that a reasonable person would believe it to be a representation of the actual individual.

Prohibition on Cyber-Bullying. Bullying is prohibited through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a district or school to staff or monitor any non-school-related activity, function, or program.

Students are encouraged to immediately report acts of harassment, bullying, and cyber-bullying to a staff member. A report may be made in person, submitted in writing, submitted through the anonymous link on the school’s website, or submitted electronically by using the reportbullying@olchs.org email address to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The Deans and School Resource Officer play a vital role in reviewing and determining incidents of harassment. Anonymous reports are also accepted. The District Complaint Manager is Mr. Michael Sunquist 9400 Southwest Highway, Oak Lawn, Illinois 60453, msunquist@olchs.org, (708)741-5603, Fax: (708)424-5263. Information can also be submitted to reportbullying@olchs.org.

If the reported incident of bullying is not within the permissible scope of the school jurisdiction, the administrator will provide the victim with information regarding services that are available with the district and community, such as counseling, support services, and other programs.

Reported acts of bullying will be investigated by the administration and with all reasonable effort completed within 10 school days taking into consideration additional relevant information received during the course of the investigation.

Students having a complaint alleging a violation of the harassment policy are urged to act according to the following grievance procedures: Report the incident immediately to an adult staff member as soon as possible. The victim can report the incident to a teacher, counselor, social worker, staff member, or school administrator.

- Mediation may often be a first chance to solve the problem if this seems appropriate. Such mediation can include conversations with adult staff or peer mediators.
- School officials will notify the parents of the student who violates policies on bullying. Parents will be given the details of the incident and asked to help stop the bullying behavior.
- Depending on the severity of the incident, a student who bullies another may be directed to undergo peer mediation, school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, community-based services, and/or school discipline as appropriate.

Students who report false claims of harassment or impede the school's ability to investigate a reported violation are subject to consequences. Consequences may include Saturday Detentions, Behavior Intervention Room assignments, or an External Suspension.

c. The use and or possession of disabling spray, pulling a false fire alarm, police or medical alarm, placing a false 911 call, vandalism, extortion, assault, or any form of gross misconduct before, during or after school hours, or before, during or after a school related activity, may result in the student being assigned one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. The incident will be handled by the proper school authorities and/or law enforcement authorities, with referral, as deemed necessary, to the Board of Education for possible expulsion or other appropriate action. The student may also be responsible for the restitution of damages.

d. Incidents of gross insubordination, profanity which is truly gross by any reasonable standard, obscenity, acts of a sexual nature, inflammatory remarks, or use of racial, religious, or ethnic slurs through gestures, statements, or wearing apparel which conveys any of the above before, during, or after school hours or before, during, or after any school related activity may result in the student being assigned one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. The incident will be handled by the proper school authorities, with referral as deemed necessary to the Board of Education for possible expulsion or other appropriate action.

e. Incidents of theft, possession of stolen property, unauthorized possession of school property, gambling, before, during or after school hours, or before, during or after a school related activities wherever located, will result in the dean assigning the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. The incident will be handled by the proper school and/or law enforcement authorities, with referral, as deemed necessary, to the Board of Education for possible expulsion or other appropriate action.

f. Students may receive discipline consequences for using or possessing an electronic paging device, using a cellular telephone, video recording device, personal digital assistant Bluetooth enabled/smart watches, Bluetooth enabled/smart glasses, or other electronic device (iPad, iPod, laptop, etc.) in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person; harassment; or bullying using a computer, electronic communication device, or cellular phone.

Cell phones and other electronic devices: 1) can be used appropriately in the student cafeteria before/after school and during lunches; 2) can be used in common areas such as hallways not during assigned academic times; 3) cannot be used in locker rooms or restrooms; and 4) cannot be used to record photographs or audio/video recordings without the permission of the supervising staff member and the individuals being featured in the recording. The device's alert feature or ring must be set to silent or vibrate and the speaker mode may not be used. A student's voice volume as well as language must be at an appropriate level for school.

Students using electronic devices in violation of this policy may be issued a teacher consequence or an after-school detention; or the teacher can refer the incident to the deans' office for the appropriate consequence. The dean may assign an after-school detention, a Saturday detention, and/or a Behavior Intervention Room assignment.

Violations will be handled by the proper school and/or law enforcement authorities, with referral, to the Board of Education for possible expulsion or other appropriate action when grossly violated or used to conduct unlawful activity.

g. Unauthorized passes/abuse of passes/falsification of records. Use and/or possession of any school pass or school records not issued to that student or in any altered condition or bearing a forged signature may be the basis for a one to three Saturday detentions. In extreme cases of abuse of a pass or falsification of school records, the dean may assign the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. In certain situations, the incident will be handled by the proper school and/or law enforcement authorities, with referral, as deemed necessary, to the Board of Education for possible expulsion or other appropriate action.

h. Continual demonstration of misbehavior (a pattern of open and flagrant defiance of school discipline) by a student after all other customary disciplinary measures have failed will result in the student being referred to the Board of Education for possible expulsion or other appropriate action.

i. A student shall not knowingly engage in or do any voluntary act which physically harms a fellow student, school employee, or any other individual(s) or which otherwise endangers the health, safety, or wellbeing of any person or property. This includes but is not limited to the possession of any type of weapon (or look alike weapon) or any other instrument used to cause injury, placement of bomb threats, and/or arson, and/or creating or contributing to a school safety concern. Such misconduct, depending on the circumstances, may result in the Dean assigning the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. In certain situations the incident may be referred to the Board of Education for possible expulsion.

j. Any conduct which is insubordinate or disrespectful to a school employee or officer is prohibited. Any conduct or act which is abusive or disrespectful to a teacher or other employee or which interferes with school staff in the conduct of their duty is prohibited. Any conduct or act, which improperly interferes with the liberty, property, or other rights of a school employee, student, or person on school premises or attending a school activity, is prohibited. Such misconduct may, depending upon the circumstances, result in the Dean assigning the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. In certain situations the incident may be referred to by the Board of Education for possible expulsion.

k. If a student is found on school property, without authorization, during his/her external suspension period he/she may be referred to the proper authorities, as trespassing, and the student may receive additional consequences.

l. Academic Integrity. Academic integrity is expected of all students. The district expects responsibility and fairness in academic pursuits from all students. Plagiarism and academic dishonesty are forms of theft; students engaging in these acts steal others' ideas and fail to think and learn for themselves. Such activities interfere with the educational mission within the classroom. Students, staff, and parents/guardians are responsible for maintaining the academic integrity of the school. Violations of the district's academic integrity expectations include, but are not limited to: a) Plagiarism; b) Copying another student's work; c) Allowing others to copy students' work; d) Giving or receiving test questions or answers to or from another student during or after the assessment is administered; e) Receiving/obtaining a scoring key; f) Utilizing any electronic device to interfere with testing procedures; g) Utilizing translating software or online translator to complete an assignment; h) Using notes written on the student's skin, notebook, or back of an electronic device; i) Sharing materials or using other means to access resources during testing conditions; and j) Submitting a falsified statement, document, or record.

Academic dishonesty also includes Artificial Intelligence (AI) Academic Dishonesty defined as engaging in any action intended to obtain credit for work not originally created by a student, which may include misusing an electronic device/online application/translator or copying responses verbatim from AI software (artificial intelligence). The teacher will explain what is/is not acceptable use of AI in their courses and/or what elements of AI are allowable on a case-by-case basis.

Violations of the district's academic integrity expectations will cause the teacher to notify the student's parents/guardian that the student will receive a zero grade for the assignment or the exam. The dean will also be notified.

First Offense on Daily Work: The teacher may assign one-two hour(s) detention. Repeated Offenses on Daily Work: The dean may assign a Saturday detention.

First Offense on Quiz/Test/Exam: The dean may assign Saturday detention.

Repeated Offenses on Quiz/Test/Exam: The dean may assign the student to the Behavior Intervention Room for 1-2 days.

Violations of academic integrity expectation may result in limiting a student's eligibility in extracurricular programs such as National Honor Society and may prevent the student from holding a student leadership position within the school's extracurricular program. This action may also limit a student's ability to earn school-sponsored awards, scholarships, and recommendation letters. Violations of the district's academic integrity expectations that encompasses inter-school competitions, the offense will be reported to the assistant principal who will act deemed appropriate according to the given circumstances. In cases where violations of the district's academic integrity expectations significantly disrupt the educational process via mass distribution and disclosure of assessment questions, answers, or other information, this action will be considered gross misconduct and disciplinary consequences will be more severe.

m. Gun free school. Any student who possesses and/or uses a firearm or other weapon, brings a firearm or other weapon, or conspires or plans to possess or bring a firearm or weapon to school, on school property, within a school zone, to any school event or extracurricular activity shall be immediately suspended for a period of 10 days and recommended for expulsion for a period of at least one year.

A "firearm" is any weapon which will, or is designed to, or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler firearm silencer, any destructive device, or any item defined as a firearm in Section 921 of Title 18 of the United States Code.

A "destructive device" means: Any explosive device, incendiary, or poison gas; Bomb; Grenade; Rocket having a propellant charge; Missile having an explosive or incendiary charge; Mine; Any type of weapon; and/or Device similar to any of the above devices.

A "weapon" is defined as any object which may be designed to cause bodily harm, or may be used to cause bodily harm, including but not limited to knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-alike" thereof. Other objects, or items, may be considered a weapon if a student uses the object to cause bodily harm or to attempt to cause bodily harm.

n. Alcohol, tobacco, and other drugs

Philosophy statement. OLCHS believes that it is in the best interests of the students and community to promote and maintain a drug-free school system. Along with the parents and other segments of the community, the school has a role to play in helping students to remain drug free. Although there are consequences for violating this policy, we must deal with the underlying problems. Students need education, assistance and support because of their own drug use or because of drug-related problems of others. The school strives to work cooperatively with parents and community resources to help students remain alcohol/tobacco/drug free and maintain a wholesome climate in the school community.

Policy. The use or possession of controlled substances (unless medically prescribed and then to the extent prescribed), drugs or related paraphernalia, alcohol, substances used for intoxicating purposes, (including the misuse of over the counter medications), nicotine, and tobacco is detrimental to the health and well-being of students, disrupts the proper conduct of school curricular and extracurricular activities, and interferes with the education of the user. Further, the presence of alcohol or any unlawful drug or controlled substance on school premises or within any vehicle being used by students to go to or from school or any school activity

constitutes a serious threat to the health and safety of students and others.

District 229 shall endeavor to eliminate and prevent such prohibited use. The direct participation and cooperation of parents, of the elementary districts and of community agencies will be sought to carry out the philosophy of this policy. In addition, the Student Assistance Program has been established to identify, assess and refer students who have a possible alcohol or drug problem. Outcomes include a meeting with parents, referral to in-school support services (social worker, counselor, psychologist, discussion/support groups) or to community services (counseling, drug or alcohol assessment, community prevention/education classes). A testing device may be used to substantiate suspected use.

Expectations. No student shall use, consume, possess, carry, sell, transfer, attempt to purchase, attempt to sell, arrange for distribution, or give away an alcoholic beverage or any drugs, including look-alike drugs or controlled substances and other substances used for intoxicating purposes. These substances include but are not limited to any drugs covered by the Illinois Cannabis Control Act (Illinois Revised Statutes, Chapter 56 1/2, Section 701 et. seq. or covered by the Illinois Controlled Substances Act Illinois Revised Statutes, Chapter 56 1/2, Section 1100 et seq.). An exception for use are such drugs that are medically prescribed and needed to treat any existing illness or other physical condition of the student and that are monitored by the school nurse. No student shall come into or on school property before, during, or after school hours under the influence of an alcoholic beverage or any drugs, or controlled substances except as previously identified. Also, no student under the influence of drugs or alcohol shall attend any before, after, or during school related activity, wherever located, or in any vehicle while such vehicle is being used to transport students for Oak Lawn Community High School, District 229.

Possession of drug paraphernalia including, but not limited to kits, hypodermic syringes, pipes, roach clips, bongs, rolling papers, and other drug paraphernalia items identified by Village of Oak Lawn Ordinance 10-5-4-2(A) which is incorporated herein by reference is strictly prohibited.

Possession is defined as either actual or constructive. Actual possession means physical possession of an object and occurs when a person exercises dominion over an object. Constructive possession can exist without actual present dominion over an object but with the intent to maintain control over it. Knowledge is always a necessary condition of constructive possession.

Students are to take special notice that it is a violation of this alcohol and drug rule for any student to enter or be upon school property or property adjacent thereto in a vehicle, whether alone or in the company of other students, or minors, if the student has knowledge that any alcoholic beverage, illegal drug or controlled substance is in the vehicle or on the person of any occupant of the vehicle. In any such case, the student shall be deemed to be in possession or engage in the transfer or use of alcohol or unlawful substance on school premises unless the student acquired knowledge of the presence of the alcohol or unlawful substance only after becoming a passenger in the vehicle and had no reasonable opportunity to leave the vehicle.

Discipline and intervention. Students in violation of the Oak Lawn Community Drug and Alcohol Policy may be assigned one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. The incident will be handled by the proper school and/or law enforcement authorities with referral, as deemed necessary, to the Board of Education for possible expulsion.

- The student and their parents will be requested to attend a meeting with the assistant principal, dean, school counselor, social worker, or other administrators and staff members as deemed necessary by the principal. The purpose of the meeting is to review the facts concerning the student's action and to make recommendations for a program of alcohol/drug evaluation/intervention and/or a recommendation to the Board of Education for expulsion.
- A reduction of the consequence may be considered when deemed appropriate by the administration if the student and parent attend a school sanctioned evaluation/prevention/intervention program and follow up on any treatment recommendations that may result from the evaluation. This may include educational/rehabilitation classes, individual counseling, and family involvement in the program of remediation. The evaluation/prevention/ intervention program is not funded by the district. The parent/guardian is responsible for the program costs.
- When a student is suspended or expelled from school for violation of the drug/alcohol policy, he/she will be required to provide appropriate documentation of support services as a condition for readmission.

Smoking Policy. The use or possession of electronic cigarettes/smoking materials/nicotine products/tobacco or tobacco look-alike products will not be permitted on school premises. Violations of the smoking policy will be handled as follows:

- Students violating the policy will be assigned one Saturday detention.
- Students violating the smoking policy a second time and thereafter may receive a one-to-two-day assignment to the Behavior Intervention Room. In all cases where the student is under age eighteen, the dean of students will also complete a referral to the Oak Lawn Police Department noting the student in violation of Ordinance #3-15-12. Such a referral may result in accelerating fines and mandatory participation in a smoking cessation program.

o. Gangs. "Gang" as used in this policy shall mean individuals who associate with or represent an association with others for purposes that include the commission of any criminal act or engage in other activities prohibited by law and/or by the district's rules and regulations.

While on or about school property or at any school-sponsored event wherever held, no student shall participate in any gang or in any gang-related activity. It is the intention of the Board of Education to prohibit the existence of any gang and all gang related activities, including, but not limited to the following:

- Soliciting others for membership in any gangs.
- Requesting any person to pay for protection or otherwise intimidating or threatening any person; inciting other students to act with physical violence upon any other person.
- Committing any illegal act or other violation of school district policies.
- Inciting other students to commit any other illegal act or other violations of school district policies.
- Wearing, using, possessing, distributing, displaying, drawing (e.g., gang tattoos, gang graffiti or colors on clothing, in one's locker, book bag or other school or personal item), or selling any clothing, jewelry, emblem, badge, symbol, sign or other item which is commonly associated with membership in or affiliation with any gang.
- Committing any act or omission, or using any speech, either verbal or non-verbal (gestures, hand signs, etc.) showing membership or affiliation in a gang or commonly associated with membership or affiliation.

Violation of this section of the Discipline Code may result in the Dean assigning the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. The incident will be handled by the proper school and/or law enforcement authorities with referral, as deemed necessary, to the Board of Education for possible expulsion.

p. Sexual harassment. Students are prohibited from sexually harassing other students or employees. In the case of sexual harassment of a student or employee by a student, sexual harassment means:

- Any conduct of a sexual nature by a student directed toward another student when: (a) such conduct has the obvious result of creating an intimidating, hostile or offensive school environment for the other student; or (b) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile or offensive is to be made by the school administration.
- Any sexual advance by a student toward an employee.
- Any request by a student to an employee for sexual favors from the employee.
- Any conduct of a sexual nature by a student directed toward an employee when such conduct has the purpose or effect on an employee of reasonable sensibilities, (a) of creating an intimidating, hostile or offensive school environment for the employee or (b) of influencing either the student's grade or participating in any school-sponsored activity.

Examples of such behavior include but are not limited to: Grabbing or touching a person without his/her consent; Kissing or holding a person without his/her consent; Impeding a person's movement or preventing a person from moving freely; Associating a person's name with sexual remarks, suggestions or drawings, in lockers, on walls, on notebooks, on/in school equipment or in public places; Sexual comments, suggestions or rumors related to a person's body, his/her sexual orientation, or gender identity/expression.

Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect of humiliation, embarrassment or discomfort.

The offended party is encouraged to express his/her feelings and warn the offender to stop. If such attempts fail, a grievance is in order.

Students having a complaint alleging a violation of the sexual harassment policy are urged to act according to the following grievance procedures:

- Discuss the matter with a teacher, counselor, dean or social worker, this person will notify the dean regarding this matter.
- Meet with the dean or another building level administrator to provide details of the occurrence.
- Keep the details of this allegation confidential and strictly in the hands of the school authorities.

The administration will take the following action upon receiving a report of the allegations:

- Review the details of the student complaint.
- Conduct a private interview with the accused party; involve parents, and school resource personnel, if appropriate.
- Notify the principal when the evidence supports the allegations.
- Carry out appropriate disciplinary action, which would include opportunities for educational programs, and the Dean may assign the student one to ten days 1) in the Behavior Intervention Room, 2) as an external suspension, or 3) a combination of option 1 and 2. The incident will be handled by the proper school and/or law enforcement authorities with referral, as deemed necessary, to the Board of Education for possible expulsion.

Please note: Serious infractions not covered specifically in the above sections of the discipline code will be reported to the appropriate dean for disciplinary action.

General:

1. Parent(s) or Guardian(s) of the students who are referred to the Board of Education for possible expulsion will be notified in writing as per the provisions of the Illinois School Code and they shall be requested to appear before the Board of Education to discuss and have a hearing on the matter of the alleged misconduct.

2. Prior to any consequence, a student will be advised of charges alleged against him/her and will be given an opportunity to present his version of the circumstances surrounding the charges to the suspending authority provided, however, that student may be suspended immediately if the student's presence poses an imminent and continuing danger to persons or property or an on-going threat of disrupting the academic process. In such cases, the suspending authority will contact the students' parents, and a parent/dean/student conference will be scheduled to take place as soon as possible.

3. During any period of external suspension or expulsion, the suspended or expelled student shall not be permitted on school grounds without the express permission of a dean or other appropriate school official nor shall any externally suspended or expelled student be permitted to participate in or attend any school activity, including, but not limited to, athletic events, dances, club meetings, and the graduation ceremony. The conditions of an external suspension are in effect immediately and remain in effect until the student returns to school.

4. Assigned disciplinary measures excluding external suspensions, (detentions, Behavior Intervention Room assignments, etc.) not served by the student during the school year issued will be carried over to the following school year as a social suspension.

5. Students can be removed from a class for reasons of disruptive behavior. The following procedure shall be followed when a student misbehaves, the teacher should follow their classroom management plan and implement behavior intervention strategies such as redirecting the student's behavior, reinforcing behavior expectations, conferring with the student, contacting the parents, and assigning consequences or teacher detentions. If misconduct continues, the teacher should continue following their classroom management plan and implement additional behavioral intervention strategies that may include assigning a school detention, conferring with members of the student services staff, referring the student to the department/division chairperson and/or dean for a possible student remedial conference and/or parent meeting. The dean will impose any appropriate disciplinary measures available, including parental conferences, in an effort to restore proper class conduct. The counselor will become involved as deemed necessary in an attempt to modify the student's behavior. If disciplinary efforts are unsuccessful, the dean,

department/division chairperson, and teacher may recommend the exclusion of the student from the class on a withdrawal failure basis through the Behavioral Record Form. Severe disruptive classroom behavior may accelerate the removal process.

6. Supportive personnel services within the school may include, but are not limited to dean, counselor, school psychologist, social worker, nurse, and student assistance coordinator. As appropriate, special education students, due to their handicapping conditions, will have their IEP (Individual Education Plan) reviewed to assist in developing appropriate disciplinary consequences.

7. The geographical jurisdiction of this Discipline Code shall be defined as school premises and no less than a one-block perimeter beyond the school premises. Students may receive consequences for disobedience or misconduct which occurs on school grounds, at all school-sponsored activities, in connection with student transportation or at any place where the misconduct has a reasonable relationship with school. Major disciplinary infractions which occur beyond the above-stated jurisdiction of the Discipline Code, but which have a direct adverse effect on the educational process or the school community is, however, subject to the disciplinary provisions of this code.

8. Student Dress Code. The dress code is the responsibility of the student and family. The dress code exists to promote self-respect, modesty, self-discipline, and pride in representing one's self, family, and the OLCHS community. Clothing or fashions that violate one or more of the following guidelines should not be worn during school or school sponsored events that: a) Are suggestive or indecent; b) Create a health or safety hazard; c) Substantially disrupt the educational process. This includes but is not limited to:
    - The showing of undergarments (bras, bandeaus, bralette, underwear, etc.)
    - halter or tube tops (shirt with no sleeves or straps)
    - see-through clothing
    - shirts that reveal midriff skin
    - skirts or shorts showing the buttocks
    - clothing that contains any pictures, words or symbols that are offensive
    - clothing that glorifies, promotes, encourages, or advertises illegal drugs, tobacco, and alcohol or gang activity
    - body piercings that are deemed unsafe or dangerous to the student within the school environment
    - chains or other items connecting any two or more body piercings

   Wearing or possession of bulky outdoor coats during the school day is prohibited. Bulky outerwear must be stored in the student's locker during the school day.

   All headgear must be removed upon entering the school building and at in-house school related activities. This includes baseball caps, knit caps, winter hats, fashion hats, and hoods. Headgear must be stored in the student's locker during the school day.

   A student violating these dress guidelines will be warned and may be assigned a detention or other disciplinary action. The student may be sent home to change, or the parent will be instructed to bring the student a change of clothes. Students will not be permitted to attend classes in violation of these guidelines.

   Parents should make every effort to review their child's attire so that it is appropriate and falls under these guidelines.

9. Students who misuse and/or interfere with the operation of the Oak Lawn High School Academic Computing System, from inside or outside of the school building, including the Internet, will be subject to discipline based on the following guidelines:

Violation Potential Consequence(s)	
Viewing a website/App not related to coursework	As per the Teacher's Classroom Management Plan Discipline Code
Viewing an inappropriate website (profanity, obscenity, ethnic/racial slurs, threats, adult content) Saving games/files to an unauthorized area.	Saturday Detention Behavior Intervention Room Internet/Device Access Restrictions
Using software or websites to avoid the school internet web-blocking software	Saturday Detention Behavior Intervention Room Internet/Device Access Restrictions
Breaching the School's Network Security	Saturday Detention Behavior Intervention Room External Suspension Internet/Device Access Restrictions Possible recommendation for expulsion Possible Criminal Charges

The deans will determine the level of misuse/interference and assign an appropriate consequence. If the situation merits or if a student continues to misuse and/or interfere with the operation, the student may face Internet, device, and/or network access restrictions. In certain situations, beyond the consequences listed above, the incident may be referred to the Board of Education for possible expulsion and/or referred to law enforcement.

10. To assist in maintaining security and to deter inappropriate conduct, Oak Lawn Community High School may position video cameras and/or monitors in public areas of school property, such as in the hallways, stairwells, the gymnasium, cafeteria, school buses, and exterior locations of school buildings. Appropriate disciplinary action may be taken for misconduct which is recorded or observed from the cameras and/or monitors.

11. Participating in student activities is viewed by Oak Lawn Community High School as an important and worthwhile endeavor, which enhances the educational process. Participation is considered an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in extracurricular activities is a privilege and, as such, carries certain expectations beyond those found in the normal classroom situation. The important goals of the extracurricular program are to offer students direction in developing healthful living habits, discipline, teamwork, citizenship skills, and respect for structure, rules and responsibilities. To participate in the extracurricular activities, students must be willing to fulfill expectations for appropriate behavior. In addition, students may be limited from participating in extracurricular events (such as dances, athletic contests, elected positions, plays, and assemblies) for continued violations or major infractions of the student discipline code.

12. Parking in the student parking lot is considered a privilege. In addition to students following the established parking permit purchasing process, students may lose their parking privileges for truancy and reoccurring violations of the student discipline code. Students will not be eligible for a refund. The administration will determine appropriate academic and behavioral standards for parking eligibility and the parking permit purchasing process.

13. Adjustments to the Discipline Code. If a situation arises that calls for an adjustment or addition to the Discipline Code, the Discipline Committee may convene to offer recommendations to change the Discipline Code during the school year. Furthermore, the Discipline Code may be amended during the school year without notice.

14. Summary of Board Policies. The Student-Planner Handbook and Discipline Code are only a summary of the Board of Education policies governing the school district; board policies are available to the public at the district office and on the district's website.

15. Late Arrival/Early Dismissal Privileges. Late Arrival and/or Early Dismissal are considered a privilege. The privilege can be lost when a student does not maintain passing grades and needs additional academic interventions. The dean and/or school counselor has the discretion to reassign students as appropriate.

16. Social Network Accounts. Pursuant to the Illinois School Code, the school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. If, however, there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy, the school may conduct an investigation or require a student to cooperate in an investigation. In the course of an investigation, the student may be required to share the content that is reported in order to make a factual determination. The dean may notify the student and his/her parent that the school may conduct an investigation or require a student's cooperation if there is information that the student's social media account contains activity in violation of school disciplinary rules or policies.

17. Social Suspension. A social suspension is one in which a student is not allowed to attend school functions outside of the regular school day. These functions include, but are not limited to, being a member of an athletic or extracurricular team or club, and attending school dances, sporting events, and other school-sponsored events. Permission to attend these functions for a student who is on social suspension may only be granted by a dean or administrator. Actions that may result in a social suspension along with other consequences include a) an accumulation of eleven referrals; b) failure to serve two Saturday Detentions; c) inappropriate behavior at an after-school event; d) being in the building after-school hours without permission; e) an act of gross misconduct. f) excessive unexcused absences; g) insubordination to a staff member particularly after-school hours; and h) failure to complete prior year discipline. Students are placed on social suspension for at least 3 months but can appeal to their dean after 1 month of demonstrating improved behavior.

18. Restorative Justice, Behavioral Intervention Strategies, and Community Service. The administration may assign non-exclusionary/alternative behavioral consequences such as restorative justice measures, behavioral intervention strategies, and community service hours as a consequence, as part of a consequence, or in lieu of a Behavior Intervention Room assignment and/or external suspension. A student who fails to complete the alternative consequence will result in the imposition of the original consequence and/or additional consequences.

CONTRACT OF UNDERSTANDING FOR PARTICIPATION IN ATHLETICS AND EXTRACURRICULAR ACTIVITIES

OAK LAWN COMMUNITY HIGH SCHOOL

High School District 229 is committed to providing all students with a variety of opportunities to learn the skills necessary for them to reach their potential as citizens in a collaborative society. The extracurricular program expands the learning opportunities available to students and enhances the academic program.
While involvement in these activities is voluntary, it is also a privilege. A student choosing to participate takes on extended responsibilities as a special representative of the school and community. The objective is to hold students to a high level of conduct as a condition of participation, and to encourage students to make positive and healthy choices.

Requirements:
Compliance with all rules and regulations of OLCHS, the South Suburban Conference (SSC) and the Illinois High School Association (IHSA). A participant must agree to abide by the following rules seven days a week, 365 days a year, whether or not school is in session, throughout the student's high school career. Rules for all participants in the extracurricular program:

1. Students are not to possess or use tobacco (including smokeless tobacco).
2. Students are not to possess or use alcoholic beverages.
3. Students are not to possess or use any illegal drug or controlled substance.
4. Students externally suspended will be subject to the consequences as prescribed.
5. Students are not to engage in any act that brings discredit to the school.

In addition to the above rules, any participant who knowingly disregards or fails to act on a coach's/sponsor's directive may be subject to suspension or dismissal from the team or activity.

Consequences:
First Offense: Suspension from one competition/performance up to a half season of participation in competitive athletics/activities. Students may attend practices, except during out-of-school suspensions. In all other activities, there will be no participation for one week.

Second Offense: Suspension from two competitions/performances up to a full season of participation in competitive athletics/activities. Students may attend practices, except during out-of-school suspensions. In all other activities, there will be no participation for two weeks.

Third Offense: Suspension from three competitions/performances up to one calendar year of Participation in competitive athletics/activities. Attendance at practices will depend on the infraction. In all other activities, there will be no participation for three weeks.

Penalties may be increased/extended with more serious violations. All students will be informed of the violation and given the opportunity to respond. If an infraction occurs, the student must complete the season during which the penalty is served. If a student fails to complete the season for any reason, the entire penalty will be assigned to the next season of participation.

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[1] Students are considered to be in possession when alcoholic beverages are present. This includes, but is not limited to, drinking parties and under aged gatherings where alcoholic beverages are present.

[2] Students are considered to be in possession when illegal drugs/controlled substances are present. This includes, but is not limited to, drinking parties and under aged gatherings where illegal substances are present.

[3] When it becomes public knowledge that a student of Oak Lawn Community High School is in violation of one or more of the above rules or has committed an illegal act within the school or community, the student is considered as bringing discredit to himself/herself and the school. This includes, but is not limited to, fighting off campus, an arrest for breaking the law, inappropriate behavior, etc.

Requests for review need to be in writing and signed by the student and parent/guardian. During a review, an evaluation of the student's attempt to modify or address the behavior that resulted in the offense will be taken into account. The review may alter the penalty.

Intervention:
If a student seeks out a coach or sponsor or if a coach or sponsor suspects or receives information regarding a student's smoking or substance abuse, the situation will be discussed with the student and referred to the Student Assistance Program, as appropriate. When a student seeks out a coach or sponsor, suspension from an activity may be waived, if the recommendation of the Student Assistance Program is followed.

CONCUSSION INFORMATION SHEET

ATHLETIC DEPARTMENT, OAK LAWN COMMUNITY HIGH SCHOOL

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You cannot see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain
- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns

Signs observed by teammates, parents and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Cannot recall events prior to hit
- Cannot recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses consciousness
- Amnesia
- "Don't feel right"
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

What can happen if my child keeps on playing with a concussion or returns too soon?

Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

What to do if you think your child has suffered a concussion?

Any athlete, even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. IHSA Policy requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all IHSA member schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss the whole season. And when in doubt, the athlete sits out.

For current and up-to-date information on concussions you can go to:
https://www.cdc.gov/heads-up/?CDC_AAref_Val=https://www.cdc.gov/headsup/youthsports/index.html

PARENTAND STUDENTAGREEMENT/ACKNOWLEDGEMENTFORM
PERFORMANCE-ENHANCING SUBSTANCE TESTING POLICY
ATHLETIC DEPARTMENT

Illinois state law prohibits possessing, dispensing, delivering or administering a steroid in a manner not allowed by state law. Illinois state law also provides that body building, muscle enhancement or the increase in muscle bulk or strength through the use of a steroid by a person who is in good health is not a valid medical purpose. Illinois state law requires that only a licensed practitioner with prescriptive authority may prescribe a steroid for a person. Any violation of state law concerning steroids is a criminal offense punishable by confinement in jail or imprisonment in the Illinois Department of Corrections.

Student Acknowledgement and Agreement

As a prerequisite to participation in IHSA athletic activities, I agree that I will not use performance-enhancing substances as defined in the IHSA Performance-Enhancing Substance Testing Program Protocol. I have read this form and understand that I may be asked to submit to testing for the presence of performance-enhancing substances in my body, and I do hereby agree to submit to such testing and analysis by a certified laboratory. I understand that testing may occur during selected IHSA state series events or during the school day. I further understand and agree that the results of the performance- enhancing substance testing may be provided to certain individuals in my high school as specified in the IHSA Performance-Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject me to penalties as determined by IHSA.

Parent/Guardian Certification And Acknowledgement

As a prerequisite to participation by my student in IHSA athletic activities, I certify and acknowledge that I have read this form and understand that my student must refrain from performance-enhancing substance use and may be asked to submit to testing for the presence of performance-enhancing substances in his/her body. I understand that testing may occur during selected IHSA state series events or during the school day. I do hereby agree to submit my child to such testing and analysis by a certified laboratory. I further understand and agree that the results of the performance-enhancing substance testing may be provided to certain individuals in my student's high school as specified in the IHSA Performance- Enhancing Substance Testing Program Protocol which is available on the IHSA website at www.IHSA.org. I understand and agree that the results of the performance-enhancing substance testing will be held confidential to the extent required by law. I understand that failure to provide accurate and truthful information could subject my student to penalties as determined by IHSA.