



# WHERE DO I GO FOR...

## Important Contacts at OLCHS

At Oak Lawn High School, there are many individuals to help you. Here is a list of important people to help you navigate OLCHS and their location as well as contact information.

ASSISTANCE WITH	CONTACT PERSON	LOCATION	CONTACT INFORMATION
<b>Academic Problems</b>	Teacher/Counselor	Classroom and/or Student Services Office	<u>Academic Departments</u>
<b>Activity &amp; Club Information</b>	Assistant Principal of Activities	Main Office	Marcus Wargin 708.741.5613
<b>Attendance Issues</b>	Attendance Office	Dean's Office	Attendance Staff 708.741.5621/2
<b>College &amp; Career Information</b>	College & Career Counselor	Student Services Office	Kelly Kenny 708.741.5853
<b>Free Lunch Program</b>	Free Lunch Secretary	Business Office	Amy Hughs 708741.5607
<b>Student IDs</b>	ID Desk	Media Center	708.741.5636
<b>iPad Information/Login</b>	IT Help Desk	Media Center	ipadsupport@olchs.org
<b>Library Books</b>	MC Specialist	Media Center	Circulation Desk 708.741.5874
<b>Lost &amp; Found</b>	Dean Secretary	Dean's Office	Tammy Mares 708.741.5620

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<b>Medical Problems</b>	School Nurse	Health Office	Christina Ebertsch 708.741.5640
<b>Sports Information/Athletic Forms</b>	Athletic Director	Athletic Office	Jeremy Cryan 708.741.5623
<b>Transcripts</b>	Registrar	Student Services Office	Adrienne Gannon 708.741.5626
<b>Theft</b>	Deans	Dean's Office	deansoffice@ olchs.org
<b>Parking</b>	Dean Secretary	Dean's Office	Jill Malkowski 708.741.5618
<b>Yearbook</b>	Yearbook Advisor	Pat DiFilippo	<a href="mailto:pdifilippo@olchs.org">pdifilippo@olchs.org</a>



# WHERE DO I GO FOR... Technology Support

At Oak Lawn High School, we provide all students with a school-issued iPad and case to use during their time as a student. The Technology Department is available to help students with their student email, student portal use, device usage, and technology issues.

## Contact Information & Hours





Technology Office hours are Monday - Friday, 7:30am - 3:30pm  
(Summer Hours are Monday - Thursday, 8am - 1:30pm)

For technology assistance, call the iPad Help Desk: 708.741.5924 or go to our Help Desk [ipadsupport@olchs.org](mailto:ipadsupport@olchs.org).

**Student Login Information:** All new students have received their login credentials with their iPad at the beginning of the school year. Their login information for their academic accounts and essential applications were included with their iPad.

**Student Email based off their ID #: [2028999@students.olchs.org](mailto:2028999@students.olchs.org)**

***District uses Microsoft Single Sign-on (SSO) for the applications below. Once initially logged in with the proper credentials, you will be able to use SSO for future logins.***

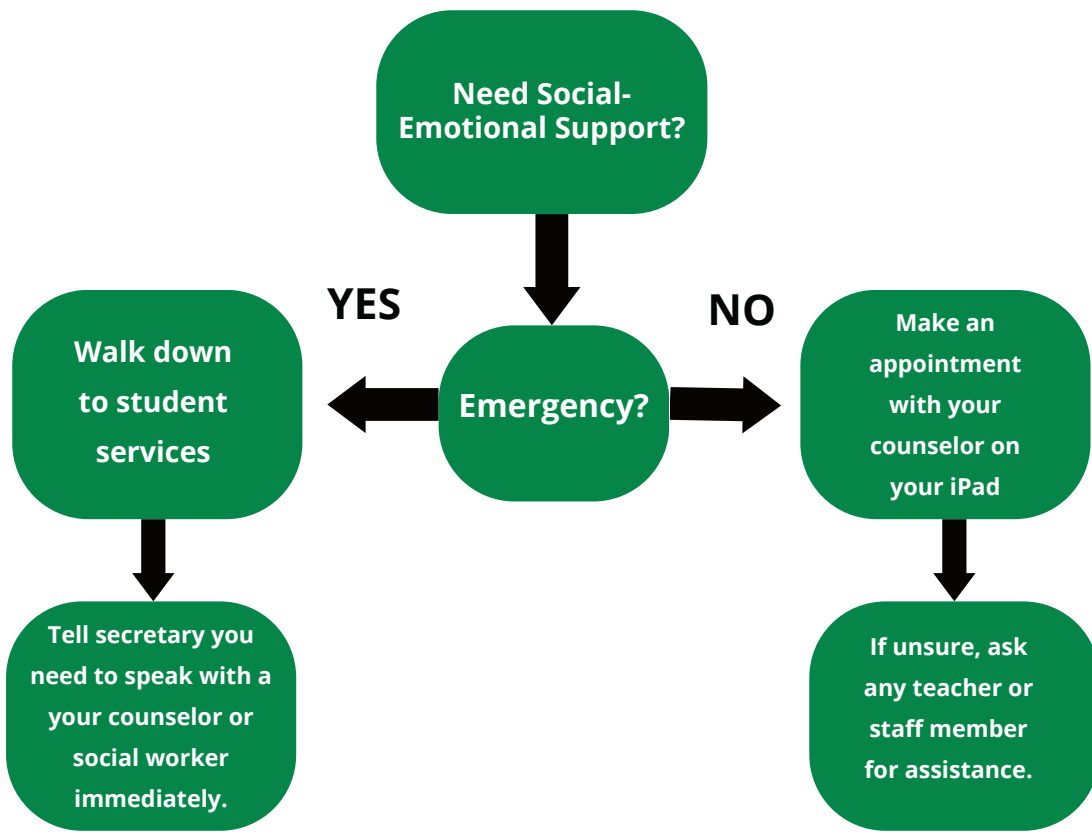
Site/App	Purpose
	Skyward is the district's student management system. It includes information like student and teacher scheduling, discipline, attendance, etc.
	Canvas is the district's online learning platform. It is the main tool used for teaching and learning at OLCHS.
	Every staff and student has an OLCHS sponsored google drive account. It allows you to store, use, and access files online.
	Your network login allows you to access the district's mainframe and access to not only your iPad but other district computers.



# WHERE DO I GO FOR... Social Emotional Support

At Oak Lawn High School, student Social and Emotional Support (SEL) is essential. Within Student Services we have multiple services and personnel to assist students' Social and Emotional needs.

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|--|--|
| <input checked="" type="checkbox"/> Social Emotional Groups            | <input checked="" type="checkbox"/> Alcohol and Drug Treatment |
| <input checked="" type="checkbox"/> Mental Health Services             | <input checked="" type="checkbox"/> Bullying                   |
| <input checked="" type="checkbox"/> Counseling Resources               | <input checked="" type="checkbox"/> Pregnancy Health           |
| <input checked="" type="checkbox"/> Mental Health Assessment Referrals | <input checked="" type="checkbox"/> LGBTQIA+ Resources         |



	<p>You should <b>Call 911</b> for:</p> <ul style="list-style-type: none"> <li>• 24/7 safety support</li> <li>• If you are being harmed</li> <li>• If you are thinking about harming others</li> </ul>
	<p>If you or someone you know needs help or wants to discuss mental health concerns:</p> <ul style="list-style-type: none"> <li>• Visit the 988 Suicide &amp; Crisis Lifeline Website</li> <li>• Dial 988 to reach the National Suicide and Crisis Lifeline</li> <li>• Text HOME to 741741 to reach the Crisis Text Line</li> <li>• Contact Safe2Help Illinois: Dial 844-4-SAFEIL, Text SAFE2 (72332), email <a href="mailto:HELP@Safe2HelpIL.com">HELP@Safe2HelpIL.com</a></li> </ul>



# WHERE DO I GO FOR...

## School Counseling

Each student is assigned an academic counselor to assist them throughout their time at Oak Lawn High School. Each year students will meet with their counselor to choose the classes for the following year.

**Appointments:** Students must make an appointment to see their counselor through Calendly or by visiting the Student Services Secretary.

- Appointments should be made via Calendly. Students will then be sent an EHALLPASS that they can use with their teacher.
- Counselor Office Hours are from 8:30am - 3pm.

*If this is a crisis situation, please report to your counselor immediately.*

School Counselor	Class of 2025	Class of 2026	Class of 2027	Class of 2028	Phone
Sears, Eileen	A-B	A-DE	A-DE	A	5630
Pastiak, Jeffrey	C-HA	DF-H	DF-GO	B-E	5628
Szala, Susan	HB-ME	I-ME	GP-KO	F-L	5631
Rhodes, Jason	MF-R	MF-P	KP-O	M-RO	5627
Madsen, Ashley	SA-SC	Q-SE	P-R	RP-SR	5845
Krupa, Tim	SD-Z	SF-Z	S-Z	SS-Z	5629
Razik, Samantha	English Language Learners (EL)				5643
Kenny, Kelly	Career & College Counselor				5853



# WHERE DO I GO FOR...

## Safety Concerns

Safety of students and staff is the number one priority of Oak Lawn High School and District 229. One of the most important ways for us to stay safe is for every member to stay vigilant - **see something, say something.**

**Anonymous Report:** If you would like to anonymously report a concern to Oak Lawn High School Administration, please use the Safe2HelpIL or the OLCHS Bullying Report. You can also leave an anonymous message with any of the School Deans at their extensions listed below.

Please include as much information as possible.

**EMERGENCY:** If this is an emergency (you are being harmed or believe someone else is being harmed), **please call 911.**

**NON-EMERGENCY:** If it is not an emergency please email and see your Dean or Assistant Principal, Marcus Wargin @ 708.741.5613.

Dean	Alpha	Phone
Askar, Hamed	<b>A-DH</b>	708.741.5617
Hernandez, Jamie	<b>DI-LD</b>	708.741.5619
Butler, Joseph	<b>LE-RE</b>	708.741.5823
Verde, Angela	<b>RF-Z</b>	708.741.5859



# WHERE DO I GO FOR...

## College & Career Support

**College & Career Counselor:** Mrs. Kelly Kenny

**Phone:** 708.741.5633

Mrs. Kenny is located in the College and Career Center in the main hallway in the Student Services Office. She can advise students how to choose a postsecondary path that aligns their interests with schools that best fit their needs. Some of the events planned by Mrs. Kenny and the School Counselors include:

- **Open House**
  - Parents can receive information on college planning, trade schools, apprenticeship and the military. This occurs during the first quarter of each year.
- **College & Career Week**
  - Week in Mid-September featuring a number of activities highlighted by a fair to provide information to prospective students from over 50 colleges/universities and trades people.
- **Financial Aid Night**
  - Illinois Student Assistance Commission (ISAC) along with OLCCHS counselors give a presentation on financial literacy for college.
- **FAFSA Completion Workshops**
  - Illinois Student Assistance Commission (ISAC) along with OLCCHS counselors provide an overview of the FAFSA and give technical help to parents.
- **College 101 Night**
  - OLCCHS School Counselors provide an overview of the college application process and what should be prepared for and expected in your student's first years.

**Some of the other important college & career components that Mrs. Kenny manages Include:**

- **HOBY Leadership Scholarship**
- **College Rep Visits/Workshops**
- **AP Registration and Testing**
- **Internships**
- **Dual Enrollment Program**
- **Career and Job Postings**
- **Service Learning Opportunities**
- **Military Liaison**



# WHERE DO I GO FOR...

## Health Services

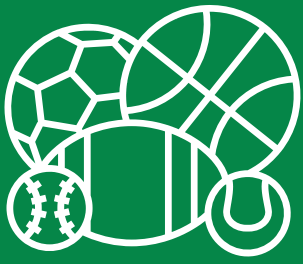
The **OLCHS Health Team** is here to support students with a variety of needs including:

- **Not Feeling Well at School:** A student who is ill may obtain a pass from a teacher and go to the Health Office. If the student must be sent home, a parent/guardian, or another responsible adult, listed in the student's emergency contacts, in Skyward, must give permission through the Health Office for the student to leave school. No student who is ill may leave school without permission of the nurse.
- **Physicals:** To enroll at OLCHS, a physical examination must have been completed within twelve months of the first day of class on a State of Illinois **form**. Should the student participate in a sport, a sports physical is valid for 13 months from the date of the exam. Students should turn in all physicals, and sports physicals to the Health Office.
- **Vaccinations:** All students attending OLCHS, must be compliant with state regulations, and compliant with all required immunizations. Proof of vaccines should be given to the Health Office.
- **Other Info:** Over-the-counter medication (Tylenol, ibuprofen, or Tums) can be administered by the Nurse if both the parent and the primary care physician complete the required **form**. This form needs to be completed each year.

NAME	CONTACT INFORMATION
Health Office	<b>Office Phone: 708.741.5835</b> <b>Office Fax: 708.741.5795</b>
Christina Ebertsch, RN, MSN, PEL-CSN	cebertsch@olchs.org
Maureen McGlynn, RN	mmcglynn@olchs.org
Kimberly Peters, Health Office Secretary	kpeters@olchs.org

For more Health Office information please click on this [LINK](#).





# WHERE DO I GO FOR...

## Getting Involved

At Oak Lawn High School we are proud to offer students a variety of athletic, activities, and fine arts programs for students to participate. OLCHS encourages all students to join one club, sport, or activity as students who are involved in extracurriculars are more likely to be engaged in school and be successful.

### Reasons to join a club/sport in high school:

- Improved academic performance
- Explore interests
- Often leads to higher self-esteem
- Meet new people
- Learn essential life skills...
- Build your resume and college applications

Activities/Clubs	Athletics	Fine Arts
<p>OLCHS has more than 40 activities and clubs that meet at a variety of times.</p>	<p>OLCHS has more than 30 competitive sports divided into 3 seasons; fall, winter, and spring.</p> <ul style="list-style-type: none"> <li>• <b>Fall</b> sport tryouts are generally the first week of August.</li> <li>• <b>Winter</b> sport tryouts generally start the last week in October.</li> <li>• <b>Spring</b> sport tryouts generally start at the end of February.</li> </ul>	<p>OLCHS has a well-established Fine Arts program which includes band, choir, and guitar classes. Additionally, OLCHS hosts a wide variety of fine arts and drama programs including plays and a yearly musical.</p>
<p>The listing of clubs, sponsors, contact information, calendar, and meeting times can be found on the OLCHS website under the <b><u>"activities"</u></b> tab.</p>	<p>The listing of sports, contact information, and updated information regarding tryouts, calendars, and results can be found on the OLCHS website under the <b><u>"athletics"</u></b> tab.</p>	<p>The listing of activities, sponsors, contact information, and calendar can be found on the OLCHS website under the <b><u>"activities"</u></b> tab.</p>
<p><b>Activities Director:</b>            Marcus Wargin            708.741.5613            mwargin@olchs.org</p> <p><b>Activities Secretary:</b>            Amy Melvin            708.741.5623            amelvin@olchs.org</p>	<p><b>Athletic Director:</b>            Jeremy Cryan            708.741.5623            jcryan@olchs.org</p> <p><b>Athletic's Secretary:</b>            Jeannine McFee            708.741.5622            jmcfee@olchs.org</p>	<p><b>Fine Arts Dept. Chair:</b>            Semjai Johnson            708.741.56333            sjohnson@olchs.org</p> <p><b>Activities Director:</b>            Marcus Wargin            708.741.5613            mwargin@olchs.org</p>