



**Schedule 1: Regular Academic Day****Warning Bell 7:37 am daily**

Per. 1	7:45 – 8:35	
Per. 2	8:41 - 9:34	
Per. 3	9:40 – 10:30	
Per. 4	10:36 – 11:26	(FMP bell rings at 10:58)
Per. 5	11:32 – 12:22	(FMP bell rings at 11:54)
Per. 6	12:28 – 1:18	(FMP bell rings at 12:50)
Per. 7	1:24 – 2:14	
Per. 8	2:20 – 3:10	

**Schedule 2: Alternate Schedule Day****(Late Arrival / 25 min. at the beginning of 2<sup>nd</sup> hour.)**

Collaboration	7:45 - 8:50	
Per. 1	9:00 - 9:40	(40 min)
Special Per.	9:45 - 10:15	(30 min)
Per. 2	10:15- 10:55	(40 min)
Per. 3	11:00 - 11:40	(40 min)
Per. 4	11:45 - 12:20	(35 min)
Per. 5	12:25 - 1:00	(35 min)
Per. 6	1:05 - 1:40	(35 min)
Per. 7	1:45 - 2:25	(40 min)
Per. 8	2:30 - 3:10	(40 min)

FMP MEETS
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**Schedule 3: Half-day (ends at 12 noon)**

Per. 1	7:45 – 8:12	(27 min)
Per. 2	8:18– 8:45	(27 min)
Per. 3	8:51 – 9:18	(27 min)
Per. 4	9:24 – 9:51	(27 min)
Per. 5	9:57 - 10:24	(27 min)
Per. 6	10:30 – 10:56	(26 min)
Per. 7	11:02 –11:28	(26 min)
Per. 8	11:34- 12:00	(26 min)

**Schedule 4: Afternoon Assembly**

Per. 1	7:45 – 8:35	
Per. 2	8:41 – 9:34	
Per. 3	9:40 – 10:30	
Per. 4	10:36 – 11:26	(FMP bell rings at 10:56)
Per. 5	11:32 – 12:22	(FMP bell rings at 11:52)
Per. 6	12:28 – 1:08	(40 min.) (FMP bell rings at 12:46)
Per. 7	1:14 – 1:54	(40 min.)
Assembly	2:02 – 2:20	(18 min assembly)
Per. 8	2:30 – 3:10	(40 min)

**Schedule 5: Late Start Snow Delay**

Per. 1	9:30- 10:07
Per. 2	10:13 – 10:52
Per. 3	10:58 – 11:35
Per. 4	11:41 – 12:18
Per. 5	12:24 – 1:01
Per. 6	1:07 – 1:44
Per. 7	1:50 – 2:27
Per. 8	2:33 – 3:10

Special assembly schedules, such as homecoming, will be posted in the Redhawk Ramblings.
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# NAPERVILLE CENTRAL HIGH SCHOOL

## 2014-2015 Student Planner & Handbook

*The vision of our school is to graduate students who are self-directed learners, collaborative workers, complex thinkers, quality producers, and community contributors.”*



Property of \_\_\_\_\_

### First Semester Schedule:

Hour	Subject	Teacher	Room
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

### Second Semester Schedule:

Hour	Subject	Teacher	Room
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
8	_____	_____	_____

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# WELCOME TO NAPERVILLE CENTRAL HIGH SCHOOL!

Welcome to the 2014-2015 school year. The book you are holding in your hands, fondly known as The Redbook, is the result of the work of a group of parents, staff, and students committed to the goal of helping all students acquire the planning, organizing, and study skills necessary to be successful. This book contains the school district calendar, important school event dates, phone numbers, rules and regulations, and a number of tools and tips to help each student become more organized. We encourage all students to take advantage of The Redbook and what it has to offer. Carry it with you regularly. Teachers will be expecting students to use this book.

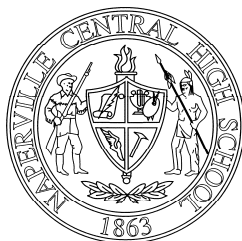
Also, all students are expected to read the “School Policy” section carefully. This section deals with expectations for student behavior. Appropriate and respectful behavior is expected from all students and staff at NCHS, and is a critical part of what makes NCHS a high-achieving school. We ask that parents and students assist us in maximizing the educational benefits of being at Naperville Central High School.

The NCHS Staff & Administration

## MISSION STATEMENT

The mission of Naperville Central High School is to produce a graduate who is a: self-directed learner, collaborative worker, complex thinker, quality producer and community contributor.

The partnership made up of NCHS staff, students, parents and community will participate in making decisions to accomplish this goal.



## SCHOOL IMPROVEMENT GOALS

- All students and all staff will feel safe and respected at Naperville Central High School.
- All teachers will differentiate instruction in response to individual student learning needs.

**TELEPHONE DIRECTORY**  
**NAPERVILLE CENTRAL HIGH SCHOOL**  
**440 W. Aurora Avenue, Naperville, IL 60540**

**FAX:** 630.369.6247      **WEBSITE:** <http://www.naperville203.org/central>

- For a voicemail directory of all staff go to the following web address

<http://schools.naperville203.org/central/contact/index.asp>

- Within District Phone System...dial the four (4) digits shown.

**Voice Mail (Parent Connection / Attendance Line)**..... 420-6966

**Main Office** ..... 420-6420  
 Jennifer Jordan

**Administrators:**

**Principal & Secretary** ..... 420-6422  
 Bill Wiesbrook  
 Karen O'Connor

**Ass't Principal & Secretary** ..... 420-6440  
 Curriculum/Instruction  
 Jackie Thornton  
 Karen Korbass

**Ass't. Principal & Secretary** ..... 420-6432  
 Schedule/Budget/Operations  
 Carrie McFadden  
 Gigi Leclair

**Dean of Student Activities & Secretary** ..... 420-6649  
 Lynne Nolan - Dean & Paulette Allexan

**Dean & Secretary for Students (Last Names A - Ez)** ..... 420-6435  
 Pete Flaherty - Dean & Sandy Henkelman

**Dean & Secretary for Students (Last Names F - Led)**..... 420-6435  
 Roger Strausberger - Dean & Sandy Henkelman

**Dean & Secretary for Students (Last Names Lee - Rod)** ..... 420-6437  
 Mike Stock - Dean & Vicki Sadowski

**Dean & Secretary for Students (Last Names Roe - Z)**..... 420-6437  
 Kathy Howat - Dean & Vicki Sadowski

**Intervention Dean & Secretary**..... 420-6554  
 Linda Arneth- Secretary

**Student Services** ..... 420-6554

**Director & Secretary**  
 Karen Lemanski – Director & Linda Arneth

**Resource Officer** ..... 369-2690  
 Ann Quigley



**Athletic Director & Secretary**..... 420-6444  
Andy Lutzenkirchen – AD & Debbie Adams

Contest Information Hotline 420-6966, Ext. 4444, FAX: 420-6596  
Athletic Schedule: <http://IL.8to18.com/napervillecentral>

**Attendance** Voice Mail: 420-6966 (**All Absences/Late Arrivals/Early Dismissals**)  
Carol Sims ..... 420-6430  
Debbie Weir..... 420-6619

**Cafeteria** ..... 420-6459  
Marge Boula, Manager

**Student Account Specialist** ..... 420-6421  
Jim Manthei  
Lynn Storrie

**Custodians** ..... 420-6442  
Gary Gebauer, Facility Manager / Betty Argylian, Secretary

**Departments:**

**Academic Support** – Marc O’Shea .....369-6163

**Career & Technical Education** – Lynn Andrees .....420-6458

- Business
- Technical Education
- Family & Consumer Sciences

**Communication Arts** – Mike Doman ..... 420-6460

**World & Classical Languages** – Ignacio Gamboa... ..... 420-6452

**Social Studies** – Katharina Linder..... 420-6456

**Fine Arts** – Becky Mancuso.....778-3131

- Art                      •Drama
- Music

**LRC** – Lauren P. Peterson.....420-6426

Cathy Gottlieb..... 420-6549

**Math** – Scott Miller ..... 420-6452

**Physical Education, Health, Drivers Ed.** – Neil Duncan..... 420-6560

**Science** – Katherine Seguino ..... 420-6417

**Pupil Services** – Nancy Wiora, Beth Jasinski ..... 420-6610

**Nurse** ..... 420-6450

Erica Kelly, Beverly Schulz, nurses  
Barb Lamb, Barbara Stephenson, health technicians

**Psychologists**

Allison Arseneau ..... 420-4204

Ann Wickliffe..... 637-6437

**Records & Transcripts** ..... 420-6431

Joan Snyder  
Lynn Storrie

**Social Workers** (name ranges are approximate)

Karen Becker ( <b>Last Names A - Ez</b> ) .....	420-6435
Lisa Moen ( <b>Last Names F - Led</b> ) .....	420-6435
Amy Barth ( <b>Last Names Lee - Rod</b> ) .....	420-6437
Traci Fertel ( <b>Last Names Roe - Z</b> ) .....	420-6437

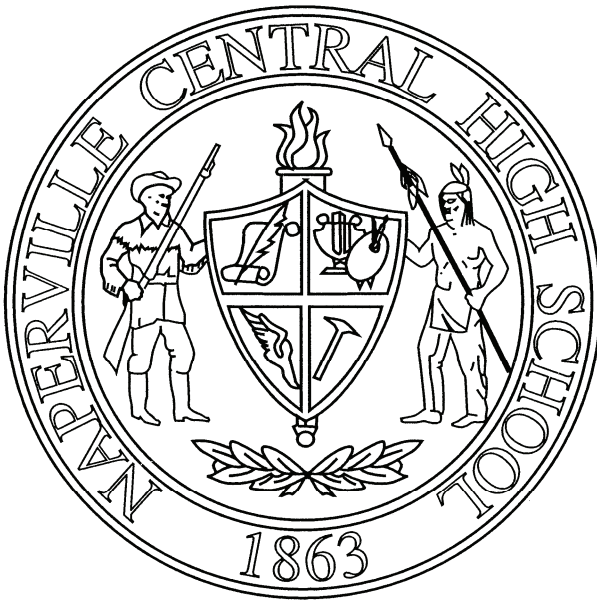
**Counselors**

Kim Kopec .....	420-2925
Rachel Rogers .....	420-6254
Dan Goldstein .....	420-2954
Pam McNeeley .....	420-6256
Keith Lakstigala .....	420-2975
Linda Gross .....	420-2991
Patty Henneberry .....	420-2994
Renae Groom .....	420-2999
Merigan Neben .....	420-2965
Michelle Kirincich .....	420-6255
Anna Ma .....	420-6257

**Campus Supervisors**

<b>Welcome Center Main Number</b> .....	848-5349
Dave Dillon .....	848-5349
Denise Ianno.....Dean's Assistant – Flaherty .....	548-4360
Susan Macikas.....PLASCO Dean's Assistant.....	548-4360
Joan Plummer.....Dean's Assistant – Howat .....	548-4360
Peggy Puttrich.....Dean's Assistant – Strausberger... ..	548-4360
Nick Mondek .....	848-5349
Jim Snyder .....	848-5349
Doug Stephenson .....	848-5349
Kim Wright.....Dean's Assistant – Stock.....	548-4360

# STUDENT ASSIGNMENT CALENDAR







# August 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
	<table border="1"> <thead> <tr> <th colspan="7">Jul 2014</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> </tr> </tbody> </table>	Jul 2014							S	M	T	W	T	F	S	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<table border="1"> <thead> <tr> <th colspan="7">Sep 2014</th> </tr> <tr> <th>S</th> <th>M</th> <th>T</th> <th>W</th> <th>T</th> <th>F</th> <th>S</th> </tr> </thead> <tbody> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sep 2014							S	M	T	W	T	F	S	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30								
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	Summer Band Camp																																																																																									
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	FMP Training - Lg Cafe (4:00-9:00pm)	FMP Training - Lg Cafe (4:00-9:00pm) Let's Get Acquainted Incoming Freshmen & Transfer Parent Orientation - Aud. (7:00pm) Registration A-F (8:00am - 12:30pm)	Registration C-O (8:00am - 12:30pm)	New Teacher Orientation Registration P-Z (8:00am - 12:30pm)	15 Band Practice & Performance Freshman Orientation (Amen. Noon) New Teacher Orientation Transfer Student (8:00am - Noon - 2:00pm)	16																																																																																				
	Summer Band Camp																																																																																									
17	18	19	20	21	22	23																																																																																				
	Teachers' Institute Day	Registration Make-Up (9:00 - 11:30am) Teachers' Work Day	Cap & Gown & class ring presentations during P.E. Classes Begin	Home & School Meeting (9:00am)	22	23																																																																																				
24	25	26	27	28	29	30																																																																																				
		Class Ring Family Night (3:10-7:00pm) Class Ring/Cap & Gown during lunches in Cafe & Life Theatre NHS General Meeting - Aud. (7:00am)	Cap & Gown orders during lunches in cafe. NCHS Open House (6-45-9:00pm) Per. 1 starts at 7:00pm.	NHS Prospective New Member Meeting - Aud. (7:00am)	29	30																																																																																				
31																																																																																										

# September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b> NO SCHOOL - Labor Day	<b>2</b> Class Rings, Caps/Gown orders during lunches in Cafeteria.	<b>3</b> Late Arrival	<b>4</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> "Senior Family Night - College Application Process" - Aud. (7:00pm)	<b>10</b>	<b>11</b> College & Career Center Open (6:30-8:30pm)	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b>	<b>16</b> "Junior Family Night - Standardized Testing" - Aud. (7:00pm)	<b>17</b> Future Focus - Auditorium (7:00pm) Last day to drop a class or request a pass/fail.	<b>18</b> Home & School Meeting (9:00am)	<b>19</b> Coffee House - Cafe (7:30pm)	<b>20</b> Coffee House - Cafe (7:30pm)
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> College & Career Center Open (6:30-8:30pm)	<b>26</b> Football Game @ Home Senior Night - Athletics & Activities	<b>27</b> Marching Band Classic @ B.U.
<b>28</b>	<b>29</b>	<b>30</b>				

Aug 2014						
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Oct 2014						
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# October 2014

Sunday		Monday		Tuesday		Wednesday		Thursday		Friday		Saturday																																																																																									
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5		6		7		8		9		10		11		ISU State Marching Band Competition																																																																																							
				IMEA Auditions (not at NCHS) Picture Relax Day - Cafe (6:45am-1:20pm)		Explorer Night - Aud. (7:00pm)		NO SCHOOL - Institute Day Parent/Teacher Conferences (5:00-8:30pm)		Football Game @ Home NO SCHOOL - Parent/Teacher Conferences (8:00am-Noon)		17		Homecoming Court Breakfast Homecoming Kick-off Assembly Last day for seniors to be photographed for yearbook.		18		PSAT @ NCHS																																																																																			
12		13		14		15		16		17		18		19		20		21		22		23		24		25																																																																											
						Choral Concert - Aud. (7:30pm)		Explorer Night - Aud. (7:00pm)		Home & School Meeting (9:00am) Vision and Hearing Screening Make Up Day		Football Game @ Home Homecoming Assembly & Crowning Homecoming Game		Homecoming Court Breakfast Homecoming Kick-off Assembly Last day for seniors to be photographed for yearbook.		Homecoming Dance (7:30-10:30pm)		PSAT @ NCHS		Homecoming Dance (7:30-10:30pm)		Activities Show Rehearsal		College & Career Center Open (6:30-8:30pm)		Activities Variety Show		Football Game @ Home Homecoming Assembly & Crowning Homecoming Game		Homecoming Dance (7:30-10:30pm)																																																																							
19		20		21		22		23		24		25		26		27		28		29		30		31		Fall Snowball																																																																											
		Band Awards - Aud. End of First Quarter		NHS Ping Pong Tournament Southside Orchestra Festival - Aud. (7:00pm)		Activities Show Rehearsal		College & Career Center Open (6:30-8:30pm)		Activities Variety Show		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)		Homecoming Dance (7:30-10:30pm)																																																																									
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# November 2014

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		Class Ring Deliveries Fall Blood Drive	Fall Play Preview (daytime Auditorium) Future Focus - Lg. Cafe (7:00pm) Late Arrival	College & Career Center Open (6:30-8:30pm) Fall Play (7:30pm)	Fall Play (8:00pm)	Fall Play (8:00pm)																																																																																											
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		Class Ring Deliveries Veteran's Day Ceremony	Symphonic Band, Wind Symphony, Concert Band Concert - Aud. (7:00pm)	South Side Band Concert - Aud. (7:00pm)	Freshmen Parent Coffee - Little Theatre (7:15am)	IMEA Jazz Festival (not at NCHS)																																																																																											
16	17	18	19	20	21	22																																																																																											
	Disney Parent Meeting (auditorium)	Class ring services during lunches in cafe. NHS Induction Ceremony Rehearsal - Aud. (3:15pm) Senior Party Parent Meeting - Aud. (7:30pm)	NHS Induction Ceremony - Aud. (7:00pm)	College & Career Center Open (6:30-8:30pm) Home & School Meeting (9:00am) ISA Show - Rehearsal	Deadline for SZ schedule changes ISA Show - Aud.																																																																																												
23	24	25	26	27	28	29																																																																																											
			Band Alumni Hall of Fame NO SCHOOL - Staff Development	NO SCHOOL - Thanksgiving Holiday	NO SCHOOL - Thanksgiving Holiday																																																																																												
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# December 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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			Late Arrival Senior Anatomical Photo - 2nd hr in Main Gym	Orchestra Concert - Location TBD (7:00pm)	Senior NHS Fall Service Hours Due	
7	8	9	10	11	12	13
	Financial Aid Night - Aud. (7:00pm)	Course Recommendation Day	Band Concert - Aud. (7:00pm)	College & Career Center Open (6:30-8:30pm)  Theatre Central's Holiday Show - Blackbox Theatre (7:30pm)	Theatre Central's Holiday Show - Blackbox Theatre (8:00pm)	Tournament of Roses' Speech Tournament (6:00am - 7:00pm)  Theatre Central's Holiday Show - Blackbox Theatre (6:00pm)
14	15	16	17	18	19	20
	Choir Concert - Aud. (7:30pm)	Hanukkah		Home & School Meeting (9:00am)	End of First Semester	
21	22	23	24	25	26	27
				Final Exams		
28	29	30	31	NO SCHOOL - Winter Vacation		

Nov 2014						
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Jan 2015						
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# January 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																												
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4	5	6	7 8th Grade Parent Night - Aud. (7:00pm)	8 NO SCHOOL - Winter Vacation	9	10																																																																												
11	12 8th Grade Orientation - Aud. (7:00pm)	13	14 8th Grade Orientation - Aud. (7:00pm) Late Arrival	15 College & Career Center Open (6:30-8:30pm) Home & School Meeting (9:00am)	16 Half-Day Institute - Noon Dismissal	17																																																																												
18	19 NO SCHOOL, Martin Luther-King	20	21 Future Focus - Lg. Cafe (7:00pm)	22 Course Selection Meetings w/Counselors	23	24																																																																												
25	26	27	28 Club Yearbook Photos	29 Club Yearbook Photos	30	31																																																																												

# February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b> Last day to drop a class or request a pass/fail.  Course Selection Meetings w/Counselors	<b>3</b>	<b>4</b> 5th Grade Honor Band/Orchestra - Aud. (7:30pm)	<b>5</b>	<b>6</b>	<b>7</b> ACT Test @ NCHS
<b>8</b>	<b>9</b>	<b>10</b> Mr. NCHS Rehearsal - Aud. (3:30-9:00pm)	<b>11</b> Late Arrival Mr. NCHS - Aud. (7:00pm)	<b>12</b> College & Career Center Open (6:30-8:30pm) Winter Assembly (daytime)	<b>13</b> Half Day Institute - Noon Dismissal Orchestra Show - Aud. (7:00pm)	<b>14</b> Winter Dance - (7:00-10:30pm)
<b>15</b> Orchestra Show - Aud. (4:30pm)	<b>16</b> NO SCHOOL, Presidents' Day	<b>17</b>	<b>18</b> Ash Wednesday	<b>19</b> Community Players/Children's Theatre - Blackbox Theatre (7:00pm) Home & School Meeting (7:00pm)	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b> College Planning Night for Jr. Families - Aud. (7:00pm)	<b>25</b> Orchestra Concert Rehearsal - Cafe 3:30-9:00pm	<b>26</b> Orchestra Dinner Concert - Cafe 7:00pm	<b>27</b> NO SCHOOL, County Institute Day	<b>28</b> Senior Party Solo Ensemble (tentative)

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Jan 2015						
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# March 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday																																																																																				
1	2	3	4 French Honor Society - Little Theatre - (7:00pm)	5 College & Career Center Open (6:30-8:30pm)  Spring Play - Aud. (7:30pm)	6 Spring Play - Aud. (8:00pm)	7 Spring Play - Aud. (8:00pm)																																																																																				
8	9	10	11 4.0 Awards - 7:00am Faculty vs Student Basketball Game Late Arrival	12 All Band Concert - Aud. (7:00pm)	13 End of Third Quarter Father/Daughter Dance  Senior NHS Spring Service Hours Due	14 SAT @ NCHS Strings @ NN Solo Ensemble																																																																																				
15 Mother/Son Brunch	16	17	18	19 NO SCHOOL - Institute Day  Parent/Teacher Conferences (5:00-8:30pm)	20 NO SCHOOL - Parent/Teacher Conferences (8:00am-Noon)	21 Kiwanis Pancake Breakfast																																																																																				
22	23 Choral Pop Rehearsal - Aud.  Orchestra Auditions	24 Choral Pop Concert - Aud. (7:30pm)	25	26 Home & School Meeting (9:00am)  Jazz Cafe  Multi Cultural Show - Aud. Daytime & 7pm	27 NO SCHOOL, Staff Development	28																																																																																				
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Drum Show - Aud. (3:00pm & 7:30pm)		College & Career Center Open (6:30-8:30pm)		Senior Cap & Gown distribution during lunch hours. CLOSED CAMPUS LUNCH.		Late Arrival		College & Career Center Open (6:30-8:30pm)		Drum Show - Aud. (7:30pm) Freshmen Parent Coffee - Little Theatre - 7:15am		Drum Show - Aud. (3:00pm & 7:30pm)																																																																																																	
Spring Snowball		Spring Snowball		AP Preadministration Sessions required for all teachers Curricular Band Auditions @ NCHS		Late Arrival		College & Career Center Open (6:30-8:30pm)		Drum Show - Aud. (7:30pm) Freshmen Parent Coffee - Little Theatre - 7:15am		Spring Snowball																																																																																																	
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# May 2015

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Spring Snowball	Orchestra Concert - Aud. (7:00pm)	AP Exams	Courtyard Lunch One Acts - Aud. (7:30pm)	Junior NHS Spring Service Hours Due One Acts - Aud. (8:00pm)	One Acts - Aud. (8:00pm)	Spring Snowball																																																																																																																																																																																																																	
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	Senior Academic Awards - Aud. (7:00pm)	Band Concert - Aud. (7:00pm)	Band Concert - Aud. (7:00pm) Late Arrival	Commemorative Program - Main Gym (7:00pm) Home & School Meeting																																																																																																																																																																																																																			
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	Choral Concert - Aud. (7:30pm)	Incoming Athletic Orientation Seniors Last Day	Commencement																																																																																																																																																																																																																				
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	NO SCHOOL, Memorial Day		Final Exams	Classes End (tentative)	Emergency Day (if needed)																																																																																																																																																																																																																		
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# June 2015

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# July 2015

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**Monday**

**8/18** Teachers' Institute Day

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**Tuesday**

**8/19** Registration Make-Up (9:00 - 11:30am) / Teachers' Work Day

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**Wednesday**

**8/20** Classes Begin / Cap & Gown & class ring presentations during P.E. classes.

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**Thursday**

**8/21** Home & School Meeting (9:00am)

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Jul 2014						
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Sep 2014						
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**Friday**  
**8/22**

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**Saturday**  
**8/23**

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**Sunday**  
**8/24**

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**Weekly Quote/Vocabulary:**

"Our prime purpose in this life is to help  
 others. And if you can't help them,  
 at least don't hurt them"  
 -Dalai Lama

Inchoation: a beginning, origin



**Monday**  
**8/25**

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**Tuesday**

**8/26** NHS General Meeting - Aud. (7:00am) / Class Ring Family Night (3:10-7:00pm) / Class Ring/Cap & Gown during lunches in Cafe & Little Theatre

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**Wednesday**

**8/27** Cap & Gown orders during lunches in cafe. / NCHS Open House (6:45-9:00pm) Per. 1 starts at 7:00pm.

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**Thursday**

**8/28** NHS Prospective New Member Meeting - Aud. (7:00am)

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**Friday  
8/29**

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**Saturday  
8/30**

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**Sunday  
8/31**

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**Weekly Quote/Vocabulary:**

*A healthy choice is a gift*





**Monday**

**9/1** NO SCHOOL - Labor Day

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**Tuesday**

**9/2** Class Rings, Caps/Gown orders during lunches in Cafe / PSAT  
Registration

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**Wednesday**

**9/3** Late Arrival / PSAT Registration

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**Thursday**

**9/4** PSAT Registration

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**Friday  
9/5**

PSAT Registration

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**Saturday  
9/6**

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**Sunday  
9/7**

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**Weekly Quote/Vocabulary:**

"Not all those who wander are lost"  
-J.R.R. Tolkien

Kalon: beauty that is more than skin deep



**Monday**

**9/8** PSAT Registration

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**Tuesday**

**9/9** PSAT Registration / "Senior Family Night - College Application Process" - Aud. (7:00pm)

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**Wednesday**

**9/10** PSAT Registration

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**Thursday**

**9/11** PSAT Registration / College & Career Center Open (6:30-8:30pm)

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Aug 2014						
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**Friday**  
PSAT Registration **9/12**

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**Saturday**  
**9/13**

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**Sunday**  
**9/14**

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**Weekly Quote/Vocabulary:**

"There must be more to life  
than having everything"  
-Maurice Sendak

Nyctophilia: love of darkness or night.



**Monday**

**9/15** PSAT Registration

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**Tuesday**

**9/16** PSAT Registration / "Junior Family Night - Standardized Testing"  
- Aud. (7:00pm)

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**Wednesday**

**9/17** PSAT Registration / Future Focus - Auditorium (7:00pm)

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**Thursday**

**9/18** Home & School Meeting (9:00am) / PSAT Late Registration

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Aug 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Friday**  
**9/19**

Coffee House - Cafe (7:30pm) / PSAT Late Registration

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**Saturday**  
**9/20**

Coffee House - Cafe (7:30pm)

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**Sunday**  
**9/21**

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**Weekly Quote/Vocabulary:**

Finding relaxation or comfort in the darkness.

"Everyone wants to go to heaven,  
but no one wants to die"

-Joe Lewis

Balter (middle English): To dance gracelessly,  
without particular art or skill, but with some  
enjoyment



**Monday**

**9/22** PSAT Late Registration

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**Tuesday**

**9/23** PSAT Late Registration

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**Wednesday**

**9/24** PSAT Late Registration

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**Thursday**

**9/25** PSAT Late Registration / College & Career Center Open  
(6:30-8:30pm)

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Aug 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Friday  
9/26**

PSAT Late Registration / Football Game @ Home / Senior Night  
- Athletics & Activities

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**Saturday  
9/27**

Marching Band Classic @ B.U.

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**Sunday  
9/28**

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**Weekly Quote/Vocabulary:**

"Most people die at 25 and  
aren't buried until they're 75"  
-Benjamin Franklin

Quixotic: extravagantly chivalrous or  
romantic; visionary, impractical, or  
impracticable



**Monday**  
**9/29**

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**Tuesday**  
**9/30**

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**Wednesday**  
**10/1**

Late Arrival

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**Thursday**  
**10/2**

Hawktober Fest / Vision and Hearing Screening

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Aug 2014						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Yom Kippur / Hawktober Fest / NC vs. NN @ NCC

**Friday**  
**10/3**

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**Saturday**  
**10/4**

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**Sunday**  
**10/5**

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**Weekly Quote/Vocabulary:**

Healthy choices don't always draw a lot of attention but they are powerful.





**Monday**  
**10/6**

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**Tuesday**

**10/7** Picture Retake Day - Cafe (6:45am-1:20pm) / IMEA Auditions  
(not at NCHS)

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**Wednesday**  
**10/8**

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**Thursday**

**10/9** NO SCHOOL - Institute Day / Parent/Teacher Conferences  
(5:00-8:30pm)

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Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Friday  
10/10**

NO SCHOOL - Parent/Teacher Conferences (8:00am-Noon) /  
Football Game @ Home

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**Saturday  
10/11**

ISU State Marching Band Competition

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**Sunday  
10/12**

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**Weekly Quote/Vocabulary:**

"Unrighteous wars are common, and  
unrighteous peace is rare, but both  
should be shunned"  
-Teddy Roosevelt

Paralian: one who lives by the sea



**Monday**  
**10/13**

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**Tuesday**

**10/14** Choral Concert - Aud. (7:30pm)

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**Wednesday**

**10/15** Explorer Night - Aud. (7:00pm)

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**Thursday**

**10/16** Home & School Meeting (9:00am) / Vision and Hearing  
Screening Make Up Day

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Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Friday  
10/17**

Homecoming Court Breakfast / Homecoming Kick-off Assembly /  
Last day for seniors to be photographed for yearbook

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**Saturday  
10/18**

PSAT @ NCHS

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**Sunday  
10/19**

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**Weekly Quote/Vocabulary:**

*"We can't all be heroes, because somebody has to sit on the curb and clap as they go by"*  
-Will Rogers

**Aureate:** golden or gilded; brilliant or splendid; characterized by an ornate style of writing or speaking



**Monday**

**10/20** End of First Quarter / Band Awards - Aud.

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**Tuesday**

**10/21** NHS Ping Pong Tournament / Southside Orchestra Festival -  
Aud. (7:00pm)

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**Wednesday**

**10/22** Activities Show Rehearsal

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**Thursday**

**10/23** Activities Variety Show / College & Career Center Open  
(6:30-8:30pm)

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Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Friday  
10/24**

Homecoming Assembly & Crowning / Football Game @ Home /  
Fall Snowball / Homecoming Game

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**Saturday  
10/25**

Fall Snowball / Homecoming Dance (7:30-10:30pm)

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**Sunday  
10/26**

Fall Snowball

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**Weekly Quote/Vocabulary:**

"A sad soul can kill you quicker,  
far quicker, than a germ"  
-John Steinbeck

Dwaal (South African): a state of  
befuddlement



**Monday**  
**10/27**

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**Tuesday**  
**10/28**

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**Wednesday**  
**10/29**

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**Thursday**  
**10/30**

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Sep 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

**Friday**  
**10/31**

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**Saturday**  
**11/1**

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**Sunday**  
**11/2**

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**Weekly Quote/Vocabulary:**

*Healthy Choices: Most Redhawks  
are making them every day.*





**Monday**  
11/3

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**Tuesday**

11/4      Class Ring Deliveries / Fall Blood Drive

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**Wednesday**

11/5      Late Arrival / Fall Play Preview (daytime Auditorium) / Future  
Focus - Lg. Cafe (7:00pm)

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**Thursday**

11/6      College & Career Center Open (6:30-8:30pm) / Fall Play  
(7:30pm)

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Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Friday**  
**11/7**

Fall Play (8:00pm)

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**Saturday**  
**11/8**

Fall Play (8:00pm)

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**Sunday**  
**11/9**

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**Weekly Quote/Vocabulary:**

"I'm for truth, no matter who tells it. I'm for justice, no matter who it's for or against"  
-Malcolm X

Sabaism: religious worship of the sun, moon, and stars



**Monday**  
**11/10**

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**Tuesday**

**11/11**      Veteran's Day Ceremony / Class Ring Deliveries

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**Wednesday**

**11/12**      Symphonic Band, Wind Symphony, Concert Band Concert - Aud.  
(7:00pm)

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**Thursday**

**11/13**      South Side Band Concert - Aud. (7:00pm)

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Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Friday  
11/14**

Freshmen Parent Coffee - Little Theatre (7:15am)

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**Saturday  
11/15**

IMEA Jazz Festival (not at NCHS)

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**Sunday  
11/16**

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**Weekly Quote/Vocabulary:**

"What lies behind us and what lies before us  
 are tiny matters compared to what lies  
 within us"  
 -Ralph Waldo Emerson

Aubade: a piece sung or played outside at  
 dawn, especially to compliment someone  
 Dysphoria: an unwell feeling



**Monday**

11/17 Disney Parent Meeting (auditorium)

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**Tuesday**

11/18 Class ring service during lunches in cafe. / NHS Induction Ceremony Rehearsal - Aud. (3:15pm) / Senior Party Parent Meeting - Aud. (7:00pm)

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**Wednesday**

11/19 NHS Induction Ceremony - Aud. (7:00pm)

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**Thursday**

11/20 Home & School Meeting (9:00am) / ISA Show - Rehearsal / College & Career Center Open (6:30-8:30pm)

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Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Friday**  
11/21

Deadline for S2 schedule changes / ISA Show - Aud.

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**Saturday**  
11/22

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**Sunday**  
11/23

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**Weekly Quote/Vocabulary:**

"Scars show where we've been, but they don't  
have to dictate where we're going"  
-Criminal Minds

**Mump:** to sulk or mope, to grimace; to mutter



**Monday**  
**11/24**

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**Tuesday**  
**11/25**

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**Wednesday**

**11/26** NO SCHOOL - Staff Development / Band Alumni Hall of Fame

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**Thursday**

**11/27** NO SCHOOL - Thanksgiving Holiday

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Oct 2014						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**Friday**  
**11/28**

NO SCHOOL - Thanksgiving Holiday

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**Saturday**  
**11/29**

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**Sunday**  
**11/30**

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**Weekly Quote/Vocabulary:**

Do you know the facts? Most Redhawks  
are tobacco, alcohol, marijuana  
and other drug-free!





**Monday**  
**12/1**

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**Tuesday**  
**12/2**

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**Wednesday**

**12/3**      Late Arrival / Senior Panoramic Photo - 2nd hr in Main Gym

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**Thursday**

**12/4**      Orchestra Concert - Location TBD (7:00pm)

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Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Friday**  
**12/5**

Senior NHS Fall Service Hours Due

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**Saturday**  
**12/6**

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**Sunday**  
**12/7**

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**Weekly Quote/Vocabulary:**

"Magic's just science we don't understand yet  
-Arthur C. Clarke

Psithurism: the sound of the wind through  
the trees



**Monday**

**12/8** Financial Aid Night - Aud. (7:00pm)

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**Tuesday**

**12/9** Course Recommendation Day

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**Wednesday**

**12/10** Band Concert - Aud. (7:00pm)

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**Thursday**

**12/11** College & Career Center Open (6:30-8:30pm) / Theatre Central's  
Holiday Show - Blackbox Theatre (7:30pm)

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Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Friday  
12/12**

Theatre Central's Holiday Show - Blackbox Theatre (8:00pm)

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**Saturday  
12/13**

"Tournament of Roses" Speech Tournament (6:00am - 7:00pm)  
/ Theatre Central's Holiday Show - Blackbox Theatre (8:00pm)

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**Sunday  
12/14**

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**Weekly Quote/Vocabulary:**

"For those who believe, no proof is necessary  
 For those who don't believe,  
 no proof is possible"  
 -Stewart Chase

Hoi Polloi: the common people; the masses



**Monday**

**12/15**      Choir Concert - Aud. (7:30pm)

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**Tuesday**

**12/16**      Hanukkah

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**Wednesday**

**12/17**      Final Exams

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**Thursday**

**12/18**      Final Exams / Home & School Meeting (9:00am)

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Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Friday**  
**12/19**

Final Exams / End of First Semester

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**Saturday**  
**12/20**

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**Sunday**  
**12/21**

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**Weekly Quote/Vocabulary:**

"My name is Inigo Montoya, you killed my  
 father, prepare to die" - *The Princess Bride*  
 "What I regret most in my life  
 are failures of kindness"  
 -George Saunders

**Callow:** adj—immature or inexperienced;  
 noun—a recently hatched worker ant



**Monday**

**12/22** NO SCHOOL, Winter Vacation

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**Tuesday**

**12/23** NO SCHOOL, Winter Vacation

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**Wednesday**

**12/24** NO SCHOOL, Winter Vacation

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**Thursday**

**12/25** NO SCHOOL, Winter Vacation

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Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Friday**  
12/26

NO SCHOOL, Winter Vacation

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**Saturday**  
12/27

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**Sunday**  
12/28

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Weekly Quote/Vocabulary:

"Stay close to anything that makes  
you glad you are alive"  
-Hafiz

Impetus - A force that causes something to  
be done or to become more active



**Monday**

**12/29** NO SCHOOL, Winter Vacation

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**Tuesday**

**12/30** NO SCHOOL, Winter Vacation

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**Wednesday**

**12/31** NO SCHOOL, Winter Vacation

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**Thursday**

**1/1** NO SCHOOL, Winter Vacation

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Nov 2014						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

**Friday**  
**1/2**

NO SCHOOL, Winter Vacation

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**Saturday**  
**1/3**

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**Sunday**  
**1/4**

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**Weekly Quote/Vocabulary:**

Dating Tips: Most Redhawks would rather date someone who is smoke-free and alcohol free.





**Monday**

**1/5**

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**Tuesday**

**1/6**

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**Wednesday**

**1/7**

8th Grade Parent Night - Aud. (7:00pm)

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**Thursday**

**1/8**

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Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**Friday**  
**1/9**

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**Saturday**  
**1/10**

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**Sunday**  
**1/11**

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**Weekly Quote/Vocabulary:**

"There's a difference when a country, but  
not a nation, goes to war"  
-Kael Weston

**Haggle** - To talk or argue with someone especially in order to agree on a price



**Monday**

**1/12** Course Selection Meetings w/Counselors / 8th Grade Orientation  
- Aud. (7:00pm)

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**Tuesday**

**1/13** Course Selection Meetings w/Counselors

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**Wednesday**

**1/14** Late Arrival / Course Selection Meetings w/Counselors / 8th  
Grade Orientation - Aud. (7:00pm)

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**Thursday**

**1/15** Home & School Meeting (9:00am) / Course Selection Meetings  
w/Counselors / College & Career Center Open (6:30-8:30pm)

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Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**Friday**  
**1/16**

Half-Day Institute - Noon Dismissal

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**Saturday**  
**1/17**

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**Sunday**  
**1/18**

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**Weekly Quote/Vocabulary:**

"There's a wind inside of me that remembers.  
Sometimes in breaths, sometimes in  
hurricanes."  
-a poem by Maza-Dohta

Specular - Of, relating to, or having the  
qualities of a mirror



**Monday**

**1/19**

NO SCHOOL, Martin Luther King / Course Selection Meetings  
w/Counselors

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**Tuesday**

**1/20**

Course Selection Meetings w/Counselors

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**Wednesday**

**1/21**

IMEA State / Future Focus - Lg. Cafe (7:00pm)

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**Thursday**

**1/22**

IMEA State

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Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**Friday**  
**1/23**

Half-Day Institute - Noon Dismissal / IMEA State

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**Saturday**  
**1/24**

IMEA State

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**Sunday**  
**1/25**

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**Weekly Quote/Vocabulary:**

"We must have the stubbornness to accept  
 our gladness in the ruthless  
 furnace of this world"  
 -Jack Gilbert

**Pugnacious - Showing a readiness or desire to  
 fight or argue**



**Monday**

**1/26** Course Selection Meetings w/Counselors

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**Tuesday**

**1/27** Course Selection Meetings w/Counselors

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**Wednesday**

**1/28** Club Yearbook Photos / Course Selection Meetings  
w/Counselors

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**Thursday**

**1/29** Club Yearbook Photos / Course Selection Meetings  
w/Counselors

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Dec 2014						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

**Friday**  
**1/30**

Course Selection Meetings w/Counselors

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**Saturday**  
**1/31**

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**Sunday**  
**2/1**

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**Weekly Quote/Vocabulary:**

Healthy choices are gifts you  
give your friends & family.





**Monday**

**2/2**

Last day to drop a class or request a pass/fail / Course Selection Meetings w/Counselors

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**Tuesday**

**2/3**

Course Selection Meetings w/Counselors

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**Wednesday**

**2/4**

5th Grade Honor Band/Orchestra - Aud. (7:30pm)

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**Thursday**

**2/5**

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Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Friday**  
**2/6**

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**Saturday**  
**2/7**  
ACT Test @ NCHS

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**Sunday**  
**2/8**

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**Weekly Quote/Vocabulary:**

"Creativity is intelligence having fun"  
-Albert Einstein

**Coerce** - To make (someone) do something by  
using force or threats



**Monday**

**2/9**

AP Registration

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**Tuesday**

**2/10**

AP Registration / Mr. NCHS Rehearsal - Aud. (3:30-9:00pm)

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**Wednesday**

**2/11**

Late Arrival/ AP Registration / Mr. NCHS - Aud. (7:00pm)

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**Thursday**

**2/12**

AP Registration / Winter Assembly (daytime) / College & Career  
Center Open (6:30-8:30pm)

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Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Friday  
2/13**

Half Day Institute - Noon Dismissal / AP Registration / Orchestras  
Show - Aud. (7:00pm)

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**Saturday  
2/14**

Winter Dance - (7:00-10:30pm)

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**Sunday  
2/15**

Orchestras Show - Aud. (4:30pm)

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**Weekly Quote/Vocabulary:**

"Seeing someone reading a book you love is  
seeing a book recommending a person"  
-unknown

Lackadaisical -Adjective- lacking enthusiasm  
and determination; carelessly lazy.



**Monday**

**2/16** NO SCHOOL, Presidents' Day / AP Registration

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**Tuesday**

**2/17** AP Registration

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**Wednesday**

**2/18** Ash Wednesday / AP Registration

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**Thursday**

**2/19** Home & School Meeting (9:00am) / AP Registration / Community  
Players/Children's Theatre - Blackbox Theatre (7:00pm)

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Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Friday**  
**2/20**

AP Registration

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**Saturday**  
**2/21**

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**Sunday**  
**2/22**

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**Weekly Quote/Vocabulary:**

"The loneliest moment in someone's life is when they are watching their whole life fall apart, and all they can do is stare blankly"  
-F. Scott Fitzgerald, *The Great Gatsby*

**Curmudgeon** - Noun- a bad-tempered or surly person.



**Monday**

**2/23**

AP Registration

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**Tuesday**

**2/24**

AP Registration / College Planning Night for Jr. Families - Aud.  
(7:00pm)

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**Wednesday**

**2/25**

AP Registration / Orchestra Concert Rehearsal - Cafe  
3:30-9:00pm

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**Thursday**

**2/26**

AP Registration / Orchestra Dinner Concert - Cafe 7:00pm

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Jan 2015						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

**Friday**  
**2/27**

NO SCHOOL, County Institute Day

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**Saturday**  
**2/28**

Senior Party / Solo Ensemble (tentative)

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**Sunday**  
**3/1**

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**Weekly Quote/Vocabulary:**

You have the power to choose  
the kind of life you want  
each and every day.





**Monday**

**3/2** AP Late Registration

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**Tuesday**

**3/3** AP Late Registration

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**Wednesday**

**3/4** AP Late Registration / French Honor Society - Little Theatre -  
(7:00pm)

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**Thursday**

**3/5** AP Late Registration / College & Career Center Open  
(6:30-8:30pm) / Spring Play - Aud. (7:30pm)

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Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Friday**  
**3/6**

AP Late Registration / Spring Play - Aud. (8:00pm)

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**Saturday**  
**3/7**

Spring Play - Aud. (8:00pm)

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**Sunday**  
**3/8**

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**Weekly Quote/Vocabulary:**

"When someone is crying, of course, the noble thing to do is to comfort them. But if someone is trying to hide their tears, it may also be noble to pretend you do not notice them"

-Lemony Snicket

Hullabaloo- Noun-a commotion; a fuss.



**Monday**  
**3/9**

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**Tuesday**  
**3/10**

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**Wednesday**

**3/11**      Late Arrival/ 4.0 Awards - 7:00am / Faculty vs Student Basketball Game

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**Thursday**

**3/12**      All Band Concert - Aud. (7:00pm)

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Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Friday  
3/13**

End of Third Quarter / Senior NHS Spring Service Hours Due /  
Father/Daughter Dance

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**Saturday  
3/14**

SAT @ NCHS / Strings @ NN Solo Ensemble

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**Sunday  
3/15**

Mother/Son Brunch

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**Weekly Quote/Vocabulary:**

"Life becomes easier when you learn to  
accept an apology you never got"  
-Robert Brault

Juggernaut- Noun-a huge, powerful, and  
overwhelming force or institution.



**Monday**  
**3/16**

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**Tuesday**  
**3/17**

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**Wednesday**  
**3/18**

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**Thursday**

**3/19**

NO SCHOOL - Institute Day / Parent/Teacher Conferences  
(5:00-8:30pm)

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Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Friday**  
**3/20**

NO SCHOOL - Parent/Teacher Conferences (8:00am-Noon)

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**Saturday**  
**3/21**

Kiwanis Pancake Breakfast

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**Sunday**  
**3/22**

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**Weekly Quote/Vocabulary:**

"Finding someone worth waking up to is better than finding someone to sleep with"  
-Vikki Karan

Blitzkrieg- Noun -an intense military campaign intended to bring about a swift victory.



**Monday**

**3/23**

Choral Pop Rehearsal - Aud. / Orchestra Auditions

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**Tuesday**

**3/24**

Choral Pop Concert - Aud. (7:30pm)

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**Wednesday**

**3/25**

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**Thursday**

**3/26**

Home & School Meeting (9:00am) / Jazz Cafe / Multi Cultural Show - Aud. Daytime & 7pm

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Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Friday**  
**3/27**

NO SCHOOL, Staff Development

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**Saturday**  
**3/28**

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**Sunday**  
**3/29**

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**Weekly Quote/Vocabulary:**

Most Redhawks say when they choose not to drink alcohol it is because they don't want to jeopardize their future plans.





**Monday**

**3/30** NO SCHOOL, Spring Vacation

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**Tuesday**

**3/31** NO SCHOOL, Spring Vacation

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**Wednesday**

**4/1** NO SCHOOL, Spring Vacation

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**Thursday**

**4/2** NO SCHOOL, Spring Vacation

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Feb 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**Friday**  
**4/3**

NO SCHOOL, Spring Vacation

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**Saturday**  
**4/4**

**Sunday**  
**4/5**

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**Weekly Quote/Vocabulary:**

"You can tell how smart people are  
 by what they laugh at"  
 -Tina Fey



**Monday**  
**4/6**

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**Tuesday**  
**4/7**

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**Wednesday**  
**4/8**

Senior Cap & Gown distribution during lunch hours. CLOSED  
CAMPUS LUNCH.

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**Thursday**  
**4/9**

College & Career Center Open (6:30-8:30pm)

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Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Friday  
4/10**

Freshmen Parent Coffee - Little Theatre - 7:15am / Spring  
Snowball / Drum Show - Aud. (7:30pm)

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**Saturday  
4/11**

Spring Snowball / Drum Show - Aud. (3:00pm & 7:30pm)

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**Sunday  
4/12**

Spring Snowball

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**Weekly Quote/Vocabulary:**

"For what it's worth: it's never too late to be  
whoever you want to be. I hope you live a life  
you're proud of, and if you find that you're  
not, I hope you have the strength to start all  
over again"

-F. Scott Fitzgerald



**Monday**

**4/13**

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**Tuesday**

**4/14**

AP Preadministration Sessions \*required for all testers /  
Curricular Band Auditions @ NCHS

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**Wednesday**

**4/15**

Late Arrival

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**Thursday**

**4/16**

Home & School Meeting (9:00am) / Experimental Theatre -  
Blackbox Theatre (7:30pm)

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Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Friday**  
**4/17**

Experimental Theatre - Blackbox Theatre (8:00pm)

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**Saturday**  
**4/18**

Experimental Theatre - Blackbox Theatre (8:00pm)

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**Sunday**  
**4/19**

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**Weekly Quote/Vocabulary:**

"But dreams change. Fate has a way of  
showing you paths you want more"  
-Abbi Glines



**Monday**  
**4/20**

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**Tuesday**  
**4/21**

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**Wednesday**  
**4/22**

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**Thursday**  
**4/23**      Spring Musical Preview (daytime Auditorium)

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Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Friday**  
**4/24**

Spring Musical - Aud. (7:30pm)

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**Saturday**  
**4/25**

Spring Musical - Aud. (7:30pm)

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**Sunday**  
**4/26**

Spring Musical - Aud. (2:30pm)

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**Weekly Quote/Vocabulary:**

"I am always trying to convey something that can't be conveyed, to explain something which is inexplicable, to tell about something I have in my bones, something which can be expressed only in the bones"

-Franz Kafka



**Monday**

**4/27** Spanish Honor Society Rehearsal - Aud. (3:30pm)

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**Tuesday**

**4/28** Spanish Honor Society Induction - Aud. (7:00pm)

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**Wednesday**

**4/29** "Sophomore Family Night - Career Exploration" - Aud. (7:00pm)

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**Thursday**

**4/30** Orchesis Rehearsal - Aud. (3:30-9:00pm)

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Mar 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**Friday  
5/1**

Half-Day Institute - Noon Dismissal / Spring Snowball / Alumni  
Rec Assembly / Orchestras Concert - Aud. (7:00pm)

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**Saturday  
5/2**

Spring Snowball / Prom

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**Sunday  
5/3**

Spring Snowball

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**Weekly Quote/Vocabulary:**

*Most Redhawks respect their friend's  
choice to be alcohol, tobacco and drug-free.*





**Monday**

**5/4** AP Exams

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**Tuesday**

**5/5** AP Exams / Orchestra Concert - Aud. (7:00pm)

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**Wednesday**

**5/6** AP Exams

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**Thursday**

**5/7** AP Exams / Courtyard Lunch / One Acts - Aud. (7:30pm)

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Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Friday  
5/8**

AP Exams / One Acts - Aud. (8:00pm) / Junior NHS Spring  
Service Hours Due

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**Saturday  
5/9**

One Acts - Aud. (8:00pm)

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**Sunday  
5/10**

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**Weekly Quote/Vocabulary:**

"Don't settle: don't finish crappy books. IF you don't like the menu, leave the restaurant. If you're not on the right path, get off it"  
-Chris Brogan



**Monday**

**5/11** AP Exams / Senior Academic Awards - Aud. (7:00pm)

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**Tuesday**

**5/12** AP Exams / Band Concert - Aud. (7:00pm)

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**Wednesday**

**5/13** Late Arrival / AP Exams / Band Concert - Aud. (7:00pm)

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**Thursday**

**5/14** Home & School Meeting (9:00am) / AP Exams / Commemorative Program - Main Gym (7:00pm)

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**Monday**

**5/18** Choral Concert - Aud. (7:30pm)

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**Tuesday**

**5/19** Seniors Last Day / Incoming Athletic Orientation

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**Wednesday**

**5/20** Commencement

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**Thursday**

**5/21**

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Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Friday**  
**5/22**

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**Saturday**  
**5/23**

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**Sunday**  
**5/24**

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**Weekly Quote/Vocabulary:**

"Normality is a paved road: it's comfortable  
 to walk, but no flowers grow on it"  
 -Vincent Van Gogh



**Monday**

**5/25** NO SCHOOL, Memorial Day

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**Tuesday**

**5/26** Final Exams

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**Wednesday**

**5/27** Final Exams

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**Thursday**

**5/28** Final Exams / Classes End (tentative)

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Apr 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**Friday**  
**5/29**

Emergency Day (if needed)

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**Saturday**  
**5/30**

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**Sunday**  
**5/31**

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**Weekly Quote/Vocabulary:**

How is your perception?  
Most Redhawks are marijuana-free.





**Monday**

**6/1**      Emergency Day (if needed)

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**Tuesday**

**6/2**      Emergency Day (if needed)

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**Wednesday**

**6/3**      Emergency Day (if needed)

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**Thursday**

**6/4**      Emergency Day (if needed)

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May 2015						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jun 2015						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Jul 2015						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**Friday**  
**6/5**

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**Saturday**  
**6/6**

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**Sunday**  
**6/7**

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**Weekly Quote/Vocabulary:**

"One good thing about music:  
 when it hits you, you feel no pain"  
 -Bob Marley

# 2014-2015 CALENDAR

Naperville Community Unit School District 203  
 203 W. Hillside Rd, Naperville, IL 60540 (630)420-6300  
 www.naperville203.org



August				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	(20)	21	22
25	26	27	28	29

February				
M	T	W	Th	F
2	3	4	5	6
9	10	LA 11	12	13
16	17	18	19	20
23	24	25	26	27

September				
M	T	W	Th	F
1	2	LA 3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

March				
M	T	W	Th	F
2	3	4	5	6
9	10	LA 11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

October				
M	T	W	Th	F
		LA 1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	LA 15	16	17
20	21	22	23	24
27	28	29	30	

November				
M	T	W	Th	F
3	4	LA 5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	LA 13	14	15
18	19	20	21	22
25	26	27	(28)	29

December				
M	T	W	Th	F
1	2	LA 3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

January				
M	T	W	Th	F
				1
5	6	7	8	9
12	13	LA 14	15	16
19	20	21	22	23
26	27	28	29	30

- Bldgs. Closed, No School
- Bldgs. Open, No School
- Half-Day of School
- May-29 Emergency Days
- June 1-4 (Only used if needed)

\*\* Determined by the County

LA Late Arrival at High School

## AUGUST

- 14-15 New Teacher Orientation
- 18 Teachers' Institute Day
- 19 Teachers' Work Day
- 20 Classes Begin

## SEPTEMBER

- 1 NO SCHOOL, Labor Day Holiday

## OCTOBER

- 9 NO SCHOOL, EC-12 Institute Day  
EC-12 Evening Parent/Teacher Conferences 5:00-8:30 p.m.
- 10 NO SCHOOL, EC-12 Parent/Teacher Conferences
- 20 End of First Quarter

## NOVEMBER

- 11 End of First Trimester
- 26 NO SCHOOL, Staff Development
- 27-28 NO SCHOOL, Thanksgiving Holiday

## DECEMBER

- 19 End of First Semester
- 22-31 NO SCHOOL, Winter Vacation

## JANUARY

- 1-2 NO SCHOOL, Winter Vacation
- 19 NO SCHOOL, Martin Luther King Holiday
- 16 Half-Day Institute – EC No School

## FEBRUARY

- 13 Half-Day Institute – EC No School
- 16 NO SCHOOL, Presidents' Day
- 24 End of Second Trimester
- 27 NO SCHOOL, County Institute Day

## MARCH

- 13 End of Third Quarter
- 19 NO SCHOOL, EC-12 Institute Day  
EC-12 Evening Parent/Teacher Conferences 5:00-8:30 p.m.
- 20 NO SCHOOL, K-12 Parent Teacher Conferences
- 27 NO SCHOOL, Staff Development
- 30-31 NO SCHOOL, Spring Vacation

## APRIL

- 1-3 NO SCHOOL, Spring Vacation

## MAY

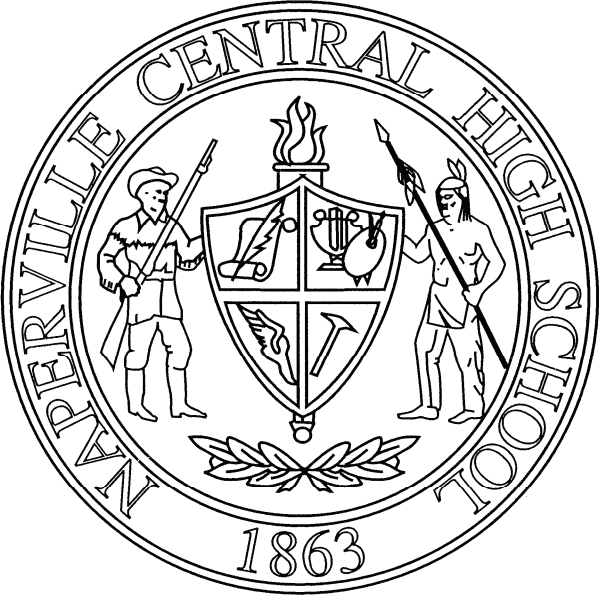
- 1 Half-Day Institute – EC No School
- 20 Commencement
- 25 NO SCHOOL, Memorial Day Holiday
- 28 Classes End (tentative)
- 29 Emergency Day (if needed)

## JUNE

- 1-4 Emergency Days (if needed)

**NOTE REGARDING EMERGENCY DAYS:**  
 The official school year ends at the conclusion of the last emergency day on the calendar. No planned absences, for any reason, should be scheduled until after the last Emergency Day.

# SCHOOL POLICY



## RESPONSIBILITIES OF STUDENTS

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers, administrators, and students have a responsibility, indeed a duty, to respect the rights of all while maintaining a positive educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student at Naperville Central. Each student has a responsibility:

- 1) to observe the rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
- 2) to respect the human dignity and worth of every other individual.
- 3) to be informed of and adhere to rules and regulations established by the Board of Education.
- 4) to dress and appear in a manner that meets reasonable standards of health, cleanliness, safety, and propriety.
- 5) for the development of skills relevant to economic independence throughout his or her life.
- 6) for maintaining the best possible level of academic achievement and daily attendance.
- 7) to refrain from libel, slanderous remarks, and obscenity in verbal and written expression.
- 8) to preserve school property and exercise care while using school facilities.
- 9) to do his/her own work and be accountable for that work.
- 10) to recognize and respect individual and cultural differences.

In addition, each student engaged in school media programs should state explicitly on all media produced that the opinions expressed are not necessarily those of the institution or of the student body as a whole.

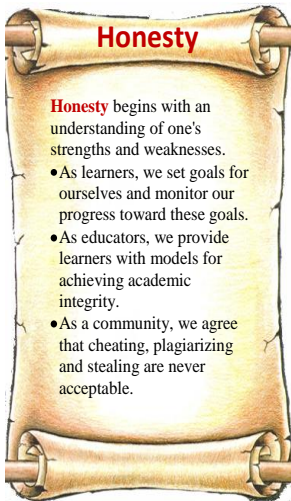
Each student must assume responsibility to observe, know, and adhere to the laws of the State of Illinois and the ordinances of the City of Naperville.



**ACADEMIC INTEGRITY PROCEDURES**

**STATEMENT**

District 203 students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. It is the responsibility of our students, teachers, and administration to uphold the fundamental academic values of honesty, responsibility, fairness, respect and trust. The integrity of our district’s academic programs is built upon these principles.



**Honesty**

**Honesty** begins with an understanding of one’s strengths and weaknesses.

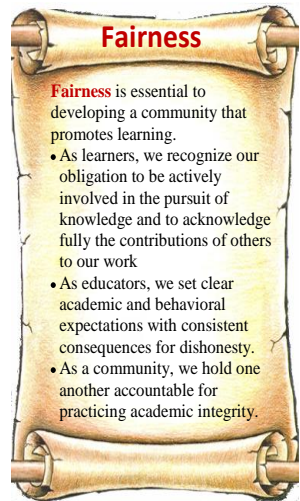
- As learners, we set goals for ourselves and monitor our progress toward these goals.
- As educators, we provide learners with models for achieving academic integrity.
- As a community, we agree that cheating, plagiarizing and stealing are never acceptable.



**Responsibility**

**Responsibility** rests with all members of the academic community.

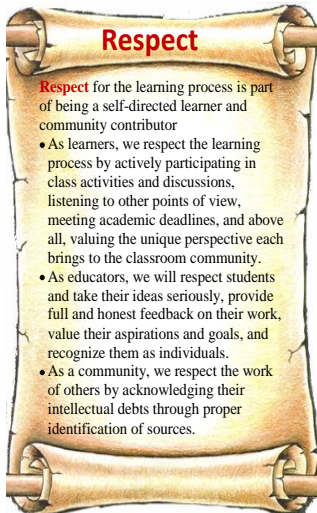
- As a community, we accept responsibility to do original, high-quality work and encourage others to do the same.
- As a community, we accept the consequences of our individual and collective actions and how they reflect in our character.



**Fairness**

**Fairness** is essential to developing a community that promotes learning.

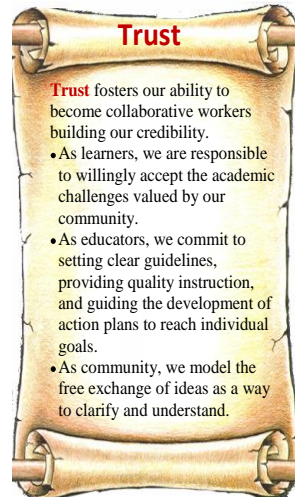
- As learners, we recognize our obligation to be actively involved in the pursuit of knowledge and to acknowledge fully the contributions of others to our work
- As educators, we set clear academic and behavioral expectations with consistent consequences for dishonesty.
- As a community, we hold one another accountable for practicing academic integrity.



**Respect**

**Respect** for the learning process is part of being a self-directed learner and community contributor

- As learners, we respect the learning process by actively participating in class activities and discussions, listening to other points of view, meeting academic deadlines, and above all, valuing the unique perspective each brings to the classroom community.
- As educators, we will respect students and take their ideas seriously, provide full and honest feedback on their work, value their aspirations and goals, and recognize them as individuals.
- As a community, we respect the work of others by acknowledging their intellectual debts through proper identification of sources.



**Trust**

**Trust** fosters our ability to become collaborative workers building our credibility.

- As learners, we are responsible to willingly accept the academic challenges valued by our community.
- As educators, we commit to setting clear guidelines, providing quality instruction, and guiding the development of action plans to reach individual goals.
- As community, we model the free exchange of ideas as a way to clarify and understand.

# ACADEMIC INTEGRITY

Academic integrity violations include cheating; plagiarism, self-plagiarism or copy infringement; obtaining or providing an unfair advantage; falsification of documents; unauthorized access to records; and inappropriate collaboration, whether intentional or unintentional. The classroom teacher and administration will collaborate and exercise professional judgment in determining academic integrity violations. The following are behaviors that constitute violation of District 203 Academic Integrity Procedures.

## 1. CHEATING

Examples include, but are not limited to, intentionally or unintentionally:

- a. Using unauthorized notes, answers, aids, calculators, electronic messages/images, online language translators, or other information on an examination, paper, report, project, homework or other assignment;
- b. Copying from someone else's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment;
- c. Allowing another person to do one's work, such as from an exam, test, quiz, lab report, paper, project, homework or other assignment.

## 2. PLAGIARISM, SELF-PLAGIARISM OR COPYRIGHT INFRINGEMENT

Examples include, but are not limited to, intentionally or unintentionally:

- a. Presenting the distinctive ideas, facts or words of another (in part or in whole), or imagery without appropriate acknowledgment of the source as one's own. Issues of plagiarism apply to any type of student work including, but not limited to exams, papers, any written or printed text, foreign language translations, computer programs and web sites;
- b. Failing to place quoted text in quotation marks, and/or failing to attribute the source;
- c. Submitting identical or substantial portions of similar work for credit more than once, without prior explicit consent from receiving instructor;
- d. Attributing an idea, fact, or quotation to an incorrect, false, or made-up source;
- e. Copyright infringement pertains to unauthorized use of any work fixed in tangible media such as books, articles, web sites, art, music, photography and video.

## 3. OBTAINING OR PROVIDING AN UNFAIR ADVANTAGE

Examples include, but are not limited to, intentionally or unintentionally:

- a. Gaining or providing access to examination materials prior to the time authorized by the instructor, during the exam via electronic or other transfer, or distributing examination materials to others at the conclusion of the examination.
- b. Providing material, information, or other assistance based on prior knowledge or access that is, or could be used, on an exam, quiz, project, paper, or homework assignment without teacher authorization;
- c. Giving another person a copy, in any format, of an exam, quiz, paper, lab report, homework, or other assignment when it is not part of a collaborative learning effort and promotes an unfair advantage;
- d. Working with someone on any type of assignment when you have been instructed not to collaborate, or are doing so in ways contrary to teacher instruction.

In order to promote an environment of academic integrity we believe an imperative part of the process is an understanding of academic values. Therefore any student in violation of the academic procedures will meet with his/her dean to discuss the matter and ramifications of cheating both at the high school and college level. Our goal is to work with students to develop life-long learners who understand the importance of academic values and integrity.

## **CONSEQUENCES FOR ACADEMIC DISHONESTY**

### **LEVEL 1**

Cheating, plagiarizing, or obtaining or providing an unfair advantage on formative assignments that include, but are not limited to, daily homework, worksheets and other classroom assignments.

**CONSEQUENCES** will include, but are not limited to:

- Referral to Dean of Students
- Parent contact by teacher
- Academic consequence

**CONSEQUENCES may also** include, but are not limited to:

- Disciplinary consequence - detention
- Letter placed in student's temporary discipline file

### **LEVEL 2**

Cheating, plagiarizing, or obtaining or providing an unfair advantage on summative assignments that include, but are not limited to, quizzes, tests, papers, projects or presentations. In addition, multiple Level 1 violations will result in Level 2 consequences, which will be determined during a meeting with the dean, teacher and student.

**CONSEQUENCES** will include, but are not limited to:

- Referral to Dean of Students
- Parent contact by teacher and Dean
- Academic consequence
- Disciplinary consequence ranging from detention to suspension
- Letter placed in student's temporary discipline file

**CONSEQUENCES may also** include, but are not limited to:

- No public recognition of the student at any honors function
- Notification to the Honor Societies
- No distinguished scholar recognition
- No scholarship money granted to the student by the High School Scholarship Committees
- Class level change

### **LEVEL 3**

Theft, sale or the distribution of those materials including, but not limited to, examinations, quizzes, or any material used to gain an unfair advantage; or changing and/or falsifying a grade. Cheating on a final exam or culminating project is considered a level 3 violation. In addition to Level 3 consequences, any actions deemed to be criminal in nature may be referred to the Naperville Police Department. In addition, multiple Level 2 violations will result in Level 3 consequences, which will be determined during a meeting with the dean, teacher and student.

**CONSEQUENCES** include, but are not limited to:

- All of Level 2 consequences are applicable
- Suspension or expulsion from school

*ADAPTED FROM IMSA AND NEW TRIER, 2010*

**BOARD OF EDUCATION  
NAPERVILLE COMMUNITY SCHOOLS DISTRICT 203  
NAPERVILLE, ILLINOIS  
ADMINISTRATIVE REGULATIONS**

**HIGH SCHOOL ATTENDANCE**

**Students**

**7.60 Residence**

**Resident Students**

Naperville District 203 provides a free and appropriate education to its resident students.

A student must establish residence within the School District's boundaries in order to attend a School District school, except as otherwise required by State law.

The administration may require proof of residence and legal custody. "Legal custody" means:

1. Custody exercised by a natural or adoptive parent with whom a pupil resides;
2. Custody granted by order of a court to a person with whom the pupil resides for reasons other than to have access to the district's educational programs;
3. Custody exercised under a statutory short-term guardianship, provided that within 60 days of the student's enrollment, a court order is entered establishing a permanent guardianship and granting custody to a person with whom the pupil resides for a reason other than to have access to the district's educational programs;
4. Custody exercised by an adult caretaker relative who is receiving aid under the Illinois public aid code for the pupil who resides with that adult caretaker relative for purposes other than to have access to the educational programs of the district; or
5. Custody exercised by an adult who demonstrates that, in fact, he or she has assumed and exercises legal responsibility for the pupil and provides the pupil with a regular fixed nighttime abode for purposes other than to have access to the educational programs of the district.

Tuition paying students will not be accepted, with the exception of a student whose family plans on moving into the District within 60 calendar days after the date that the student first attends school in the District. Tuition will be payable monthly, in advance, with the first month's tuition being due by the first day of attendance by the student in the District and the second month's tuition being due by the first day of the second month of attendance by the student in the District. If the non-resident student becomes a bona fide resident of the District in less than 60 days following the date that the student first attends school in the District, a pro-rated reimbursement of any non-resident tuition paid to the District will be reimbursed to the parents/guardians of the student. At the time of registration, the parents/guardians of the student must present appropriate evidence of the plans to move into the District and agree to immediately withdraw the student in the event that the student has not become a resident within 60 calendar days of the first day of attendance by the student in the District. The student will not be allowed to re-enroll following withdrawal until such time as the student becomes a bona fide resident of the District.

A student whose family moves out of the School District during the school year will be permitted to attend school for the remainder of the year without payment of tuition.

## Homeless Children

A homeless child, as defined by State law, may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school. Transportation shall be arranged according to State law. If a dispute arises regarding a homeless child's rights, the Superintendent shall inform his or her parent(s)/guardian(s) of the availability of an investigator, sources for low cost or free legal assistance, and other advocacy services in the community.

### LEGAL REF.:

105 ILCS 5/10-20.12a and 5/10-22.5.  
23 Ill. Admin. Code § 1.240(e).

Kraut v. Rachford, 366 N.E.2d 497 (1st Dist. 1977).

ADOPTED: October 7, 1996  
REVISED: March 16, 1998  
REVISED: September 2007  
REVISED: April 21, 2008

## **7.70 Attendance and Truancy**

### Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) between the ages of 7 and 17 years of age (unless the child has graduated from high school), or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. These individuals must cause the child to attend the District school wherein the child is assigned, except as provided herein or by State law. Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

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. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

### Absenteeism and Truancy Program

The Superintendent or designee shall manage an absenteeism and truancy program in accordance with The School Code and School Board policy. The program shall include but not be limited to:

1. A protocol for excusing a student from attendance who is necessarily and lawfully employed. The Superintendent or designee is authorized to determine when the student's absence is justified.
2. A process to telephone, within 2 hours after the first class, the parents/guardians of students in grade 8 or below who are absent without prior parent/guardian notification.
3. A process to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in The School Code, Section 26-2a.
4. Methods for identifying the cause(s) of a student's unexcused absenteeism, including interviews with the student, his or her parent(s)/guardian(s), and staff members or other people who may have information.

5. The identification of supportive services that may be offered to truant or chronically truant students, including parent-teacher conferences, student and/or family counseling, or information about community agency services.
6. A process to request the assistance and resources of outside agencies, such as, the juvenile officer of the local police department or the truant office of the appropriate Regional Office of Education, if truancy continues after supportive services have been offered.
7. A protocol for cooperating with non-District agencies including County or municipal authorities, the Regional Superintendent, truant officers, the Community Truancy Review Board, and a comprehensive community based youth service agency. Any disclosure of school student records must be consistent with Board policy 7:340, *Maintenance of Student Records*, and policy 7:350, *Access to Student Records*, as well as State and federal law concerning school student records.
8. An acknowledgement that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.
9. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent believes qualifies.
10. A process for a 17 year old resident to participate in the District's various programs and resources for truant students. The student must provide documentation of his/her dropout status for the previous 6 months. A request from an individual 19 years of age or older to re-enroll after having dropped out of school is handled according to provisions in 7:50, *School Admissions*.
11. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum academic or attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

LEGAL REF.: 105 ILCS 5/26-1 through 16.  
705 ILCS 405/3-33.5.  
23 Ill.Admin.Code §§1.242 and 1.290.

CROSS REF.: 6:110 (Truant's Alternative and Optional Education Programs), 6:150 (Home and Hospital Instruction), 7:10 (Equal Educational Opportunities), 7:50 (School Admissions), 7:60 (Residence), 7:80 (Release Time for Religious Instruction/Observance), 7:190 (Student Discipline), 7:340 (Maintenance of Student Records), 7:350 (Access to Student Records)

Adopted May 2008

## **7.70R Attendance and Truancy – Administrative Regulation**

### **Definitions**

Truant – A “truant” is a child subject to compulsory school attendance who is absent without valid cause from such attendance for a school day or portion thereof.

Valid cause for absence – A child may be absent from school because of illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the students control **as determined by the Board of Education**, such other circumstances which cause reasonable concern to the parent for the safety or health of the student, or **other reason as approved by the Superintendent or designee**.

Chronic or habitual truant – A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for five (5) percent or more of the previous 180 regular attendance days.

Truant minor – A child to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs, and other school and community resources have been provided but who has failed to cease chronic truancy or who has been offered such services and has refused them.

## TRUANCY AND TARDINESS

### Truancy

If a high school student has four (4) incidents of truancy from a class, he/she may be dropped from that class and lose credit for the class.

A notification system will exist to inform the student and their parent(s)/guardian(s) of these incidents of truancy. This notification system will provide that due process procedural rights are being accommodated.

### Absence Notification

A student's parent(s)/guardian(s) must: (1) upon his/her child's enrollment, provide **one or two** telephone numbers to the Building Principal and update them as necessary, and (2) authorize all absences and notify the school in advance or at the time of the child's absence.

If a student in grades 9 -12 is absent without prior authorization by the parent(s)/guardian(s), the Building Principal or designee shall make a reasonable effort to notify the parent(s)/guardian(s) of their child's absence within 3 hours after the first class by telephoning the numbers given.

### School Attendance

Since there is a positive relationship between regular attendance and academic success, it is of the utmost importance that students be present in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parent(s)/guardian(s) have the responsibility for the children's regular attendance. At grade levels, the teachers and administration will be involved in a collaborative process with truant students and their parents in an effort to avoid further truancy, and to provide and/or identify appropriate resources to truant students in an effort to prevent further truancy.

### High School Attendance

An attendance cap has been created to deal with students who are excessively absent from school during a semester. A student who has accumulated ten days absence will be considered excessively absent. Teachers and administrators are expected to follow, in sequence, the collaborative process outlined below in steps A–G.

- A. Attempts by the classroom teacher to remedy the situation.
- B. Referral by teacher to the Dean's Office.
- C. Telephone contact between the dean and the parent.
- D. At the student's tenth (10<sup>th</sup>) absence, a conference will be convened which may include the student, parent/guardian, teacher and dean. At this time, an attendance contract will be developed which will require documentation for approval of any additional absences. \*For exceptions, see below.
- E. Any additional absences without approval will result in truancy.
- F. At the fifteenth (15<sup>th</sup>) absence, the student may be withdrawn from class and placed in a study hall, no credit will be given and withdrawn pass/fail will be listed on the transcript.
- G. Other

Exceptions to the absence cap must be submitted to the attendance center with accompanying documentation prior to the date of absence. Eligible reasons may include:

- Religious holidays
- Extended illness verified by doctor's statement addressing the inability of the child to attend school.
- Death in the immediate family
- Field trips
- Hospitalizations
- Suspensions

Revised May 2008

Revised September 2011

## **NCHS ATTENDANCE PROCEDURES**

### **Reporting Absences**

**If a student is absent from or late to school, the parents or guardian, not student, must telephone the Attendance Office (1-630-420-6966) before 11:00 A.M., stating the reason for the student's absence. Reporting a student's early dismissal must be done in a timely manner so that your student will be available at the requested time.** In order for the absence to be coded properly, a reason must be stated. At times students become ill during the evening. When parents or guardians are certain that the student will be unable to attend school the following day, they may telephone this same number anytime during the evening or early morning hours. When parents or guardians are out of town, they are expected to contact the Attendance Office prior to leaving and designate an adult responsible for their student. Students may not report their own absences.

### **Released for Appointment**

If a student needs to be excused, the student must bring a parent/guardian note to the Attendance Office between 7:15 a.m. and 7:45 a.m. and/or during passing periods on the day he/she is to be excused or the parent/guardian may call the attendance office with the following information:

- A. Student's full name and grade
- B. Type of appointment
- C. Time to be released
- D. Time of return
- E. If privacy is an issue and the appointment type/doctor's name must be withheld, please state this in the note.

If a student leaves the building between 7:45 am and 3:10 pm, **he/she must sign out at either the Attendance window or the nurse's office.** If a student has received a summons to appear in court, he/she should present to the attendance specialist the following:

1. The summons/ticket
2. Note signed by a parent/guardian giving permission to be absent from school

**For appointments that need to be communicated to the student, please call your student's Dean's office.**

### **PLEASE NOTE:**

Students must notify their instructors in advance of all **field trips**. Some instructors require assignments must be handed in prior to the absence. A teacher may deny participation in a field trip for academic reasons. If this occurs, the student will attend scheduled classes. According to the field trip guidelines, there is a limit of three field trips per class, per semester.



### **Make-Up Work Resulting From Absence**

If a student is absent for **one to two days** we advise the student to contact his/her teachers via email requesting missed assignments. Students who are absent for an excess of **three days** should contact STUDENT SERVICES secretaries after the second day of absence and they will assist in collecting assignments and needed materials.

It is the student's responsibility to check with the teachers about work missed because of an absence. In case of excused absences, students will be expected and allowed to make-up missed work in a reasonable amount of time. The teacher and/or department coordinator will decide when make-up work is due. When a student is truant, no credit will be given for make-up work. If discrepancies remain after the student has talked with the teacher regarding this make-up procedure, the student should be directed to the appropriate department coordinator for resolution.

Many courses require a semester project/paper with a specific deadline announced well in advance. If a student is absent and excused on the deadline date, the project/paper is still due on the announced date. It will be the responsibility of the student to have parents/friends bring the paper in on the deadline date. The expectation is that semester projects/papers are to be handed in on the deadline date no later than the period in which the class is scheduled or a late grade penalty will be assessed by the teacher. Examples of semester assignments: research papers, group activity, volunteer hours, final speech, etc.

### **Incomplete Grades:**

Incomplete grades must be completed no later than the end of the next quarter grading period. If not completed before this deadline, a grade of failure (F) will be recorded unless special arrangements have been made.

### **Absences during the last five days of each grading period (quarter) and prior to semester exams are discouraged:**

October 13-17, 2014

December 15-19, 2014

March 9-13, 2015

May 22-28 2015

## **Tardiness Warnings and Disciplinary Procedures**

Tardiness means "not being in the classroom when the bell rings to signify the end of the passing period". Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers.

Students who are tardy to class must report to the front desk by the main entrance of the school. Students are required to present and scan their student ID to obtain a late pass to class. This pass DOES NOT EXCUSE the student for being late, but is required to enter a classroom late. Students must carry an ID with them at all times, failure to present an ID will result in a Dean's consequence. Tardiness is recorded on a cumulative basis, per quarter, for all classes. The following are the guidelines and corresponding consequences for tardiness:

1. 1-4 TARDIES – Warning Issued
2. 5-7 TARDIES – 1 hour detention
3. 8-10 TARDIES – 2 hour detention
4. 11-13 TARDIES – 4 hour detention
5. 14+ TARDIES – Administrative Action (consequences can range from detentions to suspensions)

# CONSEQUENCES OF TRUANCY

## The Warning and Discipline System for Truancy:

### Truancy Incident #1 (First Warning)

- a. Referral to Dean's Office
- b. Academic ramifications
- c. Parent notification by Dean's Office
- d. Consequence assigned by dean (1 hour detention)
- e. Warning letter per city ordinance may be sent

### Truancy Incident #2 (Second Warning)

- a. Referral to Deans' Office
- b. Academic ramifications
- c. Parent notification by Dean's Office
- d. Consequence assigned by dean (two-hour detention)
- e. Warning letter may be sent or ticket issued per city ordinance

### Truancy Incident#3 (Final Warning)

- a. Referral to Deans' Office
- b. Academic ramifications
- c. Parent notification by Dean's Office
- d. Consequence assigned by dean (Four- hour Saturday)
- e. Warning letter may be sent or ticket issued per city ordinance

### Truancy Incident #4

- a. Referral by teacher to Deans' Office
- b. Parent notification
- c. Student may be withdrawn from class and placed in study hall, no credit will be given and withdrawn pass/fail will be listed on the transcript.
- d. If four or more truancies occur in a study hall, a four-hour Saturday will continue to be the consequence
- e. Warning letter may be sent or ticket issued per city ordinance

**\*Note All day truancies will result in 4-hour Saturday detention.**

## Detentions

Detentions are assigned in an effort to communicate the importance of following school rules and the fact that inappropriate actions have consequences.

1. Teacher detentions are assigned by individual teachers and can range in length of time. Detentions should be served at a time reasonably designated by the individual teacher at least one day after the detention was issued.
2. Weekday (Wed & Thurs) morning detentions are for one hour and begin at 6:30AM in Room 30.
3. Weekday (Wed & Thurs) afternoon detentions are for 1-2 hours and begin at 3:30 pm in Room 30.
4. Saturday detentions are from one to four hours beginning at 7:00am in Room 30.
5. Failure to serve a detention will result in a consequence being doubled, failure to serve a 4 hour Saturday detention will result in a day of in-school supervised study.

### **Part-Time Status/Expulsion**

If, due to truancy, a student is enrolled in less than four classes, including physical education, he/she will not be considered a full-time student. He/She may be dropped from school for the remainder of the semester. On those occasions where the student has been truant from school on nine separate days per school year, that student will be recommended for expulsion.

### **School Resource Officer**

The School Resource Officer is a member of the Naperville Police Department who is assigned to NCHS full time during the school year. This officer serves as a community resource to the students, faculty, and staff, providing easy access to the full range of police services. The SRO may be contacted through the Dean's Office. The officer assists the deans with investigations, student interviews, programs, and other related areas. The School Resource Officer also provides law-related education through presentations to classes and organizations throughout the school.

Some additional responsibilities will include:

1. Act as the criminal justice system's consultant to the school in matters of law enforcement and juvenile procedures.
2. Assist school officials and parents on runaways.
3. Assist school administration in resolution of criminal and anti-social behavior.
4. Assist in problems involving persons trespassing and committing criminal acts on school property.
5. Meet regularly with school counselors and Deans in an attempt to identify individuals or conditions that could possibly result in delinquent behavior.

## **7.190 Student Discipline**

### **Philosophy of Student Conduct**

The Board of Education believes that student behavior should reflect standards of good citizenship. Students are expected to conduct themselves within the bounds set by the Board of Education and, as hereby authorized, the administrative regulations set forth by the Superintendent or his/her designee.

The basic principles guiding student behavior are consideration for the rights and well-being of others, cooperation with all members of the school community (which includes staff, students, community members, Board of Education and parents) and respect for oneself and others.

Rules and guidelines established by District 203 are intended to encourage positive, constructive, and responsible student behavior and an environment conducive to learning. All members of the school community are responsible and obligated to familiarize themselves with the rules and guidelines governing student conduct.

The Board especially believes that, if staff, parent(s) or guardian(s), and students know and understand the expectations for student conduct and the consequences for not meeting these expectations, behavior problems in our schools will be reduced and a better educational environment will prevail.

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique and that administrative discretion is necessary, the goal is to implement the

appropriate disciplinary action needed to change the undesirable behavior and maintain an orderly school environment.

The best interest of the student and the welfare of others are the motivating forces behind this philosophy.

#### Additional Interventions Related to Discipline Code

The District is concerned for the health, safety, and well-being of all students and recognizes that students' problems as they are manifested in school -- specifically pertaining to behavior, attendance, health, and academic issues, may impact their ability to learn.

The District recognizes these issues as legitimate educational concerns, and seeks to address them, because they can influence student learning. The District offers assistance, support, and interventions. Forms of prevention/education may include observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

#### Notification Regarding School Searches

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, any electronic device including computers, tablets, telephones, cameras or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images, and automobiles, whenever the administration deems it to be necessary.

#### Substance Abuse

To ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services along with appropriate disciplinary action.

#### Student Discipline

School District 203 believes in the dignity and uniqueness of each individual. In order to maintain a learning and work environment that is safe and promotes excellence in education, District 203 encourages respect for all persons and will not tolerate harassing, bullying or intimidating behavior.

The primary responsibility for student discipline within the school rests with the individual Building Principal. The primary responsibility for the maintenance of discipline within the classroom lies with the individual classroom teacher. Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

The Board of Education has established specific rules and regulations to govern the discipline of its students when a student's conduct constitutes gross disobedience or gross misconduct, as determined by the Administration or the Board.

Special Education students (those with an I.E.P.) exhibiting gross disobedience or gross misconduct shall, where appropriate, be disciplined in accordance with laws and regulations governing special education.

Students who are suspended externally or expelled are to be excluded from all District 203 activities and property for the duration of their suspension or expulsion. A student who is subject to suspension or expulsion as provided in this Section may be eligible for a transfer

to an alternative school program in accordance with Article 13A or 13B of the School Code. A student must not be denied transfer because of the expulsion, except where the transfer would cause a threat to the safety of students or staff in the alternative program.

Each parent/guardian will receive a copy of the student discipline policy within 15 days after school begins or when the student enrolls if it is after the beginning of the school term. Within the first week of school the students will be helped to understand the contents of the discipline policy. Students will be required to sign a receipt of the handbook.

The items within each classification are simply examples of ways in which a particular classification may be violated. These examples in no way limit the Board's ability to discipline students for violations which are not specifically listed. In addition, a violation shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Notwithstanding designation of a specific place below, students are subject to disciplinary action for misconduct or disobedience occurring on school grounds, at school-sponsored activities, in connection with student transportation, or at any place where the misconduct or disobedience has a reasonable relationship to school by disrupting, interfering with, or adversely affecting the school environment, school operations, or an educational function. In addition, Administrators shall report violations to the Naperville Police Department or other law enforcement agencies, as appropriate.

Classification No. 1

Students committing or involved with this type of violation are subject to disciplinary action ranging from conferring with a staff member or administrator to expulsion from school. Continued infractions of this classification will have a cumulative effect in terms of disciplinary action. The following are examples of Classification #1 violations:

1. Excessive tardiness.
2. Class and/or school truancy. Current city ordinances and state law regarding truancy will be strictly enforced by school officials.
3. Off Campus Violation. Once students arrive on campus they must remain on campus until the end of their scheduled school day unless authorized or approved by the building or district administration.
4. Violation of the disciplinary rules and regulations contained in the Student Handbook not otherwise covered in this policy.
5. Misconduct or promotion of misconduct on School District property, at school sponsored activities, or as a school bus passenger.
6. Disruptive behavior which interferes with the educational atmosphere in the school or at any school-sponsored activity.
7. Gambling.
8. Forgery and/or falsifying information.
9. Cheating/Plagiarism.
10. Use of profane or obscene language.
11. Unauthorized use of school property.
12. Disregard for student parking regulations.
13. Insubordination to a School District employee.
14. Trespassing on School District property.
15. Posting of signs and/or other materials without administrative approval.
16. Violation of Bus Conduct Policy or related Administrative Regulations.

17. Use of cellular phones and any other electronic communication devices from the beginning of the first class period until the end of the last class period unless authorized or approved by the building or district administration.
18. Use of any electronic device including computers, tablets, telephones, cameras or other electronic devices that have the ability to take, store, display, or send images, videos, or text messages with embedded images on school grounds during the course of the school day unless authorized or approved by the building or district administration. Inappropriate use of such devices is prohibited at all times on school grounds and at all school sponsored activities. This may include displaying, sending or posting at any time any images, video, and/or text messages produced without permission.
19. Unauthorized or improper use of, or access to, the District's computers, computer system, e-mail, internet access, or other information system applications and components, including violation of the "Acceptable Use Policy."
20. Wearing hats, caps, or head-coverings of any kind by individuals from the time they enter the school building until they exit the school building unless otherwise approved by the Building Principal. Wearing coats, jackets, and other outdoor wear in the building during the school day (from the first class period bell until the bell ending the last class period), unless otherwise approved by the Building Principal. Coats and hats are to be stored in student lockers or other designated places during the school day.
21. Wearing or display of garments, objects, jewelry, or body art that depict distasteful symbols debasing the dignity of a person or that depict or promote use of alcohol or drugs or that contain sexually explicit, obscene, or vulgar messages or symbols at school or at any school-sponsored activity. Wearing or display of spiked or dangerous jewelry at school or at any school-sponsored activity.
22. Participating in any act, possession, distribution and or transfer of any material of a sexual nature.
23. Perpetrating on an unwilling person an act which is of a sexual nature.
24. Possession of lighters, matches or other such materials.
25. Failure to follow student schedule.
26. Demonstrating aggressive behavior or behaviors that put the student at risk for aggressive behavior. Aggressive behavior is defined as conducts and behaviors towards others that appear to terrorize, intimidate or start fights.
27. Harassment, which is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, and which includes intimidation, threatening individuals or inciting the participation of others in such behavior through, but not limited to, the use of email, web sites, social networking sites, voice mail, or any other verbal, written or electronic communication.
28. Bullying.
29. Any activity on or off school property that interferes with, disrupts or adversely affects the school environment, school operations or educational function.

### Classification No. 2

Students committing or involved with this type of violation are subject to immediate suspension and/or expulsion. The following are examples of Classification #2 violations:

1. Fighting.
2. Damage resulting from misconduct; intentional damage to school property or personal property of School District employees, students or others; or criminal

damage to property of any such persons. (Restitution will be required for any violation of this provision).

3. Smoking, possession, use, sale, or distribution of tobacco products or nicotine delivery device (e-cigarette, vapor pen) in any form on school grounds or at any school related activity. Smoking, possession of a lighted cigarette or use of tobacco products on adjacent property or within visible sight of the school grounds. Violation of any current city ordinances and state law regarding tobacco. Students under the age of 18 will be referred to the Naperville Police Department for additional intervention.
4. Gross insubordination or disrespect toward Board members, administrators, teachers, custodial staff, secretarial staff, food service employees and other School District employees and volunteers.
5. Theft, including taking the property of others without their permission or consent. Possession of stolen items. Possession of tools that are used to gain possession of another person's property.
6. Possession or use of fireworks (i.e., smoke bombs, stink vials, firecrackers, caps, etc.).
7. Participation in any unauthorized club, secret society, satanic activity, and/or gang activity. This includes, but is not limited to the display, wearing, or possession of contemporary gang identifiers, the use of gang hand signals, the solicitation of others for membership, and requesting payment of dues, insurance, or other forms of protection from individuals. This also includes intimidating, or threatening an individual or inciting others to participate in any form of physical violence involving a person or property.
8. Use of derogatory comments which are often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences, with the intent to be disrespectful.
9. Hazing, aggressive or demeaning behavior that does or may result in physical, emotional, or psychological harm to another or urging other students to engage in such conduct.
10. Sexual harassment is a form of sex discrimination that involves sexual advances, requests for sexual favors, the distribution or transfer of images, or other conduct of a sexual nature when such conduct interferes with an individual's educational performance or creates an intimidating, hostile or offensive educational environment. Refer to Administrative Regulation #7.20-R for further definitions of Sexual Harassment.
11. Possession of an over the counter drug.

### Classification No. 3

Students committing or involved with this type of violation are subject to immediate suspension and/or expulsion. This type of misconduct is considered flagrant and carries the most severe consequences. The following are examples of Classification #3 violations:

1. Possession of a weapon. For purposes of this provision, "weapon" means a firearm (as defined below), including any gun, handgun, rifle, shotgun, or machinegun; a BB gun; pellet gun; air gun; paintball gun; pneumatic gun; spring gun; ammunition for any of the foregoing; knife; razor; stiletto; throwing star; dagger; dirk; broken bottle or other piece of glass; metal knuckles or other knuckle weapon, regardless of its composition; billy club; bludgeon; black-jack; sling-shot; sand-club; sand-bag; stun gun or taser; tear gas gun projector or bomb or any object containing noxious liquid gas or substance; or any other weapon or instrument of like character, or "look alikes" of any weapon as defined herein; or any other object that is used to inflict harm, is used to threaten harm, or has been modified so that it can inflict harm.

"Firearm" is defined as: (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any explosive, incendiary, or poison gas-(i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge, (v) mine, (vi) device similar to any of the devices described in the preceding clauses.

2. Actions threatening the well-being of Board members, School District employees, students, volunteers, or other persons including physical assaults upon School District employees, Board members, students, volunteers, or other persons.
3. Transfer, sale, purchase, possession, use, abuse of, or being impaired by any alcoholic beverage, intoxicant, prescription drug not properly prescribed, inhalant, narcotic, cannabis, so-called "pep pills" or "speed", tranquilizers, "look-alike" drugs or any other controlled substance, or other illegal substance while on school premises or attending school-sponsored activities. Transfer, sale, purchase, abuse of, or being impaired by a non-prescription drug. The terms transfer, sale and purchase include any involvement in such activity or the attempt to conduct such activity.

The terms "possession" and "use" shall include possession or use by a student who has consumed, or is impaired by, or reasonably appears (such as through odor or behavior) to have consumed or be impaired by, any of the aforementioned substances, whether prior to entering school or at any school-sponsored event.

The term "intoxicant" includes any substance which is not properly prescribed and which, if used, is intended to produce an altered physical or mental state, including, for example, an inhalant which produces a "high".

4. The possession or use of any drug paraphernalia.
5. Use or possession of anabolic steroids not properly prescribed.
6. Activating or causing to be activated a false fire alarm or disaster alarm.
7. Make or cause to be made a bomb threat.
8. Deliberately causing, attempting, or threatening to cause injury to another person.
9. Possession or use of an explosive or incendiary device.
10. Any activity prohibited by criminal law or municipal ordinance.

### Weapons in School

The Board of Education may expel a student for a weapons violation for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis. Prior to any expulsion hearing, the Administration will make a recommendation to the Superintendent for the term of the expulsion based on the circumstances involved with the student.

A student who is determined to have brought a weapon to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year.

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period under this subdivision (1) may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.



(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined in subdivision (1) of this subsection (d). The expulsion requirement under this subdivision (2) may be modified by the Superintendent, and the Superintendent's determination may be modified by the Board on a case-by-case basis.

Expulsion or suspension shall be construed in a manner consistent with the federal Individuals with Disabilities Education Improvement Act.

#### Early Identification - Aggressive Behavior

Any school staff member who identifies a student as having demonstrated aggressive behavior, or behaviors that put the student at risk for aggressive behavior, shall refer the student to the building administrator. The building administrator shall establish procedures by which teachers may refer such a student. The building administrator shall determine whether the conduct and behavior of the student are of such a nature and degree that the student is at risk for aggressive behavior. The building administrator shall promptly notify the student's parents or guardian of the referral and shall attempt to schedule a parent-teacher conference to discuss the referral and to recommend such available early intervention procedures as are deemed reasonably appropriate.

#### Required Notices

A school staff member shall immediately notify the building principal as soon as possible in the event that he or she (1) observes any person in possession of a firearm on or around school grounds (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident, or (3) observes a battery committed against any staff member. Such action may be delayed if immediate notice would endanger students under his or her supervision. Upon receiving such a report, the building principal or designee shall immediately notify the student's parent(s)/guardian(s), the State Police and the local law enforcement agency.

#### Reciprocal Reporting

The Superintendent is authorized to follow the provisions of the School Code of Illinois to create administrative regulations which include guideline procedures to establish and maintain a reciprocal reporting system between the school district and local law enforcement agencies regarding criminal offenses committed by students.

LEGAL REF.:                   Gun-Free Schools Act, 20 U.S.C. § 7151 et seq.  
20 U.S.C. § 6081.  
105 ILCS 5/10-20.14, 5/10-21.10, 5/10-22.6, 5/10-27.1A, 5/10-27.1B, 5/24-24, and 5/31-3.  
720 ILCS 5/12-6.1.  
23 Ill. Admin. Code §§ 1.210 and 1.280.  
720 ILCS 5/12-10  
710 ILCS 5/12-10.1

CROSS REF.:                   5:230 (maintaining student discipline), 6:110 (truant's programs), 7:20 (harassment of students prohibited), 7:70 (truancy), 7:130 (student rights and responsibilities), 7:140 (search and seizure), 7:150 (police interrogation), 7:160 (student appearance), 7:170 (vandalism), 7:180 (bullying, intimidation and harassment), 7:183 (open campus/lunch), 7:200 (suspension procedures), 7:210 (expulsion procedures), 7:220 (bus conduct), 7:230 (student with disabilities), 7:240 (high school co-curricular code), 8:30 (conduct on school property)

ADOPTED:                   May 7, 1996  
Revised:                    April 19, 2010  
Revised:                    April 18, 2011  
Revised:                    April 16, 2012  
Revised:                    April 15, 2013  
Revised:                    April 21, 2014

## PROCEDURES FOR ALCOHOL, DRUGS, TOBACCO OR FOR GANG RELATED ACTIVITY

1. Possession/use of alcohol or drugs or being under the influences of alcohol or drugs:  
1<sup>st</sup> offense      10 day external suspension  
                            Reduced to 5 days if student enrolls and completes a chemical dependency assessment and follows recommendations made by the assessor.  
2<sup>nd</sup> offense      10 day external suspension and recommendation for expulsion.
2. Possession/use of tobacco or tobacco products:  
1<sup>st</sup> offense      3 days external suspension  
                            Reduced to one day if the student enrolls in and completes a tobacco education program.  
2<sup>nd</sup> offense      5 day external suspension  
3<sup>rd</sup> offense      10 days external suspension and recommendation for expulsion.

Note: There is also a police involvement for students who are under the age in accordance with Naperville City Ordinance.

3. Gang activity or gang related activity including, but not limited to, drawings, clothing bandanas, hats, or any other form of representation:

### Displaying

- 1<sup>st</sup> offense      1 day suspension
- 2<sup>nd</sup> offense      3-10 day suspension and recommendation for expulsion

### Graffiti/Vandalism

- 1<sup>st</sup> offense      1-3 day suspension
- 2<sup>nd</sup> offense      3-10 days external suspension and recommendation for expulsion

Recruiting      10 day suspension possible and recommendation for expulsion

## RANGE OF DISCIPLINARY CONSEQUENCES

### Violation of classification #1

#### 1. Detentions

Teacher Detentions are designed by individual teachers and range in length of time. Detentions should be served at time reasonably designated by the individual teacher at least one day after the detention was issued.

#### Deans' Detention in Room 30\*

- A. AM Detention – 6:30-7:30am
- B. 1 Hour PM Detention – 3:30-4:30 pm
- C. 2 Hour PM Detention – 3:30-5:30 pm
- D. 1 Hour Saturday – 7-8am
- E. 2 Hour Saturday – 7-9am
- F. 3 Hour Saturday – 7-10am
- G. 4 Hour Saturday – 7-11am

Students must arrive 5 minutes before their scheduled detention. Due to safety concerns, the doors for detention will be locked the moment the detention is scheduled to begin. If students are late, they will be considered truant from their detention, and their consequences will be doubled.

\*Detentions are designed in an effort to communicate the importance of following school rules and the fact that inappropriate actions have consequences. Therefore, if a student exceeds 20 hours of detention assigned by a dean in a semester, it is evident that detentions do not appear to be a solution to the problem. Consequently, that student may be suspended for each detention hour thereafter.

2. Suspensions

In school supervised study, held in Room 56 from 7:45 a.m.-3:10 p.m. Students must arrive on time with all appropriate educational materials. They should bring a lunch from home. Sleeping, use of electronics devices, or any other misconduct is prohibited and may result in an out-of-school suspension.

3. Out of school suspensions, ranging from 1-10 days based on infraction and student history. Social suspensions, ranging from dances, athletic events, and all other school and District 203 activities.

4. Removal from Class Without Credit

If a student is continually truant and/or disruptive to the classroom environment, he/she may be withdrawn from class for the remainder of the semester without receiving credit for the class and placed in a study hall, pending administrative review.

5. Expulsion

Student is excluded from enrollment as a student of Naperville Community School District #203.

**Violation of Classification #2**

1-10 days immediate suspension and/or expulsion  
Parent conference or pending parent conference and/or disciplinary hearing.

**Violation of Classification #3**

1-10 days immediate external suspension and/or expulsion  
Parent conference and/or disciplinary hearing.

**NOTE:** Incidents involving battery, firearms or drugs will be reported to the Illinois State Board of Education Student Incident Reporting System.

**Due Process Procedures**

Students and parents who have concerns with disciplinary rulings should follow the steps listed below:

1. Parent/student may request a hearing with the Principal and Dean. Contact may be made by calling the Principal's Office at 420-6422.
2. If parent/student still has concerns, they may request a formal hearing at the district level by contacting the Assistant Superintendent for Secondary Education at 420-6318.

**In-School Supervised Study**

Students who are in violation of school rules may be assigned to the In-School Supervised Study Room. Students may be issued an in-school supervised study for a school day or any part of a school day. Students given this assignment will be expected to have study materials and to study. Students are responsible for obtaining assignments from each teacher. Students are responsible for bringing lunch. They will not be allowed to use the cafeteria during the school day.

#### **Fourth Out-Of-School Suspension**

Upon the assignment of the 4th out-of-school suspension during the school year, the student and parent shall meet with the dean and principal. The purpose of the meeting is to explain that the 5th out-of-school suspension may result in a recommendation to the Board of Education for expulsion from school. Strategies and interventions to alter student behavior will also be discussed.

#### **Additional Interventions Related to Discipline Code**

Toward the promotion of safe and drug free schools, the District supports programs which address this end. The District is concerned for the health, safety, well-being of all students and recognizes that students' problems as they are manifested in school -- specifically pertaining to behavior, attendance, health, and academic issues may impact their ability to learn. The District recognizes these issues as legitimate educational concerns because they can influence student learning and seeks to address these concerns through a comprehensive student assistance program. The student assistance program will provide a structured, organized approach for all schools within the District to respond to students' problems as they are manifested in school. Assistance may take the form of prevention/education, observation of inappropriate behavior, intervention at appropriate levels, encouragement of professional assessment, referral, and support/aftercare.

#### **Specifically Addressing Substance Abuse**

In order to ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services as needed along with appropriate disciplinary action.

#### **Notification of School Searches**

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, and automobiles, whenever the administration deems such search is necessary. Additionally, any item dropped off for a student may be subject to search. A student's search may include but is not limited to a hand held metal detector.

#### **Unauthorized Area**

Students are considered to be in an unauthorized area if they are in any area not designated on their schedules or in an area without written authorization. Students will not be issued passes to their vehicles for any reason. Students in unauthorized areas may be subject to search. For example, PE locker rooms are unauthorized areas after PE classes have begun. Also, the Athletic locker room is an unauthorized area when a coach is not present. **Additionally, unauthorized areas may change over the course of the renovation of the building during a school year and from year to year.**

#### **Video Cameras and/or Monitors**

To assist in maintaining security and to deter inappropriate conduct, the School District may position video cameras and/or monitors in public areas of school property, such as hallways, stairwells, 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.

#### **Behavior Outside of Class**

1. Move quickly between classes without running or jostling others.
2. Speak in a normal tone of voice.
3. Promote respect for all school property by keeping the floors clean and the walls unmarked.

4. Do not use profanity.
5. Refrain from public displays of affection.
6. Carry school issued student identification at all times and produce identification upon request of a staff member. Failure to produce or attempts to falsify identification will result in external suspension.

\* Students who do not follow these expectations will be subject to disciplinary action and parent contact

### **Dress and Grooming**

An individual's dress, personal appearance, and cleanliness, as well as his/her behavior, demonstrate his/her sensitivity to and respect for others. NCHS recognizes a student's individual appearance is mainly the responsibility of the student and parents. However, dress and grooming should be clean, not indecent, and free of obnoxious odors. Health and safety standards must be maintained at all times for the protection of the student. Feet must be protectively covered at all times, and clothing and foot wear must not have ornamentation that will damage furniture or floors or create a safety hazard to the student or others. Accessories such as necklaces, bracelets, belts, etc., that could be used as weapons are expressly forbidden. **If, in the judgment of school officials, modes of dress or appearance are distracting or disruptive to the progress of the educational program, the student and parent will be notified, and the student will be required to change immediately.**

In addition, the following dress code is in effect:

1. No caps, hats, bandanas, or head coverings (religious and themed dress-up day exceptions) may be worn in the building during the school day. These items should be placed in student locker upon arrival to school.
2. No garments depicting beer, alcohol, liquor, or drugs may be worn at school.
3. No garments with messages or symbols that have inappropriate language, sexual actions, or "innuendoes" may be worn at school.
4. No clothing considered to be revealing will be allowed on males or females. This would include but not be limited to shirts which reveal bare midriffs, shirts with bare backs, shirts with spaghetti straps or shirts without two straps. Shorts and skirts must provide sufficient coverage – mid-thigh length is recommended. In addition, cleavage should not be visible and all undergarments must be covered.
5. No coats, jackets, and outdoor-wear garments may be worn in the building during the school day. These items should be placed in student locker upon arrival to school.

**Dress Code**

Keep Coats and Hats in Your Locker

No Visible Cleavage

No Inappropriate Slogans

No Bare Midriffs

No Exposed Undergarments

Shorts/Skirts must be mid-thigh or longer

Must Wear Shoes

**Dress Code:**

NCHS recognizes the importance of individuality with regard to dress; however, the learning environment needs to be free from disruptions and distractions that dress code violations can cause.

For the complete policy on student dress refer to Redbook.

**Dress Code**

Keep Coats and Hats in Your Locker

No Inappropriate Slogans

No obscene imagery

Shorts must be mid-thigh or longer, and clothing isn't revealing

No Chains or bandanas

Undergarments must be covered

Must Wear Shoes

**Dress Code:**

NCHS recognizes the importance of individuality with regard to dress; however, the learning environment needs to be free from disruptions and distractions that dress code violations can cause.

For the complete policy on student dress refer to Redbook.

## **Loitering in Washrooms**

Students are not permitted to loiter in the washrooms. Loitering can be defined as sitting on the washroom floors, sitting on the sinks, or just standing and talking to friends inside the washrooms. This includes students who serve as watch dogs for smokers. Campus supervisors and teachers write referrals to the Deans when they encounter students engaged in loitering.

## **Electronic Devices**

**Cell Phones:** Students may be in possession of cell phones, pagers and other communication devices during the school day. However, use of these devices is prohibited during the school day. The only exceptions are: 1) during the student's scheduled lunch period and while in the cafeteria, library, and/or Honor Garden and 2) when authorized or approved by the building administration.

**Cameras:** Use of electronic devices such as camera phones and PDAs to take, display, or send images or text messages is prohibited on school grounds during the course of the school day. Inappropriate use of such devices to take, display, or send images or text messages is prohibited on school grounds and at all school sponsored activities.

**Others: (BYOD)** Tablets, Kindles, Ereaders, laptops, and other like devices should not be in student possession from the time students enter the building until the end of the school day without approval through the Deans Office. NCHS takes no responsibility for these items if students bring them to school and they are lost or stolen.

**Students in violation of this policy will be given a 2 hour detention.**

## **NON- DISCRIMINATION**

It is the policy of the Board of Education of School District 203 to prohibit discrimination in educational programs, activities, services or benefits against any student on account of race, color, religion, national origin, sex, or handicap. The prohibition against discrimination on account of sex is also intended to bar sexual harassment in any form. Anyone who believes a student has been discriminated against may file a complaint using the School District's Student Discrimination Complaint Procedure found in Administrative Regulations 7.20.

### **Students - Non-Discrimination**

Anyone wishing to present an allegation of discrimination against any student on account of race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences in educational programs or activities in violation of Board of Education Policy 7.20 shall use the following procedures. If the alleged discrimination is against the building principal, the process may begin with Step 2.

### **Student Discrimination Complaint Procedure**

**Step 1** Allegation of discrimination shall be submitted to the administrator in charge of the building in which the student or students are housed. All complaints must be presented within thirty (30) calendar days of the occurrence of the first event giving rise to the complaint. Within ten (10) working days of receipt of the complaint, the administrator will respond in writing to the complainant, and will forward copies of the decision to both the complainant, the District Superintendent, the District Nondiscrimination Coordinator and Complaint Managers.

**Step 2** If the complainant is not satisfied with the decision of the administrator at Step 1, the complainant may request that the Nondiscrimination Coordinator and/or Complaint Managers respond to the complaint. The request must be submitted to the Nondiscrimination Coordinator and/or Complaint Managers within ten (10) working days of the date of receipt of the administrator's decision at Step 1. The

Nondiscrimination Coordinator and/or Complaint Managers shall review the complaint and the decision of the administrator and shall render a decision within ten (10) working days of the receipt of the request for review. Copies of the decision shall be forwarded to the complainant, the administrator and the District Superintendent.

Step 3 If the complainant or the administrator is not satisfied with the Nondiscrimination Coordinator or Complaint Manager's decision, either may request that the District Superintendent respond to the complaint. The request must be submitted to the Superintendent within (10) working days of the date of receipt of the Nondiscrimination Coordinator/Complaint Manager's decision. The District Superintendent shall review the complaint and the decision of the Nondiscrimination Coordinator and/or the Complaint Managers and shall render a written decision within (10) working days of receipt of the complaint. Copies of the decision shall be forwarded to the complainant, the administrator and the Nondiscrimination Coordinator and/or Complaint Managers.

Step 4 If the complainant is not satisfied with the decision rendered by the Superintendent, the decision may be appealed to the Board of Education. Notice of intent to appeal to the Board must be submitted to the Superintendent within ten (10) working days of the receipt of the Superintendent's decision. Upon receipt from the complainant of written notice of intent to appeal to the Board, copies of the complaint and the decisions at each prior level of review shall be forwarded by the Superintendent to the Board. The Board shall review all of the relevant documents no later than the second regularly scheduled meeting after the receipt of the notice of intent to appeal and shall render its written decision within ten (10) working days of the date upon which the review is held.

Step 5 If the complainant is not satisfied with the Board's disposition of the complaint, the Sex Equity Rules of the Illinois State Board of Education provide for further appeal of complaints of sex discrimination to the Regional Office of Education Superintendent under Section 3-10 of the Illinois School Code and thereafter to the Illinois State Superintendent of Education under Section 2-3.8 in the Illinois School Code.

NOTICE: Complainants are entitled to confidentiality and respect and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. Failure of the complainant to present or advance a complaint on time may be a basis for denial of the complaint. Failure of school district officials to respond on time to a complaint will permit the complainant to proceed to the next step of the complaint procedure. The Nondiscrimination Coordinator and the Complaint Managers shall be available to provide assistance to the complainant, as reasonably needed, in the preparation and the processing of the complaint and the appeal of decisions.

The Equality Coordinator for Naperville Community Unit School District 203 is the Assistant Superintendent for Personnel.

### **Sexual Harassment**

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in 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;
- d. making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

Students who believe that they are victims of sexual harassment are encouraged to discuss the matter with the Equity Coordinator, Building Principal, Assistant Principal, or Dean of Students.

### **Religious Holidays**

Naperville Central High School makes every attempt to work with our community to avoid scheduling extra-curricular events on major religious holidays. However, with the volume of events to schedule in a finite school calendar, it is not always possible to avoid every religious holiday. It is our desire to respect the religious practices of every family in our school. The school fully supports that should such a conflict occur, students are encouraged to celebrate the religious observances. Early communication with coaches and sponsors is critical in such cases. Please check all published schedules for such potential conflicts.

## **FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)**

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources. In addition, no student may be required to submit to any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources and which reveals the information specified in 20 USC 1232h, without prior written consent of the students parent or, if the student is eighteen (18) years of age or emancipated, prior written consent of the student. Thus, this law prohibits a survey, analysis or evaluation funded, wholly or in part, by the Department of Education which reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sexual behavior and attitudes; illegal antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Copies of this law and Board of Education Policy 5125, which has been adopted pursuant to 34 CFR99.6, are available in the District office for inspection during regular business hours by contacting the District Compliance Officer.

Of course, students enjoy other privacy rights and parents have other rights to review materials under provisions of the Illinois School Code. FERPA creates additional rights and does not preempt those rights afforded by state law.

## **Acceptable Use of Electronics Networks in District 203**

### **6:235 - Access to Electronic Networks**

Electronic networks, including the Internet, are a part of the District's instructional program in order to promote educational excellence by facilitating resource sharing, innovation, and communication. The Superintendent or designee shall develop an implementation plan for this policy and appoint a system administrator.

The School District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. Furthermore, the District will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

### **Curriculum**

The use of the District's electronic networks shall (1) be consistent with the curriculum adopted by the District as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for



instructional materials and library-media center materials. Staff members may, consistent with the Superintendent's implementation plan, use the Internet throughout the curriculum. The District's electronic network is part of the curriculum and is not a public forum for general use.

### Acceptable Use

All use of the District's electronic network must be (1) in support of education and/or research, and be in furtherance of the School Board's stated goal, or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

### Internet Safety

Each District computer with Internet access shall have a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The Superintendent or designee shall enforce the use of such filtering devices. An administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Superintendent or system administrator. The Superintendent or designee shall include measures in this policy's implementation plan to address the following:

1. Limiting student access to inappropriate matter as well as restricting access to harmful materials;
2. Student safety and security when using electronic communications;
3. Limiting unauthorized access, including "hacking" and other unlawful activities; and
4. Limiting unauthorized disclosure, use, and dissemination of personal identification information.

### Authorization for Electronic Network Access

All users of the District's computers and means of Internet access shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the network. The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action.

LEGAL REF.: Children's Internet Protection Act, P.L. 106-554.  
20 U.S.C § 6801 et seq.  
47 U.S.C. § 254(h) and (i).  
720 ILCS 135/0.01.

CROSS REF.: 5:100 (Staff Development Program), 5:170 (Copyright for Publication or Sale of Instructional Materials and Computer Programs Developed by Employees), 6:40 (Curriculum Development), 6:210 (Instructional Materials), 6:230 (Library Resource Center), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:130 (Student Rights and Responsibilities), 7:190 (Student Discipline), 7:310 (Publications)

ADMIN PROC.: 6:235-E1 (Exhibit- Acceptable Use of Electronic Networks),

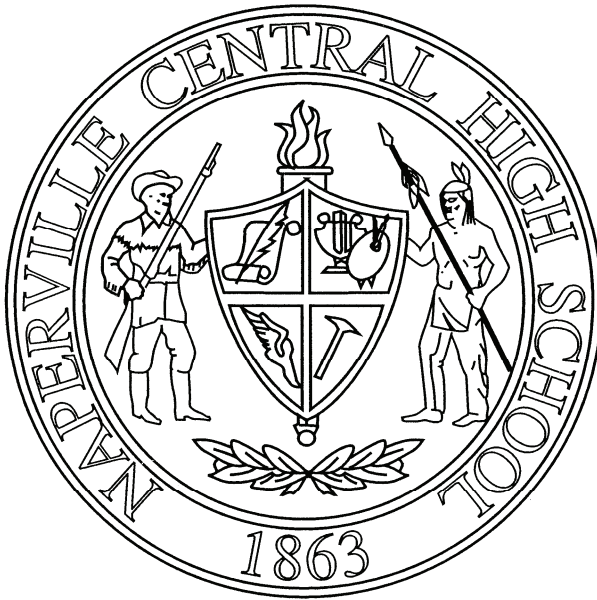
6:235-E2 (Exhibit - Authorization for Electronic Network Access)

Revised: October 2004

**Students committing or involved with a violation of the AUP are subject to disciplinary action ranging from conferring with an administrator to expulsion from school.**



# SCHOOL DAY OPERATIONS



## **LATEX- Free Environment**

Naperville Central is a latex-free environment. No latex gloves, balloons, masks, etc. are permitted on campus or in the school due to staff and students with respiratory latex allergies. Mylar balloons are a good substitute. Every effort is made to eliminate latex products from the school environment.

## **BUS SERVICE**

Parking space is limited at Naperville Central. Students are encouraged to use bus transportation. All students living outside a mile and one-half limit are entitled to use the bus service to and from school. Upon payment of school fees, students eligible for bus transportation will receive a bus-stamped I.D. card and bus schedule. Students must display a bus-stamped I.D. card in order to use bus transportation. All buses are under school authority. The driver will report any improper action to the school. Inappropriate behavior on the bus may result in disciplinary action, including suspension of bus privilege. Buses are equipped with video surveillance equipment that is used to help identify students who are acting inappropriately. Information on buses and bus routes will be available at the time of student registration. Occasionally, assigned buses will need to be changed. Announcements will be made to alert students. The regularly scheduled bus number will be posted in the side window of the new bus. In the event of inclement weather students should listen for special announcements via the school public address system.

### **Transportation Department - School Bus Student Expectations**

These expectations were written in order to promote a safe and secure bus environment for all students.

1. I will remain seated at all times
2. I will keep my hands and my head safely inside the bus
3. I will use appropriate language and voice at all times
4. I will always cooperate with the bus driver
5. I will always behave respectfully and report unsafe behavior
6. I will not eat or drink on the bus
7. I will help make sure the bus is litter free
8. I will never tamper with bus equipment or vandalize my bus
9. I will not be involved with or demonstrate violent behavior
10. I will show my student ID when requested (Grades 6-12)
11. I understand for my safety that all District 203 policies apply while I am traveling to and from school

These rules have been established solely in the best interest of student safety. Buses are equipped with cameras which have video and audio recording capabilities. These tapes are routinely reviewed. In the event of misconduct, tapes are reviewed by appropriate district personnel at which time disciplinary action may be initiated. Each year the students in District 203 complete a bus evacuation drill as required by Public Act 94-0600.

### **Parents Transporting Students**

Please use the front circle, off Aurora Avenue, or Hillside to pick up or drop off students. Porter Street is open only to buses between 6:50 and 7:20 a.m. and between 2:45 and 3:30 p.m. All posted traffic and parking regulations will be enforced.

### **CARE OF SCHOOL PROPERTY**

Students are responsible for the proper care of all property, equipment, and supplies provided by the school. Students who disfigure or cause damage to school property or equipment will be required to pay for the damage done to repair the damage or disfigurement or to replace the item. Depending upon the incident, disciplinary action may be taken. Loss or damage of school property causes a loss for students, parents, and the community.

## CLASS DELIVERIES AND MESSAGES

To minimize classroom interruptions, messages will be limited to school-related business. The administration will determine exceptions based on the levels of urgency. In an effort to minimize disruptions of classes, only phone messages of an emergency nature will be delivered. Emergency calls should be made to the appropriate Deans Office.

## FINES AND OBLIGATIONS

All students must clear any and all fines and/or obligations from any class, the Library Resource Center (LRC) or the main office before the end of a school term. Obligations include, but are not restricted to, returning a lost book, paying for a lost book, paying for a damaged book, or a course fee. Any student who has not cleared all fines and obligations by the beginning of the next school year will not be allowed to register for school. Yearbook distribution may be delayed if fines are unpaid by the distribution date. Diplomas will not be issued to seniors with an outstanding fine or obligation. **There is a six-month limit on all refunds.**

## I.D. CARDS

Students will be given I.D. cards after fees have been paid at Registration. They must carry this card for the purpose of identification. The I.D. card must be presented to any staff member upon request. Failure to do so is considered a disciplinary violation. The following are circumstances that require the use of I. D. cards during the course of the school year:

1. Entry at home and away school-sponsored activities
2. Student admission charges at home and away athletic events
3. Bus transportation
4. Check out of library materials
5. Entrance to the L.R.C. during lunch periods
6. Use as a record of fees paid
7. Entrance into school detentions
6. Registration for an athletic activity
7. Student pass, including tardies.
8. Distribution of dance pictures, yearbooks, and graduation tickets.
9. Purchase of lunches using the Sodexo Debit Card System. (See Lunches for more information.)

**Replacement ID's can be requested anytime in the Physical Education Office. Replacement cost is \$2.00. It is the student's responsibility to replace the ID in a timely manner and to notify their Dean in the event an ID is lost or stolen. Replacement cards will be available at the end of the day or the next morning.**

**ID pictures for new students will be taken on Wednesdays and Fridays from 7:10 a.m. until 7:40 a.m. in the P. E. office. New ID cards can be picked up at the end of the day.**

## HEALTH SERVICE – School Nurses

NCHS has two full time school nurses and one part time nurse. Both nurses are happy to meet with parents and students regarding health needs in school. The Health Office also has two full time health technicians who work with students under the direction of the nurses. See the Student Services section of this book for additional information on Health Services.

### LOCKER SERVICE AND SECURITY OF PERSONAL ITEMS

Students will be able to use an individual hall locker with a built-in lock at the high school. The school is not responsible for lost or stolen articles. Mechanical problems will be addressed by your Dean in STUDENT SERVICES. Personal problems or thefts should be directed to the student's dean. The school maintains ownership of each locker and has the authority to search any locker if there is reason to believe that items of an illegal or dangerous nature or property not belonging to that student are contained therein.

### LOST AND FOUND

Lost items, which are found, should be turned in to Student Services. A theft report form may be obtained from the School Resource Officer (S.R.O.) or from the Main Office. A copy of each report will be forwarded to the appropriate Dean. A conference with the S.R.O. may also be advantageous. A conference with a Dean is advisable in cases of suspected theft. Lost textbooks may be retrieved from the appropriate departmental office. A lost and found is also located in the Physical Education Department.

### LUNCHES

Naperville Central is a closed campus. However, the School Board has approved seniors to be off campus during their lunch period. **Seniors** will be required to turn in a parent permission form to their dean. Seniors must use their school ID for check-in, check-out procedures. Failure to do so may result in loss of off-campus lunch privilege. All other students are to remain on campus unless excused by the Attendance Office or Dean's office. Students may bring lunch from home or purchase it from the food service concession. Students who misbehave during their lunch period may be assigned to a restricted lunch arrangement. **Student reduced/free lunches are available for those who qualify. Forms are available in the Assistant Principal's Office.** Please be aware of the simple rules regarding behavior in the lunchroom:

- Garbage should be sorted, recycled, and disposed of properly.
- Food is paid for at time of purchase.
- Stealing is a serious offense.
- Throwing of food and trash is unacceptable.
- Tables should be cleaned 10 minutes before the bell.

Students may purchase lunch using the **Sodexo Debit Card System**:

1. To utilize the debit card system, students must present their ID cards to ensure proper debiting.
2. Students will not be allowed to purchase multiple meals during the same lunch period.
3. If a student does not have lunch money or their account has a zero balance, the student may receive one student lunch with authorization from school administration.
4. Balances on accounts will carry over to the next school year. Seniors and transfers shall be refunded any remaining account balances.
5. Replacement ID cards will be provided for a fee of \$2.00 in the PE office.

6. Parents will receive notification when balance falls below \$10.00.
7. No cash back on checks for debit card deposits.

## LIBRARY

See Library resources pages in the Student References section of this REDBOOK.

## PARKING AND DRIVING INFORMATION

As veteran parents know well, parking space availability at Naperville Central High School is very limited. This “heads up” is directed towards parents of newly licensed sophomores and juniors. When your student asks to drive the car to school, the parking issue should be discussed. There is no open parking area on campus. Please note that the limited available on street parking usually fills by 7:00 a.m. Therefore, students who leave for school after this time will find that valid and legal parking spaces are unavailable. Recently we have had to tow cars of students whom, knowingly or unknowingly, park in areas reserved for faculty and staff.

Please encourage your son or daughter to use the bus transportation whenever possible and to drive only when absolutely necessary.

1. Seniors may park only in designated student parking areas. If a student's automobile is parked in an unauthorized, posted area, that automobile **may be towed without any warning. The student assumes all financial obligations for the towed automobile.**
2. Students who park on yellow-striped areas in student parking lots or block driveways to lots, park in a visitors spot, or park in a staff's spot **may be towed without any warning. The student assumes all financial obligations for the towed automobile. Vehicles will be towed by:**

**Naperville Towing Service  
10 S. 290 Schoger Drive  
Naperville, IL 60564  
(630) 961-9484**

3. Vehicles may not be moved from school areas during school hours unless administrative permission is granted, as in off-campus lunch. A student may not return to a vehicle during the school day. The school will assume that a student coming in from a car, except from lunch, has been off-campus.
4. All students parking on the street will be subject to the city of Naperville ordinances.
5. The speed limit in school traffic areas is ten miles per hour.
6. Improper operation of student vehicle on school property will result in the loss of parking privileges.

### Senior Parking

All senior-parking spaces in the Greenhouse lot and Porter St. and lots will be numbered.

1. Senior parking will be done as a lottery for the fall semester. Spring parking availability will be determined those that did not receive spots in the fall.
2. Each hanging tag permit will display the parking space number.
3. Cost will be per semester.
4. The car parked in the numbered space must display the hanging tag permit.
5. The purchasing senior may use the hang tag permit for a car pool vehicle.
6. All vehicles that might use the numbered space must be registered with the Dean in charge of the database.

## VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS

During the course of the school year your child(ren) will be involved in many school activities that may be captured on video or photographed for sharing and/or placement on the school or website or in District publications. Videotaping and photographing of children in special education settings for non-educational purposes will be authorized only with parental consent. Outside of special education settings, students may be videotaped or photographed by parents, observers, school employees, students and news media personnel from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances (outside of special education settings), please be sure to sign the Permissions Denial form that is sent annually in the registration packet and return it to school. This form also provides for exclusion of family contact information (address and phone number) in the Home & School Directory. The Permissions Denial form must be signed and submitted to the principal at the beginning of each school year to avoid any misunderstandings. The form may be accessed on the District 203 website at the following link: <http://www.naperville203.org/assets/PermissionsDenialForm%2Epdf>

## VISITORS

While every attempt is made to be cordial and helpful to those visitors who have business in the school, it is important that Naperville Central maintain a safe environment for all members of the school community. In addition, it is a goal to minimize disruptions to the educational process in the classroom.

### Visitor Procedures

#### **Adults**

Adult visitors must enter through the main entrance off Aurora Avenue. Visitors are expected to present a valid driver's license and sign in with campus security at the station just inside the main entrance to the building. All visitors must secure and wear a visitor's badge during their stay at Naperville Central. Visitors should then sign out upon leaving campus.

#### **Students**

Student visitors and/or student guests are discouraged from coming to Naperville Central during the school day. Student visitors may be disruptive to the educational process. Exceptions to this policy might stem from curricular matters, such as student exchanges that are conducted through the Foreign Language and Humanities Departments.

### Trespass Notice

No person or persons are to enter school property without legitimate reasons for being present. Trespass on state-supported land is specifically forbidden by Chapter 38, Section 21-5 of the Illinois Criminal Code and by Naperville City Code, Chapter 10, Section 2-4-1. Naperville Central will be guided by the state and city ordinance regarding trespass. Those people found trespassing will be reported to the Naperville Police department and evicted from the building.

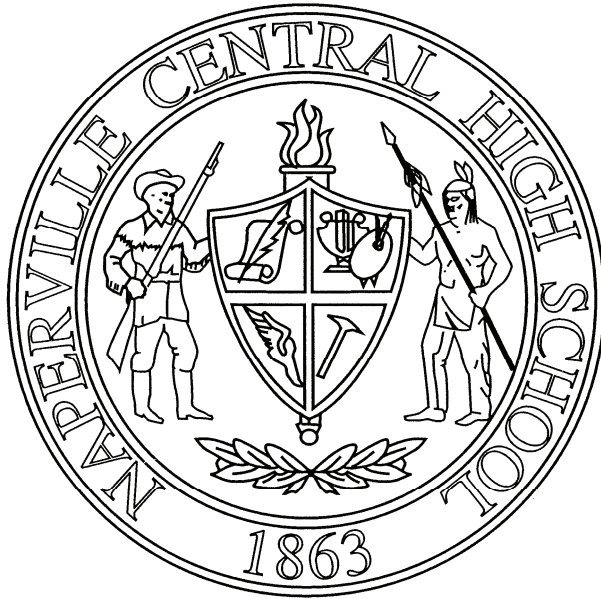
## WORK PERMITS

To obtain a work permit, you must provide the following:

1. Copy of Social security card;
2. Copy of Birth Certificate
3. Letter from employer describing job (needs address of employer – prefer this on employer letterhead)
4. Physical form dated in the last year (if you attend NCHS and your medical records are complete, then you don't need to provide this)
5. If parent is not here to sign the permit form, please provide a signed not from your parent or guardian allowing you permission to work.



# ACADEMICS



## CALCULATOR POLICY 2014-2015

### Mathematics Department

The Department of Mathematics at Naperville Central High School has established the following policy regarding the use of calculators in the mathematics classroom:

For students enrolled in General Math, Introduction to Algebra or Applied Math we recommend a scientific calculator that includes built-in fraction capabilities. Our college preparatory sequence actively integrates graphing calculator technology with the traditional curriculum. It is recommended, but not required, that students enrolled in Fundamentals of Geometry and Plane Geometry use a graphing calculator in their studies. The graphing calculator is required for students in Algebra 1, Algebra 2, Advanced Algebra, Discrete Math, Pre-Calculus w/Trigonometry, AP Statistics, and AP Calculus. Students should purchase a TI-84+ graphing calculator if they do not already own a graphing calculator. We recommend the TI-84+ because of its cost, mathematical utility, and user friendliness. The TI-84+ is the newest model of the graphing calculator and has the same keystrokes as the TI-83+, but it is faster and has more built in applications. This model will be appropriate for all students' studies during high school. Students who have the TI-83 model should continue to use it. The TI-83 is the model that most teachers will use in the classroom for demonstration purposes.

While the calculator is an invaluable tool for studying mathematics, there will be times when the instructor deems that a particular topic or skill is more appropriately investigated and assessed without the use of a calculator.

- During quizzes, tests, or final exams it is particularly important that each student have their own calculator. The student should be thoroughly familiar with the operation of the calculator he or she plans to use on a quiz, test, or final exam. Calculators may not be shared during a quiz, test, or final exam and communication between calculators is prohibited during quizzes, tests, or final exams.
- Some of the newest calculator technology provides students with the ability to import, store and hide games that are violent and/or use inappropriate language. If a student is found in possession of a calculator that contains games and/or language that we consider inappropriate for a school setting or is playing a game at an inappropriate time during class, we reserve the right to remove the inappropriate materials by clearing the memory of the calculator.

The Department of Mathematics at Naperville Central High School, while recognizing the inherent mathematical power of the TI-92 and the TI-89, does not allow the use of the TI-92, TI-89 or any similarly capable computing machine on quizzes, tests, or final exams. The TI-92 and the TI-89 will occasionally be used by instructors for demonstration purposes only.

### COMMENCEMENT

Only students who have met all graduation requirements prior to Commencement will be allowed to participate. Stadium seating will be open to all guests, and no outdoor tickets will be issued. Gates will open one hour prior to the ceremony. Tickets to be used in the event of an indoor ceremony due to repeated inclement weather are distributed with students' caps and gowns.

Naperville Central has had a long tradition of successful and enjoyable activities to celebrate our seniors and their accomplishments! However, senior pranks of any kind can not be tolerated as we close the year. Any pranks at the building or at any of end-of-year events will result in the participant and losing Commencement and other senior privileges in addition to other appropriate disciplinary actions. Any disruptions during the Commencement ceremony will result in the offending student being removed from the ceremony and diploma withheld. The student and parents will need to make an appointment with the Principal at a later date in order to receive it.

## CONTROVERSIAL SPEAKERS

To accomplish a special course objective, speakers are invited to talk on topics which a student or parent may find objectionable. If a topic is judged to be controversial, the teacher will inform the students. If the parent requests an exception, the student will not participate in the class on the day of the presentation. There will be no grade penalty for the nonattendance if the proper procedure is followed.

## SEMESTER EXAM POLICY & SCHEDULE

**Students must attend all classes, including study halls and physical education, during exam days.** Students are expected to take their final exams on the days they are scheduled. NCHS has a closed campus during exams, including lunch hours.

**Fall Semester Exam Dates: December 17 – 19, 2014**

**Spring Semester Exam Dates: May 26 – 28, 2015**

## 4.0 AWARDS

Each spring the school honors all students who have earned at **GPA of 4.0** for one or both of the preceding two semesters. The awards are as follows:

**Semester 1** Certificate  
**Semester 2** Academic Letter  
**Semester 3** Gold Bar  
**Semester 4** Gold Bar

**Semester 5** Gold Bar  
**Semester 6** Gold Bar  
**Semester 7** Plaque

## LINK Crew (formerly the FRESHMEN MENTORING PROGRAM)

The LINK Crew seeks to ease the transition between junior high and high school. Junior and Senior students mentor freshmen on topics such as student involvement in activities and athletics, study skills, conflict resolution, communication, and cultural diversity. Teams of four mentors meet with groups of approximately 24 freshmen during 22 minutes of the lunch hour twice weekly. Counselors, deans, and social workers also meet with freshmen during Link Crew time to discuss services, course selection choices, and answer student questions. Link Crew is not optional, and freshmen attendance is taken.

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## GRADING PROCEDURE

Student transcripts report semester grades in each course. Each teacher will communicate the procedures for calculating the semester grade in their course on the syllabus provided to students at the beginning of each semester. In all classes, semester grades are cumulative with progress being reported (mailed home) for all students at the end of the first 10 weeks. Students and parents can view a student's grade at any time throughout the semester through the Infinite Campus Portal. Listed below are the grading symbols and definitions used at Naperville Central High School:

- A Student demonstrates mastery of at least 90% of the course standards.
- B Student demonstrates mastery of at least 80% of the course standards.
- C Student demonstrates mastery of at least 70% of the course standards.
- D Student demonstrates mastery of at least 60% of the course standards.
- F Student has not demonstrated adequate mastery of standards and will not receive credit for the course.

I Incomplete. Level of mastery cannot be determined without further evidence.

AU Audit. Students do not receive a grade or credit for this course.

MX Medical Excuse

### **Pass/D/F Option**

Junior and Senior students may choose to take one (1) course each semester pass/fail. Students may not use the pass/fail option in a course that is a graduation requirement.

Students must earn an A, B or C in the course to receive a "Pass" grade. If you earn a D or an F, that grade will count toward your GPA.

The Pass/D/F application must be picked up in Student Services, filled out and returned within the first ten (10) days of a semester to Student Services. The application includes a complete explanation of the policy.

### **Expulsion**

Students who are expelled from Naperville Central High school will be removed from all classes and will not receive credit for any courses.

### **Suspension**

It is a privilege to attend classes at Naperville Central High School. Students suspended from school will only receive grades for assignments that will have a major impact on their semester grade (major tests, quizzes, projects or performances only). Students are expected to fulfill all academic requirements upon their return to class. If a course requires projects/papers with a specific deadline that occurs during the suspension period, the assignment must be submitted on the original due date.

### **Truancy**

No credit will be given for make-up work that is a result of truancy.

### **Field Trips**

Students who attend field trips are excused from attendance in class on the day of the field trip. All assignments are expected to be submitted to the teacher on the original due date regardless of participation on the field trip.

## **LINES OF COMMUNICATION**

Parents play a vital role in the education of their children. Therefore, communication between school and home is important. Should you have any questions concerning your student, the first line of communication is the **teacher** with whom you have the question or complaint. In most cases, the initial phone call will clear the issue. If the conversation with the teacher is unsatisfactory, contact administrators in this order: department coordinator, assistant principal, principal, associate superintendent, or superintendent. As you contact teachers, please keep in mind that teachers often have before and after school responsibilities.

**PHYSICAL EDUCATION DEPARTMENT**  
**Responsibilities and Requirements**

**Physical Education (PE) Department Uniform Dress Code Requirements:**

1. Students are required to wear a standard approved NCHS physical education shirt available for purchase at registration, school store, and the PE Office. Student's last name and first initial must be written on the front of the approved PE shirt. Example: Smith, J. \*\*Students are not permitted to wear a PE shirt with a person's name other than their own name displayed on the front of the shirt.
2. Students are required to wear an athletic style short of their choice with an elastic waistband or drawstring. We strongly recommend students wear the "NEW" NCHS PE short available for purchase at registration, the school store, and the PE office.
3. Students are required to wear athletic shoes with rubber soles and tie-up laces. Unacceptable footwear includes: boots, sandals, or footwear identified as unsafe or unacceptable by the PE department standards.
4. Students are permitted to wear a sweatshirt or sweatpants over the approved NCHS PE uniform. The expectation is that students will change out of their school attire and into a PE uniform for PE class on a daily basis.
5. Students' PE attire is required to meet standards of the NCHS dress code. Example: Athletic shorts should provide sufficient coverage, mid-thigh length is encouraged, and school appropriate messages only displayed on students provided sweatshirts and sweat pants.
6. In Case of an Emergency: Students can pay to RENT an approved PE shirt and/or shorts to be used for the assigned class session for one day. The rental shirt/shorts can be acquired from the PE dept. office for a \$1 non-refundable fee. The student's NCHS student ID will be held and will be returned to the student once the rented PE shirt/shorts are returned. In the event of loss or damage to the rented shirt/shorts, the student will be charged a replacement fee.

**Physical Education (PE) Department Issued Locks and Lockers:**

1. Each student is required to select a small locker located in the NCHS PE locker room to secure personal belongings while participating in the assigned PE class.
2. Each student is responsible to utilize a school issued lock and maintain the issued lock in a secure locked position on the individual student locker. Personal belongings are required to be secured in the locked locker at all times while participating in PE class.

**Physical Education Department Uniform Apparel and Locks for Purchase:**

NCHS PE shirt=\$10, NCHS PE shorts=\$12, NCHS new lock=\$5, NCHS used lock=\$3

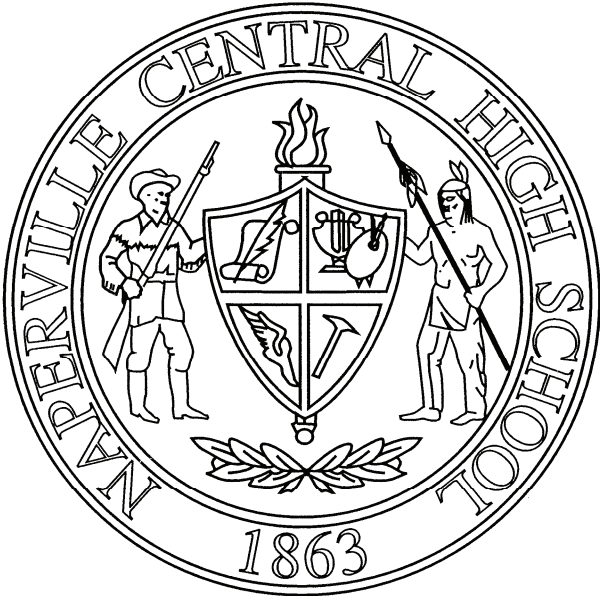
**Physical Education Department participation requirements include 28 Activity Units via a 7 semester rotation through the following options: 6 fitness activities**

- 6 units Fitness activities
- 4 units Team sport activities
- 3 units Individual activities
- 2 units Dance activities
- 2 units Aquatic activities
- 2 units Gymnastic activities
- 1 unit CPR course

NCHS Sophomore, junior, and senior students are eligible to select activities via the PE Elective series which will allow students to choose 4 activities per semester for a total of 7 semesters. Students are informed of these requirements and will be held accountable to the standards approved by the NCHS Physical Education Department.



# STUDENT SERVICES



## STUDENT SERVICES

The Student Services staff is available to assist students who have personal, vocational, and academic concerns. The goal of the staff is to deal with these concerns in a proactive way so that each student has a productive and rewarding high school experience. The **Director of Student Services** coordinates various programs to give parents, students, and staff comprehensive and quality services. The **Deans** work with students, staff, and parents on disciplinary issues. They try to maintain high visibility and be pro-active in addressing these disciplinary concerns.

**Counselors** perform a variety of counseling functions that vary to some degree with the student's grade level. They assist freshmen with a smooth adjustment to high school and academic concerns. Older students work more intensively with counselors in future planning, both vocational and college preparatory. All students may seek counselor assistance with social/emotional issues. Counselors are assigned alphabetically to students across all grade levels.

**Social workers**, are available for appointments with students and parents. In addition to individual counseling, both lead specialized group counseling sessions. **School psychologists** evaluate students for special education services; diagnose student learning needs; and meet with parents, students, and faculty. **School nurses** are located in Room 58, near Student Services, and are available for student's health-related concerns. All student services staff are available on an appointment basis and, if available, on a walk-in basis.

## HEALTH SERVICES

### **Physical Examination and Immunization**

#### *Freshman Requirements:*

The Illinois School code requires that students have a physical examination by a licensed physician (M.D. or D.O., Advanced Nurse Practitioner or Physician Assistant) within one year prior to entrance into ninth grade. Documentation of immunity to diphtheria, tetanus, pertussis, recent TDAP, polio, measles, rubella, mumps, chicken pox and hepatitis B is also required for all students attending Illinois schools. No student will be allowed to attend school unless he or she can show evidence both that the physical examination has taken place and that the physical examination document includes all required immunizations. **All Freshmen must** have a physical before registration! To speed up the registration process, we ask that you please mail/bring in the completed physical form to the main office at NCHS by the end of July. If the school has not received the physical form by the end of July, it is mandatory that the completed physical be brought to registration.

**KEEP A COPY FOR YOUR RECORDS. All sports and certain competitive activities require a current physical.**

### AVAILABILITY OF PHYSICAL EXAMINATION FORMS

All of the Naperville doctors have been supplied with the two-sided mandatory forms that are to be completed as evidence that a physical examination has been accomplished. Forms are in the Main Office at Naperville Central and/or can be downloaded from the District 203 website.

#### *Requirements for Students New to District 203:*

1. If transferring from an Illinois School: required submission of a physical examination report completed within one year prior to entering 9th grade. Documentation of required immunizations is also mandated by Illinois School Code.



2. Transferring from an out-of-state school: required submission of a State of Illinois Department of Health and Human Services certificate of Child Health Examination completed within one year of the date of enrollment at NCHS, irrespective of grade. Documentation of required immunization is also mandated by Illinois School Code. A student new to District 203 must present these complete forms within 30 days of the date of enrollment to insure continued attendance at school. This form is available on the District 203 website.
3. Illinois Law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15 of the year the student is first enrolled in an Illinois School. This examination must be completed within one year prior to the student beginning school. This form is available on the District 203 website.

### **Emergency Information**

Students are asked to return their Emergency Card on their August registration day. These forms are included in the registration materials mailed to students during the summer. Please make a notation on the card of any medications, chronic illnesses and allergies, or any other medical information necessary for medical/emergency use.

### **Elevator Use**

The convenience of an elevator will be provided to student/staff that have a permanent or temporary physical disability. During emergency/drills the elevator cannot be in use.

Please contact the school nurse to obtain the key.

### **Medication**

#### GUIDELINES FOR THE ADMINISTRATION OF MEDICATION IN SCHOOL NAPERVILLE SCHOOL DISTRICT 203

When a student requires daily or regular medication, parents must make every effort to give prescribed doses of the medication at home. It is recommended that parents consult with their doctor to see if midday medication can be adjusted and given at another time. Therefore, only medications (prescription, non-prescription and herbal) which are prescribed by a physician and which are essential for the student to remain in school shall be given, providing that the conditions outlined below are followed. Standing orders (written protocol for general use of a medication) may not be used as a basis for administration of medication.

A. Prior to giving any medication (long term, short term, prescribed, over-the-counter or herbal) at school, the school medication permission form shall be completed, authorizing the school to administer the medication. Permission forms shall be renewed every year or whenever changes in medication or the health of the child occurs. Forms are kept in the health office. Permission forms are available in the school health office and are subject to review by the certified school nurse. Forms can also be obtained through the school website.

B. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, and accept the written order or seek further clarification of the order if necessary. An appeal regarding the denial of any order prescribing the administration of medication at school may be made by the parent or guardian to the Supervisor of Health Services, Principal of the school and then to the Superintendent.

C. Each dose of medication shall be documented in the students' individual health record. Documentation shall include date, time, dosage, route and the signature of the person administering the medication or supervising the student in self-administration. In the event a dosage is not administered as ordered, the reasons shall be entered in the record. Medication information is documented in the permanent health record.

D. Medication shall be brought in a current pharmacy container clearly marked with student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over-the-counter medication shall be in the original container with ingredients listed and child's name affixed to the container.

E. Administration of the medication will be started when the medication and permissions are reviewed by the certified school nurse.

F. Medications and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in school activity conducted away from the customary site of storage must have appropriate forms completed by parent and physician.

G. A medication supply will be accepted on the first school day when the doctor and parent permission are received. The container will be sent home with the student when re-supply is necessary. Parents will be asked to pick up unused medication at the end of the school year. Parents should bring new supplies of medication to school or call to inform the health office that the student is bringing medication.

H. The certified school nurse, school administrator, or other designated school personnel may administer medications under these guidelines. Any certified employee, any health aide, or principal's designee may supervise self-administration of medication by a student under these guidelines. Any certified employee or principal's designee may administer medications in an emergency situation, if under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication. Parents may administer medications with the approval of the school nurse or the principal of the school.

I. The parent must report immediately any change in prescription or dosage, and new permission forms must be obtained for each change.

J. Self-administration of medication shall be accomplished as follows:

1. Self-administration may occur only in places designated by the school nurse or principal.
2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place and make a record of the administration in accordance with C above. A health technician or health clerk may be the authorized employee.

K. The certified school nurse will interpret to school personnel and parents, if necessary, the need for observation of the student's reaction to the medication including potential benefits and side effects.

L. The certified school nurse shall provide feedback concerning medication to the licensed prescriber when requested.

M. Students may self administer medication for treatment in the event of a life threatening allergic reaction. Or, medication may be administered by the student with assistance as necessary from school personnel. If the student is unable to self-administer the medication in a life-threatening situation, a trained staff member may administer the medication. If provided for on an approved permission form, students requiring such medication are:

1. To use an auto-injector which contains the proper dosage for their body

weight.

2. To carry the medication on their person at times of high risk for contact with the allergen.
3. To be encouraged to leave an additional auto-injector in the Health Office to use in the event of emergency.
4. To submit the authorization and indemnity agreement relative to the administration of such medication to the school prior to the institution of the above procedures.

N. High school students may have the medication guidelines modified to reflect their increasing responsibility for health care.

O. Parents will submit the authorization and indemnity agreement to allow the administration of any injectable medication by a certified school nurse in a non-emergency situation.

P. With proper authorization, students may carry and self-administer an inhaler for the treatment of asthma. A back-up inhaler should be kept in the school health office.

Q. Students who cannot self-administer medication will have their medication administered by a school nurse, a registered nurse or a licensed practical nurse (under the supervision of a registered nurse). A certified staff member may also administer medication after training by a school nurse.

R. The first dose of any medication ordered for a student should be given by the parents at home.

Revised 2/11

PLEASE NOTE: High School students must come to the health office prior to field trips to pick up their emergency medications, they are not automatically sent to the teachers.

**Parents need to pick up all unused medications. They will not be sent home with students at the end of the year.**

## **INSURANCE FOR STUDENTS**

Naperville Community Unit School District 203 maintains student accident school time insurance that includes any school sponsored and/or supervised activity, including athletics (including football). This plan is secondary to any health insurance the student has. Claim forms are available in the athletic trainer's office or the health office.

### **Forms**

Health Office forms for medications can be printed from the district website. Click on health requirements and then click on forms. Forms can also be procured in the Health Office.

### **Vision/Hearing Screening**

Vision and hearing screening is completed each year by the DuPage County Health Department technicians or the school district nurses and health technicians. Students are routinely screened for vision in preschool, kindergarten, second, and eighth grades. Students are routinely screened for hearing in preschool, kindergarten, first, second, and third grades. If they are in a special education program, or if a teacher or parent requests a screening, both vision and hearing are checked. The vision screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to

participate in the vision screening if you have submitted a report signed by an optometrist or ophthalmologist indicating that your child has had an eye exam within the previous 12 months. Parents/ Guardians of students meeting referral criteria will be contacted after the screening. Parents/Guardians may request additional vision/hearing screening at any time by contacting the building health office.

### **RESOURCES TO ASSIST PARENTS**

Parents who have concerns about their student are encouraged to contact any of the following school personnel:

- Conferencing with individual teacher
- School Nurse
- Counselor
- Dean
- Social Worker
- Psychologist

For Phone numbers, see first pages of this Redbook. For non-School district resources please see your counselor/social worker.

## **Crisis Team**

Unfortunately, throughout the school year students and/or staff may experience a crisis. The students and/or staff may need emotional support to deal with this crisis. Individually this support is provided appropriately by the Student Services Department. As the affected individuals exceed the capabilities of Student Services Department, the Crisis Team will be activated. A very dedicated group of NCHS professionals have freely volunteered their willingness to help provide this support. The Crisis Team may be contacted through the Director of Student Services, Karen Lemanski at 630-420-6554.

## **Student Records Policy**

Outlined below is a brief description of the Student Records Procedure of District 203. This communication shall also serve as the Annual Notification to parents of students or eligible students (age eighteen or over) of the right to review or challenge information contained in their educational record.

### **I. CLASSIFICATION OF STUDENT'S SCHOOL RECORDS: PERMANENT AND TEMPORARY**

The students permanent record shall include the following: basic identifying information, including student and parent's names and addresses, birth date and place, and gender; academic transcript, including grades, graduation date, grade level achieved and scores on college entrance examinations; attendance record; accident reports, and health record.

Students temporary record information shall consist of all information not required to be in the students permanent record and may include family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluation, including information on intelligence, personality and academic information obtained through test administration, observation or interviews; elementary and secondary achievement level test results; participation in extracurricular activities including any offices held in school-sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files, including the report of the multi-disciplinary staffing in which placement or non-placement was based and all records and tape recordings related to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student.

No person may require securing information from the student's temporary file as a condition in the granting or withholding of any right, privilege or benefits or require it as a condition of employment, credit or insurance.

### **II. INSPECTION AND REVIEW OF EDUCATIONAL RECORDS**

District 203 shall comply with a request from the parent of a student or an eligible student to inspect and review his/her educational records. The school shall comply within a reasonable period of time and in no case later than 15 days after the request has been made.

1. District 203 shall reserve the right to have an administrator, counselor, psychologist, social worker, and/or speech therapist present when a parent of a student or eligible student inspects and/or reviews his/her educational records.

2. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records.
3. School administrators may presume that either parent of the student has authority to inspect and review the education records of the student unless notified to the contrary.
4. The right to copy permanent or temporary student record data shall be permitted at a cost of 35 cents per page for the first 10 pages; 25 cents per page for 11-25 pages; and 10 cents per page 26 and over. (No parent of a student or eligible student shall be denied a requested copy due to inability to pay the service charge.)

### **III. DIVORCED PARENTS - INSPECTION AND REVIEW OF EDUCATIONAL RECORDS**

The administration will mail any correspondence, records, notices or reports regarding a pupil, upon request of either parent of such pupil, to both parents of any such child whose parents are divorced, in the absence of any court order to the contrary.

### **IV. THE RIGHT TO CONTROL ACCESS OF STUDENT RECORDS**

District 203 will release student records to an official of another school in which the student intends to enroll. The official must make a written request at which time District 203 will forward the student's educational records. Records are to be sent within 15 days of the request. The District will provide the parent, upon request, with a copy of the educational records transferred. Parents have the right to inspect and challenge the information contained in a school record prior to transfer of the record to another school district.

### **V. CHALLENGE PROCEDURE**

A parent of a student or an eligible student may request a District 203 school official to amend the educational records when it is believed that the information contained in the records of the student is inaccurate, misleading, or violates the privacy of the student. Parents have a right to challenge any entry exclusive of academic grades in the school student records on the basis of (1) accuracy, (2) propriety, and (3) relevance.

1. Within a reasonable period of time, District 203 shall decide whether to amend the education records in accordance with the request.
2. If the school district decides to refuse to amend the education records of the student, it shall notify the parents or eligible student and advise him/her of the right to a hearing.
3. The request for a hearing shall be submitted in writing to the school and shall contain the specific entry or entries to be challenged and the basis of the challenge.

### **VI. ACCESS TO RECORDS WITHOUT PARENTAL CONSENT**

Prior consent for disclosure of personally identifiable information is not required in the following situations:

1. To other school officials within the district
2. To officials of another school system in which the student intends to enroll
3. To comply with a judicial order
4. To parents of a dependent student
5. To appropriate parties in a health or safety emergency.
6. To organizations (Federal, State or Local) conducting studies for or on behalf of the district

7. To accrediting organizations

## **VII. MAINTENANCE AND DISPOSAL OF SCHOOL STUDENT RECORDS**

A student's permanent record shall be maintained for a period of not less than 60 years after the student has graduated or permanently withdrawn. A student's temporary record shall be maintained for a period of up to five years after the student has graduated or permanently withdrawn.

A parent or student has the right to copy any school student record or information contained therein that is proposed to be destroyed.

1. Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and/or the eligible student of the destruction schedule for the student temporary record and the right to request a copy of such records at any time prior to their destruction. Student's permanent records are maintained for 60 years.
2. Upon graduation or permanent withdrawal of a handicapped student psychological evaluations, special education files and other information contained in the students temporary record which may be of continued assistance to the student may, after three years, be transferred to the custody of the parent or the student if the student has succeeded to the rights of the parents.

## **VIII. DIRECTORY INFORMATION**

District 203 may disclose information from the educational record of a student who is attending school if that information is designated as directory information. Information that has been designated as directory information includes identifying information, academic awards, major field of study, dates of school attendance, the most recent previous school attended, information related to school-sponsored activities, and other similar information. The parent has the right to refuse to permit the designation of any or all categories of information to be designated as directory information. The parent must inform the school district, in writing, stating which information is not to be designated as directory information.

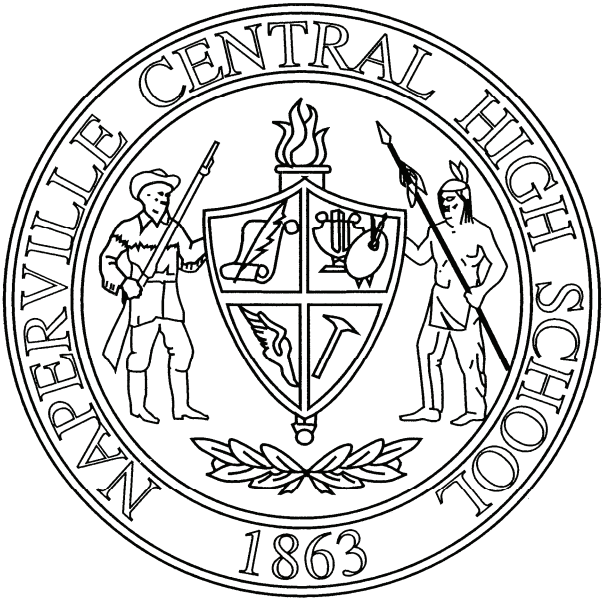
## **IX. CREDIT REQUIREMENT FOR JUNIOR CLASSIFICATION**

The Illinois State Board of Education requires school districts to administer the Prairie State Achievement Exam (PSAE) to all Juniors in the month of April. Juniors are defined, for state purposes, by credits. A District 203 student MUST HAVE 11.0 credits by the end of his/her 5<sup>th</sup> semester in school to be classified as a Junior and take the PSAE. Any third year high school student who does not have 11.0 credits at the end of his/her 5<sup>th</sup> semester will be re-classified as a 10<sup>th</sup> grader. Consequently, the student will need to take the PSAE during his/her 4<sup>th</sup> year of high school. School districts cannot promote a student to grade 12 until the student has taken the PSAE.





# CO-CURRICULAR INFORMATION



## Co-Curricular

### DANCES – REGULATIONS

1. All rules and regulations regarding behavior during the school day will be in effect for all dances held both on and off campus. These regulations are in effect both in the facility where the dance is being held and in the parking area. This includes normal penalties for use of drugs and/or consumption of alcohol prior to and/or during the dance

In order to provide an appropriate and safe environment for all students, we, students and staff, at NCHS have the following expectations for all students who attend our dances.

Students will

- Demonstrate appropriate behavior and respect to peers at all times, both on the dance floor and in all designated areas.
- Refrain from any physical contact that is sexually explicit in its nature and/or a flagrant display of affection.
- Show respect for self and others relative to space and actions on the dance floor.
- Not engage in “front to back” dancing.

Additionally, students will abide by the expectations set forth in the co-curricular code and the Redbook regarding attire, alcohol and illegal substances.

Students who do not abide by these standards will be asked to leave the dance and will receive consequences according to current school regulations. By purchasing tickets, students agree to these expectations. Please share these expectations with your guest if he/she is not a NCHS student.

2. A time will be set for each dance after which students will not be allowed to enter.
3. Students will not be allowed to leave and re-enter the dance at any time.
4. We encourage all students to remain for the entire dance.
5. All dances held at N.C.H.S. will conclude no later than 10:30 P.M. Rides should be here at that time. Phones will not always be available.
6. Appropriate attire should be worn at all dances. Each type of dance may require different attire. For example, shorts would be appropriate for an informal dance but not for semiformal or formal dances.
7. Students will not perform any dances or activities that threaten the safety of others.
8. If Prom is on a school day, students must be in attendance for the full day's schedule in order to participate.
9. No excused absences will be permitted on the Friday before a Saturday prom or on the school day following the prom.

10. Waiver for non-NCHS students to be completed prior to the dance on a one person equals one guest basis. Eighth graders may not be guests, nor may guests be 21 and older.

### **Frequently Asked Questions about Formal Dance Attire:**

#### **Women's Attire:**

1. Can I wear a dress that has Spaghetti Straps? Yes, formal wear with spaghetti straps is acceptable at all NCHS sponsored dances.
2. Can I wear a strapless dress? Yes, provided that it is modest, covering your body, and not too revealing.
3. Can I wear a two-piece dress? No. Two piece dresses that show midriff or gap at the sides, belly, or hip line are not allowed. However, if you can find one that doesn't gap, you may wear it to the dance.
4. Can I wear a backless dress? Low-cut or backless dresses are not allowed. A dress that has a cut out scooped section in the back is permitted as long as it doesn't extend beyond the mid-back.
5. Can I wear a short dress? Short dresses are permitted as long as they are not shorter than the mid-thigh. The majority of students choose to wear long formal gowns to Prom. Homecoming and Winter Dance dress lengths vary according to individual taste.
6. Can I wear a dress that has "cut-outs"? Low cut dresses, dresses with cut-outs at or below the bust line, and dresses with midriffs and waistlines showing will not be allowed. SHEER MATERIAL may be used to cover exposed areas.
7. What additional guidelines exist? Dresses that expose the bust line from the front, sides, or back view are not allowed.

#### **Men's Attire:**

1. Can I dance in my undershirt? Men are expected to wear their dress shirt for the duration of each formal dance. No sleeveless t-shirts may be worn without proper outer attire.
  2. Can I wear shorts or jeans? Shorts and jeans are not allowed at formal dances. Dress pants and a dress shirt are required. Students wearing jeans and t-shirts only will not be permitted entry to the dance.
- Students who are deemed by the administration to be improperly dressed will not be allowed into the dance or be asked to leave the dance. If you have questions about the expected attire, please ask a dean in advance of the event.
  - NCHS formal dances are very classy events. Students and staff work hard to maintain high and appropriate standards of dress and behavior. Your cooperation is appreciated to make each event a memorable one for all.

## NATIONAL HONOR SOCIETY

The procedures agreed upon by the two high schools in the selection of students for National Honor Society recognition are as follows:

1. One induction ceremony shall be scheduled in the fall for both juniors and seniors.
2. Juniors and seniors with a grade point average of 3.75 and above and evidence of community service and leadership are eligible to apply for membership consideration in National Honor Society. Juniors applying for membership must have completed one complete academic semester at NCHS to be considered. Seniors may waive the residency requirement, but will be considered only if their transcript from their prior school has been received and processed by the NCHS registrar prior to October 15<sup>th</sup>. Students who have been inducted into NHS at another high school must maintain NCHS chapter standards in order to remain active members. Inactive members may not wear gold tassels or cords at graduation activities.
3. The selection process at both schools will be identical.

### The selection process will be as follows:

1. The registrar will verify academic eligibility for juniors and seniors with a grade point average of 3.75 and above.
2. A letter of invitation will be delivered to each eligible student. The letter will notify each eligible student about where to obtain an application, how to apply, and deadlines. The responsibility for obtaining, completing, and returning the application within the specified timeframe lies with the student. This application will include the student's grade point average.
3. While student's grade point averages make them eligible for membership consideration, their leadership and character must be judged as well. Teachers will complete rating sheets to evaluate students' leadership and character.

### LEADERSHIP:

The student who exercises exceptional leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Demonstrates influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities and follows through on completion
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Successfully holds school offices or positions of responsibility, conducts business efficiently
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility accepted.

### CHARACTER:

The student of exceptional character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior. (Cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.

- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, avoiding plagiarism in all work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment.

#### SERVICE:

The student who serves

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts, Boy Scouts, Church group activities, volunteer services for the aged, poor, or disadvantaged, etc.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school/
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

### **Naperville Central's Policy for National Honor Society**

#### **NHS members are required to**

- Attend all meetings of the full membership and official functions, unless excused by the advisor before the meeting. A written explanation must be submitted. Additional service hours will be assigned to students who miss mandatory meetings and required functions.
- Fee: \$20 which covers the cost of induction certificate and membership pin and graduation cords and tassels.
- Maintain a GPA of 3.75. Students who fail to attain a semester average of 3.75 will be placed on probation the subsequent semester and will be reinstated only if their GPA reaches 3.75. If it does not, they will be asked to appear before the Faculty Council for possible dismissal.
- Students must complete ten (10) hours per semester and five (5) hours during the summer of community service. Community service is defined as volunteerism outside of Naperville Central. Service hours may be completed with a community organization, an appropriate business (nursing home, hospital, etc.), or your church. School activities, such as student aide positions, cannot be submitted as community service.
- Students must complete one (1) hour of tutoring per semester in the Academic Center.
- Service hour verification forms must be submitted to the NHS sponsor by the required dates. It is the responsibility of the NHS member to submit and to verify their total hours. There will be no probationary period for community service hours.

Fall hours – December 5, 2014

Spring hours – March 13, 2015 (seniors)

May 8, 2015 (juniors)

Failure to accomplish the academic and/or service requirements will result in a faculty hearing and possible dismissal from the organization. Seniors will be denied the privilege of wearing the gold NHS tassel and/or gold cord at graduation. **When members flagrantly violate school policy or civil laws, they can be dismissed without warning**

## **7.240 High School Co-Curricular Participation Code**

The Superintendent, using input from coaches and sponsors of high school co-curricular activities, students and parents of students involved in high school co-curricular activities, athletic directors and deans of student activities, shall develop a Co-Curricular Participation Code ("the Code") for all participants in co-curricular activities. The Code shall be subject to Board of Education approval. The Code should provide and give notice to participants that failure to abide by the Code could result in their suspension from co-curricular participation for up to one calendar year.

### **HIGH SCHOOL CO-CURRICULAR PARTICIPATION CODE**

#### **General Information**

This information shall be considered the High School Co-Curricular Participation Code and is prepared for the benefit of prospective and current students at District 203 high schools and for their parents. In addition to the Code, there are other requirements and commitments that are asked of participants. They will be made known to the participants by school staff members and/or school announcements. Where applicable, the District 203 Discipline Policy (See Board Policy 7.190) and Illinois High School Association requirements, as published, must also be met. Parents, as well as sponsors, are expected to be responsible for requiring that their participants adhere to the Code. The Code is in effect at all times, 12 months a year, in season or out of season, whether school is in session or not.

Please note: All co-curricular participants and their parents are expected to sign the co-curricular participation code. This is included at registration. Failure to sign the co-curricular participation form does not exclude you from being held accountable for the Code.

Parents and family members are expected not to host a party for high school students at which illegal consumption of alcohol and/or use of controlled substances, steroids, or look-alike drugs occur.

#### **Philosophy**

The Co-curricular activities in District 203 high schools are organized to allow for the fullest possible participation for those students willing to make a definite commitment to co-curricular activities. Participating in co-curricular activities is viewed by District 203 high schools as a worthwhile endeavor to enhance adolescent development. Participation in co-curricular activities is a privilege and, as such, carries certain expectations. Co-curricular means all activities, inclusive, offered by District 203 high schools in addition to the curricular offerings. The important goals of the co-curricular activities are to offer participants direction in developing healthful living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that a "Code" is established for those students choosing to take part in the co-curricular activities program. Every student who chooses or is chosen to be a participant in a co-curricular activity will be offered the opportunity to practice, and whenever possible, to participate in events, contests and activities relative to their demonstrated abilities.

Important advantages of individual initiative, character, and teamwork can be developed only when there is team cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended, and such standards are applied on participants with the knowledge and

recognition that the established goals of character development, team spirit and morale and success cannot be achieved by any other alternative.

### **Participation Fee**

The Board of Education annually establishes a fee assessed to each participant in most co-curricular activities.

### **Rules for Co-Curricular Participation**

Participants in co-curricular activities in District 203 will be obligated to observe the District 203 Discipline Policy as well as the following established requirements.

Participants must refrain from:

1. Possession, use, purchase, distribution or sale of tobacco products.
2. Possession, use, purchase, or distribution of alcohol. Possession is also considered to be any presence while illegal transportation is taking place.
3. Possession, use, purchase, or distribution of controlled substances, steroids, look-alike drugs or related paraphernalia. Possession is also considered to be any presence while illegal transportation is taking place.
4. Theft, possession of stolen property, or vandalism.
5. Acts of violence, or other illegal acts in this or any other jurisdiction. Board of Education Policy 7.190, Student Discipline prohibits specific acts of violence such as demonstrating aggressive behavior, fighting and physical assaults. Significant acts of violence within these categories, as determined by school administrators, can result in from a step 1 to a step 3 consequence.
6. Attending a function where there is illegal consumption of alcohol, use of controlled substances, steroids, or look-alike drugs.
7. Sale, distribution of, or providing location for the consumption of alcohol, steroids, or controlled substances. (On the first offense of the Code, such a violation will carry a 2<sup>nd</sup> offense consequence. A second offense of either #7 or #8 will carry a 3<sup>rd</sup> offense consequence.)
8. Suspicion of driving under the influence or impairment of alcohol or controlled substances. For purposes of the Participation Code, a legal finding of driving under the influence is not necessary for a finding of a violation of this paragraph. (Based on zero tolerance for use, on the first offense of the Code such a violation will carry a 2<sup>nd</sup> offense consequence. A second offense of either #7 or #8 will carry a 3<sup>rd</sup> offense consequence.)
9. Hazing in any co-curricular activity or any school program. (See Board of Education Policy 7.190, Student Discipline) High School Administration (Deans, Athletic Director, Activities Director, Principal) to clarify in advance any practice or behavior. A statement exists at the District level that clarifies unacceptable behavior.
10. Harassment in any co-curricular activity or school program. (See Board of Education Policy 7.190, Student Discipline) High School Administration (Deans, Athletic Director, Activities Director, Principal) to clarify in advance any practice or behavior. A statement exists at the District level that clarifies unacceptable behavior. (See Board of Education Policy 7.20, Harassment of Students Prohibited)
11. Maintaining or being identified on a social network site which depicts illegal or inappropriate behavior will be considered a violation of this code.
12. Bullying
13. Anything covered by Board of Education Policy 7.190, Student Discipline, Classification #3.
14. Anything covered by the Academic Integrity Code, Level 3.
  - a. Theft, sale or the distribution of those materials including, but not limited to, examinations, quizzes, or any material used to gain an unfair advantage or changing and/or falsifying a grade. Cheating on a final exam or culminating project is considered a Level 3 violation.

NOTE: Violations of the above are considered together in terms of determining 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> offenses, and are cumulative over a student's high school career

## DISTRICT 203 CONSEQUENCES FOR CO-CURRICULAR PARTICIPATION CODE VIOLATIONS

### a. 1<sup>st</sup> Offense

Suspension from co-curricular participation for the number of regularly scheduled contests listed in Table I, Column 1 and/or the activity participation listed in Table II, Column 1. (Please refer to Adm. Reg. 7.240 for these tables.)

Carry Over: If the season for a co-curricular activity does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs. No awards for such participant will be given until the suspension is completed. The participant may be required to practice with his/her team during this period of suspension.

Self Admission: Self-admission of any behavior that could be construed as a violation of the Code without the knowledge of civil or school authorities may result in the consequences for a 1st Offense being waived. The purpose of this option is to provide a mechanism in which the participant can receive assistance.

Assessment: An assessment will be required of all 1<sup>st</sup> offense violations that involve drugs, alcohol, steroids or other controlled substances, look-alike drugs or related paraphernalia. The assessment program must be approved by the school Dean of Students and the results of the assessment will be released to the Dean of Students. Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year.

### b. 2<sup>nd</sup> Offense

Suspension from co-curricular participation for the time listed on Table I, Column 2, or Table II, Column 2 of the next regular season of participation, or the current season. The participant may be required to practice/meet with his/her activity during this period of suspension. (Please refer to Adm. Reg. 7.240 for these tables.)

Before regaining eligibility from a 2<sup>nd</sup> offense violation, participants must arrange for and hold a meeting involving the participant, parent(s) and the administrator overseeing the program. The purpose of this meeting will be to discuss efforts undertaken by the student and family to correct problems. Failure to hold such a meeting will result in continued suspension from the activity for up to one calendar year.

Students suspended at the second step, where less than half of the regular season remains, may continue to rehearse/practice with the team, but will not be able to participate in any competitions for the term of the suspension. However, if the coach and administrator in charge determine that the student is engaged in inappropriate behavior, the student will no longer be allowed to continue to rehearse/practice with the team for the term of the suspension.

Assessment: An assessment will be required of all 2nd offense violations that involve drugs, alcohol, steroids or other controlled substances, look-alike drugs or related paraphernalia. The assessment program must be approved by the school Dean of Students and the results of the assessment will be released to the Dean of Students. Failure to obtain an assessment will result in continued suspension from the activity for up to one calendar year. 2<sup>nd</sup> offense



consequences may be reduced to 1<sup>st</sup> offense consequence level if the recommendation for treatment from the professional assessment is successfully completed at the student's expense.

**c. 3<sup>rd</sup> and Subsequent Offenses**

Suspension from co-curricular participation for one calendar year. Students suspended at step 3 may continue to rehearse/practice with the team, but will not be able to participate in any competitions for the term of the suspension. However, if the coach and administrator in charge determine that the student is engaged in inappropriate behavior, the student will no longer be allowed to continue to rehearse/practice with the team for the term of the suspension.

**Process of Parental Notification and Review**

Once administrators have determined that a violation has occurred, the parents of the student involved will be notified orally or in writing. The parents have a right to have the decision reviewed by the high school principal, whose determination is final.

LEGAL REF.: Clements v. Board of Education of Decatur, 478 N.E.2d 1209 (4th Dist. 1985).  
105 ILCS 5/24-24 and 5/34-84a.

CROSS REF.: 6:190 (extracurricular and co-curricular), 7:190 (student discipline)

ADOPTED: October 7, 1996

Revised: April 19, 2010  
Reviewed: April 18, 2011  
Revised: April 16, 2012  
Revised: April 15, 2013  
Revised: April 21, 2014

**Administrative Regulations 7.240-R      Co-Curricular Code**

**TABLE I –ATHLETICS**

<b>SPORT</b>	<b>1<sup>st</sup> OFFENSE CONTEST SUSPENSIONS (1)</b>	<b>2<sup>nd</sup> OFFENSE CONTEST SUSPENSIONS (2)</b>
Boys Baseball	8	18
Boys Basketball	4	11
Boys Cross-Country	4	8
Boys Football	2	5
Boys Golf	4	8
Boys Gymnastics	4	8
Boys Lacrosse	4	10
Boys Soccer	4	9
Boys Swimming	4	7
Boys Tennis	4	9
Boys Track	4	9
Boys Volleyball	4	11
Boys Water Polo	6	15
Boys Wrestling	4	9
Girls Badminton	4	8

Girls Basketball	4	11
Girls Cross Country	4	8
Girls Golf	4	8
Girls Gymnastics	4	8
Girls Lacrosse	4	10
Girls Soccer	4	9
Girls Softball	8	18
Girls Swimming	4	7
Girls Tennis	4	9
Girls Track	4	9
Girls Volleyball	4	11
Girls Water Polo	6	15

Suspension numbers are based on 25% at Step 1 and 50% at Step 2 of the highest number of contests allowed by the IHSA. The number of contests suspended may change based on the actual number of scheduled contests. This determination will be made by the Administrator in charge after review of the current schedule for the sport/activity.

**Table II - ACTIVITIES**

<b>VIOLATION PENALTY FRAMEWORK: TIME</b>		
<b>ACTIVITY</b>	<b>1<sup>st</sup> OFFENSE SUSPENSION (1)</b>	<b>2<sup>nd</sup> OFFENSE SUSPENSION (2)</b>
Class Boards/NN (All levels)	5 Weeks	10 Weeks
Class Councils/NC (All levels)	5 Weeks	10 Weeks
Foreign Language Clubs	5 Weeks	10 Weeks
Intramurals	5 Weeks	10 Weeks
Horticulture Club	5 Weeks	10 Weeks
Pep Club	5 Weeks	10 Weeks
Tech Crew	5 Weeks	10 Weeks
Theatre/Drama Club	5 Weeks	10 Weeks
Investment Club	5 Weeks	10 Weeks
<b>VIOLATION PENALTY FRAMEWORK: CONTEST/PERFORMANCE</b>		
Cheerleading	4	8
Chess Club	3	6
Debate	2	4
Flag Corps	4	8
Orchesis	1	2
Pom Pons	4	8
Step Team	1	2
Ultimate Frisbee	2	4 or 1 tournament
Multicultural Club	1	2
Robotics Team	1	1
Scholastic Bowl	2	4
Speech Team	2	4
WYSE/JETS	2	4
Urban Revolution Dance Club	1	2
Chamber Choir	2	4

Jazz Choir	2	4
Show Choir	1	2
Musical	2 (weeks)	1 (performance)
Plays	2 (weeks)	1 (performance)
Marching Band	2	4
Jazz Band	1	3
Pep Band	2	4
Jazz Combos	1	2
Small Instrumental	1	2
Ensembles	1	2
Orchestra	1	3
Madrigals	2	4

**TABLE II – ACTIVITIES (continued)**

<b>VIOLATION PENALTY FRAMEWORK: SPECIFIED</b>		
<b>ACTIVITY</b>	<b>1<sup>st</sup> OFFENSE SUSPENSION (1)</b>	<b>2<sup>nd</sup> OFFENSE SUSPENSION (2)</b>
Band Activities	9 Week Restriction from Feature Soloist, Section leader, Ensemble participant, Field Officer, Band Advisory Council	18 Week Restriction from: (Same as first offense)
Math Team NNHS: Fall Season	North Suburban Math League may not practice or compete next NSML contest including conference final meets.	May not practice or compete in the next 2 NSML contests, including conference and DVC if occurs after meet 4
Spring Season:	DVC and State Math Team loss of two weeks practice, and 1 meet from NSML conference meet 5, DVC conference meet, ICTM/REG ICTM/State	Loss of 4 weeks and 2 meets
Math Team NCHS:	No DVC Contests	No ICTM Regional
Literary Magazine	Loss of 'credit' section inclusion	Loss of direct input/selection
Chorus	Student is not allowed to be the primary performer in a feature act for the current year.	Student is removed from a minor role in the musical in week 1, 2 or 3 of rehearsal. Beginning with week 4, student is denied the opportunity to audition for next year's show. Student is not allowed to be part of any Feature act for that school year.
National Honor	Official notice of 9 week probation	Removal from the organization

Society		
Newspaper	4 week restriction from: Workshops, scheduled social activity. No voice at meeting. Additional office assignment may also assigned.	9 week restriction; all 1 <sup>st</sup> offense plus convention, loss of editor/leadership role
Theatre Central Plays	Loss of one: 1. Coffee Shop/Holiday Show 2. ONE Acts 3. Lock in 4. Community Players 5. Experimental Theatre	Loss of one: 1. Fall Play 2. Spring Play 3. Theatre Fest

<b>ACTIVITY</b>	<b>1<sup>st</sup> OFFENSE SUSPENSION (1)</b>	<b>2<sup>nd</sup> OFFENSE SUSPENSION (2)</b>
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Yearbook	4 week restriction from: Workshops, scheduled social activity. No voice at meeting. Additional office assignment may also assigned.	9 week restriction from: all first offense plus loss of editor/leadership role
Youth & Government Legislative	Loss of Pre-Legislative I or Pre-Legislative II Assembly	Loss of Springfield
Student Government/NN Student Advisory Council/NC	5 week suspension from all related activities	9 week suspension from all related activities
Broadcast Club	5 week suspension from all related activities	9 week suspension from all related activities
First Class	5 week suspension from all related activities & removal of executive leadership role	Removal from First Class
Service Club	5 week suspension from all related activities	9 week suspension from all related activities
JKB	5 week suspension from all related activities	9 week suspension from all related activities
Model UN	Suspension from next conference and removal from board position	Suspension from next 2 conferences.
DECA	Suspension from next conference and removal from board position	Suspension from next 2 conferences
BPA	Suspension from next conference and removal from board position	Suspension from next 2 conferences
JSA	5 week suspension from all activities and loss of one mini-conference. Removal from board position.	9 week suspension from all related activities and loss of DC Conference or equivalent.

Suspension numbers are based on 25% at Step 1 and 50% at Step 2 of the highest number of contests allowed by the IHSA. The number of contests suspended may change based on the actual number of scheduled contests. This determination will be made by the Administrator in charge after review of the current schedule for the sport/activity.

All activities added throughout the year will be modeled after parallel clubs already in existence, at the discretion of the Dean of Student Activities.

ADOPTED: November 15, 2004

Revised: May 16, 2005  
Revised: May 15, 2006  
Reviewed: April 21, 2008  
Revised: March 16, 2009  
Reviewed: April 19, 2010  
Revised: April 18, 2011  
Revised: April 16, 2012  
Revised: April 15, 2013  
Revised: April 21, 2014

## **ILLINOIS HIGH SCHOOL ASSOCIATION ELIGIBILITY RULES (For 2014-2015 School Year)**

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of **major** requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director, and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

### **Attendance**

1. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
2. You must be enrolled and be attending classes in your high school no later than the beginning of the 11th school day of the semester.
3. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have athletic eligibility.

4. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "a lapse in school connection" or not.

### Scholastic Standing

1. You must pass twenty-five(25) credit hours of high school work per week. Generally, twenty-five(25) credit hours is the equivalent of five(5) full credit courses.
2. You must have passed and received credit toward graduation for twenty-five(25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

### Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian. You may be eligible if you attend the public high school in the district in which both of your parents live. [If you do not reside with both of your biological parents, your eligibility may be subject to special provisions. Check with your principal to be sure you are eligible before you participate.]

You may be eligible if you are entering high school as a freshman and:

1. You attend the public high school in the district in which you live full time with both of your parents; or
2. You have paid tuition to attend a public high school for a minimum of 7<sup>th</sup> and 8<sup>th</sup> grades in a district other than the one where you live with your parents, and you continue to pay tuition as a high school student in that same district; or
3. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents or court appointed legal guardian; or
4. You attend a private/parochial high school for 7<sup>th</sup> and 8<sup>th</sup> grades, or for any four (4) grades from kindergarten through eighth grades; or
5. You attend the private/parochial high school which one or both of your birth parents attended or where one of your parent's current spouses attended; or
6. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents.

### Transfer

1. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. **You cannot be eligible when you transfer until this form is fully executed and on file in the school office.**
2. If you transfer after classes begin for the current school year, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school year in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transferred and transfer after classes have started for the school year, you will be ineligible for cross country that entire school year at the new school.
3. If you transfer attendance from one high school to another high school, you will be ineligible unless:

- a. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
  - b. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
  - c. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school approve your transfer;
  - d. You transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with you parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school approve your transfer;
  - e. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer.
4. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
  5. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer will be enforced at the school to which you transfer will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
  6. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
  7. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal of the school into which you transfer before you participate in an interscholastic athletic contest.

### **Participation Limitations**

1. After you enroll in ninth (9th) grade, you may be eligible for no more than the first eight (8) semesters you attend school. If you attend school for ten (10) or more days in a semester, that counts as a semester of attendance. You are not guaranteed eight semesters of eligibility, but that is the maximum number of semesters of high school attendance during which you may have eligibility.
2. Your 7th and 8th semesters of high school attendance must be consecutive.
3. After you enroll in ninth (9th) grade, you will not be eligible for more than four (4) years of competition in any sport. You are not guaranteed four (4) years of competition, but that is the maximum amount of competition you may have.

### **Age**

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20<sup>th</sup>) birthday occurs.

### **Use of Players**

You may not appear at a contest in the uniform of your school while you are ineligible. This means that you may not dress or sit on the bench in uniform if you are not eligible to play. Also, you may not compete as an "exhibition" contestant if you are not eligible.

## **Participating Under a False Name**

If you compete under a name other than your own, your principal will immediately suspend you from further competition, and you and any other person(s) who contributed to the violation of this by-law will be subject to penalties.

## **Physical Examination**

You must annually have placed on file with your principal a certificate of physical fitness, signed by a licensed physician, in order to practice or participate. Your physical examination each year is good for 395 days from the date of the exam. The physician's report must be on file with your high school principal.

## **Amateur Status**

1. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its costs.
2. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$20 fair market value. There is no limit on the value of your school letter.
3. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons, or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
4. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

## **Recruiting of Athletes**

1. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited, and your eligibility is in jeopardy.
2. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
3. You may lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
4. You may not receive an athletic scholarship or any other special benefit from your school because you participate in athletics.
5. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. Special inducement includes, but is not limited to:
  - a. Offer or acceptance of money or other valuable consideration such as free or reduced tuition during the regular year or summer school by anyone connected with the school.
  - b. Offer or acceptance of room, board, or clothing or financial allotment for clothing.
  - c. Offer or acceptance of pay for work that is not performed or that is in excess of the amount regularly paid for such service.
  - d. Offer or acceptance of free transportation by any school connected person.
  - e. Offer or acceptance of a residence with any school connected person.
  - f. Offer or acceptance of any privilege not afforded to non-athletes.
  - g. Offer or acceptance of free or reduced rent for parents.



- h. Offer or acceptance of payment of moving expenses of parents or assistance with the moving of parents.
  - i. Offer or acceptance of employment of parent(s) in order to entice the family to move to a certain community if someone connected with the school makes the offer.
  - j. Offer or acceptance of help in securing a college athletic scholarship.
6. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive **any benefit, service, privilege, or opportunity** which is not also provided or made available to all prospective students at that school.

### **School Team Sports Seasons**

1. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
  - a. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
  - b. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of the school team.
2. Violation of the sport season by-laws will result in a penalty to you and/or to your school's coaching personnel.

### **Playing in Non-School Competition**

1. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in the same sport or in any skill of that sport.
2. If you participate in non-school competition during the sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
3. If you wish to participate in a competition sponsored and conducted by the National Governing Body for the sport, your principal must request approval in writing from the IHSA Office prior to any such participation.
4. You may try out for a non-school team while you are on your school's team in the same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with the non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school year.
5. You will become ineligible if you play on any junior college, college, or university team during your high school career.

### **All-Star Participation**

1. After you have completed your high school eligibility for football, basketball, soccer, or volleyball, you may participate in one (1) all-star contest in that sport and still play for other school teams, provided:
  - a. the high school season in that sport has been completed;
  - b. the all-star contest has been approved by the IHSA.

You may lose your eligibility for interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

2. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer, or volleyball, except that you may not do so during the school season for the sport.

### **Coaching Schools**

1. A coaching school, camp or clinic is defined as any program, sponsored by an organization or individual, which provides instruction in sports theory and/or skills; which does not culminate in competition, and which is attended by more than two (2) persons from the school which the student attends.
2. During the school year, you may not attend a coaching school or clinic for any interscholastic sport at which a coach from your school is involved.
3. You may attend a coaching school, camp, or clinic during the summer (that period between the close of school in the spring and the opening of school in the fall) within the following criteria:
  - a. You may not attend a coaching school, camp, or clinic for any sport after Sunday of Week No. 5 in the IHSA Standardized Calendar.
4. You may take a private lesson at any time provided no more than two students from your school are in the private lesson if a coach from your school is involved. If no coach from your school is involved, any number of students may participate.

### **Misbehavior During Contests**

1. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant, spectator, or both.
2. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.
3. Any other person(s) found to be in violation of the ethics of competition or principles of good sportsmanship may also be barred from interscholastic athletic contests.

The complete IHSA Bylaws may be found at [www.ihsa.org](http://www.ihsa.org).

## **NAPERVILLE CENTRAL HIGH SCHOOL ATHLETIC INFORMATION**

### **Athletes Information**

This information is prepared for the benefit of prospective and current athletes at Naperville Central High School and their parents. In addition, there are other requirements and commitments which are asked of the participant. They will be made known to the participants by the members of the coaching staff and/or by announcements at school.

### **Philosophy**

The athletic program at Naperville Central High School is organized to allow for the fullest possible participation for those students willing to make a definite commitment to interscholastic competition. Every student chosen to be a member of an interscholastic team will be offered the opportunity to practice and, whenever possible, to participate in contests relative to their demonstrated abilities.

### **IHSA Eligibility**

There are minimum Illinois High School Association requirements regarding scholastic performances by athletes. Currently, that minimum is 25 hours of passing credit per week and 25 hours of passing credit for the previous semester. Other requirements are defined later in the Athletic Eligibility Rules as enacted by the Illinois High School Association.

**Weekly Eligibility** – During a competitive season, a student must be passing 25 hours of course work (5 classes) and cannot be failing 2 or more courses at each weeks eligibility check. Students not meeting this requirement are ineligible for competition for the week (Sunday to Sunday) following the eligibility check.

**Semester Eligibility** – To be eligible to compete in a given semester, a student must have passed 25 hours of course work (5 classes) and may not fail 2 or more classes in the previous semester.

A student not meeting this requirement as a result of grades earned during the spring semester may regain eligibility for the next fall semester through summer school credit provided that the course or courses taken are the same as failed course or a course that offers comparable type of credit and the course is accepted by District 203 for transcript credit.

### **User Fee**

The Board of Education has established a user fee to be assessed to participants in each sport. The fee is determined by the District 203 School Board.

### **Physical Examinations**

Physical exams performed by a licensed physician must be presented prior to participation in, or tryouts for, all sports. Physical exams for athletics expire 395 days from the examination date.

### **Parent Consent/Insurance**

School District 203 does not assume financial responsibility for accidents incurred in participation. Parent's signatures on this Code indicate that the parents acknowledge this lack of assumption of responsibility and further indicate that the parents' indemnify and hold the District's Board Employees and agents harmless from any responsibility for damages or other consent for a son's/daughter's participation. The District 203 High School Co-curricular Participation Code requires the parent to certify that his/her son or daughter is covered for athletic and some activity participation by either family health and hospitalization insurance or health and hospitalization insurance purchased at the school.

### **Rules for Athletic Participation**

While participating in the interscholastic sports program in District 203, students will be obliged to observe certain established rules and requirements.

The athlete must do his/her best to keep in the best physical condition. To do so requires that an athlete maintain strict adherence to routine, including appropriate hours and a proper diet, and refrain from the possession, use, distribution, transportation, or sale of tobacco, alcoholic beverages, and other controlled substances. Parents, as well as coaches, are expected to be responsible for requiring that their athletes adhere to this policy.

**The Co-Participation Code is a mandatory requirement of all athletes. Failure to sign off on the code does not release a student from this obligation.**

Student/Athletes who are absent all day from school due to illness may not participate in practice or games on that day. A student must be in attendance for a minimum of 4 class periods during a day to participate in practice or contests. Exceptions may be granted by the Athletic Director\* in the case of family emergency situations. Student/Athletes who are externally suspended from school may not participate in practice or games until they have returned for a full day of school.

### **Warning of Risk**

Participation has inherent dangers and risks. Even though participation and practice is within the rules of the sport, there is still the danger of injury. These injuries may include, but are not limited to, death, serious head, neck, or spinal injuries that may result in complete or partial paralysis or brain damage. Serious injury to any of the internal organs,

bones, ligaments, muscles, tendons or other aspects of the muscle-skeletal system is possible. The injuries that may occur may affect future ability to participate in athletics or recreational activities, earn a living, or engage in other business and social activities. The above stated parents' indemnification and hold harmless agreement is made with the full knowledge of these dangers and risks.

To attempt to avoid the possibility of injury, the participant must follow the coaches'/sponsors' instructions regarding techniques, training, and team rules at all times and participate within the rules of the activity. Parents and participants should know that, while required precautions regarding blood-borne pathogens will be taken, the danger of accidental exposure to body fluids still exists. All participants are encouraged to follow good hygiene and standard precautionary procedures. Parents and/or participants should communicate any possible exposure to the coach/sponsor or Athletic Trainer.

## ATHLETICS - First Try-Out Dates

<u>FALL</u>	<u>SPORT</u>	<u>HEAD COACH</u>
<u>August 13, 2014</u>	Football (Aug. 11) Boys Cross Country Girls Cross Country Boys Golf Girls Golf Girls Swimming & Diving Girls Tennis Boys Soccer Girls Volleyball	Mike Stine Dave Ashton Aislinn Hicks Barry Baldwin Jane Thompson Mike Adams Don Bonet Troy Adams Jeff Danbom
<u>WINTER</u>		
<u>November 2, 2014:</u>	Girls Basketball	Andy Nussbaum
<u>November 10, 2014:</u>	Boys Basketball Girls Gymnastics Wrestling	Pete Kramer Glen Reimers Rob Porter
<u>November 24, 2014:</u>	Boys Swimming & Diving	Mike Adams
<u>SPRING</u>		
<u>January 12, 2015:</u>	Boys Track & Field Girls Track & Field	Steve Wiesbrook Mike Stine
<u>February 15, 2015:</u>	Boys Gymnastics	Glen Reimers
<u>March 2, 2015:</u>	Badminton Baseball Girls Soccer Softball Boys Tennis Boys Water Polo Girls Water Polo	Tamara Burke Mike Stock Ed Watson Andy Nussbaum Don Bonet Bill Salentine Jeff Plackett
<u>March 9, 2015:</u>	Boys Volleyball	Roger Strausberger

## ATHLETIC SCHEDULE 2014-2015

For a complete schedule, log on to <http://IL.8to18.com/napervillecentral>

## Intramurals 2014-5

Watch TV monitors & announcement nooks for specifics

Email Ms. Kuzmanic with questions: [rkuzmanic@naperville203.org](mailto:rkuzmanic@naperville203.org)

Or stop by Room 31

1	2
4	3

### 4-Square Show up & Play

September

Fridays 7-7:30 am

Weather permitting

Outside lunchroom on patio



### Dodgeball Show up & Play

November & December

Fridays 7-7:30 am **Fieldhouse**

### Cards & Board Games

Tuesdays in Room 31

3:30-4:30pm

**October**



### 3 v 3 Basketball Tournament

December Date TBA

3:30- 4:30 pm

### Dodgeball Show up & Play

February & April

Fridays 7-7:30 **am**

**Fieldhouse**



### 4-Square

May

Fridays 7-7:30 am

Weather permitting

Outside patio

# NAPERVILLE CENTRAL HIGH SCHOOL ACTIVITIES

The Naperville Central Activities Program has over 80 activities available to you. The following activities are open to ALL students. Everyone may participate. Sponsor information is on the last page of this section. Most activities listed have no tryouts or competitions. They're just for fun or services to the school and community. Joining is the key to a fun year! Please contact the sponsor of the activity in which you are interested. Students may contact sponsors during the school day in the rooms indicated. A sampling of the kinds of projects are listed.

**Class Councils:** Each Class is a group of students who represent their class during the school year. Each class has a separate council organization. The purpose of the group is to sponsor worthwhile activities designed to promote class unity and generate student participation in extracurricular activities. In addition, the group structures class participation in special events such as Homecoming, , service projects, holiday season activities, and special projects designed to generate funds for future class needs. Please contact the appropriate sponsor for your class for more information.

**Student Advisory Council (SAC):** The Student Advisory Council is the Student government of Naperville Central High School. Its purpose is to support and initiate new and continuing activities, to advise the Administration, and to assume the role of leadership in student activities. Freshmen can apply in November. All grade levels are represented in this one organization. Spring elections, frosh apply in the fall.

- Meets weekly
- Survey students on issues
- Homecoming Coronation
- Blood Drive Coordinators
- Season of Giving Service Tally
- Mr. NCHS competition



**Foreign Language Clubs:** There are foreign language clubs available in Spanish, Latin, German, French and Chinese. Enrollment in the language is not required. Meetings begin in late September or early October.

**Art/Photography Club:** Depending on staff member availability, the art club or photography club that meets after school once a week all year long.

**Broadcasting Club (HawkTV):** Student reporters, writers, camera operators and editors produce monthly segments of HawkTV and other school info videos.

**Car Club:** The purpose of Car Club is to extend automotive knowledge beyond classes offered at NCHS. Meets bi-weekly in the auto shop. The Car Club organizes the Homecoming and Spring Car Shows.



**Council for Exceptional Children (CEC):** This club integrates special education students with our regular education students. Activities are planned so that all can enjoy! Picnics, movies, dances and bowling are just some of the fun activities that they do. All grade levels of students are invited to participate.

**Horticulture Club:** Students get involved in all areas of ornamental horticulture. Students may join the club at any time. Students

- work on floral design projects
- grow plants in the greenhouse
- develop landscape designs,

Meetings are once per month depending on student projects.

**Interact Service Club:** This is our service organization. Projects focus on school, community, and international service projects. Interact meets weekly in the Little Theatre. Projects include

- food and coat drives,
- Holiday Party for children in Aurora
- Leadership opportunities with local Rotarians
- Connect with many community events

**Intramurals:** The purpose of intramural sports is to give the opportunity to participate in various sports and activities. Intramural volleyball, basketball, Ultimate Frisbee, and whiffleball begin at varying times throughout the year. Cost is no more than \$10.00 per sport. Students who generate enough interest in a particular sport could lobby to have intramurals in that sport if gym space allows.

**Investment Club:** The Wall Street Society, a stock investment club and is designed to increase members' skill researching, selecting, and managing a stock investment. The club will run according to the National Association of Investors Corporation principles and will be a member of NAIC. Student members will voluntarily contribute their own money, pool it together, and invest the money as a group.

- Members are interviewed for selection.
- Meets twice monthly in the evenings.



**Model United Nations:** This student forum on International Issues and Current Affairs meets twice monthly. Students prepare an international perspective on world issues and present these ideas at the regional Model UN conference in Chicago and/or in Urbana-Champaign.



**Multicultural Club:**

The NCHS Multicultural Club is a diverse group of students attempting to bring a positive message of multicultural awareness to our school through a variety of activities. This club meets weekly. Students will

- Increase student awareness through monthly recognition of cultural celebrations
- Sponsor Multicultural show in March
- Discuss issues and educate each other about similarities and differences between cultures.

**National Honor Society:** Juniors and Seniors who have achieved a cumulative weighted grade point average of 3.75 and have demonstrated leadership and strong positive character are invited to apply in the fall. See NCHS NHS in the Co-curricular section of the Redbook for complete description.

**Red Rage:** The Pep Club provides opportunities for all students to show their spirit and pride for NCHS! Got great ideas for creating school spirit-then join us! The Pep Club sponsors

- crazy lunch activities
- decorate for athletic events



- pregame tailgate BBQs
- school spirit with the help of our Redhawk Mascot.

**Environmental Club (Club Green):**

The purpose of this club is to learn more about the impact people have on our environment and find ways to help conserve the Earth’s resources. This club actively participates in activities such as holding school-wide recycling events which help to raise students’ awareness and make a small difference for our environment.

**Newcomers Club:**

The Newcomer’s Club is for all students who have recently moved into the Naperville area. School Social Workers/Counselors sponsor the club and help students through an adjustment period. Students learn about school culture and learn ways to connect with other students. This club meets twice a month for the first 3 months of school.

**Orchesis Dance Troupe:**

Tryouts are held in the spring. Prior dance experience is needed. Orchesis will explore Classical, Modern, Jazz and Hip-Hop. Performance will include NCHS Variety Shows, Holiday Program, Fox Valley Festival of Dance, and more.

**Tech Club:**

This organization enables all levels of students to learn and develop skills in the backstage areas of theatre. Students can get involved anytime throughout the year. No prior experience is necessary. Students will

- learn how to work with tools, build scenery, operate lights, and sound equipment.
- Help run school productions and assemblies

**Theatre Central:** The drama program opens with Coffee House in early October. Practices will begin in early September. Theatre Central meets weekly. Learn all aspects of acting and play production.

- Holiday Show
- Student Directed One Acts
- Workshops on acting
- Coffeeshouse fundraiser
- Community Players Troupe
- Fall & spring plays

**Urban Arts Club: Dance**

Share your love for hip hop, with an urban flair. Open to all students with a desire to learn dance moves at all levels. Performance opportunities may include: Homecoming assembly, multi-cultural show, and others.

**Ultimate Frisbee Club:**

Learn to play the field sport of Ultimate. Learn to throw forehand, backhand, and overhead throws. Play intramurals before school and join the NCHS team in league play in the spring.

**Youth and Government:**

This activity provides a “hands on” experience in the democratic process.. This year-long activity which is coordinated with the YMCA. The program begins in mid-September and ends in late March. Youth and Government meets weekly with NNHS students. There is a fee associated with this club. Students

- role play state legislator, attorney, media and lobbyists.
- prepare legislation, arguments for lobbies, etc.
- attend a three-day weekend in Springfield



## Student-Initiated Clubs

### FCA (Fellowship of Christian Athletes):

A student led Bible study group that meets weekly at student's homes. Come for fun, food, and fellowship! You do not have to be an athlete to join.

Gay/Straight Alliance: This group works to educate and promote tolerance and understanding among all people.

Hearts to Offer (H2O): This student-led Christian group offers students a place to learn more about God through bible study, worship and prayer.

Human Rights Club: This group seeks to raise awareness of world events that affect children and people in conflicted areas. They do some fundraising events. Meets once a week.

Linguistics (LING) Club: Students may learn and discuss linguistic issues, and languages. The club hopes to increase awareness about the field of linguistics as well as how language actually works.

Pro-Life Club (SHUBAM): The purpose of SHUBAM (Students Helping Unborn Babies and Mothers) is to promote respect for human life, equipping all with the information and resources necessary to protect those who never had a voice.

Truth Seekers: The purpose of Truth Seekers is to create a comfortable environment for opinions to collide and truth to be discovered through fair-minded analysis of multiple and competing perspectives on club-voted, hot-button topics. We consider the best arguments from all sides, view video clips and discuss freely.

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## New Club Applications:

**NEW**

Students interested in forming a new club must show that

- 15 people are interested in the club,
- a faculty sponsor is willing to supervise the club,
- the mission of the club is not incorporated into the mission /activities of an existing club.

New club applications are available at the Student Activities Office. Upon completion of the application, the student leader must make an appointment to meet with the Activity Director.

## **CLUBS RELATED TO BUSINESS AND HEALTH & FAMILY SERVICES COURSES**

### **DECA, An Association of Marketing**

**Students:** This club is for students interested in marketing, management, and entrepreneurship. DECA helps students develop skills and competencies related to marketing careers. Many opportunities await students including:

- ☺ Local leadership conferences and a chance to be a chapter, state and/or national officer
- ☺ Regional, state, and national competitions
- ☺ Service to our community.

It is very helpful preparing for competition if a student has taken the Marketing, Management, and/or Intro to Business courses. We will meet one morning each week during the school year.

### **BPA (Business Prof. of America):**

The goals of this club are focused on preparing students for the business workforce through the advancement of leadership, citizenship, academic, and technical skills. Club activities include opportunities in the following:

- ☺ Local leadership conferences and a chance to be a chapter, state and/or national officer
- ☺ Regional, state, and national competitions
- ☺ Service to our community

There is a very broad range of contests in this club focusing on Accounting & Financial Skills, Administrative Support (Word Processing) Skills, Computer & Technical Skills, and Human Relations / Marketing / Management Skills. We will meet one morning each week during the school year.

**Medical Club:** This club is devoted to increasing knowledge and interest in the medical field through informational meetings and discussions, quizzes, professional speakers, and fact-building activities. Meetings are every other Wednesday, 7:00-7:30am, in room 87.

### **FCCLA – Family, Career, and Community Leaders of America**

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps youth become strong leaders and address important personal, family, work and societal issues through Family and Consumer Sciences education. Students enrolled in the Health & Human Services Internship at NCHS are members of FCCLA. It offers opportunities for students to make new friends; plan and participate in chapter activities; turn interest and concerns into action and earn recognition at the community, regional, state, and national levels.

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## **CLUBS RELATED TO MUSIC**

**Men's Chorus:** This group meets before school and performs at concerts and at special events throughout the year. This group has grown in popularity over the years and performs locally as well. Mr. Parry is the director of choral music and of this group.



**Vocal Music:**

Interested in smaller group performances, then talk to Mr. Parry, the director of choral music. Many of the special vocal groups at NCHS are elective classes.

**Marching Redhawks:** The band has a proud and long standing tradition of excellence. The Marching Redhawks

- provide half-time entertainment at all home football games throughout the year
- competes in fall marching band festivals
- performs in the Labor Day and Memorial Day parades in downtown Naperville



**Pep Band:** This group provides entertainment and spirit for home basketball games during the year.

**Jazz Symphony Orchestra:** This is the “premiere” ensemble of the three jazz groups at Central. The ensemble performs at many concerts at school throughout the year and competes throughout the state. Membership is by audition only and is open to all students at Central

**Jazz Band:** This band is preparatory in nature for those students who wish to go on to become members of the Jazz Ensemble. The group performs at many school concerts throughout the year and also competes at jazz competitions throughout the state. Membership is by audition only and is open to all students at Central.

**Jazz Lab:** This ensemble serves as an introduction to the other two Jazz groups at Central. A variety of different basic jazz styles and concepts are explored. The group performs at various school functions and travels to jazz festivals during the year. No experience is necessary and no audition is required to join.

**Ensembles:** Most students who participate in band also choose to participate in an ensemble group. A range of ensembles will include Clarinet Choir to Drum Ensembles.

**Musicians Club:** A place for performers, singers and writers to collaborate with other musicians and have fun.



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**THESE ACTIVITIES  
INVOLVE WRITING  
AND JOURNALISM**

**Central Times (Newspaper):** The Central Times is Naperville Central’s award-winning newspaper. The paper is totally student produced. Students, editors, and staff members determine all content, write all copy, headlines, captions, infographics and textboxes. They also design and lay out pages using desktop publishing on the MACINTOSH. In addition, they sell and design ads, partially funding the paper. Involvement in the production of the paper gives the student a total journalistic experience. While at Central, students may elect various journalism courses. Entry into Journalism Lab, the newspaper production course, is by application

only. Students may also participate in the program without being in a journalism class.



**Flight (Yearbook) Staff:** The staff gathers photographs, writes stories, and plans the layout of the yearbook. Yearbook layout is offered as an elective course through the Communication Arts Department and is open to students after their freshman year. Students interested in more information regarding the yearbook should contact **Mrs. Thorne** in the Communication Arts Dept. Freshmen may participate as an after school activity.

**Literary Magazine:** The magazine staff is a group of students who are interested in publishing a literary magazine containing the writings of N.C.H.S. students. The purpose is to give interested students some experience editing other students' writing, and to provide a forum for "creative" writing. Students may join at any time. Sponsored by **Mr. Hayward**.

**Writer's Block:** This is a group that meets 2-3 times a month after school to review their original works of writing. Poetry, short stories, and other creative original works are discussed. One does not need to be a member of a class in order to participate. – **Mrs. Weiss**

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## **THESE ACTIVITIES COMPETE AGAINST OTHER SCHOOLS:**

**Pom Pons (Arrowettes):** Poms promote school spirit and to entertain at athletic events, pep rallies, and other special events. The JV and Varsity Pom squads perform at football and basketball games. Tryouts are in April. Poms also participate in Saturday competitions against other schools to quality for state competition



**Cheerleading:** Cheerleading provides an organized means of providing support and enthusiasm for major sporting events (Football and basketball games). Tryouts are held in April for JV & Varsity. Cheerleaders also participate in Cheerleading competitions.

**Flag Corps (Spirits):** Our flag team performs at football and basketball games. There is a tryout in the Spring for the Flags program. The Flag Team also competes against other schools in Saturday competitions during the Winter – Winter Guard members must participate in the fall marching band season.



### **Dynasty – Step Team**

While the roots of step dancing stem from African American culture, this club is open to all students who want to give this style of rhythmic performance a try. This group performs at homecoming, a DVC Showcase, and some home basketball game.

**Robotics Club:** Learn the essentials of design and integrate electrical signals and mechanical movement.

**Worldwide Youth in Science and Engineering (WYSE):** This club is for students interested in the math, science, computer, and engineering fields. The team will participate in various competitions. Begins in October.

**JETS:** Junior Engineering Technological Society is a series of aptitude tests in various areas in core areas of Science. Competition is at regional and state levels.

**Science Olympiad:** A team of students will compete in applied science areas. Competitions may include building catapults, designing race cars, launching marshmallows. The team competes at the regional and state level.

**Chess Team:** Chess Club meets one to two times a week for practices and has a regular DVC competitions schedule. Competitions run from December to March and tournaments are governed by IHSA rules. The club is open to members from all four-grade levels.

**Forensics (Speech Team):** Students receive competitive training in public speaking and/or theater acts. The team offers 14 unique and challenging performance opportunities. Practice

begins in September and season concludes in February.

**Congressional Debate Team:** Students will participate in Congressional Debate, also known as Student Congress, and learn speaking, arguing, researching, and networking skills. Members will compete in monthly tournaments in Illinois with the possibility of additional national-level tournaments. The Congressional Debate Team begins practicing within the first month of school beginning.

**Math Team:** This team is fosters interest in the field of Mathematics. It also broadens the background of team members and serves as a social function for each member. The team competes in the DVC conference as well as in the state series. Weekly meetings start in September.

**Scholastic Bowl:** A team of students will compete in the various academic areas against other schools Scholastic Bowl is similar to the popular show – “Who Wants to be a Millionaire?” The team also competes in the DVC conference and in the IHSA series. All grade levels needed! Practices begin in late September.

**STUDENT ACTIVITIES: DATES, TIMES, LOCATIONS OF MEETINGS are in the REDHAWK RAMBLINGS!** For more information please email the sponsor. First Initial Last Name@naperville203.org . For example Lynne Nolan is [lnolan@naperville203.org](mailto:lnolan@naperville203.org)

CLUB NAME	SPONSOR	Requirements	Start Up
Art Club	Chris Hodge	none	
	Danielle Janisch		
	Daniela Cirone		
Band Director	D.J. Alstadt	course enrollment	Aug.
Band Director	Brandon Estes		
Bowling Club	Brian Dunn	none, fee	Jan.
BPA	Gwen Wells	course enrollment	
Broadcast Club (aka Hawk TV)	Greg Padgett	none	Aug.
	Fred Gafrick		
	Katie Long-Piper		

Cheerleading (Varsilty) - Head	Samantha Szopinski	Spring tryouts	Aug.
Cheerleading (Varsity)- Asst.	Becky Chiapetta		
Cheerleading (JV) - Head		Spring tryouts	
Cheerleading (JV)- Asst.	Karen Roberts		
Chess Team	Mike Steger	none	Oct.
Class Sponsor - Senior	Jeromy Bentley	Spring elections	
Class Sponsor - Senior	Tina Dohm		
Class Sponsor - Junior	Mike Jarvis	Spring elections	
Class Sponsor - Junior	Amy Ruettiger		
Class Sponsor - Soph	Nicole Figi	Spring elections	
Class Sponsor - Freshmen	Nick Digiovanni	open to all Fresh.	
Council for Exceptional Children (CEC)	Anna Mautone	none	Sept.
	Breanne Fahey		
Culinary Club	Samantha Szopinski	none	Sept.
Debate - Coaches	Randy Smith	none	Aug.
	Robert Lugial		
DECA (Assoc. of Marketing Students)	Christine Bell	course enrollment	
Environmental Club (Club Green)	Dan Olandese	none	
	Megan Hopkins		
FCCLA (Family, Career and Community Leaders of America)	Beth Hurst	none	
	Stephanie Higgins		
FCA (Fellowship of Christian Athletes)	Dave Sladkey	none	
Flags (Spirits Color Guard)	Chuck Cummings	Tryouts	Aug.
Foreign Language - French	Jeremy Whitt	interest in lang.	Sept.
	Deniece Zinnecker		
Foreign Language - German		interest in lang.	Sept.
Foreign Language - Latin	Stacy Cunningham	interest in lang.	Sept.
Foreign Language - Mandarin	Yinhui Liao	interest in lang.	Sept.
Foreign Language - Spanish	Elise Dykema	interest in lang.	Sept.
	Jennie Franta		
Forensics - Coaches	Kay Zorn	Tryouts Sept/May	
	Kelyn Tuggle		
Gay Straight Alliance (GSA)	Danielle Figueroa	none	Sept.
GEMS (Girls Engineering Math & Sci.)	Katherine Seguino	none	Sept.
Hearts two Offer	Randy Smith	none	Sept.
History Club	Mike Bochenski	none	Sept.
Horticulture Club		none	Sept.
Human Rights Club	Seth Brady	none	Sept.
Indian Student Assn (ISA)	Suraj Narine	none	
Intramurals	Ruth Kuzmanic	none	Sept.
Investment Club (Wall Street Society)	Christine Bell	app/interview	Aug.
Jazz Band	D.J. Alstadt	course enrollment	
	Brian Dunn		
	Brandon Estes		
Jets	Jeromy Bentley	none	Sept.
	Flint Collier		
Junior Statesman of America (JSA)	Laura Stark	none	Oct.
	Kim Pilot		
Linguistics Club	Mike Ortiz	none	Sept.
Literary Magazine	John Hayward	none	Sept.
Math Team - Coaches	John Wallbaum	none -all grades	Sept/Oct
	Lisa Gebbie		
	Adam Winiecki		
	Marissa Rakes		

Medical Club	Marie Higgins	none	Sept.
Model United Nations	Mike Bochenski	none	Oct.
Multi Cultural Club	Laura Starke	none	Oct.
	Sarah Kandl		
Musicians Club	Dan Goldstein	none	Sept.
Musical Choreographer	Curt Parry		Spring
Musical Pit Director	Curt Parry		
Muslim Student Association (MSA)	Deniece Zinnecker	none	Sept.
National Honor Society	Dan Olandese	Invitation	Sept.
Newspaper	Keith Carlson	course enrollment	Aug.
	Taryen Belasich		
Orchesis	Lindsay Swanson	Spring tryouts	Aug.
	Anna Mautone		
Orchestra	Constance Reynolds	course enrollment	
Pep Club (Red Rage)	Barbara Watson	none	Aug.
Policy Initiatives Group (PIG)		none	Sept.
Pom Pon - Varsity	Sarah Kandl	Spring tryouts	Aug.
	Terri Rorer		
Pom Pon - JV	Jennifer Okarma	Spring tryouts	
Pro-Life Club (Shubuna)	Randy Smith	none	Sept.
Robotics Club	Wright King	none	Sept.
	Flint Collier		
Scholastic Bowl - Coaches	Hans Muehsler	none	Sept/Oct
Science Olympiad - Coaches	Lindsey Stevenson	none	Sept.
	Leah Johnson		
Science Team (WYSE & JETS)	Jeromy Bentley	testing	Nov.
	Flint Collier		
Service Club - Rotary	Matt Gresk	none	Sept.
	Rebecca Swiontek		
Special Olympics - Head Coach	Kristina Hagenbaumer	none	Spring
Step Team (Dynasty) - Coaches	Susan Macikas	Tryouts - August	Aug.
		Tryouts - August	
Student Council (SAC)	Eric Kaisling	Spring elections	Aug.
	Megan Plackett		
Tech Club	Nick France	non	Aug.
Theatre Central (Drama)	Tom Ulbrich	none	Aug.
Truth Seekers	Dan Tompkins	none	Sept.
Ultimate Frisbee Club	Lynne Nolan	none	
Urban Arts Club	Anna Mautone	none	Sept.
Vocal Director	Curt Parry		
Writer's Block	Nicole Weiss	none	Sept.
Wibbly Wobbly Club (The Doctor Who Club)	Mike Albinak		
Yearbook - Head	Rachel Thorne	course enrollment	Aug.
Yearbook - Asst.	Sarah Albinak		
Yoga Club	Seth Brady	none	Sept.
Youth & Government	Donna Mohn	none	Sept/Oct
	Donna Mohn		
Woods Club	Wright King	none	Sept.
Xbox Club/Dungeons & Dragons	Sean Rauen	none	



# Emergency Procedures for Fire Evacuation

- When the fire alarm rings, students and teachers should move together out the exit and to the designated meeting spot for that room (see below).
- Teachers should bring their class roster and close and lock the classroom door.
- Teachers do not need to submit attendance to department secretaries but should instruct students to remain with them. Teachers may be asked to provide attendance.
- Please make sure that your students are not blocking streets or driveways, as emergency vehicles will need to get through the area.

In the event of a fire alarm sounding during a passing period, students should exit through the nearest door. Teachers should also exit out the nearest door and help monitor the area.

At the beginning of each semester, familiarize yourself and your students about the evacuation procedure for the room. The designated meeting spot is determined by the Exit # used.

**Exit # B1 (Basement by B15)** - move to the sidewalk along Porter St., wait in front of the Naper Settlement

**Exit # B3 (Basement by weight room)** - move to the stadium home stands

**Exit # 1 (Main Entrance)** - move to the sidewalk along Aurora Ave

**Exit # 2 – 3** – move to the sidewalk along Aurora Ave in front of the Naper Settlement

**Exit # 5 - # 7 (Academic Support Center)** - move to the sidewalk along Porter St., wait in front of the Naper Settlement

**Exit # 8 (Student Entrance)** - move to the visitor side of the stadium

**Exit # 9 – 18** - move to the home side of the stadium

**Exit # 19 – 21 (Flatwing)** – move to the sidewalk along Hillside Road towards PSAC

**Exit # 22 – 24 (FACS)** – move to the sidewalk along Hillside Road towards West St.

**Exit # 29 - 34** – move to sidewalk along Aurora Ave

**Athletic and PE areas** — move to the stadium home stands

**Cafeteria** — move to the stadium visitor stands.

**Special Education** – meet at the Pedestrian Crosswalk Sign along Hillside

**Auditorium**—exit and move to the sidewalk along Hillside Road

**Little Theatre**—exit the back of the theatre and move to the sidewalk along Porter St.

# Emergency Procedures for Severe Weather

<b>Cafeteria</b>	Move to the Little Theatre	<b>306-318</b>	Descend stairs near room 318 to the basement. Move into the classrooms and assemble in the corridor
<b>100</b>	Move into room 126		
<b>101, 102</b>	Move into room 128	<b>319-325</b>	Descend Grand Stairway to the Activities Hall. Move into the Faculty Cafeteria and Student Activities Conference Room if needed.
<b>103-105</b>	Move into the Language Lab		
<b>108-110</b>	Use basement stairs past Little Theatre and enter/fill first available classroom in basement.	<b>326-340</b>	Descend Express Stairs to the basement. Move into the Cardio room (B25), Girls Athletic Locker room (B23), and the corridor
<b>117</b>	Move inside the closet in the classroom		
<b>30, 31</b>	Across the hall and go down to the Girls Locker room (B23)	<b>341-343</b>	Descend Express Stairs to the basement. Move into the Boys Locker room (B26)
<b>32</b>	Move into room 33	<b>Auditorium</b>	Exit right (when facing the stage) into the hallway adjacent to the Auditorium
<b>34</b>	Move into room 35	<b>Basement</b>	Remain in the classroom
<b>200-205</b>	Descend stairs near room 200 and assemble in the Little Theater hallway.	<b>75</b>	Move into 75A
<b>206-218</b>	Descend stairs at the end of 212 Hall and enter Little Theatre	<b>76</b>	Move into 78
<b>219-228</b>	Descend Grand Stairway to the Athletic Hall. Across from room 30 and go down to the Boys Athletic Locker room	<b>77</b>	Move into interior storage rooms
<b>229-239</b>	Walk through the Gymnastics Gym, down the stairs into the Weight room	<b>Library</b>	Assemble in inside classrooms
<b>240-245</b>	Descend Staircase P, turn left and go down into the Boys Locker room (B26)	<b>Flatwing</b>	Remain in the classroom if the classroom <u>does not</u> have windows. Move to an interior classroom if the room <u>does</u> have exterior windows.
<b>300-305</b>	Descend stairs near room 300 to basement stairs by dance room and assemble in stairwell and hallway by cardio room.	<b>Gym &amp; Pool Areas</b>	Assemble in locker room areas
		<b>Gymnastics Gym</b>	Move down into the weight room
		<b>Student Services</b>	Move to interior offices

## School Closings

School closing information will be available at [www.naperville203.org](http://www.naperville203.org). Information may also be announced on radio and television stations. The district will also make efforts to use the automated telephone "call out" system to notify families of school closings or unusual circumstances.

Inclement Weather Late Start: In the case of heavy snow, the district may delay the start of the school day. Please see Schedule 5: Late Start Snow Delay schedule on the inside cover of this book.

## NCHS Technology Information

Links and the most up to date Technology Information:

<http://tinyurl.com/nchsredbook>



## Things to Know About Using the Computers at NCHS

### Logging on to a computer

Your **User Name** is usually first initial, middle initial (if you have one) and your full last name. For example, John J Smith's user name would be jjsmith. Occasionally there will be a number at the end of the User Name (jjsmith1) if students have similar names. Your counselor will provide you with this information.

**Students: If you forget your password or for any other technical assistance, please see Mrs. Liu in the CAI Lab.**



### Password Changes

You must be on a Naperville Central Computer to change your district password. This password is for your School Computer Lab Login, Canvas, and Email accounts. At the initial login page, before you actually login, press Control, Alt, and Del at the same time and then click on Change password.

### Expectations while using a PC in the building

To help maintain a focused learning environment and to maximize limited resources, students are expected to use school computers for curricular purposes only. A program called SynchronEyes is used in all school labs to monitor how computers are being used. Failure to comply with expectations will result in disciplinary action.

## File Management

In addition to the use of a flash drive, you will have four options for saving your work. The following is a brief description of your choices:

**OneDrive:** This is a 25 GB cloud storage system that all students are given. Your OneDrive account can be accessed by signing into your email. <https://www.outlook.com/student.naperville203.org> or at the quick link on the School Website. See **Student Email** for more info.

**H: drive:** Each student will have access to a secure area, known as the H: drive. It is accessible only when you are on a computer within Naperville Central. Therefore it is suggested that you store any documents or files on your OneDrive account to be accessible on any device you are on. See **Student Email** for more info

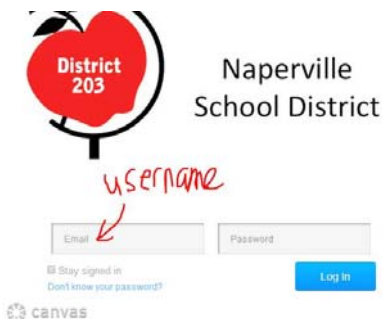
**G: drive:** Sometimes your teachers will ask you to save a copy of your work on the G: drive. You should always save to another secure location first. The G: drive is only for temporary storage and may be cleared at any time. **Do not use this as your main storage area, because this is temporary storage.**

**CANVAS:** When you are in Canvas, click on your name in the upper right hand corner of any screen. Then click on Files on the left hand part of the screen. You have a 500 MG of storage.

## Canvas

You can access courses in Canvas using the following link: <https://naperville.instructure.com/login> or at the quick link on the School Website.

The login credentials are the same username and password that you use to log on to a school computer. You only need to put your username where it says Email.



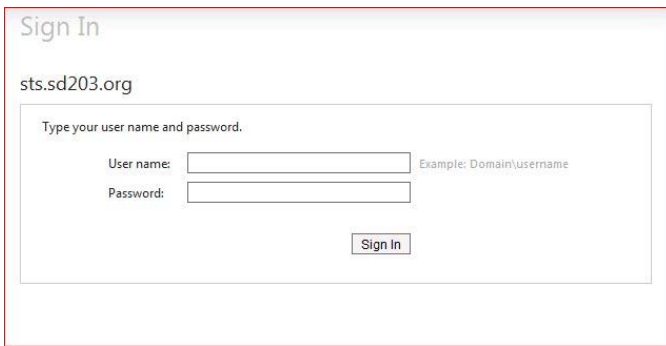
Canvas uploads work best in Firefox

# Student Email

Each student has been given an Office 365 email account. Please use this email address as your school email account. You should use this email account to communicate with your teachers and other students regarding school-related issues. The student email system should be the main method of digital communication with any teacher, coach, or other school personnel.

You may access your email at <https://www.outlook.com/student.naperville203.org> or at the quick link on the School Website. The login credentials are the same username and password that you use to log on to a school computer.

\*\*\*\*If you are having issues with the login please try either of these two things. At the User name box type in something like hs\jjsmith. Or at the User name box try your whole email like [jjsmith@student.naperville203.org](mailto:jjsmith@student.naperville203.org)\*\*\*\*\*



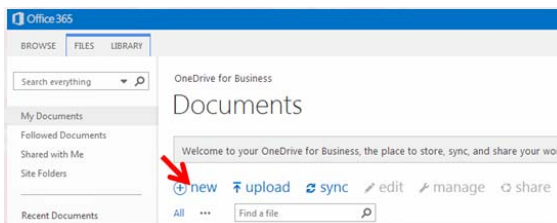
## OneDrive

Once you are in your email, you can access OneDrive (25 GB of cloud storage) by clicking on the OneDrive Tab.



## Office365 Access

When you are in OneDrive Click on **+ new** to create an online Word, Excel, or PowerPoint document.



# Infinite Campus Student Portal

As a student of Naperville School District 203 you have been provided a login to the student information system portal website (Infinite Campus). The URL to that website: <https://infinitecampus.naperville203.org/campus/portal/naperville.jsp> or at the quick link on the School Website.

Use your student ID as the Username and your password. This password is unique to the Infinite Campus Portal. It is not necessarily the same as your district password.



## New Students

If you are a new student and are trying to get into the Infinite Campus Portal then username is your student id number (ex. 12345). Your default password consists of your first initial + last initial + your birthdate in mmddyy format. (ex. if your name is John Doe and your birthdate is September 3rd, 1999, your password would be jd090399) You will then be asked to create a new password. See Changing a Password in Infinite Campus below. See Mrs. Liu in the CIA lab if you are experiencing login issues.

## Changing a Password in Infinite Campus

While already logged into Infinite Campus click **“Account Management”**  
\*\*\*Passwords must be **at least 8 characters** (one upper case letter needed) Or if you don’t want use an upper case letter in the password; you can choose at least 9 characters\*\*\*

## Student Infinite Campus Portal Help

If you forget your password or for any other technical assistance, please see Mrs. Liu in the CAI Lab.

## Parent Infinite Campus Portal Help

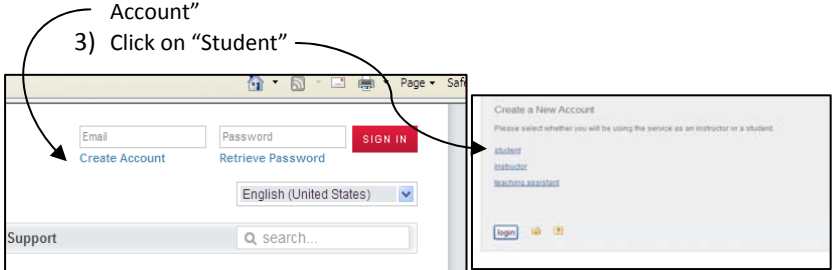
We recommend you read our Parents-Campus Portal Login FAQ document in the Campus Portal Help Documentation (<http://tinyurl.com/203infinitecampus> ) on the district website which should answer most of your questions regarding logging into Campus Portal and any issue you may encounter.

Otherwise feel free to contact us at  
Helpdesk Email: [campusportal@naperville203.org](mailto:campusportal@naperville203.org)  
Helpdesk Phone: 630.420.6825  
Helpdesk Hours: M-F 7:30am to 3:30pm

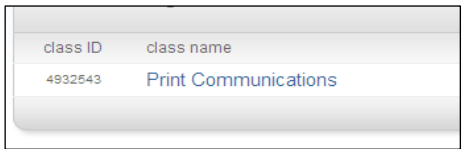
# Turnitin.com

When directed by the teacher for specific major assignments, students must submit the final draft of each major paper to Turnitin.com. The teacher reserves the right to withhold issuing credit for a final draft until it is submitted to Turnitin.com. Additionally, the teacher reserves the right to request said paper digitally as well as accepting a student- generated print copy.

- STEPS: 1) Go to [www.turnitin.com](http://www.turnitin.com) or at the quick link on the School Website  
 2) Click on "Create Account" and then scroll down to "Create a New Account"  
 3) Click on "Student"



- 4) Follow onscreen instructions.  
 5) When you finish creating your profile, you will see on your home page the class you enrolled in.



- 6) Each time a teacher provides an enrollment ID and password, you do not need to create a new account! Just log in with the username and password you created and select "enroll in a class."

## CREATE YOUR OWN TO CREATE YOUR TURNITIN.COM

\*Username: use your school student email address here

Password: \_\_\_\_\_

## FROM YOUR TEACHER:

\*Class ID: \_\_\_\_\_ Enrollment password: \_\_\_\_\_

\*Class ID: \_\_\_\_\_ Enrollment password: \_\_\_\_\_

\*Class ID: \_\_\_\_\_ Enrollment password: \_\_\_\_\_

\*Class ID: \_\_\_\_\_ Enrollment password: \_\_\_\_\_

## WIRELESS NETWORK BYOD-STUDENT

Students with a personally owned device will connect to the wireless network named BYOD-Student. This connection will be selected by the user from their device. Users will be prompted to supply their district username and password when connecting.

## Printer Kiosks

As a student at Naperville Central, there are six printer kiosks located throughout the building. These printer kiosks are available for students to print out papers and other needed documents for class. Students can access their Microsoft Cloud, their H: drive, or use a flash drive. These kiosks are located in the following places:

**First floor:** Outside the Academic Support Center (Room 117)

**Second floor:** Outside room 219  
Outside the Writing Center

**Third floor:** Outside room 319  
Outside 301

**Flat wing:** Across the hall from room 42

## Computer labs and hours

**CAI lab** There are 30 computers in the CAI lab. Computers are on a first come, first served basis, when the lab is not in use by a class.  
**(7:00 am-3:30 pm)**

**Library** There are 11 computers on the floor of the library. Computers are on a first come, first served basis.  
**(7:00 am-3:30 pm)**

**LINC lab** The LINC lab is closed before and after school. See your World and Classical Language teacher if you would like to use this lab.

**Writing Center** There are 30 stations in the Writing Center. Computers are on a first come, first served basis, when the Center is not in use by a class. **(6:45am – 3:10pm)**

**Sketchpad Lab** Sketchpad lab is closed before and after school.





## Naperville Central High School *Learning Resource Center*

Whether you're looking for a good read, doing research for a class, or need a computer to finish a paper, the LRC can meet your needs. We are always updating our extensive print collection with popular new titles for pleasure reading and classroom assignments. Our online resources are available 24/7 through our Research Links page, and be sure to check out our new eBook system, OverDrive. Computers and work space are available during your lunch hour or with a pass from a teacher, however eating is not allowed. Many course textbooks and project supplies are available to use in the LRC.

### ***Circulation Policies:***

*Books, Kindles (for checkout of OverDrive ebooks)*

- 3 week checkout/.10 a day overdue charge

*Magazines*

- 1 week checkout/.10 a day overdue charge

### ***Services include:***

- Readers Advisory
- Research Assistance
- Interlibrary loan
- Photocopies .10/page

Library services available from professional and support staff.

Library Media Specialists

- Lauren Peterson lppeterson@naperville203.org
- Cathy Gottlieb cgottlieb@naperville203.org

Library Assistants

- Marikay Caravello
- Donna Finke
- Jamie Shahidehpour

***The LRC is open from 7:00–3:30 daily.***

# NCHS Library Online Resources

<a href="http://schools.naperville203.org/central/library/LinksCentral.asp">http://schools.naperville203.org/central/library/LinksCentral.asp</a>	Username/ Password
<b>*AP Images</b> – Photographic images from the Associated Press archives.	
<b>Biography Reference Center</b> – 9000+ biographies of notable people, including artists, athletes, musicians, presidents.	
<b>Career Cruising</b> – Interactive career guidance and planning system to aid in choosing careers and building a portfolio.	
<b>Consumer Reports Online</b> – Scientific tests and unbiased ratings for thousands of products and services.	
<b>*Culturegrams</b> – Country information includes maps, statistics, and in-depth information on states and countries.	
<b>eLibrary Curriculum</b> –Multimedia sources, magazines, newspapers, pictures, maps, images and photos.	
<b>FirstSearch</b> – Full text databases – Medline, Wilson Select (periodicals), Articles1st, WorldCat and others.	
<b>Gale Virtual Reference Library</b> – Electronic reference books. Arts, Business, History, Literature, Medicine, Religion, Science.	
<b>Grolier Encyclopedia</b> – Includes <i>Encyclopedia Americana</i> , <i>Lands and Peoples</i> cultural encyclopedia, and <i>The New Book of Popular Science</i> .	
<b>History Study Center</b> –Historical reference material covering 14 centuries of history from ancient to modern day.	
<b>Literary Reference Center</b> – Information on thousands of authors and their works, literary criticism, poems, stories.	
<b>*MAS Ultra (EBSCO)</b> – Full text articles in magazines, reference books, biographies, primary source documents, photos and maps. Includes Lexile reading levels.	
<b>NCHS Library Catalog</b> – Find books, place holds, renew library materials, link to e-reference books and check your library account.	
<b>*netTrekker</b> – Educator-selected online resources, including audio, video, and primary source documents.	
<b>Novelist Plus</b> – Author biographies, book discussion guides, award winners, recommended reads, feature articles.	
<b>*Opposing Viewpoints</b> – Social issues such as gun control, genetic engineering, terrorism.	
<b>ProQuest Literature</b> –Includes 3,000+ author biographies, literature journals and literary works, and literary criticism.	
<b>Science in Context</b> –Includes journal articles, biographies, reference articles, images and videos on science topics.	
<b>*Student Research Center (EBSCO)</b> – User-friendly interface searches newspaper, magazine, journal and primary source databases, including MAS Ultra. Includes Lexile reading levels for many articles.	
<b>Teen Health &amp; Wellness Database</b> - Information on every type of health and wellness issue impacting teens.	
<b>*Visual Thesaurus</b> – An interactive dictionary and thesaurus. Word map webs show meanings and related words.	<a href="#">_____</a>
<b>*World Book Resource Center Online</b> – General knowledge encyclopedia with user-friendly student features.	
<b>Starred (*) databases do not need a password when accessed at school. Usernames and passwords are CASE SENSITIVE.</b>	



**Naperville Central High School**

# **Style Manual for Research Papers**

*This manual follows Modern Language Association (MLA). Use this standard for all drafts unless otherwise directed by your teacher.*

2012 Edition

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## Definitions

**Annotated Bibliography** or **Annotated List of Works Cited:** a list of sources, with each source containing not only bibliographic information but also a description or evaluation of the source

**Parenthetical (In-Text) Documentation:** a method of documenting sources in the text that provides source information in parentheses

**Primary Research:** the investigation of a topic through the researcher’s analysis of texts and films and through interviews, surveys, and experiments

**Secondary Research:** the investigation of a topic through the study of what other researchers have concluded about the subject

**Works Cited:** a list of all sources the writer cites in the essay

**Works Consulted:** a list of all sources the writer consulted when conducting research

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The following source provided the guidelines and several of the examples in this style manual:  
*MLA Handbook for Writers of Research Papers*. 7<sup>th</sup> ed. New York: MLA, 2009. Print.

# Plagiarism

## Academic Integrity

Naperville Central students are challenged to address the academic process enthusiastically, diligently, and most importantly, honestly. The Naperville Central community expects that students do their work honestly, without cheating or plagiarizing. The integrity of the academic program depends upon an honest approach by our students. It is the responsibility of our students, teachers, and administration to protect the integrity of our academic program.

**Cheating or plagiarizing** at any level, at any time, will not be tolerated. Consequently, when evidence of cheating or plagiarism exists, the assignment's grade will be impacted significantly or it will receive no credit, the student has no opportunity to make up that work, and the deans will be notified.

In addition, any student who chooses to share his or her work with another will also lose credit. That credit will be lost even if the student claims to have no knowledge of the other person's using the original paper.

The Naperville Central Discipline Policy in the student handbook (the Redbook) states that cheating is a Classification #1 violation. Plagiarism is cheating. It is the act of using another person's ideas or expressions in your work without acknowledging the source. In other words, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from someone else. Plagiarism is essentially theft – the stealing of someone else's intellectual property.

Research assignments require that you read extensively about a topic, gather information from valid and reliable sources, and document information from these sources in your essay to support your thesis statement.

Give credit to your sources. Using the guidelines established by the Modern Language Association (MLA), provide documentation for the following:

- charts, diagrams, graphs
- direct quotations
- examples and anecdotes
- paraphrased information
- statistics
- any information not considered common knowledge (If you find the same information in at least three sources, consider it common knowledge. You need to document common knowledge information only if you include a direct quotation.)

"Recycling a paper," is a form of plagiarism since it misleads the reader into believing the writer created the paper from scratch. If at least a form of the paper was submitted in a course or for another purpose, a student may not submit the same or essentially the same essay for credit in a different course. If a student informs the teacher of a desire to take to a higher level a piece of writing already submitted in another class or used for another purpose, a teacher may grant permission; however, the student needs to initiate this conversation and receive special permission.

Naperville Community School District #203 subscribes to a web-based software service called **Turnitin.com** that offers students a learning tool when revising and editing papers for a class. Students submit their draft to the website for analysis and then receive an electronic report which identifies all of the information in the draft which can be found in another source, such as a professional publication and previously submitted student writings. Students then use that information to make certain that they have properly documented their outside sources of information. If they see from the report that they have not done so, then the student writer can take the opportunity to make the needed revisions in his or her draft before submitting it to the teacher for a grade. Using this software can show him or her where the originality of the writing/thought would be questioned during the writing process when the student can still make revisions in the work.

Teachers use the software in the same manner, efficiently requiring students to submit papers that they submit for an assignment. Should a teacher discover that a student has borrowed information without documenting it, the teacher will take the appropriate next steps to ensure the academic integrity of the work. The intent of the use of this software is for students to submit their papers themselves for analysis before any teacher sees the paper. Then the student has the opportunity for revision as needed. In order to receive credit, students must submit writing to Turnitin.com when required by the teacher.

## **Directions for Submitting a Paper to Turnitin.com**

### **FIRST TIME USERS:**

You will need to create a user profile. (If you have a user profile because you have used turnitin.com, log into turnitin.com using your already created user login.)

### **STEPS:**

1. Go to [www.turnitin.com](http://www.turnitin.com)
2. Click on "Create Account" and then scroll down to "Create a New Account"
3. Click on "Student"
4. Follow onscreen instructions.
5. When you finish creating your profile, you will see on your home page the class you enrolled in.
6. Each time a teacher provides an enrollment ID and password, you will log in with the username and password you created and select "enroll in a class."

### **CREATE YOUR OWN USERNAME AND PASSWORD (WRITE IT DOWN!):**

\*Username: \_\_\_\_\_ (your school email address)  
 Password: \_\_\_\_\_ (include at least one letter and one number)

### **FROM YOUR TEACHERS (WRITE IT DOWN!):**

CLASS	CLASS ID	CLASS PASSWORD

## TO SUBMIT A PAPER:

Log-in with your e-mail address and password.

1. Click on the class
2. Click on the icon with the page and up arrow under the column heading 'Submit' for the assignment that is due.
3. Browse for the paper on CD, floppy, or H drive. This step is like an attachment to email.
4. Be certain you have a title filled in the appropriate prompt.
5. Submit paper

## What Makes a “Good” Source

Whenever you are looking for a “good” source, how can you recognize it when you see it? Here is a “checklist” to help you determine if what you have in hand is worth the time and effort to read and use. (By the way, this checklist works with Internet web sites, articles and books -- whatever you find that contains “information.”)

### Who wrote it? (Authority)

Who is *responsible* for the content of the source? Can you determine the name of the individual, the organization, or entity which produced it? Is there an address or e-mail given to provide communication or feedback? If NOT, then find a better source. You can't trust a source when the authorship is hidden.

### Why was it written? (Objectivity)

Purpose of a source is very important to understand its *bias*. Every creator has a purpose or viewpoint behind what he/she makes. The written word is so potent that we need to identify the reasons behind it. Print sources often state or imply the purpose or intent of the text in the introduction or preface. The purpose of an internet source is sometimes harder to pinpoint. Look at the address for clues, and read the material carefully for language which gives opinion, viewpoint, or perspective. This bias helps us determine how to interpret the information for our own use.

### When was it written? (Currency)

*Timeliness* is often an important factor in the usefulness of information. Look for copyright dates, updates, and sources used. If the source contains references to other pieces of information, can you discover when those were produced? That will give you a clue as to when your material was written or at least the information on which it was based. You need to look for CURRENT (within the last 3 or 4 years) information. For some topics you will need information even more current than that. This is when databases of periodicals become valuable. Sometimes the documents in databases are posted before the item is actually on the newsstands or in the mail!

## Where has the information been published previously? (Accuracy)

The more **reliable** a source the more likely it is that the information contained in it was checked and verified. If the information was published without such checks, you cannot tell if the information is true or not. (That's how rumors get started!) Look for clues that tell you that the information was verified in other sources or can be found duplicated in at least two other independent sources. If dates, updates, and sources are presented, these are clues which indicate the author at least attempts to keep the information current. But be cautious. Try to find additional sources that confirm the information.

## How is the information organized and presented? (Content & Organization)

Does this source give you the information you need in an **organized**, well presented manner? Does it flow logically from one point to another? Is it pleasing to the eye and easy to follow? How **in depth** does the source get on the topic? If what you get is superficial or gives only minimal data – one or two sentences or paragraphs – then the source doesn't really give you much content. Just a mention of your topic is NOT enough! You should find details and explanations provided which offer substantial information. Guard against those web sites which only give you links to other sites. You can find yourself in a big loop of pages and no real information.

## Parenthetical (In-Text) Documentation

To document properly the sources cited in your essay, 1) attach a Works Cited page and 2) indicate in the text itself exactly **what** was borrowed from each source and **where** the information was found in a source.

### □ Print Sources

The *MLA Handbook for Writers of Research Papers* explains that writers can document most easily by providing the author's name and the page reference in a parenthetical citation:

Because the astronauts throughout their lives willingly took risks, they "all were adventurers long before they became astronauts" (Gibbs 34).

With this acknowledgement, readers know they can find this direct quotation on page 34 in a source written by Gibbs. By turning to the Works Cited page, readers can find the complete documentation:

Gibbs, Nancy. "Seven Astronauts, One Fate." *Time* 10 Feb. 2003: 30-35. Print.

This simple method of parenthetical documentation has two shortcomings: it does not explain the expertise of the speaker, nor does it indicate the reliability of the publication. If you wish to emphasize the speaker's expertise and/or the



publication's reliability (many teachers require that you do so), then include more detail when you introduce borrowed information. (See below.)

#### □ **Print Sources: Direct Quotations**

The first time a direct quotation is documented, include the author's full name and expertise as well as the publication in the text itself:

Although unmanned space flights pose fewer risks to humans, Nancy Gibbs, journalist, writes in *Time* that "something would be lost as well, something brave and passionate," if the government refused to fund manned flights (33).

After using a source once, there is no need to cite the publication again or repeat the author's full name. Instead, one can document by either using the author's last name to introduce the information or weaving the quote into one's own writing:

Gibbs states, "Whatever their specialties, all [the astronauts] were teachers" (33).

Because the astronauts throughout their lives willingly took risks, they "all were adventurers long before they became astronauts" (Gibbs 34).

**Important:** If one includes a direct quotation from someone who is not the author of the source, add "qtd. in" before the author's name in parentheses:

In honor of the Challenger crew, Columbia commander Rick Husband, unaware of his own fate, said, "They made the ultimate sacrifice, giving their lives to their country and mankind" (qtd. in Gibbs 33).

#### □ **Print Sources: Paraphrase**

If one paraphrases rather than citing a direct quotation, follow the same guidelines with one exception: Do not enclose the borrowed information in quotation marks. The first time one introduces a source from which one paraphrases borrowed information, include the author, the author's expertise, and the publication:

Nancy Gibbs, journalist and writer for *Time*, believes that manned space travel, despite its many risks, offers intangible benefits that unmanned space travel cannot provide (33).

After the first reference to a source from which one paraphrases borrowed information, place the author's name in the text itself or in parentheses:

Though each astronaut fulfilled a specific role during the Columbia mission, Gibbs believes that all expanded human knowledge of disease, the environment, and human endurance (33).

or

Though each astronaut fulfilled a specific role during the Columbia mission, all expanded human knowledge of disease, the environment, and human endurance (Gibbs 33).

## □ Electronic Sources

Introduce the quoted or paraphrased information in the same way if it was found in a print source. However, do **not** include any page references for electronic sources.

**Example:** Although unmanned space flights pose fewer risks to humans, Nancy Gibbs, journalist, writes in *Time* that “something would be lost as well, something brave and passionate,” if the government refused to fund manned flights.

**Example:** Though each astronaut fulfilled a specific role during the Columbia mission, all expanded human knowledge of disease, the environment, and human endurance (Gibbs).

**Example:** In honor of the Challenger crew, Columbia commander Rick Husband, unaware of his own fate, said, “They made the ultimate sacrifice, giving their lives to their country and mankind” (qtd. in Gibbs).

## □ Unsigned/Anonymous Articles

If quoting information from an article without an author, one cites the publication in text and places the title of the article (shortened) in parentheses. (In the following example the information comes from an online article entitled “Report: Photos Show Columbia Wing Damage,” but in parentheses you can shorten the title to “Report.”)

**Example:** Although most experts believe flaws in the shuttle itself explain the disaster, others believe, as *CNN.com* reveals, “a calamitous impact with a tiny meteorite” may be the cause (“Report”).

When paraphrasing what the unnamed author(s) wrote, then follow the example above: Cite the publication in text, and place a shortened title in parentheses.

**Example:** According to *CNN.com*, NASA engineers cannot gain crucial information about the shuttle’s condition during the launch because the cameras did not provide clear pictures (“Report”).

When quoting someone the article quotes, introduce the speaker and his or her expertise in the text itself; place “qtd. in” plus the title of the article (shortened) in parentheses.

**Example:** According to *CNN.com*, even without clear pictures during the launch, NASA believes it will, in the words of NASA administrator Sean O’Keefe, “find the cause of the accident, correct the problems and return to safe flight” (qtd. in “Report”).

## ❑ Special Situations

- ✓ If one makes reference to an entire work, one does not need to provide any parenthetical information:

**Example:** Susan Faludi's *Backlash: The Undeclared War against Women* blames society for the alarming increase in eating disorders among the young.

- ✓ When citing several pages from one source, include all the relevant page numbers:

**Example:** Patricia Hersch, author of *A Tribe Apart: A Journey into the Heart of American Adolescence*, believes that disinterested, distant parents trigger adolescent depression (311-324).

- ✓ When citing two or more works by the same author, include the title in the parenthetical citation:

**Example:** When Mark Mathabane, who lived in one of South Africa's most notorious ghettos, decided to accept a tennis scholarship in America, he realized he "owed the duty to [his] race and country to use [his] life in a meaningful way" (*Kaffir Boy* 348).

**Example:** Florah, a product of apartheid South Africa, became one more victim of spousal abuse, her "dreams of matrimonial bliss . . . replaced by pain, anger, a sense of betrayal, self-doubt, and self-blame" (qtd. in Mathabane, *African Women* 41).

- ✓ When citing more than one work in a parenthetical citation, separate the references with semicolons:

**Example:** While some experts believe the modeling industry bears blame for the alarming increase in eating disorders, others target doctors for society's obsession with weight, contending they prescribe diet pills indiscriminately (Faludi 203; Will 2F).

- ✓ Although one does not have to provide page references for electronic sources, some of these sources provide screen numbers, line numbers, or paragraph numbers instead of page references. One may include this information in parentheses. Following the author's name, add a comma and then "screen," "screens," "line," "lines," "par." or "pars." and the relevant number(s).

**Examples:** (Griffin, screens 3-4); (Griffin, lines 61-68); (Griffin, par. 5)

## Works Cited Page

- List all the sources you cite on a separate page, and place this page at the end of your essay. Type your last name and the page number in the upper right-hand corner, one half inch from the top of the page. Continue the page numbers from the text of your essay.
- Center the heading Works Cited (unpunctuated) on the page one inch down from the top. Double space between the heading and the first entry.
- Begin the first line of each entry at the left-hand margin, and indent subsequent lines one-half inch.
- Double space both within and between entries.
- List entries in alphabetical order according to author. Place unsigned articles according to the first word of the title, excluding “a,” “an,” and “the.”
- Capitalize the first letter of all key words **even if a magazine or newspaper does not follow the rule.**
- Words (**including titles**) that would be italicized in print or on-line are also italicized in research papers.
- Medium of Publication refers to the format of the original publication or performance. Common terms include Print, Web, Film, Radio, Television, Videocassette, Audiocassette, CD, LP, TS (typescript), E-mail and Performance.

## Print Sources

**[The information appearing in the bracketed area next to each category indicates the information required for each type of resource, if available.]**

- **An Anonymous Book – [Title, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

*American Heritage Guide to Contemporary Usage and Style*. Boston: Houghton, 2005. Print.

- **A Book with One Author - [Author, Title, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Mathabane, Mark. *Kaffir Boy*. New York: Signet, 1986. Print.

- **A Second Book by the Same Author - [---. Title, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Mathabane, Mark. *Kaffir Boy*. New York: Signet, 1986. Print.

---. *Kaffir Boy in America: An Encounter with Apartheid*. New York: Scribner's, 1989. Print.

Do not use three hyphens for an author who has two or more works listed on the Works Cited page when one work is written in collaboration with someone else. The three hyphens always stand for exactly the same name(s) in the directly preceding entry.

- **A Book by Two or More Authors – [Authors (follow format below), Title, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Mathabane, Mark, and Gail Mathabane. *Love in Black and White*. New York: Harper, 1992. Print.

With more than three authors, list only the first author's name and add et al., which means "and others" (Mathabane, Mark, et al.), or list all names in the order they appear on the title page.

- **A Book by a Corporate Author – [Corporate Author, Title, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Public Agenda Foundation. *The Health Care Crisis: Containing Costs, Expanding Coverage*. New York: McGraw, 1992. Print.

- **An Anthology – [Editor, Title, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Perlstein, Jill S., ed. *Out of the Mold*. Tarrytown, NY: American Booksellers, 1997. Print.

- **A Work in an Anthology – [Author of Work in Anthology, Title of Work, Title of Anthology, Editor of Anthology, Place of Publication, Publisher, Copyright Date, Page(s), Medium of Publication]**

Tan, Amy. “Required Reading and Other Dangerous Subjects.” *Out of the Mold*.

Ed. Jill S. Perlstein. Tarrytown, NY: American Booksellers, 1997. 133-148. Print.

- **A Multivolume Work – [Author, Title, Editor, Number of Volumes, Place of Publication, Publisher, Copyright Date(s), Medium of Publication]**

Doyle, Arthur Conan. *The Oxford Sherlock Holmes*. Ed. Owen Dudley Edwards.

9 vols. New York: Oxford UP, 1993. Print.

**Note:** All nine volumes were published in the same year.

Crane, Stephen. *The University of Virginia Edition of the Works of Stephen*

*Crane*. Ed. Fredson Bowers. 10 vols. Charlottesville: UP of Virginia, 1969-76. Print.

**Note:** These ten volumes were published over a period of years.

- **An Edition – [Author, Title, Editor, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Shakespeare, William. *The Tempest*. Ed. Barbara A. Mowat and Paul Werstine.

New York: Washington Square-Pocket, 1994. Print.

- **A Translation – [Author, Title, Translator, Editor, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Homer. *The Odyssey*. Trans. George Herbert Palmer. Ed. Susan L. Rattiner.

Mineola, NY: Dover, 1999. Print.

- **A Book Published in a Second or Subsequent Edition – [Author, Title, Edition (e.g. 5<sup>th</sup> Edition), Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Murray, Donald M. *Write to Learn*. 5<sup>th</sup> ed. Fort Worth: Harcourt, 1996. Print.

- **An Illustrated Book or a Graphic Narrative – [Illustrator’s Name (followed by *illus.*), Title, Author (preceded by the word *By*), Place of Publication, Publisher, Copyright Date, Medium of Publication]**

Denslow, W. W., illus. *The Wonderful Wizard of Oz*. By L. Frank Baum. Introd.

Regina Barreca. New York: Signet-Penguin, 2006. Print.

- **A Brochure or Pamphlet – [Author (if available), Title of Pamphlet, Place of Publication, Publisher, Copyright Date, Medium of Publication]**

*Best Museums: New York City*. New York: Trip Builder, 1993. Print.

- **An Article in a Scholarly Journal – [Author or Authors, Title of Article, Title of Journal or Periodical, Volume, Issue Number, and/or Date, Page(s), Medium of Publication]**

White, Sabina, and Andrew Winzelberg. “Laughter and Stress.” *Humor* 5

(1992): 343-55. Print.

Albada, Kelly F. “The Public and Private Dialogue about the American Family on

Television.” *Journal of Communication* 50.4 (2000): 79-110. Print.

- **An Article in a Magazine - [Author or Authors, Title of Article, Title of Journal or Periodical, Volume, Issue Number, and/or Date, Page(s), Medium of Publication]**

Gibbs, Nancy. “A Week in the Life of a High School.” *Time* 25 Oct. 1999: 67-

103. Print.

- **An Anonymous Article - [Title of Article, Title of Journal or Periodical, Volume, Issue Number, and/or Date, Page(s), Medium of Publication]**

“Dubious Venture.” *Time* 3 Jan. 1994: 64-65. Print.

- **An Article in a Newspaper – [Author or Authors, Title of Article, Title of Newspaper, Date of Newspaper, Section of Newspaper, Page(s), Medium of Publication]**

Zoloth, Laurie. “A New Star in the Sky.” *Chicago Tribune* 9 Feb. 2003, sec. 2:

1-9. Print.

- **An Article in a Reference Book – [Author (if available), Title of Article, Title of Reference Book, Edition, Date, Medium of Publication]**

“Apartheid.” *Encyclopedia Americana*. 1990 ed. Print.

- **A Review – [Reviewer’s Name, Title of Review, Rev. of +Title of Work Reviewed, add the word *by* Author of Work being Reviewed, Title of Journal or Periodical, Volume, Issue Number, and/or Date, Page(s), Medium of Publication]**

Updike, John. “No Brakes.” Rev. of *Sinclair Lewis: Rebel from Main Street*, by Richard Lingeman. *New Yorker* 4 Feb. 2002: 77-80. Print.

- **An Editorial – [Author, Title of Editorial, add the word *Editorial*, Title of Newspaper, Journal or Periodical, Volume, Issue Number, and/or Date, Page(s), Medium of Publication]**

Gergen, David. “A Question of Values.” Editorial. *US News and World Report* 11 Feb. 2002: 72. Print.

- **A Letter to the Editor – [Author, add the word *Letter*, Title of Newspaper, Journal or Periodical, Volume, Issue Number, and/or Date, Edition (morning, late edition, etc.), Section, Page(s), Medium of Publication]**

Safer, Morley. Letter. *New York Times* 31 Oct. 1993, late ed., sec. 2: 4. Print.

- **An Interview – [Name of the Person Interviewed, Title of Interview, or if untitled add the word *Interview*, Interviewer’s Name preceded by *Interview with*, Title of Newspaper, Journal or Periodical, Volume, Issue Number, and/or Date, Edition (morning, late edition, etc.), Section, Page(s), Medium of Publication]**

Mathabane, Mark. “Taking the Measure of American Racism.” Interview with Bruce W. Nelan. *Time* 12 Nov. 1990: 16-18. Print.



## Nonprint Sources

- **A Music Video or Television Program – [Performer, Title of the Music Cut, Title of the Video or DVD, Music Company Creating Video/DVD, Year, Format, Director, Date of Access, replacement of Medium of Publication with Performance]**

Springsteen, Bruce. "Dancing in the Dark." *Born in the USA*. Columbia, 1984.

Music video. Dir. Brian De Palma. 10 May 2002. Performance.

- **Television or Radio Broadcast – [Title of Episode or Segment, Narrator, Title of Program, Television Station, Location of Television Station, Date of Airing of Program, Medium of Reception]**

"Yes . . . but Is It Art?" Narr. Morley Safer. *Sixty Minutes*. WCBS, New York. 19

Sept. 1993. Television.

- **A Film or Video Recording – [Title of Film, Screenplay Author, Director, Major Performers, Film Company, Date of Film, Medium Consulted]**

*It's a Wonderful Life*. Dir. Frank Capra. Perf. James Stewart, Donna Reed,

Lionel Barrymore, and Thomas Mitchell. RKO, 1946. Film.

*Like Water for Chocolate* [*Como agua para chocolate*]. Screenplay by Laura

Esquivel. Dir. Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and

Regina Torne. Miramax, 1993. Film.

- **A Sound Recording – [Composer or Performer, Title of the Recording, Artist(s), Manufacturer, Year of Issue, Date of Publication, Medium of Publication (CD, LP, Audiotape)]**

Holiday, Billie. *The Essence of Billie Holiday*. Columbia, 1991. CD.

The Mamas and the Papas. *Gold*. Comp. Andy McKaie, Geffen, 2005. CD.

- **An Interview – [Person Being Interviewed, Title of Interview, Interviewer, Name of TV Show Sponsoring Interview, Television Station, Location of Television Station, Date of Airing of Program, Medium Consulted]**

Wiesel, Elie. Interview with Ted Koppel. *Nightline*. ABC. WABC, New York. 18

Apr. 2002. Television.

- **An Interview That You Conducted – [Name of Person Interviewed, Kind of Interview (Personal Interview, Telephone Interview), Date ]**

Amberger, Robin. Personal interview. 25 Jan. 2000.

- **A Digital File – [Author or Author(s), Title, Place of Publication, Publisher, Copyright Date, Digital File format (PDF, Microsoft Word, JPEG, MP3, XML) followed by *file*]**

Cortez, Juan. "Border Crossing in Chicano Narrative." 2007. Microsoft Word file.

Delano, Jack. *At the Vermont State Fair*. 1941. Lib. of Congress, Washington. JPEG file.

### Electronic or Web Sources

*The following information is to be included for electronic sources.*

- *Last and first name of author(s)*
- *Title of article, in quotation marks*
- *Print information for the article (name of journal, italicized ; date and pages, if the full range of pages is given online), or the starting page followed by a hyphen, space, and period (for example, 32-.)*
- *Title of the database (italicized)*
- *Medium of the publication consulted (Web)*
- *Date of access (day, month, and year)*
- **A Work from a Library or Database Subscription Service (e.g., Electric Library, Opposing Viewpoints, ProQuest) – [Author, Title of Article, Title of Newspaper, Journal or Periodical, Volume, Issue Number, and/or Date, Page(s), Name of Database, Medium of Publication, Date of Access]**

Easterbrook, Gregg. "The Space Shuttle Must Be Stopped: It's Costly, Outmoded, Impractical and, as We've Learned Again, Deadly." *Time* 10 Feb. 2003: 46- . *Opposing Viewpoints Resource Center*. Web. 11 Feb. 2003.

- **A Work from an Online Encyclopedia – [Title of Article, Name of the Online Encyclopedia, Year of the Online Encyclopedia, Publisher, Medium of Publication, Date of Access]**

"Fresco Painting." *Encyclopedia Britannica Online*. 2009. Encyclopedia Britannica. Web. 8 May 2002.

- **Image from a Database or Web Site: [Author (Artist/Image Creator's Name if available), Title of Image or Assigned Number for the Image, Date Image was Created (if year is unknown, write N.d.), Medium of Composition, Title of Database or Web site, Medium of Publication, Date of Access]**

Jordan, David. "Kilauea Volcano." 4 May 2004. Photograph. *AP Images*. Web.

17 Jan. 2006.

- **An Article from an Online Newswire or Newspaper – [Author of the Article, Title of Article, Name of the Online Newspaper, Publisher, Date of the Online Newspaper, Medium of Publication, Date of Access]**

Recer, Paul. "NASA Analyzing Military Photos of Columbia." *Chicago Tribune*

*Online*. Chicago Tribune. 7 Feb. 2003. Web. 10 Feb. 2003.

- **An Article in an Online Magazine – [Author of the Article, Title of the Article, Name of the Online Magazine, Publisher, Date of the Online Magazine, Medium of Publication, Date of Access]**

Kluger, Jeffrey. "What Went Wrong with Columbia?" *Time*. Time-Warner. 1 Feb.

2003. Web. 7 Feb. 2003.

- **Information from a Professional Site – [Name of the author (if available), Title of the Article/Page, Title of the Website, Publisher of Website, Date of Publication (if available), Medium of Publication, Date of Access]**

"Reebok International Ltd." *Hoover's Online*. Hoover's, Inc. 19 June 2002. Web.

21 June 2002.

- **Information from a Personal Web Page – [Author of Web Page, Title of Web Page (or use designation "Home page."), Date Page was Last Updated, Medium of Publication, Date of Access]**

Williams, John. Home page. 2 Dec. 2003. Web. 12 Jan. 2004

- **A Letter, a Memo or an E-Mail Communication – [Originator of Letter, Memo or E-Mail, Topic/Subject of E-Mail, Recipient of E-Mail, Date of Document, Medium of Delivery (TS typescript for letter or memo, or E-mail)]**

Boyle, Anthony T. "Re: Utopia." Message to Daniel J. Cahill. 21 June 1997.

E-mail.

Harner, James L. Message to the author. 20 Aug. 2002. E-mail.

# Format of the Research Paper

**ALERT:** Double space lines in the heading, between the heading and the title, between the title and the first line, and in the body of the essay.

Matthew Well

Mr. Doman

Weighted Essay Writing

01 May 2012

Do not justify the right hand margin.

Manipulative Media

During a live telecast of *ABC News Chicago*, the producers scrambled to cut, add, and change stories; in some cases they did so only three minutes before the

- ✓ Leave only one space after periods or other punctuation marks (unless otherwise instructed).
- ✓ Indent the first line of a paragraph one-half inch (five spaces or press tab once) from the left margin.
- ✓ For subsequent pages maintain the one-inch margin, but repeat your last name and the page number (without a comma separating the two) one-half inch from the top of the page.
- ✓ When you omit words from a direct quotation, provide ellipsis points, or three spaced periods, to indicate the omission.
- ✓ Use brackets to mark any changes or additions you make to a direct quotation. For direct quotations over four lines, follow these instructions:
  - Double space between the text and the quotation;
  - Double space within the quotation;
  - Indent one inch from the left margin but do not alter the right margin;
  - Introduce the quotation with a complete sentence followed by a colon;

- Omit quotation marks;
- Place the parenthetical (in text) citation **after** the last punctuation mark of the quote.

## Sample - Works Cited Page

**\*Reminder: The following should begin on a page separate from the body of the paper.**

ALERT: Type your last name and the page number in the upper right-hand corner, one half inch from the top of the page.

Student's last name Page #

### Works Cited

Fraser, Helen. "Naperville." *Dupage Roots*. Ed. Richard A. Thompson. Wheaton: County Historical Society, 1985. Print.

Grossman, James R., Ann Durkin Keating, and Janice L. Reiff, eds. "Naperville History".

*The Encyclopedia of Chicago*. Web. 7 Dec. 2004.

Halvey, Paul. "Re-enactors help bring history alive". *Daily Herald* 13 January 2007: 1. *Proquest*. Web. 10 February 2007.

Schrader, Lester. Personal Interview. Naperville, IL, 7 August 1979.

Smith, Jane. Home page. Web. 10 January 2004.

Townsley, Genevieve. "Indian Attacks Threatened Naper Settlement." *The Naperville Sun*, 30 June 1982. Sec. 2: 1-2. Print.

*Ultimate Tourist's Guide to Naperville Settlement*. Naperville: Travel Publications, 1990. Print.

ALERT: Double space each entry, indenting after the first line. Double space between each entry.

## Literary Analysis Requirements

- Write in **present tense** (unless you refer to events occurring before the story line begins – then use past tense) and in **third person**.
- Identify characters and settings the first time you introduce them; explain relationships between characters.
- Italicize titles of plays, novels, and films; place quotation marks around titles of poems and short stories.
- Prepare the reader for every direct quotation without retelling the plot, and follow a direct quotation with analysis of the quotation.
- Blend/weave a direct quotation into your own writing.
- Mark all changes in direct quotations with ellipses.

John Knowles' *A Separate Peace*: Gene blames Finny for making him act irresponsibly, thinking, "What was I doing up here anyway?...Was he getting some kind of hold over me?" (17).

- ✓ Document direct quotations correctly by placing the page number (or the act, scene, and line numbers) in parentheses at the end of the sentence, after the closing quotation mark (or last word), and before the period.
- ✓ If what you are quoting ends with a question mark or an exclamation point, include this mark of punctuation before the closing quotation mark, but place a period after the closing parenthesis as well.
- ✓ When you weave a direct quotation into your writing (without using any type of tag), punctuate as though the words were your own.
- ✓ Leave a space between the closing quotation mark (or the last word in the sentence) and the opening parenthesis.
- ✓ In classical plays and poems, put a slash mark at the end of line as it appears in the text.

➤ Quote from a play:

Shakespeare's *Romeo & Juliet*: Tybalt aggressively states, "What drawn and talk of peace? I hate the word/As I hate hell, all Montagues and thee" (1.1.71-72).

➤ Quote from a novel -Quote that ends with a question mark.

John Knowles' *A Separate Peace*: Gene blames Finny for making him act in ways he doesn't want to act, thinking, "What was I doing up here anyway? Why did I let Finny talk me into stupid things like this? Was he getting some kind of hold over me?" (17).

➤ Quote from a novel -Quote that ends with a period.

Mark Twain's *The Adventures of Huckleberry Finn*: After Huck witnesses how the King and the Duke try to scam Peter Wilks' relatives, he concludes, "It was enough to make a body ashamed of the human race" (162).

# Annotated Bibliography

## Definitions

A **bibliography** is a list of sources (books, journals, websites, periodicals, etc.) one has used for researching a topic. Bibliographies are sometimes called "references" or "works cited" depending on the style format you are using. A bibliography usually just includes the bibliographic information (i.e., the author, title, publisher, etc.).

An **annotation** is a summary and/or evaluation.

Therefore, an **annotated bibliography** includes a summary and/or evaluation of each of the sources. Depending on your project or the assignment, your annotations may do one or more of the following:

- **Summarize:** Some annotations merely summarize the source. What are the main arguments? What is the point of this book or article? What topics are covered? If someone asked what this article/book is about, what would you say? The length of your annotations will determine how detailed your summary is.
- **Assess:** After summarizing a source, it may be helpful to evaluate it. Is it a useful source? How does it compare with other sources in your bibliography? Is the information reliable? Is this source biased or objective? What is the goal of this source?
- **Reflect:** Once you've summarized and assessed a source, you need to ask how it fits into your research. Was this source helpful to you? How does it help you shape your argument? How can you use this source in your research project? Has it changed how you think about your topic?

Your annotated bibliography may include some of these, all of these, or even others. **If you're doing this for a class, you should get specific guidelines from your instructor.**

## Format

The format of an annotated bibliography can vary depending upon the assignment, so if you're doing one for a class, it's important to ask for specific guidelines.

Please keep in mind that **all of your text**, including the write up beneath the citation, **must be double spaced and indented so that the author's last name is the only text that is flush left.**

**The bibliographic information:** Generally, though, the bibliographic information of the source (the title, author, publisher, date, etc.) is written in MLA format.

**The annotations:** The annotations for each source are written in paragraph form. The lengths of the annotations can vary significantly from a couple of sentences to a couple of pages. The length will depend on the purpose. If you're just writing summaries of your sources, the annotations may not be very long. However, if you are writing an extensive analysis of each source, you'll need more space. You can focus your annotations for your own needs.

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## Sample – Annotated Bibliography

Lamott, Anne. *Bird by Bird: Some Instructions on Writing and Life*. New York: Anchor Books, 1995. Print.

Lamott's book offers honest advice on the nature of a writing life, complete with its insecurities and failures. Taking a humorous approach to the realities of being a writer, the chapters in Lamott's book are wry and anecdotal and offer advice on everything from plot development to jealousy, from perfectionism to struggling with one's own internal critic. In the process, Lamott includes writing exercises designed to be both productive and fun.

Lamott offers sane advice for those struggling with the anxieties of writing, but her main project seems to be offering the reader a reality check regarding writing, publishing, and struggling with one's own imperfect humanity in the process. Rather than a practical handbook to producing and/or publishing, this text is indispensable because of its honest perspective, its down-to-earth humor, and its encouraging approach.

Chapters in this text could easily be included in the curriculum for a writing class. Several of the chapters in Part 1 address the writing process and would serve to generate discussion on students' own drafting and revising processes. Some of the writing exercises would also be appropriate for generating classroom writing exercises. Students should find Lamott's style both engaging and enjoyable.

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### NOTICE:

- All authors are listed in alphabetical order by last name
- The summaries are lengthy and give specific details
- You must cite all sources (books, electronic encyclopedias, etc.) correctly in MLA format– you MAY use Easybib.com
- PLEASE remove all [http://](#) codes from online sources, even though Easybib.com includes them. They are no longer standard usage.

## Calculating Your GPA

Determine what your GPA will be this semester and at the end of the year. In general, A=4.0, B=3.0, C=2.0, D=1.0, F = No Credit. In honors classes, A=5.0, B= 4.0, C=3.0

### Sample 1

English	B	3.0
Algebra	A	4.0
PE	A	4.0
Geography	B	3.0
Science	B	3.0
Keyboarding	C	2.0

Lunch

Study Hall      Study Hall

Add up points      19.0

Divide by # of classes       $19.0/6 = 3.16$  GPA

### Sample 2

Hon. English	B	4.0
Hon. Algebra	A	5.0
PE	A	4.0
Geography	B	3.0
Science	B	3.0
Keyboarding	C	2.0

Add Up Points      21.0

Divide by # of classes       $21/6 = 3.5$  GPA

To calculate your potential GPA from the whole year, predict the outcome of your 2<sup>nd</sup> semester classes. Add your points from both semesters together and then divide by the number of classes.

Sem. 1 pts \_\_\_\_\_ + Sem. 2 pts \_\_\_\_\_ = \_\_\_\_\_ (total) divided by \_\_\_\_\_ (# of classes) = \_\_\_\_\_ GPA

## Study Habits – Ideas to Improve Your Success

- Decide what to study (reasonable task) and how long or how many (chapters, pages, problems, etc.). Set and stick to deadlines.
- Do difficult tasks first. For procrastination, start off with an easy, interesting aspect of the project.
- Have special places to study. Take into consideration lighting, temperature, and availability of materials.
- Study 50 minutes, and then take a 10 minute break. Stretch, relax, have an energy snack.
- Allow longer, "massed" time periods for organizing relationships and concepts, outlining, and writing papers. Use shorter, "spaced" time intervals for rote memorization, review, and self-testing. Use odd moments for recall/review.
- If you get tired or bored, switch task/activity, subject, or environment. Stop studying when you are no longer being productive.
- Do rote memory tasks and review, especially details, just before you fall asleep.
- Study with a friend. Quiz each other, compare notes and predicted test questions.

Where is your best place to study? \_\_\_\_\_

How long can you study one subject at one time before you are burned out? \_\_\_\_\_

What can you do to stay focused? Check all that apply to you. Put a star next to something that you would like to try.

\_\_\_\_\_ Highlight important facts

\_\_\_\_\_ Study in 10 minute intervals

\_\_\_\_\_ Play music while studying

\_\_\_\_\_ Find a quiet space

\_\_\_\_\_ Make a checklist of things to do

\_\_\_\_\_ Study alone AND then call a friend to study

\_\_\_\_\_ Plan a reward for yourself

\_\_\_\_\_ Change subjects when you are bored

\_\_\_\_\_ Do a self quiz

\_\_\_\_\_ Use the daily targets as practice questions

\_\_\_\_\_ Make flashcards

\_\_\_\_\_ Practice saying answers aloud

\_\_\_\_\_ Create a song about the facts

\_\_\_\_\_ Draw a map/visual aid to help your memory

## Preparing for Exams

**When the Exam is Announced:** -Find out what the exam will or won't cover.  
Find out what kind of exam it will be: objective, short essay, long essay, or a combination.

- **Exam Study:** Prepare summary sheets for large amounts of lecture and textbook notes. Spend several nights before an exam making a final review of notes. Stress the following areas in your review:
  - Points emphasized in class or in the text;
  - Areas the teacher has advised for study;
  - Questions in study guides, past quizzes, and reviews at the end of textbook chapters.
- **Preparation by Type of Exam:**
  - Objective exams:** Study as if it were an essay exam.
    - Stress specifics - Definitions of key terms and examples; Lists of items; For True/False, write some false statements.
  - Essay Exams:**
    - Stress concepts.
    - List probable questions.
    - Prepare a good outline answer and practice it.
  - Problem Exams:**
    - Memorize formulas if needed.
    - Practice problems

Improving Your Study Skills. Counseling and Psychological Service. 2005. UNC at Chapel Hill. 17 May 2005. <http://caps.unc.edu/TenTraps.html>

## NCHS ALPHABET SOUP – A Quick Guide to Code Names or Acronyms

### PLACES:

**CAI** – Computer Aided Instruction Lab in the LRC

**COMMONS** – area between cafeteria and the windows by the student entrance

**LINC** – Lindvall International Center – World Languages Lab

**LRC** – Library (formerly Learning Resources Center)

**SPS or SSO** – Student Services (Counselors, Deans, Social Workers, etc.)

**3 story wing** – newest part of the building

**Flat Wing** –single story portion of the building

**“Pit”** – Lower level of 3 story wing

**Writing Center: Rm 245** computer lab near Communication Arts Classes for term paper help.

**Academic Center – Rm 117** for lunchtime and after school tutoring

### PEOPLE:

**IC** – Instructional Coordinator (Department Chair)

**SRO** – School Resource Office

### CLUBS:

**SAC** – Student Advisory Council,

**FCC** – Freshmen Class Council,

**Soph CC** –Soph Class Council,

**JCC** – Junior Class Council,

**SCC** - Senior Class Council

**CEC** – Council for Exceptional Children

**BPA** – Business Professionals of America

**DECA** – Marketing Club

**WYSE** – Worldwide Youth in Science and Engineering

**FCCLA** – Family, Career, and Community Leaders of America

**Student Elections:** Coordinated by Student Advisory Council (SAC)

- 1) Voting takes place online. You have the flexibility to vote at school during non-academic time (lunch hour or study hall) or at home.
- 2) Polling days and hours will be advertised through the Redhawk Ramblings and PA announcements.
- 3) Your login is your first name and your password is your ID number. Your name must be written as it was when you were registered for school. (For example, if you may be called Johnny, but your registered name is Jonathon.)
- 4) The website is <https://eduballot.votenet.com/NCHS>
- 5) Below is a list of "who votes for which elections":

**Homecoming:** Any student may nominate a senior guy or girl for court.

Primary - Homecoming Court: All students may vote for both King and Queen.

Final - Homecoming King & Queen: All seniors may vote for both King and Queen.

**Winter:** Any student may nominate a junior girl for court.

Primary - Winter Court: All students may vote for Queen.

Final - Winter Queen: All junior and senior girls may vote for Queen.

**Prom:** Any student can nominate a senior guy or girl for court.

Primary - Prom Court: All juniors and seniors may vote for both King and Queen.

Final - Prom King & Queen: All seniors may vote for both King & Queen.

**Class Council Elections\*:** Candidates must attend a pre-election informational meeting. All grades vote for their own representative council.

**Student Advisory Council\*:** Candidates must attend a pre-election informational meeting. Freshmen, sophomores and juniors vote for all students running for SAC.

\*Students must attend a pre-election meeting and must choose to run for either class council or SAC. SAC representatives and sponsors will run a pre-election meeting describing the different functions and duties of class councils and Student Advisory Council. A brief description of the councils can be found in the clubs and activities section of this handbook.

Additionally, the executive boards of Senior Class Council and SAC will be elected by the standing members of each respective council prior to general student elections. Prior to the general election meeting, the announcement of the new Executive Board will be made publicly.

Rationale: The standing council has insights into the work ethic, dependability, and leadership qualities of current Juniors. The standing council members have insight into the rigor of the leadership positions.

## NCHS School Climate

(ref. Redbook page135, refer to NCUSD203 policy regarding harassment)

# (Be)<sup>3</sup>

At NCHS, we are committed to providing a safe environment for teaching and learning. **(Be)<sup>3</sup> means to be the 3<sup>rd</sup> person in any situation regarding student and staff safety and overall school climate.** By being the 3<sup>rd</sup> person, you look out for the wellbeing of others. Be a positive bystander by helping in a situation where someone is unable to help themselves. Look out for the safety of all at NCHS and say something if you see something that doesn't seem right.

At Naperville Central, we are concerned about bullying because the physical and emotional safety of students is our number one responsibility each day. We support the Illinois School Code's and District 203 Board of Education's anti-bullying policies because a student who is being bullied is being denied equal opportunity to participate in our educational program, and he or she is being isolated and demeaned.

Ways to **(Be)<sup>3</sup>** include:

1. Step up to advocate for the victim by removing him/her from the situation.
2. Support the targeted person by being a friend.
3. Tell someone!!! This is the single best strategy to stop harassment from occurring.
  - Report the harassment to a teacher
  - Report the harassment to someone in student services
  - Report the harassment anonymously via Tip203



(This link is located on the right side of the NCHS website.)

<http://www.naperville203.org/parents-students/tipnchs.asp>

For more information regarding our policies, please visit:

<http://schools.naperville203.org/central/guidanceandhealthoffices/B3.asp>

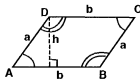
### Common measures

1 centimeter =	10 millimeters =	0.3937 inch
1 decimeter =	10 centimeters =	3.937 inches
1 meter =	10 decimeters =	39.37 meters = 3.28 ft
1 kilometer =	1000 meters =	0.621 mile
1 quart (dry) =	2 pints =	1.1012 liters
1 peck =	8 pints =	8.8096 liters
1 bushel =	4 pecks =	35.2384
1 tablespoon =	3 teaspoons =	0.5 fluid ounce
1 cup =	8 fl. Ounces =	
1 quart =	2 pints =	4 cups
1 gallon =	4 quarts =	16 cups

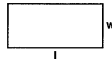
### Conversion Factors

To Change	To	Multiply By
Acres	Hectares	0.4047
Acres	Square feet	43,560
Acres	Square miles	0.001562
Celsius	Fahrenheit	9/5 (then add 32)
Centimeters	Inches	0.3937
Centimeters	Feet	0.03281
Degrees	Radians	0.01745
Fahrenheit	Celsius	5/9 (then subtract 32)
Feet	Meters	0.3048
Feet/sec	Miles/hr	0.6818
Gallons	Liters	3.7853
Grams	Pounds	0.002205
Horsepower	Watts	745
Inches	Centimeters	2.54
Kilograms	Pounds	2.2046
Kilometers	Miles	0.6214
Kilowatts	Horsepower	1.341
Liters	Gallons	0.2642
Meters	Feet	3.2808
Meters	Yards	1.0936
Miles	Kilometers	1.6093
Miles/hr	Feet/min	88
Ounces	Pounds	0.0625
Pints (liquid)	Liters	0.4732
Pounds	Ounces	16
Rods	Meters	5.029
Rods	Feet	16.5
Square feet	Square meters	0.929
Square kilometers	Square miles	0.3861
Square meters	Square yards	1.190
Square miles	Square kilometers	2.59
Watts	Horsepower	0.001341
Yards	Meters	0.9144
Yards	Miles	0.0005682

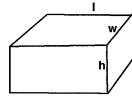
# MEASUREMENTS



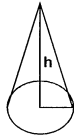
Area of ABCD =  $bh$



Perimeter =  $2(l + w)$   
Area =  $l \times w$



Volume =  $l \times w \times h$

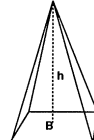


Volume of a cone =  $\frac{1}{3}r^2h$

Surface area of cylinder =  $2\pi R h + 2\pi R^2$



Volume of cylinder =  $\pi R^2 h$



Volume of a pyramid =  $\frac{Bh}{3}$   
(B = area of base)

Surface area of sphere =  $4\pi R^2$



Volume of sphere =  $\frac{4}{3}\pi R^3$



Area of  $\triangle ABC = \frac{bh}{2}$



Perimeter of a circle =  $2\pi R$   
Area of a circle =  $\pi R^2$

$c^2 = a^2 + b^2$   
(Pythagorean theorem)  
Area of  $\triangle ABC = ab$



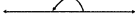
## GEOMETRY



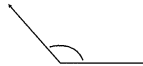
a right angle is  $90^\circ$



an acute  $\angle$  is less than  $90^\circ$

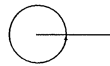


a straight  $\angle$  is  $180^\circ$

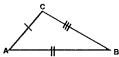


an obtuse  $\angle$  is more than  $90^\circ$  but less than  $180^\circ$

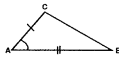
complementary  $\angle$ 's  
— add up to  $90^\circ$   
supplementary  $\angle$ 's  
— add up to  $180^\circ$



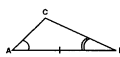
1 complete angle of rotation =  $360^\circ$



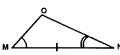
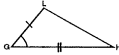
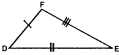
S.S.S.  
Side, Side, Side  
 $\triangle ABC \cong \triangle DEF$



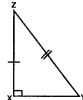
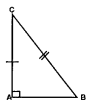
S.A.S.  
Side, Angle, Side  
 $\triangle ABC \cong \triangle GHL$



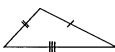
A.S.A.  
Angle, Side, Angle  
 $\triangle ABC \cong \triangle MNO$



H.S.  
Hypotenuse Side  
 $\triangle ABC \cong \triangle XYZ$



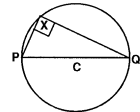
equilateral triangle  
3 sides of equal length,  
3  $\angle$ 's of  $60^\circ$  each



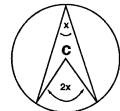
scalene triangle  
no sides  
of equal length



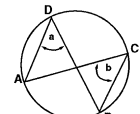
isosceles triangle  
2 sides of equal length,  
base  $\angle$ 's are equal



$\angle X = 90^\circ$   
(PCQ is a diameter)



(C is the centre of the circle)

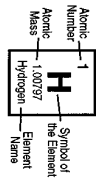


$\angle a = \angle b$   
(angles subtended on the same arc AB)

## CIRCLE THEOREMS

# Periodic Table of the Elements

		<b>IA</b>										<b>IIA</b>										<b>VIA</b>										<b>VIIA</b>										<b>VIIIA</b>																																																																																																																																											
		1										2										3										4										5										6										7										8										9										10																																																																																									
		H 1.00797 Hydrogen										He 4.0026 Helium										Li 6.939 Lithium										Be 9.0122 Beryllium										B 10.811 Boron										C 12.01115 Carbon										N 14.0067 Nitrogen										O 15.9994 Oxygen										F 18.9984 Fluorine										Ne 20.183 Neon																																																																																									
		Na 22.9898 Sodium										Mg 24.312 Magnesium										Al 26.9815 Aluminum										Si 28.086 Silicon										P 30.9738 Phosphorus										S 32.064 Sulfur										Cl 35.453 Chlorine										Ar 39.948 Argon																																																																																																													
		K 39.092 Potassium										Ca 40.08 Calcium										Sc 44.956 Scandium										Ti 47.88 Titanium										V 50.942 Vanadium										Cr 51.996 Chromium										Mn 54.9380 Manganese										Fe 55.847 Iron										Co 58.9332 Cobalt										Ni 58.71 Nickel										Cu 63.54 Copper										Zn 65.37 Zinc										Ga 69.72 Gallium										Ge 72.59 Germanium										As 74.9216 Arsenic										Se 78.96 Selenium										Br 79.909 Bromine										Kr 83.80 Krypton									
		Rb 85.47 Rubidium										Sr 87.62 Strontium										Y 88.905 Yttrium										Zr 91.22 Zirconium										Nb 92.906 Niobium										Mo 95.94 Molybdenum										Tc (99) Technetium										Ru 101.07 Ruthenium										Rh 102.905 Rhodium										Pd 106.4 Palladium										Ag 107.870 Silver										Cd 112.40 Cadmium										In 114.82 Indium										Sn 118.69 Tin										Sb 121.75 Antimony										Te 127.60 Tellurium										I 126.9044 Iodine										Xe 131.30 Xenon									
		Cs 132.905 Cesium										Ba 137.34 Barium										*La 138.91 Lanthanum										Hf 178.49 Hafnium										Ta 180.948 Tantalum										W 183.85 Tungsten										Re 186.2 Rhenium										Os 190.2 Osmium										Ir 192.2 Iridium										Pt 195.09 Platinum										Au 196.967 Gold										Hg 200.59 Mercury										Tl 204.37 Thallium										Pb 207.19 Lead										Bi 208.980 Bismuth										Po 209 Polonium										At 209 Astatine										Rn 222 Radon									
		Fr 223 Francium										Ra 226 Radium										*Ac 227 Actinium										Rf 261 Rutherfordium										Ha 262 Hassium										Mt 268 Meitnerium										Ds 271 Darmstadtium										Rg 272 Roentgenium										Nh 286 Nihonium										Fl 289 Flerovium										Mc 289 Moscovium										Lv 293 Livermorium										Ts 294 Tennessine										Og 294 Oganesson																																																	
		*Lanthanide Series										*Actinide Series										Ce 140.12 Cerium										Pr 140.907 Praseodymium										Nd 144.24 Neodymium										Pm 144.9127 Promethium										Sm 150.35 Samarium										Eu 151.96 Europium										Gd 157.25 Gadolinium										Tb 158.925 Terbium										Dy 162.50 Dysprosium										Ho 164.930 Holmium										Er 167.26 Erbium										Tm 168.934 Thulium										Yb 173.04 Ytterbium										Lu 174.967 Lutetium																													
		Th 232.038 Thorium										Pa 231 Protactinium										U 238.03 Uranium										Np 237 Neptunium										Pu 242 Plutonium										Am 243 Americium										Cm 247 Curium										Bk 247 Berkelium										Cf 249 Californium										Es 254 Einsteinium										Fm 253 Fermium										Md 258 Mendelevium										No 259 Nobelium										Lr 257 Lawrencium																																																	



Group IA (excluding Hydrogen) Comprises the Alkali metals.  
 Group IIA comprises the alkaline-earth metals.  
 Group IIIA through VIIA comprises the Nonmetals.  
 Group VIIIA comprises the noble gases.

Transition Metals



# NAPERVILLE CENTRAL HIGH SCHOOL

## Dance Guest Pass

The Dance Policy at Naperville Central High School allows an NCHS student to bring one guest to dances, provided that the following information is completed prior to the event. Guests are only allowed at dances and events with advance ticket sales. ***The guest ticket cannot be purchased without this completed form being turned in at the site of sales.***

A guest must be at least enrolled in the 9<sup>th</sup> grade. Guests must either be enrolled in high school, or a high school graduate. Guests must present a picture ID at the door, and have it available all night, upon request. No guest the age of 21 or over will be permitted in the dance.

Guest of (NCHS Student Name) \_\_\_\_\_

I.D. # of NCHS Student \_\_\_\_\_

Guest's Name \_\_\_\_\_

Guest's Phone Number \_\_\_\_\_

Guest's Address \_\_\_\_\_

### **Guest Agreement**

I am willing to abide to the Policies and Procedures of Naperville Central High School, as discussed on the dance tickets and Student Handbook. I realize as a guest of Naperville Central, I am required to abide by all the rules and expectations of Naperville Central students. I understand that failure to do so could result in being removed from the dance.

Students need to demonstrate appropriate behavior and show respect for themselves, staff and peers at all times, in all locations. This includes the following:

- Show respect for self and others relative to space and actions.
- Refrain from dancing that is sexually explicit
- Front to back dancing will not be permitted.
- Abide by all other expectations set forth in the student handbook, district discipline policy and co-curricular code.

***Students who do not abide by these standards may be asked to leave the dance without warning and will receive consequences according to current school regulations.***

***By purchasing tickets, I agree to these expectations.***

Signature of **Guest** \_\_\_\_\_ Date \_\_\_\_\_

Signature of **NCHS Student** \_\_\_\_\_ Date \_\_\_\_\_

**If currently enrolled in another high school**, a Dean, Administrator, or Counselor of that school must complete the following information. (HS graduates and college students only need to complete the above information.)

The above-named student is in the \_\_\_\_\_ grade at \_\_\_\_\_.

They are in good standing, and recommended for attendance at a Naperville Central High School dance.

\_\_\_\_\_  
Signature                      Position                      Phone

**NOTES:**

# NAPERVILLE CENTRAL HIGH SCHOOL

## Dance Guest Pass

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A guest must be at least enrolled in the 9<sup>th</sup> grade. Guests must either be enrolled in high school, or a high school graduate. Guests must present a picture ID at the door, and have it available all night, upon request. No guest the age of 21 or over will be permitted in the dance.

Guest of (NCHS Student Name) \_\_\_\_\_

I.D. # of NCHS Student \_\_\_\_\_

Guest's Name \_\_\_\_\_

Guest's Phone Number \_\_\_\_\_

Guest's Address \_\_\_\_\_

### **Guest Agreement**

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Signature of **Guest** \_\_\_\_\_ Date \_\_\_\_\_

Signature of **NCHS Student** \_\_\_\_\_ Date \_\_\_\_\_

**If currently enrolled in another high school**, a Dean, Administrator, or Counselor of that school must complete the following information. (HS graduates and college students only need to complete the above information.)

The above-named student is in the \_\_\_\_\_ grade at \_\_\_\_\_.

They are in good standing, and recommended for attendance at a Naperville Central High School dance.

Signature \_\_\_\_\_ Position \_\_\_\_\_ Phone \_\_\_\_\_

**NOTES:**

## **What to do IF...**

**1. you lose your ID?** Go to the PE office to request a new one. Cost is \$2.00.

**2. you need to schedule an appointment with your counselor?**

Go to the secretary in the Student Services Office (SSO) near your part of the alphabet and ask her to book an appointment for you. Your counselor may not be able to see you “at that moment” so plan ahead. Schedule appointments during study hall or lunch if possible.

**3. you really need to talk to someone?**

Go to the Student Services Office and tell the secretary that you really need to see the social worker or talk to someone. You can also go to the school nurse.

**4. your locker is jammed or you forgot your locker combination?**

In Student Services, see Mrs. Howat or Mrs. Sadowski.

**5. you lost something?**

The main “lost and found” is in Student Services. There is also a “lost and found” in PE.

**6. you have an “out of the building” appointment?**

Bring your note to the attendance office between 7:15 – 7:45 a.m. or during any passing period. You will receive a pass to leave. Sign out when you leave at the attendance window. If you return to the school, you must sign back in at the Attendance window when you come back.

**7. if you are arriving LATE to school (after 7:45 a.m.)?**

Sign in at Visitor’s Entrance (near the field house). This is the only entrance which you are supposed to enter while school is in session.

**8. you need to print a paper out before school?**

Print kiosks are located in the 3 story wing. The Writing Center is open at 6:45 am. You need to show your I.D. The CAI is in the Library and opens at 7:15 am.

**9. you want to email a staff member?**

Email addresses are the first letter of the person’s first name and their last name, with the ending of @ncusd203.org. For example, Lynne Nolan, Dean of Student Activities is [lnolan@ncusd203.org](mailto:lnolan@ncusd203.org)

**10. you need to contact a parent or call home?**

Go to SSO; let an adult know that you need to use the phone. The Main Office also has a phone for you to use. Do NOT use your cell phone.

**11. your parent needs to contact you or drop something off at school?**

Your parent needs to contact SSO (the Dean, the administrative assistant, the counselor) or drop the item/note off at the Visitor’s Entrance.

**12. something is stolen?**

Report the theft to the School Resource Officer or to your Dean in SSO.

## **Security tips:**

1. Do not give your locker combination to anyone.
2. Secure the lock clasp and spin the dial after you shut the door.
3. Store only coats, books, etc. in your locker. Do not store valuables.
4. Do not bring more than \$5 – \$10 to school on any given day.
5. Do not share gym lockers. Don't leave valuables on the benches in the locker room.
6. Always remember to lock your gym lock.

## **School Song**

**All hail our School NCHS  
We'll sing your praises, NCHS  
With all our might  
We will always make a fight  
To keep our standards high  
for Naperville, So...  
Give us a rousing cheer  
for Naperville  
Our records must be fair  
and bright, fair and bright!  
So let us win today the  
good ole way  
It's up to you to fight, team, fight!  
R-E-D-H-A-W-K-S  
Redhawks, Redhawks, Show'em how!**

**All hail our School NCHS  
We'll sing your praises, NCHS  
With all our might  
We will always make a fight  
To keep our standards high  
for Naperville, So...  
Give us a rousing cheer  
for Naperville  
Our records must be fair  
and bright, fair and bright!  
So let us win today the  
good ole way  
It's up to you to fight, team, fight!**

# LOCK DOWN PROCEDURES

***In the event that we need to secure the building and keep staff and students in their present locations, the following steps will occur:***

## **LOCK DOWN, CONTINUE INSTRUCTION**

Call over the PA – “Lock down, continue instruction”  
Staff will go to doors and bring any students from the hall into the room  
Staff will lock all doors  
Administration will communicate with staff through email  
Classroom instruction will continue  
PA announcement will be made when “Lock Down” has concluded

***In the event a person or persons enter the school building with the intent to cause serious harm, the following steps will occur:***

## **LOCK DOWN POSITION OF SAFETY**

Call over the PA - “Lock Down, Take a Position of Safety”  
Staff will go to doors and bring any students from the hall into the room  
Staff will lock the doors, turn off lights and close shades  
Students and staff will move into an area of the room that is away from windows and doors and out of the “line of sight” of a potential intruder  
Teacher should keep laptop computer available for email messages  
Students and staff will stay silent and will remain in that location  
Students and staff should ignore bells and/or alarms & remain in lock down until announcement is made  
PA announcement will be made when “Lock Down” has concluded

## **Lock Down Take Cover Location Procedure**

Classrooms	Lock Door(s). Remain in classroom
Student Services	Lock entrance doors. Remain in offices with locked doors or go into conference room and lock the door.
Main Office	Lock entrance doors. Move to Principal’s conference room and lock the door.
Gym Areas	Lock entrance doors. Move into locker rooms.
Library	Lock entrance doors. Move into classroom.
Music	Lock entrance doors.
Kitchen	Go to food storage area. Lock doors.
Main Cafeteria	Move students to Little Theatre or Auxiliary Gym
Passing Period	Move students into closest classroom. Lock doors.
Outside	Move to PSAC or further away from the building.

ADDITIONAL EMERGENCY AND SAFETY INFORMATION CAN BE FOUND ON PAGES 191-192

# THE VISION OF DISTRICT 203 HIGH SCHOOLS IS TO PRODUCE A GRADUATE WHO IS A:

- Initiates, prioritizes, and evaluates achievable goals
- Seeks continuous learning opportunities
- Manages multiple tasks and life demands
- Takes responsibility for all choices
- Demonstrates positive choices for physical, social, spiritual and emotional health
- Maintains a positive outlook

**Skills: Independence, Accountability, Organization, Wellness**

## SELF - DIRECTED LEARNER

## COLLABORATIVE WORKER

- Works within diverse groups to achieve a common goal
- Monitors and manages own role and behavior as a group member
- Offers and accepts constructive criticism

**Skills: Teamwork**

- Selects, applies, and reflects upon the processes to solve problems
- Accesses, evaluates, integrates, and cites information from primary and secondary resources
- Receives and expresses knowledge through spoken, written, visual, and tactile language
- Perceives, creates, and respects aesthetic meaning of behavioral, natural, and artistic expression

**Skills: Research, Communication, Aesthetic Appreciation, Critical Thinking**

## COMPLEX THINKER

## QUALITY PRODUCER

- Creates products to achieve an authentic purpose
- Constructs products appropriate for audience & context
- Designs & develops products/presentations that reflect integrity, confidence, objectivity, & craftsmanship
- Uses relevant computer technology wisely, ethically, & efficiently

**Skills: Presentation, Technology**

- Explores individual and societal connections which impact communities of all sizes
- Develops respect for self and empathy for those of diverse abilities, cultures, and beliefs
- Plans and takes action for creating community in a variety of settings
- Exercises the rights and responsibilities of citizenship

**Skills: Global Awareness, Acceptance of Self and Others**

## COMMUNITY CONTRIBUTOR

