The guide is updated annually. The most recent copy is posted on the Naperville North High School website.
Welcome
To the Naperville North High School
Parent Guide *

This guide is meant to serve as a starting point for any questions you have as you navigate the high school years at NNHS. Please take a moment to familiarize yourself with the contents, and remember to keep it handy so that you can refer to it as questions arise.

**Additional publications and sites you may find helpful:**

<table>
<thead>
<tr>
<th>Publication/Website</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Naperville North Website</strong></td>
<td><a href="http://www.naperville203.org/nnhs">www.naperville203.org/nnhs</a> Contains links to handbooks, departments, calendars, Talk203, District 203, the Infinite Campus Portal and much more.</td>
</tr>
<tr>
<td><strong>Huskie Howler, TALKNNHS</strong></td>
<td>The school’s weekly online newsletter. Access from website, click “Resources”, click “Huskie Howler”.</td>
</tr>
<tr>
<td><strong>Student Planner and Handbook</strong></td>
<td>Explains the policies and procedures important for success at NNHS (handbook portion) and enhances organizational skills (calendar and assignment portions). All students receive the Student Planner and Handbook at registration. You can also find it online at <a href="http://www.naperville203.org/nnhs">www.naperville203.org/nnhs</a>, click “Our School”, click “Information”, click “Handbook”.</td>
</tr>
<tr>
<td><strong>NNHS School Calendar</strong></td>
<td>This calendar is distributed with registration materials and lists important happenings at NNHS on the appropriate dates. Click Calendar icon on the school website.</td>
</tr>
<tr>
<td><strong>District 203 Website</strong></td>
<td><a href="http://www.naperville203.org">www.naperville203.org</a> - Contains District-wide information and news with links to Board of Education policies, general District policies, etc.</td>
</tr>
<tr>
<td><strong>Infinite Campus Portal</strong></td>
<td>Web-based system that allows you and your student to access their schedule as well as bus routes, locker combinations, attendance, grades, and discipline reports. Click “Campus Portal” icon.</td>
</tr>
</tbody>
</table>

*The information in this document is subject to change without notice.*
Student Schedule
Suggestions for filling out this form:

- **ID#, School Counselor, Class and Teacher**: Can be found on your student’s registration card. (You can also call the Student Services Office at 630-420-6502 (6503, 6504 or 6505) and ask for this information.)
- **Dean**: Deans are designated by alphabet. Refer to the NNHS website under the “Student Services” menu
- **Locker number and combinations**: ask your student
- **Teacher Phone/Email**: Your student should receive a handout from his/her teacher explaining the best way he/she can be contacted. The North website (www.naperville203.org/nnhs) Click “Our School”, click “Contact Us”, Click on “Staff Directory”.

<table>
<thead>
<tr>
<th>Student’s name</th>
<th>ID#</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Counselor</td>
<td>Hall locker# &amp; combination</td>
</tr>
<tr>
<td>Dean</td>
<td>Gym locker# &amp; combination</td>
</tr>
</tbody>
</table>

**First Semester Schedule**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>HOURS</th>
<th>CLASS</th>
<th>TEACHER</th>
<th>PHONE/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45-8:35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:41-9:34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9:40-10:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10:36-11:26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11:32-12:22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12:28-1:18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1:24-2:14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2:20-3:10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Second Semester Schedule**

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>HOURS</th>
<th>CLASS</th>
<th>TEACHER</th>
<th>PHONE/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45-8:35</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:41-9:34</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9:40-10:30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10:36-11:26</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>11:32-12:22</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>12:28-1:18</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>1:24-2:14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>2:20-3:10</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*On certain days, such as Late Arrival days, there are “special hours”. Please refer to sections [3.6] and [3.7].*
Table of Contents | 3

MY STUDENT........................................ Page 2

[QS] QUICK START .................................... Page 5
Frequently Asked Questions
[QS1] NCUSD 203 Calendar
[QS2] Daily Essential Information
[QS2.1] Building Access
[QS2.2] Campus Supervisors
[QS2.3] Food In Building
[QS2.4] I.D. Cards/Student I.D. Number
[QS2.5] Latex Policy
[QS2.6] Lockers (Hall And P.E.)
[QS2.7] Lost And Found
[QS2.8] Lunch
[QS2.9] Messages And Deliveries
[QS2.10] Newspaper, School
[QS2.11] Parking, Visitor
[QS2.12] Phones Available To Students
[QS2.13] Song, School
[QS2.14] Store, School
[QS2.15] Talk NNHS
[QS2.16] Visitors
[QS2.17] Website, School

[1.0] ACADEMICS ...................................... Page 11
Frequently Asked Questions
[1.1] 4.0 Reception
[1.2] Academic Honesty Policy
[1.3] Technology Support Center
[1.4] College of DuPage (COD)
  Articulated Credit
[1.5] College Preparation
[1.6] College Preparation For Student Athletes
[1.7] Conferences, Parent/Teacher
[1.8] Course Selection
[1.9] Courses, Adding Or Dropping
[1.10] Credit For Alternative Courses
[1.11] English Learners (EL)
[1.12] Examinations, Semester Policy
[1.13] Field Trips
[1.14] Grading Procedures
[1.15] Learning Commons
[1.16] Literacy Center
[1.17] National Honor Society (NHS)
[1.18] Records, Student
[1.19] Registering For Classes
[1.20] Resources, Academic
[1.21] Sophomore and Junior Academic Cohorts
[1.22] Summer School
[1.23] Spectrum of Classes
[1.24] eLo – Expanding Learning Opportunities

[2.0] ATHLETICS ..................................... Page 22
Frequently Asked Questions
[2.1] What A Student Needs To Compete In Athletics At NNHS
[2.2] Other Important Information For Athletes
[2.3] Academic Eligibility Requirements
[2.4] Co-Curricular Participation Code
[2.6] Sports Awards Nights
[2.7] Athletic Coaches
[2.8] IHSA (Illinois High School Association) Eligibility Rules
[2.9] DuPage Valley Conference Philosophy Regarding Sportsmanship
[2.10] NCAA (National Collegiate Athletic Association) Athletic Eligibility Rules

[3.0] ATTENDANCE ................................. Page 26
Frequently Asked Questions
[3.1] Absences, Reporting Student
[3.2] Definitions Of Absence Related Terms
[3.3] Excessive Absences
[3.4] Make-Up Privileges
[3.5] Bell Schedule, Daily
[3.6] Bell Schedule, Late Arrival Days
[3.7] Bell Schedule, Noon Dismissal

[4.0] COMMUNICATING ......................... Page 30
Frequently Asked Questions
[4.1] Phone Numbers By Topic
[4.2] Directory By Department

[5.0] COMMUNICATION ARTS ............ Page 33
[5.1] Language Arts

[6.0] DRIVER EDUCATION .................... Page 34
Frequently Asked Questions
[6.1] NNHS Driver Education Training
[6.2] Driver Education Parent Participation
[6.3] Insurance and Driver Education School Certification

[7.0] EMERGENCY INFORMATION............ Page 36
Frequently Asked Questions
[7.1] Announcements, Emergency
[7.2] Fire and Severe Weather Drills
[7.3] Safe & Secure/Lockdown Procedures
[7.4] School Closing, Emergency
# Table of Contents

[8.0] **FINE ARTS** ........................................ Page 37  
  Frequently Asked Questions  
  [8.1] Art  
  [8.2] Band  
  [8.3] Chorus  
  [8.4] Orchestra  
  [8.5] Theater

[9.0] **GRADE LEVEL HIGHLIGHTS** .......... Page 42  
  Frequently Asked Questions  
  Grade Level Important Dates  
  [9.1] Freshmen  
  [9.2] Sophomores  
  [9.3] Juniors/Seniors  
  [9.4] Seniors

[10.0] **MAP – SCHOOL PROPERTY** ...... Page 48

[11.0] **POLICIES AND PROCEDURES** ...... Page 51  
  Frequently Asked Questions  
  [11.4] Internet and Network Access Policy  
  [11.6] Resource Officer, School  
  [11.8] Searches at School  
  [11.9] Skateboards, Rollerblades, etc.  
  [11.10] Smoking, Vaping, etc.  
  [11.11] Spectator Conduct and Sportsmanship  
  For Athletic & Extracurricular Events  
  [11.13] Substance Abuse  

[12.0] **STUDENT ACTIVITIES** ................. Page 58  
  AND CLUBS  
  Frequently Asked Questions  
  [12.1] Religious Holidays  
  [12.2] Co-Curricular Philosophy  
  [12.3] Assemblies  
  [12.4] Clubs and Organizations  
  [12.5] Listing of Organizations

[13.0] **STUDENT SERVICES** ....................Page 61  
  Frequently Asked Questions  
  [13.1] Guidance Services  
  [13.1.1] Preparation for College-Testing  
  [13.1.2] Career and College Center  
  [13.1.3] Change of Address  
  [13.1.4] Special Education  
  [13.1.5] Transfers  
  [13.2] Health Services  
  [13.2.1] Administration of Medication  
  [13.2.2] Accident Insurance  
  [13.3] Records, Student  
  [13.4] Registrar

[14.0] **TRANSPORTATION** .....................Page 71  
  [14.1] Accessible Entrances  
  [14.2] Bus Service  
  [14.3] Parking, Student  
  [14.4] Parking, Visitor  
  [14.5] Pick Up and Drop Off, Athletic Teams  
  [14.6] Pick Up and Drop Off, Student

[15.0] **VOLUNTEER GROUPS** ...............Page 74  
  FOR PARENTS  
  Frequently Asked Questions  
  [15.1] Booster Club  
  [15.2] Home & School Association  
  [15.3] School & Family Partnership (SFCP)  
Frequently Asked Questions

What are the school phone numbers, address and website?
Main Office: 630-420-6480
Fax: 630-848-3945
Address: 899 North Mill Street, Naperville, Illinois 60563-8998
Main Website: www.naperville203.org/nhhs
Student Services Office: 630-420-6502 (6503, 6504, 6505)
Talk203 email information system: see inside front cover of this Parent Guide for more information.

What are the procedures for reporting student absences, late arrival and early dismissal?
- Call 630-420-6982 and follow the instructions (prior to 11 A.M.)
- Be ready to state the following:
  Student’s name, Grade, ID #, Date, Reason for the absence, your relationship to the student
  and/or the time the student will arrive late, and/or the appointment time.
For other questions regarding absences please see Attendance section [3.0].

How do I find out about school closings?
A phone message will be sent to all parents, unless they have voluntarily opted out of District 203 phone callouts. Notification will also be sent out via Talk203, the District’s email information system and posted on the school’s website.

Information relative to school closings is also available online through the Emergency Closing Center at www.EmergencyClosings.com/ecr/search.jsp, on radio stations WGN 720 AM, WBBM 780 AM, WERV 95.9 FM, City of Naperville 1610 AM, WONC 89.1 FM and on TV channels CBS 2, NBC 5, ABC 7, WGN 9, FOX 32 and CLTV News. Parents and students may also consult the Naperville North website at www.naperville203.org/nhhs and Twitter @NNHSposey.

What is a student ID number?
A student number is the personalized number on a student’s ID card and is required when reporting absences.

When are student ID cards issued?
ID cards are issued at registration in August. Students are expected to carry their ID cards at all times and are expected to produce them upon request.

Where does my student go to replace his/her student ID card?
To replace a lost or stolen student ID card, students must go to the Main Office between the hours of 7:00 A.M. – 4:00 P.M. There is a $5 fee.

Where should students be dropped off at school?
We strongly recommend that students ride the bus to school. Students arriving by car should be dropped off at the main entrance E1 or on the south side of the building at entrances E8 and E9. Students arriving late or leaving for early dismissal should enter/exit at either the north main entrance E1 or south auditorium entrances E8 or E9. Students may also be dropped off after 7:15 A.M. in the bus lot entrance E4. See map in section [10].

What school supplies should I buy?
Individual teachers usually distribute school supply lists on the first day of class. Your student may want to visit their locker and check its dimensions before purchasing supplies.

Where can visitors park?
Visitor parking is located in the north lot near the main entrance E1. All parking spaces in the row closest to the school have been designated as visitor parking. See map in section [10].
What is the school dress code?
For specifics please refer to the Student handout.

What times do class periods begin and end on normal and late arrival days?

<table>
<thead>
<tr>
<th>DAILY BELL SCHEDULE</th>
<th>LATE ARRIVAL SCHEDULE</th>
<th>NOON RELEASE SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1: 7:45-8:35</td>
<td>Period 1: 9:00 - 9:42</td>
<td>Period 1: 7:45-8:11 (26 minutes)</td>
</tr>
<tr>
<td>Period 2: 8:41-9:34</td>
<td>Period 2: 9:47 - 10:29</td>
<td>Period 2: 8:17-8:45 (28 minutes)* daily announcements</td>
</tr>
<tr>
<td>Period 8: 2:20-3:10</td>
<td>Period 8: 2:28 - 3:10</td>
<td>Period 8: 11:33-12:00 (27 minutes)</td>
</tr>
</tbody>
</table>

*Every Wednesday on late arrival days, Professional Learning Communities will be held from 7:45-8:45 A.M.

*Late Arrival bus schedule – buses arrive at the same designated stops 100 minutes (1 hour, 40 minutes) later than the usual scheduled pick-up time. According to the District Transportation Department, many bus drivers remind students the day before that the next day is a Late Arrival day and also advise them of what time to be at their stop. You might suggest that your student ask the driver about pick-up times.

When are the late arrival days?
August 21st through May 13th, every Wednesday

When are the early dismissal days?
May 1st

What are the 2019-2020 District 203 calendar dates and August registration dates?
Monday, August 5, 2019 from 8 A.M. – 1 P.M. for freshmen
Tuesday, August 6, 2019 from 8 A.M. – 1 P.M. for sophomores
Wednesday, August 7, 2019 from 7 A.M. – Noon for juniors
Thursday, August 8, 2019 from 1 P.M. – 6 P.M. for seniors

Students may attend any day after their scheduled registration day. Students who are not able to attend during registration week will be able to attend Late Registration on Wednesday, August 14th from 8 A.M. to Noon. We will NOT be holding late registration on the first day of school (August 15, 2019).

Can I review my student’s grades, attendance and discipline online?
Yes, after you receive an Infinite Campus Portal one-time-use access key from the school. This enables you to set up your parent account. See section [1.14] under the “Grade Communication” headline for details.
[QS.1] NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203 CALENDAR

2019-2020 CALENDAR
Final 0528/19

203 W. Hillsde Rd. Naperville, IL 60540
630-420-6300

AUGUST
- 8-9 New Teacher Orientation
- 12 Teachers’ Institute Day
- 13 Staff Development Day
- 14 Teachers’ Work Day
- 15 Classes Begin

SEPTEMBER
- 2 NO SCHOOL, Labor Day Holiday
- 10 NO SCHOOL, EC-12 Institute Day
- 11 NO SCHOOL, EC-12 Parent/Teacher Conferences
- TBD End of First Quarter
- NOVEMBER
- TBD End of First Trimester
- 27-29 NO SCHOOL, Thanksgiving Holiday

OCTOBER
- 28 End of First Semester
- 23-31 NO SCHOOL, Winter Vacation

DECEMBER
- 1-3 NO SCHOOL, Winter Vacation
- 6 NO SCHOOL, EC-12 Institute Day
- 20 NO SCHOOL, Martin Luther King Holiday

JANUARY
- TBD End of Second Trimester
- 17 NO SCHOOL, Presidents’ Day
- 28-29 NO SCHOOL, County Institute Day

MARCH
- 5 NO SCHOOL, EC-12 Institute Day
- 6 NO SCHOOL, EC-12 Parent Teacher Conference
- TBD End of Second Quarter
- 30-31 NO SCHOOL, Spring Vacation

APRIL
- 1-3 NO SCHOOL, Spring Vacation
- 10 NO SCHOOL

MAY
- 1 Half-Day Institute – (EC No School)
- TBD Commencement (tentative)
- 22 Classes End
- 25 NO SCHOOL, Memorial Day Holiday

JUNE
- 1 Emergency Day (if needed)
- TBD Summer School 2019 Commences

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.

** Determined by the County
Revised 5/28/19
[QS2.1] BUILDING ACCESS
Students who receive a ride to or from school should be dropped off between 7:00 - 7:30 A.M. or picked up between 3:15 – 3:30 P.M. at the main entrance (E1). Pickup and drop off for early dismissal and late arrivals may be done at the main entrance E1, or auditorium entrances E8 and E9. E8 and E9 are open beginning at 6:30 A.M. for situations when students are required to be at school before 7:00 A.M.

The only entrances students may use to leave and enter the building are entrances E1, E8, E9, and E19. All other entrances are locked and no one will be available to open these doors for the entire school day. Any student who uses a door not designated above poses a security threat and will be referred to his/her Dean and a consequence will be assigned.

Wheelchair Access/Elevator Use
The main entrance E1, auditorium entrance E8, east entrance E4 and Health Office E24 are all accessible to people using wheelchairs. Students with crutches must also use an elevator, not stairs. Elevator keys are available through the Health Office for any student whose doctor has deemed it medically necessary. A deposit fee of $25.00 is charged, and is returned when the key is no longer needed and is brought back to the Health Office.

[QS2.2] CAMPUS SUPERVISORS
Supervisors report to the Deans of Students and assist with building security, student interventions, and student attendance. In addition, they register visitors, monitor entrances, check student passes, supervise washrooms for loitering and smoking, patrol parking lots, supervise loading of buses, assist other personnel during evacuations of the building, and write appropriate referrals for improper student behavior.

[QS2.3] FOOD IN BUILDING
As a school we do not view food in the building as a problem; however we believe littering is both irresponsible and disrespectful. Water bottles (containing water only) and food in classrooms are left to teacher discretion. Students found to be littering or not complying with teacher requests for throwing away or cleaning up food are subject to disciplinary actions.

[QS2.4] I.D. CARDS/STUDENT I.D. NUMBER
I.D. cards will be issued during registration. Every student must have an I.D. card and carry the card with them at all times while in school or involved in a school activity; failure to do so may result in a consequence. Upon request, a student shall present the I.D. card to any school employee. I.D. cards that have been lost must be replaced immediately for a fee. Replacement cards are issued in the Student Services Office 2 for a $5 fee.

Each student is assigned a personal student number (found on the ID card). It is essential for parents to know their child’s student number as it is needed to report absences.

[QS2.5] LATEX POLICY
No balloons containing rubber latex are to be in the school due to staff and students with life threatening respiratory latex allergies. Mylar balloons are a good substitute. Every effort is made to eliminate latex products from the school environment.

[QS2.6] LOCKERS (HALL AND P.E.)
Students will have access to a locker at school. The school is not responsible for lost or stolen articles and discourages students from bringing and storing valuable items to and in school. Any academic locker problems including mechanical problems or theft should be directed to the Student Services Office at 630-420-6502. The school maintains ownership of each locker and has the authority to search any locker at any time. Students will also be assigned a locker in the P.E. area. Students are required to purchase and are only allowed to use school issued locks for their P.E. locker. This lock must be purchased through the NNHS School Store (used locks are also available), or the Wellness (aka P.E.) Department. Any non-school issued lock will be removed and the student will be responsible for replacing the lock with a school-issued lock. Some students find it helpful to check out the dimensions of their locker before purchasing supplies.

[QS2.7] LOST AND FOUND
A lost and found center is maintained in Student Services 1 for clothing, textbooks, and other valuables. All found items should be turned in to Student Services. All claims for lost articles should also be made there. Unclaimed articles are turned over to charitable organizations at the end of each semester.
[QS2.8] LUNCH
Naperville North is a closed campus, which means students are to remain on campus all day, including lunch periods. Students may bring lunch from home or purchase lunch or ala carte items through the food service. Students may eat in either cafeteria, but must remain at their table during the entire lunch period. The only exception to the closed campus concept is the “Senior Open Lunch” program approved by the Board of Education. All seniors are eligible at the beginning of each semester, if they have a signed permission slip on file. Seniors need to have a valid ID card with them when leaving campus; if they do not possess a valid ID they will not be allowed to leave campus. When exiting the building, seniors may only use entrances E8 & E19. In the event of inclement weather, the administration reserves the right to cancel the program for the day.

Seniors may lose the privilege if:
- They accumulate an excessive number of tardies or truancies
- They are suspended for disciplinary reasons
- They use inappropriate doors to enter or exit the campus for lunch
- They fail to carry a valid ID card with them
- They misuse the privilege (Deans’ discretion)

Behavior will be tracked for a class over the freshman, sophomore, and junior years. This information will be used to determine if a particular class earns the privilege of open campus lunch as seniors.

Lunch Debit Card
Each year the number of students using their debit card to purchase meals and snacks increases because parents and students take advantage of the convenience a debit card offers. With this system, students make deposits into a personal account. Each time a purchase is made in the cafeteria, their ID card is swiped and the amount of the sale is automatically deducted from the account balance. Deposits may be made to the account at any time. Funds remaining in the account in June are automatically carried forward to the next school year. Parents appreciate the convenience and students appreciate the speed with which they can move through the line!

To get started using the debit system, students can bring cash or a check made payable to Naperville C.U.S.D. 203 and their student ID card to any terminal during breakfast or lunch. The cashier will deposit the money into the student’s account. It will be immediately available for use.

Deposits can also be made electronically by setting up an account on www.myschoolbucks.com. The cashier will notify students when their balance falls below $5.00-$10.00 so that additional deposits may be made to the account if desired. An account statement may be requested at any time by contacting the Cafeteria Manager at Naperville North High School at 630-420-6496. Additional questions or comments may be directed to the General Manager at 630-420-6599.

[QS2.9] MESSAGES AND DELIVERIES
To minimize interruptions to the classroom, messages will be limited to school related business. Exceptions will be based on the level of urgency. Flowers, candy, balloons, etc., may not be dropped off for delivery, regardless of the occasion. Only parents and family members are permitted to drop off items for delivery, which may be subject to search. Only phone messages of an urgent nature will be delivered by calling the assigned Dean at 630-420-6502 (6503, 6504, 6505). Routine messages and items cannot be delivered to students, but items may be dropped off at the greeter’s desk near the main entrance E1 for student pickup. A photo ID is necessary when signing in items for pickup.

[QS2.10] NEWSPAPER, SCHOOL
The school’s student news site, Northstar online, can be accessed at www.nnhsnorthstar.com and will be updated regularly by the Huskie media.

[QS2.11] PARKING, VISITOR
Visitor parking can be found on the north side of the school near the main entrance E1. All parking spaces in the row closest to the school have been designated as visitor parking and are marked with the numbers 1-36. This is the only parking area that visitors can use during the day. Visitors for evening and weekend events may park in any of the parking lots surrounding the school. See the school property map in section [10.0] of this Parent Guide for more information.

[QS2.12] PHONES AVAILABLE TO STUDENTS
Free phones for student and community use before and after the school day, programmed for local calls only, are located at Entrance E1 (Main Office), Entrance E9 (Auditorium), Entrance E19 (Main Gym/Athletics) and Entrance E22 (Aquatic center).
[QS2.13] SONG, SCHOOL
(Cymbals) What’s the Word?
Fight! Fight! Fight!
The word is Fight, Fight, Fight for Naperville
Let every loyal Huskie sing.
The word is Fight, Fight, Fight for Naperville
Until the Walls and Rafters Ring (Rah-Rah)
C’mon and Cheer, Cheer, Cheer for Naperville
We’re gonna cheer until we hear the final gun.
The word is Fight, Fight, Fight for Naperville
Until the game is won.
H*U*S*K*I*E*S. Huskies, Huskies are the Best!

[QS2.14] STORE, SCHOOL
The school store is open before school from 7:15 A.M.-7:45 A.M. (8:30-9:00 A.M. on Late Arrival days) and during lunch hours, from 10:36 A.M.-1:18 P.M. The school store is located just inside the Main entrance E1. The school store carries general school supplies as well as some supplies that are required for certain classes. Teachers will notify students of those required supplies. The store also carries spirit wear, gym clothing and P.E. locks. Gym shirts and gym locks must be purchased from the school store. Outside locks will be cut off of lockers.

[QS2.15] TALKNNHS
TalkNNHS is a web page at the NNHS site that is updated weekly with current events and information and complimented by a weekly email sent through the Talk203 system.

[QS2.16] Visitors
While every attempt is made to be cordial and helpful to those visitors who have business in the school, all day student visitors are generally discouraged (see “Student Visitors” for more specifics). The goal is to minimize disruptions to the educational process in the classroom. All visitors should follow the appropriate guidelines listed below.

[QS2.17] WEBSITE, SCHOOL
The Naperville North High School website address is: www.naperville203.org/nnhs. The website provides information such as administration and departmental contacts, school calendar, school activities, etc. The website is continuing to be enhanced as a resource for parents and students.
Academics: Frequently Asked Questions

What academic resources are available at the school?
- Technology Support Center
- Learning Commons
- Literacy Center: For more information see section [1.20]
- Links to search engines and major news organizations
- Supervised Open Study
- Supported study halls

Are there tutors available at the school?
Yes. Carefully selected Naperville North students who undergo a rigorous training program run by the Literacy Center staff provide tutoring to their peers in all fields of study. This service is free! (For more information about this service, please refer to [1.20].)

Can my student earn college credit taking courses at North?
There are three ways a student can earn college credit at North. The first is by taking an Advanced Placement (AP) course and then successfully sitting for the respective AP exam. Please refer to section [1.23]. The second applies only to students who later enroll at the College of DuPage who may gain credit for selected coursework in certain areas. Please refer to section [1.10]. The third is by participating in the Lederman Scholars Program with North Central College. See section [1.10]. For more information contact the SS1 Office at 630-420-6410.

Do you have any information about the National Honor Society (NHS)?
Do we ever. Please refer to section [1.17].

What is a “weighted” course?
Weighted courses are designed and taught for students pursuing advanced work at an accelerated pace. Because of this, the student receives additional points in the grade point average (GPA) calculation. For more information, please refer to section [1.14].

Should I be involved in helping my student choose what classes he/she takes?
Yes. The Student Services Office strongly urges you to talk over course selection with your student. For more information, please refer to section [1.8].

How do I sign up for teacher conferences?
Conferences can now be scheduled online. Please refer to section [1.7] for detailed information.
[1.0] Academics

NNHS has an exemplary reputation for maintaining the highest academic standards. In preparing this section of the Parent Guide, we carefully reviewed the Program Planning Guide, which contains an enormous amount of information. If we have failed to cover an area of interest to you, please check out your student's Program Planning Guide. Very likely, you will find your answer therein.

[1.1] SENIOR SCHOLARS RECOGNITION

A ceremony honoring students who have earned a 4.0 grade point average (GPA) or better for a semester is held in the spring. Students must be enrolled in a minimum of four classes (2 credits) that count toward their GPA in order to be eligible for the 4.0 Award. Pass/Fail courses are not recognized. The awards are indicated as follows:

<table>
<thead>
<tr>
<th>SEMESTER</th>
<th>AWARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Certificate</td>
</tr>
<tr>
<td>Second</td>
<td>Letter of Academic Commendation</td>
</tr>
<tr>
<td>Third-Sixth</td>
<td>Gold Bar that pins onto Academic Letter</td>
</tr>
<tr>
<td>Seventh</td>
<td>Plaque</td>
</tr>
<tr>
<td>Eighth</td>
<td>Name engraved on Academic Honor Board that hangs outside the main school office</td>
</tr>
</tbody>
</table>

[1.2] ACADEMIC HONESTY POLICY

Academic honesty is expected of all students in all classes. Cheating is neither permitted nor condoned (see Student Handbook for more details).

[1.3] TECHNOLOGY SUPPORT CENTER

The Technology Support Center is centrally located in the Learning Commons. It is open on school days from 7:00 AM to 4:00 PM, Monday through Thursday and from 7:00 AM to 3:30 PM on Friday. Computer Support Associates provide NNHS students with technology assistance and other services including but not limited to resetting passwords, repairing Chromebooks, WIFI issues and loaning Chromebooks.

[1.4] COLLEGE OF DUPAGE (COD)

ARTICULATED CREDIT

Please see section [1.10] Credit for Alternative Courses in this Parent Guide.

[1.5] COLLEGE PREPARATION

Please see section [13.1] in this Parent Guide.

[1.6] COLLEGE PREPARATION FOR STUDENT ATHLETES

Please refer to Athletics section [2.10] in this Parent Guide for coverage of the high school NCAA academic requirements for student athletes who wish to attend Division I and Division II colleges and universities. For further information, call the Athletic Office at 630-420-6490 or refer to the “Student Services” menu on the Naperville North website.

[1.7] CONFERENCES, PARENT/TEACHER

Parent/Teacher conferences are held twice a year, in October and March. Conferences are held on a designated Thursday evening between 5:00 P.M. - 8:30 P.M. and a designated Friday morning between 8:00 A.M. - noon. Parents may request to have a conference with their student’s teachers, counselors, or administrators.

District 203 now uses an automated system for scheduling Parent-Teacher conferences. The system is called the PTC Wizard and is integrated with the Infinite Campus Portal. Parents will receive an email notification from “TALKNNHS” informing them when sign-ups begin. To pre-register for conferences, parents will then need to login to the PTC Wizard at www.naperville203-north.ptcwizard.com. After providing a username and password (same as Infinite Campus username/password), parents will be able to view their child’s teacher list along with a list of available conference times.

If you are unable to pre-register online, you may still come to school during the conference sessions. However, be aware that pre-registered conferences have priority and as always, teachers are available for phone conferences. You may contact a teacher by calling the appropriate department office.

[1.8] COURSE SELECTION

Decision-Making

The school day consists of eight periods, 50 minutes each. Within those eight periods, the typical freshman student enrolls in five or six academic classes, physical education, lunch, and possibly a study hall. Study halls are maintained as quiet study areas under the supervision of certified faculty. Over the course of 4 years, your student’s schedule should lead to a minimum graduation requirement of 21 credits. Each semester course is equivalent to .5 credits. For detailed graduation requirements please see the Program Planning Guide. Section [1.23] also provides an understanding of the different levels of courses offered at NNHS.
To start your planning, please have your child pick up a blank 4-year plan model from his/her counselor. Core requirements and appropriate year of enrollment are indicated. Graduation requirements and suggested sequences are represented in the model as points of departure as you plan your student’s high school education sequence. Counselors recommend that you plan early, review your plan twice yearly, make changes as needed, but always keep your student’s personal goals and graduation requirements in mind. Counselors and teachers may offer suggestions, but the ultimate decision-making rests with you and your student.

**Process**

For incoming freshmen, your student’s eighth grade teachers will make recommendations based on your student’s accomplishments in the academic areas.

Course selection for the following school year begins in December when students are given their new Program Planning Guide. You are encouraged to talk with your student very seriously about course selection. Your student’s 4-year plan will assist you in this process.

In December at NNHS, there will be a course overview week. During that week, in each of your student’s classes, the teacher will utilize a portion of the class period to advise an appropriate sequencing of course work to best match your student’s abilities and interests in that particular subject. During the first week of January, your student will receive a copy of all the recommendations to share with you. This is a critical step in the course selection process.

The actual course selection will occur through the counselor/student conferences in late January through February. Counselors verify graduation requirements and college entrance requirements. Counselors also help students explore their elective choices.

You are encouraged to contact your student’s counselor if you have any questions regarding course selection. Students with last names: A-Fak: 630-420-6505, Fal-Lez: 630-420-6502, LF-Roa: 630-420-6503, Rob-Z: 630-420-6504. Students are guaranteed courses that are graduation requirements. Courses chosen during course selection will be scheduled unless an irresolvable schedule conflict exists or the course is not being offered due to low enrollments.

**[1.9] COURSES, ADDING OR DROPPING**

Students and parents should consider their course selections as final. Discretionary changes will not be possible. Requests for schedule changes may be granted for the following reasons:

1) Your student attended summer school. Requests must be made within the first five days of school.
2) You have talked to a college admission’s counselor over the summer and found out that the college has different course requirements than what you have planned. Requests must be made within the first five days of school.
3) Your student wants to drop from a class to study hall. Requests must be made within first 20 days of the semester. After 20 days of attendance, a withdrawal failing (WF) grade will be recorded. This applies to online/blended learning (eLo) as well.
4) Your student requests a level change based on teacher recommendations and with instructional coordinator approval.

The student must fill out the schedule correction request form for changing courses.

**[1.10] CREDIT FOR ALTERNATIVE COURSES**

Under District 203 Board policy 6:310 a student may receive a maximum of 2 units of credit toward the high school graduation requirements for coursework through colleges, universities, correspondence courses, and special function schools. In order to receive credit, the course must be given by an institution accredited by the North Central Association of Colleges and Secondary Schools and/or the Illinois State Board of Education. Also, the credit transfer request form must be submitted by students and approved by a Counselor, the Instructional Coordinator (IC) for the Department, and the Assistant Principal of Student Services before taking the course at an accredited institution. A review of the curriculum may be required in order to determine if the course matches with one offered at NNHS. Students assume responsibility for all fees. The grades are calculated into the student’s GPA as with any course taken at NNHS. Please contact your counselor for further information. Students with last names: A-Fak: 630-420-6505, Fal-Lez: 630-420-6502, LF-Roa: 630-420-6503, Rob-Z: 630-420-6504.

Students who request credit for courses taken as a part of home schooling, a foreign exchange program or continuing education courses should contact the Assistant Principal for Curriculum and Instruction.
**College of DuPage (COD) Articulated Credit**

College of DuPage (COD) has an articulated credit policy whereby students from District 203 who enroll at COD can have high school transcripts evaluated and gain credit for selected coursework completed in our high school’s Applied Science area. The advantage of articulated credit is that a student, once enrolled at the College of DuPage, can take the next level course at COD. Articulated credit is usually not transferable to other colleges or universities. There is a fee charged by COD to record this articulated credit. Students need to check with their counselors regarding availability.

**College of DuPage (COD) Dual Credit**

Under District 203 Board policy 6:310, a student may receive dual credit toward high school graduation and College of DuPage (COD) for courses taken through the partnership agreement between the district and COD. Dual credit is a college transcript credit and may be transferable to other colleges and universities. COD dual credit courses include but not limited to Health Occupations, A+ Certification, Computer Networking, Electronics, Allied Health, Graphic Art, Intro. to Teaching, Spanish 5 and Floral Design. These courses are subject to change by COD or the district. Students need to check with their counselor regarding availability. Students register dual credit courses through their regular course selection process. Students can fill out an application for COD dual credit with a fee early in the semester. Classroom teachers take care of the application process. Classroom teachers take care of the application process. If students meet specific testing requirements, they will receive a transcript at the successful completion of the course. There is no maximum credit limit for dual credit through this partnership. If you have any questions, please contact NNHS Department instructional coordinator or the COD high school articulation coordinator at (630) 942-2458.

**The Lederman Scholars Program at North Central College (NCC)**

A cooperative, dual credit program with North Central College (NCC) called The Lederman Scholars Program accepts bright, highly motivated students from Naperville Districts 203 and 204 high schools and IMSA (Illinois Math and Science Academy).

Prospective Lederman Scholars are asked to complete a regular North Central College admission application along with a Lederman Scholar application. Normally, the students are from upper classes, should be enrolled in honors coursework, and be among the top 5 percent in their class. The minimum composite ACT score for admission is 30; for SAT the minimum total score needed is 1350. Students with extraordinary ability who do not meet these criteria are encouraged to discuss their potential application with their counselors.

Students admitted to the Lederman Scholars Program have the opportunity to earn up to two years of college credit while continuing to attend current high school. Professor Dr. Stuart Patterson at NCC will serve as the academic advisor to all participants. Lederman Scholars may enroll in any course for which they are qualified at a tuition rate much lower than the NCC regular rate. A typical course is three credit hours. Many courses of possible interest to Lederman Scholars are scheduled in the morning. Upon successful completion of the program, students’ work at NCC, as well as all credits earned through Advanced Placement at high school, will be posted to students’ North Central College transcript.

For more information about the Lederman Scholars Program, contact Dr. Stuart Patterson at (630) 637-5487 or skpatterson@noctrl.edu. Also, you may visit NCC’s website (www.noctrl.edu) and visit the Lederman Scholars page under Prospective Students.

**[1.11] ENGLISH LEARNERS (EL)**

Every student who is new to the district completes a home language survey at the enrollment appointment. Students from homes in which another language is spoken must take an English language screening test at Naperville North High School before registering for classes. If the results indicate the need for additional support, students are placed in the EL program in courses appropriate to their level of English proficiency. Once testing is complete, students can set a registration appointment with the school registrar (630-420-6528). Students may also be required to take Math and/or English placement tests.

**[1.12] EXAMINATIONS, SEMESTER POLICY**

Students are expected to take their exams on the days they are scheduled. Approval of absences may be restricted during the last five days of each quarter. Families should make their vacation plans to allow students to attend all of their exams, taking into account the possibility of using emergency days at the end of the year. Exam changes must be approved by the Assistant Principal for Curriculum and Instruction. Typically, a student is issued an incomplete for missed exams and the make-up work must be completed by the end of the next term. For first semester make-ups, contact the teacher. For second semester make-ups, contact the Office during the summer.
Schedule
Following is the daily schedule for the exam days. First semester exams are scheduled to take place the week before the winter break. Any revisions to the schedule for second semester exams will be included in TalkNNHS and posted to the NNHS website in May.

**2019-2020 EXAM SCHEDULES**

Students are required to attend exam review periods

<table>
<thead>
<tr>
<th>First Semester</th>
<th>Second Semester</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tuesday, December 17</strong></td>
<td><strong>Tuesday, May 19</strong></td>
</tr>
<tr>
<td>Designated Review Day*</td>
<td>Designated Review Days*</td>
</tr>
<tr>
<td><strong>Wednesday, December 18</strong></td>
<td><strong>Wednesday, May 20</strong></td>
</tr>
<tr>
<td>Exam P1: 7:45-9:25</td>
<td>Exam P1: 7:45-9:25</td>
</tr>
<tr>
<td>Exam P6: 11:25-1:05</td>
<td>Exam P6: 11:25-1:05</td>
</tr>
<tr>
<td><strong>Thursday, December 19</strong></td>
<td><strong>Thursday, May 21</strong></td>
</tr>
<tr>
<td>Exam P8: 7:45-9:25</td>
<td>Exam P8: 7:45-9:25</td>
</tr>
<tr>
<td>Exam P4: 11:25-1:05</td>
<td>Exam P4: 11:25-1:05</td>
</tr>
<tr>
<td><strong>Friday, December 20</strong></td>
<td><strong>Friday, May 22</strong></td>
</tr>
<tr>
<td>Exam P7: 7:45-9:25</td>
<td>Exam P7: 7:45-9:25</td>
</tr>
<tr>
<td>Makeup: 11:25-1:05</td>
<td>Makeup: 11:25-1:05</td>
</tr>
</tbody>
</table>

Reminder for parents - Please do not schedule vacations until after June 1st. We have five emergency days on the calendar. If there are any snow days, the school year will be extended as needed until June 1st.

*Designated Review Day(s) in every class period. Students will follow their normal schedule and review with their teachers for their upcoming exams. These days are subject to change.

**[1.13] FIELD TRIPS**

Students have the option of attending the field trip or attending regularly scheduled classes without penalty for either decision. All work missed may be made up for full credit. All field trips require parent permission unless the field trip takes place entirely during the regularly scheduled class time. Students are supervised by adult chaperones during the field trip. All school rules are in effect throughout the duration of the field trip. Administration retains the privilege of restricting field trip attendance. Some departments provide stipends for students who cannot pay field trip fees. Such stipends are administered on a case-by-case basis.

**[1.14] GRADING PROCEDURES**

It is the intention of the faculty at NNHS to maintain open lines of communication with our parents regarding student academic progress. Transcript credit is earned on a semester basis with grade point average (GPA) being calculated on a 4.00 scale at the end of each semester. Four times during the year, Naperville North High School reports student academic progress to parents in four progress grades and two semester report cards. Only the semester grade is used in the calculation of GPA and it is the only grade maintained on the permanent record of the student. Physical Education (PE) is included in the GPA.

**Grade Value**

The grading system has two scales, one for regular courses and the other for weighted courses. The specific grade points assigned for each letter grade and for regular and weighted courses are listed below. These grade points are used to compute a student’s grade point average. The weighted courses are designed and taught for high ability students pursuing advanced work at an accelerated pace. Course titles that include the adjectives “Honors” and “AP” often, but not exclusively, designate a weighted course.

<table>
<thead>
<tr>
<th>Grade Value</th>
<th>Regular</th>
<th>Weighted</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Excellent</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>B Very Satisfactory</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>C Average</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>D Below Average</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F Failure</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

MX = Withdrawn from class for medical reasons.
WD = Withdrawn from class.
WF = Withdrawn from class failing.
P = Student graded on the Pass/Fail option.

In addition, each student’s semester grade reflects a combination of daily participation grades, tests and quizzes, major assignments and a final examination.

**Grade Communication**

In addition to the semester grade reporting, a progress report is made available to parents through Infinite Campus. Faculty members, on an individual basis, identify student progress, work habits, class effort and participation and may include a tentative grade evaluation. North’s Registrar maintains school transcripts. For further
information about transcripts and school records, please refer to section [13.3] and [13.4] of this Parent Guide. The Infinite Campus Portal is an online system that allows parents to view student schedules, attendance, discipline and grades. Parents receive one-time-use access keys from NNHS that are necessary to initially register parent accounts. Students are given separate login access to their own grading account as well. To access the system, click the Infinite Campus Portal graphic on the NNHS website home page at www.naperville203.org/nhhs or go directly to the Infinite Campus site at: www.infinitecampus.naperville203.org/campus/portal/naperville.jsp

Pass/Fail Option
The purpose of the Pass/Fail option is to give students an opportunity to take a course that challenges their abilities. (In other words, a student might not take this course if the Pass/Fail option was not available.) The program is also an attempt to encourage a broadening of interests and experiences in elective areas such as Art, Music, Business, Life Science, and Tech Arts without causing a negative impact on grade point average.

The Pass/Fail option is available for junior and senior students for one course per semester. This option is not available for any course specifically required for graduation. Students must apply for the Pass/Fail option within the first 20 days of the semester. Please check with your counselor for the exact date. (Note: If a student wants the Pass/Fail option for both semesters of a year-long course, the student must submit paperwork EACH SEMESTER.)

If the student receives an “A”, “B”, or “C” under the Pass/Fail option, credit is awarded and no points are figured on the GPA. If the student earns a “D” in a Pass/Fail course, credit is awarded and points are figured in the GPA as a regular “D”. If the student fails under Pass/Fail option, no credit is awarded and the failure is figured in the GPA as a regular failure.

Auditing a Course
Students interested in auditing a course must turn audit applications in to the main office within the first twenty (20) days of a semester. After 20 days, a student will not be allowed to audit a course except in cases of prolonged illness, clear misplacement, or other situations as determined by the administration.

Semester Grades
Because courses have different amounts of graded work during each semester and to improve communication of student progress, the entire staff employs a cumulative semester grading system. Instead of combining separate quarter grades when calculating the semester grade, the quarter grade will become a mid-semester progress report. NNHS will continue to generate progress reports monthly. Grade updates can be accessed through the online grading system.

[1.15] LEARNING COMMONS
Please see section [1.20] in this Parent Guide.

[1.16] LITERACY CENTER (Peer Tutoring)
Please see section [1.20] in this Parent Guide.

[1.17] NATIONAL HONOR SOCIETY (NHS)
The NHS is a national organization that honors students who have shown high academics, strong leadership, and a heart for service to their community and a strong moral character.

District Selection Procedures
Please see the NNHS NHS website at www.napervillenhs.wix.com/nnhsnhs for details.

National Honor Society
Frequently Asked Questions

Why should I want to be a member of NHS?
Many colleges and universities consider membership to be a strong “selling point” on a student’s application. Because the standards for membership are the same all across the country, colleges know that an NHS member has the ability to do exceptionally well in the postgraduate setting. Membership is an honor. Here at North, the NHS students wear special gold tassels and cords at graduation. They also have special NHS seals on the diplomas. This organization was established in 1921. Many of your parents and grandparents were members in junior high school or high school – or even college!

How do I get into honor society?
You will need a 3.75 cumulative GPA by the end of your sophomore year and must have been at NNHS for at least one full semester prior to applying.

That’s it?
No, NHS honors students who demonstrate excellence in four areas – academics, character, leadership, and service.

If you qualify academically, you should complete the long application on the NNHS NHS website over the summer prior to your Junior year. You will have to document and get signatures for your service hours and leadership hours
and share how you are involved in the school. You will also need two letters of recommendation. It is a challenging form to complete.

**What do you mean by service?**
You need to be involved in service activities (min. 20 hours per year). When selecting members, we look for people with an “attitude” of service. That means, start now and get involved. Keep track of your service activities – get signatures verifying your participation.

**I am a transfer student and was an NHS member in my previous school. How can I be a member at NNHS?**
Bring your membership card to the chapter advisor. You will automatically be a member. You may go through a second induction if you choose. You will need to maintain NNHS membership standards to be in good standing with the local organization.

**Well, what about leadership? I can’t be a captain until my senior year!**
There are lots of opportunities for leadership – in music, sports, scouts, your church or youth group. Leadership means planning and preparation and guiding other people in the completion of a task. Remember – membership is not leadership!

**So, I need good grades, I need to be a leader, I need to do service to the community and school – anything else?**
Yes, you need to have a good reputation. Stay out of trouble, have a positive attitude in class, and have a strong moral character.

**A positive attitude in class – do teachers have anything to do with this?**
Yes, teachers will rank you based on character and leadership in the classroom. Any teacher, coach, Dean or school counselor can rank students!

**Is there a specific number, a quota, for membership?**
No, if a student qualifies in all four areas, they are accepted. Typically about 60% of Juniors who qualify choose to complete the process.

**What if I don’t meet all the requirements before my Junior year in high school?**
You can reapply again as a Senior. Some of the students who are not qualified as Juniors, and who reapply, are accepted as Seniors.

**What is the most common reason a student is not accepted?**
Leadership is the most common reason students are not accepted during their Junior year. That’s OK though, because more opportunities for leadership come as you are a Senior.

**Once a member, do I need to do anything to maintain my membership?**
Yes, members need to continue to demonstrate excellence in all four areas – character, leadership, service, and academics. You will also have to complete service hours, which are service opportunities offered by NNHS.

**[1.18] RECORDS, STUDENT**
Please see section [13.3] of this Parent Guide.

**[1.19] REGISTERING FOR CLASSES**
Please see section [1.8] Course Selection.

**[1.20] RESOURCES, ACADEMIC**

**Internet**
The NNHS website provides links to search engines and major news organizations. [www.naperville203.org/nnhs](http://www.naperville203.org/nnhs)

**Learning Commons**
The Learning Commons is open on school days from 7:00 A.M. to 4:00 P.M., Monday through Thursday and from 7:00 A.M. to 3:30 P.M. on Friday. The Learning Commons is a centrally located, two-floor facility housing over 18,000 books, magazines, audio books, and DVDs. Books may be checked out for a two week period and renewed for a seconded two week period. DVDs may be checked out for one day/overnight. Opportunities and tools for media making are available, including the Media Studio with green screen in the Upper Library.

In addition, 24/7 access to research materials can be found via the Library web page located on the NNHS website, where over thirty research databases reside, supporting all curricular areas. Select the “Library” menu on the NNHS homepage, and then choose “research databases”. Access to all of the research databases is available from home as well as school. Students can pick up a current listing of the user names and passwords at the circulation desk.

Library staff members are always available for individual assistance to students to meet their research, reading, writing and media making needs.

**The Literacy Center Peer Tutoring**
The Literacy Center Peer Tutoring program at Naperville North High School fosters an environment where tutors and tutees become self-directed learners and community contributors, collaboratively working together to achieve academic success.
The Literacy Center is open for peer tutoring before school from 7:00 – 7:40 A.M. and during all lunch periods, Monday through Friday. Walk-ins are welcome. The center is staffed by certified teachers and selected peer tutors who are trained to assist students in all content areas including Communication Arts, Math, Science, World and Classical Languages and Social Science.

**Literacy Center Tutors**
Students will be considered for an interview if they:
- have two positive teacher recommendations regarding their academic competency, work ethic, interpersonal skills, and potential effectiveness as a tutor.
- An “A” or “B” in the course(s) they want to tutor
- A minimum GPA of 3.0

Students must apply through the Literacy Center and must also successfully complete an interview prior to approval. Once accepted into the program, students will be expected to complete a training program, participate in workshops, assist teachers in classroom activities, and assist the Literacy Center staff. The Literacy Center tutors are offered the opportunity to gain up to 50 hours of community service for their involvement in tutoring.

Tutor recruitment occurs during the fall and spring semesters, and announcements will be made that direct students in the process of applying and interviewing.

**College Entry Test and Other Test Preparation Sessions**
The Literacy Center peer tutors are always available to work one-on-one with any student who would like help studying and preparing for final exams or other tests. Final exam preparation sessions are also offered to freshman who would like to review test taking and study strategies prior to first semester final exams.

Final exam preparation sessions are also offered to freshman who would like to review test taking and study strategies prior to first semester final exams.

**Academic Reading & Assisted Study Hall**
Academic Reading class is an elective course designed to support the reading skill development of students especially as it transfers to other content area classes. As a follow-up to this class, students will spend time in an assisted study hall with content area teachers from Communication Arts, Science, Math, Social Studies, and Reading to support this transfer of skills. Placement in this support is based on a combination of teacher recommendation and standardized assessments.

**Supervised Open Study**
Students seeking additional help in any subject matter can get help from certified staff during Supervised Open Study in the Literacy Center on Mondays, Wednesdays and Thursdays from 3:15-4:15 P.M.

**[1.21] SOPHOMORE AND JUNIOR ACADEMIC COHORTS**
The Sophomore and Junior Academic Cohorts are opportunities for two groups of students to work through core curriculum in four content areas (Math, Social Studies, English and Science) with additional support provided. Each cohort will be comprised of a group of students in a smaller-than-average learning environment who work together during the four curricular periods and a common study hall each day. The courses studied are within the core curriculum expected for a college-bound graduate. There is additional support that occurs in each class period as two highly qualified content area teachers work with the students. This set-up for learning occurs through all four content area classes and in the study hall. If you have any questions regarding Sophomore and Junior Cohort programs, please contact the Instructional Coordinator for Academic Support at 630-420-6512 or the Instructional Coordinator for Counseling.

**Sophomore Academic Cohort Courses**
- Ecological Biology
- Geometry
- English 2
- American Government
- Sociology

**Junior Academic Cohort Courses**
- Chemistry
- Algebra 2C
- English 3
- U.S. History

**[1.22] SUMMER SCHOOL**
Students may take a Summer School course as acceleration or remediation. Summer School is typically six weeks, starting in early June. There are two sessions in the morning: 7:30 A.M.-9:50 A.M. and 10 A.M.-12:20 P.M. Each session is equivalent to one-half (0.5) credit and the grade will be calculated into the student’s grade point average (GPA). Summer School is operated at the District level, alternating between Naperville Central High School and Naperville North High School. Courses offered may vary from year to year. Information about summer course offerings will be available at the SS Offices. There is a strict
attendance policy for summer courses. If you anticipate an attendance concern, please contact the Summer School Principal before signing up for a course. Incoming freshmen may attend summer school for high school credit as long as they have passed eighth grade. Registration information is available on the district website www.naperville203.org. Find “District Programs” on the left side bar, then select “summer school”. For more information, please call your counselor.

[1.23] SPECTRUM OF CLASSES

Academic
Academic courses are general level courses designed to challenge most students in a particular field of study and to prepare them for higher educational pursuits.

Advanced Placement (AP)
Advanced Placement (AP) courses are rigorous and are designed to approximate higher education coursework. Students enrolled in AP coursework may consider taking the respective Advanced Placement Exam(s) administered each May by the College Board. There is a fee to take the exam(s). Depending on the college or university the student attends; he/she may earn college credit upon successful completion of the exam(s). AP courses are always weighted. Please see section [13.1.1] of this Parent Guide.

College Dual Credit
Illinois Articulation Initiative
The Illinois Articulation Initiative (IAI) is a major, statewide, cooperative agreement among participating Illinois colleges and universities to facilitate successful transfer of course credits from one participating institution to another, effective beginning summer 1998. It can help assure a smooth transfer of credits from College of DuPage to your chosen four-year school. A General Education Core Curriculum has been defined by the IAI. If you follow the prescribed curriculum, you can be assured that the credits satisfy general education requirements at a majority of Illinois colleges and universities.

General Education consists of courses the colleges and universities consider essential for a student’s success in college and life and are equivalent to the first two years of a four-year baccalaureate program. The IAI list includes courses in math, oral and written communication, social and behavioral science, physical and life science, world and classical languages, humanities and fine arts.

To find out more information, see your counselor or go to www.itransfer.org/.

Honors
The “Honors” designation implies a class that is conducted at an accelerated pace and requires a greater quantity of work and a higher level of thinking. These classes are weighted.

Special Education
As mandated by the State of Illinois, NNHS and District 203 provide services to meet the unique needs of students with handicapping or exceptional characteristics. These classes and services are available to students who qualify. Detailed information is available in the Special Education Office at NNHS at 630-420-4040.

Offerings and services include the following:
- Resource Learning Disability
- Self-contained Learning Disability
- Resource Emotional Disorder
- Orthopedic
- Developmental Learning Program
- Hearing Impaired
- Visually Impaired
- Private Facility Placement

[1.24] eLO- EXPANDING LEARNING OPPORTUNITIES

(eLo (stands for “Expanding Learning Opportunities”) classes are quality online and blended learning opportunities for students in Districts 203, 204, and 200. Students have the option of selecting an online class during the school year if they have a study hall period – or early dismissal or late arrival. eLO classes are taught by teachers from seven high schools: Wheaton-Warrenville South, Wheaton North, Naperville North, Naperville Central, Metea Valley, Waubonsie Valley, or Neuqua Valley. eLO classes can fulfill graduation requirements and are posted on the transcript, like any class taken in the traditional classroom. Any student who is interested in an online course is encouraged to talk with their counselors.

What kinds of students will be able to take eLO courses?
ELO courses will be fully accessible to students of all ability levels. At the current time, eLO courses are not geared toward credit recovery or students who have previously failed the same course in a face-to-face classroom.

How will the eLO courses compare to our current offerings?
Courses will be as rigorous as current face-to-face offerings.
Who will be teaching the eLo course?
Courses will be taught by current teachers from Districts 200, 203, and 204. This is one of the reasons for having a consortium. We can assure you that the teacher quality will be the same as the high standards we have with our current quality teaching staff.

How will the eLo courses be taught?
The courses are teacher-directed. The courses are not self-paced in the sense that you can complete all of the work in one week for the whole term. Daily or weekly homework is required, depending on the course. Total time in the courses (class time and homework) will not be less than the traditional face-to-face courses. The courses’ content will be delivered online. Virtual classroom presentations and help sessions will be through a conferencing system. Your instructor will provide you with a welcome contact with information through your email account.

Will courses be solely online or blended learning?
Current eLo courses are fully online. The long-term goal is to expand learning opportunities and this should include blended learning.

Will the eLo courses have new curriculum? Shouldn’t the eLo courses mirror the content/curriculum of the face-to-face classroom courses?
The eLo courses will have new curriculum. The curriculum is based on the rigorous Common Core State Standards and has been developed by representatives from all member districts.

How many students will be in an online class?
Courses will be approximately the same size as face-to-face courses.

What advantages does online learning bring to students?
Research shows online learning benefits include increased access to high-quality teachers, increased flexibility for students and teachers and improved productivity and efficiency.

Is online learning right for my student?
There are several good rubrics available online to help families decide if online learning is right for their student. The consortium director will work with counselors, teachers, and parents to ensure that students understand the dispositions needed to be successful in an online course.

How will I track my or my student’s grade?
You will be able to view your progress the same way you currently do through Home Access Center (HAC); however, more detailed course information will be available through the online learning management system. Final grades will also be posted in Home Access Center along with your other courses.

Will there be exams?
Yes. Your teacher will explain the exam protocol during the orientation.

Will students be limited in the number of eLo courses that they can take?
During the 2019-2020 school year, District 203 students will only be allowed to register for one full-year course or two semester courses. Additional courses may be allowed for students on a case-by-case basis.

Will students be able to take eLo courses outside of their normal course load?
At this time, the districts have individually decided not to allow eLo courses to be taken as an overload. This is something for future consideration as the consortium expands. Online courses will reduce the number of courses taken in the building and will result in a study hall/option period.

How will the eLo courses adapt and modify for students with an IEP?
We will work with teachers in order to ensure that all IEP, 504 and individualized instruction needs are met. This is the law, and we will follow it in the online setting as well.

What resources are in place for students that enter the course and then struggle?
These will be worked on with the counselors and teachers during professional development. Each district will also provide support, just as they do with current face-to-face courses. The teacher will explain the communication methods to parents and students during an orientation session.

What will be done with students who immediately fall behind and want to drop the course to avoid failing?
This will be addressed with the director, teachers and leadership. District policies for course withdrawal will apply.

How will the eLo courses appear on transcripts?
Courses will appear on transcripts as courses for the student’s home school. They will likely have unique course numbers, but the courses will not be specifically designated as online courses.
What about students who don’t have computer access at home?
This will be addressed on a case-by-case basis in each district. The consortium leaders are in agreement that access to technology should not limit a student’s ability to succeed in an online course.

When will my eLo course be offered? What period will I have off?
It depends on your schedule. For seniors, every effort will be made to have your online course at the beginning or end of the day; therefore, you may arrive late or leave early. This will depend on the other courses in your schedule.

Are the eLo courses NCAA approved?
You may wish to reference the NCAA website at www.goo.gl/yazdk.

Will students who are hospitalized or homebound be able to take eLo courses?
Yes, we think this is a great opportunity for hospitalized and homebound students. These courses are not self-paced, so students will need to be enrolled for the entire duration of the course.

Who do I contact if I have questions?
Contact your student’s assigned counselor.
Athletics: Frequently Asked Questions

What does my student need to participate in Athletics at NNHS?
Student athletes must submit the following three items to the Athletic Office in order to participate in interscholastic athletics:

- Signed Athletic Information/Release Form (Parent Permission Form)*
- Current physical signed and dated by your physician (Sport Physical)*
- Payment of the appropriate athletic participation fee

*Both forms are available at the athletic office and online at il.8to18.com/napervillenorth.

When do the various sports seasons begin and end?
There is a complete listing of all fall, winter and spring sports for both girls and boys, complete with season beginning and ending dates, at il.8to18.com/napervillenorth.

Can my student join another athletic team if he/she doesn’t make a “cut” sport?
Generally, students may join a “no cut” sport athletic team if they do not make the team selection of a “cut” sport. Students interested in doing so are encouraged to join the ‘no cut’ team within two weeks of the season start date.

Does my student have to get a physical every year?
Student athletes must get a new physical each year in order to participate in athletics because physicals are only valid for 395 days. It is recommended that athletes get their physicals in the early summer months to maximize the one-year life of the physical.

How do I get a NNHS Spirit Yard Sign?
The NNHS Spirit yard signs are sponsored by the NNHS Booster Club and are a fundraiser to benefit all NNHS sports and activities. Order forms are available on the Booster Club website at www.nnhsboosters.org.

Whom do we contact at NNHS if we have questions about Athletics?
You can contact the head of the Athletic Department at 630-420-6490 or visit the website at il.8to18.com/napervillenorth. There are links to our Athletic Handbook, the Code of Conduct and other important documents and information. You may also contact Bob Quinn, rquinn@naperville203.org or Kathy Kavanagh, kkavanagh@naperville203.org.

How do I join the Booster Club to help support the athletic programs?
The NNHS Booster Club supports all of our athletic teams. Please visit il.8to18.com/napervillenorth or go to www.nnhsboosters.org/.
[2.0] Athletics

Naperville North High School is very proud of its outstanding Athletic Program and the student athletes who participate on behalf of our school and community in the DuPage Valley Conference (DVC). Other schools in the Conference include Metea Valley, Naperville Central, Neuqua Valley, Waubonsie Valley and DeKalb.

Student athletes or parents are encouraged to contact the Athletic Director for information regarding any of our sports programs. Questions may also be directed to the Assistant Athletic Director or to individual Head Coaches by contacting the Secretary to the Athletic Department at 630-420-6490. Updated sport schedule information can be found at il.8to18.com/napervillenorth.

[2.1] WHAT A STUDENT NEEDS TO COMPETE IN ATHLETICS AT NNHS

The student athlete must provide the following three things to the Athletic Office:

- Signed Athletic Information/Release Form
- COPY OF current Physical signed and dated by your physician (copy only - no originals)
- Athletic Participation Fee

No athlete may try out or practice without a signed Athletic Information/Release Form and current physical on file in the Athletic Office.

Athletic Information/Release Form

Every athlete/parent/guardian must complete an Athletic Information/Release form for each sport he/she in which they plan to compete. Forms are available in the Main Office during the summer months, in the Athletic Office, Room 195, and at il.8to18.com/napervillenorth under the “Links and Pages” menu. Do not mail or turn in any Athletic forms for fall sports with school registration materials. Athletic Information/Release forms for fall athletics must be turned in at the designated sports registration dates and times.

Current Physical

All students, including transfer students, who participate in athletics, must have a current sports physical (not more than a year old) on file in the Athletic Office. Sports physical forms are available il.8to18.com/napervillenorth or in the Athletic Office, Room 195, on or before registration. There will be no exceptions. Physicals are valid for one calendar year only. Athletes must get a new physical each year in order to participate in a sport. It is recommended that athletes get their physicals in the early summer months to maximize the one-year life of their physical. Any athlete whose physical expires during the summer or school year is required to have a new physical exam done in order to continue their participation in athletics. Please keep this in mind when scheduling your son or daughter’s physical exam.

The physical must include the following three things:

- An indication from the physician that the student is cleared to participate without restrictions in athletic competition
- Physician’s signature
- Date of physical

Important: Incoming freshmen may make a copy of their required school entrance physical to use as their sports physical for freshman year only. Since physicals are only valid for one year, please ensure that it covers the student’s entire athletic season.

Athletic Participation Fee

Students involved in athletic programs must pay a participation fee, which is set by the Board of Education. For “no-cut sports,” the fee must accompany the Athletic Information/Release form and Physical when turned into the Athletic Office. Fees for “cut sports” will be collected after teams have been selected. A complete listing of “no-cut” and “cut” sports and their respective participation fees are listed at il.8to18.com/napervillenorth. Athletic fees may change over the summer. Checks for fees can be made payable to Naperville North.

[2.2] OTHER IMPORTANT INFORMATION FOR ATHLETES

Note to Transfer Students

Student athletes transferring in from any other high schools must come to the Athletic Office to complete the required Illinois High School Association (IHSA) sports forms. They must also turn in the required Athletic Information/Release form and fee and submit a current physical before they practice or compete.

Naperville Community Unit School District 203 students, who transfer to the high school outside their attendance area or remain at a high school outside their attendance area, may not be eligible to participate in interscholastic athletics or activities. This is an Illinois High School Association (IHSA) rule which governs athletic & activity participation in our and all Illinois high schools. For information related to IHSA athletic and activity eligibility, please contact the Athletic Director of the receiving high school.
Student Insurance
District 203 maintains student school time insurance that includes any school sponsored and/or supervised activity, including athletics (including football and lacrosse). If students have other insurance coverage, District insurance is secondary. Contact the Athletic Department for more information.

Ancillary Fees/Volunteer Opportunities
There are often voluntary “fees” associated with many of the sports teams to defray social costs. These fees are not related to the Athletic Department fees and may vary by athletic team. Ancillary team fees are usually discussed by volunteer parents at a Parent Team Meeting. Parents may also be invited to volunteer for “team jobs” to help facilitate the competitions and keep athletic costs down. The Booster Club provides many opportunities for parents to volunteer in the Athletics area.

Team Camps/Conditioning
There are various conditioning and sports camps offered through the Athletics Department. Please check il.8to18.com/napervillenorth for details.

Attendance
Individual coaches have specific team attendance requirements. Should your student be sick, experience an unexpected emergency or have to take an unplanned absence, please call the Athletic Office at 630-420-6490 to leave a message for the team coach or email the coach directly. Students must be in attendance four periods in order to participate in practice or an event.

Cut/No Cut Sports
Generally, students may join a “no cut” sport athletic team if they do not make the team selection of a “cut” sport. Interested students are encouraged to join the “no cut” team immediately following try-outs. Every effort is made to accommodate all student athletes who want to participate in “no cut” sports. The Athletic Department has the discretion to cap the number of athletes of “no cut” sports teams if the numbers are too large for the coaches to manage.

Religious Holidays
We make every attempt to work with our community to avoid scheduling athletic 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. NNHS fully supports that if a conflict occurs, students are encouraged to celebrate the religious observances. Early communication with coaches is critical in such cases. Please check all published schedules for such potential conflicts.

[2.3] ACADEMIC ELIGIBILITY REQUIREMENTS
District 203 athletic academic requirements state that all incoming freshmen are academically eligible to participate in athletics for the first semester of freshman year. Starting second semester, freshmen are required to meet the academic eligibility requirements to participate in athletics. All other students must meet the following two requirements to be academically eligible to participate in athletics:

1. Students must have passed five classes the semester prior to competing in athletics and not have failed more than one class.
2. The student must be passing five classes and not failing two or more classes each week of the season in order to remain eligible to participate. Eligibility is evaluated on a weekly basis (three weeks over winter break and two weeks over spring break). Students deemed ineligible will not be able to participate for one week (Sunday to Sunday) and must correct the academic problem in order to be eligible to compete the following week.
3. Students failing two classes at the semester are ineligible for the next semester. If they are failing two classes at the end of the second semester, they have the option to attend summer school to obtain eligibility for the fall.

[2.4] CO-CURRICULAR PARTICIPATION CODE
Please see section [1.1] for the NCUSD 203-NHHS Co-Curricular Participation Code. This code delineates the requirements and commitments that are asked of students participating in co-curricular activities at NNHS. The Code of Conduct can also be found at il.8to18.com/napervillenorth.

[2.5] SPORTS SEASONS 2019-2020
For a complete listing of sport start dates, coaching contact lists, registration times, and associated fees please contact the Athletic Office at 630-420-6490 or refer to il.8to18.com/napervillenorth. Fall sport registration takes place the first week of August. Please check il.8to18.com/napervillenorth or call 630-420-6490 for more details.
[2.6] SPORTS AWARDS NIGHTS
The individual teams have their own awards nights, as announced by the coaches. Proper attire is recommended for all athletes.

[2.7] ATHLETIC COACHES
Student athletes or parents may contact the Athletic Director, Mr. Bob Quinn, at 630-420-6490 or rquinn@naperville203.org, for information regarding any sports programs. Questions may also be directed to Head Coaches by contacting Ms. Kathy Kavanagh at 630-420-6490 or coaches may be contacted at their individual email addresses at il.8to18.com/napervillenorth under “info” and click on staff.”

[2.8] IHSA (ILLINOIS HIGH SCHOOL ASSOCIATION) ELIGIBILITY RULES
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 that 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 high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

To get the current complete listing of all IHSA eligibility rules, please contact the Athletic Office at 630-420-6490 or visit the IHSA website at www.ihsa.org (must have Acrobat Reader to read .pdf file).

[2.9] DUPAGE VALLEY CONFERENCE PHILOSOPHY REGARDING SPORTSMANSHIP
The DVC has a proud history of demonstrating quality sportsmanship, characterized by respect, pride, and a sense of fair play. These qualities have served as the cornerstone of our outstanding interscholastic programs over the years.

In keeping with exemplary standards, the DVC Board of Controls, Athletic Directors, and Coaches created a “Code of Ethics” relative to behavioral expectations for athletes, participants, coaches, sponsors, and spectators.

It is our belief that participants and spectators would always conduct themselves in a manner which:

- Brings pride and dignity to their respective schools
- Shows support and encouragement expressed in a positive and constructive manner for players and coaches
- Demonstrates respect for opposing teams, fans, and officials through their comments and behavior

[2.10] NCAA (NATIONAL COLLEGIATE ATHLETIC ASSOCIATION) ATHLETIC ELIGIBILITY RULES

Academic Preparation for College Athletics
There are specific standards that students must meet in high school in order to be eligible to participate in athletics at NCAA Division I or II universities or colleges. Parents and students are encouraged to visit the very comprehensive NCAA website at www.ncaa.org to get the most up-to-date information regarding eligibility and other requirements. All students interested in pursuing athletics at an NCAA Division I or II College or university must register with the NCAA Clearinghouse at the end of their junior year. Visit that website at www.eligibilitycenter.org for more detailed information.

PLEASE NOTE: Not all Naperville North courses offered in our curriculum qualify as Core Courses by the NCAA. For an updated list of courses in our curriculum that qualify as core courses by the NCAA, visit the Clearinghouse website at www.eligibilitycenter.org. Naperville North’s school ID number is 143102. For further information and confirmation, please consult the Student Services Department at 630-420-6502 (6503, 6504, 6505).
Attendance: Frequently Asked Questions

What is the procedure for reporting a student absent?
A parent or guardian must call the attendance line at 630-420-6982, before 11 A.M. or a student will be considered truant. Be ready to state the following: Student’s name, grade and ID number; date; reason for absence; relationship to student. For more information please see section [3.1].

What is the procedure for requesting late arrival/early dismissal for a student?
A parent or guardian must call the attendance line 630-420-6982. Be ready to state the following: Student’s name, grade and ID number; date; relationship to student; time student will arrive OR the appointment time and whether the student will be returning to school. For early dismissal, the student will also need to pick up an authorized dismissal pass from the front desk, located at the main entrance. The best time to do this is during passing period.

What should I do if my student is too sick to report to school in the morning, but may attend later in the day if he/she is feeling better?
Call the attendance line and leave a message explaining the situation. If your student does not come to school later in the day, your initial morning call is sufficient. However, if your student is well enough to attend school later in the day, please call the attendance line again to notify us and provide an estimated time of arrival.

Is a visit to a college considered an excused (authorized) absence?
Yes. However, the absence is counted towards the 10-day attendance cap.

When are the early dismissal days and what time are students dismissed on these days?
May 1st. Early dismissal is at noon. For schedule details, see section [3.8].

When are late arrival days?
August 21st through May 13th, every Wednesday. For schedule details, see section [3.6]
[3.0] Attendance

There is a positive relationship between regular attendance and academic success. Therefore, 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. Parents, guardians or those having legal custody have the responsibility for their student’s regular school attendance; therefore, they are the only people who may call the school to report absences, regardless of student age.

VACATIONS ARE NOT CONSIDERED A VALID REASON FOR STUDENT ABSENCE. While the District administration considers family time important, they encourage you to schedule vacations around the school calendar.

[3.1] ABSENCES, REPORTING STUDENT

If a student is absent, the parent or guardian is required to report the absence to the Attendance Office before 11 A.M. Failure to contact the Attendance Office by 11 A.M. will result in the student being marked truant.

Reporting All Day Absences
- Parents or Guardians must call the attendance line at 630-420-6982. Be ready to state the following: student’s name, grade, and ID number; reason for absence; and your relationship to the student.
- Students may be required to bring documentation to verify absences. The document should be brought to the attendance office upon the student’s return to school.

Reporting Late Arrival, Early Dismissal Or Appointments
- Parents or guardians must call the attendance line at 630-420-6982 and be ready to state the following: student’s name, grade and ID number; relationship to the student; time the student will arrive OR requested dismissal time and if/when the student will be returning to school.
- Students leaving campus without prior parent notification will be considered truant.
- For Early Dismissal, students must also pick up an authorized dismissal pass from the front desk, located at the main entrance.

- Students must sign out and show the authorized dismissal pass when leaving and sign in when returning. Students should return from most appointments within two hours.

[3.2] DEFINITIONS OF ABSENCE RELATED TERMS

Authorized Absence
Students are allowed full make-up privileges.
- Illness and/or doctor’s appointments
- Death in the immediate family
- Family emergency and/or parental request
- Pre-planned absence: Those situations beyond the control of the student as determined by the administration of circumstances which cause reasonable concern to the parent for the safety and health of the student
- Observance of a religious holiday
- In-school and out of school suspensions
- Field trips
- Nurse appointments for an entire period
- Hospitalization
- Guidance appointments
- Administrative reasons

Unresolved Absence
Unresolved absences must be cleared by 11 A.M. or the absence will be considered a truancy. It is the student’s responsibility to resolve absences.

Truant
Student absence for a school day or a portion thereof without valid cause. Student has no make-up privileges.

Chronic Truant
A student who is absent without valid cause from school for 5% or more of the previous 180 regular attendance days. Support services for truants and chronic truants are available through the Guidance Department and Deans’ Office. Other support services for chronic truants are offered through the DuPage County Educational Service Region in cooperation with the DuPage County Truant Office. These services are described in the administrative regulations, which the Superintendent shall establish to implement this policy.
[3.3] EXCESSIVE ABSENces

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 work collaboratively using the process outlined below in steps 1-7 in order to address excessive absences.

These steps are initiated with the first occurrence of truancy or ten days of accumulated absence per semester.

1. Attempts by the classroom teacher to remedy the situation.
2. Referral by the teacher to the dean’s office.
3. Telephone contact between the dean and the parent.
4. At the student’s tenth (10th) 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.
5. Any additional absences without approval will result in truancy.
6. At the fifteenth (15th) 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.
7. 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

[3.4] MAKE-UP PRIVILEGES

It is the responsibility of students to make contact with their teachers to make up work due to absences, pre-planned absences, or field trips.

Truant absences have no make-up privileges. Authorized absences have full make-up privileges. Field trips are not pre-planned absences nor are they considered absences by the state mandatory guidelines. Students may be required to turn in homework prior to field trip.

Pre-planned absences have full make-up privileges unless the student has been absent for more than ten (10) school days. Students must complete the work within the same number of days as the length of the absence.
### [3.5] DAILY BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45-8:35</td>
</tr>
<tr>
<td>2</td>
<td>8:41-9:34 (announcements)</td>
</tr>
<tr>
<td>3</td>
<td>9:40-10:30</td>
</tr>
<tr>
<td>4</td>
<td>10:36-11:26</td>
</tr>
<tr>
<td>5</td>
<td>11:32-12:22</td>
</tr>
<tr>
<td>6</td>
<td>12:28-1:18</td>
</tr>
<tr>
<td>7</td>
<td>1:24-2:14</td>
</tr>
<tr>
<td>8</td>
<td>2:20-3:10</td>
</tr>
</tbody>
</table>

### [3.6] LATE ARRIVAL BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9:00-9:42 (42 minutes)</td>
</tr>
<tr>
<td>2</td>
<td>9:47-10:29 (42 minutes)</td>
</tr>
<tr>
<td>3</td>
<td>10:34-11:16 (42 minutes)</td>
</tr>
<tr>
<td>4</td>
<td>11:21-12:03 (42 minutes)</td>
</tr>
<tr>
<td>5</td>
<td>12:08-12:49 (41 minutes)</td>
</tr>
<tr>
<td>6</td>
<td>12:54-1:36 (42 minutes)</td>
</tr>
<tr>
<td>7</td>
<td>1:41-2:23 (42 minutes)</td>
</tr>
<tr>
<td>8</td>
<td>2:28-3:10 (42 minutes)</td>
</tr>
</tbody>
</table>

### [3.7] NOON DISMISSAL BELL SCHEDULE

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>7:45-8:11 (26 minutes)</td>
</tr>
<tr>
<td>2</td>
<td>8:17-8:45 (28 minutes) daily announcements</td>
</tr>
<tr>
<td>3</td>
<td>8:51-9:17 (26 minutes)</td>
</tr>
<tr>
<td>4</td>
<td>9:23-9:49 (26 minutes)</td>
</tr>
<tr>
<td>5</td>
<td>9:55-10:21 (26 minutes)</td>
</tr>
<tr>
<td>6</td>
<td>10:27-10:54 (27 minutes)</td>
</tr>
<tr>
<td>7</td>
<td>11:00-11:27 (27 minutes)</td>
</tr>
<tr>
<td>8</td>
<td>11:33-12:00 (27 minutes)</td>
</tr>
</tbody>
</table>
Communicating: Frequently Asked Questions

Since I’m not sure whom to call with my problem, should I just start at the top?
No, please refer to section [4.1] for a listing of phone numbers by question/concern. Also see examples outlined below.

Can you give me a few examples of problems and potential communication solutions?

Situation: Problem with teacher/class
Talk first to: the teacher. On the North website (www.naperville203.org/nnhs) click “Our School”, click “Contact Us”, Click “Staff Directory”. You may also call the Department office listed in the Directory, section [4.2], and leave a message for the teacher.

No luck? Then talk to: the Instructional Coordinator (a.k.a. Department Head) whose number can also be found in the Directory, section [4.2].

Still unresolved? Talk to: the Assistant Principal, Curriculum & Instruction – 630-420-6482.

Situation: Problem with sports team
Talk first to: The coach, who should provide contact information when the season begins.
No luck? Then call: the Athletic Director at 630-420-6490.

Situation: Problem with behavior
Talk only to: your student’s Dean (refer to the NNHS website at www.naperville203.org/nnhs, click “Student Services” for a complete listing of Deans). Deans, like counselors, are assigned alphabetically by student’s last name.

Situation: Class scheduling dilemmas, stress-related issues and future plans
Talk only to: your student’s counselor (counselors are assigned alphabetically by last name - refer to the NNHS website at, www.naperville203.org/nnhs, click “Student Services” for more details).

But my problem isn’t listed above.
Please refer to Communications directory that follows this page.

I’ve done everything you told me but I’m still not satisfied.
Thanks for working within the system. You’ve earned the right to call the Principal at 630-420-6484.
[4.1] PHONE NUMBERS BY TOPIC

<table>
<thead>
<tr>
<th>QUESTION/ISSUE</th>
<th>CONTACT/PHONE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACT Preparation Session</td>
<td>Literacy Center 630-420-6512</td>
</tr>
<tr>
<td>Add/Drop Classes</td>
<td>SS Office 630-420-6502 (3,4,5)</td>
</tr>
<tr>
<td>Attendance</td>
<td>630-420-6982</td>
</tr>
<tr>
<td>Buses – District</td>
<td>District Transportation Office 630-420-6464</td>
</tr>
<tr>
<td>Buses – NNHS</td>
<td>Deans’ Office 420-6505</td>
</tr>
<tr>
<td>Change of Address</td>
<td>Central Enrollment Dept. 630-548-4320</td>
</tr>
<tr>
<td>Cheerleading</td>
<td>Student Activities 630-420-6821</td>
</tr>
<tr>
<td>College Preparation</td>
<td>SS Office 630-420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Counselors</td>
<td>SS Office 630-420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Dances</td>
<td>Student Activities 630-420-6821</td>
</tr>
<tr>
<td>Discipline</td>
<td>Deans’ Office 630-420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Driver Education</td>
<td>Wellness Department 630-848-3992</td>
</tr>
<tr>
<td>Emergency Procedures</td>
<td>Deans’ Office 630-420-6502</td>
</tr>
<tr>
<td>Emotional Distress</td>
<td>SS Office 630-420-6502 (3,4,5)</td>
</tr>
<tr>
<td>EL</td>
<td>EL Coordinator, 630-369-2138</td>
</tr>
<tr>
<td>Field Trips</td>
<td>Asst. Principal – Curriculum and Instruction 630-420-6482</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>SS Office 630-420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Locker Issues</td>
<td>Deans’ Office 630-420-6505</td>
</tr>
<tr>
<td>Lost and Found</td>
<td>Student Services 630-420-6504</td>
</tr>
<tr>
<td>Medications at School</td>
<td>Health Office 630-420-6499</td>
</tr>
<tr>
<td>National Honor Society</td>
<td>Student Activities 630-420-6821</td>
</tr>
<tr>
<td>NCAA Eligibility Req.</td>
<td>Athletic Office 630-420-6490</td>
</tr>
<tr>
<td>Parking</td>
<td>Deans’ Office 630-420-6504</td>
</tr>
<tr>
<td>Pre-planned Absence</td>
<td>Deans’ Office 420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Schedule Changes</td>
<td>SS Office 420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Security Issues</td>
<td>Deans’ Office 420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Sporting Events</td>
<td>Athletic Office 630-420-6490</td>
</tr>
<tr>
<td>Summer School</td>
<td>Office 630-420-3014</td>
</tr>
<tr>
<td>Theft, to report</td>
<td>Deans’ Office 420-6502 (3,4,5)*</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registrar 630-420-6528</td>
</tr>
<tr>
<td>Truancy</td>
<td>Deans’ Office 420-6502 (3,4,5)</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Literacy Center 630-420-6512</td>
</tr>
</tbody>
</table>

[4.2] DIRECTORY BY DEPARTMENT

<table>
<thead>
<tr>
<th>DEPARTMENT/AREA</th>
<th>PHONE NUMBER/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Office</td>
<td>630-420-6480</td>
</tr>
<tr>
<td></td>
<td>630-484-3945</td>
</tr>
<tr>
<td>FAX:</td>
<td></td>
</tr>
<tr>
<td>• Receptionist</td>
<td>Monica Leonaitis</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mleonaitis@naperville203.org">mleonaitis@naperville203.org</a></td>
</tr>
<tr>
<td>• Financial Secretary:</td>
<td>Nandini Asar</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:nasar@naperville203.org">nasar@naperville203.org</a></td>
</tr>
<tr>
<td>ADMINISTRATORS</td>
<td></td>
</tr>
<tr>
<td>• Principal &amp; Secretary</td>
<td>Stephanie Posey</td>
</tr>
<tr>
<td></td>
<td>Jill Jungnickel</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:sposey@naperville203.org">sposey@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jjungnickel@naperville203.org">jjungnickel@naperville203.org</a></td>
</tr>
<tr>
<td>• Assistant Principal &amp; Secretary (Curriculum)</td>
<td>Carrie Ray</td>
</tr>
<tr>
<td></td>
<td>Mary Robinson</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:cray@naperville203.org">cray@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:mrobinson@naperville203.org">mrobinson@naperville203.org</a></td>
</tr>
<tr>
<td>• Assistant Principal &amp; Secretary (Student Services)</td>
<td>Jay Wachtel</td>
</tr>
<tr>
<td></td>
<td>Pat Dusek</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jwachtel@naperville203.org">jwachtel@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:pdusek@naperville203.org">pdusek@naperville203.org</a></td>
</tr>
<tr>
<td>• Assistant Principal &amp; Secretary (Operations)</td>
<td>Jessica Freed</td>
</tr>
<tr>
<td></td>
<td>Lisa Johnson</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jfreed@naperville203.org">jfreed@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:ljJohnson1@naperville203.org">ljJohnson1@naperville203.org</a></td>
</tr>
<tr>
<td>• Dean of Student Activities &amp; Secretary</td>
<td>Jennifer Baumgartner</td>
</tr>
<tr>
<td></td>
<td>630-420-6821</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jbaumgartner@naperville203.org">jbaumgartner@naperville203.org</a></td>
</tr>
<tr>
<td>• Dean of Students</td>
<td>Jeff Diorio, A-Fak</td>
</tr>
<tr>
<td></td>
<td>Jim Konrad, Fal-Lez</td>
</tr>
<tr>
<td></td>
<td>Jeff Farson, Lf-Roa</td>
</tr>
<tr>
<td></td>
<td>Steve Madden, Rob-Z</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jdiorio@naperville203.org">jdiorio@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jkonrad@naperville203.org">jkonrad@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:jfarson@naperville203.org">jfarson@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:smadden@naperville203.org">smadden@naperville203.org</a></td>
</tr>
<tr>
<td>• Athletic Director &amp; Secretary</td>
<td>Bob Quinn</td>
</tr>
<tr>
<td></td>
<td>Kathy Kavanagh</td>
</tr>
<tr>
<td></td>
<td>630-420-6490</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:rquinn@naperville203.org">rquinn@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td><a href="mailto:kkavanagh@naperville203.org">kkavanagh@naperville203.org</a></td>
</tr>
</tbody>
</table>
## [4.2] DIRECTORY BY DEPARTMENT

<table>
<thead>
<tr>
<th>DEPARTMENT/AREA</th>
<th>PHONE NUMBER/EMAIL</th>
<th>DEPARTMENT/AREA</th>
<th>PHONE NUMBER/EMAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>630-420-6982</td>
<td>Learning Commons</td>
<td>630-548-4608</td>
</tr>
<tr>
<td>Auditorium (NPAC)</td>
<td>630-420-6467</td>
<td>Heather Schild, I.C.</td>
<td><a href="mailto:hschild@naperville203.org">hschild@naperville203.org</a></td>
</tr>
<tr>
<td>Facilities</td>
<td>630-637-4685</td>
<td>Vicki Pietrus, LRC Co-Director</td>
<td><a href="mailto:vpietrus@naperville203.org">vpietrus@naperville203.org</a></td>
</tr>
<tr>
<td>Cafeteria</td>
<td>630-420-6496</td>
<td>Mark Skarr Co-Director</td>
<td><a href="mailto:mskarr@naperville203.org">mskarr@naperville203.org</a></td>
</tr>
<tr>
<td>Technology Support Center</td>
<td>630-420-6646</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Literacy Center</td>
<td>630-420-6512</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Heather Schild</td>
<td><a href="mailto:hschild@naperville203.org">hschild@naperville203.org</a></td>
</tr>
<tr>
<td>INSTRUCTIONAL COORDINATORS</td>
<td></td>
<td>Nurse</td>
<td>630-420-6499, 420-6850</td>
</tr>
<tr>
<td>Career &amp; Technology Education</td>
<td>630-420-6530</td>
<td>Pam Seubold</td>
<td><a href="mailto:pseubold@naperville203.org">pseubold@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jeanne Costanza</td>
<td><a href="mailto:jcostanza@naperville203.org">jcostanza@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kris Blaida</td>
<td><a href="mailto:kblaida@naperville203.org">kblaida@naperville203.org</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lois Curran</td>
<td><a href="mailto:lcurran@naperville203.org">lcurran@naperville203.org</a></td>
</tr>
<tr>
<td>Communication Arts</td>
<td>630-420-6557</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pool &amp; Aquatic Services</td>
<td>630-420-6494</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Counseling</td>
<td>630-420-3410</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>630-420-6512</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>World and Classical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Languages</td>
<td>630-420-3258</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>630-420-6513</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>630-420-6513</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Education</td>
<td>630-420-4040</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
[5.0] Communication Arts

[5.1] Language Arts

Yearbook Staff/Yearbook Course for Credit
Because students use specialized design software and follow precise journalistic writing guidelines, students who work on the yearbook must also enroll in Yearbook Production. Students enrolled in Yearbook Production may choose to earn credit in CTE or Communication Arts. Yearbook Production can be taken for up to four years. Students who return may move up to senior staff, editorial board, or editor positions. Students may also participate in yearbook as an extracurricular by attending after school meetings. Students who are interested in Yearbook Production but cannot fit the class into their schedule should contact an advisor for possible alternatives.

Yearbook Editors
Students who would like to be considered for a yearbook editor position must:
- Have taken at least one year of Yearbook Production.
- Have earned an “A” in the Yearbook Production course or be invited by an advisor to apply.
- Complete an application.
- Interview with both yearbook advisors.

Student Contributions
Anyone can take photos and submit them as well as submit written accounts of their attendance at games, activities and school-sponsored events. These will be considered for use by the yearbook editorial board.

Advisors
Tina Mazzaferro   kmazzaferro@naperville203.org
Sean Williams     swilliams@naperville203.org
Driver Education: Frequently Asked Questions

When should parents/students schedule Driver Education at NNHS?
If you are considering enrolling your child in Driver Ed at NNHS, it’s a good idea to begin planning for it the school year prior to your student turning 15 years of age, as there is limited capacity. See section [6.0] for more information.

How does the NNHS Driver Ed. program interface with the State of Illinois licensing program?
Students receive their State of Illinois Learner’s Permit during the second week of Driver Ed class. Upon completion of both the classroom and lab phases, electronic notification is sent to the Secretary of State’s office. Students with an A or B average in the classroom phase and who have displayed a high level of competency during the lab phases are allowed to take the driving test at school with a certified instructor rather than taking it at the Secretary of State Driver’s License Bureau. The state does have periodic spot check dates.

Where can I find hints and tips for driving with my teen during the required 50 hours?
Go to the websites listed in section [6.2] under Additional References for driving ideas or contact the Driver Education office at 630-848-3992 for more information.

Whom do we contact at NNHS if we have questions about Driver Education?
You can contact the Driver Education Department at 630-848-3992.

What age does a student need to be to enroll in Driver Education?
Driver Education is open to all students who are 15 years of age before September 15th for semester 1 students and February 16th for semester 2 students.
[6.0] Driver Education

Driver Education is open to any student provided they are 15 years of age before September 15th for semester 1 students and February 16th for semester 2 students. It is important to place driver education into your student’s schedule. The number of student requests from the course selection process directly determines course staffing.

[6.1] NNHS DRIVER EDUCATION TRAINING

The course is scheduled as an elective, but there is no credit toward graduation and the grade is not calculated into your student’s grade point average. Driver Education is not an extracurricular activity. The State has strict requirements for both attendance and accomplishment levels for qualification. The course functions like any other course in that it is completed within the school day and does not interfere with academics, sports or other extracurricular activities. Occasionally, driving activities may be scheduled outside of school hours. Driver Education is also offered during the summer.

Duration

Driver Education Training is for one semester.

Attendance

Absences must be limited due to the number of hours required to successfully complete the training.

Progress Issues

Students with a grade of a “D” or “F” in the classroom phase cannot proceed to later phases. Students who demonstrate a high competency in all phases of the program may take the state driving test at school.

Prerequisites

Student must be 15 years of age before September 15th for semester 1 students and February 16th for semester 2 students. Passing grades in at least 8 courses during the previous 2 semesters, or a waiver from the Superintendent.

2. Parents should check with their insurance company when their student obtains a permit.

3 Phases

1. Class - (30) hours
2. Simulation -12 hours)
3. Observation –Behind-the-wheel (3) hours and observation (6) hours, with an instructor.

[6.2] DRIVER EDUCATION PARENT PARTICIPATION

A student’s success behind the wheel requires the active participation of the parents/guardians. It is imperative that parents/guardians spend ample time practicing driving with their students to ensure that they achieve the highest level of competency required to operate a vehicle safely. Following are the mandatory State requirements, along with some recommendations on how to help your student become a better driver:

Required

The student must log a minimum of 50 hours of accompanied driving, including 10 hours at night.

Note: Accompanied driving means your student drives while you ride in the car with them.

Recommended

Attend the parent meeting offered at the beginning of the semester and frequently utilize and/or refer to the “Behind the Wheel” resource each student receives at the start of the class.

See the Illinois Secretary of State website, www.cyberdriveillinois.com, for State laws regarding permit phase drivers.

Additional References

1. NNHS Program Planning Guide (Wellness Education)
2. NNHS Website – www.naperville203.org/nnhs
3. Illinois Secretary of State Website
   www.cyberdriveillinois.com– Information on licensing process, locations, State laws regarding permit phase drivers, etc.

[6.3] INSURANCE AND DRIVER EDUCATION SCHOOL CERTIFICATION

Emergency Information: Frequently Asked Questions

How do we learn about emergency school closings?
Information relative to school closing, transportation information or the early closing of school will be posted on the District 203 website at www.naperville203.org/nnhs and Twitter @NNHSposey.

Automated, recorded telephone calls and email messages will be sent to all households via District 203’s Talk203 phone callout and email information system and Twitter @NNHSposey.

This information will also be aired on the following radio stations:
WFXW 1480 AM    WMRO 1280 AM    WAUR 108 FM    WRMN 1410 AM    WGN 720

[7.0] Emergency Information

[7.1] ANNOUNCEMENTS, EMERGENCY
Announcements due to inclement weather or other unusual circumstances will be made over the PA at the appropriate time during the school day. As information becomes available, the school will provide an emergency message on some or all of the following communication venues: Talk203 phone call and email, the school website: www.naperville203.org/nnhs.

[7.2] FIRE AND SEVERE WEATHER DRILLS
Fire and severe weather drills will be held periodically. At the beginning of the school year, teachers will be given the procedures to follow in the event of a drill. Drill regulations and evacuation routes are posted in each room.

[7.3] SAFE & SECURE/ LOCKDOWN PROCEDURES
In the event of a dangerous or critical situation or a canine search of the building, the following procedures will be implemented. These procedures will maximize our ability to keep students and staff safe during any situation when a heightened level of security is necessary.

There are two separate drills used in situations that require us to shut down the building. The first type of drill is called a Lockdown/Continue Instruction drill. This drill is used when we need to secure staff and students in locked classroom locations; however instruction may continue. The second type of drill is a Lockdown/Take Position of Safety drill, which requires all staff members and students to take a position of safety, away from windows and doors, and turn off all lights. Staff and students will remain in this position until an official “all clear” announcement is made.

[7.4] SCHOOL CLOSING, EMERGENCY
Information relative to school closing, transportation information or the early closing of school will be posted on the District 203 website at www.naperville203.org/nnhs. Talk 203, the District’s email and telephone communication system, will also notify parents/guardians of school closings. Because Talk 203 is linked to Infinite Campus, no signup is necessary.

Information is also available online through the Emergency Closing Center at www.emergencyclosingcenter.com/ecc/search.jsp on radio stations WGN 720 AM, WBBM 780 AM, WERV 95.9 FM, City of Naperville 1610 AM, WONC 89.1 FM and on TV channels CBS 2, NBC 5, ABC 7, WGN 9, FOX 32, CLTV News and Twitter @NNHSposey.
Fine Arts: Frequently Asked Questions

We submitted a number of questions to the pertinent authorities in the Fine Arts Department. Below we have summarized the responses.

**What is the difference between extra-curricular and co-curricular music ensembles?**
*Extra-curricular* music ensembles do not require students to be enrolled in a curricular music course in order to participate in the activity. Pep Band, Jazz Lab, Madrigal Singers, Jazz Choir, Vocal Pop Ensembles and the Spring Musical Theatre Production are Extra-curricular ensembles. It is an expectation that if you are participating in a *Co-curricular* ensembles that you are also enrolled in a curricular music course for participation.

**Do you have any recommendations for private lessons?**
Lessons for voice and certain instruments are available at North and are recommended. Please call the Fine Arts Department for further information at 630-420-6512.

**Does my student have to haul his/her bass to school every day?**
The school maintains an inventory of instruments that can be rented for a fee. Please have your student ask his/her music director if there are any available.

**How do I audition for Curricular Music Ensembles?**
There are multiple levels of Band, Orchestra and Chorus at Naperville North High School. These curricular courses range from introduction courses to advanced performance ensembles. Students interested in participating in an introduction level course should enroll in Introduction to Beginning High School Band, Orchestra or Choir; no audition necessary. Incoming Band and Orchestra freshman may audition for placement in an intermediate or advanced level class in the spring of their 8th grade year. Consideration is given for playing ability, social maturity and musical ability as related to ensemble balance. All freshman vocal music students enroll in either Introduction to Beginning Male Choir or Introduction to Beginning Female Choir; no audition necessary. Vocal music students are not allowed to audition for advancement until the spring of their freshman year and successful completion of an Introduction Choir course.
[8.0] Fine Arts

Performing, Visual, and Written Arts – Where the Curricular and Extracurricular Meld

There is an overlap between certain curricular and extracurricular opportunities (referred to as co-curricular at the school). Much of this overlap occurs in the Arts. One significant way that enrollment in an academic course mirrors that of an extracurricular activity is the required performing aspect of certain courses. Another is that students enrolled in certain courses are subject to the same class of penalties for policy infringements as are members of Sport teams and Club participants. (For specific information on these penalties, please refer to section [12.2] and [11.2] of this Parent Guide for more details.)

[8.1] ART

There are two to three art exhibitions each year and attendance is optional. The art supply fee covers routine expenses but not special items such as any projects involving glass, leather, plastics, and it does not include photographic equipment.

[8.2] BAND

Auditions

Band Placement auditions are held in the spring, usually after spring break.

Curricular requirements

Any music class that meets daily for one class period is a graded class. Students in band generally have 6 or 7 performances a year. These include school concerts in the evening and community service activities, which vary from band to band. The top 2 ensembles each usually perform at one festival a year in addition to their school-related performances. Participation in assemblies occurs on a case-by-case basis and generally does not impact on students’ time. The most important out-of-school commitment to any music class is the personal discipline of daily practice – the “homework” for our classes.

Extra-curricular Bands - Jazz Lab, & Pep Band

The music department sponsors several extracurricular music activities and though they cannot require that students participate in a class to be a part of these groups, these activities are extracurricular activities for music students. Therefore, they strongly encourage students to be a part of the curricular music program and feel that this participation enhances the students’ experience and builds their skills. Students who are actively enrolled in Music classes are given the foundation and daily reinforcement in basic musical principals in those performance classes. This raises the quality of extracurricular groups. Students who are not enrolled in music classes are eligible for these activities providing that they pass a required audition for those groups. The staff reserves the right to “bench” students who are not performing at the level of any extracurricular group. They strive for excellence in all aspects of the Music department, and the extracurricular activities are no exception.

Co-curricular Bands – Jazz Ensemble, Jazz Band &

It is an expectation of the Music department that if you are participating in a co-curricular band that you are concurrently enrolled in a curricular Music class.

Marching Band

Marching Band rehearses Monday and Wednesday evenings from 6:00 - 9:00 P.M. during the season. Members are required to be at all rehearsals. Some students may participate in both Marching band and a limited fall sport or activity, as long as they are not severely in conflict with each other, time wise. This will require investigation and communication on behalf of the student, parents, and coaches/sponsors.

A weeklong band camp is required for all members of the Marching band. This camp is held near the end of summer vacation. Marching Band performs at all home football games (including play-offs) and at four or five competitions per year. The season culminates in a banquet.
**Jazz**

Jazz Ensemble rehearses Monday afternoons, as well as during 5th period lunch. Members are required to be at all rehearsals and therefore participation in a sport is limited. Jazz Ensemble is not open to freshmen.

Jazz Band rehearses Wednesday evenings, and Jazz Lab rehearses Monday evenings. These rarely conflict with winter/spring sports or activities. Therefore, any athletes interested in playing Jazz have the option of participating in these groups. All of the Jazz groups perform several concerts a year and have several performances outside of school (usually on Saturdays).

**Fees**

Music classes in District 203 are fee-based classes; the fee for any band class is $52 per semester. NNHS provides a limited number of the following instruments for student rental from school: tenor saxophone, baritone saxophone, bass clarinet, French horn, euphonium, and tuba. Students and their families must provide all other instruments. The fee for school rental instruments is $100 for the year. A student’s family typically pays for fees for trips. However, on a case-by-case basis, options are available for students who are in need.

Instrument maintenance: Students are required to incur the cost of any repairs to the school owned instrument they use that is beyond normal wear-and-tear, as per the rental agreement with District 203.

**[8.3] CHORUS**

**Auditions**

Auditions for academic choirs take place in the spring of the previous year - all incoming freshmen are automatically assigned to Introduction to High School Male Choir or-Introduction to High School Female Choir. Auditions for extracurricular ensembles happen at various times throughout the school year.

**Curricular requirements**

Choirs have quarterly concerts and technical rehearsals that are required. In addition, choirs perform at various required events throughout the community. There are also field trip opportunities, performing and non-performing that are available.

**Extracurricular performances**

If an academic choir is invited to perform at a special function, the performance is extremely important to the organization and school. In some cases, students may be excused from performance with written communication and explanation from the parent, as long as two weeks advance notice is provided.

**Extra-Curricular Choirs**

Choral offerings include Madrigal Singers, Vocal Jazz, Unity Choir, Senior Choir and Vocal Pop. Additionally, there is an annual spring musical that students may select to audition for. Active participation in a curricular choir, in most cases, will prepare a student more thoroughly for an auditioned ensemble.

**Co-Curricular Choirs**

It is an expectation of the Music department that if you are participating in a co-curricular choir that you are concurrently enrolled in a curricular Music class. High Heeled Harmony rehearses Tuesday and Thursday each week from 3:30-5:30 P.M. Entourage rehearses Tuesday and Thursday each week 6:00-9:00 P.M. Show Choir is a year-long commitment beginning with camps in the summer. There are additional fees associated with participation in Show Choir.

**Fees**

The concert attire fee and most field trip expenses are underwritten by the student/family. The choral supply fee covers all music performed by the student in their respective curricular choir that school year. Lost copies of music need to be re-purchased before academic credit maybe given. Additional fees may apply to extra-curricular and co-curricular choral offerings.

**Additional Information**

All ensembles will receive Music theory and vocal training, which will prepare them for success in their respective ensembles. No student will be left behind because of “lack of talent”, however they will not advance due to “lack of trying.”
[8.4] ORCHESTRA
At the high school level, orchestra meets every day for an entire class period, and students receive academic credit and an academic grade that is figured into their grade point average. Orchestra study at Naperville North High School provides opportunities for producing, analyzing, conceptualizing and evaluating music with the expectation that students will develop a personal sense of value for music in their lives.

Curricular String Ensembles
Introduction to High School Orchestra (non-auditioned freshmen string ensemble)
Rehearsal time for this group focuses on the basics of Music theory and the essentials of string orchestral performance.

Intermediate High School Orchestra
(auditioned string ensemble)
This ensemble works at an accelerated pace on vibrato, tone production and shifting.

Intermediate/Advanced High School Orchestra
(auditioned string ensemble)
This orchestra works at an accelerated pace and takes on repertoire of a more challenging nature.

Advanced High School Orchestra
(auditioned string ensemble)
This is open to sophomores, juniors and seniors and, in exceptional cases, freshmen will be accepted. Symphonic Orchestra offers the most advanced instrumental experience through study and performance of college-level works for strings and full orchestra. There is a strong emphasis on individual preparation for rehearsals and performances. Private study with a professional on principal instruments is HIGHLY encouraged.

Extracurricular & Co-Curricular Ensembles
At Naperville North there are three string-based ensembles that rehearse outside of school.

Camerata works collaboratively with the band and choir in the study of Music from the Renaissance. Some of the most beautiful music in the Western tradition comes from this time period. The season culminates with the Renaissance Music Concert/Madrigal Dinner in December.

The Bella Corda Ensemble is an advanced string group that focuses on Music from the Romantic Era. An audition is required to participate in this ensemble. This group travels frequently to colleges and universities to workshop with professors and present new repertoire. This is a Co-curricular ensemble. It is an expectation of the Music department that if you are participating in a co-curricular orchestra that you are concurrently enrolled in a curricular Music class.

Equipment and Fees
School-provided instruments include violoncellos and basses. All performance ensemble music students pay a yearly $75 music fee that contributes to the upkeep of instruments. Orchestra lockers are accessible whenever the building is open. Nearly every upper string student can be issued an orchestra locker that must be locked at all times. Violoncello and bass instruments are locked in the lockers located inside and outside of the orchestra/choir room.

[8.5] THEATER
Plays (open auditions)
NNHS Theatre presents a variety of shows throughout the year that include the Fall and Spring Plays, Freshman/Sophomore Play, Children’s Play, and Student Directed One Acts. Audition workshops will be held each year to provide students information about how to audition. These shows are open to all students. Though enrollment in Acting and Advanced Acting is encouraged to help students improve their skills, taking the curricular classes is not a requirement to be cast in the plays.

Tech Crew
Students who are interested in working backstage on sets, lights, sound, and props are encouraged to join Tech Crew, which meets after school as needed to work on the various plays, dance shows, and concerts. There is also a Play Production class offered second semester for students who want to learn more about the non-acting parts of theatre production.
Costume Crew
Students who are interested in working on costumes and make-up can join Costume Crew, which meets every Tuesday after school and during the tech week of each play.

Theatre Club
Students meet at least once a month to present workshops on different aspects of theatre (e.g. acting, make-up, stage combat) and to hold social events. Theatre Club also coordinates the annual trip to the Illinois High School Theatre Festival at the University of Illinois or Illinois State University.

Improv Club
Students meet once a week on Friday mornings before school to learn the basics of improvisation and to play various improvisation games. Students can attend as frequently as they would like or are able. They do not need to be involved in theater otherwise to be part of Improv Club.
Grade-Level Highlights: Frequently Asked Questions

What supplies does my student need for the first day of school?
Individual teachers distribute a supply list for their specific classes on the first day of school. Only basic items are needed for the first day of class – paper or spiral notebook, pencil, pen and folder.

Do freshmen have locker partners and what are the freshman locker dimensions?
No, freshmen do not have locker partners. Students are NOT allowed to share lockers, regardless of the circumstances. All freshmen have their own individual lockers that measure 9" wide, 59" tall, 14" deep.

Can my child use his/her own lock for his/her locker?
No, hallway lockers have built-in combination locks. Therefore, personal locks are unnecessary.

Does my child have to attend Link Crew?
Yes, this program is mandatory.

Can sophomores take the PSAT exam?
Yes, sophomores may take the PSAT exam, but they may not qualify for the National Merit Scholarship program until junior year.

Can sophomores take a class under the pass/fail option?
No, only juniors and seniors may take a class with the pass/fail option.
Grade-Level Important Dates 2019-2020

For All Students
Aug. 14..............Late Registration for any student who missed registration week (8 A.M.– Noon)
Aug. 21..............Open House (6:45 P.M.)
Sept. 16............Financial Aid Evening (7 P.M.)
North Performing Arts Center
Oct 26............. ASVAB

Important Dates for Freshmen
Aug. 5.............Freshman Registration and Yearbook Pictures (8 A.M. – 1 P.M.)
Aug. 9.............Freshman Enter With Pride (8 A.M. – Noon, NNHS)
Aug. 12.............Freshman/Parent Information Night (7 P.M., North Performing Arts Center)

Important Dates for Sophomores
Aug. 6.............Sophomore Registration and Yearbook Pictures (8 A.M. – 1 P.M.)
Feb. 10.............Soph/Junior Planning Night (7 P.M., North Performing Arts Center)

Important Dates for Juniors
Aug. 7.............Junior Registration and Yearbook Pictures (8 A.M. – 1 P.M.)
Sept. 24.............Junior/Parent College Info Night (7 P.M., NPAC)
Oct. 8.............College/Junior Parent 2 Parent (7 P.M. NPAC)
Oct. 16.............PSAT/NMSQT Test (8 A.M.)
Nov 2.............SAT (Naperville North)
Nov. 13............National Honor Society Induction (7 P.M., NPAC)
Feb. 10.............Soph/Junior Planning Night (7 P.M., NPAC)
May 9.............Prom (5:30P.M. – 10:30 P.M., Embassy Suites)

Important Dates for Seniors
Aug. 8...............Senior Registration (1 P.M. – 6 P.M.)
Aug. 26...............Senior/Parent College Information Night (7 P.M., North Performing Arts Center)
Oct 2 .............Mr. NNHS (7 P.M., NPAC)
Sept. 26............Free Senior yearbook photo – LAST DAY
(lunch periods, Room 108)
Nov. 13............National Honor Society Induction (6:30 P.M. NPAC)
April 27 – May 1......Senior Week
April 18...............Senior Celebration (10 P.M.– 4 A.M.)
May 9...............Prom (5:30P.M. – 10:30 P.M.
Embassy Suites)
May 15...............All School Awards Assembly
May 15...........“Exit with Pride” Act. (12 P.M. – 2 P.M.)
May 15...............Commemorative (7 P.M., Fieldhouse)
May 18.............Graduation rehearsal (8 A.M.)
May 18...............Senior Brunch (10 A.M.)
May 18...............Commencement (7 P.M.)

*ADVANCED PLACEMENT TESTING
• May 4-15, 2020

*NATIONAL TESTS DATES
• September 14, 2019 - ACT
• November 2, 2019 - SAT
• December 14, 2019 – ACT
[9.0] Grade-Level Highlights

[9.1] FRESHMEN

Enter with Pride
This event takes place on Friday, August 9th, 2019 from 8 AM to Noon and is designed to welcome freshmen to Naperville North High School in a fun and relaxed atmosphere. Enter with Pride activities include speakers, games, and snacks. All freshmen are invited to attend; busing will be provided.

Link Crew: Freshmen
Link Crew is a program that helps freshmen successfully transition to Naperville North. While many of the lessons and discussions are led by upperclassmen; five sessions will be led by your student’s assigned counselor. The counselor lessons are aligned to ASCA standards and principles (the national model, the American School Counselor Association) and are part of the revamped counseling curriculum in District 203. Some topics that will be covered in Link include: August: Introduction to NNHS: how the school works, where to find help/resources; September: Introduction to SchooLinks, a web-based platform that will eventually replace Naviance as the one-stop shop for college searches, lessons, and more! October: Career Cluster Exploration and examining students’ interests and talents; Social-Emotional Learning; November: Time Management, Finding Balance in a busy place and busy time; December: Course Planning and aligning course selections to interests

During the first semester, all freshmen will attend one scheduled Link Crew session during the week. The specific time slot (period 4, 5, or 6) and day of the week (Monday, Tuesday, Wednesday, or Thursday) will be indicated on the student’s schedule that he or she will receive during Registration in August. Link Crew attendance is mandatory, and students are required to bring their Chromebooks to each Link session. Michelle Pitts is the Link Crew sponsor. (mpitts@naperville203.org)

Lockers
All freshmen are assigned individual, full-sized hall lockers at registration. These lockers measure 9” wide, 59” tall and 14” deep, with one small shelf in the top of the locker. These lockers have built-in combination locks, so no additional lock is required.

All freshmen are also issued a P.E. locker. A school-issued, orange combination lock MUST be used. Locks may be purchased at registration or at the school store. Any locker problems should be directed to the Student Services Office at 630-420-6502 (6503, 6504, 6505).

Supplies
Individual teachers distribute a supply list for their specific classes on the first day of school. Only basic items are needed for the first day of class – paper or spiral notebook, pencil, pen and folder.

[9.2] SOPHOMORES

Crew 2: Sophomores
Crew 2 is a continuation of Link Crew. This new program has been designed to further develop the skills, strategies, and knowledge that high school students need as they make their way through Naperville North and prepare for life outside of high school. Many lessons and discussions will be led by upperclassmen; four or five sessions will be led by your student’s assigned counselor. The counselor lessons are aligned to ASCA standards and principles (the national model, the American School Counselor Association) and are part of the revamped counseling curriculum in District 203. Some topics that will be covered in Crew 2 include January: Finding your inner leader; February: Career Exploration and Introduction to SchooLinks, a web-based platform that will eventually replace Naviance as the one-stop shop for college searches, lessons, and more; March: Game of Life: decisions, money, and careers - oh my! April: Grit & Resiliency - and Stress Management

Naperville North is planning a kick-off to Crew 2 in January of 2020. More details and information will be sent to students and parents as this event develops. Crew 2 is being sponsored by Jaci Fabian (jfabian@naperville203.org) and Michelle Pitts (mpitts@naperville203.org).

Driver Education
This course is taught over a period of one semester. No grade credit is given, but students do receive grades. There is a fee for this course. Please refer to section [6.0] for more detailed information.

Lockers
Sophomores are assigned individual, half-sized lockers at registration. These lockers measure 15” wide, 36” tall and 14” deep. They have a built-in combination lock, so no additional lock is required.
All sophomores are also issued a P.E. locker. A school-issued, orange combination lock MUST be used. Locks may be purchased at registration or at the school store. Any locker problems should be directed to the Student Services Office at 630-420-6502 (6503, 6504, 6505).

Rings, Class
Jostens Class Rings will hand out packets to all sophomores during the first weeks of school. These packets contain information on ordering, cost, payment plans, and insurance. Representatives will be by the Activities office during lunch period to answer questions and allow students to view the stone colors. There will be a Parent Night to allow parents a chance to view the ring samples and ask questions. The rings can be ordered at Parent Night or during the lunch periods when Jostens representatives are present in the school. Jostens representatives are in the school at several times over the course of the school year and can answer additional questions at those times.

[9.3] JUNIORS/SENIORS
National Honor Society
Juniors and seniors may be invited to apply for National Honor Society membership. See section [1.17].

Pass/Fail grading option
Juniors and seniors are eligible to take one class each semester that is not required for graduation using the pass/fail option. See section [1.14] for more information.

Prom
Juniors, seniors, and their dates may go to Prom. It is usually held in the spring at an off-site location. Guests may not be over 20 years old.

[9.4] SENIORS
Cap and gown
Senior cap and gown information order packets are distributed in August. Orders are taken in August and September and are delivered in April. There is a late fee for all orders received after the due date set by Jostens.

College applications
Seniors receive detailed information from their counselors regarding deadlines and procedures for college applications. Students use the Naviance system, found on the NNHS website to complete a questionnaire and resume and to research colleges. Requests for official transcripts are done through the Naviance system and must be completed well before the application is due. Requests for recommendation letters are also made through Naviance. Informational meetings are held in the fall for parents and students. A “College Planning Guide” is also posted on the NNHS website. From the home page, select, “Student Services” and then choose “College and Career Center.”

Commencement
Commencement is the formal recognition of the students’ accomplishments, both collectively and individually, and a time for parents and staff to observe the graduates being honored.
Naperville North has had a long tradition of successful and enjoyable activities to celebrate our seniors and their accomplishments! However, senior pranks of any kind cannot be tolerated as the year closes. Any pranks at the building or at any end-of-year events will result in the participant losing Commencement and other senior privileges; in addition the student will be subject to other appropriate disciplinary actions. Any disruptions during the Commencement ceremony will result in the offending student being removed from the ceremony and the diploma will be withheld. The student and parents will need to make an appointment with the principal at a later date in order to receive it.

Commencement Ceremony Behavior:
- All school rules and policies are in effect.
- Students exhibiting improper behavior or inappropriate dress will be removed from the ceremony.
- Students exhibiting improper behavior during their senior year may be excluded from the ceremony.
- In the event of a general disturbance, the ceremony may be paused and/or discontinued.
- Spectators are asked to refrain from inappropriate outbursts or disturbances which would detract from or disrupt the ceremony.
- Students who bring items that may be thrown, create sound, or cause any distraction from the ceremony will be subject to removal. These items include, but are not limited to beach balls, air horns, toilet paper, etc.
A few notes:

- Only students who have met all graduation requirements prior to Commencement will be allowed to participate.
- Students receive an order form for cap and gown (required) as well as optional supplies (such as announcements) first semester.
- Students receive more detailed information regarding tickets and picking up the items they ordered during second semester.
- Tickets for this event are distributed at the graduation rehearsal and are indoor tickets only. Tickets are only necessary in the event of rain on the day of graduation.
- Commencement will be celebrated in the stadium and no tickets will be needed.
- An official photographer will take photos of each graduate receiving a diploma. Proofs will be sent directly to your home several weeks after graduation.
- Commencement will be videotaped for purchase.

Early dismissal/late arrival

Some seniors have schedules that allow them to begin their day with second period or end after seventh hour. The regular registration packet includes information about signing up for this option.

Seniors who have daily late arrival are required to attend “No Limits Period” on Late Arrival days. They should report to their 2nd period class by 9:45 A.M. or they will be marked absent.

Exit with Pride

This senior event is held in the afternoon at Centennial Beach, the same day as the Commemorative Ceremony. It is designed to be a fun farewell to the graduating senior class. Lunch and games are provided. Students must be in attendance periods in the morning in order to participate.

Graduation-related activities

There are a variety of special assemblies and award ceremonies held at the end of senior year, in addition to graduation practice and a senior breakfast. A mailing comes directly to the home of each senior explaining all activities, times and dress requirements.

A “Commencement Participation form” must be completed and signed by both parents and students. This enables the student to both pick up a cap and gown and to participate in their graduation ceremony. The form is included in the packet of information mailed to each senior’s home. Seniors should turn it in when picking up their cap and gown.

Lunch, Open Campus

Seniors are allowed to leave the school building during lunch if their parents sign a permission form before fall registration. This form is included in the registration packet and lists specific rules and behavior expectations. See section [QS2.8] for more information.

Mr. NNHS

Senior men compete in this “contest” of talent, style and humor. Auditions are held for those wishing to participate. All are welcome to watch the final contest in the NPAC.

Parking

Before fall registration, seniors may request a parking pass for the school parking lot. The application for a parking pass is available online only through Naviance and is available for SENIORS only. It can also be found online in Naviance. In order to complete the application, a student must log-in to his/her Naviance account. If a student does not know his/her user name/password, the student should contact their counselor or Ms. Novak in the College and Career Center.

The student must submit a valid license and proof of insurance with the application. A parent must sign the application, and a $100 fee is charged. The District 203 Board of Education sets this fee. If there are too many requests (preference is given to students who carpool and have good behavior and attendance records), a lottery is held for the additional spaces.

Senior Celebration

Senior Celebration is a traditional all-night party scheduled close to the end of the school year. It is held at the school, and is hosted by the senior parents. There are enough volunteer opportunities for every parent!

Senior Week

Sometime in the spring there is a special “Senior Week” with a lunch, special dress-up days for seniors only, and a senior assembly. Friday of this week, seniors will receive their cap, gowns and other miscellaneous items during their lunch periods. Their Graduation Participation form is required to pick up their graduation items.
Togas - Senior Traditions
Each year the senior class selects a theme that is used over the course of the year at senior events. Yes, senior girls do wear togas the first day of class. Senior guys sometimes also choose a special coordinated “outfit” for the first day. Students should listen for announcements towards the end of their junior year.

PLEASE NOTE: TOGAS MUST MEET THE SCHOOL DRESS CODE POLICY. Also, any senior t-shirts not approved by the school ahead of time may not be worn on NNHS school property.

Yearbook Pictures
Naperville North High School has an exclusive contract with Prestige Portraits (www.prestigeportraits.com), 9850 W. 190th St. Mokena, IL 60448, 630-910-6800. Yearbook senior photo sessions will take place at NNHS in rooms 107 & 109 on June 14, 17, 18, 19, 20, 24, 25, 26 & 27, 2019. Your appointment card has been mailed home. If your assigned appointment time does not work, please call their Customer Service number: 630-910-6800, option 5 to change to another date and time. Appointments are scheduled throughout the summer, but all photos must be taken no later than September 26th. Information will be mailed to each senior’s home. Students may purchase pictures from any studio, but only those taken by the official photographer will appear in the yearbook.
[10.0] Map - School Property

Student Parking Lot

Visitor Parking

NAPERVILLE NORTH HIGH SCHOOL

W. OGDEN AVENUE

N. MILL STREET

W. 5TH AVENUE
Policies and Procedures: Frequently Asked Questions

Who do I call if I have questions regarding disciplinary procedures?

Who do I call with concerns regarding disciplinary referrals?
Students and parents who have concerns with disciplinary rulings should follow the steps listed below:
- Contact the staff person who wrote the referral.
- Contact the Dean who issued the disciplinary ruling.
- If further assistance is needed, a parent/student may request a hearing with the Principal and the Dean. Contact the Principal’s Office at 630-420-6484 to set this up.
- If a parent/student still has concerns, he or she may request a formal hearing at the District level by contacting the Assistant Superintendent for Secondary Education at 630-420-6318.

What else do the Deans handle?
In addition to discipline issues, the Deans’ Office handles all of the discipline administration (detentions, suspensions), truancy cases, locker incidents (assignment, theft), school parking, student IDs and school theft issues.

Does my child get a new Dean every year?
No. Dean assignments remain constant throughout a student’s tenure at NNHS. Assignments are made alphabetically based on the first letter of the student’s last name.

What is a School Resource Officer?
The School Resource Officer (SRO) is a Naperville police officer assigned to NNHS full time. The SRO acts as a liaison between the school and the Police Department and may be contacted at 630-420-6613. For more information on the School Resource Officer, see section [11.6].
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 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 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.

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.

**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 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 any 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.
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 2nd offense consequence. A second offense of either #7 or #8 will carry a 3rd 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 2nd offense consequence. A second offense of either #7 or #8 will carry a 3rd 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 or cyberbullying.
13. Anything covered by Board of Education Policy 7.190, Student Discipline, Classification #3.
14. Anything covered by the Academic Integrity Code, 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.

NOTE: Violations of the above are considered together in terms of determining 1st, 2nd, and 3rd offenses, and are cumulative over a student’s high school career.

[11.2] DISTRICT 203 CONSEQUENCES FOR CO-PARTICIPATION CODE VIOLATIONS

a. 1st 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.) Possible requirement for appropriate follow up, such as mediation or meeting with the counselor.

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.

b. 2nd 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 2nd 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. 2nd offense consequences may be reduced to 1st offense consequence level if the recommendation for treatment from the professional assessment is successfully completed at the student’s expense.

c. 3rd 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.

[11.3] DRESS CODE
Please refer to the Student Handbook

Dances:
At any school function, NNHS personnel reserve the right to determine appropriate dress. Inappropriate items may be confiscated by staff and turned over to the Dean. Parents will be required to pick up items from the Dean’s Office.

At “formal” dances -- Homecoming, Spring, and Prom -- no jeans or shorts are allowed. When standing and walking, top attire must touch bottom attire all the way around.

Students not properly dressed will be sent home to change clothes and/or they will not be allowed to participate in the dance.

[11.4] INTERNET AND NETWORK ACCESS POLICY (acceptable use)
The entire Internet and Network Access Policy may be viewed on the School District 203 website at www.naperville203.org. The policy can be summarized as follows:
1. Access to the District’s electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Use of the District’s electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
3. Individuals are responsible for their actions and activities involving the networks. Some examples of unacceptable uses are:
a. Using the electronic networks for purposes unrelated to education in District 203
b. Using the electronic networks for any illegal activity or activity that would be unlawful
c. Using non-district chat rooms and/or e-mail
d. Gaining unauthorized and/or malicious access to resources or entities (hacking)
e. Accessing or submitting inappropriate or illegal material.

Digital Learning Initiative
Currently, students receive a Chromebook during Registration. At that time, students will participate in training on Acceptable Use and Digital Citizenship expectations. A link to these policies is on the District 203 website. Chromebooks must be returned by Seniors upon graduation. All students must return Chromebooks when leaving NNHS and/or transferring to another school. The District may recall Chromebooks at any time, from any grade or class, for refresh or replacement. Chromebook collection procedures will be distributed prior to any collection date.

[11.5] MUSIC, PLAYERS AND CELL PHONES

Students are allowed to use their cell phones, except for the camera and video features, during passing periods, study hall and lunch periods. Students are not allowed to use their phones during class unless they receive specific permission from the teacher.
**Cell phones**: Students may be in possession of cell phones, pager and other electronic devices during the school day. The use of phones and other electronic devices are strictly prohibited in the classroom unless permission has been granted by the teacher. Cell phones should not be seen or heard in the classroom setting. Appropriate use of these devices is allowed during non-instructional time (passing periods, lunch periods, before and after school).

**Music**: The use of ear buds and headphones are strictly prohibited in the classroom unless permission has been granted by the teacher. Ear buds and headphones should not be seen or heard in the classroom setting. Students are permitted to use one ear bud or headphone during non-instructional time (passing periods, lunch, before and after school) to ensure safety and security.

**Cameras**: Use of electronic devices to take, display, or send images without permission is prohibited on school grounds during the course of the school day. The use of any electronic device in locker rooms and restrooms is strictly prohibited at all times.

If a staff member observes prohibited use, he or she will refer the student to the appropriate Dean for consequences. A progressive sequence of consequences, aimed at effective deterrence of prohibited use, will be administered. Deans may require that a parent come to school to pick up a cell phone that has been misused.

**[11.6] RESOURCE OFFICER, SCHOOL**

The School Resource Officer (SRO) is a member of the Naperville Police Department who is assigned to NNHS 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 Deans’ 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 include:

- Acts as the criminal justice system’s consultant to the school in matters of law enforcement and juvenile procedures.
- Assists school officials and parents regarding runaways.
- Assists school administration in resolution of criminal and anti-social behavior.
- Assists in problems involving persons trespassing and committing criminal acts on school property.
- Meets regularly with school counselors and Deans in attempt to identify individuals or conditions that could possibly result in delinquent behavior.
- Issues truancy tickets through the Naperville Truancy Ordinance.

**[11.7] SECURITY CAMERAS**

For the safety and security of all students, staff, parents, and visitors, the building is equipped with surveillance cameras. These cameras are used to monitor entrances, hallways, cafeterias, and other significant areas in the building. Additionally, administrators and campus security staff may carry portable electronic recording devices. These devices may be used for identification purposes during the school day, and at all school events. Also see Emergency section [7.3] of this Parent Guide.

**[11.8] SEARCHES AT SCHOOL**

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 should 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 necessary. For more information on Policy 7.190 see the District website [www.naperville203.org](http://www.naperville203.org).

**[11.9] SKATEBOARDS, ROLLERBLADES, ETC.**

Skateboards, bicycles, roller blades, hoverboards, mopeds, or any other transportation devices are not allowed at any time within the building. However, bikes may be ridden to school and should be locked up at the appropriate bike racks provided.

**[11.10] SMOKING, VAPING ETC.**

State and federal regulations prohibit smoking on school district property. Smoking, possession of a lighted cigarette or use of any tobacco products (electronic or conventional) is prohibited on school grounds or within visible sight of the school property. Students are prohibited from gathering to use tobacco products on property adjacent to the school boundaries. Violators are subject to school disciplinary action and police enforcement. For more information on Policy 7.190 see the District website [www.naperville203.org](http://www.naperville203.org).
[11.11] SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRACURRICULAR EVENTS

Any person, including an adult, who behaves in an unsportsmanlike manner during an athletic or extracurricular event, may be ejected from the event. In addition, such persons may be denied admission to school events up to a year after the Board of Education hearing. Examples of unsportsmanlike conduct include:

- Using vulgar or obscene language
- Possessing or being under the influence of any alcoholic beverage or illegal substance
- Possessing a weapon
- Fighting or otherwise striking or threatening another person
- Failing to obey the instructions from a securing officer or school district employee
- Engaging in any activity which is illegal or disruptive

Please refer to the District website at www.naperville203.org to view Policy 8.40 in its entirety.

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:
1. The date, time and place of a Board meeting
2. A description of the unsportsmanlike conduct
3. The proposed time period that admission to school events will be denied
4. Instructions on how to waive a hearing

[11.12] SPORTING EQUIPMENT

Students may not use or possess hacky sacks, frisbees, basketballs, or any other sporting equipment in the hallways, classrooms, or any other unauthorized areas. These pieces of equipment must be stored in student lockers during the school day. Failure to comply with this will result in confiscation of the equipment and a written referral. If equipment is confiscated, it may be picked up in the SS Office after school on Fridays only.

[11.13] 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. For more information on Policy 7.190 see the District website www.naperville203.org.


Videotaping and photographing of disabled 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 the news media 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 a special education setting, please contact the Principal to discuss reasonable restrictions. Students are not allowed to use video recorders in the school building without prior consent from staff.

[11.15] VISITORS

While every attempt is made to be cordial and helpful to those visitors who have business in the school, all day student visitors are generally discouraged (see “Student Visitors” for more specifics). The goal is to minimize disruptions to the educational process in the classroom. All visitors should follow the appropriate guidelines listed below.

Adults/NNHS Alumnae Visitors: All alumni visitors wishing to visit teachers during school hours will need to make an appointment with the teacher(s) ahead of time. The teacher(s) will communicate the appointment to the front desk. Unfortunately, we cannot allow alumni to enter the building without an appointment.

When arriving for an appointment, sign in at the front desk and show your driver’s license or picture ID. Secure and wear the visitor’s badge during your visit. Return the badge and sign out upon leaving.

Student Visitors: The only students allowed as visitors in the building are parochial or international students. All student visits must be prearranged 48 hours in advance with the Assistant Principal, Student Services. No visits will be permitted during the first week or last 2 weeks of each semester. All guests must be of high school age (between 13 and 19). It is the NNHS hosting student’s responsibility to be sure that all procedures are followed properly.
Sign in at the main entrance. Show driver’s license or picture ID. Secure and wear the visitor’s badge. Report to the SS office. Return badge and sign out upon leaving.

Volunteers and visitors should be aware that they might be exposed to contagious diseases when they are in the school. Persons who may be pregnant or have a poor immune system are most at risk. Please direct your questions to the school nurse or health tech should you have reason to be concerned (630-420-6499).

[11.16] WEAPONS IN SCHOOL

The Board 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. For purposes of this provision, a “weapon” is defined as:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as designed 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-alikes” of any firearm as defined in subdivision (1) of this subsection. 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.

The prohibition concerning weapons applies regardless of whether a student is licensed to carry a concealed firearm.

The Superintendent or designee may grant an exception to this prohibition upon the prior request of an adult supervisor, for students in theatre, cooking, ROTC, martial arts, and similar programs, whether or not school-sponsored, provided the item is not equipped, nor intended, to do bodily harm.

For purposes of this policy, the term “possession” includes having control, custody or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

For more information on weapons and Policy 7.190 see the District website www.naperville203.org.
Student Activities & Clubs: Frequently Asked Questions

**How can my freshman get involved at NNHS?**
The Student Activities office has information about all the activities the school has to offer. These activities are listed in this section as well as on the NNHS website under the “Student Activities” and then “Clubs and Teams” links.

**Are students from other schools allowed at school dances?**
Yes they are. But for our formal dances only, such as Homecoming, Spring Dance and Prom. Your student must obtain a Guest Pass for his/her date. For further information, please refer to section [11.15].

**May parents attend school assemblies?**
Some assemblies are open to parents. Please call the Student Activities office at 630-420-6821 to inquire about the particular assembly you would like to attend.

**May parents attend school dances?**
Parents invited to school dances are volunteers. For further information, call the Student Activities office at 630-420-6821.
[12.0] Student Activities & Clubs

[12.1] RELIGIOUS HOLIDAYS
Naperville North High School makes every attempt to work with the community to avoid scheduling extracurricular events on major religious holidays. However, with the volume of events to schedule in a finite school calendar, this is not always possible. It is the desire of the administration to respect the religious practices of every family in the school. Should such a conflict occur, students are encouraged to celebrate the religious observance. Early communication with coaches and sponsors is critical in such cases. Please check all published schedules for potential conflicts.

[12.2] CO-CURRICULAR PHILOSOPHY
The Student Activities Office coordinates the following co-curricular events/activities: assemblies; clubs/organizations and dances. Naperville North encourages participation in co-curricular events and activities as an integral part of the total educational experience. Academics are the top priority, but they should not be the only experiences in which Naperville North students engage. It is especially important to provide opportunities to students for service, leadership, pleasure, academic enrichment, respect, and development of individual and group responsibility. Through its success, the co-curricular program supports the school’s vision to provide students with the skills to succeed in a changing global society. Please refer to section [11.1] of this Parent Guide for the full Co-Curricular Participation Code.

[12.3] ASSEMBLIES
School assemblies are scheduled around events such as Homecoming, Spring Week, recognition, pep assemblies and guest speakers. All assemblies are mandatory for students unless approved by school administration. All behavioral expectations and school rules remain in effect during assemblies.

[12.4] CLUBS AND ORGANIZATIONS
There are five different types of co-curricular organizations available for student participation:
- Academic Organizations
- Special Interest Organizations
- School Government Organizations

Membership Responsibilities
Membership in the co-curricular program at Naperville North carries with it many responsibilities; responsibilities to the student, their peers, and their school. Only the student can decide which of these responsibilities can realistically be met.

When a student joins the co-curricular program at North, they are expected to attend all regular meetings and participate in the projects and activities of the group unless otherwise noted. Keeping their academic achievement steady and a positive attitude is always top priority. All clubs/activities that compete and/or hold elections for a position will be checked for academic eligibility each week. All members may not be failing more than two classes (taking 5 classes) or one class (taking 4 classes) to be eligible to participate each week (see Co-Curricular eligibility).

Membership Qualifications
Memberships in clubs/organizations should be open to all students at Naperville North, either through choice, election, or selection:

Choice: Membership in academic, service, or special interest clubs should be available to all students who choose to join. Please read membership requirements carefully. Many of these clubs require that members be enrolled in a particular class in order to join (or to hold a certain position of authority within that club or organization). Members may need to audition or try-out for particular roles within the organization or meet other criteria.

Election: Membership based on election is allowable only in cases of Student Government and Class Presidents/Officers.

Selection: Membership based on selection is allowable in groups such as National Honor Society, Cheerleading, Dance Teams, Flag Team, Show Choir and theater productions.

Co-Curricular Participation Code
All students involved in NNHS co-curricular programs are required to read and sign the “Co-Curricular Participation Code” prior to their first activity or event. Any violation to the code will result in the written offenses. Please be
aware of what the offenses are by referring to section [11.1].

**[12.5] LISTING OF ORGANIZATIONS**

Please refer to the Program and Activities menu and check under “Program & Activities” section of the Naperville North website at [www.naperville203.org/nnhs](http://www.naperville203.org/nnhs) for additional information about each organization.
Student Services: Frequently Asked Questions

What is ‘Student Services’ at NNHS?
Student Services (SS) is the District 203 name given to the staff of professionals that includes the deans, school counselors, health office personnel, school psychologists, school social workers, special education staff and registrar – all very important people in the life of your student.

Where can I find help with college or career planning, special services, academic or other issues affecting my child?
The SS Office is your first resource. You may reach your child’s counselor or request any special services by calling the SS Offices at the following extensions: Students with last names A-Fak: 630-420-6505, Fal-Lez: 630-420-6502, LF-Roa: 630-420-6503, Rob-Z: 630-420-6504

In addition to those services listed above, the SS Offices also handle your student’s schedules, class changes – adding or dropping classes, and specific student/teacher issues. The NNHS College Planning Guide is available online on the Student Services section of the NNHS website. Click on “College and Career Center”, and then “College Planning Guide”. You may also refer to an extensive list of FAQs tailored to these topics by visiting the Student Services section of the NNHS website or contacting Instructional Coordinator of Counseling, Amanda Pyzik at apyzik@naperville203.org.

Are there any college/career planning resources available to District 203 parents and students in addition to those at NNHS?
The College & Career Center at Naperville Central High School is available to all District 203 parents and students on select Thursday evenings, from 6:30 P.M. to 8 P.M. Contact NCHS for exact evenings.

How do I reach my child’s counselor?
You can reach your child’s counselor or request any special services by calling the Student Services Office. School counselors are the point-people for everything. If a student is struggling in school, needs social/emotional support or is confused about applying to colleges, the student should seek help from his/her counselor first. The counselor will then be able to navigate the “process” for the student and direct him/her to the appropriate personnel. Counselors are assigned to students by last name as follows A-Fak: 630-420-6505, Fal-Lez: 630-420-6502, LF-Roa: 630-420-6503, Rob-Z: 630-420-6504

Your child’s counselor’s name should also be listed on their class schedule card.

How does my child make an appointment to see their counselor?
Your student should make an appointment at the front desk in the appropriate SS office. If possible, appointments should be made during the student’s study hall or lunch period.

How long does a student have to drop a class for a study hall after the semester has started?
Students may drop a class for a study hall during the first 20 days of each semester.
How does a student decide if he/she should be taking an honors course?
Can a student (including an eighth grader signing up at the junior high) take an honors course without a teacher recommendation?
Current teachers recommend students for honors courses. The Instructional Coordinator at the high school should be contacted when parents have further questions regarding placement in these courses. Additionally, students may enroll in weighted classes by signing an Academic Contract. This contract is binding and should be read carefully.

How do I get copies of my child’s school records?
Contact the Registrar at 630-420-6528 to request copies of your child’s school records. There is a fee to copy permanent or temporary student record data (No parent of a student or eligible student shall be denied a requested copy due to inability to pay the service charge.)

Where can my child obtain a work permit?
Specifics regarding eligibility for a work permit are available in the Student Services office.

Whom should I contact with change of address information?
Please call the Centralized Enrollment Office at 630-548-4320.

Is there any difference in how a student proceeds in getting information to the SS Office if a college application is completed on-line rather than with a hard copy?
Students need to follow the directions provided with the on-line application. Allow the SS Office the usual two-week timeline to process the on-line request. (Very few colleges accept paper applications.)

How long does it take for the SS Office to process a college application?
Allow 2-3 weeks from the time the application is turned in for processing to be completed. Please make sure all requirements on the College Application Checklist have been fulfilled.

How does my child request a letter of recommendation at NNHS?
Requests for teacher recommendations are made through Naviance, but only after a face-to-face meeting has occurred.

How long does it take the Student Services Office to process a college transcript and letter of recommendation?
Allow three weeks from the time of the request. Please ensure that all requirements have been fulfilled.
[13.0] Student Services

Student Services (SS) is the District 203 name given to the staff of professionals that includes the deans, school counselors, health office personnel, school psychologists, school social workers, special education staff and registrar.

[13.1] GUIDANCE SERVICES

The SS Office is open from 7:00 AM to 3:30 PM, Monday through Friday. Please call (by last name A-Fak: 630-420-6505, Fal-Lez: 630-420-6502, LF-Roa: 630-420-6503, Rob-Z: 630-420-6504

Whenever a student needs to confer with someone about class scheduling, college and career planning, academic or personal problems, work programs and permits, or similar services, the student should contact the SS Office. Specialized assistance and services, which are provided through the Health Office, psychologists and social workers, may also be accessed through the SS Office.

Counselors

Counselors provide student services in the areas of guidance, counseling, career planning, college selection and application, scheduling, and course selection. Each student at NNHS is assigned a school counselor based on last name alphabetical assignment. Students generally keep the same counselor throughout their high school experience. Counselors will request a student conference at various times during the year based upon grade level and individual needs. However, students should feel free to make appointments with their counselors at any time by coming into the SS Office and scheduling an appointment at the front desk whenever they need assistance. If possible, appointments with a counselor should be scheduled during the student’s study hall.

You may reach your child’s counselor or request any special services by calling one of the following numbers:

Course Selection

Program Planning Guides contain detailed information about the course selection process and are usually issued before Winter Break. You may also view the full NNHS Program Planning Guide on the NNHS website [www.naperville203.org/nnhs](http://www.naperville203.org/nnhs), click on “Student Services” and “Documents.” Students have approximately 6 weeks to make course selections for the following year.

Counselors will verify that graduation requirements and college entrance requirements are being met and fulfilled. Students are only “guaranteed” courses that are graduation requirements.

Parents can call or make an appointment to discuss course selection; however, this 6-week period is an extremely busy time in the Guidance Office. Parents are encouraged to make appointments before or after this period to discuss schedules and 4-year plans.

Courses chosen during course selection will be scheduled unless an irresolvable schedule conflict exists or the course is not offered due to low enrollments. Schedule corrections may be granted for the following reasons:

- Summer school attendance (first 5 days of school)
- College admission requirements (first 5 days of school)
- Dropping a class for a study hall (first 20 days of school)
- Level changes (at discretion of Instructional Coordinator)

[13.1.1] PREPARATION FOR COLLEGE-TESTING

PLAN Test – (Pre-ACT)

All freshmen take the PLAN Test in April. The advantage of this testing of the entire freshmen class is that students will receive: a score that can predict what students will achieve on the ACT test; an interest inventory that can be used to explore career opportunities and a study-power assessment that measures a student’s overall knowledge of effective study habits.

PSAT/NMSQT – Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test

This Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT) is a practice test used to assist students in preparing for the SAT. The PSAT is administered to pre-registered eleventh graders on a nationally-set Wednesday in October. Although colleges do not see a student’s PSAT score, a student who does well on this exam and who meets other academic criteria may qualify for the National Merit Scholarship Program, which is a highly selective scholarship competition. It should also be noted that sophomores may take this exam, but cannot qualify for the National Merit program. Test books and answers are returned to the students after taking the PSAT and can be used for ACT and SAT prep. The Testing Coordinator Office coordinates registration for this exam.
**ACT – American College Testing**

This test is published by American College Testing and is designed to measure a student’s academic achievement in English, math, reading, and science reasoning. Many colleges in the Midwest require students to take this test and submit their test scores to them when they apply for admission. All colleges will now accept this test for college admission. It is important that the student contact the university to see if additional requirements (such as SAT subject tests) will need to be fulfilled. Additionally, NNHS cannot send ACT or SAT scores to colleges or universities. Students must do this themselves through the ACT website: www.act.org (ACT scores); or the College Board website: www.collegeboard.com (SAT scores).

The ACT is usually taken during the second semester of the junior year but may also be taken first semester of the senior year. A student may take this test as many times as he or she needs to or are willing to pay the basic fee. Students may register for the National ACT tests at www.act.org.

**SAT I – Scholastic Aptitude Test**

The Scholastic Aptitude Test measures a student’s aptitude in mathematical reasoning, verbal comprehension and problem solving. Many colleges in the East and West require students to take the SAT and to submit their scores when they apply for admission. Many colleges accept this test or the ACT. Most students take the SAT during the second semester of their junior year, but they may also take it first semester of their senior year. A student may retake this test as many times as they need to or are willing to pay the basic fee. Students may register online at www.collegeboard.com.

**SAT II – Subject Matters Test**

The SAT II tests are achievement tests designed to measure the academic understanding a student has already acquired. They are offered in many areas of study including English, mathematics, science, history, and foreign language. Some selective colleges require students to take one or more SAT II tests when they apply for admission. Depending upon the college, SAT II tests may be used for admission or placement purposes. Students may register online at www.collegeboard.com.

**Advanced Placement Exams**

These exams are designed to test a student’s knowledge in specific subject areas and the cost is approximately $93 each. Students must register online for the exam. Contact the NNHS Testing Coordinator if you have any questions. Many colleges and universities grant college credit to students who score 4 or 5 out of 5 on an exam. Because some colleges do not accept AP scores, students should check with their schools of choice before taking the exam. The college admissions office is the appropriate place to call or write for information. This information may also be published in the college catalog or on the college’s website.

**[13.1.2] COLLEGE AND CAREER CENTER**

The College and Career Center at NNHS, located in the Learning Commons, has a wide variety of materials to aid in college/career planning and vocational needs. The center includes three computers available for student use during the day as well as:

- College catalogs
- College reference materials
- ACT/SAT prep materials
- Financial aid and scholarship information
- College and career visits scheduled
- Military information
- NCAA requirements
- Naviance registration information

The NNHS College Planning Guide is also on the Student Services page of the NNHS website.

**Naviance**

Naviance is a comprehensive internet-based program designed to help students, counselors, and families conduct research and communicate on important issues regarding college choices. Students and their parents can research colleges, summer enrichment programs, scholarship and financial aid opportunities. This program also allows students and their parents to receive important information directly from the Student Services office through email and the Internet.

**With Naviance you can:**

- Find college planning tools (tuition, college requirements, ACT and SAT test dates, etc.)
- Track your application process (i.e. when your transcripts were sent to your college)
- Find scholarship information
- Find financial aid information
- Take career interest surveys
- Explore enrichment summer program
- Resume builder

Naviance passwords and log-in information are given to all students. If you have any questions, please call Monica Novak, College Career Center Coordinator, at 630-420-6645 or email mnovak@naperville203.org.

**College Representatives visit NNHS**

Last year over 275 colleges and universities visited NNHS. Meeting with a college representative is an excellent opportunity to learn more about the college/university. Many times the admissions representative visiting the school is the first person to read and evaluate the student’s application. The list of colleges visiting NNHS is posted on Naviance. Students may sign up to visit with the representative on Naviance or in the College Center. Students must sign up and have a college representative pass signed by the teacher of the class they will miss by 7:45 AM the morning of the visit. Please use Naviance for detailed information about colleges, applications, scholarships, financial aid and summer programs.

**Career Exploration**

We are also pleased to offer the career exploration program called Career Cruising. Career Cruising offers a suite of online career guidance and planning tools designed to help students search careers and explore education options. Refer to the website: www.careercruising.com; User Name: north203; Password: huskies. Once a student logs into the program, they can create their own profile and password.

**Other Career and College Center Services**

Limited job shadowing and career internships are available through the Family and Consumer Sciences Department. Contact the Instructional Coordinator for more information at 630-420-6530.

There is additional college/career planning information available to all District 203 parents and students at the College & Career Center at Naperville Central High School, which is open on select Thursday evenings from 6:30 PM to 8:30 PM. Contact NCHS at 983-2257 for exact evenings the Center is open. The College and Career Center at Naperville North High School is open on Wednesdays from 3:10 P.M. – 4:30 P.M.

**[13.0] Student Services | 65**

**[13.1.3] CHANGE OF ADDRESS**

Any current student who has a change of address needs to contact the Centralized Enrollment Office at 630-548-4320 to supply current proof of residency in order to continue to attend NNHS. Parents will need to change the information themselves. Any change in telephone or emergency numbers should also be reported to the Centralized Enrollment office as soon as possible.

**[13.1.4] SPECIAL EDUCATION**

As mandated by the State of Illinois, NNHS and District 203 provide services to meet the unique needs of special education students. In addition to certified special education teachers, we offer a broad range of support services including services of a school nurse, school counselors, social workers, psychologists, and speech therapists. For more information, call the Special Education Department at 630-420-4040 or visit the NNHS website www.naperville203.org/nnhs. The fax number in the Special Education Department is 630-420-4040.

**[13.1.5] TRANSFERS**

Incoming Students or Re-enrollments

New students to Naperville North, and all schools within Naperville Community School District 203, now enroll at the Centralized Enrollment Office located in the school district’s administration building at 203 W. Hillside Road, Naperville. By centralizing enrollment, new families can complete the enrollment process, file all required documentation and receive approval for registration all from one location.

Enrollment is typically a one-time event that occurs when a student enters the school system for the first time. Parents or guardians must provide residency and provide other pertinent information in order to enroll their child/children. If a student leaves the district and returns, the parent or guardian is required to re-enroll the student.

When enrolling, parents or guardians will be asked to complete necessary paperwork including the enrollment form, residency affidavit, English Language Survey, etc., and to present legal documents such as a birth certificate, letter of good standing, etc. Once enrolled, the family will proceed to the school(s) to complete registration. This process will limit the number of times a family is asked to present legal documents and complete standard paperwork. Once enrollment is completed, the Centralized Office staff will notify the school and send confirmation electronically.

Copies of all enrollment forms are located on the district website at: www.naperville203.org. The Centralized Enrollment Office may be reached by calling 630-548-4320, 7:30 A.M. – 4:00 P.M. during the school year and 7:30 A.M.-3:30 P.M. during the summer.
**Departing Students**

For students transferring out of NNHS, parents should call the Registrar’s Office directly at 630-420-6528 and let the office know, as soon as possible, the exact date of the last day of school the student will be attending at NNHS. On the student’s final day of school, a parent or guardian must visit the Registrar’s Office to sign the student release form. At this time, the parent or guardian will be given a packet of unofficial documents to take which would include the Student in Good Standing form (required if the student will be attending another Illinois school), immunization records, a list of courses already started, and an unofficial transcript.

**[13.1.6] WORK PERMITS**

Work permits are available from any secretary in Student Services office during the school day or during the summer. The student’s parent or the student and parent must pick up an employer statement form as a first step. This form may be obtained from either the employer or the school. **This form must be completed and signed by the employer and then returned to the SS Office, along with the student’s birth certificate and statement of physical fitness before a work permit will be issued.** The school will not issue a work permit to a student before he/she has a job. Specifics regarding eligibility for a work permit are available in the SS Office.

**[13.2] HEALTH SERVICES**

The Health Services Department at NNHS is located near the SS1 Office and the Large Cafeteria. We have two full-time certified school nurses and two health technicians on staff. The hours are 7:30 A.M. to 3:30 P.M. Monday-Friday. The telephone numbers are 630-420-6499 and 630-420-6850.

All freshmen and students new to the District are required by law to show proof of a 9th grade physical examination that includes complete immunization information. In the fall, 9th grade students must present a properly completed physical to the nurse at registration. Additionally, students are asked to submit an emergency card during registration. These cards are included with the registration materials. If it is necessary for a student to leave school because of an injury or illness, the student should report to the Health Office and call a parent or guardian from there. **Students should not use their cell phone to make arrangements to go home due to illness. The student should come to the health office and parents will be called at that time.** Students leaving school due to illness who have not followed this procedure will be considered unexcused or truant. The nurse will notify parents about injury or illness if it occurs during the school day and the student has to come to the health office for care.

**[13.2.1] ADMINISTRATION OF MEDICATIONS IN SCHOOL**

When a student requires daily or regular medication, parents should make every effort to give prescribed doses of the medication at home. It is recommended that parents consult with their doctor to see if mid-day medication can be adjusted and given at another time. Therefore, only medications (prescription and non-prescription) 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 protocol for general use of a medication may not be used as a basis for administration of medication. Students are not allowed to carry any medications (including over-the-counter medications such as Tylenol, Advil, Midol, etc.) except diabetes supplies, inhalers and epinephrine pens. All medications (including over-the-counter medications) need to have a doctor’s order that is kept in the health office. This has to be renewed each year.

A. **Prior to giving any medication (long term, short term, prescribed or over the counter) 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 and shall be filed in the health office. Permission forms are available in the school health office and are subject to revision and approval of the certified school nurse. District health approval permission forms can be downloaded from the District website at [www.naperville203.org](http://www.naperville203.org).

B. **Approval for administration of medication must be obtained from the certified school nurse.** 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; or consult with the Principal of the school, the student’s licensed prescriber, or School District medical advisors, as appropriate, to complete the review, and approve or deny the order. The parent or guardian may make an appeal regarding
the denial of any order prescribing the administration of medication to the Principal of the school and then to the Superintendent.  

C. Each dose of medication shall be documented in the student’s 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 logs are discarded after two school years.

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 approved 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 be kept with the certified employee who is doing the supervision of the activity.

G. A medication supply will be accepted on the first school day when the doctor’s and parent permission forms are received. The container will be sent home with the student when re-supply is necessary. PARENTS must pick up any unused medication at the end of the school year.

H. The certified school nurse may administer medications under these guidelines. Any certified employee or any health aide may supervise self-administration of medication by a student under these guidelines. Any certified employee or principal’s designee may administer medications in emergency situations 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:
   - Self-administration may occur only in places designated by the school nurse or Principal.
   - 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 inform those administering medicine and the student’s teachers of the potential benefits and side effects of the long-term daily medication drug being administered. The nurse will interpret to school personnel and parents, if necessary, the need for observation of the student’s reaction to the medication.

L. The certified school nurse shall provide feedback concerning medication to the licensed prescriber when requested.

M. Administration of medication for treatment in an emergency situation may be used by the student with assistance as necessary from school personnel. If provided for on an approved permission form, students requiring such medication are:
   - To use an auto-injector that contains the proper dosage for their body weight.
   - To carry the medication on their person at times of high risk for contact with the allergen.
   - To be encouraged to leave an additional auto-injector in the Health Office to use in the event of emergency.
   - To submit the consent and indemnity agreement
relative to the administration of such medication to the school prior to the institution of above procedures.

N. High school students may have the medication guidelines modified to reflect their increasing responsibility for health care.

O. It is highly recommended that those students who have medical authorization to carry an inhaler on their person leave a “back-up” inhaler in the health office.

[13.2.2] ACCIDENT INSURANCE
Naperville Community Unit School District 203 maintains student accident school time insurance that includes any school-sponsored and/or supervised activity, including athletics. This plan is secondary to any health insurance the student has. Claim forms are available in the Health Office or Athletic Trainer’s Office.

[13.3] RECORDS, STUDENT
Outlined below is a brief description of the Student Records Policy of District 203. This communication shall also serve as the Annual Notification to parents of students or eligible students (age eighteen or over) of their rights to review or challenge information contained in their educational records.

I. Classification of Student Records
The student permanent record shall include the following: Basic identifying information including student’s and parents’ 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.

The student permanent record may also include honors and awards received, information concerning participation in school sponsored activities or athletics, or offices held in school sponsored organizations, but no other information shall be placed in a student permanent record.

Student temporary record information shall consist of all information not required to be in the student permanent record and may include: family background information; intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information obtained through test administration, observation or interviews; elementary and secondary achievement level test results, participation in extra-curricular 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 education 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 comply with a request from the parent of a student or an eligible student to inspect and review his/her education 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 $.32 per page for the first 10 pages; $.25 per page for 11-25 pages and $.10 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. 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 education records. The District will provide the parent, upon request, with a copy of the education 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.

IV. Challenge Procedure
A parent of a student or an eligible student may request a District 203 school official to amend his/her 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 parent of eligible student and advise them 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.

V. 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 legal 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 the behalf of the district.
7. To accrediting organizations.

VI. Maintenance/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 five years after the student has graduated or permanently withdrawn.
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 permanent record and the student temporary record and the right to request a copy of such records at any time prior to their destruction.
2. Upon graduation or permanent withdrawal of a student receiving special education services, psychological evaluations, special education files and other information contained in the student’s temporary record, which could 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.

[13.4] REGISTRAR
The Registrar performs many tasks pertinent to a student’s success throughout the high school years and beyond. The Registrar may be reached at 630-420-6528 and the fax number is 630-848-3945. We divided the Registrar’s duties into two categories: “Housekeeping” and “Services beyond the Building.”

Housekeeping
- Maintain permanent & temporary records for all students enrolled now or in the past.
- Evaluate transcripts & prepare permanent records on all students transferring into the school.
- Coordinate the withdrawal process for all students transferring or leaving the school district.
- Secure all records for incoming students.
- Send out official records for withdrawn students.
- Inform students of their GPA or provide current transcript (upon request). Fill out the form in the Guidance Office and allow 24 hours for processing.
- Coordinates/prepares ordering and distribution of graduation diplomas and final transcript forms.
- Prepares summer mailing for incoming seniors regarding guidance/registrar procedures and information pertaining to the college application process.

Services Beyond the Building
- Certify students for automobile insurance discount and driver education school.
- Complete forms for employers, Social Security & other miscellaneous forms concerning information on students’ records for current and former students.
• Assist the school counselors in maintaining the college application process by updating a master log.
• Coordinate, along with the college career coordinator and counselors, the preparation and transmission of official transcripts to institutions when deemed necessary (i.e. to other high schools, colleges, unions, military services, etc.)
Transportation: Frequently Asked Questions

Where should students be dropped off at school?
Buses drop students off on the east side of the building at entrance E4. Students arriving by car should be dropped off at the main entrance E1. Students arriving late or leaving for early dismissal should enter/exit at either the north main entrance E1 or south auditorium entrances E8 or E9. See map in section [10]. Once a student is dropped off at school, he/she must remain on campus unless given specific permission from a building administrator. Students may also be dropped off after 7:15 A.M. in the bus lot entrance 4. See map in section [10].

When do the buses pick up on Late Arrival days?
Buses arrive at their usual designated stops 100 minutes (1 hour, 40 minutes) later than the normal scheduled pick-up time. According to the District Transportation Department, many bus drivers remind students the day before that the next day is a Late Arrival day and also advise them of what time to be at their stop. You might suggest to your student that he/she ask the driver about pick-up times.
[14.0] Transportation

[14.1] ACCESSIBLE, ENTRANCES
The main entrance E1, auditorium entrance E8, east entrance E4 and health office E24 are all accessible to wheelchairs. There is also an elevator located near the Small Cafeteria available to students needing it during the school day. A key must be obtained from the Health Office to operate the elevator. Arrangements may be made to use the elevator in the evenings by calling the Facilities Office in advance to obtain the elevator key – 630-420-4685.

[14.2] BUS SERVICE
If you have questions about bus service, call 630-420-6464. Students eligible for bus transportation (distance over 1 1/2 miles) will have their identification cards properly coded to indicate bus privileges. Students must show ID cards to the bus drivers upon request. Riding the bus is a privilege that may be removed by the school for lack of cooperation. Buses will load and unload on the south side of the building.

There is no bus service provided to students who stay after school to participate in extracurricular activities. The only exception is the Supervised Open Study bus which is available to students who attend Supervised Open Study and qualify for bus service. A permission form must be on file for a student to use this transportation.

Students must present their ID to the bus driver every day upon entering the bus. Students may only ride the bus that they are assigned to, as indicated on their ID. The bus driver may assign seats. Buses will load and unload on the east side of the building. Riding the bus is a privilege that may be removed if a student does not abide by the rules.

Upon boarding the bus, students are expected

1. Remain seated at all times.
2. Keep hands and head safely inside the bus.
3. Use appropriate language and voice at all times.
4. Cooperate with the bus driver.
5. Behave respectfully and report unsafe behavior.
6. Not eat or drink on the bus.
7. Not tamper with bus equipment or vandalize the bus.
8. Abide by all District 203 policies while traveling to and from school.

Buses are equipped with cameras which have visual 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 taken. Each year the students in District 203 complete a bus evacuation drill as required by Public Act 94-0600.

[14.3] PARKING, STUDENT
Parking regulations are strictly enforced. Seniors can earn the privilege to apply for on campus parking. Suspension of parking privileges, towing of vehicles and/or another disciplinary action may occur when a student violates parking regulations. For further information, call the Assistant Principal's office at 630-420-6582.

Regulations:
Obey all rules of safe driving.

No smoking in your car on school property.

Do not leave the school grounds until you scheduled dismissal time or during authorized open campus times.

Attend all classes, everyday, unless excused.

Do not transport underclassmen or any unauthorized students off school grounds during the school day or during open campus times.

You are responsible for displaying your parking permit at all times. Failure to do so may result in your car being towed.

Park in lined spaces only. Cars parked outside of the lined spaces will be towed without notice. This regulation constitutes your warning.

Any falsifying of hang tags may result in loss of any future parking privileges, including failing to obtain a parking tag during one’s senior year.

Any purchase and/or sale of parking tags among students is not permitted and will result in disciplinary consequences.

Failure to comply with the above rules and regulations will result in disciplinary action, the possibility of the loss of parking permit, and may result in the vehicle being towed.

Lost permits will be replaced one time only if student purchases a replacement tag for a fee in the SS Office.
Designated student parking areas:
See section [10] of this Parent Guide for designated areas.

Only registered vehicles are allowed to park on campus. Any unregistered vehicle will be subject to tow.

Unauthorized use of a parking permit will result in disciplinary action and loss of parking privileges.

Vehicles without permits
Students who drive without a parking permit will need to park on the appropriate side streets surrounding the campus. Students should follow all parking regulations posted by the city and surrounding business. Parking in business lots or apartment lots is at your own risk. Parking in these locations may result in your car being towed. The school is not responsible for any damages or theft that occurs off campus. Students who do not have parking privileges are encouraged to use bus transportation.

Handicapped parking
Only properly authorized vehicles may park in handicapped parking. All other vehicles will be ticketed by the Naperville Police Department.

Parking permits
In May of their junior year, upcoming seniors may apply for a parking permit for the school parking lot. A parent must sign the application, and a fee is charged. The District 203 Board of Education sets this fee. If requests exceed availability, preference is given to students who carpool, and a lottery is held for any remaining spaces.

[14.5] PICK UP AND DROP OFF, ATHLETIC TEAMS
Students may be dropped off and picked up outside the athletic doors, entrance E19, on the west side of the building.

[14.6] PICK UP AND DROP OFF, STUDENT
Students who receive a ride to school should be dropped off and picked up on the north side of the building at the main entrance E1 between 7:00-7:30 A.M. and 3:15-3:30 P.M. Pick up and drop off for early dismissal and late arrivals during the school day may use the main entrance E1 or south entrance E8. Students may also be dropped off after 7:15 A.M. in the bus lot entrance 4. See map in section [10].

[14.4] PARKING, VISITOR
Please refer to the school parking map located in section [10] of this guide.
Volunteer Groups for Parents: Frequently Asked Questions

How do I become a member of Home & School?
All parents and guardians are members of NNHS Home & School. If you have questions about Home and School, please contact any of the Executive Board Members, listed in section [15.2].

NNHS Home and School publishes a Student/Parent Directory which it sells for $15. To receive this directory, circle “Home and School” on your student’s fee sheet. The $15 should be paid as part of your school fees. The Student/Parent Directory sale is the only Home and School fundraiser and only families who pay $15 will receive the directory which is mailed in the late fall.

When and where are the Home & School meetings held?
The meetings are usually held the second Tuesday of every month at NNHS at 9:00 A.M. in Room 108 – check the school calendar for confirmation. Parents and guests are always welcome and encouraged to attend.

How do I become involved in Home & School? Get on a committee? Join the Board?
Look for the detailed listing of committees and volunteer opportunities on the Home & School flyer included in the registration packet mailed to parents in July. The flyer will include a link to an online signup for various Home and School committees. The link will also be included in the Huskie Howler and email blasts. If you’d like more information on a particular committee, or you’d like to join a committee later in the school year, please contact the Committee Chair or President, listed in section [15.2]. And to find out how to become a member of the NNHS Home & school board, please call the Nominations Chair, listed in section [15.2].

How do I become involved with the School Family Community Partnership (SFCP) Committee?
All parents/guardians of NNHS students are invited to become involved with the School Family Community Partnership (SFCP) Committee. Note your interest in SFCP on the volunteer form in the registration packet and turn it in at registration. Or you may e-mail the SFCP Team Chair listed in section [15.3] and we will add you to our communication list. We send out an announcement in early September with meeting dates. Joining SFCP is a great way to partner with other NNHS parents and faculty, be involved in initiatives impacting our students, and share your ideas and talents with our school and community partners.

How do I become a member of the Booster Club?
To become a member of the NNHS Booster Club, fill out the membership form included in the school registration packet mailed in July. Drop off the membership form at the Booster Club table at registration or mail it in. You can also find a copy of the membership form at www.nnhsboosters.org. Dues are $25 per family for basic membership, $75 for premium Alpha Dog membership (limited quantity available), and $250 for Top Dog membership – see the membership form for more information. We hope all families will become members of Booster Club, especially families who have children participating in sports or extracurricular activities. We also need your support with our fundraisers like the Golf Outing, Fashion Show, Market Day, Concessions, Spirit Wear, and the Huskie Saver Card.

When and where are Booster Club meetings held?
Meetings are usually held on the 3rd Monday of the month at 7 P.M. at NNHS in Room 108. Check the NNHS calendar for exact dates. Parents and guests are always welcome and encouraged to attend – we want your input.

How do I become a Booster Club volunteer?
A list of committees and volunteer opportunities is on the back of the Booster Club membership form. Please sign up to become a volunteer when you return your membership form or contact the appropriate committee chair directly – see section [15.1]. The Booster Club cannot be successful without parent volunteers. The opportunities are endless – we need...
your support on every committee, whenever you are available. Information is also available on the website – www.nnshboosters.org.

[15.1] BOOSTER CLUB

The NNHS Booster Club is an all-volunteer organization that supports athletics, activities, and the entire school population. Booster Club is the only school-affiliated group authorized to conduct fundraising within the general community and provides well over $100,000 each year for NNHS and all our students. These funds are used to benefit the students through purchases in support of athletic teams, activities, clubs and the general student body – all the students at Naperville North benefit from Booster Club investments. In addition to fundraising, the Booster Club promotes school spirit and recognizes the students involved in athletics, activities and clubs.

There are plenty of opportunities to get involved in Booster Club, including:

- Become a Booster Club member – any NNHS family can join Boosters. Dues are $25 per family, $75 for the premium Alpha Dog membership (limited quantity), and $250 for the Top Dog membership.
- Participate and support our fundraising activities (Huskie Saver Cards, Golf Outing, Concessions, Spirit Wear, Yard Signs, etc.)
- Volunteer to help on a committee: all the committees listed need help in some capacity. Volunteer opportunities are broken down into small amounts of time, so everyone can help.
- Chair (or co-chair) a committee: each year we have open committee positions.
- Attend a meeting (generally the 3rd Monday at 7:00 P.M. in room 108 – see the NNHS calendar for dates/times) – all parents are encouraged to attend the Booster Club meetings.
- Check out our website for more information – www.nnshboosters.org

If you are interested in helping in any of the areas listed above, please contact the President or Vice President for more information. Please join Booster Club and help us support all of our NNHS students!

**President:** Jim Boddy
ibaody2@earthlink.net
630-728-5546

**President:** Laura Anderson
landerson1904@gmail.com
630-414-8370

**Vice-President:** Toni Bauer
2toni.bauer@gmail.com

**Treasurer:** Mark Wessel
wes1822@yahoo.com

**Secretary:** Amy Harbour
amyharbour4@gmail.com
630-639-8254

**Alpha Dog:** TBD

**Concessions:**
- Laurie Manzardo
  lmanzardo@comcast.net
- Jen Krolick
  jen.krolick71@gmail.com

**Fashion Show:**
- Jodi Glass
  jodiglass3@gmail.com
  630-853-6251

**Golf Outing:**
- Suzi Horn
gshorn6@gmail.com

**Huskie Fundraising:**
- Eileen Murphy
  epomurphy@gmail.com
  630-430-3154
- Carla Guppy
carlagz@msn.com
  630-699-2533

**Membership:**
- Toni Bauer
  2toni.bauer@gmail.com
  630-746-5293

**Past President:** Doug Ritzmann
dougritzmann@gmail.com

**Program Editor:** TBD

**Program Sales:** TBD

**Senior Signs:**
- Deb Wright
  mickdeb@sbcglobal.net
- Colleen Patrino
  colleenmpatrino@gmail.com

**Spirit Signs:**
- Janel Connelly
  janel.jaeger@gmail.com
  630-235-4261
- Amy Harbour
  Amyharbour4@gmail.com
  630-639-8254

**Spirit Wear:**
- Kara Karosec
  kkorosec13@gmail.com
- Nicole Kreuzer
  nicolekreuzer@yahoo.com
- Stephanie Holland
  hollandsix@gmail.com
- Betsy Mullen
  betsymullen@me.com

**Website:** Tom Magee
[15.0] Volunteer Groups for Parents

tom@urban-legends.com
Freshman Rep: TBD
Sophomore Rep: Suzi Horn
gshorn6@gmail.com
708-217-5966
Junior Rep: TBD
Senior Rep: TBD

[15.2] HOME AND SCHOOL ASSOCIATION

Naperville North Home & School Association links parents and families to our school in a number of ways. We serve as the clearinghouse for volunteer activity in the following ways: provide volunteer support and hospitality at parent and student events; publish the Parent Guide and Student/Parent Directory; provide small staff grants; recognize faculty and staff; and provide any other help that is needed. The work of Home & School is supported entirely by the sale of the Student/Parent Directory.

Following is a list of the H&S Officers and Chair people for the 2019-2020 school year:

President: Christine Simonson
napervillenorthhands@gmail.com
630-750-4376
Vice President: Diana McClaurin
napervillenorthhsyp@gmail.com
630-301-2144
Secretary: Aarthi Ramalingam
napervillenorthhssec@gmail.com
630-428-0024
Treasurer: Deneen Robert
napervillenorthhstreas@gmail.com
630-527-8727
Blood Drive: Cathy Gentile
cathygentile@comcast.net
630-778-1140
Coffee w/Principal: Supriya Desai
rotan26@gmail.com
630-848-2172
Debbie Crossett
dmcrossett@msn.com
630-416-3352
Directory: Tara Rester
tarahelen@comcast.net
630-416-0669
Dance Co-Chair: Bill Itzenhuiser
williamitz@sbcglobal.net
630-420-9880
Dance Co-Chair: Heather Drager
anthonyboy2@comcast.net
phone:
Dance Co-Chair: TBD
EKG Screening: Cathie Bucek
gsbxp63@yahoo.com
phone:
EKG Screening: Kristen Yoon
Co-Chair: kristen_yoon@yahoo.com
Family Connection: Raquel Conwell
Co-Chair: rtonwell@gmail.com
630-403-8444
Family Connection: Patti Schlecht
Co-Chair: poschlecht@gmail.com
845-891-4271
Donna Zirin
dzirin3885@att.net
630-579-6671
Historian Co-Chair: Angie Gardner
asdgdanner23@yahoo.com
phone:
Hospitality Invent: Donna Zirin
Co-Chair: dzirin3885@att.net
630-579-6671
Hospitality Invent: Raquel Conwell
Co-Chair: rtonwell@gmail.com
630-403-8444
Mailings: Carrie Meikle
meikle fam5@gmail.com
248-867-2284
Marni Springer
marni_springer@yahoo.com
630-988-8575
Nominations: Kim Henderson
kimrh2001@gmail.com
630-946-6800
Publications Review: Lourdes Chew
lchewsy@gmail.com
630-988-8575
Publications Review: Amy Looi
petaling44@gmail.com
630-888-8484
School Store: Kim Schneider
kimberlyann64@hotmail.com
630-542-0477
School Store: Jamie Thompson
nejfrancis26@comcast.net
630-369-9458
Senior Celebration: Dee Dauber
Co-Chair: dee@daubers.us
phone: 630-548-9002
Senior Celebration: TBD
Staff Appreciation: Kelly O’Malley
Co-Chair: kellyomalley73@hotmail.com
[15.0] Volunteer Groups for Parents

Staff Appreciation: Pam Bierderman  
Co-Chair: pcbiederman@gmail.com

Student Registration: Jinny Kim  
leenamom@hotmail.com

Student Registration: Nicole Rorque  
nrorke@gmail.com  
630-207-7657

Student Registration: Anupama Vijay  
vijaybalan2001@yahoo.com  
630-854-9203

Teacher Breakfast: Gail Micheau  
tgmicheau@yahoo.com

Teacher Breakfast: Rita Woker  
ritawoker@wowway.com  
630-428-0131

Tours: Diana McClaurin  
mcclaurns@yahoo.com  
630-301-2144

Vision and Hearing: Nancy Matambo  
Email: nsmatatambo@gmail.com


NNHS S.U.C.C.E.S.S Parent Organization is a volunteer parent organization devoted to inspiring and empowering minority students to achieve higher levels of academic performance. NNHS S.U.C.C.E.S.S addresses the issue of, “Closing the Achievement Gap” by providing pertinent information to guide parents and their students on the path to greater academic opportunity and awareness.

Through the collaborative efforts of parents, school and the community, S.U.C.C.E.S.S Parent Organization hosted several informational evenings during the school year, bringing together parents, students and key faculty to facilitate a sense of community within the school environment. The DuPage County Branch of the NAACP recognized S.U.C.C.E.S.S. for its leadership roles and commitment to the branch and the community.

As a recipient of one of the NEF Grant Awards, NNHS S.U.C.C.E.S.S Parent Organization will continue to educate and enlighten minority parents and students throughout the school year. Look for us on Talk 203, where you can access the organization’s seasonal newsletter and learn more about how you can help make NNHS S.U.C.C.E.S.S. better for all.

Parent participation is encouraged. We are an inclusive organization and welcome all. Here’s how you can get involved:

- Become a member of the organization.
- Participate in and support our informational events.
- Contribute the mission of the organization through donations.

[15.3] SCHOOL FAMILY COMMUNITY PARTNERSHIP

School Family Community Partnership (SFCP) is a District 203 initiative, present in all 21 schools, with a mission to enhance our children’s learning and development by being a proactive resource in promoting, strengthening Schools (NNPS). The high level of commitment to our mission and successful outcomes has garnered Naperville School District 203 the NNPS annual Award for Excellence for fourteen years running!

At NNHS, SFCP is co-chaired by the NNHS school principal, assistant principal, and two parent leaders. The SFCP co-chairs organize their committee into Action Teams for Partnership (ATPs) consisting of parents, faculty, students, and community members, and are led by a faculty member. The action teams work together to support school improvement goals. An individual team member’s involvement may include activities such as advising, planning, goal setting, researching best practices, as well as program development, implementation, and evaluation.

All parents/guardians are welcome and encouraged to join and attend our SFCP meetings. Look for the School Family Community Partnership SFCP Information sheet in the registration packet mailed in late July, and please consider joining us! Feel free to call or e-mail any of the Co-Chairs with questions or to find out how to become involved in any one of our committees.

SFCP Co-Chairs:
Stephanie Posey, Principal  
630-420-6484  
sposey@naperville203.org
Dee Dauber, Parent  
630-548-9002  
dee@daubers.us
Teresa Bertolozzi, Parent  
847-331-2631  
mespero@yahoo.com
For more information, contact us at NNHSSUCCESS@gmail.com.
Co-Chairperson: Pam Dandridge
Co-Chairperson: Khalid Smith