

NAPERVILLE CENTRAL HIGH SCHOOL

# *Parent Survival Guide*

**A Companion to the Student Redbook**



***Compiled by NCHS  
School/Family/Community  
Partnership Team***

2014-2015

# TABLE OF CONTENTS

	<b>Page</b>		<b>Page</b>
<b>Calendars Current District</b>	<b>2</b>	Crisis Team	26
NCHS Important Dates	3	Harassment	27
<b>Frequently Asked Questions</b>	<b>4</b>	Sex Discrimination	27
Attendance	4	Videotaping and Photographing of Students	27
Communication	6	Discipline Policy	27
Basics	7	Truancy and Tardiness	29
Policies	8	Part-time Status/Expulsion	29
Academics	9	School Resource Officer	29
Extra-curricular Activities	9	Controversial Speakers	29
<b>Attendance</b>	<b>11</b>	Work Permits	30
Reporting Absences	11	Student Employment	30
Release for Appointment	11	Rights Concerning Student School Records	30
College Campus Visits	12	Health Services	31
High School Attendance Cap	12	Insurance for Students	33
Make-up Work Resulting from Absence	12	<b>Academics</b>	<b>34</b>
School Closings	12	Grading Procedures	34
Daily Schedules	13	4.0 Awards	34
<b>Communication</b>	<b>14</b>	National Honor Society	35
Telephone Directory	14	Naperville Central's Policy for	
Student Services (SS)	16	National Honor Society	36
Visiting NCHS	17	College and Career Center	37
Class Deliveries and Messages	18	Semester Exam Policy	37
How Parents Can Get Involved at NCHS	18	Progress Notification Form	38
Home and School	18	<b>Extra-curricular Activities</b>	<b>39</b>
School/Family/Community		Father/Daughter Dinner Dance	
Partnership	18	And Mother/Son Brunch	39
Athletic, Band and Cheer &		Senior Class Party	39
Pom Booster Clubs	18	School Sponsored Dances	39
Open House	19	Dances-Regulations	39
Parent/Teacher Conferences	19	Formal Dance Attire	40
Communication Etiquette	19	Naperville Central Athletics Information	40
<b>Basics</b>	<b>20</b>	Athletic First Tryout Dates	41
I.D. Cards	20	NCUSD203 Co-Curricular	
Lost and Found	20	Participation Code	41
Library Resource Center (LRC)	21	Student Activities List	42
Work@School, Work@Home	21	Clubs/Activities	43
Fines and Obligations	22	<b>Milestones</b>	<b>49</b>
Lunch	22	Freshman Year - Mentoring Program	49
Locker Service and Security of		Sophomore Year - Class Rings	49
Personal Items	22	Testing	50
Dress Code	23	Junior Year - Testing	50
Dress Code for Dances	23	Senior Year - Testing	50
P.E. Dress Code/Requirements	23	Open Lunch Policy	51
Bus Service	24	Teacher References for College	51
Parents Transporting Students	24	Senior Photos	51
Driving to School	24	Senior Class Party	51
Parking for Parents	25	Graduation	51
School Store	25	<b>Index</b>	<b>53</b>
NCHS Spiritwear	25	<b>ABOUT MY NCHS STUDENT</b>	55, 56
Market Day	25		
<b>Policies</b>	<b>26</b>		
Resources to Assist Parents	26		
Peer Mediation	26		

# 2014-2015 CALENDAR

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



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

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

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

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

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

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

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

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

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

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

January				
M	T	W	Th	F
			<del>1</del>	<del>2</del>
5	6	7	8	9
12	13	LA 14	15	16
<del>19</del>	20	21	22	23
26	27	28	29	30

- Bldgs. Closed, No School
- Bldgs. Open, No School
- Half-Day of School
- May -29 Emergency Days
- June 1-4 (Only used if needed)
- \*\* Determined by the County
- LA Late Arrival at High School

- AUGUST**  
 14-15 New Teacher Orientation  
 18 Teachers' Institute Day  
 19 Teachers' Work Day  
 20 Classes Begin
- SEPTEMBER**  
 1 NO SCHOOL, Labor Day Holiday
- OCTOBER**  
 9 NO SCHOOL, EC-12 Institute Day  
 EC-12 Evening Parent/Teacher Conferences 5:00-8:30 p.m.  
 10 NO SCHOOL, EC-12 Parent/Teacher Conferences  
 20 End of First Quarter
- NOVEMBER**  
 11 End of First Trimester  
 26 NO SCHOOL, Staff Development  
 27-28 NO SCHOOL, Thanksgiving Holiday
- DECEMBER**  
 19 End of First Semester  
 22-31 NO SCHOOL, Winter Vacation
- JANUARY**  
 1-2 NO SCHOOL, Winter Vacation  
 19 NO SCHOOL, Martin Luther King Holiday  
 16 Half-Day Institute - EC No School
- FEBRUARY**  
 13 Half-Day Institute - EC No School  
 16 NO SCHOOL, Presidents' Day  
 24 End of Second Trimester  
 27 NO SCHOOL, County Institute Day
- MARCH**  
 13 End of Third Quarter  
 19 NO SCHOOL, EC-12 Institute Day  
 EC-12 Evening Parent/Teacher Conferences 5:00-8:30 p.m.  
 20 NO SCHOOL, K-12 Parent Teacher Conferences  
 27 NO SCHOOL, Staff Development  
 30-31 NO SCHOOL, Spring Vacation
- APRIL**  
 1-3 NO SCHOOL, Spring Vacation
- MAY**  
 1 Half-Day Institute - EC No School  
 20 Commencement  
 25 NO SCHOOL, Memorial Day Holiday  
 28 Classes End (tentative)  
 29 Emergency Day (if needed)
- JUNE**  
 1-4 Emergency Days (if needed)

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

## IMPORTANT DATES

### 2014-2015

- Aug. 12 Registration A - F  
Aug. 12 Let's Get Acquainted  
Auditorium, 7:00pm  
Aug. 13 Registration G - O  
Aug. 14 Registration P - Z  
Aug. 15 Freshman Orientation 8:00am  
Aug. 19 Registration Make-up  
Meet in Main Café  
Aug. 20 Classes begin  
Aug. 20 Cap & Gown orders due  
Aug. 26 Class Ring Family Night in Café  
Aug. 27 Open House 6:45-9:00pm
- Sep. 1 No School, Labor Day  
Sep. 2-17 PSAT Registration  
Sep. 9 Senior Parent Night – Aud. 7:00pm  
Sep. 16 Junior Parent Night – Aud. 7:00pm  
Sep. 17 Last day to drop a class for  
a study hall
- Oct. 9 No School, Institute Day  
Parent/Teacher Conferences  
5:00-8:00pm  
Oct. 10 No School  
Parent/Teacher Conferences  
8:00am – Noon  
Oct. 17 Last day for Senior Yearbook Photo  
Oct. 18 PSAT Exam given at NCHS  
Oct. 20 End of 1<sup>st</sup> Quarter  
Oct. 24 Homecoming Game  
Oct. 25 Homecoming Dance
- Nov. 4 Fall Blood Drive  
Nov. 14 Freshmen Parent Workshop  
7:15am Little Theatre  
Nov. 26 No School, Staff Development  
Nov. 27, 28 No School, Thanksgiving
- Dec. 17-19 Final Exams  
Dec. 22-Jan. 2 No School, Winter Break
- Jan. 5 Classes Begin  
Jan. 7 8<sup>th</sup> Grade parent Presentation  
Intro to High School  
Course Selection  
Jan. 12, 14 Freshmen Family Orientation  
Auditorium, 7:00pm  
Jan. 16 Half Day Institute  
Jan. 19 No School, Martin Luther King
- Feb. 2 Last day to drop a class for  
Study hall or pass/fail  
Feb. 7 ACT Exam given at NCHS  
Feb. 9- Feb. 26 AP Registration  
Feb. 13 Half Day Institute  
Feb. 14 Winter Dance  
Feb. 15 No School, Presidents' Day  
Feb. 24 College Info Night for Junior  
Families – Auditorium, 7:00pm  
Feb. 27 No School, County Institute Day  
Feb. 28 Senior Party
- Mar. 2-6 AP Late Registration  
Mar. 11 4.0 Awards – Before school  
Mar. 13 End of 3rd Quarter  
Mar. 14 SAT Exam given at NCHS  
Mar. 19 No School, Institute Day  
Parent/Teacher Conferences  
5:00-8:00pm  
Mar. 20 No School  
Parent/Teacher Conferences  
8:00am – Noon  
Mar. 27 No School, Staff Development  
Mar. 30-Apr. 3 No School, Spring Break
- Apr. 8 Cap & Gown Distribution
- May 4-15 AP Exams administered  
May 7 Courtyard Lunch  
May 11 Senior Academic Awards – Aud. 7:00pm  
May 14 Commemorative Program – Gym  
7:00pm  
May 20 Commencement Program – 7:00pm  
May 25 No School, Memorial Day
- May 26-28 Final Exams  
May 28 Classes End (tentative)

# FREQUENTLY ASKED QUESTIONS

## ATTENDANCE

**Whom do I call if my child will miss school or will be late?**

**To report an absence call 420-6966, before 11:00 A.M.**

You will be asked to state the following:

<b>student's name</b>	<b>grade</b>	<b>I.D. number</b>
<b>date</b>	<b>reason for absence/</b>	<b>late arrival</b>

**Make a note of your student(s) I.D. numbers here:**

Name \_\_\_\_\_ ID # \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_

**Who may call in a student absence?**

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 Attendance Office to report absences, regardless of a student's age.

**Where should a student enter the building when arriving late?**

Late arrivals should enter the Main Entrance off Aurora Avenue. Before 10:00am, stop at the Welcome Center for a pass to class. After 10:00am, go to the Attendance window to receive a late pass.

**Must the parent/guardian come into the building when dropping off a student for late arrival?**

If the parent/guardian has called the Attendance Office at 420-6966 (You will be directed to leave a voice mail message.), prior to the drop off, it is not necessary to enter with the student. If not, a parent/guardian should enter with their student and go to the Attendance window to confirm the late arrival is excused. If

parent/guardian has sent a note with the student, it is not necessary to enter with the student.

**How do I remove my child from school for an emergency when there has been no prior arrangement?**

Call ahead to the Attendance Office at 420-6966 (You will be directed to leave a voice mail message.). Enter the school at the Main Entrance and come to the Attendance window and request the release of your student. Students are not released to a sibling, neighbor, friend, etc., without the express written authority of the parent/guardian.

**How do I find out if there is no school?**

To determine a school closing - please call the District 203 Administrative Office at 420-6300 or visit the website [www.naperville203.org](http://www.naperville203.org)

**What is the daily schedule?**

**DAILY SCHEDULE**

<b>PERIOD</b>	<b>TIME</b>
1 .....	7:45 - 8:35
2 .....	8:41 - 9:34
3 .....	9:40 - 10:30
*4 .....	10:36 - 11:26
*5 .....	11:32 - 12:22
*6 .....	12:28 - 1:18
7 .....	1:24 - 2:14
8 .....	2:20 - 3:10

\*Periods 4, 5, and 6 are designated lunch hours.

**Please note lunch hours run approximately 10:30 – 1:30. These are the hours the School Store is open.**

**When are late arrival days and early dismissal days?**

Students are scheduled for 9 late arrival days each year. (September 3, October 1, November 5, December 3, January 14, February 11, March 11, April 15, and May 13.) Students begin their school day at 8:54a.m. Teachers and administrators work on curriculum improvements during these morning meetings times.

The early dismissal days are January 16, February 13 and May 1.

## **COMMUNICATION**

### ***How do I get an article to my child during class hours?***

Enter the Main Entrance, at the Welcome Center you will be assisted by a campus supervisor. A note will be delivered to the student to inform them to go to Welcome Center to pick up a delivery.

### ***How can I get a message to my child during class hours?***

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

A – Lac	420-6435
Lad– Z	420-6437

### ***May I take an article directly to my child?***

Normally not, unless it is an emergency situation. In such cases, someone will accompany the parent/guardian.

### ***May I go directly to my child's locker to retrieve or leave an article?***

In emergency cases, someone will accompany the parent/guardian.

### ***Can balloons, flowers and other congratulatory gifts be sent to students during the school day?***

No! Gifts are not delivered to students in class. Deliveries cause too much class disturbance. We have individuals with severe natural latex allergies in our school. Therefore, we cannot have any latex items in the building. Latex balloons will be turned away at the door, they cannot enter the building.

### ***How are families notified of school level and district-wide information?***

Talk 203 is District 203's popular communication system, which combines telephone and email notifications to families, staff and community within one provider, Blackboard Connect. Messages are issued at both the school level and district-wide and range from information regarding forthcoming events, to important decisions affecting students and

staff, to emergency bulletins such as weather-related school closings. Since Talk 203 is tied to the Student Information System, any parent who has provided a phone number and an email address to the District during the student registration process will automatically be included in the database to receive Talk203 messages.

### **What happens at Open House?**

*Open House* is held early in the first semester. It provides a unique opportunity to walk through your student's schedule and meet staff members. Teachers will outline the year's syllabus and give out details of their favored method of communication. Although not an occasion to ask child-specific questions, ***Open House* is a very valuable evening and shouldn't be missed!**

### **How do I sign up for parent/teacher conferences?**

Conferences are arranged twice a year, in October and then in March. You will be notified with instructions on how to sign up for an individual conference with your student's instructors.

## **BASICS**

### **What is the school phone number, address and website?**

NCHS main office line – (630) 420-6420  
NCHS Parent Connection line– (630) 420-6966  
NCHS school address – 440 W. Aurora Avenue, Naperville, IL 60540-6298  
NCHS website - <<http://www.naperville203.org/central>

### **Where do I park when I visit Naperville Central?**

There are red "v" number parking spaces (including handicapped) in the parking lot off Aurora Ave. at the Main Entrance. Additional visitor parking is available at Rotary Hill across Aurora Avenue. Rotary Hill has a **3 hour limit**.

### **May I park in the vacant spaces in the lots surrounding the school complex?**

Numbered white and yellow spaces are reserved for staff and senior student parking. NCHS asks that you refrain from parking in these locations.

### **When entering the building to visit, is it necessary to sign-in?**



Yes! All visitors to the building need to present a driver's license or state ID and sign in at the Welcome Center inside of the Main entrance. The sticker given to the visitor must be displayed. Visitors are required to sign out at the Welcome Center before leaving the building.

### **What is the dress code?**

See page 23.

### **Where does my student go to replace his/her ID card?**

Students must go to the Physical Education Office, there is a \$2 fee.

### **What school supplies will my student need?**

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 – paper or spiral notebook, pencil, pen, folder.

## **POLICIES**

### **Can a student be shadowed by a student from another school?**

Generally no. Please check with your student's Dean.

### **May NCHS alumni visit the school during their holiday breaks and other times?**

Alumni must call in advance to the Dean's office and gain permission before visiting Central.

### **May students use cell phones or other electronic devices at school?**

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

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

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

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

## **ACADEMICS**

### **How do I obtain academic information on my student?**

The Naperville Community Unit School District 203 Campus Portal gives you instant access to accurate, current and confidential information about your student's grads, attendance, class assignments and more. Access codes are given at registration. Contact your student's counselor with any questions .If you do not have internet access, you may use the Progress Notification Form on page 38 to gather academic information on your student.

### **Are there tutors available at the school?**

Yes, have your student speak to his/her teacher about tutoring times for the subject. There is tutoring in the Academic Center during lunches and after school with days TBD.

### **When do summer school packets come out?**

Summer school information is available in February. Please check the NCHS website for registration information and course offerings.

### **How old does a student need to be to enroll in driver's ed.?**

A student must be 15 on the first day of the semester.

## **EXTRACURRICULAR ACTIVITIES**

### **How can my freshman get involved at NCHS?**

Your student can obtain information about activities and clubs in the Student Activities Office. The telephone number is (630) 420-6649.

### **Are there intramurals at the school?**

Yes there are. Currently, Intramural Ultimate Frisbee, Basketball, Bowling, Volleyball and Wiffleball are offered. Most intramurals are before school beginning at 6:30am. See the Redbook for a complete listing.

### **Are students from other schools allowed at school dances?**

Yes they are. But for our formal dances, such as Homecoming and Prom, your student must obtain a Guest Pass for his/her date prior to purchasing tickets. Guest passes can be found in the Red Book and outside the Student Activities office. Guests age 21 and older are not allowed.

### **May parents attend school assemblies or dances?**

Please call the Student Activities Office about the event that you would like to attend at 420-6649.

### **Where can I purchase Naperville Central shirts, caps, etc?**

Redhawk apparel can be purchased at the school store. Items are also sold at most home sporting events. Spirit wear is not coordinated by the Students Activities Office.

### **Where can I buy tickets for athletic events, plays, musicals and the Drum Show?**

In general, tickets are sold at the door. The Athletic Booster Club sells season passes that include admittance to all home regular season games. Tickets for certain athletic events, such as IHSA state playoffs, may be purchased in advance in the Athletic Director's Office from 8 a.m. – 3 p.m. For more information, call the Athletic Office at 420-6444.

### **Will my student-athlete be subject to random testing for steroids and performance-enhancing dietary supplements?**

Yes, no student-athlete may participate in IHSA state series competition unless the student and the student's parent/guardian consent to random testing.

# Attendance

**ATTENDANCE OFFICE PHONE NUMBER 630-420-6966**

## **TO REPORT A STUDENT'S ABSENCE**

All calls to report student absence go to 630-420-6966. This number records messages 24 hours a day, 7 days a week. A parent or guardian must call before 11 AM. Please provide the following information: the student's name, grade and ID number, the date of the absence, the reason for the absence, and the caller's relationship to the student.

## **TO REPORT A STUDENT'S LATE ARRIVAL OR EARLY DISMISSAL / RELEASE FOR APPOINTMENT**

A parent or guardian must call 630-420-6966. Please provide the following information: the student's name, grade and ID number, the caller's relationship to the student, the date of the late arrival or early dismissal, the time the student will arrive or must leave, and, if the student is leaving for an appointment, the time the student will return to school. **Reporting a student's early dismissal must be done in a timely manner so that your student will be available at the requested time.** To leave school early, a student will need to pick up a dismissal pass from the Attendance Office. The student must sign out at the Attendance Office. If the student is returning to school he/she must have his/her dismissal pass and sign back in at the Attendance Office.

If a student has received a summons to appear in court, he/she should present to the attendance secretary the following:

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

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

A – Lac	420-6435
Lad – Z	420-6437

## **FIELD TRIPS**

Students must notify their instructors in advance of all field trips. Some instructors require assignments be handed in prior to attendance on a field trip. Also, a teacher may deny participation in a field trip for academic reasons. If this occurs, the student will attend scheduled classes.

## **VACATIONS**

Vacations are not considered a valid reason for student absence. While the District administration considers family time important, we strongly encourage families to schedule vacations around the school calendar.

### **COLLEGE CAMPUS VISITS**

Absences due to visits to college campuses are included in the 15 day cap on total absences.

### **HIGH SCHOOL ATTENDANCE CAP**

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 absences from any class will be considered excessively absent. Teachers and administrators follow a sequential, collaborative process in dealing with truancy or ten days of accumulated absences per semester. **(See Student Redbook for details.)**

Exceptions to the absence cap include:

- Religious holidays
- Extended illness
- Death in the immediate family
- Field trips (limited to 3 per class per semester; 5 days in advance of absence, must be submitted to the attendance office)
- Hospitalizations
- Suspensions

The school has the right to require a student to bring documentation to verify the authenticity of an absence. The requested documentation should be brought to the Attendance Office upon the student's return to school.

**At the fifteenth (15th) absence from any class, a 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.**

### **MAKE-UP WORK RESULTING FROM ABSENCE**

It is the student's responsibility to check with his/her teachers about work missed because of an absence. In case of excused absences, students will be expected and allowed to make-up missed work in a reasonable amount of time. The teacher and/or department coordinator will decide when make-up is due. Many courses require a semester project/paper is still due on the announced date. It will be the responsibility of the student to have parents/guardians bring the paper on the deadline date. The expectation is that semester projects/papers are handed in on the deadline date no later than the period in which the class is scheduled or a late grade penalty will be assessed by the teacher. Examples may include: research papers, group activities, volunteer hours, speech, etc.

### **SCHOOL CLOSINGS**

Please call the District 203 Administrative Office at 420-6300 or visit the website [www.naperville203.org](http://www.naperville203.org)

**NAPERVILLE CENTRAL HIGH SCHOOL  
DAILY SCHEDULES**

**Schedule 1: Regular Academic Day**

Warning Bell 7:37 am

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

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

Assessment	7:45 - 8:50	
Per. 1	9:00 - 9:40	(39 min)
Alt. Per.	9:45 - 10:15	(25 min)
Per. 2	10:15 - 10:55	(39 min)
Per. 3	11:00 - 11:40	(39 min)
Per. 4	11:45 - 12:20	(38 min)
Per. 5	12:25 - 1:00	(38 min)
Per. 6	1:05 - 1:40	(38 min)
Per. 7	1:45 - 2:25	(39 min)
Per. 8	2:30 - 3:10	(40 min)

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

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

**Schedule 4: Afternoon Assembly**

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

**Schedule 5: Late Start Snow Delay**

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

Special assembly schedules, such as homecoming, will be posted in the Redhawk Ramblings.

# Communication

## TELEPHONE DIRECTORY

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

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

- Outside Public Calls dial 630...then seven (7) digits shown.

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

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

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

**Administrators:**

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

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

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

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

**Dean & Secretary for Students A – FAP** ..... 420-6435  
Pete Flaherty  
Sandy Henkelman

**Dean & Secretary for Students FAR – LAC** ..... 420-6435  
Roger Strausberger  
Sandy Henkelman

**Dean & Secretary for Students LAD- RE** ..... 420-6437  
Mike Stock  
Vicki Sadowski

**Dean & Secretary for Students RH - Z** ..... 420-6437  
Kathy Howat  
Vicki Sadowski

**Intervention Dean** ..... 420-6554  
Merigan Neben  
Linda Arneth

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



**Athletic Director & Secretary** ..... 420-6444  
Andy Lutzenkirchen  
Debby Adams  
Contest Information Hotline 420-6966, Ext. 4444, FAX: 420-6596  
Athletic Schedule: <http://IL.8to18.com/napervillecentral>

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

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

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

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

**Departments:**

**Academic Support** – Marc O’Shea .....369-6163  
**Career & Technical Education** – Lynn Andres.....420-6458  
    **Business and Information Technology**  
    **Family & Consumer Sciences**  
**Communication Arts** – Mike Doman ..... 420-6460  
**Foreign Language** – Ignacio Gamboa ..... 420-6454  
**LRC** –Lauren P. Peterson ..... 420-6425  
    KathyGotlieb ..... 420-6549  
**Math** - Scott Miller ..... 420-6452  
**Humanities** – Katherine Linder ..... 420-6456  
    **Social Studies**  
**Fine Arts** – Becky Mancuso..... 778-3131  
    **Art**  
    **Music**  
**Physical Education, Health, Drivers Ed.** – Neil Duncan ..... 420-6560  
**Science** – Katherine Seguino ..... 420-6417  
**Pupil Services** – Nancy Wiora, Beth Jasinski ..... 420-6610

**Records & Transcripts** ..... 420-6431  
Joan Snyder  
Lynn Storrie

**Campus Supervisors**

**Welcome Center Main Number**.....848-5349  
Dave Dillon.....848-5349  
Denise Ianno.....Dean’s Assistant – Flaherty.....548-4360  
Nick Lonero ..... 848-5349  
Nick Mondek..... 848-5349  
Susan Macikas....PLASCO Dean’s Assistant.....548-4360  
Joan Plummer.....Dean’s Assistant – Howat ..... 548-4360  
Peggy Puttrich.....Dean’s Assistant – Strausberger.....548-4360  
Bobby Sims.....848-5349  
Jim Snyder.....848-5349  
Doug Stephenson.....848-5349  
Kim Wright.....Dean’s Assistant – Stock.....548-4360

## STUDENT SERVICES (SS)

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

**Director and Secretary**

Karen Lemaski  
Linda Arneth

**Counselors**

Ms. Kopec .....420-2925  
Ms. Rogers.....420-6254  
Mr. Goldstein.....420-2954  
Ms. McNeeley ..... 420-6256  
Mr. Lakstigala.....420-2975  
Ms. Gross.....420-2991  
Ms. Henneberry.....420-2994  
Ms. Groom .....420-2999  
Mr. Booker.....420-2965  
Ms. Kirincich .....420-6255  
Ms. Ma .....420-6257

**Social Workers**

Karen Becker .....Last names A-Fap .....420-6435  
Amy Barth .....Last names Far-Lac.....420-6435  
Traci Fertel.....Last names Lad-Re.....420-6437  
Lisa Moen.....Last names Rh-Z.....420-6437

**Psychologists**

Allison Areneau ..... 420-6435  
Ann Wickliffe..... 637-6437

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

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

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

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

The special education programs on campus meet the needs of a wide range of learning disabled and behavior disordered students. Other special education programs are available off campus. Coordinator is yet to be determined for the "Transition" program for at risk students.

**Social workers** are available for appointments with students and parents. In addition to individual counseling, both lead specialized group counseling sessions. **Psychologists** evaluate students for special education

services; diagnose student learning needs; and meet with parents, students, and faculty. The **school nurses** are located in Room 58 near Student Services, and are available for students' health-related concerns. All student services staff are available on an appointment basis and, if available, on a walk-in basis.

## ***VISITING NCHS***

In order to provide a safe and secure educational environment for NCHS students, as well as to minimize disruptions of that environment, the following information should help you when visiting the building:

- All visitors to the building need to present a driver's license or state ID and sign in at the Welcome Center inside of the Main entrance. The sticker given to the visitor must be displayed. Visitors are required to sign out at the front desk before leaving the building.
- All visitors must enter through the Main entrance, which is off Aurora Avenue. Red "V" numbered parking spaces are available at this entrance. There are **three-hour** limit spaces available across Aurora Ave. at Rotary Hill.
- Student visitors and/or guests are discouraged from visiting NCHS during the school day, as this is disruptive to the students' educational environment.
- All doors to the building are locked at 7:45 a.m., including the Main entrance off Aurora Avenue.
- If a parent wishes to get articles to their student during the school day, after entering the Main Entrance, the parent will be assisted by a campus supervisor. A note will be delivered to the student to inform them to go to Welcome Center to pick up a delivery.
- Messages delivered to students are limited to school-related business. Only phone messages of an emergency nature will be delivered. Emergency calls should be made to the appropriate dean.
- Parents are not allowed to go to their student's locker to retrieve an article.
- Gifts are not delivered to students in class, since this would disrupt the educational environment.
- Alumni who wish to visit the school must call the Dean's office in advance and gain permission first.
- Potential students and parents/guardians who wish to visit NCHS to tour the facility and learn about the school should call Student Services in advance and get an appointment prior to visiting the school.
- Parents may remove their child from school in an emergency by visiting the Attendance Office and signing for the student's removal. Students will not be released to siblings, neighbors, etc., without the written authority of the parent.
- NCHS follows state and city ordinances regarding trespassing on school property; those found trespassing would be reported to the Naperville Police Department and evicted.

Please see your student's **Redbook** for more specific information regarding visiting NCHS, as well as school policy regarding procedures for unwelcome intruders/visitors to the school.

## CLASS DELIVERIES AND MESSAGES

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

## HOW PARENTS CAN GET INVOLVED AT NCHS

### Home and School

There are many ways for parents to be involved in the life of the school. In your registration packet, you will receive information about joining **Home and School** parent teacher association. **Home and School** dues are \$10 per family. This is the organization's only source of funding. Funds are used for all the functions and activities **H&S** sponsors. The group also provides funding for enhancements to the curriculum that would not be available through the normal school budget. Every year **H&S** also publishes a student directory with names and phone numbers. **This directory is only mailed to Home and School members.**

**Home and School** coordinates volunteers for many activities from new student registration through dance chaperones. Monthly board meetings are held during school hours. **Complete the volunteer form** available at the beginning of the school year in your registration packet and/or contact the Home and School president for more information. E-mail **Home and School** at [HSCentral@naperville203.org](mailto:HSCentral@naperville203.org) or visit their website at [www.naperville203.org/central/home&school/nchs\\_home.htm](http://www.naperville203.org/central/home&school/nchs_home.htm) for information on all of **Home and School's** activities throughout the year.

Those who volunteer on a regular basis are encouraged to obtain an *NCHS picture ID* in the P.E. office. This name tag/ID must be worn whenever volunteering at NCHS. *Parking decals* for extended parking at Rotary Hill across Aurora Avenue from the school may be obtained in the main office.

### School/Family/Community Partnership Team

**The School Family Community Partnership (SFCP) team** at NCHS is open to all parents/guardians, students, faculty and community members. SFCP's mission is to *identify concerns, solve problems and strive for improvement. Students, staff, parents, and community members work collaboratively to achieve goals that are designed to support the school improvement plan and the district mission.* If you would like to join an action team and volunteer your talents to help us improve Naperville Central, look for upcoming announcements through Talk203 and the NCHS website.

### Athletic and Band Booster Clubs

There are also **Athletic and Band Booster Clubs** run by parents who fund raise and provide back-up services for the many band and sporting activities in the school.

## OPEN HOUSE

*Open House* is held early in the first semester. It provides a unique opportunity to walk through your student's schedule and meet staff members. Teachers will outline the year's syllabus and give out details of their favored method of communication. Although not an occasion to ask child-specific questions, ***Open House is a very valuable evening and shouldn't be missed!***

## PARENT/TEACHER CONFERENCES

Conferences are arranged twice a year, in October and then in March. Parents receive notification of conference dates with instructions on how to sign up on-line for an individual conference with the student's instructors. Some staff members teach too many students to be able to accommodate all of the requests. If this is the case, it is usually possible to request a telephone conference at a mutually convenient time. If you have specific questions during the school year you should contact the staff member concerned as described in *Communication Etiquette*.

## COMMUNICATION ETIQUETTE

Home-school communication is essential. There is a proper procedure for addressing problems or concerns.

- First – **Contact your child's teacher** to question or clarify the problem.
- Second – Contact the department chair for further input and clarification
- Third – If the problem is still not resolved, contact administrators in this order: dean, assistant principal, principal, associate superintendent, superintendent.

Please remember teachers are only available during school hours. Many of the teachers have after school commitments. Messages can be left on a teacher's voice mail, or the main office can take messages for teachers. Some teachers prefer e-mail. Listen at Open House as the teachers often share their preferred mode of communication. Every effort will be made to get back to parents as soon as possible.

# Basics

## I.D. CARDS

An I.D. card is issued to each student after fees have been paid at Registration. The card is used as a record of fees paid.

**The I.D. card must be presented to any staff member upon request; failure to do so is considered a disciplinary violation.**

I.D. cards are required for:

- entry at home and away school-sponsored activities
- student admission charges at home and away athletic events
- registering for an athletic activity
- rental of PE shirts
- bus transportation
- entrance to LRC during lunch periods
- library material check-out
- student pass
- entrance into school detentions
- distribution of dance pictures, yearbooks, and graduation tickets
- purchase of lunches using Sodexo debit card (see Lunches p. 18 for more information)
- Participation in senior off-campus lunch.

Requests for new student I.D. cards or replacement I.D. cards are directed to the Physical Education Office. Replacement cards cost \$2.00.

## ***LOST AND FOUND***

In the event of a loss of property:

- A theft report is completed. Report is available from the School Resource Office (SRO) or from Student Services. A copy of the report is sent to the student's dean.
- A conference with the SRO is advantageous.
- A conference with the student's dean is recommended in cases of suspected theft.
- Lost **textbooks** may be retrieved from the appropriate departmental office.
- **Lost and found** is located in the **Student Services** and the **Physical Education offices**.
- Any lost items which are found should be turned into the Student Services Office.

## LIBRARY RESOURCE CENTER (LRC)

The LRC at Naperville Central High School is available for a good read, doing research for a class, or to use a computer for finish a paper. The LRC is always updating their extensive print collection with popular new titles for pleasure reading and classroom assignments. Their online resources are available 24/7 through their Research Links page. The new eBook system, OverDrive is also available. Computers and work space are available during the lunch hours or with a pass from a teacher. Many textbooks and project supplies are available to use in the LRC.

### **Circulation Policies:**

*Books, Kindles (for checkout of OverDrive ebooks)*

- 3 week checkout/ .10 a day overdue charge

*Magazines*

- 1 week checkout/ .10 a day overdue charge

### **Services include:**

- Readers Advisory
- Interlibrary loan
- Photocopies .10/page

Library services available from professional and support staff.

Two full-time, certified Library Media Specialists

- Lauren Peterson [lppeterson@naperville203.org](mailto:lppeterson@naperville203.org)
- Kathy Gotlieb [kgotlieb@naperville203.org](mailto:kgotlieb@naperville203.org)

Three full-time library assistants

- Marikay Caravello
- Donna Finke
- Jamie Shadidehpour

***The LRC and Computer Lab are open at 7:00-3:30 daily.***

**All fines and/or obligations must be cleared before the end of a school term.** Obligations include, but are not limited to:

- return of lost book
- payment of lost book
- payment of damaged book

## OTHER FINES AND OBLIGATIONS

All students must clear any and all fines and/or obligations from any class, the Library Resource Center (LRC) or the main office before the end of a school term.

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

- return of lost book
- payment of lost book
- payment of damaged text books
- course fee

**Consequences of failure to clear fines/obligations:**

- Any student who has not cleared fines/obligations by the beginning of the next school year will not be allowed to register.
- Diplomas will not be issued to seniors with an outstanding fine/obligation.

## LUNCHES

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

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

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

1. To utilize the debit card system, students must present their ID cards to ensure proper debiting.
2. Students will not be allowed to purchase multiple meals during the same lunch period.
3. If a student does not have lunch money or their account has a zero balance, the student may receive one student lunch with authorization from school administration.
4. Balances on accounts will carry over to the next school year. Seniors and transfers shall be refunded any remaining account balances.
5. Replacement ID cards will be provided for a fee of \$2.00.
6. Parents will receive notification when balance falls below \$10.00.

## LOCKER SERVICE AND SECURITY OF PERSONAL ITEMS

- Students will be able to use a hall locker at the high school.
- P.E. lockers are to be used P.E. period only. The locker rooms are off limits during all other periods.
- Each student is assigned a locker.
- Locks **must be purchased from Naperville Central High School**. They are sold at registration or at the school store.
- Locker mechanical problems or theft should be directed to the student's dean. NCHS is not responsible for lost or stolen articles.
- The school maintains ownership of each locker and has the authority to search any locker if there is reason to believe that items of an illegal or dangerous nature or property not belonging to that student are contained therein.



## DRESS CODE

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

**The following dress code is in effect:**

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

**Holiday or Halloween costumes are not allowed at NCHS.**

## DRESS CODE FOR DANCES

Appropriate attire should be worn at all dances. Each type of dance may require different attire. Three school sponsored dances are held each year – Homecoming, Informal Dance, Winter Dance and Prom. See the Redbook for more details.

## PHYSICAL EDUCATION DRESS CODE/REQUIREMENTS

- **The PE shirt is school issued.** PE shirts are gray. Students may not wear a shirt with another student's name on it.
- **Shorts or sweats must be athletic style with an elastic waistband or drawstring.** The length of shorts should be above the knee; no jeans are allowed.
- **Athletic shoes are required.** Boots (hard or soft-soled), sandals or other types of footwear are not acceptable.
- Students are **required to dress for class**, whether or not able to participate.
- If PE clothes are forgotten, **students may rent shirts from the PE office for a fee and *their student ID*.** (FYI – rental shirts are donations from graduating seniors. All revenue from shirt rental is put back in the PE fund to purchase equipment, usually for the Weight Room.)
- If a PE class is missed due to an appointment, **it is expected that classes will be made up.**

## **BUS SERVICE**

### ***Who should ride the bus to school?***

All students who live more than 1 1/2 miles away from school are entitled to use the bus. Student ID cards are marked at registration with the appropriate route number. A postcard is sent home before the first day of school with details of where and when to get the bus in the morning. If the assigned bus for the afternoon is changed, an announcement is made at the end of 8<sup>th</sup> period to inform students.

### ***What are the school bus student expectations?***

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

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

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

### ***Can students take a different bus on occasion?***

Students should only ride on their assigned bus. Bus drivers have authority to check IDs and refuse a ride to students attempting to ride on an unassigned bus.

## **PARENTS TRANSPORTING STUDENTS**

***Please use the Main Entrance on Aurora Avenue or use Hillside Road to pick up or drop off students. Porter Street is open only to buses between 7:00 and 7:20 a.m. and between 3:00 and 3:45 p.m. All posted traffic and parking regulations will be enforced.***

## **DRIVING TO SCHOOL**

### ***Who should drive to school?***

Only seniors with a parking pass from the lottery can park on campus Therefore your child should be encouraged to use bus transportation whenever possible. All students can access a park district spot ( Beach, Gravel lot) if they purchase a pass from the park district. Check the Park District website for more information. The junior lottery is held at the beginning of the school year for the St. John's lot. The limited street parking near school is usually full by 7 a.m. Illegally parked cars may be ticketed and towed without warning.

### ***What about Seniors?***

Seniors are eligible to purchase an assigned space in the student lot for one semester only. Students with last names that begin with A-L may purchase a parking space for first semester and M-Z for second semester. On paying the parking fee students receive a numbered hanging tag, which is transferable between cars. It must be displayed when parked in the designated numbered parking space.

## **PARKING FOR PARENTS**

### ***Where may I park?***

There are **red “v” numbered** parking spaces (including handicapped) in the parking lot off Aurora Avenue at the Main Entrance. Additional visitor parking is available at Rotary Hill across Aurora Avenue. Rotary Hill has a **3 hour limit**.

### ***May I park in the vacant spaces in the lots surrounding the school complex?***

All numbered spaces are reserved for staff and senior student parking. NCHS asks you to refrain from parking in these locations.

### ***May I park in the Naper Settlement parking lot ?***

The Naper Settlement parking lot is not available to parents and students. Please do not park in their lots.

## **SCHOOL STORE**

The school store is located in the cafeteria near the Academic Center (Rm 117). It is open every day of the school year, except when there is a half-day of school. It is open from 10:30 a.m. until 1:30 p.m. Parents are asked to staff the school store during those times. You can volunteer by using the registration form that is sent home in the summer.

- The NCHS school store carries a variety of stationary items. Things you would typically need during the day at school are found in the store.
- The store also carries heart monitor straps, and gym shirts. It is possible to purchase PE, band, and athletic locks.
- Students may replace a lost Redbook, purchase overhead projector plastic sheets, poster board, ornaments, even misc. items like locker mirrors.
- The school store also carries Spirit Wear items, such as sweat shirts, t-shirts, and flannel pants.

## **NCHS SPIRITWEAR**

NCHS Spiritwear and Spirit items are available for sale throughout the school year at the school store. Additional sales may occur during school-wide events such as Open House and Parent/Teacher Conferences. The outside Spiritwear booth is also open during all **home** football games and various other times and events. The sale of Spiritwear is sponsored by the Athletic Booster Club.

## **MARKET DAY**

Market Day is a fundraiser to benefit the Band Boosters. There are many food items available – meats and seafood, prepared meals, vegetables and snacks. Order forms are available in a basket near the door to the Main Office. Parents may also order over the Internet at [www.marketday.com](http://www.marketday.com) (be sure to choose NCHS as the pick-up location). Pick-up of items takes place once a month on a Thursday evening 5:00-6:00 p.m. in the school cafeteria.

# Policies

## RESOURCES TO ASSIST PARENTS

Parents who have concerns about their student are encouraged to contact any of the following school personnel:

- Conferencing with individual teacher Counselors
- Deans
- School Nurse
- Social Workers
- Psychologist
- 

In addition to the personnel indicated above, the following services are available to assist with academic and/or personal concerns:

- Academic Resource Center
- Computer-Assisted Instruction Lab
- Reading Specialist and Peer Tutoring Programs
- Peer Helper Program
- Writing Center
- Peer Mediation Program
- Crisis Team (see below)

If you have question regarding services available, please call 420-6420.

### **Peer Mediation**

In line with peaceable schools philosophy, District 203 has implemented a conflict resolution program within all junior and senior high schools. By teaching students techniques to help them manage and resolve conflicts, we can avoid many significant interruptions to the educational program. The technique used is peer mediation. Trained students help their peers resolve conflicts by working through a group problem-solving process. It is a proactive/preventative approach designed to build decision-making skills and help avoid violent situations.

It should be clear that peer mediation is a process which helps resolve conflict. It does not take the place of the consequences for a disciplinary incident.

### **Crisis Team**

Unfortunately, throughout the school year students and/or staff may experience a crisis. The students and/or staff may need emotional support to deal with this crisis. Individually this support is provided appropriately by the Student Services (SS) Department. As the affected individuals exceed the capabilities of SS, the Crisis Team will be activated. A very dedicated group of NCHS professionals have freely volunteered their willingness to help provide this support. The Crisis Team may be contacted through the Student Services Director, Karen Lemanski at 420-6554.

## ***HARASSMENT***

No person, which includes district employees, agents or students, has the right to intimidate another person based on local, state, and federal laws and regulations that prohibit discrimination.

Sexual harassment of students is prohibited. Anyone engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors and engages in other verbal or physical conduct that:

- Denies or limits the provision of educational aid, benefits, services or treatment; or that makes such conduct a condition of a student's academic status; or
- Has the effect of interfering with a student's educational environment; creates an intimidating, hostile or offensive environment.

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

## ***SEX DISCRIMINATION***

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

## ***VIDEOTAPING AND PHOTOGRAPHING OF STUDENTS***

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

## ***DISCIPLINE POLICY***

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

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

Rules and guidelines established by District 203 should encourage positive, constructive, and responsible student behavior and an environment conducive to learning. It is the responsibility of all members of the school community to familiarize themselves with the rules and guidelines governing student conduct.

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

### **Student Discipline**

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

The Board of Education has established specific rules and regulations to govern the discipline of its students when conduct of a student constitutes gross disobedience or gross misconduct.

Special Education students (those with an I.E.P.) exhibiting gross disobedience or gross misconduct shall, where appropriate, be referred for a multi-disciplinary conference and disciplined in accord with Special Education placement/Individualized Educational Program procedures.

Students who are suspended externally are to be excluded from all District 203 activities and property for the duration of their suspension.

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

It is important that parents/guardians and students read and understand the classifications of violations for which students are subject to disciplinary action. **Please see your student's Redbook for these important classifications, and the various consequences for violations of each classification.**

### **Due Process Procedures**

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

1. Parent/student may request a hearing with the Principal and Dean. Contact may be made by calling the Principal's office at 420-6422.
2. If parent/student still have concerns, they may request a formal hearing at the district level by contacting the Associate Superintendent for Secondary Education at 420-6313.

## **TRUANCY AND TARDINESS**

If your child has a problem with truancy or excessive tardiness, there are serious consequences:

1. Does not receive make-up privileges.
2. Four incidents of truancy from a class, student may be dropped from that class and lose credit for the class.
3. May also receive a penalty as stated in the truancy ordinance for the city of Naperville.

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

**Refer to the student Redbook for a more detailed description of procedures, policies, consequences and supportive services.**

## **PART-TIME STATUS/EXPULSION**

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

## **SCHOOL RESOURCE OFFICER**

The School Resource Officer, Ann Quigley, is a member of the Naperville Police Department who is assigned to NCHS full-time. This officer serves as a community resource to student, faculty, and staff. The SRO may be contacted through the Dean's Office. Duties include helping parents with runaways and consulting on matters of law enforcement and juvenile procedures. Need Help? Don't hesitate to call, 630-369-2690.

## **CONTROVERSIAL SPEAKERS**

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

## **WORK PERMITS**

Work permits are obtained from the secretary in the Student Services (SS) office. When applying for the work permit the student needs to bring a copy of the following: Birth certificate, Social Security number and a letter from the prospective employer.

## **STUDENT EMPLOYMENT**

The Superintendent shall develop procedures and present them to the Board of Education for its approval, for excusing from attendance those students necessarily and lawfully employed.

## **RIGHTS CONCERNING STUDENT SCHOOL RECORDS**

The District maintains two types of school records for each student: *Permanent* records and *temporary* records. The *permanent* record includes:

- Prairie State Achievement Examination scores
- K-8 permanent record card (including identifying information and attendance records)
- High school academic transcript
- Health records
- Information pertaining to release of temporary and permanent records
- Notification of process for destruction of temporary and permanent records

The *temporary* record includes:

- Enrollment form
- Photograph sheet
- Illinois Goals and Assessment Program Test Scores
- Report cards (annual)
- Illinois Standards Achievement Test results
- Copy of birth certificate
- District testing record card
- Reading comprehension test results
- Disciplinary Information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to others
- Special education files
- Other relevant information not required to be in the permanent record

The Family Educational Rights and Privacy Act (FERPA) and Illinois Student Records Act afford parents/guardians and students over eighteen (18) years of age ("eligible students") certain rights with respect to the student's education records.

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

Parents are entitled to inspect all instructional materials used in connection with any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources. In addition, no student may be required to submit to any survey, analysis or evaluation which is funded, wholly or in part, by United States Department of Education sources and which reveals the information specified in 20 USC 1232h, without prior written consent of the students parent or, if the student is eighteen (18) years of age or emancipated, prior written consent of the student. Thus, this law prohibits a survey, analysis or evaluation funded, wholly or in part, by the Department of Education which reveals information concerning political affiliations; mental and psychological problems potentially embarrassing to the student or his/her family; sexual



behavior and attitudes; illegal antisocial, self-incriminating and demeaning behavior; critical appraisals of other individuals with whom respondents have close family relationships; legally recognized privileged or analogous ministers; or income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

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

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

## HEALTH SERVICES

### Physical Examination and Immunization

#### *Freshman Requirements:*

Illinois School code requires all freshmen to present evidence of a physical examination and immunizations. The examination must have been completed one year prior to entering date into 9th grade. These completed forms, which are mandated, are to be presented at registration in August. It is to the students' advantage to telephone early for a doctor's appointment in order to register on time. **KEEP A COPY FOR YOUR RECORDS AND MAKE AND GIVE A COPY TO THE ATHLETIC OFFICE IF YOU ARE IN SPORTS OR THE ACTIVITIES OFFICE IF YOU ARE IN POMS, CHEERS, FLAGS, OR ORCHESIS.**

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

1. If transferring from an Illinois School: required submission of a physical examination report completed within one year prior to entering 9th grade. Documentation of required immunizations is also mandated by Illinois School Code.
2. Transferring from an out-of-state school: required submission of a State of Illinois Department of Human Services Certificate of Child Health Examination on report completed within one year of the date of enrollment at NCHS, irrespective of grade. Documentation of required immunization is also mandated by Illinois School Code. A student new to District 203 must present these complete forms within 30 days of the date of enrollment to insure continued attendance at school.

### Emergency Information

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

### Elevator Use

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

#### Procedures for securing a key/swipe card:

1. Please contact the school nurse.
2. A deposit of a \$25.00 check is required. No cash will be accepted.
3. When the key/swipe card is returned, the same check will be returned.
4. Loss of a key/swipe card will result in the loss of the deposit

### Medication

Students are expected to comply with the District 203 policy regarding medication. Please read carefully the policy indicated below. **HIGH SCHOOL STUDENTS ARE EXPECTED TO COME TO THE HEALTH OFFICE AT THE PRESCRIBED TIME FOR THEIR MEDICATION ON THEIR OWN ACCORD.**

### Guidelines for Administering Medication at School

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

- A. Prior to giving any medication (long term, short term, over the counter, or herbal) at school, the school medication permission form shall be completed authorizing the school to administer the medication. Permission forms shall be renewed every school year or whenever changes in medication or the health of the child occurs and 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.
- B. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review, consult with the Principal of the school or school district medical advisors, as appropriate, and accept the written order or seek further clarification of the order if necessary. An appeal regarding the denial of any order prescribing the administration of medication may be made by the parent or guardian 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 log information is documented on the permanent health record, and the log is generally discarded at the end of 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, 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 permission 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 a school activity conducted away from the customary site of storage must be kept with the certified employee supervising the activity.
- G. A medication supply will be accepted on the first school day when the doctor's and parent's permission are received. The container will be sent home with the student when re-supply is necessary. Parents will be asked to pick up unused medication at the end of the school year. Parents should bring new supplies of medication to school or call to inform the health office that the student is bringing medication.
- H. The certified school nurse, school administrator, or other designated school personnel may administer medications under these guidelines. Any certified employee, any health aide, or principal's designee may supervise self-administration of medication by a student under these guidelines. Any certified employee or principal's designee may administer medications in 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:
  1. Self-administration may occur only in places designated by the school nurse or principal.
  2. An employee authorized to supervise self-administration must provide the medication to the student from the storage area, observe the student measure and take the required dosage, return the medication to its storage place, and make a record of the administration in accordance with C. above. A health technician or health clerk may be the authorized employee.
- K. The certified school nurse will interpret to school personnel and parents, if necessary, the need for observation of the student's reaction to the medication including potential benefits and side effects.

- L. The certified school nurse shall provide feedback concerning medication to the licensed prescriber when requested.
- M. 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:
  - 1. To use an auto-injector which contains the proper dosage for their body weight.
  - 2. To carry the medication on their person at times of high risk for contact with the allergen.
  - 3. To be encouraged to leave an additional auto-injector in the Health Office to use in event of emergency.
  - 4. To submit the consent and indemnity agreement relative to the administration of such medication to the institution of the above procedures.

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

- O. Parents will submit the authorization and indemnity agreement to allow the administration of any injectable medication by a certified school nurse in a non-emergency situation.

**PLEASE NOTE: High school students must come to the health office prior to field trips to pick up their emergency medications, they are not automatically sent to the teachers.**

Parents need to pick up all unused medications. They will not be sent home with students at the end of the school year.

### **INSURANCE FOR STUDENTS**

Naperville Community Unit School District 203 maintains student accident school time insurance that includes any school sponsored and/or supervised activity, including athletics (including football). This plan is secondary to any health insurance the student has. Claim forms are available in the athletic trainer's office or the health office.

# Academics

## GRADING PROCEDURES

Student transcripts report semester grades in each course. Each teacher will communicate the procedures for calculating the semester grade in their course on the syllabus provided to students at the beginning of each semester. In all classes, semester grades are cumulative with progress being reported (mailed home) for all students at the end of the first 10 weeks. For students earning a D or an F in the class, a mid-quarter progress report will also be mailed home. Students and parents can view a student's grade at any time throughout the semester through the I-Parent program. Listed below are the grading symbols and definitions used at Naperville Central High School:

- A Student demonstrates mastery of at least 90% of the course standards.
- B Student demonstrates mastery of at least 80% of the course standards.
- C Student demonstrates mastery of at least 70% of the course standards.
- D Student demonstrates mastery of at least 60% of the course standards.
- F Student has not demonstrated adequate mastery of standards and will not receive credit for the course.
- I Incomplete. Level of mastery cannot be determined without further evidence.
- AU Audit. Students do not receive a grade or credit for this course.
- MX Medical Excuse
- WF Withdrawn from course. Failing.
- WP Withdrawn from course. Passing.
- P Student graded on the pass/fail option. Student demonstrates mastery of at least 70% of the course standards and will earn credit for the course.

### Academic Integrity

Naperville Central students are challenged to address the learning process enthusiastically, diligently, and most importantly, honestly. The Naperville Central community expects that students do their work honestly, without cheating or plagiarizing. Students who do not follow these expectations by cheating or plagiarizing will receive academic consequences for that work. Please see the statement on Academic Integrity at the beginning of the Student Redbook.

## 4.0 AWARDS

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

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

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

## NATIONAL HONOR SOCIETY

The procedures agreed upon by the two high schools in the selection of students for National Honor Society recognition are as follows:

1. One induction ceremony shall be scheduled in the fall for both juniors and seniors.
2. Juniors and seniors with a grade point average of 3.75 and above and evidence of community service and leadership are eligible to apply for membership consideration in National Honor Society.
3. The selection process at both schools will be identical.

### The selection process will be as follows:

1. The registrar will verify academic eligibility for juniors and seniors with a grade point average of 3.75 and above.
2. A letter of invitation will be delivered to each eligible student. The letter will notify each eligible student about where to obtain an application, how to apply, and deadlines. The responsibility for obtaining, completing, and returning the application within the specified timeframe lies with the student. This application will include the student's grade point average.
3. While student's grade point averages make them eligible for membership consideration, their leadership and character must be judged as well. Teachers will complete rating sheets to evaluate students' leadership and character. The rating sheets will reflect the following:

#### LEADERSHIP:

The student who exercises exceptional leadership:

- Is resourceful in proposing new problems, applying principles, and making suggestions
- Demonstrates leadership in promoting school activities
- Demonstrates influence on peers in upholding school ideals
- Contributes ideas that improve the civic life of the school
- Is able to delegate responsibilities and follows through on completion
- Exemplifies positive attitudes
- Inspires positive behavior in others
- Successfully holds school offices or positions of responsibility, conducts business efficiently
- Demonstrates leadership in the classroom, at work, and in school activities
- Is thoroughly dependable in any responsibility accepted.

#### b. CHARACTER:

The student of exceptional character:

- Takes criticism willingly and accepts recommendations graciously.
- Consistently exemplifies desirable qualities of behavior. (Cheerfulness, friendliness, poise, stability).
- Upholds principles of morality and ethics.
- Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- Demonstrates the highest standards of honesty and reliability.
- Shows courtesy, concern, and respect for others.
- Observes instructions and rules, punctuality, and faithfulness both inside and outside the classroom.
- Has powers of concentration and sustained attention as shown by perseverance and application to studies.
- Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, avoiding plagiarism in all work, and showing unwillingness to profit by the mistakes of others.
- Actively helps to rid the school of bad influences or environment..

#### c. SERVICE:

The student who serves

- Is willing to uphold scholarship and maintain a loyal school attitude
- Participates in some outside activity: Girl Scouts, Church group activities, volunteer services for the aged, poor, or disadvantaged, family duties, etc.
- Volunteers dependable and well-organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- Cheerfully and enthusiastically renders any requested service to the school.
- Is willing to represent the class or school in inter-class and inter-scholastic competition.
- Does committee and staff work uncomplainingly.
- Shows courtesy by assisting visitors, teachers, and students.

Students will be ranked by faculty members by comparison with general student population:

- |      |  |
|------|--|
| 10-9 | exceptional  |
| 8-7  | above average  |
| 6-5  | average  |
| 4-3  | below average  |
| 2-1  | not worthy of serious consideration  |
| 0    | student has exhibited a serious infraction of school academic or behavior policies |

4. Finally, student's service will be reviewed during the selection process. On the application students will provide information about their service. They will list their co-curricular activities (clubs, teams, musical groups, etc.) and community activities (church involvement, volunteer work, jobs, etc.)
5. The National Honor Society adviser will collect the teacher rating sheets, chart the ratings on a spreadsheet, and average the ratings for each student. Students GPA will be doubled and added to the rating average.
6. A Faculty Selection Committee will meet after all applications have been submitted, rating sheets have been completed, and the spreadsheet has been prepared. The committee will review the ratings on the spreadsheet and the service of each applicant. During this review process the committee will not know the identity of any student because the information on the rating sheets and the applications themselves are identified by corresponding numbers. Based on all the information about each applicant's academic standing, leadership, character, and service, the committee will select the students to be inducted into the National Honor Society.

Juniors applying for membership must have completed one complete academic semester at NCHS to be considered. Seniors may waive the residency requirement, but will be considered only if their transcript from their prior school has been received and processed by the NCHS registrar prior to October 15<sup>th</sup>. Students who have been inducted into NHS at another high school must maintain NCHS chapter standards in order to remain active members. Inactive members may not wear gold tassels or cords at graduation activities.

**Members of the National Honor Society must maintain the standards of scholarship, leadership, service, and character that membership in the organization requires. Each student is expected to follow school code relative to academic honesty, school responsibilities, and club/organization behavior code. Any member whose personal conduct is questionable in accordance with the accepted norms of student behavior may be dismissed by the Faculty council.**

**Naperville Central's Policy for National Honor Society:**

**NHS members are required to**

- Attend all meetings of the full membership and official functions, unless excused by the advisor before the meeting. A written explanation must be submitted. Additional service hours will be assigned to students who miss mandatory meetings and required functions.
- Fee: \$25 which covers the cost of induction certificate, membership pin, and graduation tassel/cord.
- Maintain a GPA of 3.75. Students who fail to attain a semester average of 3.75 will be placed on probation the subsequent semester and will be reinstated only if their GPA reaches 3.75. If it does not, they will be asked to appear before the Faculty Council for possible dismissal.
- Students must complete eight (8) hours per semester and five (5) summer hours of community service. Community service is defined as volunteerism outside of Naperville Central. Service hours may be completed with a community organization, an appropriate business (nursing home, hospital, etc.), or your church. School activities, events, student aide positions, etc., cannot be submitted as community service.
- Students must fulfill the tutoring requirements as determined each year by the executive board.
- Service hour verification forms must be submitted to the NHS sponsor by the required dates. It is the responsibility of the NHS member to submit and to verify their total hours. There will be no probationary period for community service hours.

Fall hours – December 12, 2013

Spring hours – March 18, 2014 (seniors)

May 8, 2014 (juniors)

Failure to accomplish the academic and/or service requirements will result in possible dismissal from the organization. Seniors will be denied the privilege of wearing the gold NHS tassel and/or gold cord at graduation. **When members flagrantly violate school policy or civil laws, they can be dismissed without warning.**

## COLLEGE AND CAREER CENTER

The College Career Center uses a variety of resources to present information on:

- educational opportunities
- colleges
- careers
- financial aid and scholarships
- testing

### **Resources available include:**

- current college manuals and videos
- financial aid and scholarship forms and information
- college applications
- college and career visits scheduled
- military information
- parent's information about college

A computerized educational and career-planning program called **Discover** is available. It contains **information on colleges and careers, and can be individualized for each student.** The information is kept on each student's own disk and can be updated and used throughout their years at NCHS.

The College Career Center is located in the Student Services wing. It is open full time during the school day, on most Thursday evenings 6:30-8:30 p.m. and during the summer from 7:00a.m. until 1:00p.m. Call Jean Childers, Career Assistant, at 983-2257 for more information.

## SEMESTER EXAM POLICY

**Students must attend all classes, including study halls and physical education, during exam days.** Students are expected to take their final exams on the days they are scheduled. NCHS has a closed campus during exams, including lunch hours. **STUDENTS MAY NOT CHANGE THE DATE OF THEIR EXAM FOR ANY REASON.**

## SEMESTER EXAM SCHEDULE

First semester exams will be held December 17 - 19, 2013. Second semester exams will be held May 26 – 28, 2014.

## PROGRESS NOTIFICATION FORM

The following Progress Notification Form can be used ANYTIME you would like to gather academic information on your student. Please copy the form and give to your student to take around to his/her teachers.

**PROGRESS NOTIFICATION FORM**

**Teachers:** Please complete this form developed by the NCHS Parent Involvement Team to relay a student's current academic performance to parents.

**Parents:** The grades circled below are approximate grades, not calculated, and should not be considered an actual grade.

**DATE:**

**STUDENT NAME:**

**APPROXIMATE GRADE: (Please Circle)**

**MATH**                    **A**    **AB**    **B**        **BC**    **C**        **CD**    **D**        **DF**    **F**  
Class Participation:        **YES**                    **NO**        **NEEDS IMPROVEMENT**

Homework Has Been Completed:    **YES**    **NO**

*Additional comments/observations:*

**SCIENCE**                    **A**    **AB**    **B**        **BC**    **C**        **CD**    **D**        **DF**    **F**  
Class Participation:        **YES**                    **NO**        **NEEDS IMPROVEMENT**

Homework Has Been Completed:    **YES**    **NO**

*Additional comments/observations:*

**A**    **AB**    **B**        **BC**    **C**        **CD**    **D**        **DF**    **F**  
Class Participation:        **YES**                    **NO**        **NEEDS IMPROVEMENT**

Homework Has Been Completed:    **YES**    **NO**

*Additional comments/observations:*

**ELECTIVE**                    **A**    **AB**    **B**        **BC**    **C**        **CD**    **D**        **DF**    **F**  
Class Participation:        **YES**                    **NO**        **NEEDS IMPROVEMENT**

Homework Has Been Completed:    **YES**    **NO**

*Additional comments/observations:*

**SOC. STUDIES**                    **A**    **AB**    **B**        **BC**    **C**        **CD**    **D**        **DF**    **F**  
Class Participation:        **YES**                    **NO**        **NEEDS IMPROVEMENT**

Homework Has Been Completed:    **YES**    **NO**

*Additional comments/observations:*

**COM. ARTS**                    **A**    **AB**    **B**        **BC**    **C**        **CD**    **D**        **DF**    **F**  
Class Participation:        **YES**                    **NO**        **NEEDS IMPROVEMENT**

Homework Has Been Completed:    **YES**    **NO**

*Additional comments/observations:*

**ELECTIVE**



# Extracurricular Activities

## FATHER/DAUGHTER DINNER DANCE AND MOTHER/SON BRUNCH

The **Father/Daughter Dinner Dance** is held in February and is sponsored by the Home and School. Announced in the *Central Scenes School Newsletter*, this highly popular event sells out quickly so girls are encouraged to organize tables of 5 couples (daughter/dad) and come with all checks to reserve an entire table at a time. Parent volunteers sell tickets in the Commons during lunch periods.

The **Mother/Son Brunch** is also sponsored by the Home and School. Held about the same time of year as the Father/Daughter Dinner Dance, it is announced in the *Central Scenes School Newsletter* and tickets are sold in the Commons during lunch periods.

## SENIOR CLASS PARTY

The Senior Class Party is an late night party **given by the senior parents to the senior class**. Planning begins the year before the party. All parents are encouraged to participate in the planning, decorations and/or working the night of the party. Information is mailed to each student in the fall before the party. As the party date draws closer, subsequent mailings will include pertinent details such as payment information, the need for a baby picture and a current picture of your student to name a few.

## SCHOOL SPONSORED DANCES

***There are four school sponsored dances held each year –***

Homecoming      Informal Dance      Winter Dance      Prom

## DANCES – REGULATIONS

1. All rules and regulations regarding behavior during the school day will be in effect for all dances held both on and off campus. These regulations are in effect both in the facility where the dance is being held and in the parking area. This includes normal penalties for use of drugs and/or consumption of alcohol prior to and/or during the dance.
2. A time will be set for each dance after which students will not be allowed to enter.
3. Students will not be allowed to leave and re-enter the dance at any time.
4. We encourage all students to remain for the entire dance.
5. All dances held at N.C.H.S. will conclude no later than 11:00 P.M. Rides should be here at that time. Phones will not always be available.
6. Appropriate attire should be worn at all dances. Each type of dance may require different attire. For example, shorts would be appropriate for an informal dance but not for semiformal or formal dances.
7. Students will not perform any dances or activities that threaten the safety of others.
8. If Prom is on a school day, students must be in attendance for the full day's schedule in order to participate.
9. No excused absences will be permitted on the Friday before a Saturday prom or on the school day following the prom.
10. Waiver for non-NCHS students to be completed prior to the dance on a one person equals one guest basis. Eight graders may not be guests nor may guests be 21 or older.

## **Formal Dance Attire:**

### **Women's Attire:**

1. Can I wear a dress that has Spaghetti Straps? Yes, formal wear with spaghetti straps is acceptable at all NCHS sponsored dances.
2. Can I wear a strapless dress? Yes, provided that it is modest, covering your body, and not too revealing.
3. Can I wear a two-piece dress? Two piece dresses that show midriff or gap at the sides, belly, or hip line are not allowed. If you can find one that doesn't gap, you may wear it to the dance.
4. Can I wear a backless dress? Low-cut or backless dresses are not allowed. A dress that has a cut out scooped section in the back is permitted as long as it doesn't extend beyond the mid-back.
5. Can I wear a short dress? Short dresses are permitted as long as they are not shorter than the mid-thigh. The majority of students choose to wear long formal gowns to Prom. Homecoming and Winter Dance dress lengths vary according to individual taste.
6. What additional guidelines exist? Dresses that expose the bust line from the front, sides, or back view are not allowed. No cut-outs are allowed.

### **Men's Attire:**

1. Can I dance in my undershirt? Men are expected to wear their dress shirt for the duration of each formal dance. No sleeveless t-shirts may be worn without proper outer attire.
2. Can I wear shorts or jeans? Shorts and jeans are not allowed at formal dances. Dress pants and a dress shirt are required. Students wearing jeans and t-shirts only will not be permitted entry to the dance.
  - **Students who are deemed by the administration to be improperly dressed will be asked to leave the dance. If you have questions about the expected attire, please ask a dean in advance of the event.**
  - NCHS formal dances are very classy events. Students and staff work hard to maintain high and appropriate standards of dress and behavior. Your cooperation is appreciated to make each event a memorable one for all.

## **NAPERVILLE CENTRAL ATHLETICS INFORMATION**

Below is important information for those students who decide to try out for an athletic team at NCHS:

- **Parent permission forms:** parent permission forms are available during the summer in the main office of the school or in the athletic office. The forms (blue for boys and pink for girls) are filled out once each year. All information must be provided. Athletes who plan to participate in two or more sports should check the appropriate sports; however, the athlete should visit the athletic office prior to each season to inform the office that they are going to participate. **Incoming freshmen** should turn this form in to the athletic office (with a **copy** of their school physical and the proper athletic fee). **Do not mail or turn in these forms with registration materials. Forms for fall athletics may be turned in at the Athletic office.**
- All students who participate in athletics must have a physical on file in the athletic office. Physicals are valid for one calendar year. They must be renewed each year. As stated above, incoming freshmen may use their school physical forms. The physical must state that the student is cleared to participate without restrictions in athletic competition.
- **Participation fee:** Students involved in athletic programs must pay a participation fee, which is set by the Board of Education. For non-cut sports, fee will be collected at the time the parent permission form and physicals are turned in to the athletic department; fees for cut sports will be collected after teams have been selected.
- **Yellow card:** Students will receive a yellow card after turning in the parent permission form, a copy of a current physical and the athletic fee. The card must be presented to the coach on the first day of participation.
- **Academic requirements:** All incoming freshmen are academically eligible to participate. Students must be passing four classes and not failing two or more classes each week of the season. 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 participate the following week.
- **Sports awards nights:** Check with the coach for award night dates.

For more information or questions regarding The Athletic programs at Naperville Central High School, please call the Athletic Office, or see your student's Red book or check the website <http://www.naperville203.org/central>.

# ATHLETICS - First Try-Out Dates

## FALL: FALL

## SPORT

## HEAD COACH

August 13, 2014

Football  
Boys Cross Country  
Girls Cross Country  
Boys Golf  
Girls Golf  
Girls Swimming & Diving  
Girls Tennis  
Boys Soccer  
Girls Volleyball

Mike Stine  
Dave Ashton  
Aislinn Hicks  
Barry Baldwin  
Jane Thompson  
Mike Adams  
Don Bonet  
Troy Adams  
Jeff Danbom

## WINTER

November 2, 2014:

Girls Basketball

Andy Nussbaum

November 10, 2014:

Boys Basketball  
Girls Gymnastics  
Wrestling

Pete Kramer  
Glen Reimers  
Rob Porter

November 24, 2014:

Boys Swimming & Diving

Mike Adams

## SPRING

January 12, 2015:

Boys Track & Field  
Girls Track & Field

Steve Wiesbrook  
Mike Stine

February 15, 2015:

Boys Gymnastics

Glen Reimers

March 2, 2015:

Badminton  
Baseball  
Girls Soccer  
Softball  
Boys Tennis  
Boys Water Polo  
Girls Water Polo

Tamara Burke  
Mike Stock  
Ed Watson  
Andy Nussbaum  
Don Bonet  
Bill Salentine  
Jeff Plackett

March 9, 2014:

Boys Volleyball

Roger Strausberger

## ATHLETIC SCHEDULE 2014-2015

For a complete schedule, log on to <http://IL.8to18.com/napervillecentral>

## HIGH SCHOOL CO-CURRICULAR PARTICIPATION CODE

The High School Co-Curricular Participation Code is prepared for the benefit of prospective and current students at District 203 high schools and for their parents. It may be reviewed in the Red Book or on the school website

<http://www.naperville203.org/central>

**CLUBS/ACTIVITIES**

<b>CLUB NAME</b>	<b>SPONSOR</b>	<b>Requirements</b>	<b>Start Up</b>
Art Club	Chris Hodge	none	
	Danielle Figueroa		
	Daniels Cirone		
Band Director	D.J. Alstadt	Course enrollment	Aug
Band Director	Brandon Estes		
Bowling Club	Brian Dunn	none, fee	Jan.
BPA		Course enrollment	
Broadcast Club (aka Hawk TV)	Greg Padgett		
	Fred Gafrick		
	Katie Long-Piper	none	Aug.
Cheerleading (Varsilty) - Head Coach	Samantha Szopinski	Spring tryouts	Aug.
Cheerleading (Varsity)- Assistant	Becky Chiapetta		
Cheerleading (JV) - Head Coach	Kristine Kandl	Spring tryouts	
Cheerleading (JV)- Assistant Coach	Karen Roberts		
Chess Team	Mike Steger	none	Oct.
Class Sponsor - Senior	Jeromy Bentley	Spring elections	
Class Sponsor - Senior	Tina Dohm		
Class Sponsor - Junior	Amy Ruettiger	Spring elections	
Class Sponsor - Junior	Mike Jarvis		
Class Sponsor - Sophomore	Nicole Figi	Spring elections	
Class Sponsor - Freshmen	Nick Digiovanni	open to all Fresh.	
Council for Exceptional Children (CEC)	Anna Mautone	none	Sept.
	Breanne Fahey		
Culinary Club	Beth Hurst	none	Sept.
Debate - Coaches	Randy Smith	none	Aug.
	Robert Lugial		
DECA	Christine Bell	course enrollment	
Environmental Club (Club Green)	Dan Olandese	none	
	Megan Hopkins		
FCCLA	Beth Hurst	none	
	Stephanie Higgins		
FCA (Fellowship of Christian Athletics)	Dave Sladkey	none	
Flags (Spirits Color Guard)	Chuck Cummings	Tryouts	Aug.
Foreign Language - French	Jeremy Whitt	interest in language	Sept.
	Deniece Zinnecker		
Foreign Language - German		interest in language	Sept.
Foreign Language - Latin	Stacy Cunningham	interest in language	Sept.
Foreign Language - Mandarin	Yinhui Liao	interest in language	Sept.
Foreign Language - Spanish	Elise Dykema	interest in language	Sept.
	Jennie Franta		
Forensics - Coaches	Kay Zorn	Tryouts Sept.	
	Kelyn Tuggle		
Gay Straight Alliance (GSA)	Danielle Figueroa	none	Sept.
GEMS (Girls Engineering Math & Science)	Katherine Seguino	none	Sept.
Hearts two Offer	Randy Smith	none	Sept.
History Club	Mike Bochenski	none	Sept.
Horticulture Club		None	Sept.
Human Rights Club	Seth Brady	none	Sept.
Indian Student Assn (ISA)	Suraj Narine	none	
Intramurals	Ruth Kuzmanic	none	Sept.
Investment Club (Wall Street Society)	Christine Bell	app/interview	Aug.
Jazz Band	D.J. Alstadt	course enrollment	
	Brian Dunn		
	Brandon Estes		
Jets	Jeromy Bentley	none	Sept.
	Flint Collier		
Junior Statesman of America (JSA)	Laura Stark	none	Oct.
	Kim Pilot		
Kiva Club	Letitia Zwickert		Sept.
Linguistics Club	Mike Ortiz	none	Sept.
Literary Magazine	John Hayward	none	Sept.
Math Team - Coaches	John Wallbaum	none -all grades	Sept/Oct
	Lisa Gebbie		
	Adam Winiecki		
	Marissa Rakes		
Medical Club	Marie Higgins	none	Sept.
Model United Nations	Mike Bochenski	none	Oct.
Multi Cultural Club	Laura Starke	none	Oct.
	Sarah Kandl		
Music Club	Dan Goldstein	none	Sept.
Musical Choreographer	Curt Parry		Spring
Musical Pit Director	Curt Parry		
Muslim Student Association (MSA)	Deniece Zinnecker	none	Sept.
National Honor Society	Dan Olandese	Invitation	Sept.

Newspaper	Keith Carlson	course enrollment	Aug.
	Taryen Belasich		
Orchesis	Lindsay Swanson	Spring tryouts	Aug.
	Anna Mautone		
Orchestra	Constance Reynolds	course enrollment	
Pep Club (Red Rage)	Barbara Watson	none	Aug.
Policy Initiatives Group (PIG)		none	Sept.
Pom Pon - Varsity	Sarah Kandi	Spring tryouts	Aug.
Pom Pon - JV	Terri Rorer	Spring tryouts	
Pro-Life Club	Randy Smith	none	Sept.
Robotics Club	Wright King	none	Sept.
	Flint Collier		
Scholastic Bowl - Coaches	Hans Muehsler	none	Sept/Oct
Science Olympiad - Coaches	Lindsey Stevenson	none	Sept.
	Leah Johnson		
Science Team (WYSE & JETS)	Jeromy Bentley	testing	Nov.
	Flint Collier		
Service Club - Rotary	Matt Gresk	none	Sept.
	Rebecca Swiontek		
Special Olympics - Head Coach	Kristina Hagenbaumer	none	Spring
Step Team (Dynasty) - Coaches	Susan Macikas	Tryouts - August	Aug.
		Tryouts - August	
Student Council (SAC)	Eric Kaisling	Spring elections	Aug.
	Megan Plackett		
Tech Club	Nick France	non	Aug.
Theatre Central (Drama)	Tom Ulbrich	none	Aug.
Truth Seekers	Dan Tompkins	none	Sept.
Ultimate Frisbee Club	Lynne Nolan	none	
Urban Arts Club	Anna Mautone	none	Sept.
Vocal Director	Curt Parry		
Writer's Block	Nicole Weiss	none	Sept.
Yearbook - Head	Rachel Thorne	course enrollment	Aug.
Yearbook - Asst.	Sarah Albinak		
Yoga Club	Seth Brady	none	Sept.
Youth & Government	Eleanor Barbino	none	Sept/Oct
	Donna Mohn		
Woods Club	Wright King	none	Sept.
Xbox Club	Sean Rauen	none	

## **NAPERVILLE CENTRAL HIGH SCHOOL ACTIVITIES**

The Naperville Central Activities Program has over 50 activities available to you. The following activities are open to ALL students. Everyone may participate. Sponsor information is on the last page of this section. Most activities listed have no tryouts or competitions. They're just for fun or services to the school and community. Joining is the key to a fun year! Please contact the sponsor of the activity in which you are interested. Students may contact sponsors during the school day in the rooms indicated. A sampling of the kinds of projects are listed.

**Class Councils:** Each Class is a group of students who represent their class during the school year. Each class has a separate council organization. The purpose of the group is to sponsor worthwhile activities designed to promote class unity and generate student participation in extracurricular activities. In addition, the group structures class participation in special events such as Homecoming, , service projects, holiday season activities, and special projects designed to generate funds for future class needs. Please contact the appropriate sponsor for your class for more information. Class sponsors are:

**Freshman Class Council: Mr. DiGiovanni**

(Open membership, meets weekly)

**Sophomore Class Council: Mrs. Figi**

**Junior Class Council: Mr. Jarvis & Mrs. Free**

**Senior Class Council: Mr. Bentley & Mrs. Dohm**

**Student Advisory Council (SAC):** The Student Advisory Council is the Student government of Naperville Central High School. Its purpose is to support and initiate new and continuing activities, to advise the Administration, and to assume the role of leadership in student activities. Freshmen can apply in November. All grade levels are represented in this one organization. Students should see **Mrs. and Mr. Plackett**. Spring elections, frosh apply in the fall.

- Meets weekly
- Survey students on issues
- Homecoming Coronation
- Blood Drive Coordinators
- Season of Giving Service Tally
- Mr. NCHS competition

**Foreign Language Clubs:** There are foreign language clubs available in Spanish, Latin, German and French. Enrollment in the language is not required. Meetings begin in late September or early October.

**Art/Photography Club:** Depending on staff member availability, the art club or photography club that meets after school once a week all year long.

**Broadcasting Club (HawkTV):** Student reporters, writers, camera operators and editors produce monthly segments of HawkTV and other school info videos.

**Car Club:** The purpose of Car Club is to extend automotive knowledge beyond classes offered at NCHS. Meets bi-weekly in the auto shop. The Car Club organizes the Homecoming and Spring Car Shows.

**Council for Exceptional Children (CEC):** This club integrates special education students with our regular education students. Activities are planned so that all can enjoy! Picnics, movies, dances and bowling are just some of the fun activities that they do. All grade levels of students are invited to participate.

**Gay/Straight Alliance:** This group works to educate and promote tolerance and understanding among all people.

**Horticulture Club:** Students get involved in all areas of ornamental horticulture. Students may join the club at any time. See **Mr. Theimer** for more information. Students

- work on floral design projects
- grow plants in the greenhouse
- develop landscape designs,

Meetings are once per month depending on student projects.

**Human Rights Club:** This group seeks to raise awareness of world events that affect children and people in conflicted areas. They do some fundraising events. Meets once a week.

**Interact Service Club:** This is our service organization. Projects focus on school, community, and international service projects. Interact meets weekly in the Little Theatre. Projects include

- food and coat drives,
- Holiday Party for children in Aurora
- Leadership opportunities with local Rotarians
- Connect with many community events

**Intramurals:** The purpose of intramural sports is to give the opportunity to participate in various sports and activities. Intramural volleyball, basketball, Ultimate Frisbee, and whiffleball begin at varying times throughout the year. Cost is no more than \$10.00 per sport. Students who generate enough interest in a particular sport could lobby to have intramurals in that sport if gym space allows.

**Investment Club:** The Wall Street Society, a stock investment club and is designed to increase members' skill researching, selecting, and managing a stock investment. The club will run according to the National Association of Investors Corporation principles and will be a member of NAIC. Student members will voluntarily contribute their own money, pool it together, and invest the money as a group.

- Members are interviewed for selection.
- Meets twice monthly in the evenings.

**Model United Nations:** This student forum on International Issues and Current Affairs meets twice monthly. Students prepare an international perspective on world issues and present these ideas at the regional Model UN conference in Chicago and/or in Urbana-Champaign.

**Multicultural Club:** The NCHS Multi-cultural Club is a diverse group of students attempting to bring a positive message of multicultural awareness to our school through a variety of activities. This club meets weekly. Students will

- Increase student awareness through monthly recognition of cultural celebrations
- Sponsor Multicultural show in March
- Discuss issues and educate each other about similarities and differences between cultures.

**National Honor Society:** Juniors and Seniors who have achieved a cumulative weighted grade point average of 3.75 and have demonstrated leadership and strong positive character are invited to apply in the fall. See NCHS NHS in the Co-curricular section of the Redbook for complete description.

**Pro-Life Club (SHUBAM):** The purpose of SHUBAM (Students Helping Unborn Babies and Mothers) is to promote respect for human life, equipping all with the information and resources necessary to protect those who never had a voice.

**Red Rage:** The Pep Club provides opportunities for all students to show their spirit and pride for NCHS! Got great ideas for creating school spirit-then join us! The Pep Club sponsors

- crazy lunch activities
- decorate for athletic events
- pregame tailgate BBQs
- school spirit with the help of our Redhawk Mascot.

**Orchesis Dance Troupe:** Tryouts are held in the spring. Prior dance experience is needed. Orchesis will explore Classical, Modern, Jazz and Hip-Hop. Performances will include NCHS Variety Shows, Holiday Program, Fox Valley Festival of Dance, and more.

**Tech Club:** This organization enables all levels of students to learn and develop skills in the backstage areas of theatre. Students can get involved anytime throughout the year. No prior experience is necessary. Students will

- learn how to work with tools, build scenery, operate lights, and sound equipment.
- Help run school productions and assemblies

**Theatre Central:** The drama program opens with Coffee House in early October. Practices will begin in early September. Theatre Central meets weekly. Learn all aspects of acting and play production.

- Holiday Show
- Student Directed One Acts
- Workshops on acting
- Coffeehouse fundraiser
- Community Players Troupe
- Fall & spring plays

**Urban Arts Club: Dance**

Share your love for hip hop, with an urban flair. Open to all students with a desire to learn dance moves at all levels. Performance opportunities may include: Homecoming assembly, multi-cultural show, and others.

**Ultimate Frisbee Club:** Learn to play the field sport of Ultimate. Learn to throw forehand, backhand, and overhead throws. Play intramurals before school and join the NCHS team in league play in the spring. Practices are usually 2-3 times a week at 6:30 a.m.

**Web Team:** Students interested in maintaining and expanding NCHS's presence on the internet are invited to apply for a place on the team. No knowledge of HTML or any other language is necessary! Meets weekly

- Writers, photographers, editors, and programmers are all welcome.

**Youth and Government:** This activity provides a “hands on” experience in the democratic process.. This year-long activity which is coordinated with the YMCA. The program begins in mid-September and ends in late March. Youth and Government meets weekly with NNHS students. There is a fee associated with this club. Students

- role play state legislator, attorney, media and lobbyists.
- prepare legislation, arguments for lobbies, etc.
- attend a three-day weekend in Springfield

#### **New Club Applications:**

Students interested in forming a new club must show that

- 15 people are interested in the club,
- a faculty sponsor is willing to supervise the club,
- the mission of the club is not incorporated into the mission /activities of an existing club.

New club applications are available at the Student Activities Office. Upon completion of the application, the student leader must make an appointment to meet with the Activity Director.

### **CLUBS RELATED TO BUSINESS AND HEALTH & FAMILY SERVICES COURSES**

#### **DECA, An Association of Marketing Students**

This club is for students interested in marketing, management, and entrepreneurship. DECA helps students develop skills and competencies related to marketing careers. Many opportunities await students including:

- ☺ Local leadership conferences and a chance to be a chapter, state and/or national officer
- ☺ Regional, state, and national competitions
- ☺ Service to our community.

It is very helpful preparing for competition if a student has taken the Marketing, Management, and/or Intro to Business courses. We will meet one morning each week during the school year.

#### **BPA, Business Professionals of America**

The goals of this club are focused on preparing students for the business workforce through the advancement of leadership, citizenship, academic, and technical skills. Club activities include opportunities in the following:

- ☺ Local leadership conferences and a chance to be a chapter, state and/or national officer
- ☺ Regional, state, and national competitions
- ☺ Service to our community

There is a very broad range of contests in this club focusing on Accounting & Financial Skills, Administrative Support (Word Processing) Skills, Computer & Technical Skills, and Human Relations/Marketing/Management Skills. We will meet one morning each week during the school year.

#### **FCCLA – Family, Career, and Community Leaders of America**

Family, Career and Community Leaders of America is a dynamic and effective national student organization that helps youth become strong leaders and address important personal, family, work and societal issues through Family and Consumer Sciences education. Students enrolled in the Health & Human Services Internship at NCHS are members of FCCLA. It offers opportunities for students to make new friends; plan and participate in chapter activities; turn interest and concerns into action and earn recognition at the community, regional, state, and national levels.

### **CLUBS RELATED TO MUSIC**

**Men’s Chorus:** This group meets before school and performs at concerts and at special events throughout the year. This group has grown in popularity over the years and performs locally as well. Mr. Parry is the director of choral music and of this group.

**Vocal Music:** Interested in smaller group performances, then talk to Mr. Parry, the director of choral music. Many of the special vocal groups at NCHS are elective classes.

**Marching Redhawks:** The band has a proud and long standing tradition of excellence. The Marching Redhawks

- provide half-time entertainment at all home football games throughout the year
- competes in fall marching band festivals
- performs in the Labor Day and Memorial Day parades in downtown Naperville



**Pep Band:** This group provides entertainment and spirit for home basketball games during the year.

**Jazz Symphony Orchestra:** This is the “premiere” ensemble of the three jazz groups at Central. The ensemble performs at many concerts at school throughout the year and competes throughout the state. Membership is by audition only and is open to all students at Central

**Jazz Band:** This band is preparatory in nature for those students who wish to go on to become members of the Jazz Ensemble. The group performs at many school concerts throughout the year and also competes at jazz competitions throughout the state. Membership is by audition only and is open to all students at Central.

**Jazz Lab:** This ensemble serves as an introduction to the other two Jazz groups at Central. A variety of different basic jazz styles and concepts are explored. The group performs at various school functions and travels to jazz festivals during the year. No experience is necessary and no audition is required to join.

**Ensembles:** Most students who participate in band also choose to participate in an ensemble group. A range of ensembles will include Clarinet Choir to Drum Ensembles

**Musicians Club:** A place for performers, singers and writers to collaborate with other musicians and have fun.

### **THESE ACTIVITIES INVOLVE WRITING AND JOURNALISM**

**Central Times (Newspaper):** The Central Times is Naperville Central’s award-winning newspaper. The paper is totally student produced. Students, editors, and staff members determine all content, write all copy, headlines, captions, infographics and textboxes. They also design and lay out pages using desktop publishing on the MACINTOSH. In addition, they sell and design ads, partially funding the paper. Involvement in the production of the paper gives the student a total journalistic experience. While at Central, students may elect various journalism courses. Entry into Journalism Lab, the newspaper production course, is by application only. Students may also participate in the program without being in a journalism class.

**Flight (Yearbook) Staff:** The staff gathers photographs, writes stories, and plans the layout of the yearbook. Yearbook layout is offered as an elective course through the Communication Arts Department and is open to students after their freshman year. Students interested in more information regarding the yearbook should contact **Mrs. Thorne** in the Communication Arts Dept. Freshmen may participate as an after school activity.

**Literary Magazine:** The magazine staff is a group of students who are interested in publishing a literary magazine containing the writings of N.C.H.S. students. The purpose is to give interested students some experience editing other students’ writing, and to provide a forum for “creative” writing. Students may join at any time. Sponsored by **Mr. Hayward**.

**Writer’s Block:** This is a group that meets 2-3 times a month after school to review their original works of writing. Poetry, short stories, and other creative original works are discussed. One does not need to be a member of a class in order to participate. – **Mrs. Weiss**

### **THESE ACTIVITIES COMPETE AGAINST OTHER SCHOOLS:**

**Pom Poms (Arrowettes):** Poms promote school spirit and to entertain at athletic events, pep rallies, and other special events. The JV and Varsity Pom squads perform at football and basketball games. Tryouts are in April. Poms also participate in Saturday competitions against other schools to qualify for state competition

**Cheerleading:** Cheerleading provides an organized means of providing support and enthusiasm for major sporting events (Football and basketball games). Tryouts are held in April for JV Varsity. Cheerleaders also participate in Cheerleading competitions.

**Flag Corps (Spirits):** Our flag team performs at football and basketball games. There is a tryout in the Spring for the Flags program. The Flag Team also competes against other schools in Saturday competitions during the Winter – Winter Guard members must participate in the fall marching band season.

**Dynasty – Step Team**

While the roots of step dancing stem from African American culture, this club is open to all students who want to give this style of rhythmic performance a try. This group performs at homecoming, a DVC Showcase, and some home basketball game.

**Worldwide Youth in Science and Engineering (WYSE):** This club is for students interested in the math, science, computer, and engineering fields. The team will participate in various competitions. Begins in October.

**JETS:** Junior Engineering Technological Society is a series of aptitude tests in various areas in core areas of Science. Competition is at regional and state levels.

**Science Olympiad:** A team of students will compete in applied science areas. Competitions may include building catapults, designing race cars, launching marshmallows. The team competes at the regional and state level.

**Chess Team:** Chess Club meets one to two times a week for practices and has a regular DVC competitions schedule. Competitions run from December to March and tournaments are governed by IHSA rules. The club is open to members from all four-grade levels.

**Forensics (Speech Team):** Students receive competitive training in public speaking and/or theater acts. The team offers 14 unique and challenging performance opportunities. Practice begins in September and season concludes in February.

**Congressional Debate:** Students will participate in the formal debate process. Members will compete in 8 to 10 tournaments including the state series. The Congressional Debate Team begins practicing in mid-September

**Math Team:** This team fosters interest in the field of Mathematics. It also broadens the background of team members and serves as a social function for each member. The team competes in the DVC conference as well as in the state series. Weekly meetings start in September.

**Robotics Club:** New! Learn the essentials of design and integrate electrical signals and mechanical movement.

**Scholastic Bowl:** A team of students will compete in the various academic areas against other schools. Scholastic Bowl is similar to the popular show – “Who Wants to be a Millionaire?” The team also competes in the DVC conference and in the IHSA series. All grade levels needed! Practices begin in late September

# MILESTONES

## FRESHMAN-SOPHOMORE-JUNIORS YEARBOOK PICTURES

The yearbook picture will be that same as the ID photo. Students should dress accordingly. Retake day will be the last week in September.

## FRESHMAN YEAR FRESHMAN MENTORING PROGRAM

The Freshmen Mentoring Program seeks to ease the transition between junior high and high school. Junior and Senior students mentor freshmen on topics such as student involvement in activities and athletics, study skills, conflict resolution, communication, and cultural diversity. Teams of three mentors meet with groups of approximately 24 freshmen during 22 minutes of the lunch hour twice weekly. Counselors, deans, and social workers also meet with freshmen during FMP time to discuss services, course selection choices, and answer student questions. FMP is not optional, and freshmen attendance is taken. Prior to exams, mentors meet with freshmen once during the week; the second day of FMP is a quiet study hall.

## SOPHOMORE YEAR CLASS RINGS

NCHS has chosen Jostens Class Rings as its chosen supplier. A Jostens representative works with students regarding the purchase of class rings. The Class Ring and Stone display is in the Trophy Case in the school foyer. **It is always best to choose the stone color from the Stone display – not the book.**

### Sophomores order class rings in late August.

- Students order rings during lunch hours in the cafeteria. There is also a family night when parents are encouraged to attend.
- Delivery is at the school six to seven weeks later.

Jostens offers four basic ring designs. Many free options are available for personalizing the ring. **Rings cost between \$170.00 and \$450.00.**

### **Jostens offers several payment plans.**

- Pay in full with a check, money order, or any major credit card.
- Make a deposit on the ring, and then pay the balance when you receive it. A \$50.00 deposit is required when ordering the ring.
- Pay in installments with an easy interest-free plan.

### **Jostens provides:**

- **automatic ring insurance with the purchase of all high school rings ordered after July 1, 1997.** If a loss or theft occurs and is reported to Jostens within four years of purchase of the ring, Jostens will provide a one-time replacement ring of same or similar design and comparable value. A deductible applies to the transaction.
- a credit on the purchase of your college ring if you turn in your Jostens high school ring. You will receive a turn-in credit for your gold high school ring based on prevailing gold prices at the time of turn-in. Exchange of your ring at no charge if your year of graduation changes or if you change schools before your graduation date. The ring is of similar design, if possible, and comparable value.

## **TESTING**

- PLAN TEST** This is a practice for the ACT test taken by all Freshman in April. Career and academic interest information is provided as well.
- PRACTICE ACT** This test, an alternative form of the ACT, is taken in April by all Sophomores.
- PSAT/NMSQT** This is a practice SAT test taken by Juniors in October. It is also a test to qualify students for National Merit Scholarships. Top Sophomores can also take this test in October on a Saturday.

## **JUNIOR YEAR**

### **PRAIRIE STATE ACHIEVEMENT EXAMINATION**

This is a state mandated test which is used for District 203's report card to the State Board of Education. Incorporated in this test is an ACT test..Scores can be used on college applications and for NCAA reporting.

- ACT** The ACT is taken by every Junior in April of their Junior year and is designed to measure academic potential for college bound students. It is common to take this test more than once. It can be taken in September, October, February, April or June. Some colleges require the optional writing test. For a list of those colleges go to [www.act.org](http://www.act.org).

## **SENIOR YEAR**

- SAT/SATII** This test is used for college admission purposes. Colleges accept the SAT or ACT. Many highly selective colleges require SAT II tests. Please check each university for requirements.
- AP** Advanced Placement tests are coordinated through Student Services and are taken the same year the student takes the AP Class. High scores on the AP tests may qualify the student for college credit.

## OPEN LUNCH POLICY

Naperville Central is a closed campus. However, the School Board has approved seniors to be off campus during their lunch period. Seniors will be required to turn in a parent permission form to their dean. Seniors must use their school ID for check-in and check-out procedures. Failure to do so may result in loss of off-campus lunch privilege.

## TEACHER REFERENCES FOR COLLEGE

Selective, private colleges may require one to three teacher references to be submitted along with applications in Sept./Oct. of senior year. Teacher references may also be needed when applying for scholarships in Jan/Feb. of senior year. A senior/parent night is held in September to cover the total application process in detail. Parents of college-bound students are strongly urged to attend.

- Request teacher references at least four weeks before application is due.

## SENIOR PHOTOS

Senior photos are taken by Root Studios, an HR Imaging Partners, Inc. Company. Photos must be taken by October 18th to be included in the yearbook. Root Studios sends out appointment times to juniors in May. **Seniors are responsible for calling Root Studios at 416-0552 to make an appointment for a sitting.**

## SENIOR CLASS PARTY

The Senior Class Party is an all night party given by the senior parents to the senior class. Planning begins the year before the party. All parents are encouraged to participate in the planning, decorations and/or working the night of the party. Information is mailed to each student in the fall before the party. As the party date draws closer, subsequent mailings will include pertinent details such as payment information, the need for a baby picture and a current picture of your student to name a few.

## GRADUATION

Complete graduation information is mailed home to all seniors and their parents in late April. Contents of the packet include a Jostens order form and a Commencement form.

Seniors receive an order form from which they can choose many graduation momentos. The majority of NCHS seniors choose an announcement package, and the Cap, Gown & Tassel unit. **Together these items cost between \$95.00 and \$150.00. Cap, gown and tassel only are about \$50.**

**Cap, Gown and Graduation ticket delivery occurs during lunch hours in mid April.**

- Student must have picture ID, and signed Commencement form must be on file.
- Stadium seating will be open to all guests, and no outdoor tickets will be issued. Gates will open one hour prior to the ceremony. Tickets to be used in the event of an indoor ceremony due to repeated inclement weather are distributed with students' caps and gowns.

**Several senior activities occur during April, May:**

- Excellence in Education Banquet – students with a GPA of 4.25 or better
- Dress-up Theme Days
- Senior Breakfast
- Senior Athletic Banquet
- Commemorative Service
- Academic Awards
- Senior Class Beach Party

**Commencement takes place in late May.**

- It is **held outdoors** in Memorial Stadium
- **It is not mandatory to participate in Commencement.** Intent to participate is indicated on the Commencement form. All seniors who intend to participate in the Graduation ceremony must be present at Graduation practice. **Any senior not attending practice will not be permitted to attend Commencement.**
- **Diplomas will not be issued to seniors with an outstanding fine/obligation.**

# INDEX

---

4.0 Awards.....	34
Athletic Tryout Dates.....	41
Bus Service.....	24
Calendar – Current Year District.....	2
Class Deliveries and Message.....	18
Class Rings.....	49
Clubs/Activities.....	43
College Campus Visits.....	12
College and Career Center.....	37
Communication Etiquette.....	19
Controversial Speakers.....	29
Crisis Team.....	26
Daily Schedules.....	13
Dances-Regulations.....	39
Discipline Policy.....	27
Dress Code.....	23
Dress Code for Dances.....	23
Driving to School.....	24
Electronic Communication Devices.....	8
Father/Daughter Dinner Dance and Mother/Son Brunch.....	39
Fines and Obligations.....	22
Freshman Mentoring Program.....	49
Get Involved!.....	18
Grading Procedures.....	34
Graduation.....	51
Harassment.....	27
Health Services.....	31
High School Attendance Cap.....	12
How Parents Can Get Involved At NCHS.....	18
Home and School.....	18
School/Family/Community Partnership.....	18
Athletic, Band and Cheer & Pom Booster Club.....	18
I.D. Cards.....	20
Insurance for Students.....	33
Late Arrival Days.....	5
Library Resource Center (LRC).....	21
Locker Service and Security of Personal Items.....	22
Lost and Found.....	20
Lunch.....	22, 51
Make-up Work Resulting from Absence.....	12
Market Day.....	25
Naperville Central Athletics Information.....	40
National Honor Society.....	35
Naperville Central's Policy for National Honor Society.....	36
NCHS Important Dates.....	3
NCHS Spiritwear.....	25
NCUSD203 Co-Curricular Participation Code.....	41
Open House.....	19
Parent/Teacher Conferences.....	19
Parking for Parents.....	25
Part-time Status/Expulsion.....	26
Peer Mediation.....	26
P.E. Dress Code/Requirements.....	23
Progress Notification Form.....	38
Random test for student-athletes.....	10
Release for Appointment.....	11
Reporting Absences.....	4, 11
Resources to Assist Parents.....	26
Rights Concerning Student School Records.....	30
School Closings.....	12
School Phone Number, Address and Website.....	7, 14

School Resource Officer.....	29
School Sponsored Dances.....	39
School Store.....	25
Semester Exam Policy.....	37
Senior Class Party.....	39, 51
Senior Photos.....	51
Sex Discrimination.....	27
Student Activities List.....	421
Student Employment.....	30
Student Services (SS).....	16
Talk203.....	6
Teacher References for College.....	51
Telephone Directory.....	14
Testing.....	50
Truancy and Tardiness.....	29
Videotaping and Photographing of Students.....	27
Visiting NCHS.....	17
Work at School.....	21
Work Permits.....	30

**The Parent Survival Guide, a companion to our student handbook, serves as an important source of information for our Redhawk parents. The student handbook, known as the Redbook, is a detailed reference and should be referred to if you need more in-depth information on the topics included in the guide or have questions in the following areas:**

- Mission Statement
- SIP (School Improvement Plan) Goals
- Responsibilities of Students
- Student Employment as Excuse for Absence
- Detentions, Weapons in School, several similar topics addressed under "Discipline"
- Care of School Property
- Technology
- Mathematics Calculator Policy
- Trespass Notice
- Unwelcome Intruders/Visitors
- Unauthorized Area
- IHSA Eligibility Rules

Please check the school website for updates.



# About My NCHS Student

Name \_\_\_\_\_ ID# \_\_\_\_\_

Counselor's Name and Phone Number \_\_\_\_\_

Dean's Name and Phone Number \_\_\_\_\_

## First Semester Schedule

PERIOD	TIME	CLASS	TEACHER	PHONE/EMAIL
1	7:45 - 8:35			
2	8:41 - 9:34			
3	9:40 - 10:30			
4	10:36 - 11:26			
5	11:32 - 12:22			
6	12:28 - 1:18			
7	1:24 - 2:14			
8	2:20 - 3:10			

## Second Semester Schedule

PERIOD	TIME	CLASS	TEACHER	PHONE/EMAIL
1	7:45 - 8:35			
2	8:41 - 9:34			
3	9:40 - 10:30			
4	10:36 - 11:26			
5	11:32 - 12:22			
6	12:28 - 1:18			
7	1:24 - 2:14			
8	2:20 - 3:10			

Suggestions for using this form:

Make as many copies of this form as needed for your student(s). You may wish to make a copy of the completed form to take to work. After the first week of classes, your student should have a hand-out from the teacher explaining the best way he/she can be contacted. Use this information for filling out the Phone/Email address section.

# About My NCHS Student

Name \_\_\_\_\_ ID# \_\_\_\_\_

Counselor's Name and Phone Number \_\_\_\_\_

Dean's Name and Phone Number \_\_\_\_\_

## First Semester Schedule

PERIOD	TIME	CLASS	TEACHER	PHONE/EMAIL
1	7:45 - 8:35			
2	8:41 - 9:34			
3	9:40 - 10:30			
4	10:36 - 11:26			
5	11:32 - 12:22			
6	12:28 - 1:18			
7	1:24 - 2:14			
8	2:20 - 3:10			

## Second Semester Schedule

PERIOD	TIME	CLASS	TEACHER	PHONE/EMAIL
1	7:45 - 8:35			
2	8:41 - 9:34			
3	9:40 - 10:30			
4	10:36 - 11:26			
5	11:32 - 12:22			
6	12:28 - 1:18			
7	1:24 - 2:14			
8	2:20 - 3:10			

Suggestions for using this form:

Make as many copies of this form as needed for your student(s). You may wish to make a copy of the completed form to take to work. After the first week of classes, your student should have a hand-out from the teacher explaining the best way he/she can be contacted. Use this information for filling out the Phone/Email address section.