

Attendance

Frequently Asked Questions....

Where should a student enter the building when arriving late?

Late arrivals should enter Entrance 1 off Aurora Avenue and complete an attendance form. This form allows the student to go directly to class without going to the Attendance Office.

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, 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 the front desk will confirm the arrival.

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

A parent/guardian may remove a child by visiting the Attendance Office and signing for the release of the student. A call ahead to the Attendance Office at 420-6966, should be made, if possible. Students are not released to a sibling, neighbor, friend, etc., without the express written authority of the parent/guardian.

REPORTING ABSENCES OR LATE ARRIVALS

If a student is absent from or late to school, the parents or guardian must telephone the **Attendance Office (420-6966) before 11:00 A.M.**

You will be asked to state the following:

| | | |
|-----------------------|---------------------------|--------------------|
| student's name | grade | I.D. number |
| date | reason for absence | |

This call must be placed in order for the absence to be considered excused. When parents are out of town, they are expected to contact Student Personnel Services (SPS) and the Attendance Office prior to leaving and designate an adult responsible for their student. Students may not report their own absences.

If a student is absent without prior authorization by the parent or guardian, the Building Principal or designee will call home or work within two hours after the first class.

EARLY DISMISSAL OR RELEASE FOR APPOINTMENT

If a student needs to be excused, the student must bring a parent note to the Attendance Office between 7:15 a.m. and 7:45 a.m. on the day he/she is to be excused, **or** call the attendance office (420-6966) with the following information:

1. **Student's full name, grade, and I.D. number.**
2. **Type of appointment and name of physician and physician's phone number**
3. **Time to be released**
4. **Time of return**
5. **If privacy is an issue and the appointment type/doctor's name must be withheld, please state this in the note.**

Students must sign out when leaving and sign in when returning at entrance #1 at the Welcome Desk.

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 – Li | 420-6435 |
| Lo – Z | 420-6437 |

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 days absence 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.)**

At the fifteenth (15th) absence, 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.

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

Documentation must be submitted to Attendance Office prior to absence.

MAKE-UP WORK RESULTING FROM ABSENCE

The Guidance secretary will assist with collecting assignments for students who are absent for an excess of three days. Please contact SPS after the second day of absence, as the secretary will begin the process.

In case of excused absences of 3 days or less, it is the student's responsibility to check with teachers about work missed. Students will be expected and allowed to make-up missed work in a reasonable amount of time, to be determined by individual teachers or department coordinators.

Please Note: Many courses require a semester project/paper with a specific deadline announced well in advance. If a student is absent and excused on the deadline date, the project/paper is still due on the announced date. It will be the responsibility of the student to have parents/friends bring the paper in on the deadline date, or the teacher will assess a late grade penalty. In the case of out of school suspension, see your student's dean for details.

SCHOOL CLOSINGS

Please call the District 203 Administrative Office at 420-6300 or visit the website 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 2nd hour.)

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|-------------------|----------------------|-----------------|
| Assessment | 7:45 - 8:45 | |
| Per. 1 | 8:54 - 9:33 | (39 min) |
| Alt. Per. | 9:39 - 10:04 | (25 min) |
| Per. 2 | 10:04 - 10:43 | (39 min) |
| Per. 3 | 10:49 - 11:28 | (39 min) |
| Per. 4 | 11:34 - 12:12 | (38 min) |
| Per. 5 | 12:18 - 12:56 | (38 min) |
| Per. 6 | 1:02 - 1:40 | (38 min) |
| Per. 7 | 1:45 - 2:24 | (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

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|---------------|---------------------|-------------------------------------|
| 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) |

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

IMPORTANT DATES 2009-2010

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|----------------|--|-----------------|--|
| Aug. 4 | Freshman registration | Jan. 4 | Classes Begin |
| Aug. 5 | Sophomore registration | Jan. 7 | Evening w/Parochial School parents & students - Little Theatre 7- 8 p.m. |
| Aug. 6 | Junior registration | Jan. 18 | No School - Martin Luther King Day |
| Aug. 7 | Senior registration | Jan. 19 | Last Day for Pass/Fail option Last day to drop a class for a study hall |
| Aug. 11 | Let's Get Acquainted, Auditorium, 7:00 p.m. | Jan. 22 | Father/Daughter Dance |
| Aug. 12 | Frosh Fling Orientation 5:30 p.m. Meet in Main Cafe | Jan. 24 | Mother/Son Brunch |
| Aug. 14 | Teachers & Student Services staff return | Jan.20– Feb. 10 | Course Selection |
| Aug. 19 | Classes begin | Jan. 25& 27 | Freshman Family Orientation Auditorium, 7:00 p.m. |
| Aug. 19 | Cap & Gown Orders due | | |
| Aug. 26 | Senior/Parent Meeting – College Information Auditorium, 7:00-8:30 p.m. | Feb. 9 | "Alcohol, Drugs & the Teenage Brian - LRC |
| | | Feb. 12 | Half-Day Institute |
| Sep. 1 | Last day for Pass/Fail option Last day to drop a class for a study hall | Feb. 13 | Winter Dance |
| Sep. 7 | No School – Labor Day | Feb. 15 | No School – President's Day |
| Sep. 8-15 | Regular registration for PSAT | Feb. 26 | No school – County Institute |
| Sep. 15 | "Navigating the Rapids of Teenage Dating Relationships" - LRC | March-May | Junior Conferences |
| Sep.30 | Consumer Ed. Proficiency Test Main Cafeteria (Check Time) Open to Grades 9 -11 | Mar. 8-19 | AP Exam Registration |
| | | Mar. 11 | No School Institute & Parent Conferences, 5:00-8:30 p.m. |
| Oct. 8 | No School Institute & Parent Conferences, 5:30-8:30p.m. | Mar. 12 | No School, Parent Conferences, 8:00-noon |
| Oct. 9 | No School, Parent Conferences, 8:00a.m. - noon | Mar. 13 | SAT Exam at NCHS 8:00 - Noon |
| Oct. 17 | PSAT & NMSQT at NCHS | Mar. 15 | Spring Blood Drive |
| Oct. 19 | End- 1 st Quarter | Mar. 13-19 | AP Late Registration (\$20 late fee) |
| Oct. 20 | "Athletic Participation – Guaranteeing Success" Mart Bee- Athletic Dept. | Mar. 15 | End of 3 rd Quarter |
| Oct. 23 | Homecoming Game | Mar. 26 | No School – Staff Development |
| Oct. 24 | Homecoming Dance | Mar. 29- Apr. 2 | No School Spring Break |
| Oct. 24 | ACT Exam given at NCHS | | |
| Nov. 10 | "Sometime the Answer is NO – Practical Ideas" - LRC | Apr. 10 | ACT Exam at NCHS 8:00 – Noon |
| Nov. 16 | Fall Blood Drive | Apr. 12 | Cap & Gown Distribution |
| Nov. 25 | No School – Staff Development | Apr. 13 | "Teenage Depression & Anxiety" LRC |
| Nov. 26, 27 | Thanksgiving – No School | Apr. 28, 29 | Prairie State Exam (11), Practice ACT (10), Plan Test (9) |
| Dec. 2-8 | CRT Writing Dates | May 3-14 | AP Exams Administered |
| Dec. 15-18 | Final Exams | May 10-14 | CRT Writing Days – Comm. Arts |
| Dec. 18 | End of First Semester | May 13 | Courtyard Lunch |
| Dec. 21– Jan.1 | Winter Break | May 17 | Senior Awards Program 7:00 p.m |
| | | May 18 | Commemoration Program for Seniors and their parents - 7:00 pm in Main Gym |
| | | May 19 | Graduation |
| | | May 24-27 | Final Exams |
| | | May 27 | Classes End (tentative) |
| | | May 31 | Memorial Day |