

# Basics

## Frequently Asked Questions...

### ***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.

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

There are approximately 40 parking spaces (including two handicapped) in the parking lots off Aurora Avenue at Entrance 1. Additional visitor parking is available at Rotary Hill across Aurora Avenue. Rotary Hill has a 3 hour limit. For extended parking, ask Karen in the main office about NCHS display tags.

### ***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 that you refrain from parking in these locations.

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

Yes! All visitors should be prepared to identify themselves with an ID, sign-in and display a provided visitor's sticker. When exiting the building, visitors are to sign-out at the front door register.

### ***Where are the washrooms?***

Washrooms are located to the west of the front desk past the Learning Resource Center (LRC). Additional facilities are located in the main office.

### **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)

Requests for new student I.D. cards or replacement I.D. cards are directed to the Physical Education Office. I.D. photos for new students are taken 7:10 a.m. – 7:40 a.m. Wednesday and Friday in the P. E. office. New students will receive their I.D. card by the end of the school day. Replacement cards cost \$5.00, and students will receive them within 24 hours of request.

**The student must notify his/her dean if an I.D. card is lost or stolen.**

### ***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 the Main Office. 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 founds** are located in the **Main Office, Mr. Seiple's office** and the **Physical Education office**.
- Any lost items which are found should be turned into the Main Office.

## LIBRARY RESOURCE CENTER (LRC)

The LRC at Naperville Central High School has an extensive collection of resources including over 18,000 print volumes and numerous online databases, computer lab, AV equipment, and work space for quiet study and collaborative groups. Students may come to the LRC anytime with a pass from a teacher or on their lunch hour, however eating is not allowed. Some textbooks and project materials, such as markers, colored pencils, and glue sticks, are also available for use in the LRC only. A current student ID is required for checkout of all materials.

### ***Circulation Policies:***

*Books (including audio books)*

- 3 week checkout/ .10 a day overdue charge

*Reference materials*

- 3 day checkout/1.00 a day overdue charge

*Magazines*

- 3 day checkout/ .10 a day overdue charge

### ***Services include:***

- Readers Advisory
- Interlibrary loan
- Photocopies .10/page (10 page limit)
- Transparencies .30/page

Library services available from professional and support staff.

Two full-time, certified Library Media Specialists

- Tom Bohdan [tbohdan@naperville203.org](mailto:tbohdan@naperville203.org)
- Lauren Peterson [lppeterson@naperville203.org](mailto:lppeterson@naperville203.org)

Three full-time library assistants

- Donna Finke [dfinke@naperville203.org](mailto:dfinke@naperville203.org)
- Donna Schuster [dschuster@naperville203.org](mailto:dschuster@naperville203.org)
- TBA

***The LRC opens at 7:00 daily. Library services are available until 3:30.  
The computer lab is open until 4:00.***

**Inter-Library Loan** materials are items the LRC can get from other libraries in Illinois (45 university libraries and 800+ public libraries). Access is obtained through ILLNET, the Illinois Library Network.

**Information on Work@School or Work@Home in 2009-2010 can be obtained in the Library Resource Center.**

**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. 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 \$5.00.
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 selects a locker partner; if a partner is not selected, the school will assign one.
- 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

**NCHS recognizes that a student's appearance is the responsibility of that student and the parents. NCHS requires that students come to school clean and in decent attire. If modes of dress or appearance are considered distracting or disturbing to the educational environment, 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, headbands, 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. In addition, certain holes in clothing, low-cut tops, and short-shorts.
- No coats, jackets and outdoor-wear garments may be worn in the building during the school day.
- A student may be sent home if their attire is deemed inappropriate by school staff.

**Halloween costumes are no longer allowed.**

## 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, Winter Dance and Prom. See the Redbook for more details.

## PHYSICAL EDUCATION DRESS CODE/REQUIREMENTS

- **The PE shirt is school issued.** The new shirts are gray; students who already own a red PE shirt may wear it. Students may not wear a shirt with another student's name on it.
- **Shorts or sweats must be red, black or gray, and 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 50 cents 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. In the evening, buses wait in the Old Circle. If the assigned bus 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 front circle, off Aurora Avenue, or use Hillside 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 are entitled to apply for assigned spaces in the school parking lots. Therefore your child should be encouraged to use bus transportation whenever possible. One of the biggest issues for student drivers is safe, legal parking. 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 numbered lots on Hillside and Porter 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 approximately 40 parking spaces (including two handicapped) in the parking lots off Aurora Avenue at Entrance 1. Additional visitor parking is available at Rotary Hill across Aurora Avenue. Rotary Hill has a 3 hour limit. For extended parking, ask Karen in the main office about NCHS display tags.

### ***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 adjacent to the front circle?***

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 commons across from the Athletic Office. 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, gym shirts and shorts. It is possible to purchase hall locks, 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 is a "clearing house" where students may pick up dance pictures, graduation gowns, SAT registration etc.

## ***NCHS SPIRITWEAR***

NCHS Spiritwear and Spirit items are available for sale throughout the school year. Sales will occur during school-wide events such as Open House and Parent/Teacher Conferences. The Spiritwear booth is also open during all **home** football games and various other times and events. A schedule of selling dates is published in the *Central Scenes Newsletter* and is available in the Athletic office. 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.