

Communication

Frequently asked questions...

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

After signing in, articles may be taken to Student Personnel Services (SPS) and they will be delivered by an aide from the Dean's Office.

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 – LI	420-6435
LO– 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?

No! Because lockers are shared, this is not allowed. 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. If you did not provide an email at registration, you may be added to the system (or change your existing information) by logging into your i-parent account. Instructions are found on the i-Parent page, accessible from the homepage of the District website: www.naperville203.org.

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

Voice Mail (Parent Connection Line)	6966
Main Office	6420
Karen Stelmachowski	
Administrators:	
Principal & Secretary	6422
William Wiesbrook	
Tina Zientarski	
Ass't Principal & Secretary	6440
Curriculum/Instruction	
Jackie Pfeiffer	
Karen Korbas	
Ass't. Principal & Secretary	6432
Schedule/Budget/Operations	
Carrie McFadden	
Marlene Nickl	
Dean of Student Activities & Secretary	6649
Lynne Nolan	
Paulette Allexan	
Dean& Secretary for Students A - FE	6435
William Seiple	
Sandy Henkelman	
Dean& Secretary for Students FI – LI	6435
Roger Strausberger	
Sandy Henkelman	
Dean& Secretary for Students LO - RO	6437
Mike Stock	
Vicki Sadowski	
Dean& Secretary for Students RU - Z	6437
Kathy Howat	
Vicki Sadowski	
Student Personnel Service	6554
Director and Secretary	
Karen Lemanski	
Linda Arneth	
Resource Officer	369-2690
Jon Pope	

Athletic Director& Secretary	6444
Marty Bee	
Debby Adams	
Contest Information Hotline 420-6966, Ext. 4444, FAX: 420-6596	
Athletic Schedule: www.athletics2000.com/napervillecentral	
Attendance	Voice Mail 420-6966
(All Day Absences, Ext. 9999); (Late Arrivals, Ext. 9998) (Early Dismissals, Ext 9997)	
Carol Sims	6430
Debbie Weir	6619
Cafeteria	6459
Erika Venegas, Manager	
Student Account Specialist	6421
Jim Manthei	
Lynn Storrie	
Custodians	6442
Gary Gebauer, Facility Manager	
Betty Argylian, Secretary	
Departments:	
Art – Mike Bochenski.....	6456
Business and Information Technology –Christine Bell	6458
Career & Technical Education –Christine Bell	6458
Communication Arts – Mike Doman.....	6460
Family & Consumer Sciences – Christine Bell.....	6458
Foreign Language – Ignacio Gamboa.....	6454
LRC –Lauren P. Peterson, Tom Bohdan	6425
Math – Scott Miller.....	6452
Music – Mike Bochenski.....	6456
Physical Education, Health, Drivers Ed. - Paul Zientarski	6560
Science – Katerine Seguino	6417
Social Studies – Mike Bochenski	6456
Special Education – Nancy Wiora, Megan Parr	6610
Nurse	6450
Judy Smith	
Meg Gluck	
Psychologists	
Tony Lyons	6435
Ann Wickliffe	6437
Records & Transcripts	6431
Joan Snyder	
Lynn Storrie	
Social Workers	
April Carlson	6435
Amy Barth	6437
Traci Fertel.....	6437
Lisa Moen.....	6435

STUDENT SERVICES (SS)

Student Services.....420-6554

Director and Secretary

Karen Lemaski
Linda Arneth

Counselors

Ms. Kopec.....	420-2925	A - Bre
Ms. Rogers.....	420-6254	Bri - Dar
Mr. Goldstein.....	420-2954	Das - F
Ms. McNeeley	420-6256	G - Her
Mr. Smith	420-2975	Hes - Kra
Ms. Gross	420-2991	Kre - Mat
Ms. Henneberry	420-2994	Max - Ols
Ms. Groom.....	420-2999	Olt- Rh
Ms. Neben.....	420-2965	Ri - Sma
Ms. Kirincich	420-6255	Smi - Ver
Mr. Urban.....	420-6257	Ves - Z

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.

Ms. Carlson, Ms. Fertel, Ms. Moen and Ms. Barth, **social workers**, are available for appointments with students and parents. In addition to individual counseling, both lead specialized group counseling sessions. Mr. Lyons and Ms. Wickliffe, **psychologists**, evaluate students for special education services; diagnose student learning needs; and meet with parents, students, and faculty. The **school nurses**, Ms. Smith and Ms. Gluck, are located in Room 22, near the Main Office, and are available for students' health-related concerns. All student personnel 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 desk inside of the main entrance.** A sticker given to the visitor must be displayed. Visitors are required to sign out at the front desk before leaving the building.
- **Adult visitors must enter through the main entrance (Door 1) of the building,** which is off Aurora Ave. There are some parking spots available in the front circle outside of this entrance. There are additional three-hour limit spaces available across Aurora Ave. at Rotary Hill. Extended-parking display tags are available in the Principal's Office.
- **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.,** except the main entrance off of Aurora Ave.
- If a parent wishes to get articles to their student during the school day, after signing in, the **articles may be taken to Student Services;** a note will be delivered to the student by an aide notifying them to pick up the article.
- **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 Personnel Services in advance and get an appointment prior to visiting the school.
- **Students arriving to school late should enter the school at the main entrance off Aurora Ave. and fill out an attendance form.** Parents/guardians need not enter the building with their late-arriving student if the parent has called the Attendance Office prior to the drop-off.
- **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 or visit their website at 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 of NCHS students. The mission of the SFCP is to enhance student learning and development by promoting, strengthening, and celebrating the partnerships among District 203 staff, parents and the community through the use of the Joyce Epstein Framework of Six Types of Involvement. **We meet monthly on the first Tuesday of the month (except December) and our objective is to implement**

innovative programs that support the District 203 SFCP mission. Recent past programs have included the annual Parent Survival Guide, in partnership with Home & School; Summer Fair, activities for your student for the summer; Parent Huddles on topics including Time Management for Busy Students, Course Selection, Risky Behaviors, Internet Awareness, and Healthy Lifestyle Choices for Teens; and Family Connections, providing short-term financial support to Redhawk students in partnership with NCHS families and community members.

Athletic, Band and Cheer & Pom Booster Clubs

There are also ***Athletic, Band and Cheer & Pom Booster Clubs*** run by parents who fund raise and provide back-up services for the many band, school spirit 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. Notification is sent home along with instructions on how to sign up for an individual conference with your student's instructors. **A specific date is set for scheduling to begin and students should take their sign up sheet to school on that day to solicit suitable conference times.** 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: 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.