

# **Parent Survival Guide**

Presented by the  
NNHS Parent Networking SFCP Committee

**2004-2005**



## 2 Letter from Parent Networking (SFCP)

August 2004

Dear Naperville North High School Families,

Please find enclosed the second issue of the new and improved NNHS *Parent Survival Guide*. This *Survival Guide* was written by a dedicated group of parent volunteers from the Parent Networking SFCP Committee, and printed and mailed courtesy of Naperville North High School.

The *Parent Survival Guide* is intended to convey relevant information to parents in an easy-to-use format – to become the reference source for all your questions. Some of the information included in this *Guide* also exists in your student's Planner (assignment notebook), but much of the information was written specifically for the *Parent Survival Guide*, with the tremendous help of many administrators, teachers and staff at NNHS. Plus, we incorporated several of the great recommendations we got from parents into this second edition.

The format of the *Parent Survival Guide* is dynamic – it's a loose-leaf, three-hole punched paper 'book' designed to fit into a binder notebook for quick and easy reference. You can also access the *Parent Survival Guide* on the NNHS web site by visiting [www.ncusd203.org/north](http://www.ncusd203.org/north), drop down to the Parent Links box on the front page and click on *Parent Survival Guide*.

A quick glance at the *Parent Survival Guide* shows that it contains:

- A detailed Table of Contents – see page 7

- A 'My Student' page to keep track of your child's student ID number, counselor and class schedules – voted 'favorite page' by many parents! – see page 6

- 15 sections – ranging from Academics and Athletics to Transportation and Volunteer Groups for Parents

- A Communicating section complete with a Directory of email addresses and telephone numbers, Organizational Chart and a "Who Ya Gonna Call?" guide (see section [4.0]), plus information about Talk203, the District's self-subscribing email system

- Calendars, we've got calendars: District 203 ([0S2.1]) and NNHS Important Dates ([0S2.2]). Plus we have a Fine Arts Calendar (p.52), four Grade-Level calendars (p.58), a Testing Calendar (p.80), and a Student Activities Calendar (p.88)

- Map of NNHS building layout and new and improved Parking Map – (see section [9.0])

- And much, much more...

We hope you find this *Parent Survival Guide* a valuable resource and come back to it again and again during the 2004-05 school year. Although great care has been taken to ensure the accuracy of the contents of this *Guide*, changes may have been made since its printing. We welcome any suggestions for improvement and urge you to contact Margaret Gerstle at [letlive@ameritech.net](mailto:letlive@ameritech.net) with your ideas. Have a great year!

Sincerely,

The Parent Survival Guide Committee of Parent Networking SFCP

*Kathy Benson, Mary Bessler, Kay Carroll, Laurie Chesla, Shiva Dosenbach, Sue Ellis, Deanne Fulner (Design and Production), Margaret Gerstle (Chair), Carol Gruchala, Nancy Hirschman, Grace Pillari, Angela Qian and Sheila Sarovich*

Please email your comments or suggestions, or your desire to help us with next year's *Guide*, to the Parent Survival Guide Committee, Chair Margaret Gerstle at [letlive@ameritech.net](mailto:letlive@ameritech.net).

# Evaluation Survey

3

*This is the second year for publishing the Parent Survival Guide. Last year we received many valuable suggestions from parents for improving the Guide.*

*Please take a few minutes to complete the Evaluation Survey below, and share your ideas with us by November 1, 2004. You can either mail this Evaluation Survey (it's a self-mailer, please fold, secure and affix stamp), drop it off in the NNHS Main Office in the Parent Networking mailbox, or scan it and email it to [letlive@ameritech.net](mailto:letlive@ameritech.net). Please respond...we need your input!*

Do you find the *Parent Survival Guide* easy to use?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Comments:

Were you able to find the information you were looking for?

\_\_\_\_\_ YES \_\_\_\_\_ NO

Comments:

What sections did you find most helpful? (Mark with a +.)  
Which sections did you find least helpful? (Mark with a -.)

_____ Quick Start	_____ Grade Level Highlights
_____ Academics	_____ Maps
_____ Athletics	_____ Policies & Procedures
_____ Attendance	_____ Pupil Personnel Services
_____ Communicating	_____ Student Activities & Clubs
_____ Driver's Education	_____ Transportation
_____ Emergency	_____ Volunteer Groups for Parents
_____ Fine Arts	

Please include any suggestions for additional topics/information to appear in future *Survival Guides* or any comments/ideas you may have. Thank you so much for your time!

Was there information you were looking for that was not in the *Survival Guide*?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If so, what?

Comments:

Did you find this *Survival Guide* easy to read?

\_\_\_\_\_ YES \_\_\_\_\_ NO

*Comments? Questions? Please email Margaret Gerstle ([letlive@ameritech.net](mailto:letlive@ameritech.net)), Chair of the Parent Survival Guide Committee.*

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stamp  
here

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# Acknowledgments

5

*The Parent Survival Guide Committee thanks Naperville North's administration for their vital support and cooperation. The principals and secretaries invested time and energy to help us improve the Guide. Mr. Truemper encouraged us at every step.*

*Special thanks to Pupil Personnel Services Coordinator Sandy Smith, who guided our efforts to expand the Academics and Pupil Personnel Services sections; to parent Dawn Ruth who redrew the Parking Map; and to District 203 Director of Communications Melea Smith, who kept us abreast of the District Activities Calendar for 2004-2005. Many others also contributed to ensuring the quality and reliability of this document and we are very grateful to them all.*

# My Student

## Suggestions for filling out this form:

If you have more than one student, please make additional copies of this form. You may wish to make a copy of the completed form to take to work, too. Take your student's registration card and use it to fill out parts **A** ID#, **B** Guidance Counselor, **D** Class and **E** Teacher. (If for some reason your student's registration card is unavailable, call the Guidance Office at 420-6502 and ask for this information.)

Deans are designated by grade level. Refer to the Communicating section [4.0] to fill out part **C** – your student's Dean. Ask your student for his/her locker numbers and combinations.

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 part **F** Phone/Email address – or – obtain this information from the teacher at Open House.

Alternate ways of obtaining part **F** information: 1) the North website at [www.ncusd203.org/north](http://www.ncusd203.org/north) has a listing of all teachers' emails by department; 2) call the Department Office and ask for this information or leave a message with the department secretary for the teacher to call or email you with this information. The numbers to all departments can be found in the Communicating section [4.0].

Student's name	<b>A</b> ID#
<b>B</b> Guidance Counselor (420-6502)	Hall locker# & combination
<b>C</b> Dean (420-6505)	Gym locker# & combination

## First Semester Schedule

PERIOD	HOURS*	<b>D</b> CLASS	<b>E</b> TEACHER	<b>F</b> 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	HOURS*	<b>D</b> CLASS	<b>E</b> TEACHER	<b>F</b> 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			

\*On certain days, such as Late Arrival days, there are "special hours". Please refer to sections [3.2] and [3.3].

<b>LETTER FROM PARENT NETWORKING (SFCP)</b> .....	<b>2</b>
<b>EVALUATION SURVEY</b> .....	<b>3</b>
<b>ACKNOWLEDGMENTS</b> .....	<b>5</b>
<b>MY STUDENT</b> .....	<b>6</b>
<b>TABLE OF CONTENTS</b> .....	<b>7</b>
<b>[QS] QUICK START</b> .....	<b>9</b>
<b>[QS.1] Most Frequently Asked Questions</b> .....	<b>9</b>
<b>[QS.2] Calendars</b> .....	<b>11</b>
[QS2.1] Naperville Community Unit School District 203 Calendar 2004-2005 .....	11
[QS2.2] Naperville North High School Important Dates 2004-2005 .....	12
<b>[QS.3] Daily Essential Information</b> .....	<b>13</b>
[QS3.1] Building Access .....	13
[QS3.2] Campus Supervisors .....	13
[QS3.3] Food in Building .....	13
[QS3.4] I.D. Cards/Student I.D. Number .....	13
[QS3.5] Lockers (Hall and P.E.) .....	13
[QS3.6] Lost and Found .....	13
[QS3.7] Lunch .....	13
[QS3.7.1] <i>Huskie Howler</i> , Parent/Student Newsletter .....	14
[QS3.8] Messages and Deliveries .....	14
[QS3.9] Newspaper, School .....	14
[QS3.10] Parking, Visitor .....	14
[QS3.11] Recycling .....	14
[QS3.12] Song, School .....	14
[QS3.13] Store, School .....	14
[QS3.14] Visitors .....	14
[QS3.15] Website, School .....	14
<b>[1.0] ACADEMICS</b> .....	<b>15</b>
<b>Academics Frequently Asked Questions</b> .....	<b>15</b>
[1.1] 4.0 Awards .....	17
[1.2] Academic Honesty Policy .....	17
[1.3] Computer Assisted Instruction (CAI) Lab .....	17
[1.4] College of DuPage (COD) Articulated Credit .....	17
[1.5] College Preparation .....	17
[1.6] College Preparation for Student Athletes .....	17
[1.6.1] Conferences, Parent/Teacher .....	17
[1.7] Consumer Education, Testing Out Of .....	17
[1.7.1] Course Selection .....	18
[1.7.2] Courses, Adding or Dropping .....	18
[1.7.3] Credit for Alternative Courses .....	18
[1.8] English Language Learners (ELL) .....	19
[1.9] Examinations, End-of-Semester .....	19
[1.10] Field Trips .....	19
[1.11] Grading Procedures .....	19

[1.12] Instructional Materials Center (IMC) .....	20
[1.13] Library .....	20
[1.14] Literacy Center .....	20
[1.15] National Honor Society (NHS) .....	20
[1.16] North Academy .....	23
[1.17] Records, Student .....	23
[1.18] Registering for Classes .....	23
[1.19] Resources, Academic .....	23
[1.20] Summer School .....	24
[1.21] Spectrum of Classes .....	25
[1.22] Student Guide to "Writing Across the Curriculum" .....	25
<b>[2.0] ATHLETICS</b> .....	<b>27</b>
<b>Athletics Frequently Asked Questions</b> .....	<b>27</b>
[2.1] What a Student Needs to Compete in Athletics at NNHS .....	29
[2.2] Other Important Information for Athletes .....	29
[2.3] Academic Eligibility Requirements .....	30
[2.4] Co-Curricular Participation Code .....	30
[2.5] Sports Seasons 2004-05 .....	30
[2.6] Sports Awards Nights .....	32
[2.7] Athletic Coaches .....	32
[2.8] IHSA (Illinois High School Association) Eligibility Rules .....	32
[2.8.1] DuPage Valley Conference Philosophy Regarding Sportsmanship .....	32
[2.9] NCAA (National Collegiate Athletic Association) Athletic Eligibility Rules .....	33
<b>[3.0] ATTENDANCE</b> .....	<b>35</b>
<b>Attendance Frequently Asked Questions</b> .....	<b>35</b>
[3.1] Absences, Reporting Student .....	37
[3.2] Bell Schedule, Daily .....	38
[3.3] Bell Schedule, Late Arrival Days .....	38
<b>[4.0] COMMUNICATING</b> .....	<b>39</b>
<b>Communicating Frequently Asked Questions</b> .....	<b>39</b>
<b>NNHS Organizational Chart</b> .....	<b>40</b>
[4.1] Huh(?) – A Lexicon for this Guide .....	41
[4.2] Who Ya Gonna Call? .....	41
[4.3] Directory 2004-2005 .....	41
<b>[5.0] DRIVER'S EDUCATION</b> .....	<b>43</b>
<b>Driver's Education Frequently Asked Questions</b> .....	<b>43</b>
[5.1] NNHS Driver's Education Training .....	45
[5.2] Alternative to NNHS Driver's Education – Private Driving School .....	46
[5.3] Insurance and Driver's Education School Certification .....	46

# 8 Table of Contents

<b>[6.0] EMERGENCY .....</b>	<b>47</b>	<b>[10.14] Searches at School .....</b>	<b>77</b>
<b>Emergency Frequently Asked Questions .....</b>	<b>47</b>	<b>[10.15] Skateboards, Rollerblades, Etc. ....</b>	<b>77</b>
[6.1] Announcements, Emergency .....	49	<b>[10.16] Smoking .....</b>	<b>77</b>
[6.2] Fire and Severe Weather Drills .....	49	<b>[10.16.1] Spectator Conduct and Sportsmanship for Athletic and Extracurricular Events .....</b>	<b>77</b>
[6.3] Homeland Security .....	49	<b>[10.17] Sporting Equipment .....</b>	<b>77</b>
[6.4] Safe/Secure Procedures .....	49	<b>[10.18] Substance Abuse .....</b>	<b>78</b>
[6.5] School Closing, Emergency .....	50	<b>[10.19] Suspensions .....</b>	<b>78</b>
<b>[7.0] FINE ARTS.....</b>	<b>51</b>	<b>[10.20] Unauthorized Area .....</b>	<b>78</b>
<b>Fine Arts Frequently Asked Questions .....</b>	<b>51</b>	<b>[10.21] Videotaping and Photographing Students .....</b>	<b>78</b>
<b>Fine Arts Performance Calendar 2004-2005 .....</b>	<b>52</b>	<b>[10.22] Visitors .....</b>	<b>78</b>
[7.1] Art .....	53	<b>[10.23] Weapons in School .....</b>	<b>78</b>
[7.2] Band .....	53	<b>[11.0] PUPIL PERSONNEL SERVICES .....</b>	<b>79</b>
[7.3] Chorus .....	54	<b>Pupil Personnel Services Frequently Asked Questions ...</b>	<b>79</b>
[7.4] Drama .....	54	<b>Testing Calendar 2004-2005 .....</b>	<b>80</b>
[7.5] Language Arts .....	54	[11.1] Guidance Services .....	81
[7.6] Orchestra .....	54	[11.2] Health Services .....	84
[7.7] Theatre .....	55	[11.3] Records, Student .....	85
<b>[8.0] GRADE-LEVEL HIGHLIGHTS .....</b>	<b>57</b>	[11.4] Registrar .....	86
<b>Grade-Level Highlights Frequently Asked Questions .....</b>	<b>57</b>	<b>[12.0] STUDENT ACTIVITIES &amp; CLUBS .....</b>	<b>87</b>
<b>Grade-Level Important Dates 2004-2005 .....</b>	<b>58</b>	<b>Student Activities &amp; Clubs Frequently Asked Questions ..</b>	<b>87</b>
[8.1] Freshman .....	59	<b>Student Activities Calendar 2004-2005 .....</b>	<b>88</b>
[8.2] Sophomore .....	59	[12.1] Religious Holidays .....	89
[8.3] Juniors/Seniors .....	59	[12.2] Co-Curricular Philosophy .....	89
[8.4] Seniors .....	60	[12.3] Assemblies .....	89
<b>[9.0] MAPS .....</b>	<b>61</b>	[12.4] Clubs and Organizations .....	89
[9.1] NNHS First Floor.....	63	[12.5] Dances .....	96
[9.2] NNHS Second Floor.....	64	<b>[13.0] TRANSPORTATION .....</b>	<b>97</b>
[9.3] NNHS Parking Map.....	65	<b>Transportation Frequently Asked Questions .....</b>	<b>97</b>
<b>[10.0] POLICIES &amp; PROCEDURES.....</b>	<b>67</b>	[13.1] Accessible Entrances .....	99
<b>Policies &amp; Procedures Frequently Asked Questions .....</b>	<b>67</b>	[13.2] Bus Service .....	99
[10.1] Co-Curricular Participation Code .....	69	[13.3] Parking, Student .....	99
[10.1.1] Conduct on School Property .....	72	[13.4] Parking, Visitor .....	100
[10.2] Detentions .....	72	[13.5] Pick Up and Drop Off, Athletic Teams .....	100
[10.3] Directory Information .....	72	[13.6] Pick Up and Drop Off, Student .....	100
[10.4] Discipline Policy .....	72	<b>[14.0] VOLUNTEER GROUPS FOR PARENTS .....</b>	<b>101</b>
[10.5] Disciplinary Procedures – NNHS .....	73	<b>Volunteer Groups for Parents</b>	
[10.6] Dress Code .....	75	<b>Frequently Asked Questions .....</b>	<b>101</b>
[10.7] Entrance and Exit Procedure .....	75	[14.1] Booster Club .....	103
[10.8] Harassment .....	76	[14.2] Home & School Association .....	103
[10.9] Internet and Network Access Policy .....	76	[14.3] Parent Networking SFCP Committee .....	104
[10.10] Parent Information Network: 420-6982 .....	76		
[10.10.1] Peer Mediation .....	76		
[10.11] Radios, CD Players and Cell Phones .....	76		
[10.12] Resource Officer, School .....	77		
[10.13] Safe/Secure Procedures .....	77		



## [QS.1] Most Frequently Asked Questions

### **What are the school phone numbers, address and website?**

Parent Information Network: 420-6982

School Main Office: 630-420-6480

School fax: 630-420-4255

School address: 899 North Mill Street, Naperville, Illinois 60563- 8998

School website: [www.ncusd203.org/north](http://www.ncusd203.org/north)

Guidance Office: 420-6502

Talk203, the District's self-subscribing email system. Subscribe at [www.ncusd203.org](http://www.ncusd203.org)

See section [4.0] of this Parent Survival Guide for more information.

### **What are the procedures for reporting student absences, late arrival and early dismissal?**

Call the Parent Information Network at 420-6982 and enter 9502 prior to 11:00 a.m.

Be ready to state the following: student's name, grade, ID #, date and reason for the absence and/or the time the student will arrive late, and/or the appointment time.

For other questions regarding absences please see section [3.0].

### **How do I find out about school closings?**

The Principal's recorded message is accessible by calling North's Parent Information Network at 420-6982. It is at the front end of the voice mail system and no extension number is needed.

If you are a subscriber, Talk203 will notify you via email. Subscribe at [www.ncusd203.org](http://www.ncusd203.org).

Information relative to school closings or transportation information will be aired on the following radio stations: WFXW 1480 AM, WMRO 1280 AM, WAUR 108 FM, WRMN 1410 AM and WGN 720.

The District 203 website will also have this information at [www.ncusd203.org](http://www.ncusd203.org).

### **What is the student ID number?**

The student number is a 5 digit number on the ID card and is required to report absences.

### **When are student ID cards issued?**

ID cards are issued at registration in August.

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

To replace a lost or stolen student ID card, students must go to the Deans' Office during the hours of 7:30 a.m. – 3:45 p.m. There is a \$5 fee.

### **Where should students be dropped off at school?**

Buses drop students off at auditorium entrances E8 and E9. Students arriving by car should be dropped off at the main entrance E1. Students arriving late or leaving for early dismissal should enter/exit at either the north main entrance E1 or south auditorium entrances E8 or E9. See map in section [9.1].

### **What is the Huskie Howler?**

The Huskie Howler newsletter is published by the Naperville North Home & School Association nine times per year. This newsletter contains a message from the Principal and important upcoming school events/activities.

# 10 [QS] Quick Start

## **What school supplies should I buy?**

School supply lists are distributed by the individual teachers, usually on the first day of classes. You may wish to visit your student's locker before purchasing supplies to ensure that it is the right size for the supplies.

## **Where can visitors park?**

Visitor parking is on the north side of the school near the main entrance E1. See sections [9.1] and [9.3] for pertinent maps.

## **Is there a map of the school building and a school parking map?**

Please see section [9.0].

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

For specifics please refer to section [10.6].

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

### **DAILY BELL SCHEDULE**

Period 1: 7:45-8:35  
Period 2: 8:41-9:34  
Period 3: 9:40-10:30  
Period 4: 10:36-11:26  
Period 5: 11:32-12:22  
Period 6: 12:28-1:18  
Period 7: 1:24-2:14  
Period 8: 2:20-3:10

### **LATE ARRIVAL SCHEDULE\***

Assessment: 7:45-8:45  
Period 1: 8:54-9:33 (39 minutes)  
First Class: 9:39-10:04 (25 minutes)  
Period 2: 10:04-10:43 (39 minutes)  
Period 3: 10:49-11:28 (39 minutes)  
Period 4: 11:34-12:12 (38 minutes)  
Period 5: 12:18-12:56 (38 minutes)  
Period 6: 1:02-1:40 (38 minutes)  
Period 7: 1:45-2:24 (39 minutes)  
Period 8: 2:30-3:10 (40 minutes)

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

## **How do I get a message to my student during school hours?**

Call the Deans' Office at 420-6505 and your message will get to the student.

In order to minimize classroom interruptions, routine messages and items cannot be delivered to students. Exceptions will be based on the level of urgency. Items may be picked up/dropped off at the greeter's desk at the main entrance (E1 on the north side). You must sign in and show a photo ID.

## **What are the 2004-2005 District 203 calendar dates and August registration dates?**

August registration for students begins Tuesday, August 17, 2004 for freshmen, Wednesday, August 18, 2004 for sophomores, Thursday, August 19, 2004 for juniors, and Friday, August 20, 2004 for seniors. See section [QS2.1] for the District 203 2004-2005 calendar.

## **What do I do with this Parent Survival Guide?**

Ideally, every parent/guardian will keep their Guide in a three-ring binder throughout their student's career at Naperville North. Certain pages will necessarily be updated each year due to calendar and personnel changes. A new Parent Survival Guide will be mailed to each household in an envelope labeled "Communication Packet."

## [QS.2] Calendars

## [QS2.1] NAPERVILLE COMMUNITY UNIT SCHOOL DISTRICT 203 CALENDAR 2004-2005

AUGUST					FEBRUARY				
M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6		1	2	3	4
9	10	11	12	13	7	8	9 <sup>LA</sup>	10	11
16	17	18	19	20	14	15	16	17	18
23	24	25	26	27	21	22	23	24	25*
30	31				28				

SEPTEMBER					MARCH				
M	T	W	Th	F	M	T	W	Th	F
		1	2	3		1	2	3	4
6	7	8	9	10	7	8	9	10	11
13	14	15 <sup>LA</sup>	16	17	14	15	16 <sup>LA</sup>	17	18
20	21	22	23	24*	21	22	23	24	25
27	28	29	30		28	29	30	31	

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

NOVEMBER					MAY				
M	T	W	Th	F	M	T	W	Th	F
1	2	3 <sup>LA</sup>	4	5	2	3	4	5	6*
8	9	10	11	12	9	10	11	12	13
15	16	17	18	19	16	17	18 <sup>LA</sup>	19	20
22	23	24	25	26	23	24	25	26	27
29	30				30	31			

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

JANUARY				
M	T	W	Th	F
3	4	5	6	7
10	11	12 <sup>LA</sup>	13	14
17	18	19	20	21
24	25	26	27	28
31				

	No School, Bldgs. Open
00	No School, Bldgs. Closed
*	Half-Day of School
E	Emergency Day
LA	High School Late Arrival
	School begins 8:54 a.m.

August 19 & 20	New Teacher Orientation
August 23	Teacher Institute Day
August 24	Teacher Work Day
August 25	Classes Begin
September 6	NO SCHOOL, Labor Day
September 24	Half-Day Institute
October 7	6-12 Evening Parent/Teacher Conferences 5:00-8:30p.m.
October 8	NO SCHOOL, K-5 Institute Day
October 11	6-12 Parent/Teacher Conferences
October 29	NO SCHOOL, Columbus Day
	End of First Quarter
November 11	NO SCHOOL, Veteran's Day
November 16	End of First Trimester
November 18	K-5 Evening Parent/Teacher Conferences 5:00-8:30 p.m.
November 19	NO SCHOOL, 6-12 Institute Day
	K-5 Parent/ Teacher Conferences
November 24	NO SCHOOL Staff Development
November 25-26	NO SCHOOL, Thanksgiving
December 20-31	NO SCHOOL, Winter Vacation
January 17	NO SCHOOL, M.L. King Day
January 20	End of First Semester
January 21	NO SCHOOL, Semester Day
February 21	NO SCHOOL, President's Day
February 24	End of Second Trimester
February 25	Half Day, Institute Day
March 4	Full Day Institute
March 10	K-12 Evening Parent/Teacher Conferences 5:00-8:30 p.m.
March 11	NO SCHOOL,
	K-12 Parent Teacher Conferences
March 23	End of Third Quarter
March 24	NO SCHOOL, Staff Development
March 25	NO SCHOOL,
March 28-April 1	NO SCHOOL, Spring Vacation
April 29	NO SCHOOL, Institute Day
May 6	Half-Day Institute
May 30	NO SCHOOL, Memorial Day
TBA	Commencement
June 8	Classes End (tentative)
June 9, 10, 13, 14, 15	Emergency Days (if needed)

Approved 2/17/04 (Revised 4/19/04 Board Meeting)

# 12 [QS] Quick Start

## [QS2.2] NAPERVILLE NORTH HIGH SCHOOL IMPORTANT DATES 2004-2005\*

(Disclaimer: at the time of printing, these dates were reliable; however, we cannot ensure that they will not change.)

August 17 .....Freshman Registration Freshman Enter with Pride (6:00 p.m.-8:00 p.m.)	January 21.....NO SCHOOL – Semester Day
August 18 .....Sophomore Registration	January 26.....Consumer Education Proficiency Exam (3:30 p.m. – 5:30 p.m.)
August 19 .....Junior Registration	January 28-29 .....Orchestrations Show
August 20.....Senior Registration	
August 25.....First Day of School for Students	
	February 7-11 .....Senior Week
September 1.....Open House (7:00 p.m.)	February 7 .....Parent Networking SFCP Meeting (7:00 p.m. - 8:30 p.m.)
September 2.....Family Ring Night (7:00 p.m. – 9:00 p.m.)	February 9 .....Late Arrival
September 6.....NO SCHOOL – Labor Day	February 16.....Air Band Try-outs (6:00 p.m.)
September 9-11 .....NNHS Summer Play (7:00 p.m. Auditorium)	February 20.....Booster Club Fashion Show (11:00 a.m. – 3:00 p.m.)
September 15 .....Late Arrival	February 21.....NO SCHOOL – Presidents' Day
September 20-25.....Homecoming Week	February 25.....Half-Day Institute
September 22 .....Homecoming Coronation and Bonfire (7:00 p.m.)	February 24-26 .....Spring Play
September 24 .....Half-Day Institute Homecoming Game	
September 25 .....Homecoming Dance (7:00 p.m. - 10:00 p.m.)	March 4 .....NO SCHOOL – Institute Day
September 27 .....Parent Networking SFCP Meeting (7:00 p.m. - 8:30 p.m.)	March 7 .....Winter Sports Awards (7:00 p.m. Contest Gym))
	March 10-11 .....Parent/Teacher Conferences
October 7-8 .....Parent/Teacher Conferences	March 11 .....NO SCHOOL – Institute Day
October 8 .....NO SCHOOL	March 14-19 .....Spring Week
October 11 .....NO SCHOOL – Columbus Day	March 16 .....Late Arrival
October 20 .....Late Arrival	March 17 .....Air Band Concert (7:00 p.m. Fieldhouse)
October 29 .....End of First Quarter (Report cards should arrive in approx. 2 weeks)	March 19 .....Spring Dance (7:00 p.m. -10:00 p.m. Fieldhouse)
	March 23 .....End of Third Quarter (Report cards should arrive in approx. 2 weeks)
November 3.....Late Arrival	March 24 .....NO SCHOOL – Staff Development Day
November 6 .....Father/Daughter Dance (7:30 p.m. - 10:30 p.m.)	March 25-April 1....NO SCHOOL – Spring Vacation
November 11 .....NO SCHOOL – Veteran's Day	
November 14 .....Mother/Son Brunch (11:00 a.m.)	April 4.....School Resumes
November 17 .....National Honor Society Induction	April 13 .....Late Arrival 4.0 Academic Awards Breakfast (7:00 a.m.)
November 18 .....Disco Dance (7:00 p.m. – 10:00 p.m.)	April 18 .....Parent Networking SFCP Meeting (7:00 p.m. - 8:30 p.m.)
November 19 .....NO SCHOOL – Institute Day	April 28-30, May 1...Musical
November 24 .....NO SCHOOL – Staff Development Day	April 29 .....NO SCHOOL – Institute Day
November 25-26.....NO SCHOOL – Thanksgiving	
November 30 .....Fall Sports Awards	May 5-6 .....Greenhouse Sale
	May 6 .....Half-Day Institute
December 6 .....Parent Networking SFCP Meeting (7:00 p.m. - 8:30 p.m.)	May 14 .....Prom (Signature Room)
December 8 .....Late Arrival	May 18 .....Late Arrival
December 10-12.....Children's Play	May 20-21.....One-Act Plays (7:00 p.m.)
Dec. 20-Jan. 2.....NO SCHOOL – Winter Vacation	May 23 .....Frosh Jamboree (for incoming freshmen, 6:00 p.m.)
	May 30 .....NO SCHOOL – Memorial Day
January 3 .....School Resumes	May 31 .....Spring Sports Awards (7:00 p.m.)
January 5 .....NCHS/NNHS Financial Aid Seminar at NNHS (7:00 p.m.)	
January 12.....Late Arrival	June 2 .....Commencement (7:00 p.m.)
January 17 .....NO SCHOOL – Martin Luther King Day	June 3 .....Yearbook Signing Party (6:00 p.m. Fieldhouse)
January 20.....End of First Semester (Report cards should arrive in approx. 2 weeks)	June 8 .....Last day of school
Semester Fling Dance (7:00 p.m. - 10:00 p.m. Small Cafeteria)	

\* Restricted dates for preplanned absences (see section [3.1]) are:  
October 25-29, January 13-20, March 17-23 and June 2-8

## [QS.3] Daily Essential Information

### [QS3.1] BUILDING ACCESS

Students who receive a ride to school should be dropped off and picked up at the main entrance E1 between 7:00 a.m.-7:30 a.m. and 3:00 p.m.- 3:30 p.m. Pickup and drop off for early dismissal and late arrivals during the school day may use the main entrance E1 or auditorium entrances E8 and E9. E8 and E9 are open at 6:30 a.m. for situations when students are required to be at school before 7:00 a.m.

The only entrances that students are allowed to leave and enter the building are entrances E1, E8, E9, and E19. All other entrances are locked and should remain that way for the entire school day. Any student who uses a door not designated above poses a security threat and will be dealt with by the appropriate Dean. The consequence for using a non-designated door will be a one-day suspension for threatening the safety of the students and staff of Naperville North High School.

See section [9.1] for NNHS first floor map with all entrances marked.

#### Wheelchair Access

The main entrance E1, auditorium entrance E8, and east entrance E4 are all accessible to people using wheelchairs. There is also an elevator located near the Small Cafeteria available to students needing it during the school day. A key must be obtained from the Main Office to operate the elevator. Arrangements may be made to use the elevator in the evenings by calling the Deans' Office in advance to obtain the elevator key – 420-6505.

### [QS3.2] CAMPUS SUPERVISORS

The supervisors report to the Dean and assist with building security, intervene and inform Deans in the event of improper student behavior inside and outside the school building and supervise students when needed. In addition they assist with visitors to the building and on campus, monitor entrances, check student passes, supervise washrooms for loitering and smoking, patrol parking lots, supervise loading of buses, assist other personnel during evacuations of the building, write appropriate referrals for improper behavior and assist with attendance when required.

### [QS3.3] FOOD IN BUILDING

As a school we do not view food in the building as a problem; however we feel that litter is irresponsible and unacceptable. Water bottles (containing water only) and food in classrooms are left to teacher discretion. Students found to be littering or not complying with teacher requests for throwing away or cleaning up food are subject to disciplinary actions.

### [QS3.4] I.D. CARDS/STUDENT I.D. NUMBER

I.D. cards will be issued during registration. Every student must have an I.D. card and carry the card with them at all times while in school or involved in a school activity; failure to do so may result in a consequence. Upon request, a student shall present the I.D. card to any school employee. I.D. cards that have been lost must be replaced immediately for a fee through the Deans' Office.

Each student is assigned a 5 digit student number (found on the ID card). **It is essential for parents to know their child(ren)'s student number as it is needed to report absences.**

### [QS3.5] LOCKERS (HALL AND P.E.)

Students will have access to a locker at school. "Double" lockers will require student partners. If a partner is not selected, the school will assign a partner at registration. The school is not responsible for lost or stolen articles. Mechanical problems, theft and personal problems should be directed to the Deans' Office or School Resource Officer. The school maintains ownership of each locker and has the authority to search any locker if there is reasonable cause to believe items of an illegal or dangerous nature or property are contained therein. Students will also be assigned a locker in the P.E. area. Students are required to purchase and use school locks for their hall locker and P. E. lockers. This lock must be purchased through the NNHS School Store (used locks are also available), or the Wellness (aka P.E.) Department. Any non-school issued locks will be cut off of student lockers and students will be responsible for replacing the lock with a school-issued lock. Some parents find it essential to check out the dimensions of the locker before purchasing supplies.

### [QS3.6] LOST AND FOUND

A lost and found center is maintained in the Deans' Office for clothing, textbooks, and other valuables. All found items should be turned in to the Deans' Office. All claims for lost articles should be presented there. Unclaimed articles are turned over to charitable organizations at the end of each semester.

### [QS3.7] LUNCH

Naperville North is a closed campus, which means students are to remain on campus all day, including lunch periods. Students may bring lunch from home or purchase lunch or ala carte items through the food service. Students may eat in either cafeteria, but must remain at their table during the entire lunch period. The only exception to the closed campus concept is the "Senior Open Lunch" program approved by the Board of Education. All seniors are eligible at the beginning of each semester if they have a signed permission slip on file. Seniors need to have a valid ID card with them when leaving campus; if they do not possess a



# 14 [QS] Quick Start

valid ID they will not be allowed to leave campus. When exiting the building, seniors may only use entrances E8 & E19. In the event of inclement weather, the administration reserves the right to cancel the program for the day.

Seniors may lose the privilege if:

- they accumulate an excessive amount of tardies or trancies
- they are suspended for disciplinary reasons
- they use inappropriate doors to enter or exit the campus for lunch
- they fail to carry a valid ID card with them
- they misuse the privilege at the Deans' discretion

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

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

To get started using the debit system, students should bring cash or a check made payable to Naperville C.U.S.D. 203 and their student ID card to any terminal during breakfast or lunch. The cashier will deposit the money into the student's account. It will be immediately available for use. The cashier will notify students when their balance falls below \$10.00 so that additional deposits may be made to the account if desired. An account statement may be requested at any time by contacting the Cafeteria Manager at Naperville North High School at 420-6496. Additional questions or comments may be directed to the General Manager at 420-6599.

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## [QS3.7.1] **HUSKIE HOWLER, PARENT/STUDENT NEWSLETTER**

This publication is published by the Naperville North Home & School Association nine times per year. It is mailed out the home address. It contains a message from the Principal and important upcoming school events/activities.

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## [QS3.8] **MESSAGES AND DELIVERIES**

To minimize interruptions to the classroom, messages will be limited to school related business. Exceptions will be based on the level of urgency. Only phone messages of an emergency nature will be delivered by calling the Deans' Office at 420-6505. Routine messages and items cannot be delivered to students, but items may be dropped off at the greeter's desk near the main entrance E1 for student pickup. A photo ID is necessary when signing in items for pickup.

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## [QS3.9] **NEWSPAPER, SCHOOL**

The school newspaper, *North Star*, is printed monthly. The paper may be subscribed to for the entire year or purchased per issue. The newspaper is usually distributed during second period class and during lunch periods in the cafeteria. The newspaper may also be picked up in Room 263, the *North Star* office.

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## [QS3.10] **PARKING, VISITOR**

Visitor parking can be found on the north side of the school near the main entrance E1. This is the only parking that can be used during the day for visitors. Visitors for evening and weekend events may park in any of the parking lots surrounding the school. See section [9.0] of this *Parent Survival Guide* for more information.

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## [QS3.11] **RECYCLING**

Recycling efforts at Naperville North have been stimulated by efforts of the student body and faculty members. Recycling programs now exist for paper, aluminum cans and for the plastic ware and styrofoam used in the cafeteria areas. The NNHS Environmental Club is responsible for collecting recyclables generated by the school.

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## [QS3.12] **SONG, SCHOOL**

(Cymbals) What's the Word?  
Fight! Fight! Fight!  
The word is Fight, Fight, Fight for Naperville  
Let every loyal Huskie sing.  
The word is Fight, Fight, Fight for Naperville  
Until the Walls and Rafters Ring (Rah-Rah)  
C'mon and Cheer, Cheer, Cheer for Naperville  
We're gonna cheer until we hear the final gun.  
The word is Fight, Fight, Fight for Naperville  
Until the game is won.  
H\*U\*S\*K\*I\*E\*S. Huskies, Huskies are the Best!

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## [QS3.13] **STORE, SCHOOL**

The school store is open before school from 7:15 a.m.-7:45 a.m. and during lunch hours, from 10:36 a.m.-1:18 p.m. The school store has general school supplies, locks for lockers, gym clothing and spiritwear. It is located in the large cafeteria next to the Guidance Office.

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## [QS3.14] **VISITORS**

All visitors must enter and exit through the main entrance E1 and present a photo ID when they sign in at the greeter's desk near the entrance.

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## [QS3.15] **WEBSITE, SCHOOL**

The Naperville North High School website address is: [www.ncusd203.org/north](http://www.ncusd203.org/north). The website provides information such as administration and departmental contacts, school calendar, school activities, etc. The website is continuing to be enhanced as a resource for parents and students.

## Academics Frequently Asked Questions

### **What academic resources are available at the school?**

Computer Assisted Instruction (CAI) Lab  
Library  
Literacy Center

*For more information see section [1.14].*

*Links to search engines and major news organizations*

*On the North website at [www.ncusd203.org/north](http://www.ncusd203.org/north)*

*A comprehensive guide to writing the perfect paper is provided in the Student Handbook, under the title, "Writing Across the Curriculum"*

*For more information, see section [1.22] and the North website at [www.ncusd203.org/north](http://www.ncusd203.org/north), click on the Library link; Bibliography format.*

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

*Yes. Carefully selected Naperville North students who undergo a rigorous training program run by the Literacy Center staff provide top-notch tutoring to their peers in all fields of study. This service is free! (For more information about this service, please refer to section [1.19].)*

### **Can my student earn college credit taking courses at North?**

*There are three ways a student can earn college credit at North. The first is by taking an Advanced Placement (AP) course and then successfully sitting for the respective AP exam (please refer to section [1.21]); the second applies only to students who later enroll at the College of DuPage who may gain credit for selected coursework in certain areas (please refer to section [1.7.3]) and the third is by participating in the Lederman Scholars Program with North Central College (see section [1.7.3]). For more information contact the Guidance Office at 420-6502.*

### **Do you have any information about the National Honor Society (NHS)?**

*Do we ever. Please refer to section [1.15].*

### **Do you have any programs for helping students prepare for the College Entrance Exams?**

*Yes. The Literacy Center conducts ten College Entry Test preparation sessions, free of charge, during the months of January, February and March. (For more information, please refer to section [1.19].)*

### **What is a "weighted" course?**

*Weighted courses are designed and taught for high ability students pursuing advanced work at an accelerated pace. Because of this, the student receives additional points in the grade point average (GPA) calculation. (For more information, please refer to section [1.11].)*

### **Should I be involved in helping my student choose what classes he/she takes?**

*Yes. The Guidance Office strongly urges you to talk over course selection with your student. (For more information, please refer to section [1.7.1].)*

### **How do I go about signing up for teacher conferences?**

*Please refer to section [1.6.1] for detailed information.*

## 16 [1.0] Academics



## [1.0] Academics

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

### [1.1] 4.0 AWARDS

A ceremony honoring students who have maintained a 4.0 grade point average (GPA) or better is held every April. Please check the NNHS calendar in section [0S2.2] of this *Parent Survival Guide* for the exact date. Students must be enrolled in a minimum of four classes (2 credits) that count toward their GPA in order to be eligible for the 4.0 Award. Pass/Fail courses are not recognized. The awards are indicated as follows:

SEMESTER	AWARD
First	Certificate
Second	Letter of Academic Commendation
Third-Sixth	Gold Bar that pins onto Academic Letter
Seventh	Plaque
Eighth	Name engraved on Academic Honor Board which hangs outside the main school office

### [1.2] ACADEMIC HONESTY POLICY

Academic honesty is expected of all students in all classes. Cheating is neither permitted nor condoned. Any form of cheating will result in a student's receiving a failing grade of zero for the assignment, test, quiz, or activity in question. You, the student's parents, will be notified of the incident. Continued incidents of cheating may result in a student's receiving a failing grade for the quarter or semester in question.

### [1.3] COMPUTER ASSISTED INSTRUCTION (CAI) LAB

Please see section [1.19] in this *Parent Survival Guide*.

### [1.4] COLLEGE OF DUPAGE (COD) ARTICULATED CREDIT

Please see section [1.73] Credit for Alternative Courses in this *Parent Survival Guide*.

### [1.5] COLLEGE PREPARATION

Please see section [11.1] in this *Parent Survival Guide*.

### [1.6] COLLEGE PREPARATION FOR STUDENT ATHLETES

Please refer to section [2.9] Athletics of this *Parent Survival Guide* for coverage of the high school NCAA academic requirements for student athletes who wish to attend Division I and Division II colleges and universities. For further information, call the Athletic Office at 420-6490.

### [1.6.1] CONFERENCES, PARENT/TEACHER

Parent/Teacher conferences are twice a year, in October and March. There are five minute slots during the 5-8:30 p.m. time period on Thursday evening and 8 a.m.-noon Friday. You may request to have a conference with your student's teachers, counselors, or administrators of your choice by following the pre-registration procedures.

First, you are to fill out a PARENT FORM by indicating the teachers/subjects and conference times desired. If you need more than five minutes, sign up for two consecutive conferences. The form is due one week before the conference day. The parent form can be found in the September and January/February issues of the *Huskie Howler*. The form is also available at the main office.

Your student will then take the form to each requested teacher on the due date. If you wish to schedule a conference time with your student's counselor, your student will need to take the form to the Guidance Office. If you wish to schedule a conference time with an administrator, your student will need to take the form to the Main Office, Principal's Office, or Dean's Office, depending on the location of the administrator you wish to see.

Teachers and administrators will attempt to schedule conference times as close to your request as possible. Your student will bring the form back to you with confirmed times and rooms. This is the schedule that you will follow for the conferences.

If you are unable to complete the pre-registration process, you may still come to school during the conference sessions. However be aware that the pre-registered conferences have priority. Each teacher will have a scheduled conference list posted outside the classroom door for you to schedule additional conferences.

As always, teachers are available for phone conferences. You may reach teachers at the department offices.

### [1.7] CONSUMER EDUCATION, TESTING OUT OF

Students in grade 9, 10 and 11 may elect to take the Consumer Education Proficiency Exam for the State of Illinois in order to be excused from the required Consumer Education course. No credit will be issued for the successful completion of the examination. Students need to answer 98 out of 140 questions correctly in order to pass the test. The exam looks for students' practical skills in areas such as budgets, banking, housing, financing, taxes, supply/demand, etc. It can be difficult for students who have not had an opportunity to manage their own money. The exam is administered on last Wednesday of January. Please check the Testing Calendar at the beginning of section [11.0] of this *Parent Survival Guide* for the exact date. Information about signing up for this exam is typically published in the December *Huskie Howler* and announced over the intercom at school in early January.

[1.7.1] **COURSE SELECTION****Decision Making**

The school day consists of eight periods, 50 minutes each. Within those eight periods, the typical freshman student enrolls in five or six academic classes, physical education, lunch, and possibly a study hall. Study halls are maintained as quiet study areas under the supervision of certified faculty. Over the course of 4 years, your student's schedule should lead to a minimum graduation requirement of 21 credits. Each semester course is equivalent to .5 credits. For detailed graduation requirements please see the *Program Planning Guide*. Also see section [1.21] of this *Parent Survival Guide* to gain an understanding of the different levels of courses offered at NNHS.

To start your planning, please find a blank 4-Year Plan Model at the end of the *Program Planning Guide* for you to use. Core requirements and appropriate year of enrollment are indicated. Graduation requirements and suggested sequences are represented in the model as points of departure as you plan your student's high school education sequence. Counselors recommend that you plan early, review your plan twice yearly along the way, and make changes, but always keep your student's personal goals and graduation requirements in mind. Counselors and teachers may offer suggestions, but the ultimate decision-making rests with you and your student.

**Process**

For incoming freshmen, your student's eighth grade teachers will make recommendations based on your student's accomplishments in the academic areas. This process happens in the same time frame as courses are being selected by current high school students.

Course selection for the following school year begins in December when students are given their new *Program Planning Guide*. You are encouraged to talk with your student very seriously about course selection.

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

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

You are encouraged to contact the Guidance Office at 420-6502 if you have any questions regarding course selection.

Students are guaranteed courses that are graduation requirements. Courses chosen during course selection will be scheduled unless an irresolvable schedule conflict exists or the course is not being offered due to low enrollments.

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

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

- 1) Your student attended summer school. Requests must be made within the first five days of school.
- 2) You have talked to a college over the summer and found out that the college has different course requirements than what you've planned. Requests must be made within the first five days of school.
- 3) Your student wants to drop from a class to study hall. Requests must be made within first 10 days of the semester. After 10 days of attendance a withdrawal failing (WF) grade will be recorded.
- 4) Your student requests a level change based on teacher recommendations and with instructional coordinator's approval.

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

[1.7.3] **CREDIT FOR ALTERNATIVE COURSES**

Under District 203 Board policy 6:310 a student may receive a maximum of 2 units of credit toward the high school graduation requirements for coursework through colleges, universities, correspondence courses, and special function schools. In order to receive credit, the course must be given by an institution accredited by the North Central Association of Colleges and Secondary Schools and/or the Illinois State Board of Education. Also, the credit transfer request form must be submitted by students and approved by a counselor and assistant principal before taking the course at an accredited institute. A review of the curriculum may be required in order to determine if the course matches with one offered at NNHS. Students assume responsibility for all fees. The grades are counted into the student's GPA as with any course taken at NNHS. Please contact the Guidance Office at 420-6502 for further information.

Students who request credit for courses taken as a part of home schooling, a foreign exchange program or continuing education courses should contact the Assistant Principal for Curriculum and Instruction.

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

College of DuPage (COD) has an articulated credit policy whereby students from District 203 who enroll at COD can have high school transcripts evaluated and gain credit for selected coursework completed in our high school's Applied Science area. The advantage of articulated credit is that a student, once enrolled at the College of DuPage, can take the next level course at COD. Articulated credit is usually not transferable to other colleges or universities. There is a fee charged by COD to record this articulated credit. See the *Program Planning Guide* for courses that qualify. You may also check the Counseling/Advising link at the COD website ([www.cod.edu](http://www.cod.edu)) for a list of courses under the NNHS-COD Articulation Agreement. Contact the NNHS department instructional coordinator or the COD high school articulation coordinator at (630) 942-2458 for more information.

### College of DuPage (COD) Dual Credit

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

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

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

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

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

For more information about the Lederman Scholars Program, contact Dr. Rich Wilders at (630) 637-5234 or [rjwilders@noctrl.edu](mailto:rjwilders@noctrl.edu). Also, you may visit NCC's website ([www.noctrl.edu](http://www.noctrl.edu)) and visit the Lederman Scholars page under Prospective Students.

### [1.8] ENGLISH LANGUAGE LEARNERS (ELL)

There are approximately 100 ELL students at North. Although many languages are represented, many of these students' native languages are Spanish, Gujarati/Hindi, Chinese, or Korean. (We are hoping to find a way to translate more of our material into these languages because the language barrier for these parents is a daunting obstruction for them to overcome in order to understand what goes on at the high school.)

The parent of a potential ELL student should make an appointment with the ELL coordinator (telephone number 420-6982 x9056) so their student's English and math capabilities can be evaluated. The student is then assigned to the appropriate courses based on this testing. Further information can be found on the North website at [www.ncusd203.org/north](http://www.ncusd203.org/north).

### [1.9] EXAMINATIONS, END-OF-SEMESTER

#### Policy

Students are expected to take their final exams on the days they are scheduled. If a student is legitimately excused during a final exam, it is the student's responsibility to reschedule the final exam with the Assistant Principal.

#### Schedule

First semester exams are scheduled to take place **before** the Winter Break. The schedule for second semester exams will be published in the *Huskie Howler* and posted to the NNHS website ([www.ncusd203.org/north](http://www.ncusd203.org/north)) in May. How exams will affect daily schedules had not been established at the time of publishing this *Guide*.

### [1.10] FIELD TRIPS

Students have the option of attending the field trip or attending regularly scheduled classes without penalty for either decision. All work missed may be made up for full credit. All in-school field trips require parent permission unless the field trip takes place entirely during the regularly scheduled class time. Students are directly supervised by adult chaperones from the moment the field trip begins until the time they are released to other classes, activities, or have secured appropriate transportation home. All school rules are in effect throughout the duration of the field trip. Some departments provide stipends for students who cannot pay field trip fees. Such stipends are administered on a case by case basis.

### [1.11] GRADING PROCEDURES

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

### Grade Value

The grading system has two scales, one for regular courses and the other for weighted courses. The specific grade points assigned for each letter grade and for regular and weighted courses are listed below. These grade points are used to compute a student's grade point average and rank in class. The weighted courses are designed and taught for high ability students pursuing advanced work at an accelerated pace. Courses which include the adjectives "Enriched", "Honors" and "A/P" often but not exclusively designate a weighted course.

GRADE	REGULAR	WEIGHTED
A Excellent	4	5
B Very Satisfactory	3	4
C Average	2	3
D Below Average	1	1
F Failure	0	0

MX = Withdrawn from class for medical reasons.

WP = Withdrawn from class passing.

WF = Withdrawn from class failing.

P = Student graded on the Pass/Fail option.

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

### Grade Communication

In addition to the quarter and semester grade reporting, a system of "mid-quarter reports" to parents has been initiated. Faculty members, on an individual basis, identify student progress, work habits, class effort and participation and may include a tentative grade evaluation. These reports are mailed home approximately mid-way between the quarter report cards. Not all students will receive a mid-quarter report, and not all classes are necessarily included. North's Registrar maintains school transcripts. For further information about transcripts and school records, please refer to section [11.4] of this *Parent Survival Guide*.

### Pass/Fail Option

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

The Pass/Fail option is available for junior and senior students for one course per semester. This option is not available for any course specifically required for graduation. The deadline to apply for the Pass/Fail option is usually by the end of the first month of the semester. Please check with the Guidance Office at 420-6502 for the exact date.

If the student receives a pass grade under the Pass/Fail option, credit is awarded and no points are figured on the GPA. If the student fails under Pass/Fail option, no credit is awarded and the failure is figured in the GPA as a regular failure. If the student earns a "D" in a Pass/Fail course, credit is awarded and points are figured in the GPA as a regular "D".

### [1.12] INSTRUCTIONAL MATERIALS CENTER (IMC)

Please see section [1.19] in this *Parent Survival Guide*.

### [1.13] LIBRARY

Also known as the Instructional Materials Center. Please see section [1.19] in this *Parent Survival Guide*.

### [1.14] LITERACY CENTER

Please see section [1.19] in this *Parent Survival Guide*.

### [1.15] NATIONAL HONOR SOCIETY (NHS)

The National Honor Society (NHS) Induction Ceremony takes place every November. Please check the NNHS calendar in section [052.2] of this *Parent Survival Guide* for the exact date.

### District Selection Procedures

To be considered a member in good standing in the NNHS Chapter of the National Honor Society, the student member must maintain a cumulative GPA of 3.75 or higher. A student who fails to attain a semester average of 3.50 and/or a cumulative average of 3.75 will be placed on probation (inactive status) the subsequent semester and will be reinstated to full membership only if the cumulative GPA reaches 3.75. If it does not, he/she will be asked to appear before the NHS advisor, and possibly the Faculty council, for possible dismissal. To be considered for membership, a student must have completed one semester at NNHS. This requirement may be waived for a Senior who has all transcripts received by the school registrar no later than Oct. 1st.

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.

NHS members, inducted as Juniors, must complete 15 additional hours of community service by the end of the third quarter of their Senior year. A minimum of 5 hours out of the 15 service hours required must be through NHS sponsored projects. NHS members, inducted as Seniors, must complete 5 hours of service by the end of their third quarter, Senior year. Juniors applying for membership must have completed one complete academic semester at NNHS 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 NNHS registrar prior to October 1st.

Students should sign and follow the Co-Curricular Participation Code. NNHS behavior code violations will be treated as listed in the behavior code contract. Each student is expected to follow school code on honesty, respect. When a member flagrantly violates school policy or civil laws, he/she can be dismissed without warning. The faculty council will make the final judgment on such dismissals. Previous disciplinary action could affect a student's selection and membership in the organization.



Failure to accomplish the academic and/or service requirements will result in the Senior being denied the privilege or wearing the gold NHS tassel and/or gold cord at graduation. Juniors who do not meet the academic requirements will be placed on probation and given a deadline by which time they must either satisfactorily remedy their grades or be asked to appear before Faculty council for possible dismissal from NHS.

The procedures agreed upon by the two high schools in the selection of students for National Honor Society 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 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. This letter will notify each eligible student about where to obtain applications, how to apply, and when to meet deadlines. The responsibility for obtaining, completing, and returning the application within the specified time frame lies with the student. The application will include the student grade point average.
3. While students' grade point averages make them eligible for membership consideration, their leadership, character and service must be judged as well. Teachers will complete rating sheets to evaluate students' leadership and character. The rating 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.

#### 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.

#### 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:

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

4. All applicants will need to complete a minimum of 15 community service (volunteer) hours prior to Sept. 1 of their year application. School service activities which result in a letter grade are not considered volunteer hours (example, literacy center volunteers, teacher aides). The Faculty committee is looking for students that have developed a "heart for service". Students are encouraged to begin service requirements early in their Freshman year.
5. The NNHS Faculty committee looks at the individual ratings, given by faculty members, for each student. Our committee reads each application and rates each student on character, leadership, and service. then, the committee looks at the two sets of ratings, the letters of recommendation, and the three essays written by each student and makes a final decision for each student.
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.

Please refer to Communicating section [4.2] for the current NHS sponsor's name, telephone number and email address. For more information, visit [www.nnhsnhs.schoolreference.com](http://www.nnhsnhs.schoolreference.com).

## National Honor Society Frequently Asked Questions

### What is the National Honor Society?

*The NHS is a National organization which honors students who have shown high academics, strong leadership, a heart for service to their school and community and a strong moral character.*

### Why should I want to be a member of NHS?

*Many colleges and universities consider membership to be a strong "selling point" on a student's application. Because the standards for membership are the same all across the country, colleges know that a NHS member has the ability to do exceptionally well in the post graduate setting. Membership is an honor. Here at North, the NHS students wear special gold tassels and cords at graduation. They also have special NHS seals on the diplomas. This organization has been around for nearly 80 years! Many of your parents and grandparents were members in junior high school or high school – or even college!*

### How do I get into honor society?

*You will need a 3.75 cumulative GPA by the end of your sophomore year.*

### That's it?

*No, NNHS has the 4.0 awards for students who have high academics. However, the NHS honors students who demonstrate excellence in four areas – academics, character, leadership, and service.*

*If you qualify academically you will receive a letter just before your Junior year at NNHS, from the NHS adviser asking you to complete a LONG information form. You will list activities and awards, write three essays and have two letters of reference. It is a challenging form to fill out completely and accurately. You even need signatures from people testifying to your leadership and service activities.*

### What do you mean service?

*You need to be involved in service activities. You will need a minimum of fifteen hours. The people who select members look for people with an "attitude" of service. That means, start now and get involved. Keep track of your service activities – get signatures verifying your participation. Think depth (several years of service to the same organization) and breadth (variety of service – to the school and community).*

### I am a transfer student and was an NHS member in my previous school. How can I be a member in the NNHS Chapter?

*Bring your membership card to the chapter advisor. You will automatically be a member. You may go through a second induction if you choose. You will need to maintain NNHS membership standards to be in good standing with the local organization.*

### Well, what about leadership? I can't be a captain until my senior year!

*There are lots of opportunities for leadership – in music, sports, scouts, your church or youth group. Get involved now and you will be given leadership responsibilities as you get older. Leadership means planning and preparation and guiding other people in the completion of a task. Remember – membership is not leadership!*

### So, I need good grades, I need to be a leader, I need to do service to the community and school – anything else?

*Yes, you need to have a good reputation. Stay out of trouble, have a positive attitude in class, have a strong moral character.*

### A positive attitude in class – do teachers have anything to do with this?

*Yes, teachers will rank you on character and leadership in the classroom. Any teacher or coach or Dean or guidance counselor can rank students!*

### Is there a specific number, a quota, for membership?

*No, if a student qualifies in all four areas, they are accepted. This year only about 60% of the Juniors who qualified academically chose to complete the process.*

### What if I don't meet all the requirements before my Junior year in high school?

*You can reapply again as a Senior. Most of the students who are not qualified as Juniors, and who reapply, are accepted as Seniors. That is because they have been able to overcome whatever deficiencies they had the first time!*

### What is the most common reason students are not accepted?

*Leadership seems to be the most common reason students are not accepted during their Junior year. That's OK though, because more opportunities for leadership come as you are a Senior.*

*A few students forget about service and try to do 15 hours just before the application is due - not a good idea.*

*Character is an issue for only a few students. However, remember that even the presentation of your information form says lots about your character – a sloppy form or one that doesn't follow directions may hurt your chances of being accepted.*

### Once a member, do I need to do anything to maintain my membership?

*Yes, members need to continue to demonstrate excellence in all four areas – character, leadership, service, and academics. Letting any of the areas become less than excellent may result in dismissal from the organization. The officers plan some service opportunities; however, it is up to each student to maintain a 3.75 cumulative GPA, continue leadership activities, and maintain a good character!*

## [1.16] NORTH ACADEMY

Through the North Academy, the school offers a student-centered, integrated core curriculum for sophomores and juniors in high school. North Academy is designed for capable students who are not experiencing success within the traditional school structure. These students will have the opportunity to make a difference in their own education through a flexible learning environment. While the objectives for the core curriculum are the same, the learning activities in the Academy focus on answering an essential question, such as, "What is my role/responsibility to the communities in which I participate?" The Academy teachers help the students see how the community relates to Advanced Algebra, Chemistry, and American Studies in one year and to Geometry, Biology, Government and Written Communications in an alternate year.

This program is intended to help students get more one-on-one attention from teachers and create a learning environment that is flexible and conducive to learning. You and your student may have an interest in this program. If you do, please call 8483954 with any questions.

## [1.17] RECORDS, STUDENT

Please see section [11.4] of this *Parent Survival Guide*.

## [1.18] REGISTERING FOR CLASSES

Please see section [1.71] Course Selection in this *Parent Survival Guide*.

## [1.19] RESOURCES, ACADEMIC

### Computer Assisted Instruction (CAI) Lab

The lab is open from 7:30 a.m. to 3:30 p.m. on regular school days. The CAI Lab works two ways. First, it is a place where teachers schedule classes to work on a common project such as word processing, spreadsheet creation, musical note recognition, or Internet research. Second, if space allows, individual students with a pass may use the lab for independent work. The CAI office number is 420-6646.

There are 61 workstations in the lab. Some of them have special purpose software on them such as accounting software. The computer lab manager is available throughout the day to help students and staff. This person also serves as the building's help desk expert. In addition, there is a certified staff member to directly supervise students and monitor their work. A technology integration specialist is also available for special needs such as dealing with digital multimedia projects.

The lab is very often a place students and staff visit when they have problems with floppy disks, document formatting or scanning artwork. The computer lab manager is very competent in these areas. With close to 500 students coming and going through the CAI lab on a normal day, it is a productive and friendly place.

### Internet

The NNHS website provides links to search engines and major news organizations. The website address is [www.ncusd203.org/north](http://www.ncusd203.org/north).

## The Library

The Library is open from 7:30 a.m.-3:30 p.m. on school days. It is a two-story resource center that services all the students, faculty and staff. Students must sign in and out of the library. A pass is needed from a classroom teacher to enter the library. Food and drink are not allowed in the library. Students should act in an appropriate and respectful manner towards others using the library.

The first floor houses all the print materials: books, periodicals, newspapers, and reference files. There is also a copier for student use where copies and transparencies are made for students. There are also three Alexandria Online Patron Access Catalog (OPAC) stations located on this level. OPAC helps students locate books and audiovisual materials in the library collection. Books may be checked out for a two week period, and renewed for a second two week period. Some materials are put on reserve and are then overnight-only check-out. A current student ID is needed to check out materials. The first floor library staff may be reached at 420-6511.

The Library Computer Lab and the Audio-Visual Department encompass the second floor. The computer lab has 34 computers. This area is primarily used by teacher scheduled classes for researching. Students may come to the Library Computer Lab with a pass, space permitting. Students may type a paper, work on a PowerPoint presentation, access on-line subscription databases, or perform an Internet search. The Audio-Visual Department has videos, DVDs, cameras, and tape recorders for student check out. Audio-Visual materials are checked out for a day. The Audio-Visual staff may be reached at 420-6510.

## The Literacy Center

The Literacy Center hours are: M-F 7:00-3:10. The staff may be reached by phone at 630-420-6512; by fax at 630-420-3246; and by e-mail at [literacycenter@ncusd203.org](mailto:literacycenter@ncusd203.org). Their website address is [www.ncusd203.org/north](http://www.ncusd203.org/north).

The Literacy Center offers a comprehensive program of services available to all students throughout the school day. Instruction is provided by certified staff and selected peer tutors who are trained in the following areas:

- Drafting and revision of writing assignments
- Preparation and practice of oral and videotaped presentations
- Development of reading strategies
- Enhancement of study and test taking skills
- Tutoring in all content areas including Communication Arts, Math, Science, Foreign Language, and Social Science
- Workshop presentations such as Prairie State Test Prep, ACT Prep, Active Listening Skills, Note Taking Strategies and Group Dynamics
- Computer assistance with Excel, PowerPoint, Word, Writer's Workbench, Applied Magic Video Editing Software, Adobe Photoshop, and Internet Research

In addition, the Literacy Center provides areas for individual and small group conferencing; book clubs, poetry readings, and story telling; gallery of student work; group and individual assessment. The Center also archives samples of all students' quality work in their Student Vision Portfolios.

### COLLEGE ENTRY TEST AND OTHER TEST PREPARATION SESSIONS

Ten College Entry Test preparation sessions take place during the months of January, February and March. They are conducted by the Literacy Center Staff once a week during lunch hours. The staff also conducts preparatory sessions for the Prairie State Test. These sessions are free and open to all students planning to take the tests. Contact the staff for further information.

### LITERACY CENTER TUTORS

Students who wish to help their peers by donating their time in the Literacy Center as tutors must meet specific requirements in their Communication Arts classes and participate in an interview with one of the consultants in the Literacy Center. Grade requirements are as follows:

- A grade of "A" or "B" in junior level enriched English classes
- A grade of "A" in academic level junior English classes
- A grade of "A" in sophomore level enriched English class to tutor in the spring semester of sophomore year
- A grade of "B" in sophomore level enriched English class to tutor in the fall of junior year

Once selected, tutors complete a training program that addresses conferencing skills, diagnosing writing deficiencies, evaluating reading and study skills, modeling reading strategies to help students read with fluency and clarify their understanding, and implementing specific learning strategies in all content areas.

Students receive many benefits from their participation in this nationally recognized program. A letter of recommendation for college entrance is written for tutors. Besides this letter, students work in a relaxed environment, develop relationships with teachers on an elevated level because of their responsibilities with their peers, and also improve their own writing, reading, speaking and listening skills. These experiences will be a benefit for their future experiences at the university level and in their chosen career fields.

Interviews for tutoring in the fall are conducted in May of the previous year. Applications are due in October for tutoring in the following Spring semester and in April for the following Fall semester. Please see the NNHS calendar in section [0S2.2] for exact dates. Interviews for the spring semester take place in November of the same school year. Announcements direct students in the process of applying and interviewing.

### LITERACY CENTER COMPUTER TUTORS

Students who are competent in the use of technology and computers and wish to assist their peers can become Literacy Center Computer tutors. Students are screened during an interview with a computer specialist who checks skill level on various software programs used at Naperville North.

Once selected, tutors complete a training program that involves training on Excel, PowerPoint, Word, Writer's Workbench, Applied Magic Video Editing, Adobe PhotoShop, DocStar and internet research.

Students receive many benefits from their participation as tutors in the Literacy Center. All tutors receive a letter of recommendation for college entrance that outlines their many duties in the program. They develop relationships with staff on an elevated level because of their work with their peers and their instruction and assistance to staff. Tutors improve their own computer skills and presentation skills through their work in the program.

Interviews for the positions available occur in May for the fall semester and in November for the spring semester. Applications are due in October for tutoring in the following Spring semester and in April for the following Fall semester. Please see the NNHS calendar in section [0S2.2] for exact dates.

### STUDENT VISION PORTFOLIO

The Student Vision Portfolio program begins in Freshman year. Each student selects quality work from each class each school year which is archived. The purpose of the portfolio is to foster the five learner outcomes designated by the district in its vision for high school graduates: self-directed learner, complex thinker, collaborative worker, community collaborator, and quality producer.

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### [1.20] **SUMMER SCHOOL**

Students may take a Summer School course to free up time for other courses, or to retake the course if it was failed during the regular school year. Summer School runs typically for six weeks, starting the week after school ends in June. There are two sessions in the morning: 7:30 a.m.-9:50 a.m. and 10 a.m.-12:20 p.m. Each session is equivalent to one-half (0.5) credits and the grade will be calculated into the student's grade point average (GPA). Summer School is operated at the District level, alternating between Naperville Central High School and Naperville North High School. Courses offered may vary from year to year. Information about summer course offerings will be available at the Guidance Office at the end of January. Registration starts after spring break. There is a strict attendance policy for summer courses. If you anticipate an attendance concern, please contact the Summer School principal before signing up for a course. Incoming freshmen may attend summer school for high school credit. Registration information is also available at the junior high schools. For more information, please call the Guidance Office at 420-6502.



[1.21] **SPECTRUM OF CLASSES****Academic**

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

**Advanced Placement (AP)**

Advanced Placement (AP) courses are rigorous and are designed to approximate higher education coursework. Students enrolled in AP coursework may consider taking the respective Advanced Placement Exam(s) administered each May by the College Board. Please check the NNHS calendar in section [0S2.2] for exact dates. There is a fee to take the exam(s). Depending on the college or university the student attends, he/she may earn college credit upon successful completion of the exam(s). AP courses are always weighted. Please see section [11.1] of this *Parent Survival Guide*.

**Enriched and Honors**

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

**Independent Study**

Independent Study is available in most departments. Please consult your student’s *Program Planning Guide* for more information.

**Skills**

Skills level courses are designed to prepare students at a slower pace. The focus is on teaching the basic, essential elements of the field of study.

**Special Education**

Naperville North offers a broad range of support services for special education students including services of a school nurse, guidance counselors, social workers, psychologists, speech therapists, and special education teachers. Students qualifying for learning disability programs have the full range of services from L.D. Resource to self contained instruction. The Behavior Disorder Program provides an instructional environment for students who exhibit emotional/behavior disorders. A continuum of services for students with multi-needs is also available. Itinerant services can also be provided for students who are hearing or visually impaired, or physically challenged. In addition, alternate placements are provided when determined by the Multi-Disciplinary Team, to meet individual student needs.

Requests for special education services are normally made through the counselors at North. Parents whose students are new to North and whose students have had special education services in other schools should, if possible, present an Individual Educational Plan (I.E.P.) to the counselor when registering. For more information, please see section [11.1] in the *Parent Survival Guide* or visit the North website at [www.ncusd203.org/north](http://www.ncusd203.org/north).

[1.22] **STUDENT GUIDE TO “WRITING ACROSS THE CURRICULUM”**

Naperville North prides itself on helping students become effective writers. To that end a comprehensive Student Guide to “Writing Across the Curriculum” is included in the *Student Handbook*. This guide covers areas such as teachers’ expectations; the school’s policy on plagiarism; requirements for documentation and works cited; and it provides samples of these requirements. This guide is also available for purchase at the school store. Please refer to the *Student Handbook* for further information or visit the North website at [www.ncusd203.org/north](http://www.ncusd203.org/north), click Library, then click Bibliography Format.



## Athletics Frequently Asked Questions

### **What does my student need to participate in Athletics at NNHS?**

Every student must have health insurance in order to compete in Athletics at NNHS. Student athletes must also submit the following three things to the Athletic Office: a signed Athletic Information/Release Form; a current physical signed and dated by your physician; and payment of the appropriate athletic participation fee.

### **When do the various sports seasons begin and end?**

There is a complete listing of all Fall, Winter and Spring Sports for both girls and boys, complete with season beginning and ending dates in section [2.5].

### **Can my student join another athletic team if he/she doesn't make the team selection of a 'cut' sport?**

Generally, students may join a 'No Cut' sport athletic team if they do not make the team selection of a 'Cut' sport. Students interested in doing so are encouraged to join the 'no cut' team within two weeks of the season start date.

### **Does my student have to get a physical every year?**

Student athletes must get a new physical each year in order to participate in athletics because **physicals are valid for one calendar year only**. It is recommended that athletes get their physicals in the early summer months to maximize the one-year life of their physical.

### **How do I get one of those great NNHS Spirit Yard Signs?**

The NNHS Spirit Yard Signs are sponsored by the NNHS Booster Club and are a fundraiser to benefit all NNHS sports and activities. Please call Julia DeSilvio at 369-5864 for more information on how to show your Huskie Spirit and get a yard sign! Be sure to read the Huskie Howler, as Spirit Signs must be ordered at the beginning of the fall, winter and spring sports seasons.

### **Who do we contact at NNHS if we have questions about Athletics?**

You can contact the head of the Athletic Department at 420-6490.

## 28 [2.0] Athletics

## [2.0] Athletics

Naperville North High School is very proud of its outstanding Athletic Program and the student athletes who participate on behalf of our school and community in the DuPage Valley Conference. Other schools in the Conference include Aurora West, Glenbard North, Glenbard East, Naperville Central, West Chicago, Wheaton North and Wheaton Warrenville South.

Student athletes or parents are encouraged to contact the Athletic Director for information regarding any of our sports programs. Questions may also be directed to the Assistant Athletic Director or to individual Head Coaches by contacting the Secretary to the Athletic Department at 420-6490. We also have an NNHS Sports Hotline number that you can call to get up-to-date information on daily competitions and schedule changes. That number is 420-6982 x1200.

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

Every student who wants to compete in an athletic sport must have health insurance. The student athlete must also provide the following three things to the Athletic Office:

- Signed Athletic Information/Release Form
- Current Physical signed and dated by your physician
- Athletic Participation Fee

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

#### Athletic Information/Release Form

Every athlete/parent/guardian must complete an Athletic Information/Release form for each sport he/she competes in. Forms are available in the Main Office during the summer months and in the Athletic Office, Room 195, Entrance #19, throughout the school year. These forms are also made available to 8th grade students throughout the spring at each Junior High School for all Fall sports. Athletes must turn in their Athletic Information/Release form to the Athletic Office (along with a copy of their school/sports physical and the proper athletic fee.) Do not mail or turn in any Athletic forms for Fall sports with school registration materials. Athletic Information/Release forms for Fall Athletics must be turned in at the designated sports registration dates and times.

#### Current Physical

All students, including transfer students, who participate in athletics, must have a sports physical on file in the Athletic Office. Sports physical forms are available in the Athletic Office, Room 195. Physicals are valid for one calendar year only. **Athletes must get a new physical each year in order to participate in a sport.** It is recommended that athletes get their physicals in the early summer months to maximize the one-year life of their physical. The physical must state the following three things:

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

**Important: Incoming freshmen may make a copy of their required school entrance physical to use as their sports physical for freshman year only.**

As a service to the high school and junior high school athletes, District 203 and Edward Hospital co-sponsor an Athletic Physical Assessment Program in late May. Sports Physicals are given to students who register for them for \$25/student or \$45/family at the Edward Heart Hospital, 801 S. Washington St., Naperville. This Athletic Physical does not satisfy the 9th grade entrance physical requirement. The registration notification explaining how to schedule your sports physical at the Edward Heart Hospital is made in a spring Huskie Howler newsletter.

The following are two convenient locations for walk-in physicals. All students under 18 must be accompanied by a parent or guardian.

River North Convenient Care  
636 Raymond Drive  
Naperville, IL 60563  
Phone 416-2300  
Cost: approximately \$75

Edward Hospital Immediate Care  
130 N. Weber Road  
Bolingbrook, IL 60440  
Phone 646-5770  
Cost: approximately \$35

#### Athletic Participation Fee

Students involved in athletic programs must pay a participation fee, which is set by the Board of Education. For "no-cut sports," the fee must accompany the Athletic Information/Release form and Physical when turned into the Athletic Office. Fees for "cut sports" will be collected after teams have been selected. A complete listing of "non-cut" and "cut" sports and their respective participation fees are listed in section [2.5]. Athletic fees may change over the summer.

### [2.2] OTHER IMPORTANT INFORMATION FOR ATHLETES

#### Note to Transfer Students

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

#### Student Insurance

School District 203 Board policy requires parents/guardians to certify that their student athlete is covered for athletic participation by either family insurance or school student insurance plans. Parents, please check with your health care provider regarding the coverage of your student(s) participating in athletics, as some plans are very restrictive. School Student Insurance covers all sports except football. An additional insurance rider for football is available through the Athletic Office, 420-6490. Student Insurance Plans forms are also available in the Athletic Office.

### Ancillary Fees/Volunteer Opportunities

There are often voluntary "fees" associated with many of the sports teams to defray social costs. These fees are not related to the Athletic Department fees and may vary by athletic team. Ancillary team fees, if any, will usually be presented by volunteer parents at a Parent Team Meeting. Parents may also be invited to volunteer for 'team jobs' to help facilitate the competitions and keep athletic costs down.

### Team Conditioning

There are various conditioning and sports camps offered through the Naperville Park District to help athletes prepare for their athletic experience at NNHS. You can contact the Naperville Park District at 848-5000 to obtain information about their programs. There are also various aquatic conditioning programs offered through the NNHS Aquatics. Further information on the aquatic programs can be obtained by calling the Aquatic Director at 420-6494.

### Attendance

Individual coaches have specific team attendance requirements. Should your student be sick, experience an unexpected emergency or have to take an unplanned absence, please call the Athletic Office at 420-6490 to leave a message for the team coach.

### Cut/No Cut Sports

Generally, students may join a 'No Cut' sport athletic team if they do not make the team selection of a 'Cut' sport. Students interested in doing this are encouraged to join the 'no cut' team within two weeks of the season start date. Every effort is made to accommodate all student athletes who want to participate in 'no cut' sports. The Athletic Department has the discretion to cap the number of athletes of 'no cut' sports teams should the numbers become too large for the coaches to manage.

### Religious Holidays

We make every attempt to work with our community to avoid scheduling athletic events on major religious holidays. However, with the volume of events to schedule in a finite school calendar, it is not always possible to avoid every religious holiday. It is our desire to respect the religious practices of every family in our school. NNHS fully supports that if a conflict occurs, students are encouraged to celebrate the religious observances. Early communication with coaches is critical in such cases. Please check all published schedules for such potential conflicts.

## [2.3] ACADEMIC ELIGIBILITY REQUIREMENTS

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

1. Students must have passed four classes the semester prior to competing in athletics
2. The student must be passing four classes and not failing two or more classes each week of the season in order to remain eligible to participate. Eligibility is evaluated on a weekly basis (three weeks over winter break and two weeks over spring break). Students deemed ineligible will not be able to participate for one week (Sunday to Sunday) and must correct the academic problem in order to be eligible to participate the following week.

## [2.4] CO-CURRICULAR PARTICIPATION CODE

Please see section [10.1] for the NCUSD 203-NNHS Co-Curricular Participation Code. This code delineates the requirements and commitments that are asked of students participating in co-curricular activities at NNHS.

## [2.5] SPORTS SEASONS 2004-05

### Fall Sports\*

SPORT	CUT/NO CUT**	ATHLETIC FEE***	BEGINS****	TIME/PLACE	ENDS
Cross Country (Boys & Girls)	No cut	\$52.00	August 16	8 a.m. Track	November 6
Football	No cut	\$72.00	August 11	7 a.m. Varsity	November 27
Football	No cut	\$72.00	August 11	8 a.m. Soph/Frosh	November 29
Boys Golf	Cut	\$88.00	August 16	7 a.m. at Springbrook	October 16
Boys Soccer	Cut	\$52.00	August 16	9 a.m. prac. fields	November 6
Girls Golf	Cut	\$88.00	August 17	11:30 a.m. at Springbrook	October 16
Girls Swimming	No cut	\$52.00	August 16	9 a.m. Pool	November 20
Girls Tennis	Cut	\$72.00	August 16	9 a.m. Tennis Courts	October 30
Girls Volleyball	Cut	\$88.00	August 16	11 a.m. Contest Gym	November 13

\*Fall sports require registration before school starts. Students or parents registering students for Fall sports should report to the Athletic Office (Entrance #19) at the following times with the Athletic Information/Release form, Physical and participation fee, if appropriate. Parents, please realize that due to the volume of athletes registering, registration may take up to an hour for some sports. We appreciate your patience.

\*\*Fees for "No cut" sports are due and payable at registration and fees for "Cut" sports are due and payable after team selection. Checks should be made payable to Naperville North HS.

\*\*\*Subject to change.

\*\*\*\*Tryout dates for "Cut" sports are typically the same as the season beginning date.

## FALL SPORTS REGISTRATION – NNHS Athletic office, Room 195, Entrance #19

Tuesday, August 10, 2004

8:30 a.m. to 10:00 a.m.	Varsity Football
10:00 a.m. to 11:00 a.m.	Sophomore Football
11:00 a.m. to 12:00 noon	Freshmen Football

Wednesday, August 11, 2004

9:00 a.m. to 11:00 a.m.	All levels of Girls Volleyball
1:00 p.m. to 3:00 p.m.	All levels of Boys Soccer

Thursday, August 12, 2004

9:00 a.m. to 11:00 a.m.	All levels of Girls Tennis
1:00 p.m. to 3:00 p.m.	All levels of Girls Swimming

Friday, August 13, 2004

9:00 a.m. to 11:00 a.m.	All levels of Boys & Girls Cross Country
1:00 p.m. to 3:00 p.m.	All levels of boys & Girls Golf

**Winter Sports\***

SPORT	CUT/NO CUT**	ATHLETIC FEE***	BEGINS****	ENDS
Boys Basketball	Cut	\$88.00	November 8	March 19
Boys Swimming	No cut	\$52.00	November 22	February 26
Wrestling	No cut	\$72.00	November 8	February 26
Girls Basketball	Cut	\$88.00	November 1	March 19
Girls Gymnastics	No cut	\$88.00	November 8	February 19
Indoor Track (Boys & Girls)	No cut	\$52.00	January 17	May 28

\*Winter sports registration dates will be announced during Daily Announcements prior to the season beginning date.

\*\*Fees for "No cut" sports are due and payable at registration and fees for "Cut" sports are due and payable after team selection. Checks should be made payable to Naperville North HS.

\*\*\*Subject to change.

\*\*\*\*Tryout dates for "Cut" sports are the same as the season beginning date. Students must listen to Daily Announcements to determine time and place of tryouts/first practice.

**Spring Sports\***

SPORT	CUT/NO CUT**	ATHLETIC FEE***	BEGINS****	ENDS
Baseball	Cut	\$88.00	February 28	June 11
Boys Gymnastics	No cut	\$52.00	February 14	May 28
Boys Tennis	Cut	\$72.00	February 28	May 28
Boys Track & Field	No cut	\$52.00 <sup>+</sup>	January 17	May 28
Boys Volleyball	Cut	\$88.00	March 7	June 4
Boys Water Polo	No cut	\$52.00	February 28	May 14
Badminton	Cut	\$52.00	February 28	May 14
Girls Soccer	Cut	\$52.00	March 7	June 4
Softball	Cut	\$88.00	February 28	June 11
Girls Track & Field	No cut	\$52.00 <sup>+</sup>	January 17	May 28
Girls Water Polo	No cut	\$52.00	February 28	May 14

\*Spring sports registration dates will be announced during Daily Announcements prior to the season beginning date.

\*\*Fees for "No cut" sports are due and payable at registration and fees for "Cut" sports are due and payable after team selection. Checks should be made payable to Naperville North HS.

\*\*\*Subject to change.

\*\*\*\*Tryout dates for "Cut" sports are the same as the season beginning date. Students must listen to Daily Announcements to determine time and place of tryouts/first practice.

<sup>+</sup>No fees due if already participating in Indoor Track and Field, Boys and Girls.



[2.6] **SPORTS AWARDS NIGHTS**

The Fall Sports Awards Night is November 30, 2004; Winter Sports is March 7, 2005; and Spring Sports is May 31, 2005. Proper attire is recommended for all athletes.

[2.7] **ATHLETIC COACHES**

Student athletes or parents are encouraged to contact the Athletic Director, Mr. Doug Smith, at 420-6490, or by email at [dlsmith@ncusd203.org](mailto:dlsmith@ncusd203.org) for information regarding any sports programs. Questions may also be directed to Head Coaches by contacting Ms. Kathy Kavanagh at 420-6490 or coaches may be contacted at their individual email addresses.

**Fall Sports**

GIRLS SPORT	COACH	EMAIL
Cross Country	Mr. Dan Iverson	<a href="mailto:diverson@ncusd203.org">diverson@ncusd203.org</a>
Golf	Mr. Ed Rosenthal	<a href="mailto:erosenthal@ncusd203.org">erosenthal@ncusd203.org</a>
Swimming	Mr. Dick Raab	<a href="mailto:rraab@ncusd203.org">rraab@ncusd203.org</a>
Tennis	Mrs. Heather Henricksen	<a href="mailto:hhenricksen@ncusd203.org">hhenricksen@ncusd203.org</a>
Volleyball	Ms. Jennifer Scarpino	<a href="mailto:jscarpino@ncusd203.org">jscarpino@ncusd203.org</a>
BOYS SPORT	COACH	EMAIL
Cross Country	Mr. Dave Racey	<a href="mailto:dracey@ncusd203.org">dracey@ncusd203.org</a>
Football	Mr. Larry McKeon	<a href="mailto:lmckeon@ncusd203.org">lmckeon@ncusd203.org</a>
Golf	Mr. Ryan Hantak	<a href="mailto:rhantak@ncusd203.org">rhantak@ncusd203.org</a>
Soccer	Mr. Jim Konrad	<a href="mailto:jkonrad@ncusd203.org">jkonrad@ncusd203.org</a>

**Winter Sports**

GIRLS SPORT	COACH	EMAIL
Basketball	Mr. Jeff Burke	<a href="mailto:jburke@ncusd203.org">jburke@ncusd203.org</a>
Gymnastics	Mr. Chris Stanicek	<a href="mailto:cstanicek@ncusd203.org">cstanicek@ncusd203.org</a>
Indoor Track	Mr. Chuck Hoff	<a href="mailto:choff@ncusd203.org">choff@ncusd203.org</a>
BOYS SPORT	COACH	EMAIL
Basketball	Mr. Mark Lindo	<a href="mailto:mlindo@ncusd203.org">mlindo@ncusd203.org</a>
Swimming	Mr. Kurt Johns	<a href="mailto:kjohns@ncusd203.org">kjohns@ncusd203.org</a>
Wrestling	Mr. Tom Champion	<a href="mailto:tchampion@ncusd203.org">tchampion@ncusd203.org</a>
Indoor Track	Mr. Jack Wright	<a href="mailto:jwright@ncusd203.org">jwright@ncusd203.org</a>

**Spring Sports**

GIRLS SPORT	COACH	EMAIL
Badminton	Mr. Bob Funston	<a href="mailto:bfunston@ncusd203.org">bfunston@ncusd203.org</a>
Soccer	Ms. Jennifer Hodson	<a href="mailto:jhodson@ncusd203.org">jhodson@ncusd203.org</a>
Softball	Mr. Jerry Kedziora	<a href="mailto:jkedziora@ncusd203.org">jkedziora@ncusd203.org</a>
Track	Mr. Chuck Hoff	<a href="mailto:choff@ncusd203.org">choff@ncusd203.org</a>
Water Polo	Mr. Andy McWhirter	<a href="mailto:amcwhirter@ncusd203.org">amcwhirter@ncusd203.org</a>
BOYS SPORT	COACH	EMAIL
Baseball	Mr. Carl Hunckler	<a href="mailto:chunckler@ncusd203.org">chunckler@ncusd203.org</a>
Gymnastics	Mr. Brad Foerch	<a href="mailto:bfoerch@ncusd203.org">bfoerch@ncusd203.org</a>
Tennis	Mrs. Heather Henricksen	<a href="mailto:hhenricksen@ncusd203.org">hhenricksen@ncusd203.org</a>
Track	Mr. Jack Wright	<a href="mailto:jwright@ncusd203.org">jwright@ncusd203.org</a>
Volleyball	Mr. Roger Strausberger	<a href="mailto:rstrausberger@ncusd203.org">rstrausberger@ncusd203.org</a>
Water Polo	Mr. Kurt Johns	<a href="mailto:kjohns@ncusd203.org">kjohns@ncusd203.org</a>

[2.8] **IHSA (ILLINOIS HIGH SCHOOL ASSOCIATION) ELIGIBILITY RULES**

When you become a member of an interscholastic athletic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic sports participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal of your school is responsible to see that only eligible students represent the school in interscholastic athletics. Any question concerning your athletic eligibility should be referred to your principal, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal has questions or wishes assistance in answering your questions, the principal should contact the IHSA Office.

Information contained here highlights only the most important features of the IHSA by-laws regarding interscholastic athletic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic athletics. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety.

You will lose eligibility for interscholastic athletics if you violate IHSA by-laws. Therefore, it is extremely important that you review this material with your parents, your coaches, your athletic director and your principal to thoroughly understand the IHSA eligibility by-laws and how they relate to you.

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

(Revised 3/20/01)

[2.8.1] **DUPAGE VALLEY CONFERENCE PHILOSOPHY REGARDING SPORTSMANSHIP**

The schools of the DuPage Valley Conference believe that quality sportsmanship, characterized by respect, pride, and a sense of fair play, is the cornerstone of our quality interscholastic programs. Our student athletes, regardless of team record or individual ability, compete not only for potential victory, but also for the important personal rewards that come from spirited efforts and completed goals. We demonstrate respect for our athletes for their skill, commitment, and determination. We expect fair play from our athletes because they have been taught that only through fair play is any victory truly achieved. The DVC seeks to instill in all students, parents, spectators and community members the same expectation of respect, pride and fair play. We seek to teach all who participate, whether as spectator or athlete, that to cultivate the dignity of each individual and to demonstrate our understanding of the importance of learning as a process based on experience, that we must recognize that success is created as a result of commitment, teamwork and skill.



## [2.9] NCAA (NATIONAL COLLEGIATE ATHLETIC ASSOCIATION) ATHLETIC ELIGIBILITY RULES

### Academic Preparation for College Athletics

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

### DIVISION I STANDARDS

**Note: The NCAA Division I initial-eligibility rules have changed.** For students entering any college or university on or after August 1, 2005, the NCAA initial eligibility will be evaluated under a new 14 Core Course rule, rather than the former 13 Core Course rule, and the student must have a minimum Core Course G.P.A. of 2.00. For students entering any college or university on or after August 1, 2008, the student's NCAA initial eligibility will be evaluated under a new 16 Core Course Rule, and a minimum Core Course G.P.A. of 2.00. The tables below list the required courses under the 14 course rule (years entering college 2005-2007) and the 16 course rule (2008 and beyond...) Again, we strongly advise parents and students to visit the NCAA website at [www.ncaa.org](http://www.ncaa.org) for more detailed information.

14 CORE COURSE RULE	16 CORE COURSE RULE
4 years of English	4 years of English
2 years of mathematics (Algebra I or higher)	3 years of mathematics (Algebra I or higher)
2 years of natural/physical science (1 year of lab)	2 years of natural/physical science (1 year of lab)
1 year of additional English, mathematics or natural/physical science	1 year of additional English, mathematics or natural/physical science
2 years of social science	2 years of social science
3 years of additional courses (from any area above or foreign language, non-doctrinal religion/philosophy)	4 years of additional courses (from any area above or foreign language, non-doctrinal religion/philosophy)

**Computer Science is being eliminated as an acceptable Core Course for students first entering any college or university on or after 8/1/05. Students entering college on or after 8/1/05 may not use any computer science courses in meeting the Core Course requirements.**

The new rule (14 and 16 Core Courses) also changes the Division I initial-eligibility index or sliding scale for Core GPA/Test Scores. Visit the NCAA website for more detailed information on the Core GPA/Test Scores requirement at [www.ncaa.org/eligibility/powerpoint/i-e\\_presentation.ppt](http://www.ncaa.org/eligibility/powerpoint/i-e_presentation.ppt). Or contact your student's counselor at 420-6502 or the Athletic Director at 420-64900. Or you can call the NCAA Initial Eligibility Clearinghouse at 319-337-1492 or toll free at 1-877-262-1492 or the NCAA directly at 317-917-6222.

### DIVISION II STANDARDS

The Core Course requirements for Division II eligibility are 13, **although there is a proposal currently pending with the NCAA to change the required Core Courses to 14 for any students entering any college or university on or after August 1, 2005.** As of the printing of this *Survival Guide*, the NCAA Division II Core Course requirements are three years of English, two years of Math (Algebra I or higher), two years of Science (one lab), two additional years of English, Mathematics or Science, two years of Social Sciences, and two additional years in any of the already mentioned areas or in foreign language, philosophy or non-doctrinal religion.

**Computer Science is being eliminated as an acceptable Core Course for students first entering any Division II college or university on or after 8/1/05. Students entering college on or after 8/1/05 may not use any computer science courses in meeting the Core Course requirements.**

There is no sliding scale for the college boards for Division II schools. However, the student must have a combined score on the SAT verbal and math sections of 820 or a 68 sum score on the ACT, and a Core Course GPA of 2.00. Again, for more detailed information on Division II college or university eligibility requirements, please visit the NCAA website at [www.ncaa.org](http://www.ncaa.org).

**PLEASE NOTE:** Not all Naperville North courses offered in our curriculum qualify as Core Courses by the NCAA. For further information and confirmation, please consult the Guidance Department at 420-6502 or the Athletic Office at 420-6490. The following is a list of approved Core Courses at NNHS as of 5/04, and is subject to change. **Please note that those courses followed by an asterisk \* are approved qualifying courses for students with a diagnosed learning disability(ies), but students must obtain the proper NCAA approval for their diagnosed learning disability(ies) in order to receive credit for these approved courses.**

**As of May 2004, the following Core Courses qualify:****ENGLISH**

Acting  
 American Literature Skills\*  
 American Lit/Comp  
 American Studies  
 Creative Writing  
 English Lit  
 Enr American Lit/Comp  
 Enr Patterns Comm  
 Enr Print/Visual Comm  
 Enr Writ Comm  
 Essay Writing  
 Film Comp & Analysis  
 Humanities  
 Literature Skills\*  
 Lit/Comp/AP  
 Literary Themes  
 New Rhetorics  
 Patterns of Comm  
 Patterns of Comm Skills\*  
 Print Comm  
 Senior English  
 Speech Adv  
 Speech Comm  
 Traditional Literature  
 Written Comm  
 Written Comm Skills\*

**MATHEMATICS**

Adv Alg/H  
 Algebra Adv  
 Algebra I  
 Algebra II  
 Calc AB/AP  
 Calc BC/AP  
 Discrete Math  
 Fund Geometry  
 Geometry/H  
 Intro to Algebra\*  
 Multi-Var Calculus  
 Plane Geometry  
 Pre-Calculus  
 Pre-Calculus/H  
 Trig/H  
 Trig/Rel Alg Topics

**SOCIAL SCIENCE**

20th Cen History  
 Amer Econ/AP  
 Amer Govt  
 Amer Prob/Law  
 American Econ  
 American Studies  
 Ancient History  
 Contemporary Legal Issues  
 Contemporary Themes  
 Cultural Anthropology

Econ Macro/AP  
 Econ Micro/AP  
 Euro Hist/AP  
 International Relations  
 Intro to Psych  
 Medieval History  
 Minor/Amer Soc  
 Modern History  
 Psychology  
 Psychology Adv  
 Sociology  
 Sp Topics US Hist  
 Sp Topics World Hist  
 State/Local Politics  
 US History AP  
 US History Skills\*  
 US History  
 US Hist Surv 1,2,3  
 World Cultures 1,2  
 World Cultures Skills 1,2\*

**NATURAL/  
PHYSICAL SCIENCE**

Astronomy  
 Biology  
 Biology Skills\*  
 Biology Adv  
 Biology AP  
 Chemistry  
 Chemistry AP

Conceptual Physics  
 Earth Science  
 Earth Science Skills\*  
 Enr Biology  
 Enr Physics  
 Enr Chemistry  
 Physical Geology  
 Physics I  
 Physics II  
 Physics Adv  
 Weather/Environment

**ADDITIONAL CORE  
COURSES**

Business Law  
 Comparative Religions  
 French I,II,III,IV  
 German I,II,III,IV  
 Spanish I,II,III,IV  
 Latin I,II  
 Latin Honors

**\*Only students who have received proper NCAA approval for their diagnosed learning disability (ies) may receive credit for these approved courses.**

## Attendance Frequently Asked Questions

### ***What is the procedure for reporting a student absent?***

*A parent or guardian must call the Parent Information Network at 420-6982 and enter 9502 before 11:00 a.m. Be ready to state the following:*

*Student's name, grade and ID number*

*Date*

*Reason for absence*

*For more information please see section [3.1].*

### ***What is the procedure for requesting late arrival/early excusal for a student?***

*A parent or guardian must call the Parent Information Network at 420-6982 and enter 9502. Be ready to state the following:*

*Student's name, grade and ID number*

*Date*

*Time student will arrive OR the appointment time*

*For early excusal, the student will also need to pick up an authorized dismissal pass from the Attendance Office which is located next to the Dean's Office.*

### ***Is a visit to a college considered an excused (authorized) absence?***

*Yes. However, there is a specific set of criteria the student must follow in sequence in advance of the visit. Please see section [3.1] under the subhead "Pre-planned absences."*

## 36 [3.0] Attendance

## [3.0] Attendance

There is a positive relationship between regular attendance and academic success. Therefore, it is of the utmost importance that students be present in class. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers. Parents, guardians or those having legal custody have the responsibility for their student's regular school attendance; therefore, they are the only people who may call the school to report absences, regardless of student age.

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

### [3.1] ABSENCES, REPORTING STUDENT

If a student is absent, the parent or guardian is required to report the absence to the Attendance Office via the Parent Information Network BEFORE 11:00 a.m. The system can accept a message 24 hours a day. The call must be placed in order for the absence to be considered excused.

Failure to contact the Attendance Office by 11:00 a.m. will result in the student being marked truant.

#### Procedures for all day absences

1. Call the Parent Information Network - 420-6982
2. For attendance enter 9502
3. Please follow the directions of the menu. You will need your student's ID number.

#### Reporting late arrival, early dismissal or appointments

Parents or guardians must call the attendance office through the Parent Information Network at 420-6982 to report late arrivals, early dismissals and appointments.

For late arrivals: reason and time student will arrive late.

For early dismissals/appointments: reason and time student will leave and return.

If a student needs to be excused during the school day, a parent must call the Attendance Office. Students leaving campus without prior parent notification will result in truancy. Students must pick up an authorized dismissal pass from the Attendance Office window located next to the Dean's Office.

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

#### Procedures for late arrival, early dismissal or appointments

1. Call the Parent Information Network - 420-6982 and enter 9502.
2. Please follow the directions of the menu. You will need your student's ID number.

Note: Students may be required to bring documentation to verify absences. The document should be brought to the attendance office upon the student's return to school.

### Pre-planned absences

Pre-planned absences represent an attempt by the Board of Education and the high school to accommodate special and unique needs for approved student absence from school. The most common need is for junior and senior students to visit potential colleges and universities. Vacations are not considered a valid reason for student absence.

Students **must** notify their instructors in advance of all pre-planned absences. Some instructors require that assignments be handed in prior to the absence.

Students are permitted four pre-planned absences per year – two per semester.

Steps for pre-planned absence approval: (Must be followed in sequence)

1. The student brings a note from home explaining the pre-planned absence and the date(s) requested.
2. The student picks up a "Pre-planned Absence Form" in the Deans' Office five days in advance.
3. The form is signed by all the student's teachers.
4. The form is taken home, read, and signed by the student's parent.
5. The form must be signed by all parties and returned to the Attendance Office at least one (1) school day prior to the absence.

Failure to follow the steps listed above may affect student's privileges for homework, quizzes, tests, or other classroom activities. If an absence extends beyond two days, the student selects the two days to be excused. Remaining absences are considered unauthorized (make-up of major tests and assignments only).

Restrictions: Pre-planned absences during the last 5 days of each of the four grading periods. Please refer to Naperville North Important Dates section [QS2.2] for this year's restricted dates.

### Definitions of absence related terms

#### AUTHORIZED ABSENCE

Students are allowed full make-up privileges.

Illness and /or doctor's appointments

Death in the immediate family

Family emergency and/or parental request

Pre-planned absence: Those situations beyond the control of the student as determined by the administration of circumstances which cause reasonable concern to the parent for the safety and health of the student

Observance of a religious holiday

In-school suspensions

Field trips

Nurse appointments for an entire period

Hospitalization

Guidance appointments

Administrative reasons

#### UNRESOLVED ABSENCE

Unresolved absences must be resolved/cleared by 11:00 a.m. or the absence will be considered a truancy. It is the student's responsibility to resolve absences.

**TRUANT**

Student absence for a school day or a portion thereof without valid cause. See section [10.5] of this *Parent Survival Guide* for more information.

Student has no make-up privileges.

**CHRONIC TRUANT**

A student who is absent without valid cause from school for 10% or more of the previous 180 regular attendance days. Support services for truants and chronic truants are available through the Guidance Department and Deans' Office. Other support services for chronic truants are offered through the DuPage County Educational Service Region in cooperation with the DuPage County Truant Office. These services are described in the administrative regulations which the Superintendent shall establish to implement this policy.

**EXCESSIVE ABSENCES**

An attendance cap has been created to deal with students who are excessively absent from school during a semester. A student who has accumulated ten days absence will be considered excessively absent. Teachers and administrators are expected to follow, in sequence, the collaborative process outline below in steps A through E. These steps are initiated with ten days of accumulated absence per semester.

- A. Upon the fifth absence, teachers will contact parents by phone.
- B. Referral by teacher to the Deans' Office which will be mailed home at the tenth absence.
- C. Development of an attendance contract between student and Dean.
- D. At the student's fourteenth absence, a meeting will be convened involving the student, parent/guardian, and Dean.
- E. Every absence after the fifteenth time must be cleared by a doctor's notification. Without written medical verification, the student will be marked as truant and will lose all make-up privileges.

All other exceptions to the absence cap must be submitted to the attendance office with accompanying documentation. Eligible reasons may include:

- Religious holidays
- Extended illness verified by doctor's statement addressing the inability
- Death in the immediate family
- Field trips
- Hospitalization
- Suspensions

**MAKE-UP PRIVILEGES**

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

Truant absences have no make-up privileges.

Authorized absences have full make-up privileges.

Field trips are not pre-planned absences nor are they considered absences by the state mandatory guidelines. Students may be required to turn in homework prior to field trip.

Pre-planned absences have full make-up privileges but students must complete the work within the same number of days, as is the absence.

External suspensions allow for major tests and assignments to be made up.

**[3.2] BELL SCHEDULE, DAILY**

Period 1.....	7:45-8:35
Period 2.....	8:41-9:34 (announcements)
Period 3.....	9:40-10:30
Period 4.....	10:36-11:26
Period 5.....	11:32-12:22
Period 6.....	12:28-1:18
Period 7.....	1:24-2:14
Period 8.....	2:20-3:10

**[3.3] BELL SCHEDULE, LATE ARRIVAL DAYS**

Assessment .....	7:45-8:45
Period 1.....	8:54-9:33 (39 minutes)
First Class .....	9:39-10:04 (25 minutes)
Period 2.....	10:04-10:43 (39 minutes)
Period 3.....	10:49-11:28 (39 minutes)
Period 4.....	11:34-12:12 (38 minutes)
Period 5.....	12:18-12:56 (38 minutes)
Period 6.....	1:02-1:40 (38 minutes)
Period 7.....	1:45-2:24 (39 minutes)
Period 8.....	2:30-3:10 (40 minutes)

## Communicating Frequently Asked Questions

***Since I'm not sure whom to call with my problem, should I just start at the top?***

*NO! Please use this section to learn about whom to call for every reason under the sun. Problems should be resolved through the proper channels as detailed below. Please also see our Organizational Chart, section [4.0] and "Who Ya Gonna Call?", section [4.2].*

***But trying to reach the right person at the school is VERY frustrating. How do I use this section to reach the person to whom I need to talk?***

*We realize that having a list of telephone numbers is all very well and good as long as you are sure you are contacting the right person. But it is hard to know whom to contact in many cases. For the most common situations at the school, we have drawn up this chain-of-command structure:*

### **Situation: Problem with teacher/class**

*Talk first to: the teacher (refer to the "My Student" form on page 6 of this Parent Survival Guide for teacher's phone number or email address). The North website ([www.ncusd203.org/north](http://www.ncusd203.org/north)) lists the email addresses of every employee, alphabetically. You may also call the Department office listed in the Directory, section [4.3], and leave a message for the teacher to call.*

*No luck? Then talk to: the Instructional Coordinator (a.k.a. Department Head/Chair) whose number can be found in the Directory, section [4.3].*

*Still unresolved? Talk to: the Assistant Principal – Curriculum & Instruction whose number can be found in the Directory, section [4.3].*

### **Situation: Problem with sports team**

*Talk first to: the coach (who should provide each team member with information on how to contact him/her when the sports season begins).*

*No luck? Then call: the Athletic Director whose number can be found in the Directory, section [4.3].*

### **Situation: Problem with behavior**

*Talk only to: your student's Dean (refer to the "My Student" form on page 6 of this Parent Survival Guide for your Dean's number or the number can be found in the Directory, section [4.3]).*

### **Situation: Class scheduling dilemmas, stress-related issues and future plans**

*Talk only to: your student's counselor at 420-6502, (refer to the "My Student" form on page 6 of this Parent Survival Guide for counselor's name).*

***But my problem isn't listed above.***

*Please refer to our "Who Ya Gonna Call?" section [4.2].*

***I've done everything you told me but I'm still not satisfied.***

*Thanks for working within the system. You've earned the right to call the principal whose number can be found in the Directory, section [4.3].*

***What is Talk203 and how can I be put on the distribution list?***

*Talk203 is the District's self-subscribing email information system. North has its own separate part of this system, too – Talk203 Naperville North. Both Talk203 and Talk203 Naperville North are designed to relay important information to subscribers in a timely fashion. Go to the District website at [www.ncusd203.org](http://www.ncusd203.org) to subscribe to either or both.*

***I received a message from the North "all-call" system but half of it was cut off. What should I do?***

*Call 420-6982, extension 1000, to replay the message.*



# [4.0] Communicating

## NNHS Organizational Chart

Principal	Assistant Principal – Curriculum and Instruction			
	Curriculum & Staff Development	Field Trips	School Improvement Planning	Test Administration (PSAT, ACT, Consumer Education)
	Assistant Principal – Operations			
	Budgeting	Data Services	Master Scheduling	
	Guidance Office/Pupil Personnel Services (please refer to section [11.0] for further information.)			
	Class Scheduling	College Planning and Testing	Counselors	Health Office
				Psychologists & Social Workers
				Special Education
				Student Assistance
				Registrar
				Change of Address
				Grades
				Transcripts
	Support Services (please refer to section [1.0] for further information.)			
	Audio Visual	Computer Aided Instruction (CAI)	Library	Literacy Center
	Dean of Student Activities (please refer to section [12.0] for further information.)			
Assemblies	Dances	Extracurricular Activities Clubs/Organizations		
Deans' Office				
Attendance Issues (see section 10.0])	Discipline (see section [10.0])	Emergency Plans (see section [6.0])	Parking (see section [13.0])	
			Security	
			Student Lockers	
			Transportation	
	Pre-planned Absences			
	Truancy			
Athletic Office (please refer to section [2.0] for further information.)				
Athletic Eligibility	IHSA Requirements	Sports Physicals	Sport Scheduling	
			Athletics	
Maintenance/Custodial				



[4.0] **Communicating**[4.1] **HUH(?) – A LEXICON FOR THIS GUIDE**

Those of us who are “of a certain age” often cannot fathom the new education vocabulary. They’ve even “upgraded” some terms since our kids were in elementary school. As a special favor to us, our talented linguists have translated some of the more common usages as listed below.

WE KNEW IT AS	NOW IT'S
Department Head/Chair.....	Instructional Coordinator (IC)
ESL (English as a Second Language) .....	ELL (English Language Learners)
English, Language Arts.....	Communication Arts
Extracurricular Activities.....	Co-Curricular and Student Activities
Home Ec, LIFE.....	Family and Consumer Sciences
Library, LRC, IMC.....	Library
Nurse's Office.....	Health Office
Physical Education, Phys Ed, PE.....	Wellness Education (Yikes!)
Police Liaison.....	School Resource Officer
Shop.....	Technology Education
Student Advisors.....	Guidance Counselors
Student Services.....	Pupil Personnel Services

[4.2] **WHO YA GONNA CALL?**

QUESTION/PROBLEM/CONCERN	RESPONSIBLE PARTY
ACT Preparation Sessions.....	Literacy Center 420-6512
Add/Drop Classes .....	Guidance Office 420-6502
Attendance.....	Attendance Voice Mail 420-6982
Buses – District.....	District Transportation Office 420-6438
Buses - NNHS .....	Deans' Office 420-6505
Change of Address.....	Registrar 420-6528
Cheerleading.....	Student Activities 420-6821
College Preparation.....	Guidance Office 420-6502
Counselors.....	Guidance Office 420-6502
Dances.....	Student Activities 420-6821
Discipline.....	Deans' Office 420-6505
Driver's Education .....	Wellness Department 420-6822
Emergency Procedures.....	Deans' Office 420-6505
Emotional Distress.....	Guidance Office 420-6502
ELL.....	Catherine Cohoon ccohoon@ncusd203.org
Field Trips .....	Asst. Principal – Curriculum and Instruction 420-6483
Fights at School.....	Deans' Office 420-6505
Graduation Requirements .....	Guidance Office 420-6502
Locker Issues.....	Deans' Office 420-6505

Lost and Found.....	Deans' Office 420-6505
Medications at School.....	Health Office 420-6499
National Honor Society .....	Judie Elenbaas, 420-4044 jelenbaas@ncusd203.org
NCAA Eligibility Requirements ..	Athletic Office 420-6490
Parking .....	Deans' Office 420-6505
Pre-planned Absence .....	Deans' Office 420-6505
Schedule Changes.....	Guidance Office 420-6502
Security Issues.....	Deans' Office 420-6505
Sporting Events.....	Athletic Office 420-6490
Summer School .....	Guidance Office 420-6502
Theft, to report.....	Resource Officer 420-6505
Transcripts .....	Registrar 420-6528
Truancy.....	Deans' Office 420-6505
Tutoring.....	Literacy Center 420-6512

[4.3] **DIRECTORY 2004-2005****Naperville North High School**

Telephone: .....	630-420-6480
FAX: .....	630-420-4255
<a href="http://www.ncusd203.org/north">www.ncusd203.org/north</a>	

<b>Parent Information Network (PIN)</b> .....	420-6982
Replay “all-call” .....	420-6982 ext. 1000
<b>Main Office</b> .....	420-6480 420-6468

Receptionist: DeeDee Garee .....	dgaree@ncusd203.org
Cashier: Nancy Galant .....	ngalant@ncusd203.org

**Administrators**

Principal & Secretary .....	420-6484
Ross Truemper .....	rtruemper@ncusd203.org
Chris Wolstenholm .....	cwolstenholm@ncusd203.org
Assistant Principal & Secretary .....	420-6483
Tim Wierenga .....	twierenga@ncusd203.org
Pam McCartney .....	pmccartney@ncusd203.org
Assistant Principal & Secretary .....	420-6582
Ron Helms .....	rhelms@ncusd203.org
Janice Pope .....	jpope@ncusd203.org
Dean of Student Activities and Secretary .....	420-6821
Jennifer Baumgartner.....	jbaumgartner@ncusd203.org
Susan Krepich.....	skrepich@ncusd203.org
Dean of Students: Freshmen .....	420-6505
Jim Konrad .....	jkonrad@ncusd.org
Dean of Students: Sophomores.....	420-6505
Dave Andrews .....	dandrews@ncusd203.org
Dean of Students: Juniors .....	420-6505
Jeffery Farson .....	jfarson@ncusd203.org
Dean of Students: Seniors .....	420-6505
Suzanne Cooke.....	scooke1@ncusd203.org

Athletic Directors and Secretary.....	420-6490	Social Studies: Mike Rogers .....	420-3258
Doug Smith.....	dsmith@ncusd203.org	mrogers@ncusd203.org	
Dave Andrews .....	dandrews@ncusd203.org	Special Education: Susan Hubbard and	
Kathy Kavanagh.....	kkavanagh@ncusd203.org	Maureen Kaniewski.....	420-4040
<b>Attendance Voice Mail (PIN)</b> .....	420-6982	shubbard@ncusd203.org	
<b>Audio Visual &amp; Media Services</b> .....	420-6510	mkaniewski@ncusd203.org	
Tim Ritchhart .....	tritchhart@ncusd203.org	Wellness Education (Physical Ed,	
<b>Auditorium</b> .....	420-6467	Health, Drivers Ed): John Fiore.....	420-6822; 420-4252
Ronald Leaneagh .....	rleaneagh@ncusd203.org	jfiore@ncusd203.org	
<b>Buildings, Grounds, Maintenance</b> .....	420-6495	<b>Library</b> .....	420-6511; 420-4203
Lisa Corrigan.....	lcorrigan@ncusd203.org	Nancy Gorny .....	ngorny@ncusd203.org
Rose Acovelli .....	racovelli@ncusd203.org	<b>Literacy Center</b> .....	420-6512
<b>Cafeteria</b> .....	420-6496	literacycenter@ncusd203.org	
<b>Cashier</b> .....	420-6486	<b>Nurse</b> .....	420-6499; 420-6850
Nancy Galant .....	ngalant@ncusd203.org	Pam Seubold .....	pseubold@ncusd203.org
<b>Computer Lab &amp; Technology</b> .....	420-6646	Rosanne McInerney.....	rmcinerney@ncusd203.org
Mike Wilson .....	mwilson@ncusd203.org	<b>Pool &amp; Aquatic Services</b> .....	420-6494
<b>High School Academy</b> .....	848-3954	Brian Pour.....	bpour@ncusd203.org
Karen Canty .....	kcanty@ncusd203.org	<b>Psychologists</b> .....	420-6502
Jerry Kedziora .....	jkedziora@ncusd203.org	Lisa Jacoby.....	ljacoby@ncusd203.org
Robert Platt.....	rplatt@ncusd203.org	Molly Pope .....	mpope@ncusd203.org
Chris Stanicek .....	cstanicek@ncusd203.org	Marta Swanson-Maschman ..	mswanson-maschman@ncusd203.org
<b>Instructional Coordinators (Department Heads)</b>		<b>Pupil Personnel Services (Guidance)</b>	420-6410; 420-6502
Applied Sciences & Technology		Sandy Smith .....	sjsmith@ncusd203.org
Technology Education, Family & Consumer		<b>Records and Transcripts</b> .....	420-6528
Sciences: Gerry Rounds .....	420-6530	Roseann Laraia .....	rlaraia@ncusd203.org
grounds@ncusd203.org		<b>Registrar</b> .....	420-6528
Art: Mike Rogers .....	420-3258	Fax.....	848-3945
mrogers@ncusd203.org		Roseann Laraia .....	rlaraia@ncusd203.org
Communication Arts: Karen Quinn and		<b>Resource Officer (Police Liaison)</b> .....	420-6505
Traci Fritz.....	420-6557	Lou Jourdan .....	ljourdan@ncusd203.org
kquinn@ncusd203.org		<b>Social Workers</b> .....	420-6502
tfritz@ncusd203.org		Patricia McIntyre.....	pmcintyre@ncusd203.org
Foreign Language.....	420-3258	Rachel Weiss .....	rweiss@ncusd203.org
Guidance (Pupil Personnel		<b>Student Assistance</b> .....	420-6502
Services): Sandy Smith .....	420-6502; 420-6410	Sara Galdikas .....	sgaldikas@ncusd203.org
sjsmith@ncusd203.org		<b>Transition Coordinator</b> .....	420-6502
Math: Tom Luthy .....	420-6513	Rose Marie Santelli .....	rsantelli@ncusd203.org
tluthy@ncusd203.org		Joshua Falk.....	jfalk@ncusd203.org
Music: Mike Rogers.....	420-3259		
mrogers@ncusd203.org			
Science: Andrew McWhirter.....	420-6513		
amcwhirter@ncusd203.org			
1st Floor Science Office.....	420-6584		

## Driver's Education Frequently Asked Questions

### **When should parents/students schedule Driver's Education at NNHS?**

Students who are 16 before February 15 may take Driver's Ed during the first semester, and students who turn 16 before July 31 are eligible to take it during the second semester. Parents, if you are considering enrolling your child in Driver's Ed at NNHS, it's a good idea to begin planning for it during freshman year, as there is limited capacity. See section [5.0] for more information.

### **When should parents/students schedule Driver's Education with a private driving school?**

Students who turn 15 prior to the completion of the classroom phase of private driver's education should schedule: Winter Classes – 30 days in advance; Spring and Fall classes – 30-60 days in advance; and Summer classes – 60-90- days in advance (summer classes are usually full by end of April.) See section [5.2] for more information.

### **When do private companies typically conduct Driver's Education classes?**

During the school year, private driving schools usually accommodate students' schedules and conduct their Driver's Education classes after school and on weekends. Weekday classes may run from 4:00 to 6:00 p.m. and 6:00 to 8:00 pm. On weekends, classes may run from 9:00 to 11:00 a.m. During the summers, weekday classes are often scheduled from 9:00 to 11:00 a.m. and 11:00 a.m. to 1:00 pm.

### **How does the NNHS Driver's Ed program interface with the State of Illinois licensing program?**

Students receive their State of Illinois Learner's Permit during the second week of Driver's Ed class. Upon completion of both the classroom and behind-the-wheel phases, students receive a Certificate of Completion (blue slip) from the State Board of Education, which along with the mandatory 25 hour driving certificate, entitles them to take the driving test. The great thing about Driver's Ed at NNHS is that students with an A or B average who have displayed a high level of competency driving behind the wheel are allowed to take the driving test at school with a certified instructor, rather than taking it at the Secretary of State Driver's License Bureau.

### **Where can I find hints and tips for driving with my teen during the required 25 hours?**

Go to the websites listed in section [5.1] under Cross Reference for driving ideas or contact the Driver's Education office at 848-3992 for more information.

### **Who do we contact at NNHS if we have questions about Driver's Education?**

You can contact the head of the Driver's Education Department at 848-3992.



## [5.0] Driver's Education

The objective of Driver's Education at NNHS is to provide the means for as many students as possible to qualify for the Illinois State Driver's License Examination. The demand for this training greatly exceeds the resources. Although the Wellness Department (responsible for this training) and the instructors have shown remarkable ingenuity and commitment in educating as many students as possible, they are only able to satisfy about one third the demand of students aged 15 to 16 years old.

These circumstances require that parents' decisions regarding the scheduling of Drivers Education must be made earlier than one might expect, and there will be less flexibility in rescheduling than might otherwise be the case. It also suggests that parents may wish to consider a private Driver's Education school to satisfy the need. Recognizing this prospect, this section will attempt to address both alternatives and provide contacts and cross references for parents' use.

### [5.1] NNHS DRIVER'S EDUCATION TRAINING

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

Driver's Ed is also offered during the summer. Sign-ups begin immediately after Spring break by calling the Driver's Education Department at 848-3992. The course is expected to last 6 weeks and begins during the week after the end of the school year. The age prerequisite to enroll in Driver's Ed during the summer is that the student must turn 16 before the first day of September.

#### PREREQUISITES

Student must be 16 years of age before February 15 to take Driver's Ed first semester or before July 31 to take it second semester or before September 1 to take it in summer school.

Must have passing grades in at least 8 courses during the previous 2 semesters, or a waiver from the Superintendent

Have completed copy of Student-Parent/Guardian-Teacher contract on file

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

#### 4 PHASES

1. Class (30) hours
2. Simulation (12 hours)
3. Observation (6) hours and behind-the-wheel (3) hours with an instructor
4. Accompanied driving (minimum 25 hours)

#### DURATION

Driver's Education Training is for one semester. Scheduled driving activities are interspersed with 'study halls' throughout the semester.

#### COSTS

There is a \$60.00 fee for Driver's Ed, and the remainder of the cost is reimbursed to the school by the Secretary of State for qualified completion.

#### SCHEDULING ISSUES

Absences are limited to 4 and tardiness (if greater than 10 minutes) is considered an absence. It is up to students to schedule make-ups with their instructors.

#### PROGRESS ISSUES

Students with a grade of a "D" or "F" in the classroom phase can not proceed to later phases. Only students with an "A" or "B" average may take the state driving test at school, provided other requirements are met.

#### Parental Participation

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

#### REQUIRED

The student must log a minimum of 25 hours of accompanied driving – that means they drive while you ride in the car with them!

#### RECOMMENDED

Parents Night – The Wellness Department schedules periodic informational meetings.

Use an established framework for the accompanied practical driving, like those suggestions listed below.

#### SUGGESTIONS

Plan routes, times, and circumstances that will expand your student's experience.

Achieve the 25 hours during the Behind the Wheel phase with local practice followed by a "road trip" with trip planning, including map reading, time/distance/speed estimates, discussion of road side emergencies, and management of fatigue.

Change a tire together.

Verbally describe your observations and judgments as you drive.

Encourage your student to observe and comment on your driving (they will anyway!)

Use a prepared curriculum to guide you and your student.

**Cross References**

Check out the following sources for more information on Driver's Education at NNHS:

NNHS *Program Planning Guide* - Wellness Education.  
[www.ncusd203.org/north/depts/wellness/driver\\_ed/dehome.html](http://www.ncusd203.org/north/depts/wellness/driver_ed/dehome.html)

Useful information on the program as well as a variety of outside links and sources.

[www.cyberdriveillinois.com](http://www.cyberdriveillinois.com)

Secretary of State Website with information on licensing process, locations, etc.

**Contacts for In-School Training**

Driver's Education Department 848-3992

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**[5.2] ALTERNATIVE TO NNHS DRIVER'S EDUCATION – PRIVATE DRIVING SCHOOL**

Some parents may prefer their student to achieve driving status within a certain time frame, and a private Driver's Education school may better suit their needs. Although there are several local firms, and this *Parent Survival Guide* is not intended to recommend one of these firms over another, the Excel Driving School has offered the following information so as to provide parents information and options. Parents interested in this approach should examine more than one provider and make their decision based on the information gathered through that effort.

**PREREQUISITES**

- 15 years of age before the end of the classroom phase.
- Completed copy of Student-Parent/Guardian-School Participation Agreement

**3 PHASES**

1. Class (30 hours)
2. Observation (6 hours) and behind the wheel (6 hours)
3. Accompanied driving (minimum 25 hours)

**DURATION**

One month of class training. The observation/behind the wheel phase usually requires about 1 month to complete, depending on the student's schedule and other commitments. This is approximate because while the private driving school and its instructors feel that continuity is important in this training, they are willing to work at any pace that fits the student. An important feature in this flexibility is that the private driving school will schedule sessions from morning to late evening, seven days per week.

**COSTS**

A \$395.00 fee is currently charged with \$95.00 paid as a reservation deposit and the remainder of the price is paid by the second week of class. The deposit is refundable up to two weeks prior to the start of class.

**SCHEDULING ISSUES**

Breaks and rescheduling of class can be arranged for medical reasons only. Absences are limited to 4 and tardiness (if greater than 10 minutes) is considered an absence. It is up to students to schedule make-ups with their instructors.

**Contacts for Private Driving School**

Excel Driving School – 630-983-9235 and  
[www.exceldrivingschool.com](http://www.exceldrivingschool.com)

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**[5.3] INSURANCE AND DRIVER'S EDUCATION SCHOOL CERTIFICATION**

The Registrar at NNHS certifies students for automobile insurance discount and driver education school. See section [11.4] in this *Parent Survival Guide* for more information.



## Emergency Frequently Asked Questions

### ***How do we learn about emergency school closings?***

*Information relative to school closing, transportation information or the early closing of school will be aired on the following radio stations:*

*WFXW 1480 AM      WMRO 1280 AM      WAUR 108 FM      WRMN 1410 AM      WGN 720*

*This information will also be posted on the School District 203 website at [www.ncusd203.org](http://www.ncusd203.org).*

*A message regarding school closing will be accessible by calling the NNHS Parent Information Network at 420-6982. The principal will have recorded a message at the front end of this voicemail system. No extension number is needed.*

*Talk203, the District's self-subscribing e-mail system, will send out e-mail messages to subscribers regarding school closing. Subscribe at the District website: [www.ncusd203.org](http://www.ncusd203.org).*

## 48 [6.0] Emergency

## [6.0] Emergency

### [6.1] ANNOUNCEMENTS, EMERGENCY

Announcements due to inclement weather or other unusual circumstances will be made over the PA at the appropriate time during the school day. As information becomes available, the school will provide an emergency message on the Parent Information Network. Talk203, the District's self-subscribing e-mail system, will send out e-mail messages to subscribers regarding emergencies. Subscribe at the District website: [www.ncusd203.org](http://www.ncusd203.org).

### [6.2] FIRE AND SEVERE WEATHER DRILLS

Fire and severe weather drills will be held periodically. At the beginning of the school year, teachers will be given the procedures to follow in the event of a drill. This is important as it may become necessary to give directions during the drill. The bell is the "all clear" signal during fire drills. Drill regulations and evacuation routes are posted in each room.

#### Fire alarm procedures

1. Students will not run, but move rapidly in a quiet and orderly fashion to the proper exit.
2. The students as well as the teachers will see that all room windows and doors are closed and lights turned off.
3. Absolute cooperation of students is needed in emergency situations. There should be no talking during exiting or re-entering of building so that announcements can be heard.
4. Upon leaving the building each class will move to the area designated by their teacher away from the buildings and remain there until the return signal is given. Students should not congregate on the roadways.

#### Severe weather drills and procedures

1. All students and teachers are to move immediately to their designated shelter when a disaster warning is announced.
2. All persons are to assume a seated position on the floor with head down and hands locked over the head. Students should remain in their designated area until the all-clear is announced.

**If a severe weather condition occurs near the dismissal time, students will be kept at school until the weather improves.**

### [6.3] HOMELAND SECURITY

We have reproduced the current District policy regarding Homeland Security below:

"The Homeland Security Advisory System was designed to provide a comprehensive means to disseminate information regarding the risk of terrorist acts to federal, state, and local authorities and to the American people.

A High Condition (Orange Alert) is declared when there is a high risk of terrorist attacks. The Severe Condition (Red Alert) reflects a severe risk of terrorist attacks. If a Red Alert (Severe Condition) is declared, schools will remain open with heightened security measures in place. We will close school if recommended by local emergency management officials. If a Red Alert is declared during the school day, we will work closely with local emergency management officials to ensure students are safe in school. Normal dismissal procedures will be followed at all schools.

In the event of a Red Alert, please listen to the local and Chicago radio and television stations for current information and instructions. Information will also be posted on the school district website ([www.ncusd203.org](http://www.ncusd203.org)) and recorded on the school district switchboard at 420-6300.

This information is not intended to alarm you, but to assure you that incident management procedures are in place in our schools and community. School administrators, emergency crisis teams, and the police and fire departments continue to communicate on a regular basis to discuss current issues related to the governmental advisories on emergency preparedness."

### [6.4] SAFE/SECURE PROCEDURES

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

1. Upon the alarm, students will remain in their assigned seats in their classrooms and listen to the P.A. instructions. If they are in an open class area (LRC, URC, CAI, P.E., or senior study) they will follow the directions of the staff member present.
2. If a student is out of class in the halls during the alarm, he/she should proceed to the nearest classroom and remain with the class until the situation is resolved. The teacher will take the student's name so that, if necessary, all students can be accounted for.
3. During an **All Secure Safety Procedure** students may not leave their secure area for any reason. This is for their safety and protection. If a student becomes ill or there is an emergency, the student should inform the teacher and he/she will call the Main Office. The Main Office will send someone to assist ASAP. If a student chooses to leave without an escort of school personnel, he/she will be subject to a 3-day suspension. When necessary, parents should tune in to the designated radio stations for updated information.
4. Upon resolution of the incident, an "all-clear" will be sounded to resume normal activities.

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**[6.5] SCHOOL CLOSING, EMERGENCY**

Information relative to school closing, transportation information or the early closing of school will be aired on the following radio stations:

WFXW 1480 AM      WMRO 1280 AM      WAUR 108 FM  
WRMN 1410 AM      WGN 720

This information will also be posted on the School District 203 website at [www.ncusd203.org](http://www.ncusd203.org).

A message regarding school closing will be accessible by calling the NNHS Parent Information Network at 420-6982. The principal will have recorded a message at the front end of this voicemail system. No extension number is needed.

Talk203, the District's self-subscribing e-mail system, will send out e-mail messages to subscribers regarding school closing. Subscribe at the District website: [www.ncusd203.org](http://www.ncusd203.org).

## Fine Arts Frequently Asked Questions

### **Can my student be in Marching Band without taking a band class?**

*Yes, though a student is strongly encouraged to participate in the curricular music program.*

### **What about Madrigal Singers (Fall) and Vocal Jazz (Spring)?**

*Madrigals and Vocal Jazz are open to all NNHS students, but they are encouraged to participate in the curricular music program.*

### **Do you have any recommendations for private lessons?**

*Lessons for voice and certain instruments are available at North. Please call the Music Department for further information at 420-3258 or 420-6520.*

### **Does my student have to haul his big old bass to school every day?**

*The school maintains an inventory of instruments which can be rented for a fee. Please have your student inquire of his/her music director if there are any available.*

### **Since the orchestra doesn't hold auditions, how are students placed?**

*All students entering high school as ninth graders sign up for Concert Orchestra. There are two levels of Orchestra: Concert Orchestra made up mostly of Freshmen with some 10th graders; and Symphonic Orchestra made up of 10th, 11th, and 12th grade students. Freshmen students may audition for Symphonic Orchestra during the first semester of their freshmen year for placement in second semester. Consideration is given not only on playing ability, but on social maturity, musical ability for balance within an ensemble, and independent rhythmic, music-reading, and sight-reading skills.*

## Fine Arts Performance Calendar 2004-2005

*(Disclaimer: At the time of printing, these dates were reliable. We cannot ensure that they will not change, however. Also, as of this printing, the specific band performing was not available. Note further that all levels of choir are represented at all performances designated as a Choral Concert.)*

August 3-5 .....Pre-Band Camp	February 8.....Orchestra Concert – Perspective (7:00 p.m.)
August 9-13.....Marching Band Camp	February 10 .....North Side Band Festival (7:00 p.m. - JJHS, KJHS, NNHS, & WJHS)
September 9-11.....Summer Play (7:00 p.m. Auditorium)	February 15 .....Orchestra Festival for Grades 8-12 (7:00 p.m. Auditorium)
September 28 .....Choral Concert (7:00 p.m.)	February 20 .....Booster Club Fashion Show (11:00 a.m. – 3:00 p.m.)
September 30 .....NCHS and NNHS Combined Orchestra Concert (7:00 p.m. at NNHS)	February 24-26 .....Spring Play
October 19.....Band Concert (7:00 p.m. Auditorium)	March 2.....Choral Concert (7:00 p.m. Auditorium)
October 21.....NNHS Band Concert (7:00 p.m. - Auditorium)	March 3.....Band Concert (7:00 p.m. Auditorium)
October 25.....Marching Band Banquet and Awards Night (Large Cafeteria)	March 8.....NCHS/NNHS Combined String Concert at NCHS (7:00 p.m. Auditorium) Musical Dance Workshop
November 11-13 .....Fall Play (Auditorium )	March 15 .....Band Concert (7:00 p.m. Auditorium)
November 13.....IMEA District 9 Jazz Fest (location TBA)	March 16 .....Band Concert (7:00 p.m. Auditorium)
November 16.....Full Orchestra Night (7:00 p.m. Auditorium)	March 22 .....NCHS/NNHS Wind Symphony Concert at NCHS (7:00 p.m. Auditorium)
December 1 .....Choral Concert (7:00 p.m. – Auditorium)	April 10 .....Forties Dance (7:00 p.m. Location TBA)
December 2 .....Band Concert (7:00 p.m. - Auditorium)	April 28-30, May 1 ...Musical (7:00 p.m. 4/28-30; 2:00 p.m. 5/1)
December 4-5.....Madrigal Dinner (6:00 p.m. 12/4; 3:00 p.m. 12/5)	May 10.....Band Concert (7:00 p.m. Auditorium)
December 10-12 .....Children's Play (Auditorium: 7:00 p.m. 12/10 & 12/11; 3:00 p.m. 12/12)	May 11.....Full Orchestra Concert (7:00 p.m. Auditorium)
December 11.....Musical Auditions (Auditorium)	May 12.....Vocal Jazz (7:00 p.m. Auditorium)
December 14.....Band Concert (7:00 p.m. - Auditorium)	May 20-21 .....One Act Plays (7:00 p.m. Auditorium)
January 6-8.....TheatreFest – U of I	May 24.....Instrumental Jazz (7:00 p.m. Auditorium)
January 28-29.....Orchesis Show (Auditorium: 7:00 p.m. 1/28; 2:00 and 7:00 p.m. 1/29)	May 25.....Choral Concert (7:00 p.m. Auditorium)
	May 26.....Senior Farewell Band Concert (7:00 p.m. Auditorium)



## [7.0] Fine Arts

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

There is overlap between certain curricular and extracurricular opportunities (referred to as co-curricular at the school). Much of this overlap occurs in the Arts. One significant way in which enrollment in an academic course mirrors that of an extracurricular activity is the required performing aspect of certain courses. Another is that students enrolled in certain courses are subject to the same class of penalties for policy infringements as are members of Sport teams and Club participants. (For specific information on these penalties, please refer to section [10.1] Co-Curricular Participation Code and for further information about these clubs, refer to section [12.0] of this *Parent Survival Guide*.)

We submitted a number of questions to the pertinent authorities in the Art, Band, Choral, Drama, Language Arts, and Orchestra departments focusing on auditions; in-school and after school requirements for performing; extracurricular requirements for performing/exhibiting; recommendations for joining a club; fees incurred; and general information about the coursework. Below we have encapsulated the responses.

#### [7.1] ART

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

#### [7.2] BAND

##### Auditions

Band Placement auditions are held in the spring, usually the week immediately before spring break.

##### Curricular requirements

(Any music class that meets daily for one class period, is a graded class - the average or grade of which is applied to the student's grade point average (GPA). Students in band generally have 6 or 7 performances a year. These include school concerts in the evening and community service activities, which vary from band to band. The top 3 ensembles each usually perform at one festival a year in addition to their school-related performances. Participation in assemblies occurs on a case-by-case basis and generally does not impact on students' time. The most important out-of-school commitment to any music class is the personal discipline of daily practice - the "homework" for our classes.

### Extracurricular performances

Though students cannot be required to participate, one is hard-pressed to find a student that would not want to participate in special events such as the National Concert Band Festival or the Midwest Band and Orchestra clinic. The music department of District 203 is self-identified as "performance-based." Therefore classes train young people to perform music. The staff expects that students who decide to enroll in this elective class have also decided to participate fully in all performance aspects of the class including all concerts, special events, and trips, and also expect all students to do so. The philosophy of the school is "Why enroll if you're not going to play the gig?"

### Clubs

Jazz Ensemble, Jazz Band, Jazz Lab, Marching Band. (Pep Band, which plays at all home basketball games, is considered a curricular activity because students enrolled in Symphonic Band and Symphonic Winds are required to play at one Pep Band performance. The other extracurricular bands are selected to play for other home games. Playing for the Pep Band is a plum assignment.)

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

### MARCHING BAND

Marching Band rehearses daily after school from 3:30 to 5:00 p.m. during the season. Members are required to be at all rehearsals. Therefore, students who want to be in Marching Band cannot be in a fall sport. A week-long band camp is required for all members of the marching band. This camp is held near the end of summer vacation and is usually scheduled the second week of August. Marching Band performs at all home football games (including play-offs) and at three or four competitions per year. The season culminates in a banquet.

### JAZZ

Ensemble and Jazz Band rehearse on alternating days after school. Members are required to be at all rehearsals and therefore participation in a sport is limited. Jazz Lab meets one evening a week - after sports practices. Therefore, any athletes interested in playing jazz have the option to participate in this group. All of the Jazz groups perform several concerts a year and have several performances outside of school (usually on Saturdays).

**Fees**

Music classes in District 203 are fee-based classes; the fee for any band class is \$28 per semester. NNHS provides a limited number of the following instruments for student rental from school: tenor saxophone, baritone saxophone, bass clarinet, french horn, euphonium, and tuba. Students and their families must provide all other instruments. The fee for school rental instruments is \$75 for the year. Fees for trips are generally paid for by students' families, though options are available for students who are in-need, on a case-by-case basis.

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

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**[7.3] CHORUS****Auditions**

Auditions for academic choirs take place in March of the previous year - all incoming Freshman are automatically assigned to Beginning Boy or Girl Choirs for at least the first semester. Auditions for fall small ensembles (Madrigal Ensemble) or spring small ensembles (Vocal Jazz) take place in the first few weeks of the particular semester they're offered.

**Curricular requirements**

Choirs have quarterly concerts that are required. In addition, there are field trip opportunities, performing and non-performing, that are available.

**Extracurricular performances**

If an academic choir is invited to perform at a special function (Orchestra Hall is a yearly event during the Holiday season), the student understands that these are extremely important to the organization and school - and are strongly encouraged to attend, but in cases, can opt out with written explanation from the parent - as long as ample lead time from the director is given to the student. Small ensembles are expected to clear their calendar for performance opportunities.

**Clubs**

Choral offerings include Madrigal Ensemble and Vocal Jazz. Additionally, there is the annual spring musical they may select to audition for. All organizations are open to all NNHS students regardless if they are a member of a choir or not. Active participation in a curricular choir, in most cases, will prepare a student more thoroughly for an audition group.

**Fees**

All field trip expenses are underwritten by the student/family. The choral supply fee covers all music performed by the student in their respective choir that school year. Lost copies need to be re-purchased before academic credit may be given.

**Additional Information**

All groups will receive music theory and vocal training which will prepare them for success in their respective ensembles. No student will be left behind because of 'lack of talent', however they will not advance due to 'lack of trying'.

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**[7.4] DRAMA**

Please see section [7.7] Theatre in this *Parent Survival Guide*.

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**[7.5] LANGUAGE ARTS****Yearbook Writing**

Students who take this course essentially write the Yearbook, for which they earn Academic credit.

**Journalistic Writing – Print**

You do not have to be enrolled in Journalism to contribute to the North Star. However, according to the Program Planning Guide students who want to be considered for the main editors of the newspaper MUST enroll in this class.

**Journalistic Writing – Broadcast**

This class is being revised and the course may or may not produce something similar to "On Location."

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**[7.6] ORCHESTRA**

At the high school level, orchestra meets every day for an entire class period, and students receive academic credit and an academic grade that is figured into their grade point average. Students are given the opportunity to rehearse in small chamber groups, run sectionals, begin their ear-training and music dictation skills, and demonstrate their knowledge of music-theory through the use of the computerized music theory program.

Since the orchestra doesn't hold auditions, how are students placed?

**Auditions**

All students entering high school as ninth graders sign-up for Concert Orchestra. There are two levels of Orchestra: Concert Orchestra made up mostly of Freshmen with some 10th graders; and Symphonic Orchestra made up of 10th, 11th, and 12th grade students. Freshmen students may audition for Symphonic Orchestra during the first semester of their freshmen year for placement in second semester. Consideration is given not only on playing ability, but on social maturity, musical ability for balance within an ensemble, and independent rhythmic, music-reading, and sight-reading skills.

**Curricular requirements**

District 203 Music Curriculum at the high school level is a performance-based curriculum. Therefore, the majority of the grade and requirements pertain to in-class rehearsals and attendance at concerts/performances with small groups. In addition, the skills required for music theory and small chamber groups are a percentage of the quarter grade.

**Extracurricular performances**

The following opportunities are available: orchestra pit for the school musical; small groups performing in the community; outside-of-school requests for weddings and other functions; planning is underway for a bluegrass group, and improvisation group. More details to follow at the start of the new school year.

**Fees**

The district fee for taking Orchestra covers music, supplies, bow re-hairing for the school's cellos and basses. tuning forks, rock stops - any supplies that the students consume during the course of this class time. (Strings are not supplied for instruments that the students bring the school - just for the school instruments.)

**Additional information**

The orchestra students usually go to the Chicago Symphony at least once a year - and one of this year's concerts is being planned at an off-campus site.

Your child's involvement in music is a unique opportunity for them to develop both musically and personally. If you keep up with current scientific research, you are aware of the incredible influences the study of music has on both the intellectual capacity and emotional well-being of human beings. It makes for an important part of the student's school day in a way that is as educationally beneficial as any other subject matter. Your continued support is greatly appreciated. You may reach the Orchestra Department by calling NNHS/NCHS - 420-6520/420-6834.

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**[7.7] THEATRE**

The NNHS Theatre students present six shows throughout the year which include a summer play presented as school begins, a fall drama, the children's play, a winter comedy, student-directed one-act plays and the spring musical produced with the Music Department.



## Grade-Level Highlights Frequently Asked Questions

### ***What supplies does my student need for the first day of school?***

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

### ***Do freshmen have locker partners and what are the freshman locker dimensions.?***

*No, freshmen do not have locker partners. All freshmen have their own individual lockers that measure 9" wide, 59" tall, 14" deep.*

### ***Can I use my own lock for my child's locker?***

*No, for security reasons all NNHS hall lockers MUST use the school-issued combination locks. These may be bought at registration or the NNHS school store. Any non-school issued lock will be cut off.*

### ***Does my child have to attend FYI?***

*Yes, this program is mandatory.*

### ***Can sophomores take the PSAT exam?***

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

### ***Can sophomores take a class under the pass/fail option?***

*No, only juniors and seniors may take a class with the pass/fail option.*

**Grade-Level Important Dates 2004-2005**

*(Disclaimer: at the time of printing, these dates were reliable; however, we cannot ensure that they will not change.)*

**Important Dates for Freshmen**

- Aug. 17 .....Freshman Enter With Pride  
(6:00 p.m. – 8:00 p.m.)
- Aug. 17 .....Freshman Registration  
(8:00 a.m.-2:30 p.m.)
- Oct. 13 .....Freshman/Parent Information Night  
(7:00 p.m. Auditorium)
- Nov. 20 .....Frosh/Soph Chess Tournament at NNHS
- Jan. 26 .....Consumer Education Proficiency Exam  
(3:30 p.m.-5:30 p.m.)

**Important Dates for Sophomores**

- Aug. 18 .....Sophomore Registration  
(8:00 a.m.-2:30 p.m.)
- Sept. 2 .....Family Class Ring Night  
(7:00 p.m.-9:00 p.m.)
- Sept. 24 .....PLAN Test and Ball Aptitude Test  
(during school)
- Nov. 20 .....Frosh/Soph Chess Tournament at NNHS
- Jan. 26 .....Consumer Education Proficiency Exam  
(3:30 p.m. – 5:30 p.m.)
- May 2-13 .....Advanced Placement Testing  
(during school)

**Important Dates for Juniors**

- Aug. 19 .....Junior Registration  
(8:00 a.m.-2:30 p.m.)
- Sept. 29 .....Junior/Parent College Planning Night  
(7:00 p.m.)
- Oct. 16 .....PSAT Test (8:00 a.m. – 12:00 p.m.)
- Oct. 21 .....College Fair at College of DuPage  
(12:00 p.m. – 8:30 p.m.)
- Oct. 23 .....ACT Test at NCHS (8:00 a.m. - 12:00 p.m.)
- Nov. 17 .....National Honor Society Induction
- Dec. 4 .....SAT Test - National testing date
- Dec. 11 .....ACT Test - National testing date
- Jan. 5 .....NCHS/NNHS Financial Aid Seminar at NNHS  
(7:00 p.m.)
- Jan. 26 .....Consumer Education Proficiency Exam  
(3:30 p.m.-5:30 p.m.)
- Feb. 12 .....ACT Test - National testing date
- April 9 .....ACT Test at NNHS (8:00 a.m. – 12:00 p.m.)
- April 27-28 .....Prairie State (PSAE) Testing
- May 2-13 .....Advanced Placement (AP) Testing
- May 7 .....SAT Test at NNHS (8:00 a.m. – 12:00 p.m.)
- May 14 .....Prom (Signature Room)
- June 4 .....SAT Test - National testing date
- June 11 .....ACT Test - National testing date

**Important Dates for Seniors**

- Aug. 20 .....Senior Registration  
(8:00 a.m.-2:30 p.m.)
- Sept. 15 .....Senior/Parent College Information Night  
(7:00 p.m.)
- Oct. 21 .....College Fair at College of DuPage  
(12:00 p.m. – 8:30 p.m.)
- Oct. 23 .....ACT Test at NCHS (8:00 am – 12:00 p.m.)
- Nov. 17 .....National Honor Society Induction
- Dec. 4 .....SAT Test - National testing date
- Dec. 11 .....ACT Test - National testing date
- Dec. 15 .....Mr. NNHS (7:00 p.m. Auditorium)
- Jan. 5 .....NCHS/NNHS Financial Aid Seminar at NNHS  
(7:00 p.m.)
- Feb. 7-11 .....Senior Week
- Feb. 12 .....ACT Test - National testing date
- Feb. 9 .....Senior Talent Show (7:00 p.m. Auditorium)
- Feb. 11 .....Senior Breakfast (7:00 a.m.)
- April 9 .....ACT Test at NNHS (8:00 a.m. - 12:00 p.m.)
- April 16 .....Senior Night (9:00 p.m. – 5:00 a.m.)
- May 2-13 .....Advanced Placement (AP) Testing
- May 7 .....SAT Test at NNHS (8:00 a.m. - 12:00 p.m.)
- May 14 .....Prom (Signature Room)
- May 26 .....Senior Farewell Band Concert  
(7:00 p.m. Auditorium)
- June 1 .....“Exit with Pride” Activities (daytime)  
Commemorative Program  
(7:00 p.m. Auditorium)
- June 2 .....Graduation rehearsal (7:45 a.m.)  
All School Awards  
Commencement (7:00 p.m.)



## [8.0] Grade-Level Highlights

### [8.1] FRESHMAN

#### Enter With Pride

This event takes place in August and is designed to welcome freshmen to Naperville North High School in a fun, relaxed atmosphere. Enter with Pride activities include speakers, games, and a cookout.

#### FYI

FYI is a freshman mentoring program that introduces freshmen, through a series of upper-class mentors, to the many activities, clubs, events and services offered at Naperville North. All freshmen will attend FYI twice a week, either Monday/Wednesday or Tuesday/Thursday, for the first 25 minutes of the lunch period. On days when students are not in FYI, students will have a regular 50 minute lunch period. Topics covered in FYI include: study habits, organizational skills, time management, clubs and activities, tutoring, and academic help available at NNHS. Attendance is mandatory.

#### Lockers

All freshmen are assigned individual, full-sized hall lockers at registration. These lockers measure 9" wide, 59" tall and 14" deep, with one small shelf in the top of the locker. A school-issued, black combination lock **MUST** be used. Any non-school-issued lock will be cut off. Locks may be purchased at registration or at the NNHS school store.

All freshmen are also issued a P.E. locker. A school-issued, orange combination lock **MUST** be used. Locks may be purchased at registration or at the school store.

Any locker problems should be directed to the Dean's Office at 420-6505.

#### Supplies

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

### [8.2] SOPHOMORE

#### Driver Education

This course is taught over a period of one semester. No grade **credit** is given, but students do receive grades. There is a fee for this course. Please refer to section [5.0] for more detailed information.

#### Lockers

Sophomores are assigned individual, half-sized lockers at registration. These lockers measure 15" wide, 36" tall and 14" deep. They have a built-in combination lock, so no additional lock is required.

All sophomores are also issued a P.E. locker. A school-issued, orange combination lock **MUST** be used. Locks may be purchased at registration or at the school store.

Any locker problems should be directed to the Dean's Office at 420-6505.

#### Testing, PLAN

This is a practice ACT test taken by all sophomores in the fall. Career and academic interest information is provided as well. Please refer to section [11.1] of this *Parent Survival Guide* for more information.

#### Testing, PSAT

This is an optional practice SAT test usually taken by juniors. Sophomores, however, may also take this test, which is usually administered on a Saturday in October. Students must sign up at the Guidance Office to take this test. Please refer to section [11.1] of this *Parent Survival Guide* for more information.

#### Rings, Class

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

### [8.3] JUNIORS/SENIORS

#### National Honor Society

Juniors and seniors may be invited to apply for National Honor Society membership. See section [1.15] for more information.

#### Pass/Fail grading option

Juniors and seniors are eligible to take one class each semester that is not required for graduation using the pass/fail option. See section [1.11] for more information.

#### Pictures, senior

Juniors should be aware that senior pictures should be taken at the contracted photographer by August 1 prior to their Senior year in order to be in the yearbook. You may want to contact the photographer late in the Junior year. See "Pictures, senior" in section [8.4] for more information.

#### Prom

Juniors, seniors, and their dates may go to Prom. It is usually held in the spring at a location outside of the school. See section [12.5] for more information.

#### Testing

Junior year includes many important testing dates, including PSAT, Prairie State Exams, ACT and SAT. For juniors taking the PSAT, it is also a qualifying test for National Merit Scholarships. Students must sign up at the Guidance Office to take the PSAT. Both juniors and seniors may take SAT II or AP tests, which are given in the spring. Please refer to section [11.1] of this *Parent Survival Guide* for more information.

## [8.4] SENIORS

**College applications**

Seniors receive detailed information from their counselors regarding deadlines and procedures for college applications. Requests for official transcripts must be turned in well before the application is due. Requests to counselors and teachers for recommendation letters should also be made with adequate time before the due date. Informational meetings are held in the fall for parents and students. These meetings are announced in the *Huskie Howler*.

**Commencement**

First semester, students receive an order form for caps and gowns (required) as well as optional supplies, such as announcements. Second semester, they receive more detailed information regarding tickets and picking up the items they have ordered.

Only students who have met all graduation requirements prior to Commencement will be allowed to participate. Tickets for this event are distributed with students' caps and gowns. These are indoor tickets only. If the day shows no signs of inclement weather, Commencement will be celebrated in the stadium and no tickets will then be needed. The school will make a final decision at 11:00 a.m. that day. To confirm the location, please call 420-6982 after 11:00 a.m. The opening automated message will have the most current information.

Naperville North has had a long tradition of successful and enjoyable activities to celebrate our seniors and their accomplishments! However, senior pranks of any kind can not be tolerated as the year closes. Any pranks at the building or at any of end-of-year events will result in the participant losing Commencement and other senior privileges; in addition the student will be subject to other appropriate disciplinary actions. Any disruptions during the Commencement ceremony will result in the offending student being removed from the ceremony and the diploma will be withheld. The student and parents will need to make an appointment with the Principal at a later date in order to receive it.

**Early dismissal/late arrival**

The schedule of some seniors allows them to either begin their day with second period, or end at the conclusion of seventh hour. Information on signing up for this option is in the regular registration packet.

**Graduation-related activities**

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

**Senior Celebration**

Senior Celebration is a traditional all-night party scheduled close to the end of the school year. It is held at the school, and is hosted by the senior parents. There are enough volunteer opportunities for every parent! Regular updates and registration information for this party appear in the *Huskie Howler*.

**Lunch, Open**

Seniors are allowed to leave the school building during their lunch period if their parents have signed a form before fall registration. This form is included in the registration packet and includes specific rules and behavior expectations. See section [083.7] for more information.

**Mr. N.N.H.S.**

Ten senior men compete in this "contest" of talent, style and humor. Auditions are held for those wishing to participate. All are welcome to watch the final contest in the auditorium.

**Parking**

Before fall registration, seniors may request a parking pass for the school parking lot. The application for a parking pass comes in the mail with other registration materials. A parent must sign the application, and a fee is charged. The District 203 Board of Education sets this fee. If there are too many requests, preference is given to students who car-pool, and a lottery is held for the additional spaces.

**Pictures, senior**

Naperville North High School has an exclusive contract with HR Imaging Partners, of which Root Studios and Halterman Photography are a part. This means that all seniors must have their pictures taken at Root Studios in Woodridge in order for pictures to be published in the yearbook. Appointments are scheduled throughout the summer and must be taken by early September (cut-off dates vary each year); however, if you wish to review your pictures or allow for the possibility of re-takes, **you should schedule your pictures to be taken by August 1** as there is a four-week turnaround time. Information will come in the mail to each home. Students may purchase pictures from any studio they like, but only those taken by the official photographer will appear in the yearbook.

**Senior Week**

Sometime in the spring there is a special "Senior Week" with a breakfast, special dress-up days for seniors only, and a senior assembly.

**Testing, Seniors**

Seniors may take the ACT and the SAT in the fall of their senior year. Seniors may also take AP and SAT II tests in the spring of their senior year.

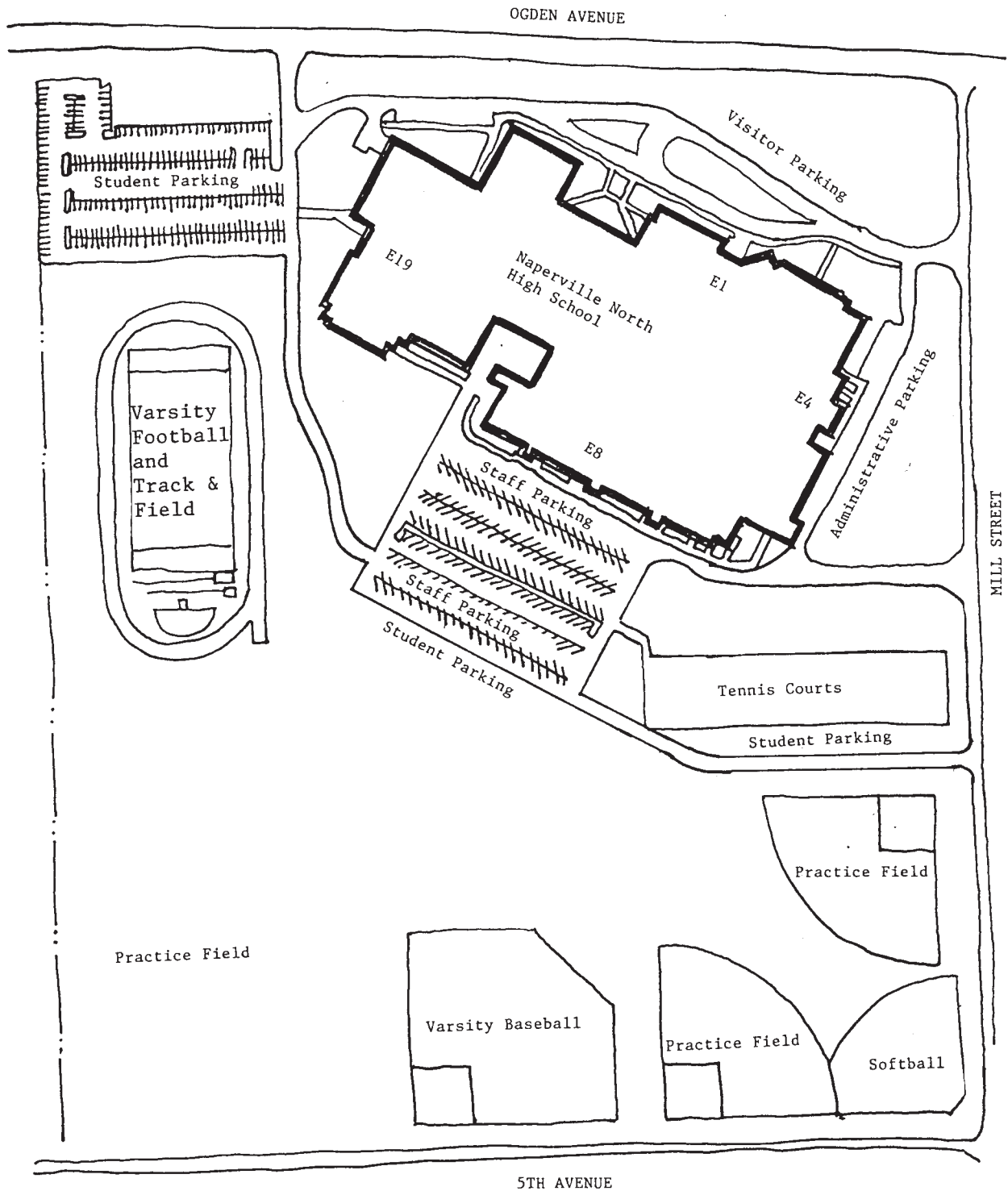
**Togas - Senior Traditions**

Yes, senior girls do wear togas the first day of class. They organize the color of the year themselves. Senior guys sometimes also choose a special coordinated "outfit" for the first day. Students should listen for announcements towards the end of their junior year.



Pages 63 and 64 have intentionally been omitted.

## [9.3] NNHS PARKING MAP



## KEY

- E1 = Main Entrance
- E4 = East Entrance
- E8 = Auditorium Entrance
- E19 = Athletic Entrance





## Policies & Procedures Frequently Asked Questions

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

Contact the Deans' Office at 420-6505 (7:30 a.m. – 3:45 p.m.). Your student has been assigned a specific Dean based on grade level.

### **Who do I call with concerns regarding disciplinary rulings?**

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

*First you should contact the staff person who wrote the referral, or your student's Dean.*

*If further assistance is needed, a parent/student may request a hearing with the Principal and the Dean. Contact the Principal's Office at 420-6484 to set this up.*

*If a parent/student still has concerns, they may request a formal hearing at the District level by contacting the Associate Superintendent for Secondary Education at 420-6313.*

### **Besides discipline issues, what else do the Deans handle?**

*In addition to discipline issues, the Deans' Office handles all of the detention administration, truancy cases, locker incidents (assignment, theft), school parking, student IDs and school theft issues.*

### **Does my child get a new Dean every year?**

*Upon entering NNHS, your student is assigned a Dean. The Deans move with their class, which means that the Dean assigned to your student in freshman year will remain his/her Dean throughout their years at NNHS. Students transferring into NNHS are assigned the Dean of their respective grade level.*

### **What is the School Resource Officer?**

*The School Resource Officer (SRO) is a Naperville police officer assigned to NNHS full time. The SRO acts as a liaison between the school and the police department and may be contacted through the Deans' Office at 420-6505 For more information on the School Resource Officer, see section [10.12].*

## **68 [10.0] Policies & Procedures**

## [10.0] Policies & Procedures

Much of the information contained in this Policies & Procedures Section comes directly from School District 203 Board policies or NNHS Discipline procedures. Wherever possible, reference is made to the appropriate Board policy posted on the District website [www.ncusd203.org](http://www.ncusd203.org). For more information or questions regarding specific policies or procedures, call the Deans' Office at 420-6505.

### [10.1] CO-CURRICULAR PARTICIPATION CODE

(Changes to the Co-Curricular Participation Code that were approved in June 2004 are bold and underlined.)

#### General Information

This information is prepared for the benefit of prospective and current students at District 203 high schools and parents. In addition to this information, there are other requirements and commitments that are asked of participating students. They will be made known to the participants by the members of the school staff and/or by announcements at school. Where applicable, IHSA requirements, as published, must be met. Parents, as well as sponsors, are expected to be responsible for requiring that their participants adhere to this policy. This code is in effect 7 days a week, 12 months a year, in season or out of season, whether school is in session or not.

#### Philosophy

The co-curricular program in District 203 high schools is organized to allow for the fullest possible participation for those students willing to make a definite commitment to interscholastic participation and competition. Participating in co-curricular activities is viewed by the school as a worthwhile endeavor to enhance adolescent development. Participation in the co-curricular program is a privilege and, as such, carries certain expectations. Co-curricular means all activities, inclusive, offered by the high school in addition to the curricular offerings. The important goals of the activities program are to offer students direction in developing healthful living habits, discipline, leadership, teamwork, citizenship skills, and respect for structure, rules, and responsibilities. It is to these ends that a "Co-Curricular Participation Code" is established for those choosing to take part in the Student Activities program. Every student chosen to be a member of a co-curricular activity will be offered the opportunity to practice, and whenever possible, to participate in contests relative to their demonstrated abilities. Important advantages of individual initiative, character, and teamwork can be developed only when there is a team cooperation with established procedures. Team success without such cooperation is deemed impossible. No attempt to infringe on a student's individual rights is intended, and the school applies such standards on participants with the knowledge and recognition that the established goals of team spirit and morale, character development, and team success cannot be achieved by any other alternative.

#### Participation Fee

The Board of Education annually establishes a fee assessed to each participant in most areas.

#### Rules for Co-Curricular Participation

Students participating in the co-curricular activities program in District 203 will be obligated to observe the District 203 Discipline Policy as well as the following established requirements, or will be considered in violation of the Co-Curricular Participation Code.

Participants must refrain from:

1. Possession, consumption, purchase or sale of tobacco products.
  2. Possession, consumption, or purchase of alcohol.
  3. Possession, consumption, or purchase of steroids or other controlled substances, look-alike drugs or drug related paraphernalia.
  4. Theft, possession of stolen property, or vandalism.
  5. Acts of violence, or other acts considered unlawful in this or any other jurisdiction.
  6. Attending a function where there is underage drinking of alcohol, usage of steroids or other illegal drugs, or look-alike drugs. **(See note 3 under 1st offense.)**
  7. Sale, distribution of, or providing location for the illegal consumption of controlled substances or alcohol. **(Such a violation will carry a maximum of a 3rd offense penalty and a minimum of a 2nd offense penalty.)**
  8. **Driving under the influence of alcohol or other illegal drugs based on zero tolerance rules. (Such a violation will carry a 3rd offense penalty.)**
  9. Hazing in any athletic/activity program or outside the program. Building Administration (Deans, Athletic Director, Activities Director, Principal) to clarify in advance any practice or behavior. A Statement exists at the District level that clarifies unacceptable behavior.
  10. Harassment in any athletic/activity program or outside the program. Building Administration (Deans, Athletic Director, Activities Director, Principal) to clarify in advance any practice or behavior. A statement exists at the District level that clarifies unacceptable behavior. (Ref. Admin. Reg. #7.20R)
- \*Possession in numbers 2 and 3 is considered to be any presence while illegal transportation and/or consumption are taking place.

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

## District 203 Penalties for Co-Curricular Participation Code Violations

### A. 1ST OFFENSE

Suspension from co-curricular participation for the number of regularly scheduled contests listed in Table I, Column I and/or the activity participation listed in Table II, Column I.

Clarification: If the season does not allow the participant to successfully complete the suspension, the suspension will carry over to the next season in which participation occurs. No awards will be given until the suspension is completed. The participant may be required to practice with his/her team during this period of suspension.

Note 1: Self-admission of any behavior that could be construed as a violation of the Co-Curricular Participation Code prior to the knowledge of civil or school authorities may result in the penalty for a first offense being waived. The purpose of this option is to provide a mechanism in which the student/participant can receive assistance.

**Note 2: The penalty for a first offense may be reduced by one-half if the student and parent(s) participate in an assessment program approved by the school's Student Assistance Coordinator and the results of the assessment are released to the Student Assistance Coordinator.**

**Note 3: A student who is ticketed for being in the presence of use and verifies their non-use by a police-issued ticket that indicates a breathalyzer tested 0.0 will have the step 1 penalty waived but will serve 20 hours of District-approved community service for the 1st offense of this nature only. The consequence for any subsequent violation of the same nature will result in the appropriate step penalty being issued.**

### B. 2ND OFFENSE

Suspension from co-curricular participation for the time listed on Table I, Column II, or Table 2, Column II is of the next regular season of participation, or the current season. The participant must practice with his/her team during this period of suspension.

If less than half of the regular season remains, this will result in dismissal from the team. Participant may not compete or practice and will receive no school award. The participant will remain suspended from interscholastic competition or activity season for the balance of the suspension remaining from the season during which the violation occurred.

### C. 3RD AND SUBSEQUENT OFFENSES

Participant is suspended from co-curricular participation for one calendar year.

Please Note: All co-curricular participants and their parents are expected to sign the co-curricular participation code. This is included at registration. Failure to sign the co-curricular participation form does not exclude you from being held accountable for the rules and regulations of this policy.

Updated 6/00

**Table I**

### PENALTIES FOR VIOLATIONS

SPORT PROGRAM	FIRST OFFENSE	SECOND OFFENSE
	CONTEST SUSPENSIONS	CONTEST SUSPENSIONS
Boys Baseball	8	18
Boys Basketball	4	11
Boys Cross Country	4	8
Boys Football	2	5
Boys Golf	4	8
Boys Gymnastics	4	8
Boys Soccer	4	9
Boys Swimming	4	7
Boys Tennis	4	9
Boys Track	4	9
Boys Volleyball	4	11
Boys Water Polo	2	4
Boys Wrestling	4	9
Girls Badminton	4	8
Girls Basketball	4	11
Girls Cross Country	4	8
Girls Golf	4	8
Girls Gymnastics	4	8
Girls Soccer	4	9
Girls Softball	8	18
Girls Swimming	4	7
Girls Tennis	4	9
Girls Track	4	9
Girls Volleyball	4	11
Girls Water Polo	2	4

**Table 2**

### VIOLATION PENALTY FRAMEWORK: TIME

ACTIVITY	FIRST OFFENSE	SECOND OFFENSE
	SUSPENSION	SUSPENSION
ACC	5 Weeks	10 Weeks
Class Council (All Levels)	5 Weeks	10 Weeks
Foreign Language Clubs	5 Weeks	10 Weeks
Interact Club	5 Weeks	10 Weeks
Intramurals	5 Weeks	10 Weeks
Horticulture Club	5 Weeks	10 Weeks
JETS	5 Weeks	10 Weeks
Pep Club	5 Weeks	10 Weeks
SAC	5 Weeks	10 Weeks
Theatre Central Club	5 Weeks	10 Weeks
Wall Street Society	5 Weeks	10 Weeks
World Unity Club	5 Weeks	10 Weeks

### VIOLATION PENALTY FRAMEWORK: CONTEST/PERFORMANCE

Cheerleading	4	8
Debate	2	4
Flag Corps	4	8
NCHS Marching Band	2	4
Pom Poms	4	8
Scholastic Bowl	2	4
Speech	2	4

### For NNHS Music Dept.

Chamber Choir	2	4
Jazz Choir	2	4
Musical	1	2
Marching Band	2	4
Jazz Band	1	3
Jazz Combos	1	2
Small Instrumental Ensembles	1	2

Updated 8/98

### VIOLATION PENALTY FRAMEWORK: SPECIFIED

ACTIVITY	FIRST OFFENSE SUSPENSION	SECOND OFFENSE SUSPENSION
For NCHS; Band Activities: Fall Pep Band, Winter Pep Band, Jazz Band, Pit Orchestra	2 appearances; must be present & support events behind scenes	4 appearances; same as first offense
Band Activities	9 week Restriction from: Feature soloist, Section leader, Ensemble participant, Field Officer, Band Advisory Council	18 Week Restriction (same as first offense)
Math Team NNHS: Fall Season: North Suburban Math League	May not practice or compete in the next NSML contest including conference final meets	May not practice or compete in the next 2 NSML contests, including conference and DVC if occurs after Meet 4
Spring Season: DVC and State Math Team	Loss of two weeks practice Conference meet 5, DVC conference meet, ICTM/REG, ICTM/State	Loss of four weeks practice and 1 meet from NSML and 2 meets

Updated 8/98

ACTIVITY	FIRST OFFENSE SUSPENSION	SECOND OFFENSE SUSPENSION
BPA, DECA HERO/FHA VICA	Removal from 1 competition or conference chosen by instructor and administrator	Removal from 2 competitions or conferences chosen by instructor and administrator
Literary Magazine	Loss of "credit" section inclusion	Loss of direct input/selection
Musicals/Chorus	Student is not allowed to be the primary performer in a feature act for the current year	Student is removed from a minor role in the musical in week 1, 2 or 3 of rehearsal. Beginning with week 4, student is denied the opportunity to audition for next year's show. Student is not allowed to be part of any feature act for that school year.
Math Team (NCHS)	No DVC Contests	No ICTM Regional
National Honor Society	Official notice of 9 week probation	Final notice/re: removal; 18 week week probation.
Newspaper	9 week restriction from: Competition for writing/photo award, etc., conferences/ workshops, scheduled social activity, additional office assignment also assigned	18 week restriction: all 1st offenses plus convention
Orchestra	Same as Band	Same as Band
Star Raiders	Cannot do Raid Must attend meetings	No Raid Cannot attend meetings
Theatre Central Plays	Loss of one: 1. Coffee Shop 2. Holiday Show 3. One Acts 4. Lock-in	Loss of one: 1. Fall play 2. Spring play 3. Theatre Fest
Yearbook	9 week restriction from: competition for writing/photo award, etc., conferences/ workshops, scheduled social activity, additional office assignment also assigned	18 week restriction from: all 1st offenses plus convention
Youth & Government	Loss of Pre-Legislative I or Pre-Legislative II	Loss of Springfield Legislative Assembly

**\*\*The Co-Curricular Participation Code is subject to change  
as it is reviewed each summer.**

Updated: 6/04

**[10.1.1] CONDUCT ON SCHOOL PROPERTY**

In addition to prohibitions stated in other School District policies; no person on school property shall:

1. Injure or threaten to injure another person
2. Damage another's property or that of the School District
3. Violate any provision of the criminal law of the State of Illinois or town or county ordinance
4. Smoke or otherwise use tobacco products
5. Consume, possess, or distribute alcoholic beverages; illegal drugs; or possess dangerous weapons at any time
6. Impede, delay, or otherwise interfere with the orderly conduct of the School District's educational program or any other activity occurring on school property
7. Enter upon any portion of school premises at any time for purposes other than those which are lawful and authorized by the Board of Education; or
8. Willfully violate other School District rules and regulations

As circumstances warrant, appropriate action will be taken by the School District's administrators.

Please refer to the District website at [www.ncusd203.org](http://www.ncusd203.org) to view Policy 8.30.

**[10.2] DETENTIONS**

Teacher detentions are assigned by individual teachers and range in length of time. They will be assigned before school or on Saturdays. Detentions will be served at a time reasonably designated by the individual teacher at least one day after the detention is issued. Failure to serve a teacher's detention will result in a disciplinary referral to the Deans' Office or possible suspension from school. Alternative disciplinary measures will be taken if multiple attempts are not successful in changing the student's behavior. Deans' Detentions at NNHS are served in the following ways:

- A. AM Detentions – 6:30-7:30 a.m.
- B. 1 Hour Saturday – 8-9 a.m.
- C. 2 Hour Saturday – 8-10 a.m.
- D. 4 Hour Saturday – 8 a.m.-12 p.m.

(Morning detentions are held in Room 184; Saturday detentions are held in the cafeterias. Student must arrive 5 minutes before their scheduled detention.)

**[10.3] DIRECTORY INFORMATION**

District 203 may disclose information from the education record of a student who is attending school if that information is designated as directory information. Information that has been designated as directory information includes identifying information, academic awards, major field of study, dates of school attendance, the most recent previous school attended, information related to school sponsored activities, and other similar information. The parent has the right to refuse to permit the designation of any or all categories of information to be designated as directory information. The parent must inform the school district, in writing, stating which information is not to be designated as directory information.

**[10.4] DISCIPLINE POLICY****Philosophy of Student Conduct**

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.

All members of the school staff share responsibility for maintaining good discipline and presenting positive role models. Behavior problems should be reported and handled promptly for the benefit of the student and the school. Recognizing that each situation is unique and that administrative discretion is necessary, the goal is to implement the appropriate disciplinary action needed to change the undesirable behavior and maintain an orderly school environment.

This statement is written with the best interest of the student and the welfare of others in mind.



## 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.

The items within each classification are simply examples of ways in which a particular classification may be violated. These examples in no way limit the ability of the Board to discipline students for violations which are not specifically listed. In addition, a violation shall be interpreted to include either an actual commission of an offense or an attempt to commit an offense.

Notwithstanding designation of a specific place below, students are subject to disciplinary action for misconduct or disobedience occurring on school grounds, at school-sponsored activities, in connection with student transportation, or at any place where the misconduct or disobedience has a reasonable relationship to school.

**For more information, please see the District 203 website [www.ncusd203.org](http://www.ncusd203.org) to view the entire Board Policy 7.190 on Student Discipline. There you will find information on school searches, substance abuse, violence prevention, peer mediation, and weapons in school, plus a detailed listing of violations by classification and their disciplinary consequences.**

**Specific questions regarding disciplinary procedures or concerns may be directed to the Deans' Office – 420-6505 (7:30 a.m.-3:45 p.m.).**

## [10.5] DISCIPLINARY PROCEDURES – NNHS

**For more information and a detailed listing of what constitutes a Classification One, Two and Three Violation, see Policy 7.190 on the District website [www.ncusd203.org](http://www.ncusd203.org).**

### VIOLATION OF CLASSIFICATION NUMBER ONE

#### Deans' Detention

- A. AM Detentions - 6:30-7:30 a.m.
- B. 1 Hour Saturday - 8-9 a.m.
- C. 2 Hour Saturday - 8-10 a.m.
- D. 4 Hour Saturday - 8 a.m.-12 p.m.

(Morning detentions are held in Room 184; Saturday detentions are held in the cafeterias. Student must arrive 5 minutes before their scheduled detention.)

#### Suspensions

1-10 days out of school suspension depending on the infraction.

#### Expulsion

Student is excluded from enrollment as a student of Naperville Community Unit School District #203.

### VIOLATION OF CLASSIFICATION NUMBER TWO

1-10 days immediate suspension and /or expulsion.

Parent conference or pending parent conference and/or disciplinary hearing.

### VIOLATION OF CLASSIFICATION NUMBER THREE

1-10 days immediate external suspension and/or expulsion.

Parent conference and/or disciplinary hearing.

### Due Process Procedures

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

1. Parent/student should first contact the staff person who wrote the referral, or the student's Dean.
2. Parent/student may request a hearing with the Principal and the Dean. In order to do so, please contact the Principal's office at 420-6484.
3. If parent/student still has concerns, they may request a formal hearing at the district level by contacting the Associate Superintendent for Secondary Education at 420-6313.



### Alcohol, Drugs, Tobacco or Gang Related Activity Disciplinary Procedures

1. Possession/use of alcohol or drugs or being under the influences of alcohol or drugs:

1st offense – 10 days external suspension

Reduced to 5 days if student enrolls and completes a chemical dependency assessment and follows recommendations made by the assessor.

2nd offense – 10 days external suspension and recommendation for expulsion.

2. Possession/use of tobacco or tobacco products:

1st offense – 3 days external suspension

Reduced to one day if the student enrolls in and completes a tobacco education program.

2nd offense – 5 days external suspension

Reduced to 3 days if the student enrolls in and completes a tobacco education program.

3rd offense – 10 days external suspension and recommendation for expulsion

Note: There is also police involvement for students who are under the age of 18, in accordance with Naperville City Ordinance.

3. Gang activity or gang-related activity:

Displaying

1st offense – 1 day suspension

2nd offense – 3-10 days suspension and recommendation for expulsion

Graffiti/Vandalism

1st offense – 1-3 days suspension

2nd offense – 3-10 days external suspension and recommendation for expulsion

Recruiting

10 days suspension possible and recommendation for expulsion

### Tardiness Disciplinary Procedures

Tardiness means not being in the classroom when the passing period ends. Regular attendance and punctuality are essential if students are to make use of the educational opportunities that school offers.

Tardiness is unacceptable behavior and shall be treated as such by all teachers. It will be the individual teacher's responsibility to document student tardies.

### TARDINESS TO CLASS

#### 0-10 Minutes

- Academic ramifications \*
- Teacher verbally warns student on 1st and 2nd tardy
- Teacher calls home to notify parent on 3rd tardy
- Teacher assigns a teacher detention on 4th tardy
- Referral to Dean if chronic (5 + tardies)

#### 11-25 Minutes

- Academic ramifications \*
- Referral to Dean
- 1 hour, 6:30 a.m. detention

#### 26+ Minutes

- Academic ramifications \*
- Referral to Dean
- Student is considered truant to class. See "Single Period Truancy" under "Truancy Disciplinary Procedures."

\*Academic Ramifications: Work missed due to tardy may not be made up.

### TARDINESS TO STUDY HALL

#### Tardy #1 - #4

- Teacher notifies the student
- Teacher attempts to remedy the situation

#### Tardy #5+

- Teacher notifies the student
- Teacher sends the referral to the Deans' Office.
- Parent notification by Deans' Office
- Dean assigns a detention

NOTE: Subsequent tardies will result in continued Saturday detentions being issued and pass privileges being denied. Students may also be suspended for insubordination. 26+ minutes constitute a truancy.

### Truancy Disciplinary Procedures

A truancy ordinance was passed by the City Council of Naperville on July 16, 2001. The ordinance defines as truant, "any student who absents himself or herself from attendance during all, or part of, a school day during the time when school is in session without parental permission or valid cause." The ordinance then establishes specific penalties for those who repeatedly violate the ordinance, which consist of, but are not limited to, court costs, fines, and community service hours.

Following are the steps that will be followed should a student be found truant at Naperville North High School:

#### **SINGLE PERIOD TRUANCY**

- First incident - warning to student and phone call home plus a 6:30 a.m. detention. If found to be off campus, a Saturday detention will be assigned.
- Second incident - warning to student with phone call and letter to home indicating that the third incident will result in a ticket issued by the School Resource Officer, plus a two-hour Saturday detention.
- Third incident - ticket may be issued by School Resource Officer or Dean of Students, phone call home, plus a four-hour Saturday detention.
- Subsequent single period of truancies - additional tickets may be issued with escalating fines and accompanying Saturday detentions.

#### **MULTIPLE PERIOD TRUANCIES/ALL DAY TRUANCIES**

- The first incident - warning to student with letter and phone call home, plus a two-hour Saturday detention.
- The second incident - ticket may be issued by School Resource Officer or Dean of Students, phone call home, plus a four-hour Saturday detention.
- Additional truancies - tickets may be issued with escalating fines, plus accompanying Saturday detentions.

The Ordinance provides for a fine of not less than \$50.00 or more than \$100.00 plus court costs for the first ticket issued to a student. In addition, students are placed on probation by the judge for a period of one year. Each subsequent ticket may result in a fine of no less than \$100.00 or more than \$300.00, plus court costs. Subsequent tickets may also result in parent fines under this Truancy Ordinance. Penalties for parents are not less than \$100.00 or more than \$200.00 for the first incident, and not less than \$200.00 or more than \$500.00, plus court costs for subsequent incidents. Community service hours may also be assigned to students in violation of the truancy ordinance.

We are hopeful that the steps taken in cooperation with our City Council will result in a significant reduction in the number of truancies and an overall improvement in the educational climate at our high school. For more information on Policy 7.70 see the District website [www.ncusd203.org](http://www.ncusd203.org).

#### **[10.6] DRESS CODE**

Appropriately dressed, well-groomed students mean much to a school and to the students themselves. Good dress and conduct are a source of pride and self-respect for all and create a positive environment for learning.

All students are expected to dress and groom themselves neatly in clothes that are suitable for school functions. The primary responsibility for appropriate dress rests with the students and their parents. If in the judgment of school officials, the personal appearance of a student seems inappropriate for school the student and his/her parents will be notified and student will be asked to change into appropriate attire.

A committee of students, parents, and staff developed the following guidelines that if followed will consistently meet an appropriate standard of attire for attendance at Naperville North High School. It is not our desire to restrict individual expression; rather, we believe it is important to maintain an atmosphere conducive to learning.

Guidelines for appropriate student attire:

When standing and walking, top attire must touch bottom attire all the way around.

Tops must cover shoulders, back, and below collarbones.

For boys, top attire must have sleeves.

For girls, armholes must not be revealing.

All undergarments must be covered by outer attire.

Bottom attire must extend below the fingertips, arms hanging to the side and must ride over the hips.

Clothing should be safe for the environment.

Not allowed:

"See-through" attire.

Long and/or heavy chains.

Accessories with sharp or pointed protrusions.

Attire or accessories that directly, by innuendo, or look alike promote alcohol, drugs, sex, profanity, violence, death, gangs, Satanism/occultism, etc., or conceal identity.

All head coverings including sweat bands (recognized religious wear exempt from this rule).

#### **[10.7] ENTRANCE AND EXIT PROCEDURE**

The only entrances that students are allowed to leave and enter the building are entrances E1, E8, E9, and E19. All other entrances are locked and should remain that way for the entire school day. Any student that uses a door not designated above poses a security threat and will be dealt with by the appropriate Dean. The consequence for using a non-designated door will be a one-day suspension for threatening the safety of the students and staff of Naperville North High School.

[10.8] **HARASSMENT**

The Board of Education believes in the dignity and uniqueness of each individual. In order to maintain a work and learning environment that is safe and promotes excellence in education, the Board of Education encourages respect for all persons and will not tolerate harassing or intimidating behavior.

Harassment is behavior, explicit or implicit, that has the intention or effect of harming or intimidating others or of creating a hostile or offensive environment for another. Harassment can take many forms – verbal, written, visual, physical and psychological – and is often, but not always, associated with race, ethnicity, religion, gender, sexual orientation, socioeconomic status, or physical differences. Examples of harassment may include, but are not limited to, name calling, stereotyping, derogatory remarks or slurs, or wearing or possessing items depicting or implying hatred of or prejudice against one of the characteristics stated above.

No person, including a district employee or agent, or student, shall harass or intimidate another based on the provisions of applicable local, state and federal laws and regulations that prohibit discrimination. It is the policy of the board to comply with all nondiscrimination laws.

Complaints of harassment or intimidation, including sexual harassment, will be handled according to the provisions stated in School District 203 Board Policy 7.20. **See the website [www.ncusd203.org](http://www.ncusd203.org) to review policy 7.20 and the procedures for reporting incidences of harassment, including sexual harassment, or discrimination.**

[10.9] **INTERNET AND NETWORK ACCESS POLICY****Acceptable Use Policy**

The entire Internet and Network Access Policy may be viewed on the School District 203 website at [www.ncusd203.org/!technology/access-electronic-networks.pdf](http://www.ncusd203.org/!technology/access-electronic-networks.pdf). The policy can be summarized as follows:

1. Access to the District's electronic networks must be for the purpose of education or research and be consistent with the educational objectives of the District.
2. Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges.
3. Individuals are responsible for their actions and activities involving the networks. Some examples of unacceptable uses are:
  - a. using the electronic networks for purposes unrelated to education in District 203
  - b. using the electronic networks for any illegal activity or activity that would be unlawful
  - c. using non-district chat rooms and/or e-mail
  - d. gaining unauthorized and/or malicious access to resources or entities (hacking)
  - e. accessing or submitting inappropriate or illegal material.

[10.10] **PARENT INFORMATION NETWORK: 420-6982**

To improve communication between home and school, NNHS operates a voice mail and information telephone communication system known as the Parent Information Network. By calling the Network, students can receive up to date information on athletics and student activities, and communicate with faculty through the voice mail system. A complete list of staff voice mail extensions can be found by visiting the NNHS website [www.ncusd203.org/north](http://www.ncusd203.org/north) and clicking on Voice Mail Directory.

[10.10.1] **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.

[10.11] **RADIOS, CD PLAYERS AND CELL PHONES**

In an effort to maintain an appropriate atmosphere at NNHS, students are not permitted to use or possess CD players, MP3 players, radios, cell phones or any other electronic devices **at any time during the school day, from 7:45 a.m. - 3:10 p.m.** If students choose to bring these devices to school they must **keep them in their lockers during the school day.** Use or possession of these devices will result in a written referral and confiscation of the item. If a student has their electronic device confiscated, they may retrieve the item from the Deans' Office after school on Fridays only. 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 **at all times** on school grounds and at all school-sponsored activities. For more information on Policy 7.190 see the District website [www.ncusd203.org](http://www.ncusd203.org).

**[10.12] RESOURCE OFFICER, SCHOOL**

The School Resource Officer (SRO) is a member of the Naperville Police Department who is assigned to NNHS full time during the school year. This officer serves as a community resource to the students, faculty, and staff, providing easy access to the full range of police services. The SRO may be contacted through the Deans' Office. The officer assists the Deans with investigations, student interviews, programs, and other related areas.

The School Resource Officer also provides law related education through presentations to classes and organizations throughout the school.

Some additional responsibilities include:

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

**[10.13] SAFE/SECURE PROCEDURES**

See Emergency section [6.4] of this *Parent Survival Guide*.

**[10.14] SEARCHES AT SCHOOL**

Students are hereby notified that school lockers, desks, storage facilities and other school property are subject to searches at any time for any reason. Furthermore, students should have very limited expectations of privacy on school property and are hereby notified that, in order to further the school's interest in the educational needs and safety of all students, the school may search any student property, including bags, backpacks, clothing, purses, and automobiles, whenever the administration deems such necessary. For more information on Policy 7.190 see the District website [www.ncusd203.org](http://www.ncusd203.org).

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

Skateboards, bicycles, roller blades, mopeds, or any other transportation devices are not allowed at any time within the building.

**[10.16] SMOKING**

State and federal regulations prohibit smoking on school district property. Smoking, possession of a lighted cigarette or use of tobacco products is prohibited on school grounds or within visible sight of the school property. Students are prohibited from gathering to use tobacco products on property adjacent to the school boundaries. Violators are subject to school disciplinary action and police enforcement. For more information on Policy 7.190 see the District website [www.ncusd203.org](http://www.ncusd203.org).

**[10.16.1] SPECTATOR CONDUCT AND SPORTSMANSHIP FOR ATHLETIC AND EXTRACURRICULAR EVENTS**

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

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

Please refer to the District website at [www.ncusd.org](http://www.ncusd.org) to view Policy 8.40 in its entirety

The Superintendent may seek to deny future admission to any person by delivering or mailing a notice, sent by certified mail with return receipt requested, at least 10 days before the Board of Education hearing date, containing:

1. The date, time and place of a Board meeting
2. A description of the unsportsmanlike conduct
3. The proposed time period that admission to school events will be denied and
4. Instructions on how to waive a hearing

**[10.17] SPORTING EQUIPMENT**

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

**[10.18] SUBSTANCE ABUSE**

In order to ensure the highest standards of learning in the classroom, District staff will urge students to abstain from the use of chemical substances, identify student behavior which may indicate chemical involvement, use or abuse, and implement intervention or support services as needed along with appropriate disciplinary action. For more information on Policy 7.190 see the District website [www.ncusd203.org](http://www.ncusd203.org).

**[10.19] SUSPENSIONS**

Students who are in violation of school rules may be assigned a suspension. Upon assignment of the fourth out of school suspension during the school year the student and parent shall meet with the Dean and the principal. Strategies and interventions to alter student's behavior will also be discussed. Upon a fifth suspension the student will be recommended for expulsion to the Board of Education. For more information see Policies 7.190 and 7.70 on the District website [www.ncusd203.org](http://www.ncusd203.org).

**[10.20] UNAUTHORIZED AREA**

Students are considered to be in an unauthorized area if they are in any area not designated on their schedules or in an area without written authorization. Students will not be issued passes to their vehicles for any reason. Students in unauthorized areas may be subject to search.

**[10.21] VIDEOTAPING AND PHOTOGRAPHING STUDENTS**

Videotaping and photographing of disabled children in Special Education settings for non-educational purposes will be authorized only with parental consent. Outside of Special Education settings, students may be videotaped or photographed by parents, observers, school employees, students and the news media from time to time while participating in school activities. If you desire that your student not be videotaped or photographed in these circumstances outside of a special education setting, please contact the Principal to discuss reasonable restrictions.

Students are not allowed to use video recorders in the school building without prior consent from staff.

**[10.22] VISITORS**

While every attempt is made to be cordial and helpful to those visitors who have business in the school, there is also an attempt made to discourage all-day student visitors. The goal is to minimize disruptions to the educational process in the classroom.

**1. Adults/NNHS Alumnae**

- Sign in at the main entrance.
- Show driver's license or picture identification.
- Secure and wear the visitor's badge.
- Return badge and sign out.

**2. Students**

All student visits must be prearranged 48 hours in advance with a Dean. No visits will be permitted the first week or last 2 weeks of each semester. Guests may not be students in schools in DuPage County or any surrounding county. Guests may not be over the age of 18.

- Sign in at appropriate Deans' Office.
- Deposit driver's license or picture I.D.
- Secure and wear a visitor's badge.
- Return badge and redeem I.D.

It is the NNHS hosting student's responsibility to be sure this procedure is followed.

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

**[10.23] WEAPONS IN SCHOOL**

In accordance with the Federal Gun-Free Schools Act 10-22.6 provides that any student who brings a weapon to school should be expelled for not less than 12 months. For purposes of the section, "Possession of weapon" refers to possession, use, control, or transfer of (1) any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted or intended to be used to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alikes" of any weapon as defined above.

A student who uses, possesses, distributes, purchases, or sells an explosive, firearm, knife, or any other object that can reasonably be considered, or looks like, a weapon shall be expelled for a definite time period of at least one calendar year, but no more than 2 school years. The Board of Education, however, may modify the expulsion requirement on a case-by-case basis. The Building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school. For more information on weapons and Policy 7.190 see the District website [www.ncusd203.org](http://www.ncusd203.org).



## Pupil Personnel Services Frequently Asked Questions

### **What is 'Pupil Personnel Services' at NNHS?**

Pupil Personnel Services (PPS) is the District 203 name given to the staff of professionals that includes the guidance counselors, health office personnel, school psychologists, social workers, special education staff and registrar – all very important people in the life of your student.

### **Where can I find help with college or career planning, special services, academic or other issues affecting my child?**

The Guidance Office is your first resource. You may reach your child's counselor or request any special services by calling the Guidance Office at 420-6502. In addition to those services listed above, the Guidance Office also handles your student's schedules, class changes – adding or dropping classes, and specific student/teacher issues. You may also refer to an extensive list of FAQs tailored to these topics by visiting the NNHS website at [www.ncusd203.org/north](http://www.ncusd203.org/north), then click on Pupil Personnel Services.

### **Are there any college/career planning resources available to District 203 parents and students in addition to those at NNHS?**

Yes, the College Resource Center at Naperville Central High School is available to all District 203 parents and students on Thursday evenings, from 6:30 p.m. to 8:00 p.m.

### **How do I reach my child's counselor?**

You can reach your child's counselor or request any special services by calling the Guidance Office at 420-6502. Counselors are assigned to students by last name. This alphabetical schedule is listed on the school website [www.ncusd203.org/north/guidance](http://www.ncusd203.org/north/guidance) and your child's counselor's name should also be listed on their class schedule card.

### **How does my child make an appointment to see their counselor?**

Your student should make an appointment at the front desk in the Guidance office. If possible, appointments should be made during the student's study hall.

### **How long does a student have to drop a class for a study hall after the semester has started?**

Students may drop a class for a study hall during the first ten days of each semester.

### **How does one determine if a student should be taking an honors/enriched course? Can a student (including an eighth grader signing up at the junior high) still take an honors/enriched course without a teacher recommendation?**

Current teachers recommend students for honors/enriched courses. The Instructional Coordinator at the high school should be contacted when parents have further questions regarding placement in these courses.

### **How do I get copies of my child's school records?**

Contact the Registrar at 420-6528 to request copies of your child's school records. There is a fee to copy permanent or temporary student record data - \$.32 per page for the first 10 pages, \$.25 per page for 11-25 pages and \$.10 per page for 26 pages and over. (No parent of a student or eligible student shall be denied a requested copy due to inability to pay the service charge.).

***Where can my child obtain a work permit?***

*Specifics regarding eligibility for a work permit are available in the Guidance Office.*

**Whom should I contact with change of address information?**

*Please call the Registrar at 420-6528. For more information about the services performed by the Registrar, see section [11.4].*

***Is there any difference in how a student proceeds in getting information to the Guidance Office if a college application is completed on-line rather than with a hard copy?***

*Students need to follow the directions given with the on-line application. Allow the Guidance Office the usual two week timeline to process the on-line request.*

***How long does it take for the Guidance Office to process a college application?***

*Allow 2-3 weeks from the time the application is turned in for processing. Please make sure all requirements on the College Application Checklist have been fulfilled.*

### ***How does my child go about getting a letter of recommendation at NNHS?***

*Counselors are often required to write letters of recommendation for students. Students fill out a resume form about themselves which the counselor uses to write the recommendation, along with a personal interview with the student. Please allow the counselor a week to ten days for this.*

## Testing Calendar 2004-2005

(Disclaimer: at the time of printing, these dates were reliable; however, we cannot ensure that they will not change.)

September 24 ....PLAN Test and BALL Aptitude Test

October 16 .....PSAT Test at NNHS (8:00 a.m.-12:00 p.m.)

October 23 .....ACT Test at NCHS (8:00 a.m. – 12:00 p.m.)

December 4 .....SAT Test - National testing date

December 11.....ACT Test - National testing date

January 26 .....Consumer Education Proficiency Exam\*  
(3:30 p.m. – 5:30 p.m.)

February 12 .....ACT Test - National testing date

April 9 .....ACT Test at NNHS (8:00 a.m. – 12:00 p.m.)

April 27-28.....Prairie State (PSAE) Testing

May 2-13.....Advanced Placement (AP) Testing (daytime)

May 7 .....SAT Test at NNHS (8:00 a.m. – 12:00 p.m.)

June 4 .....SAT Test - National testing date

June 11 .....ACT Test - National testing date

*\*Not a college level test. For proficiency only.*



## [11.0] Pupil Personnel Services

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

### [11.1] GUIDANCE SERVICES

The Guidance Office is open from 7:30 a.m. to 3:30 p.m., Monday through Friday. It can be reached at 420-6502.

Whenever a student needs to confer with someone about class scheduling, college and career planning, academic or personal problems, work programs and permits, or similar services, the student should contact the Guidance Office. Counselors provide students assistance in the areas of guidance, counseling, career planning, and college selection and application. Specialized assistance and services, which are provided through the Health Office, psychologists, social workers, and Special Education support staff, may also be accessed through the Guidance Office.

#### Counselors

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

**You may reach your child's counselor or request any special services by calling the Guidance Office at 420-6502. You may also view the full NNHS Program Planning Guide which is used to make your student's course selections on the NNHS website [www.ncusd203.org/north/guidance/courses/courses.htm](http://www.ncusd203.org/north/guidance/courses/courses.htm).**

#### Course Selection

*Program Planning Guides* are usually issued before Winter Break and students have approximately 6 weeks to make course selections for the following year.

Counselors will verify that graduation requirements and college entrance requirements are being met and fulfilled.

Students are "guaranteed" only courses that are graduation requirements.

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

Courses chosen during course selection will be scheduled unless an irresolvable schedule conflict exists or the course

is not offered due to low enrollments. Schedule corrections may be granted for the following reasons:

- Summer school attendance (first 5 days of school)
- College admission requirements (first 5 days of school)
- Dropping a class for a study hall (first 10 days of school)
- Level changes (at discretion of Instructional Coordinator)

### Preparation for College - Testing

#### PLAN TEST – (PRE-ACT)

Traditionally, all sophomores take the PLAN Test in September. The advantage of this testing of the entire sophomore class is that students will receive: a score that can predict what students will achieve on the ACT test; an interest inventory that can be used to explore career opportunities; a series of scores in English, reading, science and math that can be helpful in choosing classes for the following year; a study-power assessment that measures a student's overall knowledge of effective study habits.

#### PSAT/NMSQT – PRELIMINARY SCHOLASTIC APTITUDE TEST/NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST

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

#### ACT – AMERICAN COLLEGE TESTING

This test is published by American College Testing and is designed to measure a student's academic achievement in English, math, reading, and science reasoning. Many colleges in the Midwest require students to take this test and submit their test scores to them when they apply for admission. Many colleges accept this test or the SAT. The ACT is usually taken during the second semester of the junior year but may also be taken first semester of the senior year. A student may take this test as many times as they need to or are willing to pay the basic fee. Students can pick up registration packets in the Guidance Office; these packets are filled out and mailed by the student.

Note – the NCAA will not accept the ACT scores from the Prairie State Achievement Examination (PSAE) taken by all Illinois high school students during junior year. Any student considering playing sports for a college should take the ACT separately to ensure they meet entrance requirements.

**SAT I – SCHOLASTIC APTITUDE TEST**

The Scholastic Aptitude Test measures a student's aptitude in mathematical reasoning, verbal comprehension and problem solving. Many colleges in the East and West require students to take the SAT and to submit their scores when they apply for admission. Many colleges accept this test or the ACT. Most students take the SAT during the second semester of their junior year, but they may also take it first semester of their senior year. A student may retake this test as many times as they need to or are willing to pay the basic fee. Registration packets are available in the Guidance Office; these packets are filled out and mailed by the student.

**SAT II – SCHOLASTIC APTITUDE TEST**

The SAT II tests are achievement tests designed to measure the academic understanding a student has already acquired. They are offered in many areas of study including English, mathematics, science, history, and foreign language. Some selective colleges require students to take one or more SAT II tests when they apply for admission. Depending upon the college, SAT II tests may be used for admission or placement purposes. Registration packets are available in the Guidance Office; packets are filled out and mailed by the student.

**ADVANCED PLACEMENT EXAMS**

These exams are designed to test a student's knowledge in specific subject areas and the cost is approximately \$82.00 each. They are administered in May to students who have pre-registered in March in their AP classrooms or through the Guidance Office. Many colleges and universities grant college credit to students who score 4 or 5 out of 5 on an exam. Because AP scores are not accepted by all colleges, students should check with their schools of choice before taking the exam. The college admissions office is the appropriate place to call or write for information. This information may also be published in the college catalog or on the college's web-site. (Please see more specifics on AP exams on the NNHS website [www.ncusd203.org/north/guidance](http://www.ncusd203.org/north/guidance).)

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)**

The College Level Examination Program tests are achievement tests designed to test a student's knowledge in general subject areas and the cost is approximately \$54.00 each. They are administered at COD throughout the year. Some colleges do not accept CLEP credit, so it is important to check with your college of choice.

**Career and College Center**

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

- College catalogs
- College video tapes
- College reference materials
- ACT/SAT prep materials
- Financial aid and scholarship forms and information
- College applications
- College and career visits scheduled
- Military information
- NCAA requirements
- Parent information about college

DISCOVER program – the DISCOVER program is a computerized educational and career planning program available to all students at NNHS. It contains information on colleges and careers and can be individualized for each student. In order to access this program, students should obtain a user ID password in the Guidance Office which allows the student to access this program anywhere there is Internet access.

College representative visits are regularly scheduled during the year at NNHS. Students need to check the College Visit book in the Guidance Office to see what colleges are coming and the date of the visit. Students need to sign up and get a pass in order to attend a college representative visit up to 7:45 a.m. the morning of the visit. There is no limit to how many visits a student may attend. If the college representative visit falls during lunch, students may attend until the room is full. Please visit the NNHS website [www.ncusd203.org/north/guidance](http://www.ncusd203.org/north/guidance) for more detailed information on college representative visits, including a schedule of visits and information on the college application process and financial aid.

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

Resume writing/interviewing workshops are occasionally offered through the Guidance Office. Students should seek help in the Literacy Center for more specific information.

A full time Teacher Assistant is available to assist students in using the College and Career resources.

There is also additional college/career planning information available to all District 203 parents and students at the College Resource Center at Naperville Central High School which is open on Thursday evenings from 6:30 p.m. to 8:00 p.m.

**Change of Address**

Any current student who has a change of address needs to contact the Registrar's office to supply current proof of residency in order to continue to attend NNHS. Any change in telephone or emergency numbers should be reported to the Registrar's office as soon as possible.

## Peer Mediation

Peer Mediation allows students an opportunity to resolve conflict by working through the problem with a trained student mediator. Students may pick up a mediation request form in the Deans' Office or the Guidance Office. Once the form is completed and returned to the same office a mediator is selected by staff and the meeting is scheduled. The mediator leads the students in conflict resolution through several steps in order to develop a mutually acceptable agreement. Contact one of the Counselors or Deans to obtain more information about this District-wide program

## Special Education

As mandated by the State of Illinois, NNHS and District 203 provide services to meet the unique needs of special education students. In addition to certified special education teachers, we offer a broad range of support services including services of a school nurse, guidance counselors, social workers, psychologists, and speech therapists.

Specifically, programs and services offered to students who qualify include:

Learning Disability Resource Program - Students qualifying for the Learning Disability programs enjoy a full range of academic support services.

Instructional Program – This program is geared to students with more significant specific learning disabilities.

Behavior Disorder Program – The Behavior Disorder Program provides an instructional environment for students who exhibit emotional /behavioral disorders. A Behavior Management Specialist is available to work specifically with students in this program.

Multi-Needs Program – NNHS provides a full continuum of integrated services designed for students with multi-needs.

Transition Program - The Transition Program provides services for students aged 18-21, helping to prepare them for work and leisure opportunities after school.

Vocational Services - The Vocational Services program provides students with work opportunities as well as community-based job training and placement opportunities.

Psychological, Counseling, and Related Services – Psychological and counseling services are available for all special education students through the Guidance Office. Speech/language, physical therapy and occupational therapy services are available to students qualifying for them, as are services for the vision and hearing impaired.

For more information, call the Special Education Department at 420-4040 or visit the NNHS website [www.ncusd203.org/north/depts/specialed](http://www.ncusd203.org/north/depts/specialed). The fax number in the Special Education Department is 420-3246.

## Specialized Support Services

Specialized support services in individual or group settings are provided through our social workers, school psychologists, and Student Assistance Program coordinator. Appointments can be arranged at the front desk in the Guidance Office.

## Student Assistance Program

The intent of this program is to provide constructive assistance for students with a wide variety of student-related problems. This assistance can come through student initiated contact of any staff member at NNHS or through staff referral of observed inappropriate behaviors. The program is intended to be open and far-reaching addressing problems such as eating disorders, depression and family problems as well as substance, physical, or sexual abuse. Upon identification of a problem, assistance will be provided through a multi-faceted procedure and program in which school and community resources may be implemented for the student's greatest benefit.

**You may reach your child's counselor or request any special services by calling the Guidance Office at 420-6502.**

## Transfers

### STUDENTS COMING INTO NNHS

For students transferring into NNHS, parents should first call the Guidance Office at 420-6502 and schedule an appointment. At this time the office will inform parents of the exact documentation necessary for enrollment at NNHS. Items required include:

Valid proof of residency

Birth certificate

Student in Good Standing form from the previous school (required by the State of Illinois for all students transferring from another Illinois school)

Any unofficial documentation to aid the Guidance Office, such as immunization records, an unofficial transcript, report cards, or a list of courses already started

### STUDENTS LEAVING NNHS

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

## Work Permits

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

[11.2] **HEALTH SERVICES**

The Health Services Department at NNHS is located near the Guidance Office and the Large Cafeteria. We have a full-time nurse on staff and several health technicians. The hours are 7:30 a.m. to 3:30 p.m. Monday-Friday. The telephone numbers are 420-6499 and 420-6850.

All freshmen and students new to the District from out of state are required by law to have a physical examination that includes complete immunization information. In the fall, students should present a properly completed physical to the nurse at registration. Additionally, students are asked to submit two emergency cards during registration. These cards are included with the registration materials. If it is necessary for a student to leave school because of an injury or illness, the student should report to the Health Office. Students leaving school due to illness who have not followed this procedure will be considered unexcused or truant. The nurse will notify parents about injury or illness.

**Administration Of Medication in School**

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

- A. Prior to giving any medication (long term, short term, prescribed or over the counter) at school, the school medication permission form shall be completed authorizing the school to administer the medication. Permission forms shall be renewed every year or whenever changes in medication or the health of the child occurs and shall be filed in the health office. Permission forms are available in the school health office and are subject to revision and approval of the certified school nurse. All District health approval permission forms can be downloaded from the District website at [www.ncusd203.org/!health/forms/forms.shtml](http://www.ncusd203.org/!health/forms/forms.shtml).
- B. Approval for administration of medication must be obtained from the certified school nurse. The school nurse shall review the written order, require any additional information from the parent or guardian or the student's licensed prescriber appropriate to complete the review; or consult with the Principal of the school, the student's licensed prescriber, or School District medical advisors, as appropriate, to complete the review, and approve or deny the order. 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 and pharmacy address and phone number. Over the counter medication shall be in the original container with ingredients listed and child's name affixed to the container.
- E. Administration of the medication will be started when the medication and permissions are approved by the certified school nurse.
- F. Medications and special items necessary to administer medications such as syringes and hypodermic needles, must be stored in a separate locked drawer or cabinet. Medications requiring refrigeration must be refrigerated in a secure area. Medications which must be available while a student is engaged in school activity conducted away from the customary site of storage must be kept with the certified employee who is doing the supervision of the activity.
- G. A medication supply will be accepted on the first school day when the doctor's and parent permission forms are received. The container will be sent home with the student when re-supply is necessary. Parents will be asked to pick up unused medication unless parental permission is obtained to allow the student to carry home the medication.
- H. The certified school nurse may administer medications under these guidelines. Any certified employee or any health aide may supervise self-administration of medication by a student under these guidelines. Any certified employee or principal's designee may administer medications in emergency situations if, under the circumstances, the school nurse or emergency medical personnel cannot be available in sufficient time and the student cannot reasonably self-administer the medication. Parents may administer medications with the approval of the school nurse or the Principal of the school.
- I. The parent must report immediately any change in prescription or dosage, and new permission forms must be obtained for each change.
- J. Self-administration of medication shall be accomplished as follows:
  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 inform those administering medicine and the student's teachers of the potential benefits and side effects of the long-term daily medication drug being administered. The nurse will interpret to school personnel and parents, if necessary, the need for observation of the student's reaction to the medication.
- L. The certified school nurse shall provide feedback concerning medication to the licensed prescriber when requested.



M. Administration of medication for treatment in an emergency situation may be used by the student with assistance as necessary from school personnel. If provided for on an approved permission form, students requiring such medication are:

1. To use an auto-injector that 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 the event of emergency.
4. To submit the consent and indemnity agreement relative to the administration of such medication to the school prior to the institution of above procedures.

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

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

### Measles Immunization

Illinois Department of Public Health Rules and Regulations (Title 77, Part 665, Section 665.240) governing school immunization requirements beginning Fall, 1991:

"Children entering the 5th grade for the first time after July of 1990, entering the 9th grade for the first time after July of 1991, and entering any grade level after July of 1993, will be required to show evidence of having received two doses of live measles virus vaccine, the first dose at least 12 months of age and the second dose no less than 1 month after the first or other proof of immunity described in this Part."

Proof of immunity shall be documented evidence of having received vaccine or proof of disease verified by a health care provider. (Section 665.250).

## [11.3] RECORDS, STUDENT

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

### I. Classification of Student Records

The student permanent record shall include the following: Basic identifying information including student's and parents' names and addresses, birth date and place, and gender; academic transcript, including grades, class rank, graduation date, grade level achieved and scores on college entrance examinations; attendance record; accident reports and health record.

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

Student temporary record information shall consist of all information not required to be in the student permanent record and may include: family background information;

intelligence test scores, group and individual; aptitude test scores; reports of psychological evaluations, including information obtained through test administration, observation or interviews; elementary and secondary achievement level test results, participation in extra-curricular activities including any offices held in school sponsored clubs or organizations; honors and awards received; teacher anecdotal records; disciplinary information; special education files, including the report of the multi-disciplinary staffing in which placement or non-placement was based and all records and tape recordings related to special education placement hearings and appeals; any verified reports or information from non-educational persons, agencies or organizations; other verified information of clear relevance to the education of the student.

No person may require securing information from the student's temporary file as a condition in the granting or withholding of any right, privilege or benefits; or require it as a condition of employment, credit or insurance.

### II. Inspection and Review of Educational Records

District 203 shall comply with a request from the parent of a student or an eligible student to inspect and review his/her education records. The school shall comply within a reasonable period of time and in no case later than 15 days after the request has been made.

1. District 203 shall comply with a request from the parent of a student or an eligible student to inspect and review his/her education records.
2. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records.
3. School administrators may presume that either parent of the student has authority to inspect and review the education records of the student unless notified to the contrary.
4. The right to copy permanent or temporary student record data shall be permitted at a cost of \$ .32 per page for the first 10 pages; \$ .25 per page for 11-25 pages and \$ .10 per page 26 and over. (No parent of a student or eligible student shall be denied a requested copy due to inability to pay the service charge.)

### III. The Right to Control Access of Student Records

District 203 will release student records to an official of another school in which the student intends to enroll. The official must make a written request, at which time District 203 will forward the student's education records. The District will provide the parent, upon request, with a copy of the education records transferred. Parents have the right to inspect and challenge the information contained in a school record prior to transfer of the record to another school district.

### IV. Challenge Procedure

A parent of a student or an eligible student may request a District 203 school official to amend his/her educational records when it is believed that the information contained in the records of the student is inaccurate, misleading or violates the privacy of the student. Parents have a right to challenge any entry exclusive of academic grades in the school student records on the basis of: (1) accuracy, (2) propriety, and (3) relevance.

1. Within a reasonable period of time, District 203 shall decide whether to amend the education records in accordance with the request.
2. If the school district decides to refuse to amend the education records of the student, it shall notify the parent of eligible student and advise them of the right to a hearing.
3. The request for a hearing shall be submitted in writing to the school and shall contain the specific entry or entries to be challenged and the basis of the challenge.

#### Access to Records Without Parental Consent

Prior consent for disclosure of personally identifiable information is not required in the following situations:

1. To other school officials within the district.
2. To officials of another school system in which the student intends to enroll.
3. To comply with a judicial order.
4. To parents of a dependent student.
5. To appropriate parties in a health or safety emergency.
6. To organizations (Federal, State, or Local) conducting studies for or on the behalf of the district.
7. To accrediting organizations.

#### VI. Maintenance/Disposal of School Student Records

A student's permanent record shall be maintained for a period of not less than 60 years after the student has graduated or permanently withdrawn. A student's temporary record shall be maintained for a period of one year after the student has graduated or permanently withdrawn.

1. Upon graduation, transfer or permanent withdrawal of a student from a school, the school shall notify the parents and/or the eligible student of the destruction schedule for the student permanent record and the student temporary record and the right to request a copy of such records at any time prior to their destruction.
2. Upon graduation or permanent withdrawal of a student receiving special education services, psychological evaluations, special education files and other information contained in the student's temporary record, which could be of continued assistance to the student, may after three years be transferred to the custody of the parent or the student if the student has succeeded to the rights of the parents.

#### [11.4] REGISTRAR

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

##### Housekeeping

- Maintains permanent & temporary records for all students enrolled now or in the past.
- Evaluates transcripts & prepares permanent records on all students transferring into the school.
- Coordinates the withdrawal process for all students transferring or leaving the school district.
- Secures all records for incoming students.
- Sends out official records for withdrawn students.
- Corrects/updates family/student directory information on master file.
- Informs students of their GPA/class rank and/or current transcript (upon request). Fill out the form in the Guidance Office and allow 24 hours for processing.
- Coordinates/prepares the ordering and distribution of graduation diplomas.
- Prepares a mailing for each senior class surveying their future plans, enclosing immunization record, and requesting their signed authorization as to where their final transcript needs to be sent.

##### Services Beyond the Building

- Certifies students for automobile insurance discount and driver education school.
- Completes forms for employers, Social Security & other miscellaneous forms concerning information on students records for current and former students.
- Assists the guidance counselors in maintaining the college application process by updating a master log on a daily basis.
- Coordinates the handling of preparing and sending official transcripts to institutions when deemed necessary (i.e. to other high schools, colleges, unions, military services, etc.)

## Student Activities & Clubs Frequently Asked Questions

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

*Suggest that your student go to the Student Activities office and look over some brochures about the activities the school has to offer. We have listed these activities in a fairly comprehensive manner in this section. There literally is an activity for every interest at the school.*

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

*Yes they are. But for our formal dances, such as Homecoming Spring, and Prom, your student must obtain a Guest Pass for his/her date. For further information, please refer to section [12.5].*

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

*Yes there are. Please call the Student Activities office at 420-6821 for more information.*

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

*There are certain assemblies open to parents. Please call the Student Activities office at 420-6821 to inquire about the particular assembly you would like to attend.*

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

*Parents invited to school dances fall into two categories: those who come as workers and guests, and those who come as chaperones. In the latter cases, parents should be informed by the sponsor of their duties as chaperones. For further information, call the Student Activities office at 420-6821.*



## Student Activities Calendar 2004-2005

*(Disclaimer: At the time of printing, these dates were reliable. However, we cannot ensure that they will not change.)*

August 17 .....Freshman Enter with Pride (6:00 p.m. -8:00 p.m.)	January 6-8 .....TheatreFest – U of I
September 9-11.....Summer Play (Auditorium)	January 20 .....Semester Fling Dance (7:00 p.m. - 10:00 p.m. Small Cafeteria)
September 20 .....Club Volleyball Tournament (6:00 p.m. - 10:00 p.m. Contest Gym)	January 28-29.....Orchesis Show (7:00 p.m. 1/28; 2:00 p.m. & 7:00 p.m. 1/29)
September 20-25.....Homecoming Week	February 7-11 .....Senior Week
September 21 .....Student Government Event (7:00 p.m. Auditorium)	February 11 .....Senior Breakfast (7:00 a.m.) Senior Talent Show (7:00 p.m. Auditorium)
September 22 .....Coronation and Bonfire (7:00 p.m. Auditorium/Stadium)	February 16 .....Air Band Try-Outs (6:00 p.m. Large Cafeteria)
September 24 .....Homecoming Game	February 20 .....Booster Club Fashion Show (11:00 a.m. – 3:00 p.m.)
September 25 .....Homecoming Dance (7:00 - 10:00 p.m.)	February 24-26 .....Spring Play (7:00 p.m. Auditorium)
November 6 .....Father/Daughter Dance (7:30 p.m. - 10:30 p.m.)	March 8.....Musical Dance Workshop
November 11-13 .....Fall Play (7:00 p.m. Auditorium)	March 14-19 .....Spring Week
November 14.....Mother/Son Brunch (11:00 a.m.)	March 17 .....Air Band Concert (7:00 p.m. Fieldhouse)
November 18 .....Disco Dance (7:00 p.m.)	March 19 .....Spring Dance (7:00 p.m. - 10:00 p.m. Fieldhouse)
December 7 .....DVC Cheer Pom Showcase (7:00 p.m. Auditorium)	April 10 .....Forties Dance (7:00 p.m. – location TBA)
December 10-12 .....Children's Play (Auditorium: 7:00 p.m. 12/10 & 12/11; 3:00 p.m. 12/12)	April 16 .....Senior Night (9:00 p.m. – 5:00 a.m.)
December 15.....Mr. NNHS (7:00 p.m. Auditorium)	April 28-30, May 1 ...Musical(7:00 p.m. 4/29-4/30; 2:00 p.m. 5/1)
	May 5-6 .....Greenhouse Sale
	May 14.....Prom (Signature Room)
	May 20-21 .....One Act Plays (7:00 p.m. - Auditorium)
	June 3 .....Yearbook Signing Party (6:00 p.m. Fieldhouse)

## [12.0] Student Activities & Clubs

### [12.1] RELIGIOUS HOLIDAYS

Naperville North High School makes every attempt to work with the community to avoid scheduling extracurricular events on major religious holidays. However, with the volume of events to schedule in a finite school calendar, it is not always possible to avoid every religious holiday. It is desire of the administration to respect the religious practices of every family in the school. The school fully supports that should such a conflict occur, students are encouraged to celebrate the religious observances. Early communication with coaches and sponsors is critical in such cases. Please check all published schedules for such potential conflicts.

### [12.2] CO-CURRICULAR PHILOSOPHY

The Student Activities Office coordinates the following co-curricular events/activities: assemblies; clubs/organizations (of which cheerleading and intramurals are a part); and dances. Naperville North encourages participation in the co-curricular events and activities as an integral part of the total educational experience. Academics are the top priority, but they should not be the only experiences in which Naperville North students engage. It is especially important to provide opportunities to students for service, leadership, pleasure, academic enrichment, respect, and development of individual and group responsibility. Through its success, the co-curricular program supports the school's vision to provide students with the skills to succeed in a changing global society. Please refer to section [10.1] of this *Parent Survival Guide* for the full Co-Curricular Participation Code.

### [12.3] ASSEMBLIES

School Assemblies are scheduled around events such as Homecoming, Spring Week, etc. Other assemblies that may occur are recognition assemblies, pep assemblies, and guest speaker assemblies. All assemblies are mandatory for students unless approved by school administration.

### [12.4] CLUBS AND ORGANIZATIONS

There are five different types of co-curricular organizations available for student participation.

- Honorary Organizations
- Service Organizations
- Academic Organizations
- Special Interest Organizations
- School Government Organizations

### Membership Qualifications

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

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

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

**Selection:** Membership based on selection is allowable only in the National Honor Society, Pom Poms, Cheerleading Organizations, Flag Corps, President's Club, Plays, and WYSE.

### Membership Responsibilities

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

When a student joins the co-curricular program at North, they are expected to attend all regular meetings and participate in the projects and activities of the group unless otherwise noted. Keeping their academic achievement steady and a positive attitude is always top priority.

### Co-Curricular Participation Code

All students involved in NNHS co-curricular programs are required to read and sign the "Co-Curricular Participation Code" prior to their first activity or event. Signing of this code will take place at registration and will cover the current school year and/or the length of the activity. Any violation to the code will result in the written offenses. Please be aware of what the offenses are by referring to section [10.1].

### Honorary Organizations

#### NATIONAL HONOR SOCIETY

National Honor Society is the local chapter of the national organization. For complete information on this subject, please refer to section [1.15].

### Service Organizations

#### ENVIRONMENTAL CLUB

During meetings, this club recycles throughout the school as well as plans larger events such as celebration of Earth Week and volunteering at the Morton Arboretum. The mission of Environmental Club is to make environmental issues known throughout the school and community. Environmental Club meets after school every Tuesday.

### FIRST CLASS

First Class is a school-wide initiative that actively strives to improve the values, character and climate at NNHS. The First Class program aims to build a caring community within our school. There are over 150 sophomore, junior, and senior students who interview for leadership positions in May and are trained during the summer months. NNHS has 'First Class' days once a month where sessions are conducted by the Peer Leaders using character curriculum that they've written and developed.

### KEY CLUB

Key Club is the high school division of the Kiwanis International Organization, a worldwide service club. Key Clubbers volunteer at school and in the community. They participate in various service and fundraising projects throughout the year. Key Club meetings are usually held every other week. Throughout the week (including weekends) there are several projects going on, especially in the fall as Key Club prepares for the Homecoming activities. **There are no requirements to be eligible to join and tryouts for Officers are in the spring. In order to participate in several of the outings or events, a certain number of service hours will need to be met.** There are annual dues of \$6.00.

### RESPONSIBLE EDUCATED ADOLESCENTS CAN HELP (REACH)

Reach is a group of drug-free teens devoted to service, friendship and having fun. **High school students who sign a pledge to remain drug and alcohol free year round are welcome to join REACH.** REACH holds one breakfast meeting at school each month. Involvement in subcommittees and in the various service activities that the club sponsors is encouraged. The service activities occur throughout the school year with group parties taking place on the weekends. Membership forms are available from the sponsor or any REACH member. A membership fee of \$30 covers operational expenses, service activities and a designer T-shirt.

### SAAV (STUDENTS ACTIVELY ADVOCATING VOLUNTEERING)

This student service group seeks to connect individual students with volunteer opportunities throughout the community that best fit mutual needs and interests. SAAV meets after school on Mondays.

### STAR RAIDERS

The purpose of this organization is to promote a healthy, drug-free lifestyle among the youth of Naperville. The High School students "raid" the elementary schools and junior highs in April by making presentations about self-esteem, etc. Members also participate in fundraising activities. This organization is open to all students.

### THE STUDENT PEER PROGRAM (STUDENTS ASSISTING STUDENTS WITH SPECIAL NEEDS)

The purposes of the Peer Program are to help all students: learn from one another; develop friendships; see each other as "teens" first; learn to accept/respect all students; understand that all students are special and unique; accept the fact that all students have special talents/abilities; understand that students learn things in different ways but that they all can learn; and realize that all students have the same needs. The peer students assist the students with special needs to develop skills in the following areas: work/responsibility, communication, social interaction, cooking, recreation/leisure, functional academics, and community. The special needs students learn best from being with and interacting with their peers. This helps them feel more a part of the NNHS community.

Any student in any grade level or in any educational program, with the exception of the multi-needs high school program, can be a peer. Student peers participate in the program during their study hall period, lunch period, or early dismissal. The students sign up to participate in the program for the semester. Students participate as little as 1 day per week to 5 days per week, some participating more than one period per day. The program is worked around the peer student's schedule. Some peers may elect to become a Teacher Assistant (TA) which means a daily commitment for a semester, a letter grade, and a 1/4 credit. There is no limit on the number of peers who can participate.

The special education gym classes also uses peers. If selected to be a gym peer, the special education gym class fulfills the gym requirement for the peer student. Selection is based upon an interview with the gym teacher, recommendations from the Program's sponsor, the student's former gym teacher's recommendation, and the needs of the special education gym teacher. Typically, the gym peers are juniors and seniors and the commitment is for an entire school year.

Sign up usually occurs during the first two weeks of each semester. Announcements are made and flyers passed out to each teacher to read and post explaining the program. If interested, the student should talk with the Program sponsor.

### Academic Organizations

#### CHESS CLUB

The purpose of this organization is to learn how to play chess, to participate in DVC matches and to meet new people. Chess Club meets everyday after school, with Tuesday matches and Friday training. This activity is open to all grade levels. They compete in five tournaments annually, DVC matches, ICCA State Individual Championships and IHSA Team Championships.

## DEBATE

Debate Team competes in tournaments within the Illinois Congressional Debate Association (ICDA) once a month throughout the school year beginning in September and ending in April. There are Varsity and Junior Varsity team members, along with other debaters as well. The students have a packet of approximately 20 bills of legislation to debate for every tournament, which are written by students in ICDA about topics that affect America and the world today in three categories: economics, foreign affairs and public welfare. Team members must come to all practices on Tuesdays from 3:25 p.m. to 4:30 p.m. and do their research in order to compete in the tournaments. There is a \$46 student activity fee that must be paid on order to compete as well.

## FAMILY, CAREER AND COMMUNITY LEADERS OF AMERICA (FCCLA)

This club is a National Vocational Leadership Organization and part of the Family and Consumer Sciences (FCS) Internship class. They hold weekly meetings and several conferences during the year as follows: one all-day conference, one two-day overnight all-day conference and competition, the three-day State conference and competition, and the six-day national conference and competition. This club meets during 4th Hour internship class and requires enrollment in the FCS internship class. Membership fees include State and National dues of \$10.00.

## FRENCH CLUB

French Club is open to freshmen, sophomores, juniors and seniors who have an interest in French Language and culture. **Officers must be enrolled in a French class.** French Club is a student-led organization whose social activities have a French emphasis. Sample activities may include French movies and a pizza party, playing the game "boules" or "mille bornes", French Bingo, jigsaw puzzles, French card games, charades, Pictionary in French, and singing French songs. Meetings are generally scheduled three times a month first semester and twice a month second semester. Meetings are held on Mondays September through May from 3:15-4:00 p.m. Some special events may end at 5:00 p.m. Students may join the club throughout the year. This club has no membership fees.

## GERMAN CLUB

This organization meets outside of the classroom. Members socialize and learn about the German culture. Some activities that members participate in are: listening to guest speakers; seeing movies; having an Oktoberfest; playing games; going to German restaurants; bowling; hosting fundraising events and assisting with German exchange students. This organization meets twice a month. This club is open to all students.

## HORTICULTURE CLUB

The Horticulture Club plans and organizes flower and greenhouse activities. This club hosts the annual Greenhouse Sale held in May (please refer to section [0S2.2]) and a leadership and career development contest. **Horticulture course enrollment is required for membership.** They meet bi-weekly during class and **require tryouts (which take place each spring) for those who wish to take part in local and national competitions.** Please refer to the Student Activities Calendar at the beginning of this section for dates concerning this organization.

## INSTRUMENTAL JAZZ

Instrumental Jazz Club is made up of Jazz Ensemble, Jazz Band, Jazz Lab, and various jazz combos. Jazz Ensemble practices after school three days a week. Jazz Band practices after school two days a week. Jazz Lab practices one evening per week and jazz combos have two rehearsals per week. **Membership in Jazz Band and Jazz Ensemble is by audition and is limited to 20 members each.** Jazz Ensemble and Jazz Band audition at the end of October. Jazz Lab is open to all. For Jazz Lab you must attend the first November rehearsal. Membership Fees are \$30.00. For more information, please refer to Fine Arts section [7.2]. You may also see the Student Activities Calendar at the beginning of this section for dates concerning this organization.

## JAZZ CHOIR

The purpose of this organization is to learn and perform American vocal jazz music. Members participate in local and state performances. This group meets during lunch periods 3 times per week during the spring semester. For more information, please refer to Fine Arts section [7.3].

## JUNIOR ENGINEERING TECHNICAL SOCIETY (JETS)

In order to join this club, students must demonstrate competency in Enriched Physics and one of the following subjects: Biology, Chemistry, Mathematics and Computers. **Membership is by invitation only and is based on the results of qualifying tests in the above-mentioned subjects and teacher recommendation.** Membership is limited to sixteen students. The JETS Teams competition consists of two Teams of eight members each: a Varsity Team consisting of juniors and seniors and a Junior Varsity Team consisting of juniors and sophomores. The competition encourages cooperation, group effort, higher-order thinking, academic rigor, application of knowledge and leadership as the team solves engineering application problems. Members will meet for two or three sessions of one and a half hours. The JETS Teams have membership fees of \$21.00/year.

## LATIN CLUB

The purpose of this organization is to learn and experience Latin language and culture. Activities include: Spectrum Latino Show, fundraising, and participation with other language clubs.

## LITERARY MAGAZINE CHRYSLIS

This club is open to freshmen, sophomores, juniors and seniors who have an interest in creative writing and can make a time commitment to reading and editing submissions to the magazine. Editors for the literary magazine read and select pieces for publication in Chrysalis. Members spend one-half to one hour per week reading and editing beginning in October until the magazine's spring publication. **In order to join, members must attend organizational meetings, which will be announced in the fall.**



## MATH TEAM

Math Team is open to all freshmen, sophomores, juniors and seniors who are interested in enhancing and improving their mathematical skills. Math Team is a way for students to learn more about mathematics beyond the curriculum as well as to experience curricular mathematics at a greater depth. Students learn problem-solving techniques that enhance their understanding as well as their appreciation for mathematics. All students are welcome to practice topics during the fall in preparation for each contest. **After three weeks of practicing, a try-out contest is held and the top ten students from each grade level are chosen to represent the team at the contest. Even if a student does not make the team for one contest, they are still eligible to try out for other fall contests. Spring Try-outs for the State Math Team are held in January. Eight students are selected at each grade level based on their tryout performance as well as participation in any other mathematical events.** Fall practices are 3:20-4:50 p.m. every Thursday after school. Spring practices are from 6:50-7:40 a.m. every morning. Contests are held in the evening with some held on Saturdays. Membership fees are \$21.00.

## NEWSPAPER – THE NORTH STAR

The Newspaper is open to freshmen, sophomores, juniors and seniors who are interested in writing, illustrating and/or taking pictures for the high school newspaper. The *North Star* is a 32-page newsmagazine that is published 9 times a year. A 166-page senior issue is the final project of the year. The *North Star* is an award winning high school newspaper that utilizes the talents of students- from reporting to writing to laying out pages to selling and advertising. Competitions occur throughout the year. Starting in September and ending in April, students attend one meeting a month to receive a story assignment. Additional time will be scheduled throughout the year for individual critiques of work. Some students will write for every issue, others will not due to schedule conflicts. **In order to join, members must attend the organizational meeting in September or see the sponsor.**

## ON LOCATION

*(As of this printing, the status of this club was tentative.)*

*On Location* is a weekly television news show that is solely written, edited and produced by students. Students who wish to produce a clip for the half-hour show may do so under the guidance of the appointed student producers and sponsor. Students can also help broadcast the daily school announcements. **Students wishing to edit using the Casablanca Editing system and to produce specials must be enrolled in the Journalistic Writing course.** The course can be repeated for credit as many times as desired. *On Location* is open to all freshmen, sophomores, juniors and seniors who are interested in helping with the high school broadcast news show. Some members will produce a clip for every show, others will not due to schedule conflicts. Starting in September and ending in April, students attend one meeting once every two weeks to receive a story assignment. **In order to join, members must attend the organizational meeting in September or see the sponsor.**

## SCHOLASTIC BOWL

Scholastic Bowl involves team competitions, which cover a wide variety of academic subjects. Competitions are comparable to the television show Jeopardy, in that team members must be quick as well as knowledgeable to be successful. During the season Scholastic Bowl will compete in 8 intra-conference matches as well as tournaments. This club is open to freshmen, sophomores, juniors and seniors who have an interest and can make a time commitment to practices and matches. There are 5-member teams. Junior Varsity is made up of freshmen and sophomores; Varsity is made up of juniors and seniors. Practices are held 1 day per week (on Monday) from 3:30 – 4:30pm. Competitions are held on the Varsity and Junior Varsity level. Competitive matches, which require more time in the evenings, are held usually until 6:00pm. The season lasts from mid-October to mid-March. Matches are usually held on Mondays with Saturday tournaments in March. **In order to join Scholastic Bowl, students must attend organizational meetings, which will be announced in the fall.** Membership Fees are \$21/year.

## SPANISH CLUB

Spanish Club is a club that seeks to expose students to the cultural aspect of the Spanish Language. The group schedules activities such as museum trips, restaurant trips, movie days that relate to the Spanish culture, potluck parties using authentic recipes, and salsa lessons. Spanish Club meets about twice a month and has an activity of some sort (field trip, movie day, pot luck, etc.) about once a month. All students are welcome to join. They simply need to come to meetings and add their name to their roster.

## SPEECH TEAM (FORENSICS)

Students who wish to become members of the Speech Team must demonstrate an interest in either public speaking or performance skills/acting. **In order to join, students should come to the first Speech Team meeting of the year and express their interest and event preference.** Speech Team starts practice at the end of September. Tournament season begins in November and ends in February. Spots for securing participation in the tournaments are competitive. Time commitment is flexible and usually involves two hours per week. (They do accommodate sports schedules.) Speech Meets are held on Saturdays and last all day. Students are not required to attend all meets. Membership fees are \$46.00.

## Special Interest Organizations

### AMNESTY INTERNATIONAL

The purpose of this organization is to work to prevent human rights abuse. Members participate in letter- writing and petition drives. This activity is open to all students after paying \$5.00 in membership dues each semester.

### COUNCIL FOR EXCEPTIONAL CHILDREN (CEC)

In this club, students from the regular curriculum and those from the Special Education Multi-Needs Program together plan and participate in after school social activities. They have 30-minute weekly meetings. Students from the regular curriculum meet informally with sponsors as needed and they sponsor approximately 3 events. **Anyone is welcome to join this club after paying a \$15.00 membership fee.**

## CHEERLEADING

This organization creates school spirit and provides leadership within the school and the community. The cheerleaders cheer at football and at both boys' and girls' basketball games, compete at Regional events to qualify for state competitions, host the Father/Daughter Dance, and fundraise. **Selection for cheerleading begins in the spring.** Tryouts are open to all grade levels. Cheerleaders meet 2-3 times per week, adding extra practices due to competition. Membership dues for this activity are \$49.00. Other expenses include camp, camp clothes, and shoes.

## COSTUME CLUB (CREW)

The Costume Club (Crew) designs and collects costumes for the theatre and musical productions. This group meets every other Tuesday and Thursday from 3:30-5:00 p.m.

## FLAG CORPS – COLOR GUARD AND NORTHERN LIGHTS

Flag Corps is open to students who have an interest in flags and dance. Members must make a time commitment to practices and competition. There is no experience necessary. Fall Color Guard performs at competition and during halftime of home football games. Northern Lights season extends from November to May. Participants of Color Guard and Northern Lights will learn how to spin flags, rifles, and sabers. Members will also learn how to dance. Members will attend two practices per week during the season, which lasts from May to late October. Competitions are held on weekends. **In order to join the Flag Corps, prospective members must attend clinics in May** and pay membership fees of \$46.00.

## HOCKEY CLUB

Hockey Club practices 2 nights per week with 1 to 2 games per weekend. There are approximately 40 games per season with tournaments. **This club requires a three to four day tryout in September that is open to all grade levels.** Members are required to carry USA Hockey Insurance and pay a \$75.00 tryout fee.

## HUSKIE STOCK TRADERS

The purpose of this organization is to learn investing strategies and invest in stock. Members participate in club meetings, conferences and business partnership expo. They meet every second and fourth Monday of the month from 7-8:30 p.m. **Members are required to pay \$15.00 per month investment contribution.** This organization is open to freshmen, sophomores, and juniors.

## INTRAMURALS

The purpose of this organization is to provide an opportunity for students to participate in various team and individual sports. Activities include golf, volleyball, tennis, basketball and bowling. All grade levels are invited to participate.

## ITC – INFORMATION TECHNOLOGY CLUB

ITC is a fairly new club that is dedicated to getting every member to become better acquainted with the computer world. The activities may include: building web pages for the school; a yearlong computer research project to be done by each member; building computer projects and preparing presentations for the Annual Illinois Technology Conference in February; discussing computer-related topics and current affairs during meetings; performing demonstrations on computer-related material by members to teach other members; possibly hosting guest speakers and going on field trips. ITC is open to all students who are really interested in learning more about the computer world - current affairs, computer science, computer programming, etc. Computer experience is highly recommended but not necessarily required. The most important requirement of all members is **commitment. Members are obliged to attend all the meetings, which are held every two weeks.** (Meetings usually last one hour and are typically held on Tuesdays). Moreover, each member is responsible for completing his/her yearlong project. As for those who wish to present at the Student Technology Conference, their efforts will really count because they will be representing NNHS at the conference. **In order to join this club, the student must attend one of the meetings (dates are made known through the announcements or posters).** It is recommended that anyone interested should join early (most preferably before the end of second quarter).

## MARCHING HUSKIES (MARCHING BAND)

This organization performs at home football games, parades, competitions and assemblies. Its purpose is to create school spirit. Please refer to Fine Arts section [7.2] for further information.

## ORCHESIS

Orchesis is a dance troupe at Naperville North High School dedicated to bringing the art form of dance to the North community. Practices take place 2 times a week from late September until their performance at the end of January. Please refer to the Fine Arts Performance Calendar at the beginning of section [7.0]. Once a month there are Saturday practices. **Membership is open to all. Auditions are held but only to determine the dancing ability of each dancer for placement in numbers to be performed at the Orchesis show.** Dance styles include but are not limited to hip hop, jazz, modern, ballet, tap, lyrical, and steps. Choreographers are students, sponsors and, at times, hired professionals. Please refer to the Student Activities Calendar at the beginning of this section for dates concerning this organization.

## PEP BAND

This organization performs at all home basketball games and pep assemblies. Its purpose is to create school spirit. All grade levels are invited to join this organization. Please refer to section [7.2] for further information.

### PEP CLUB

Pep Club is the "Spirit of NNHS!" Members choose to participate in many different capacities such as: mascotting as "Buster" – the Huskie mascot, making spirit signs, fundraising, assemblies, face painting, cheering at games. Membership in the Pep Club is open to freshmen, sophomores, juniors and seniors who wish to be involved in supporting/publicizing all school sporting events, clubs and activities. Meetings are held every other week with more frequent meetings during Homecoming and Spring Weeks. If other sports/activities conflict with attendance, this group is flexible. **Prospective members must attend organizational meetings, which will be announced in the fall.**

### PLAYS (FALL AND SPRING PLAYS AND ONE ACTS)

The purpose of this organization is to produce North's on-stage productions as **all-school auditions are held for all productions.** Activities include: directing, acting, singing, dancing, and designing/running for the Main Stage Productions. Meetings depend on the season (mascots perform weekly). Please refer to the Student Activities Calendar at the beginning of this section for dates concerning this organization.

### ROCKING CLIMBING

This group is designed to teach proper rock-climbing techniques and is open to all who love to rock climb. The group begins meeting in September on Thursdays. Anyone may join and there is an annual due of \$10.00.

### SKI/SNOWBOARD CLUB

The Ski/Snowboard Club takes overnight ski trips to Midwest ski resorts. Students must be in good standing with the dean's office in order to be eligible to join. **Students must attend a sign-up meeting** and pay a \$10.00 membership fee. Members will participate in bake sales to raise money for the club.

### SPARKETTES/JUNIOR VARSITY POM SQUAD

This dance team performs during half times at home football and basketball games. Dancers participate in regional and state competitions. **Attendance at a mandatory parent meeting, and try-outs in May are requirements for this activity.** Only 16 students will be members of this squad. Besides passing all classes, members must attend two practices a week, along with games, and extra practices during competition season. Membership fees include summer camps, the NNHS Activity fee, and dance shoes.

### SOCIAL DANCE CLUB

(As of this printing, the status of this club was tentative.)

This group meets on Friday from 3:30 p.m. -4:30 p.m. in the Small Cafeteria beginning in September to learn swing, waltz and other social dances. Activities include group lessons, weekend group lessons at local studios, and competitions.

### SPECTRUM (MULTI-CULTURAL CLUB)

This organization's purpose is to create an awareness and respect for all cultures. Some of the activities that members participate in are three multi-cultural shows, Farren Elementary Mentor Project, Spectrum Week and AIDS Walk. This organization is open to all students.

### STARLETTES – VARSITY DANCE CLUB

The Starlettes is open to sophomores, juniors and seniors who have a background in dance. Students who wish to try-out for Starlettes must be fully committed to their team while maintaining their individual classroom performance. Members perform different forms of dance at home football and basketball games. During Spring Semester, members will compete at various dance competitions. Members must attend three practices per week held on Monday, Tuesday and Thursday from 3:30-5:30 p.m. during football/basketball season. During competition season, four practices per week are held on Monday, Tuesday, Wednesday and Thursday from 3:30-5:30 p.m. The group also participates in special performances, Games (weekends), and Competitions (an average of 4 per year). **The Starlettes is limited to 18 members, who try out in the spring.** Members participate from May to March and include summer practices, summer camp, football season, basketball season, and competition season. Membership fees are \$46.00.

### TECH CLUB (STAGE CREW)

The purpose of this organization is to provide an educational experience in stage lighting, sound production, scene design and construction and to foster creative problem solving and teamwork. Some of the activities that this club participates in include the fall and spring plays, the school musical, school assemblies and the Homecoming bonfire. This organization is open to all students.

### THEATRE CLUB

The Theatre Club (formerly Drama Club) is open to all freshmen, sophomores, juniors, and seniors who have an interest in the performing arts and technical theatre. Weekly club activities include theatre games, guest interviews, projects to support the performing arts at NNHS and activities to advance personal growth in the performing arts. Club members support the Summer, Fall and Spring main stage plays and the student lead Children's play and One-Act Plays. They also join with the music department to produce the Spring Musical. They handle auditions, go on field trips to plays, and participate in the yearly Illinois Theatre Festival. Club members maintain the Theatre Club bulletin board, work on publicity for all the plays and hold cooperative activities with other area Theatre Clubs

Regular club meetings are on Thursday afternoons from 3:30-4:30 from September through May. T-shirts may be purchased for production work.

Members may enter the club at any time during the year and there is no Theatre Club membership fee.



## WORLDWIDE YOUTH IN SCIENCE AND ENGINEERING (W.Y.S.E.)

To participate in WYSE, students must demonstrate a certain level of competency in one of the following subjects: Biology, Chemistry, English, Physics, Mathematics, Engineering Graphics and Computer Fundamentals. The WYSE Teams consists of 14 students who compete in the subjects listed above. The competition consists of taking two forty- minute tests in two different subjects at the Regional Contest. Based on the results the team may advance to the Sectional and State contests. In the past sixteen years, NNHS students have competed at the State level. The NNHS WYSE Team has won many State Championships. **Membership is by invitation only and is based on the outcome of student performance on qualifying tests in one or more of the subjects listed above and teacher recommendation. Tryouts are held in November.** Membership is limited to 14 students. WYSE holds a two-hour weekly meeting from mid-January to mid-April. Regional competition is held on a Saturday. Sectional and State competitions are held during . Membership Fees are \$21.00/year.

## YEARBOOK

Opportunities for those involved with Yearbook include photography, designing layouts, interviewing, writing articles, taking surveys, and proofing. Students create memories while preserving memories. The Yearbook is open to all freshmen, sophomores, juniors, and seniors who are willing to work before school, after school or during lunch. **Students interested in joining must attend Yearbook staff meetings in the fall.** All participants are encouraged to take Yearbook lunch, which enables them to spend time working with other staff members when necessary. **Staffers who wish to become editors or want to spend more time on the yearbook are encouraged to take the Yearbook class and Yearbook lunch.** Editors are strongly encouraged to do the same. Editors spend more time working on the yearbook than staffers. Editors spend lunch periods and after school hours in the Yearbook Office mostly before their deadlines. Editors must be willing to work at least 3 hours a week around deadline time. Staffers must attend meetings for their section and for the entire staff. They will spend more time prior to their sections' deadlines.

## School/School Government Organizations

### CLASS BOARDS

#### Senior Board

The Senior Board exists to promote class unity and school spirit among class members and to provide activities for socialization and/or community service for senior students. The activities sponsored by this group include Homecoming assembly, leadership conference, Exit with Pride, planning graduation and much more. This organization meets bi-weekly.

#### Junior Board

The Junior board seeks to create school spirit, unity and activities among the junior class and to provide leadership activities and raise money for the junior class. Some planned activities include planning the Junior/Senior Prom and computer dating. The Junior Board meets every Thursday morning.

#### Sophomore Board

The Sophomore Board consists of students from the sophomore class. The sponsor acts as a facilitator for the group. The group holds once a week meetings, usually held on Thursdays in Room 113 from 7:15 – 7:40am. The group will meet more frequently when planning and running an activity. Any student interested in joining should attend the meetings.

#### Freshman Board

The Freshman Board consists of students from the freshman class. This organization creates opportunities for school spirit and unity among the freshman class, organizes class activities and raises money for the freshman class. Some of the activities sponsored by this organization included pep assembly games, pizza parties, community service, class competitions and fundraising. The entire freshman class will elect board members.

### STUDENT GOVERNMENT

Student Government is a student run organization for the benefit of the student body. General meetings are held on Monday/Wednesday during 5th hour. Committee meetings are held on Tuesday/Thursdays also during 5th hour.

**Members of Student Government must maintain a 2.0 GPA, complete a peer petition, be elected by grade level, and have a teacher recommendation. The top ten reps are chosen after elections.**

### YOUTH AND GOVERNMENT

Youth and Government is a mock legislative and judicial program. Students gain "hands on" experience with Illinois government. This group is open to sophomores, juniors and seniors. **Membership is limited to 50 students and priority is given to members with experience in the program.** Youth and Government meets once a week; Tuesday nights @ 6:30pm on campus. They also meet three weekends throughout the year. This group ends with a weekend in Springfield in March. **In order to join, students must fill out registration papers and make the first payment.** Membership Fees were \$325.00 last year; these fees are due to go up due to increase in hotel room costs.

[12.5] **DANCES**

Dances at Naperville North fall into two categories: formal – Homecoming, Frosh/Soph Festival of Lights, Spring, and Prom; and those that are sponsored by various student organizations as fundraisers. Most school dances are held in the school building primarily on Friday and Saturday nights. Prom is held off-campus as is the 40's Dance sponsored by the Friends of Music. Please refer to the Student Activities Calendar at the beginning of this section for dates concerning dances.

**Rules of the Dance**

The faculty sponsors in charge of the dance are responsible for the evening's activities.

Students must enter and leave by the doors nearest the facility they have permission to use. Students are not permitted to enter the event a second time. When students leave the building, they may not return.

Prom is restricted to Juniors and Seniors unless the Junior or Senior invites a Sophomore or Freshman.

**Guests (dates) ages 21 or older are not allowed at dances.**

All school dances must end by 10:30 p.m. with the exception of Prom which ends at 11:00 p.m.

Formal dances (i.e. Homecoming, Spring, and Prom) **require dresses for the girls and shirt and tie or suits for the boys.** For attendance at other dances, the school Dress Code **must be followed.**

There is to be **no smoking** in the school building or on the school grounds at all school activities. This rule applies also at Prom.

Parents invited to school dances fall into two categories: those who come as workers and guests, and those who come as chaperones. In the latter cases, parents should be informed by the sponsor of their duties as chaperones.

Students should tell their parents exactly what time the dance ends so that there is no need to telephone home.

A Guest Pass is required for all non-North students to attend a formal Naperville North High School Dance as outlined below.

**GUEST PASS PROCEDURES**

The Dance Policy allows a NNHS student to bring one guest to dances such as Homecoming, Frosh/Soph Festival of Lights, Spring, and Prom.

A Guest Pass Form may be picked up in the student activity office. The form must be completed with an Administrator, parent, and guest signature. The completed Guest Pass Form must be presented when purchasing the dance tickets. There will be no exceptions to this form.

A special guest ticket will be handed out in addition to the dance ticket. Both are to be turned in at the door, the night of the event. The ticket salesperson will place the guest ticket number on the guest pass form. A guest must be enrolled at least in the 9th grade. **Guests ages 21 and older are not allowed at the event.**

Guests must present a picture ID at the door, and have it available all night, upon request.

Guests are required to abide by all rules pertaining to Naperville North students regarding behavior. Failure to do so could result in being removed from the dance.

Guests are allowed only with advance ticket sales.

## Transportation Frequently Asked Questions

### ***Where should students be dropped off at school?***

*Buses drop students off at auditorium entrances E8 and E9. Students arriving by car should be dropped off at the main entrance E1. Students arriving late or leaving for early dismissal should enter/exit at either the north main entrance E1 or south auditorium entrances E8 or E9. See map in section [9.1].*

### ***What are the rules for riding the bus?***

- |  |  |
|--|--|
| 1. The bus driver may assign seats.                    | 6. Remain seated at all times.                       |
| 2. Be courteous and polite.                            | 7. No smoking.                                       |
| 3. No profanity or negative talk.                      | 8. Keep your hands and head inside the bus.          |
| 4. Do not eat or drink on the bus. Keep the bus clean. | 9. Do not destroy property.                          |
| 5. Violence is prohibited.                             | 10. For your own safety, do not distract the driver. |

*Buses are equipped with cameras and the tapes are monitored.*

### ***When do the buses pick up on Late Arrival days?***

*Buses arrive at the first stop 100 minutes before the first bell. According to the District Transportation Department, many bus drivers remind students the day before that the next day is a Late Arrival day and also advise them of what time to be at their stop. You might suggest to your student that he/she ask the driver about pick-up times.*



## [13.0] Transportation

### [13.1] ACCESSIBLE ENTRANCES

The main entrance E1, auditorium entrance E8, and east entrance E4 are all accessible to people using wheelchairs. There is also an elevator located near the Small Cafeteria available to students needing it during the school day. A key must be obtained from the Main Office to operate the elevator. Arrangements may be made to use the elevator in the evenings by calling the Deans' Office in advance to obtain the elevator key – 420-6505.

### [13.2] BUS SERVICE

If you have questions about bus service, call 420-6438.

Students eligible for bus transportation (distance over 1 1/2 miles) will have their identification cards properly coded to indicate bus privileges. Students must show ID cards to the bus drivers upon request. Riding the bus is a privilege that may be removed by the school for lack of cooperation. Buses will load and unload on the south side of the building.

On Late Arrival days, buses arrive at the first stop 100 minutes before the first bell. According to the District Transportation Department, many bus drivers remind students the day before that the next day is a Late Arrival day and also advise them of what time to be at their stop. You might suggest to your student that he/she ask the driver about pick-up times.

There is no bus service provided to students who stay after school to participate in any extracurricular activities.

#### Bus Rules

1. The bus driver may assign seats.
2. Be courteous and polite.
3. No profanity or negative talk.
4. Do not eat or drink on the bus. Keep the bus clean.
5. Violence is prohibited.
6. Remain seated at all times.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver.

Buses are equipped with cameras and the tapes are monitored.

### [13.3] PARKING, STUDENT

With few exceptions, only seniors may park on campus. Parking regulations are strictly enforced. It is considered a privilege to park on campus. Suspension of parking privileges, towing of vehicles and/or suspension from school may occur when a student violates these regulations. For further information, call the Deans' Office at 420-6505.

#### Regulations:

Obey all rules of safe driving.

No smoking in your car on school property.

Lost parking permits will be replaced one time **only**. Students purchase a replacement tag for a fee in the Deans' Office.

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

Attend all classes, everyday, unless excused.

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

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

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

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

#### Designated student parking areas:

See section [9.3] of this *Parent Survival Guide* for designated areas.

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

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

#### Vehicles without permits

The students who drive without a parking permit will need to park on the appropriate side streets surrounding the campus. Students are encouraged not to park north of Ogden Ave. due to the safety conditions. Students should follow all parking regulations posted by the city and surrounding business. It is not the responsibility of the school for any damages or theft that occurs off campus. Students who do not have parking privileges are encouraged to use the bus transportation to and from school.

#### Handicapped parking

Only properly authorized vehicles may park in these areas (east parking lot), and all other vehicles will be ticketed by the Naperville Police Department.

**Parking permits**

Before fall registration, seniors may request a parking permit for the school parking lot. The application for a parking pass comes in the mail with other registration materials. A parent must sign the application, and a fee is charged. The District 203 Board of Education sets this fee. If there are too many requests, preference is given to students who carpool, and a lottery is held for the additional spaces.

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**[13.4] PARKING, VISITOR**

Please refer to the school parking map located in section [9.3] of this guide.

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**[13.5] PICK UP AND DROP OFF, ATHLETIC TEAMS**

Students may be dropped off and picked up outside the athletic doors, entrance E19, on the west side of the building.

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**[13.6] PICK UP AND DROP OFF, STUDENT**

Students who receive a ride to school should be dropped off and picked up on the north side of the building at the main entrance E1 between 7:00 - 7:30 a.m. and 3:00 - 3:30 p.m. Pick up and drop off for early dismissal and late arrivals during the school day may use the main entrance E1 or south entrance E8.



## **Volunteer Groups for Parents Frequently Asked Questions**

### ***How do I join and become a member of Home & School?***

*To become a member of NNHS Home & School, fill out the Home & School form found in the registration packet mailed in July along with your dues payment of \$15.00 per family. Additional forms are available in the Main Office. If you have any questions about joining Home & School, please call the Membership Chair, listed in section [14.2]. One immediate benefit of being a Home & School member is that all Home & School members receive the Parent/Student Phone Directory mailed out in the fall.*

### ***When and where are the Home & School meetings held?***

*The meetings are usually held the first Tuesday of every month from 9-11.00 a.m. in NNHS Room 108 – check the school calendar for confirmation. Parents and guests are always welcome and encouraged to attend.*

### ***How do I become involved in Home & School? Get on a committee? Join the Board?***

*Look for the detailed listing of committees and volunteer opportunities on the Home & School form included in the registration packet mailed to parents in July. Complete that form and turn it in during the registration process, and a Committee Chair will contact you in September. If you'd like more information on a particular committee, or you'd like to join a committee later in the school year, please call the Committee Chair directly, listed in section [14.2]. And to find out how to become a member of the NNHS Home & School Board, please call the Nominations Chair, listed in section [14.2].*

### ***How do I become involved with the Parent Networking (SFCP) Committee?***

*All parents of NNHS students are invited to become involved with the Parent Networking (SFCP) Committee – and we're free! Complete the Parent Networking form included in the registration packet and turn it in at registration. We'll contact you in September and notify you prior to our first meeting. Parent Networking is a great way to meet other NNHS parents and feel more connected to our school! Questions? Call or email the Parent Networking (SFCP) Team Leaders listed in section [14.3].*

### ***How do I become a member of the Booster Club?***

*To become a member of the NNHS Booster Club, fill out the membership form that is included in the Booster Club summer mailer, the school registration packet mailed in July, or the Huskie Howler. Dues are \$20 per family. We hope that all families will become members of Booster Club, especially everyone who has children participating in sports or extracurricular activities. We also need you to support our fundraisers like the Golf Outing, the Fashion Show, Market Day, Concessions, Spiritwear, and the Huskie Saver Card.*

### ***When and where are Booster Club meetings held?***

*Meetings are usually held on the fourth Monday of the month at 7:00 p.m. in Room 108 at NNHS. Check the school calendar for confirmation. Parents and guests are always welcome and encouraged to attend.*

### ***How do I become a Booster Club volunteer?***

*There is a list of committees and volunteer opportunities on the Booster Club membership form mailed in the registration packet. Please sign up to become a volunteer at the time you return your membership form, or call a contact directly who is listed in section [14.1]. The Booster Club cannot be successful without parent volunteers. The opportunities are endless – we need your support on every committee.*

## **102 [14.0] Volunteer Groups for Parents**

## [14.0] Volunteer Groups for Parents

### [14.1] BOOSTER CLUB

The club is a substantial contributor to the support of NNHS students through its funding, recognition and appreciation programs for competitive, school-approved athletics and other activities groups. The club also contributes to facilities and activities that benefit the student body at large.

The club is the only school-affiliated group authorized to conduct fundraising within the general community, and has raised over \$700,000 during the past 10 years. These funds are returned to the benefit of NNHS students through expenditures in support of athletic teams, activities and the general student body. In addition to fundraising, the club also has a direct role in supporting and recognizing athletic and other organized school activities.

Some of the many contributions to NNHS made during the recent school year included:

- Raising \$73,000 through the sale of Spiritwear and Huskie Saver Cards
- Purchasing uniforms and warm-ups for athletic teams, props and costumes for drama productions, and scripts and stopwatches for the Speech Team
- Staffing concession stands during school events as a fund raising vehicle
- Sponsoring recognition receptions for athletic and academic groups
- Managing the Market Day program, enabling families to purchase high quality grocery items, with a portion of the purchase price supporting the club's activities
- Purchasing risers/platforms for use in choral, band and orchestra activities as well as graduation-related events

There are plenty of opportunities to get involved in the Booster Club. Any NNHS family can join the club. Dues are \$20.00 per family. In addition to your monetary contribution, one of the biggest contributions you can make is volunteering your time to help plan or staff some of the club's many activities and events.

To find out more, call any of the Booster Club contacts listed below. We hope you are able to join us in this important support group for NNHS students!

#### 2004/2005 CLUB OFFICERS

Co-Presidents	Toni & Barry Robinson	630-428-9832
Vice President	Ed Curley	630-305-3400
Secretary	Cindy Hall	630-416-0043
Treasurer	Cathy Miller	630-355-6360

#### MEMBERSHIP

Chairs	Lana Kautza	630-369-0169
	Gloria Mrazek	630-961-2141
	Barb Porcelius	630-355-3582

#### Friends of Drama

Parents of student actors, techies, and musicians are encouraged to volunteer to assist the six productions through the year by joining the Friends of Drama. They manage publicity, ticket sales, cast photos, playbills,

T-shirts, flowers, and the end-of-year banquet to acknowledge the students and to make money to support the growth of the department. They also host cast parties and other social events throughout the year.

Contact Jean Childers, FOD Chairperson at 630-369-3835 to support the Theatre Student Activities.

#### Friends of Music

Friends of Music is a volunteer parent organization that supports all activities within the Music Department at NNHS. Parents of band, chorus and orchestra students are invited to participate in a variety of activities that arise throughout the school year. The FOM Board meets the second Monday of each month and the meetings are open to anyone interested. Parent participation may include ongoing tasks or responsibilities (i.e., copying & collating newsletters), or short-term projects (i.e., selling poinsettias for the Holiday Concerts). Involvement can be with the music department in general, or focused around a specific activity such as Marching Band, the 40s Jazz Dance, or the spring Musical. Contact Barb Barhamand, FOM Chairperson, at 369-3242 or bbarhamand@yahoo.com for more information.

### [14.2] HOME & SCHOOL ASSOCIATION

Naperville North Home & School Association links parents and families to our school in a number of ways. We serve as the clearinghouse for volunteer activity in the following ways: recognize faculty and staff; provide hospitality at parent and student events; publish the *Huskie Howler* nine times a year; provide small staff grants; and provide any other help that is needed. The work of Home & School is supported entirely by annual dues paid voluntarily by parents because we do no fundraising.

The following is a list of the H & S officers for 2004-2005:

OFFICE	PARENT	PHONE
President	Denise Mitchell	369-6943
Vice President	Nancy Nyberg	369-6033
Secretary	Sheila Verkamp	836-8030
Treasurer	Varsha Pancholi	717-1970

Following are the chairpersons and brief descriptions of each Home & School standing committee:

Clerical Volunteers – Tracey Cowart – 416-6129;  
Maureen Garvey – 357-3172;  
Jeanine LaBelle – 369-5060

Provides opportunities for parents to help the school staff in a variety of ways including office clerical work and school mailings.

Historian – Linda Dickson – 428-9650

Builds scrapbooks of all publications/newspaper articles on NNHS students throughout the year. These books are displayed in the Principal's office for viewing.

Hospitality – Dawn Neylon – 357-9415;  
Ginny Struckmeyer – 717-7161;  
Lee Weiss – 355-7881

Provides refreshments for all school events including Orientation and Parent/Teacher Conferences. We also provide refreshments, coat check and chaperones for the school dances and host two staff dinners.

*Huskie Howler* Editor – Gail Neckrosh – 369-2427

The *Huskie Howler* is Naperville North's newsletter mailed to all families nine times a year. Articles are written by parent volunteers and staff and the Editor assembles the information and produces the newsletter.

*Huskie Howler* – Donna Marie Pierson – 416-0148

Distribution Kathleen Stout-Shoger – 355-0408

Schedules volunteers to tab and label the newsletters for mailing nine times a year.

Membership – Kelly Roberts – 527-1705

Compiles all new H&S member forms and distributes volunteer parent information to the appropriate committee chair. Enlists new members and recognizes existing members in the *Howler* throughout the year. Publishes the Parent/Student Phone Directory which is mailed out to all Home & School members in early fall.

Nominations – Jo McFarron – 717-1438

Finds parents willing to serve on the NNHS Home & School Board.

Parent Awareness – Deb Robinson – 369-9677

Works with parents and staff to keep all informed of critical issues facing our children.

Parent Networking – Mary Bruski – 357-6295

(SFCP)

Sue Ellis – 983-8064

Laura Holada – 983-0560

Carol Krashen – 369-2399

Nancy Limberg-Meyer – 416-0762

Develops and implements initiatives that support the School Improvement Plan and works to strengthen the connection between families, NNHS and the greater Naperville community.

Senior Celebration – Veronica Porter – 717-7521

Jean Yu – 416-3202

Carolyn Coffee – 961-9979

Organizes and oversees several committees of parent volunteers to create decorations, schedule entertainment, arrange for food, sell tickets, raise funds, secure prizes, and transform a large area of the school into a fantasy world for the senior class.

Special Projects – Kathy Simpson – 428-9951

Cindy Giles – 357-4221

Coordinates volunteers for various school events including school registration, two blood drives, vision and hearing screening, and locker assignments.

School Store – Chris Willis – 983-7947

Coordinates volunteers to work in the school store during store hours of 7:15-7:45 a.m. daily and 10:36 a.m.-1:18 p.m. daily. Works with Student Activities Department to order and price supplies and completes an inventory at year end.

Booster Club – Ed Curley – 305-0943

A representative of the Booster Club sits on the Home & School board and provides timely information about Booster Club activities and events. This liaison then reports back to Booster Club about Home & School activities.

## [14.3] PARENT NETWORKING SFCP COMMITTEE

The Parent Networking SFCP Committee at Naperville North High School is akin to the School Family Community Partnership action teams at other District 203 schools. To that end, we develop and implement initiatives that support the School Improvement Plan and contribute to student achievement and success, plus we work to strengthen the connection between families, the school and the greater Naperville community. Members of the Parent Networking SFCP Committee include the principal, parents, teachers, administrators, and community members. The Committee is co-chaired by Mr. Truemper and five parent Team Leaders; Sue Ellis, Carol Krashen, Nancy Limberg-Meyer, Mary Bruski, and Laura Holada.

We have several ongoing initiatives at Naperville North High School, and we're always looking for parent volunteers to help us with any of the following:

**Parent Survival Guide** – This document is brought to you by the Parent Networking SFCP Committee! A group of approximately 20 parent and staff volunteers work each year to write, revise, re-design and improve the Parent Survival Guide.

**Family Connection** – This is a volunteer group of NNHS parents and staff working together quietly to reach out to NNHS families in need.

**Coffees with the Principal** – This committee works to recruit different Naperville North high school parents to host coffees in their homes for small groups of parents in the fall and spring of each school year. Mr. Truemper travels to parents' homes to meet informally to discuss school issues.

**Other initiatives** include developing FAQs for the Guidance Department (Pupil Personnel Services) web page; a new Language Translation Support project to help ELL students and families; producing a joint video with Naperville Central High School; developing our own Parent Networking SFCP web page; initiating Business Partnerships, and working with the school to launch the Harassment Education Program. Plus new initiatives and projects evolve each year...

All parents are welcome and encouraged to join and attend our Parent Networking SFCP meetings. We meet formally as a group just four times a year in the evenings at school from 7:00 p.m.-8:30 p.m., and individual sub-committees meet as needed. The four meetings are scheduled for 9/27/04, 12/6/04, 2/7/05, and 4/28/05. Look for the Parent Networking SFCP Information Sheet in the Registration packet mailed in late July, and please consider joining us! Feel free to call or email any of the Team Leaders with any questions or to find out how to become involved in any one of our committees.

Team Leaders:

Sue Ellis	983-8064	ellisssbc@aol.com
Carol Krashen	369-2399	Bkrash4@aol.com
Nancy Limberg-Meyer	416-0762	knekt2meyer@aol.com
Mary Bruski	357-6295	mary@dubin.org
Laura Holada	983-0560	lauraholada@aol.com