

## NEW STUDENT HANDBOOK 2007-2008

Welcome to Glenbard North! This booklet has been designed to answer questions asked by new parents and their student. If you need more information than this handbook offers, please call the school at (630) 653-7000.

### **REGISTRATION**

#### **1. What does it cost to register a new student at Glenbard North?**

The amount varies according to the cost of books in various courses, laboratory and participation fees, etc. Book lists are placed in the public libraries and in the Main Office at the beginning of the second week of August. Other fees are based on the costs of materials and may vary from year to year.

P.E. Uniform	\$19.00-25.00
Lock and Towel Fee	\$20.00
Science Fee	\$20.00
Art Lab Fee	\$20.00/semester
FACS Fee	\$25.00/semester
Registration/Activity Fee	\$130.00
Activity Pass (optional)	\$25.00
Athletic Fee	\$140.00/sport
Yearbook	\$35.00
Textbook Average	\$100.00

**\*\*Note – Some books are state loan texts.  
There is no fee for state loan texts.**

**2. How do I pay?** You may pay using cash, credit card or check. Textbooks are purchased **separately** from registration fees. **Note: *Registration process may require more than one check.***

**3. When is mail-in registration?** During the summer pre-enrolled students will receive a packet that includes your registration materials. This is to be completed and returned to the school either by mail or dropped off to the Registration Box outside Door 1. **DO NOT ENCLOSE CASH.**

#### **4. When do I purchase my books?**

Registration is held the week prior to the opening of school. In your registration packet you will receive a schedule for your student. Each class has a designated day and time according to your graduation year and last name.

#### **5. What assistance is available to those who need financial aid?**

Those in need of financial aid should apply for this assistance in the Main Office through Debra Cartwright, Assistant Principal of Student Services (681-3190).

**6. What if I can't make my appointed time?**

If you miss your appointed time, you may purchase books on the day prior to school opening or the first day of school.

**7. I have athletic practice during my scheduled time? Can I register after practice?**

Coaches are aware of the registration schedule. It is the student's responsibility to inform their coach, leave practice and attend their scheduled registration.

**8. May parents accompany their students to book purchase?**

Parents may accompany students to purchase books. If you completed the mail-in registration this process should take approximately 90 minutes. Freshman students are encouraged to walk around the building to find their classrooms and locker.

**9. Do all freshmen students entering Glenbard North need a physical?**

Yes. Your physical form should be included with your mail-in registration or dropped off at the main office prior to August 15<sup>th</sup>. **No new student will be given a class schedule without an updated physical form.**

**10. When is the bus route list available?**

The bus route list is available at registration and is also posted on [www.glenbard.net/glenbard\\_north/index.html](http://www.glenbard.net/glenbard_north/index.html). Students who reside at least 1.5 miles from school are provided bus transportation to and from school. School busses pick up at designated times and leave at approximately 2:45 p.m. at the end of the school day. The bus zone is located outside doors 7 and 8, at the east side of the school on Kuhn Road. Each bus route number is identified in the bus window. ACTIVITY busses leave the school at 4:00 p.m. by Door 2. ATHLETIC busses leave the school by 5:45 p.m. by Door 2.

**ACADEMICS**

**1. Is there an honor roll? What are the requirements?**

Students who demonstrate outstanding scholastic achievements shall be named to the Honor Roll at the end of the each semester. Students must carry a minimum of 2.5 credits per semester to qualify. A failing grade in any course disqualifies a student from Honor Roll status. Any student whose semester grade point average is 4.8 or higher shall be named to the High Honor roll. Students whose grade point average is 4.0 to 4.79 shall be named to the Honor Roll.

**2. How are grades weighted and averaged for both regular and honors classes?**

Grade point average is computed to three decimal places and rounded off to two places. Students enrolled in designated honors courses shall be given one additional grade point for each semester grade of "3", "4" or "5" earned in those courses when the grade point average is computed. Grades earned in Physical Education and Driver Education are **NOT** used in computing the GPA.

### **3. Which grades are used to determine GPA, class rank, and honor roll?**

Only the semester grades are used to determine GPA, class rank, and honor roll. Quarter grades are used to provide students and parents with information about the student's progress. They are not recorded on the student's transcript.

### **4. What is National Honor Society? What are the qualifications?**

National Honor Society is a school service organization founded on the highest principle of character, leadership and scholarship. **The organization is for seniors only.** Students are invited to apply at the end of their junior year.

### **5. When are report cards and progress reports issued?**

Grades are mailed to the student's home at the end of the first nine weeks of each quarter and at the end of the semester. Teachers are asked to notify parents by sending a progress report at the mid quarter when the student is in danger of failing. Parents are encouraged to contact teachers at any time to inquire about their student's progress.

### **6. Is there an open house? Parent-teacher conference?**

In September Glenbard North hosts a Parent Night when parents attend their student's classes to meet teachers and receive a brief description of each class. In November individual conferences are held. Parents have the opportunity to make appointments and discuss their student's progress with each teacher. Watch your newsletter for further details.

### **7. Is Driver Education available? When are students eligible?**

Students take Driver Education during their sophomore year. They are scheduled into the class according to their birth date. According to state requirements, a student must pass a total of four credits the previous two semesters to be eligible. **Freshmen are not eligible regardless of age.**

### **8. Are there academic eligibility requirements for extra curricular activities?**

Students need to be earning a passing grade in four (4) classes to participate in IHSA athletics. They must comply with the Glenbard North Athletic code. Other extracurricular activities require that the student have an interest in the activity and adhere to the Glenbard Activity Code.

### **9. How can I request homework if my student is ill?**

If a student has not attended school for **three consecutive days** and able to complete assignments at home, then home work may be requested. The Guidance Office (681-3107) will handle that request and ask that class assignments be secured from their teachers. If you have any specific questions or concerns, you should contact the classroom teacher directly. Please allow 24 hours to complete this process.

### **10. How can I contact my student's teachers?**

Parents may contact teachers by calling 653-7000. Teachers may also be contact via e-mail at [www.glenbard.net/glenbard\\_north/index.html](http://www.glenbard.net/glenbard_north/index.html)

## **POLICIES AND PROCEDURES**

### **1. What should I do when my student is absent?**

Parents must call the 24-hour attendance office number (653-9092) by 10:00 a.m. on the day of the absence. Failure to call by 10:00 a.m. will result in an unauthorized absence. Please give the student ID# to assure the correct student is excused. On the fifteenth absence from class, the student may not receive credit for the class. Please see the Panther Planner and calendar for complete attendance policy.

### **2. What should I do if my student must leave the building early for a scheduled appointment?**

The attendance office must be notified about a scheduled appointment. They will provide a pass for the student to leave class. You can pick up the student inside Door 1. You will be requested to present identification when picking up your student.

### **3. My student has forgotten something. How do I drop it off?**

Park in the Visitor's parking lot and enter Door 1. You may leave item with the Andy Frain Security at Door 1. Our security team will ensure that the item is given to the student.

### **4. How are parking permits issued? Who is allowed to drive?**

Freshmen and sophomores are not permitted to drive to school. The dean's office handles the parking permits.

### **5. What are the building hours?**

The building hours are 7:00 a.m. to 4:00 p.m. The building is closed on weekends.

## **GENERAL INFORMATION**

### **1. What is the bookstore? Where is it located? When is it open? What sorts of materials are available there?**

The bookstore is located in the south end of the student cafeteria. It is open before and after school and during lunch hours. All required textbooks are available there, as are school supplies including computer discs. Gym uniforms, school sweatshirts and tee shirts can be purchased as well.

### **2. What are the hours of the school library?**

The school library is open from 7:15 a.m. to 3:30 p.m. Students must present their school ID to enter the library.

**3. What is available in the student cafeteria? What is the cost?**

The school offers a wide variety of breakfast and lunch fare. Average prices range from \$1.50 for a breakfast sandwich to \$3.50 for a typical lunch. Breakfast is sold in the cafeteria from 7:00-7:30 a.m.

**4. Where is the Health Center?**

The nurses are located in room 1-679 next to the Main Office by Door 1.

**5. If my student is unable to participate in physical education class due to a medical condition or injury, whom must I notify?**

If a student is unable to participate in PE class for an extended period of time, he or she **must** present a note to the Nurse from the doctor indicating the length of time for the excuse and the reason.

**6. How do I know if school is closed due to inclement weather?**

School closings will be announced on the following stations: WGN, WMET, WBBM-AM, WBBM-FM, WMAQ, WCLR, WIND, WFYR, WUSN, WAGO, and WGN-TV and WFLD-TV. You may contact the school directly at (653-7000) or check our website at [www.glenbard.net/glenbard\\_north/index.html](http://www.glenbard.net/glenbard_north/index.html).

**7. What procedures must I follow if I want to take a student out of school for vacation?**

*Parents are strongly discouraged from taking students out of school for family vacations.* However, if it is necessary to do so, call the attendance office and notify the guidance counselor for a prearranged absence. Many teachers will expect students to complete work prior to the absence.

**8. What is the discipline policy?**

Each student is given and signs for the Panther Planner at registration. This handbook is a good source of policies and procedures at Glenbard North; The Student Discipline Code is included in the handbook. Every student and parent/guardian is encouraged to become familiar with our Discipline Code.

**9. What athletics and activities are available?**

A list is included at the end of this handbook.

**10. How can a parent become involved at Glenbard North?**

All parents and students are encouraged to become members of the PTSA. In addition, parents may also wish to join one of our many booster organizations. Please contact the individuals listed below:

PTSA	Dr. Jon Mensik	653-7000
Athletic Boosters	Joanne Mikulecky	681-3136
Theatre Boosters	Donna Burke	681-3128
Music Boosters	Bill Schraft	681-3276

## **FAQ's – Frequently Asked New Student Questions**

### **1. My locker is jammed. What do I do?**

If you cannot open your locker go to the Deans' office. Report your problem, and a staff member will assist you.

### **2. I forgot my locker combination? What should I do?**

Go directly to the Deans' Office, and a staff member will assist you. Students should **NEVER** share their locker combination with anyone.

### **3. Where is the lost and found?**

The lost and found is in the Deans' Office. Report missing items, such as purses, keys, calculators, etc at the Deans' Office.

### **4. I need to make a phone call. Is that allowed?**

Go to the Attendance Office or Deans' Office. Students are allowed to make calls during lunch. **Use of cell phones is only permitted before and after school between the hours of 7:30 a.m. – 2:30 p.m.** During the regularly scheduled school day, electronic communication devices must be stored in a student's locker, and at no time be kept on the student's person.

### **5. Is there a school dress code?**

The dress code, as printed in the Panther Planner, is as follows:

***“Students’ dress code and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromised reasonable standards of health, safety, and decency.”***

The following guidelines represent the schools general expectations regarding student dress:

- ✓ The feet must be covered by shoes or sandals.
- ✓ Students must dress in opaque material from shoulders to mid-thigh.
- ✓ Students may not wear tops that expose the stomach and midriff area.
- ✓ Headwear may not be worn in the school and must be stored in the hall lockers during the school day.
- ✓ Students may not wear clothing displaying obscenities, gang or satanic, cult symbols, or those which are sexually suggestive or promote violence, alcohol, tobacco products, or other drugs.

- ✓ Students may not wear or carry chains, pointed or sharp jewelry, etc., which would damage school property or cause injury to self or others.
- ✓ Students may not wear sunglasses in the building unless medically directed to do so.

## **SCHOOL PERSONNEL**

**Principal.** Dr. John Mensik is responsible for the overall management and operation of the building. He is ultimately responsible for the education and activities that occur at Glenbard North. He can be reached at 681- 3184.

**Assistant Principal of Instruction (API).** Ms. Linda Geist is responsible for the curriculum and the work of the department chairs and teachers. She can be reached at 681-3110.

**Assistant Principal of Operations (APO).** Brian Waterman is responsible for maintaining the building and supervising clerical and custodial workers. In addition the APO is responsible for overseeing the Athletic Program. He can be reached at 681-3201.

**Assistant Principal of Student Services (APSS).** Mrs. Debra Cartwright is responsible for coordinating special services to students. This includes maintaining discipline within the building, special education services, psychological and social work services, and guidance services. In addition she is responsible for overseeing student activities in the building. She can be reached at 681-3190.

**Assistant Principal of Athletics (APA).** Mr. Branden Adkins is responsible for the coordination of all Athletic Events. He also oversees all athletic teams. He may be contacted at 681-3189.

**Deans.** While all staff members work together to maintain an orderly atmosphere conducive to learning, the deans work with teachers on those discipline problems that require measures beyond normal classroom management procedures. Deans are assigned according to the last name of the student. Our Deans are:

Mr. David Marquez (A-GAS) 681-3182  
Ms. Alice Ohlinger (GAT-PEP) 681-3236  
Mr. Eric Johanson (PER-Z) 681-3237

**Police Liaison Officer.** Glenbard North employs a full time Carol Stream Police, Officer Tony Petragallo (681-3177).

### **Campus Supervisors**

Campus security is provided by the Andy Frain organization.

### **The Health Center or Nurses Office**

Is located next to the main office by Door 1. Our school nurses are Maggie Olsen at 681-3312 and Celeste Ackermann at 681-3322.

**Guidance Counselors** are available to assist each student with scholastic and social issues. They are assigned according to the last name of the student. The counselor is responsible for helping students select classes and seeing that all graduation requirements are met. In addition, they provide information on colleges and careers. Counselors are trained to provide help and resources for students, and recommend social work or psychological services available at the school. The Guidance Office number is 681-3131.

### **Last Name of Student**

### **Guidance Counselor**

A-BOY	Ms. Debra Steller (681-3105)
BOZ-CUR	Mr. Jim Dickerson (681-3225)
CUS-GAS	Ms. Robin Craig (681-3138)
GAT-HUF & AIMS 11-12	Ms. Chrissa Osborn (681-3246)
HUG-LET	Ms. Dolores Cudzewicz (681-3362)
LEU-MOT	Mr. Ed Kasprovicz (681-3111)
MOU-PEP	Ms. Miriam Walton (681-3225)
PER-RAM & ELL	Ms. Samirah Grande (681-3192)
RAN-SAR	Ms. Kathleen Deist (681-3121)
SAS-TOA	Mr. Sean Thomas (681-3289)
TOB-Z & AIMS 9-10	Mr. Mark Glenn (681-3166)

**Department Chairs.** Their function includes curriculum planning, budgeting, and teacher supervision. Department chairs are excellent resources if you have a concern you have not been able to resolve with a teacher or if you need further information regarding ability placement in classes.

### **Department Offices**

### **Chair**

Art	Mr. Nathan King (681-3308)
Athletic Director	Mr. Branden Adkins (681-3189)
Audio Visual	Ms. Nancy Scheitler (681-3273)
Business	Ms. Linda Narcaroti (681-3262)
English	Mr. Chris Meade (681-3226)
Foreign Language	Ms. Sharon Anderson (681-3235)
Family/Consumer Sciences	Ms. Laura Wilkens (681-3373)
Guidance	Ms. Kathleen Deist (681-3156)
Speech Arts	Mr. Nathan King (681-3308)
Industrial Tech	Ms. Linda Narcaroti (681-3262)
Library	Ms. Susan Midelton (681-3149)
Mathematics	Mr. Edsel Clark(681-3208)
Music	Mr. William Schraft (681-3276)
Physical Education/Drivers Education	Mr. Gary Heilers (681-3181)
Science	Ms. Michelle Chapman (681-3198)

Social Studies  
Special Education

Mr. Kevin Coon (681-3266)  
Ms. Donna Burke (681-3128)

## **Glenbard North Co-Curricular Activities 2007-2008**

### **Club**

Band  
Cheerleading  
Chess Team  
Director of Theatre  
Forensics/Debate Team  
French Club  
German Club  
Math Team  
Muslim Student Group  
National Honor Society  
Newspaper  
Peer Helpers  
Pep Club  
Poms  
Prism  
Scholastic Bowl  
Science Olympiad  
Spanish Club  
Steppers  
Student Council  
Vocal Music  
Yearbook

### **Sponsor**

Mr. Bill Schraft (681-3276)  
Ms. Cathy Miceli (681-3136)  
Mr. Mike Neenan (681-3234)  
Ms. Donna Burke (681-3128)  
Mr. David Barone (681-3185)  
Ms. Carolyn Fitzgerald (681-3294)  
Ms. Meredith Rice (681-3414)  
Ms. Robin Nielsen (681-3321)  
Ms. Ayesha Khan(681-3351)  
Mr. Eric Sunquist(681-3270)  
Ms. Jaime Hajek (681-3137)  
Ms. Debra Steller (681-3105)  
Ms Stacie Hetman (681-3343)  
Ms. Michelle Soukup (681-3159)  
Ms. Rosemary Borzym (681-3381)  
Mr. Chris Fridlund (681-3220)  
Mr. Adam Heise(681-3165)  
Ms. Monica Guerrero (681-3315)  
Ms. Shekita Winters (653-7000)  
Ms. Rita Guritz (681-3147)  
Ms. Laura Johnson (681-3231)  
Ms. Rosemary Borzym (681-3381)

### **Athletics**

Badminton  
Baseball  
Basketball (Boys)  
Basketball (Girls)  
Cross Country (Boys)  
Cross Country (Girls)  
Football  
Golf  
Gymnastics (Boys)  
Gymnastics (Girls)  
Soccer (Boys)  
Soccer (Girls)  
Tennis (Boys)  
Tennis (Girls)  
Softball

### **Coach**

Ms. Linda Rickard (681-3264)  
Mr. Mike Franzen (681-3160)  
Mr. Erin Dwyer (681-3136)  
Mr. Mark Glenn (681-3166)  
Mr. Eric Manuel ((681-3219)  
Mr. Gary Heilers (681-3181)  
Mr. Ryan Wilkens (681-3314)  
Mr. John Chamberlain (681-3132)  
Mr. Edsel Clark (681-3208)  
Ms. Edsel Clark (681-3208)  
Mr. Greg Chrisman (681-3189)  
Mr. David Stanfield (681-3232)  
Mr. Doug Clark (681-3189)  
Ms. Claudia Richards (681-3263)  
Mr. Josh Sanew (681-3392)

Track (Boys)  
Track (Girls)  
Volleyball (Boys)  
Volleyball (Girls)  
Wrestling

Mr. Eric Manuel (681-3219)  
Mr. Gary Heilers (681-3181)  
Ms. Dedra DeBenedetti (681-3382)  
Ms. Dedra DeBenedetti (681-3382)  
Mr. Mark Hahn (681-3173)