



# Central High School

Principal –Chris Testone  
 Assistant Principal- Kim Lewis  
 Assistant Principal- Kerri McCastland  
 Assistant Principal- TBD  
 Athletic Director- Steve Diversey

P.O. Box 68, 44W625 Plato Road, Burlington, Illinois 60109 847-464-6030 / 847-464-6039 fax  
 www.central301.net

## FREQUENTLY ASKED QUESTIONS

### Who do I contact...

<b>For...</b>	<b>Name</b>	<b>Position</b>	<b>Number</b>	<b>E-mail @central301.net</b>
Attendance/ General Info	Ms. Smith Mrs. Toledo	Attendance Secretary Student Services Secretary	224-990-7101	lynette.smith
Athletics	Ms. McMahon Mr. Diversey	Athletic Secretary Athletic Director	847-464-6038	teresa.mcmahon steve.diversey
Discipline	<b>TBD</b>	Assistant Principal	847-464-6030	<b>TBD</b>
Grading/ Classroom		Classroom Teacher or Department Chair	847-464-6030 <small>Main office will direct your call</small>	firstname.lastname
Health/Medical	Mrs. Baumgartner	School Nurse	847-464-6030 <small>Ext. 8321</small>	melissa.baumgartner
Skyward/Fees/ General Info	Mrs. Toledo Ms. Smith Ms. Hixon-Leach	Admin. Assistant Attendance Secretary Principal's Assistant	847-464-6030	eliana.toledo lynette.smith kris.hixon-leach
Schedule/College/ Naviance/Tutoring Services/504	Mr. Melvin Ms. Tauer Mrs. Rodriguez Mrs. Marciniac	Counselor A-EL Counselor EM - LEE Counselor LEEG - RO Counselor RU-Z	847-464-6030 <small>Main office will direct your call</small>	Brian.melvin gina.tauer rachel.rodriguez megan.marciniac
Official records/ Transcripts	Mrs. Schmitt	Registrar	847-464-6034	mary.schmitt
Social/Emotional	Mrs. Tomlinson <small>(Previously Ms. Johns)</small> Mrs. Amin	Social Worker A - LEE Social Worker LEEG - Z	847-464-6030 <small>Main office will direct your call</small>	madeline.tomlinson nina.amin
IEP/Data/ Evaluations	Ms. Klapproth	School Psychologist	847-464-6030 <small>Main office will direct your call</small>	elizabeth.klapproth



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**How long is the school day?** The first period of the day begins at 7:15 and the last period ends at 2:46.

**What are Early Release days?** Students will have an early release day on the first school day of each week. Typically this will be a Monday. However, when school is not in session on Monday, students will have early release on Tuesday. Students are dismissed from class at 1:45pm. If students have a ride home, they may leave. If students rely on a bus to transport them home, they will remain in the Commons or LMC until the standard dismissal time and then load their bus for home.

**When will my student eat lunch?** Lunch is built into your student’s schedule and it is its own separate period.

**How do I pay for lunch?** Students can pay with cash or put money on their ID account through “My School Bucks” which is located on the Lunch Information tab on the District website. [www.central301.net](http://www.central301.net)  
Hot lunch meals cost \$2.95. However, students may purchase a la carte.

**How can I contact a CHS Staff member via email?** [firstname.lastname@central301.net](mailto:firstname.lastname@central301.net)

**How do I know about upcoming events at the school?** Our school website has a lot of helpful information on it. Upcoming events are often posted on the website and on the calendar located on the website. E-blasts are sent out regularly to both students and families. Additionally, daily announcements are emailed to students and posted on the website for parents to read daily. Twitter is used as another way to send communication. Follow us [@301\\_chs](https://twitter.com/301_chs) for information from the Principal’s office, [@301rockets](https://twitter.com/301rockets) for information from the Student Services department, and [@AthleticsRocket](https://twitter.com/AthleticsRocket) for information from the Athletics department.

**How does my student get involved in clubs or activities?** Students can attend meetings or talk to the sponsor. Some sports may have set tryouts. Students can see their peer leaders or counselor for assistance! Most meeting dates/times/locations are read in the daily announcements and sent to students via their school email account. A complete list of activities and coaches/sponsors can be found at <http://il.8to18.com/bchs/staff>.

**How do I login to Naviance?** Go to the CHS website, click on Naviance on the top right. For username and password information, please contact your student’s counselor.

**What is the athletics website?** <http://il.8to18.com/bchs>

**Where do I drop my student off and/or pick up?** Students should be dropped off and/or picked up at door 4. Door 4 is located in the student parking lot. Door 4 has multiple doors and stairs that lead up to it.

**What should I do if my student needs to leave school early?** You should call the attendance line prior to pickup and state the reason and time for leaving or send a note indicating the reason and time for leaving.



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Your student will receive a pass to leave class and will go to door 4 at the time you indicated. Your student will sign out with the dean assistant located at door 4.