

Please reply by Friday, January 25th.

We are trying to develop a system for the way we currently send passes out for students during the day. Currently we have student runners in our student services offices and when a student needs to be seen a runner is sent to their class to get them. We have found that an individual class could be interrupted multiple times during a period, which is what we want to eliminate. We have discussed various options, including having all passes for a particular day generated the night before and put in all second period teachers mailboxes for distribution. We recognize emergencies may arise and a student could be called down at a different time of the day. My question for all of you is, what system do you have in place to contact students with the least amount of interference to instructional time.

From: "Peter Geddeis" <petged@niles-hs.k12.il.us>

Niles West also uses Deans' Monitors, but we try to limit this to homerooms. To avoid multiple classroom interruptions, we irregularly schedule 25-minute homerooms throughout the year. These are primarily set up as counselor contact periods, to prepare for testing, do credit checks, etc. There are also one or two days during the year when counselors meet with all Junior English classes (for example) throughout the day to ensure that they are able to go over important counseling topics with all members of that specific class. Hope this helps!

Go Wolves!

Peter Geddeis
Director of Student Activities
Niles West High School

petged@niles219.org

From: "Donna Letzter" <dletzter@mail.sd129.org>

We do the same thing -- our Student Services student assistants run 'call' slips to the classes. It'd be nice to have a system that doesn't involve numerous interruptions to all the classes, but to just target 2nd hour may be problematic as well.

Donna Letzter
Director of Student Activities
English Faculty
Drama Sponsor
West Aurora High School
1201 W. New York Street
Aurora, IL 60506

Phone: 630-301-5517

Email: dletzter@sd129.org

From: "Ken Sorensen" <ksorensen@csd99.org>

At Downers Grove North we utilize the same process (as York). I am interested in hearing what other schools do.

From: K Lobitz <klobitz@WTHS.net>

We do passes in much the same way. Usually passes for one class period are all distributed within the first 15 minutes of class so there does not tend to be multiple disruptions. We have tried using a 'locker mail' system for passes but this did not prove successful as students sometimes did not get the passes or simply ignored them. Off-campus passes must be picked up in the attendance office by the student. This was done to limit disruptions as well. We do have office runners but now we have 2 total per period and they distribute passes for attendance, guidance and deans together rather than having separate office runners. Hope this helps.

Kim Lobitz
Warren Township High School
Student Activities Director

From: "Kevin Monahan" <Kevmon@niles-hs.k12.il.us>

We use a similar system as you do. Many times it isn't feasible to find out what students you will need to see the night before. If you can find them during a study hall than that would be helpful, but otherwise, Interrupting some class time is inevitable.

Kevin Monahan
Director of Student Activities
Niles North High School
9800 Lawler Rd
Skokie, IL 60077

From: "Friedrich, Lesa" <LFriedrich@dist113.org>

Highland Park High School
Our system is very similar, however most passes relate to attendance and are generated by period. This process is used for conversations that need to occur on a particular day. Each period (mainly morning) a security guard is sent to distribute the passes at the beginning of the period. For other situations (many activity/athletic related), we contact teachers via e-mail and ask that they send a student after class to a specific office/person. Yes a student may receive 4 notifications for a mid-day request (we have 9 periods), but we take our chances for not all teachers read their e-mail prior to the class the student is

in.

From: "Horak, Greg" <GHorak@sd206.org>

Call slips, same described below. I suggest the people who want the students go to the rooms and meet with them in the hall and put them back in class.

From: "Lynne Nolan" <lnolan@naperville203.org>

Our system has flaws, however, our counselors and deans give passes to one secretary who sorts them before they are given to runners, thus minimizing the number of interruptions.

Lynne Nolan
Dean of Student Activities
Naperville Central High School

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From: "Abraham, Robert" <Robert.Abraham@d303.org>

We have the same "interrupting" system that you have.

Bob Abraham

Waubonsie Valley High School – Our system is similar to the one you are currently using. - michele