

WHO YOU SHOULD KNOW AT RB TO HELP YOUR CHILD SUCCEED

Kristin Smetana, Interim Principal

October 6, 2014

MAURA KENNEDY, MAIN OFFICE

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL



Contact Information

442-7500 x2110

kennedym@rbhs208.net

- Student Handbooks
- Questions about school schedules and events, including the following:
 - Student of the Quarter ceremonies
 - Senior Awards Ceremony
 - Graduation related events, such as Senior photos, Cap and Gown orders, Graduation Tickets may be directed to Maura Kennedy and Tammy Mollo.
 - Dance Passes
 - Parent Teacher Conferences
 - Senior Picnic
- Alumni/Reunion Liaison
- Schedule appointments with Principal. In the case of a student issue, a meeting with the Principal will be scheduled after parent/student has met with teacher, department Instructional coach, or administrator.
- The PTO, Music Sponsors, Boosters and RBEF may contact Maura to:
 - check their mailbox.
 - post announcements in the Staff Bulletin

TAMMY MOLLO, MAIN OFFICE

*ADMINISTRATIVE ASSISTANT TO THE ASSISTANT PRINCIPAL
OF STUDENT AFFAIRS AND DEAN OF STUDENTS*

- Club/Group Activity info
- General Information
- Summer School
- Facility Requests (Internal & External Groups)
- Building Incidents (i.e. fire drill, lockdown etc.)
- Parking Permits
- Questions about the following events:
 - Dance Passes
 - Registration
 - Residency
 - Graduation
 - Parent Teacher Conferences
 - We are RB
 - Senior Awards
 - Senior Picnic
 - Summer Graduation



Contact Information

442-7500 x2111 or
442-8303
mollok@rbhs208.net

DAVE SIBLEY (A – M) & NEIL DUGHETTI (N – Z)

DEAN OF STUDENTS

- Discipline related questions
- Detentions and suspensions
- Report bullying in person or anonymously on RB's website (under student tab):
- http://www.rbhs2o8.net/forms/bullying_form/



Contact Information

442-7500 x2109 or
442-8301
sibleyd@rbhs2o8.net



Contact Information

442-7500 x2207 or
442-9238
dughettin@rbhs2o8.net

HEATHER SPRY, MAIN OFFICE

ATTENDANCE SECRETARY

- Absences, early dismissals and tardies
- Lunch and Saturday Detentions
- Homework for extended absences
- Work Permits
- Lockers
- Service Hours
- General Information



Contact Information

442-7500 x2191

442-8407

spryh@rbhs208.net

APRIL ENGLEHART, STUDENT SERVICES

STUDENT SERVICES ASSISTANT

- Provides Naviance login information to parents.
- Processes transcript requests after students submit a transcript request form to their counselor.
- General questions regarding the following events:
 - Evening Student Services programs
 - Incoming freshmen placement testing
 - Incoming freshmen registration



Contact Information

442-7500 x2190 or

442 – 8401

engleharta@rbhs208.net

GUIDANCE COUNSELORS STUDENT SERVICES



Melissa Carey
442-7500 x2197 or
442-8472
careym@rbhs208.net



Jim Franko
442-7500 x2355 or
442-8520
frankoj@rbhs208.net



Maggie Leiteritz
442-7500 x2196 or
442-8461
leiteritzm@rbhs208.net



Mike Reingruber
442-7500 x2320 or
442-8506
reingruberm@rbhs208.net



Renee Thomas
442-7500 x2308 or
442-8491
thomasr@rbhs208.net

GUIDANCE COUNSELORS STUDENT SERVICES

- Hold small group meetings to assist students in using the Naviance program
- Course selection process:
 - Begins in November for the next school year
 - Counselors meet with all of their students in small groups by grade level
 - Students have a one-on-one scheduling appointment with their counselor between November – January.
 - Course verification letters mailed home in the spring for parents to sign and approve and for students to make any final changes.
- Parents can contact counselors with questions regarding schedules, course selection, recommendations, service hours, and standardized tests.
- Student Services provides 10 evening programs for the college-bound student. Evening events are posted on the RB community calendar.
- The Student Services homepage is a great resource for the college-bound student and parents looking for college planning tips, financial aid and scholarship information.

MARI MORTENSEN CHRISTINE TAPPERT

SOCIAL WORKERS

- Offer groups for transfer students, students with Executive Functioning concerns, students with depression, and a grief support group.
 - Counselors work with the social workers to help identify students for these targeted groups.
- Teamed with specific counselors who typically refer students to see them.
 - If parents would like for their student to talk with one of our social workers, they can contact their student's counselor to start the referral process.



Mari's Contact Information

442-7500 x2317 or
442 -8496
mortensenm@rbhs2o8.net



Christine's Contact Information

442-7500 x2195 or
442 -8448
tappertc@rbhs2o8.net

MARK MACIUSZEK, PILLARS COUNSELOR STUDENT SERVICES

- A licensed counselor from Pillars is in the building 2 days a week and provides wrap services to approximately 15 students and families. Students are referred to this service through the social workers.
- Additionally, a Certified Alcohol and Drug counselor will be in the building 3 days a week.



Contact Information

442-7500 x2328 or

442 – 9290

maciuszekm@rbhs208.net

JOHANNA BRUCKNER, PSYCHOLOGIST

- Our school psychologist and one of our social workers partner with Erika's Lighthouse to bring mental health awareness to sophomores in Health classes.
- Assists with progress monitoring of students in reading or extended algebra.
- Collaborates with social workers to provide support to students.



Contact Information

442-7500 x2185 or
442 – 8396
brucknerj@rbhs2o8.net

ALISON JACKSON,

SCHOOL NURSE

SHARON SEDIVY

STUDENT HEALTH SERVICES OFFICE ADMINISTRATIVE ASSISTANT

- Processes physical examination and immunization forms
- Health plans
- School Medication Authorization
 - No school personnel shall administer to any student, nor should any student possess or consume any prescription or non-prescription medication until a completed and signed school medication authorization form is filed.
- Due to the high volume of students seen in the Health Office daily, parents are encouraged to make an appointment to see the Nurse between 7:30 A.M.-8:30 A.M. and 2:30 P.M.-3:30 P.M.



Alison's Contact Information

442-7500 x2152 or
442 - 8363
jacksona@rbhs208.net



Sharon's Contact Information

442-7500 x2251 or
442 - 9313
sedivys@rbhs208.net

BUSINESS OFFICE

- Collect payments for fee statements and programs such as:
 - Summer school
 - Summer camps
 - Test fees (PSAT) or test preparation classes
- Free and reduced lunch applications
- Replace student IDs
- Run the bookstore
 - Open at 7:30 every morning
 - Open during lunch periods on Tuesdays and Thursdays



Aileen Huebner's Contact Information

442-7500 x2104 or
442 – 8261
huebnera@rbhs208.net



Jen Reynolds' Contact Information

442-7500 x2106 or
442 – 8268
reynoldsj@rbhs208.net

Eileen Pusateri's Contact Information

442-7500 x2105 or
442-8264
pusaterie@rbhs208.net

TERRY CAVANAUGH

ADMINISTRATIVE ASSISTANT TO THE ASSISTANT PRINCIPAL FOR ATHLETICS

- IHSA physicals
- General athletic questions regarding tryouts, competitions, boosters, participation fee, etc.
- Specific questions about a athlete's current season should be directed to the coaches. All coaches have an RB email.
- Visit the athletic website for additional information:
 - <http://www.rbhs208athletics.org/>



Contact Information

442-7500 x2114 or

442 – 8319

cavanaugh@rbhs208.net

GENERAL TEACHER INFORMATION

- The most efficient way to contact teachers is through their school emails. Emails can be found on RBHS's website under the staff directory.
- Please direct initial questions or concerns about classes first to the teacher. After the teacher, instructional coaches can assist with questions regarding department curriculum. Instructional coaches and teachers are happy to meet with a parent if a phone call or email exchange cannot satisfactorily address parent questions or concerns.
- Teachers typically post weekly schedule of help availability in their classrooms.
- One commonly asked question of teachers regards final exams. School policy prohibits allowing students to take final exams before the scheduled time.
- Technological resources:
 - Schoology: class information, resources, and assignments
 - Skyward: course grades

ADDITIONAL SUPPORTS AND INFORMATION

- Academic Support
 - Students Together Achieving Results (STAR) peer mentoring
- Helping Others Pursue Excellence (HOPE) mentoring for sophomores
- National Honors Society (NHS) tutoring
 - Tuesday/Thursday after school from 3:10-3:45 p.m.
 - Wednesday/Friday before school from 7:30-7:55 a.m.
- RB Prep – ACT preparation opportunity for juniors
- Library is open before and after school (7 a.m. – 4 p.m.) for a quiet place to study, access to the computers, and research assistance.

STAYING INFORMED

- Visit RBHS's website to stay informed
 - Sign up for daily student bulletins
 - Subscribe to monthly district newsletters
 - Sync your calendar to the school's google calendar
 - New features include:
 - Extracurricular information
 - Staff Directory