

**AVENUES FOR ADDITIONAL SUPPORT**  
**August, 2011**

**MAIN OFFICE – 217-787-1595**

**PRINCIPAL ... Sr. Margaret Joanne Grueter, O.P.**  
(smjg@shg.org)

Curriculum  
Teacher Problems or Situations  
Parent Contacts  
Teacher Supervision  
Sexual Harassment  
Enforcement of Policies  
Approval for Field Trips, Fund raisers  
Contracts for Faculty  
Approval for Workshops  
Approval for Personal and Professional Days  
Self Reports of Drug/Alcohol Policy Violations  
I-20 International Students

**ASSISTANT PRINCIPAL ... Mr. Bob Brenneisen**

Teacher Supervision  
Attendance Records/Early Dismissals  
Athletics  
Teacher Problems or Situations  
Reserving Rooms in Building  
Dress Code Interpretation  
Discipline Problems  
AdvancEd process and review  
Honors Night  
Lists of Students for Field Trips  
Substitutes/Lesson Plans  
Monitor Sick/Personal Days

**ADVANCEMENT OFFICE – 217-787-9732**

**PRESIDENT ... Sr. Katherine O'Connor, O.P.**  
(skoconnor@shg.org)

Chief Executive Officer of SHG  
Mission Effectiveness  
SHG Board of Directors  
Strategic Planning  
Policy Formation  
Financial Issues  
Development Issues  
Legal Issues  
Public Relations

**VICE PRESIDENT ... Mrs. Bev Neisler, C.F.R.E.**

Public Relations  
Marketing  
Student Recruitment  
Fundraisers  
Special Events (i.e. Mostaccioli, Raffle)  
Endowment  
Memorials  
Estate Planning  
Alumni Office

**BUSINESS MANAGER ... Mr. Tom Fiaush**

Tuition (F.A.C.T.S.)  
Scholarship Process  
Financial Aid  
Accounts Payable  
Accounts Receivable

**DIRECTOR STUDENT AND FAMILY SERVICES ... Dr. Bill Moredock**  
**GUIDANCE and COUNSELING**

Substance abuse prevention/problems  
Schedule changes/concerns  
Student problems/academics  
Relational problems between students/teachers or student/student  
Concern about safety/well-being of student  
Crisis intervention  
Concerns regarding parents of students  
College/Scholarship recommendation letters  
St. John's partnership  
Dual Credit (Benedictine University)

**DEAN ... Mr. Eric Chrzanowski**

Discipline problems  
Detentions  
Academic dishonesty  
Dress code interpretation  
Cars/Parking/Parking problems  
Injuries/First Aid assistance  
Student permission to use phones

**DIRECTOR OF ACADEMIC SUPPORT – Mrs. Kara Rapacz**

Grade level meetings  
Teaching/Learning Strategies  
Learning Lab  
Students with learning challenges  
P.A.S.S. liason

**TEACHERS ...**

Clarification of class assignments  
Discipline rendered to your student  
Student's academic progress  
Posted assignments/grades  
Concerns relating to a particular class

**CAMPUS MINISTRY ... Sr. Linda Mary DeLoinas**  
**Mr. Phil Seck**

Activities and programs of Campus Ministry  
Service Hours  
Service Opportunities  
Kairos and other retreats

**STUDENT ABSENCES:** Call 217-787-1595 **BEFORE 9:00 A.M.** (you may leave a voice mail)

**ADDITIONAL INFORMATION SOURCES**

**E-MAIL ADDRESSES** – lastname @ shg.org (all faculty and staff except the sisters; check the website)  
**MAIN OFFICE** – 217-787-1595 (Monday through Friday 7:00 A.M. – 3:30 P.M.)

[www.shg.org](http://www.shg.org) – daily announcements, calendar, monthly newsletter, faculty directory, e-mail addresses, honor roll

[www.thezonelive.com](http://www.thezonelive.com) – announcements, cafeteria lunch menu, calendar