

AVENUES FOR ADDITIONAL SUPPORT 2009-2010

MAIN OFFICE - 787-1595

PRINCIPAL ... Sr. Margaret Joanne Grueter, O.P.

(smjg@shg.org) x 105

- 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

ASSISTANT PRINCIPAL ... Mr. Bob Brenneisen

(brenneisen@shg.org) x 104

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

DIRECTOR STUDENT AND FAMILY SERVICES ... Dr. Bill Moredock (x 127)

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

DEAN ... Mr. Eric Chrzanowski (x 108)

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

TEACHERS ...

- Clarification of class assignments
- Discipline rendered to your student
- Student's progress (beyond mid-terms and report cards)
- Concerns relating to a particular class

CAMPUS MINISTRY ...

Sr. Linda Mary (x 150)

Mr. Simon Cory (x 148)

- Service Hours
- Activities and programs of Campus Ministry

ADVANCEMENT OFFICE - 787-9732

PRESIDENT ... Sr. Katherine O'Connor, O.P.

(skoconnor@shg.org) x 141

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

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

(neisler@shg.org) x 143

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

BUSINESS MANAGER ... Mr. Tom Fiaush

(fiaush@shg.org) x 147

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

STUDENT ABSENCES: Call 787-1595 **BEFORE** 9:00 AM (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 for theirs)

MAIN OFFICE - 217-787-1595 (Monday through Friday 7:00 AM - 4:00 PM)

MONTHLY NEWSLETTER online on shg homepage

www.shg.org - daily announcements, calendar, monthly newsletter, faculty directory, e-mail addresses, honor roll

www.thezonelive.com - announcements, cafeteria lunch menu, calendar