



# **District 163 Communication Guide**

September 2020



Caletha White, Ed. D  
Superintendent of Schools

## District 163 Communication Guide

**We believe that meaningful and effective communication between parents and the School District 163 community is important as we work together on behalf of students. The protocols below are guidelines to help parents ensure they are connecting with the appropriate staff for support, concerns or questions.**

- We will always listen to each parent.
- Please be patient as the expectation is for staff to respond within 24 hours.
- In case of an emergency related to health or safety, please contact the Principal immediately.
- Contact the Superintendent if there is no response from the school principal or if you have questions or concerns related to school Administration, District 163 Policy, or community engagement.

**It is our goal that all parties follow key principles during communications:**

- Maintain a respectful, calm and polite tone
- Be open-minded and honest
- Be prepared to work collaboratively to solve problems
- Recognize that confidentiality may limit the sharing of some information

**In order to provide important information to our families in a timely way, these are the primary tools we use to enhance communication between school and home:**

- District Website
- School Websites
- Skylert Messaging: a web-based parent notification system via email, text or phone call from school Principals, District office personnel or the Superintendent
- Teacher Newsletters, Schoology, Class Dojo
- Principal Newsletters
- Superintendent Newsletters
- Social Media: District Facebook and Twitter accounts
- Event Flyers

**21<sup>st</sup> Century  
Primary Center**  
240 S. Orchard Dr.  
Park Forest, IL  
60466  
(708) 668-9490  
Fax (708) 747-0261

**Algonquin  
Pre-Kindergarten  
Center**  
170 Algonquin  
Park Forest, IL 60466  
(708) 668-9200  
Fax (708) 503-2267

**Barack Obama  
School of  
Leadership and  
Stem**  
401 Concord Drive  
Chicago Heights, IL  
60411  
(708) 668-9100  
Fax (708) 283-2358

**Blackhawk Primary  
Center**  
130 Blackhawk Drive  
Park Forest, IL 60466  
(708) 668-9500  
Fax (708) 481-0917

**Mohawk Primary  
Center**  
301 Mohawk  
Park Forest, IL 60466  
(708) 668-9300  
Fax (708) 748-9738

**Michelle Obama  
School of Technology  
and the Arts**  
530 Lakewood  
Park Forest, IL 60466  
(708) 668-9600  
Fax (708) 503-2297

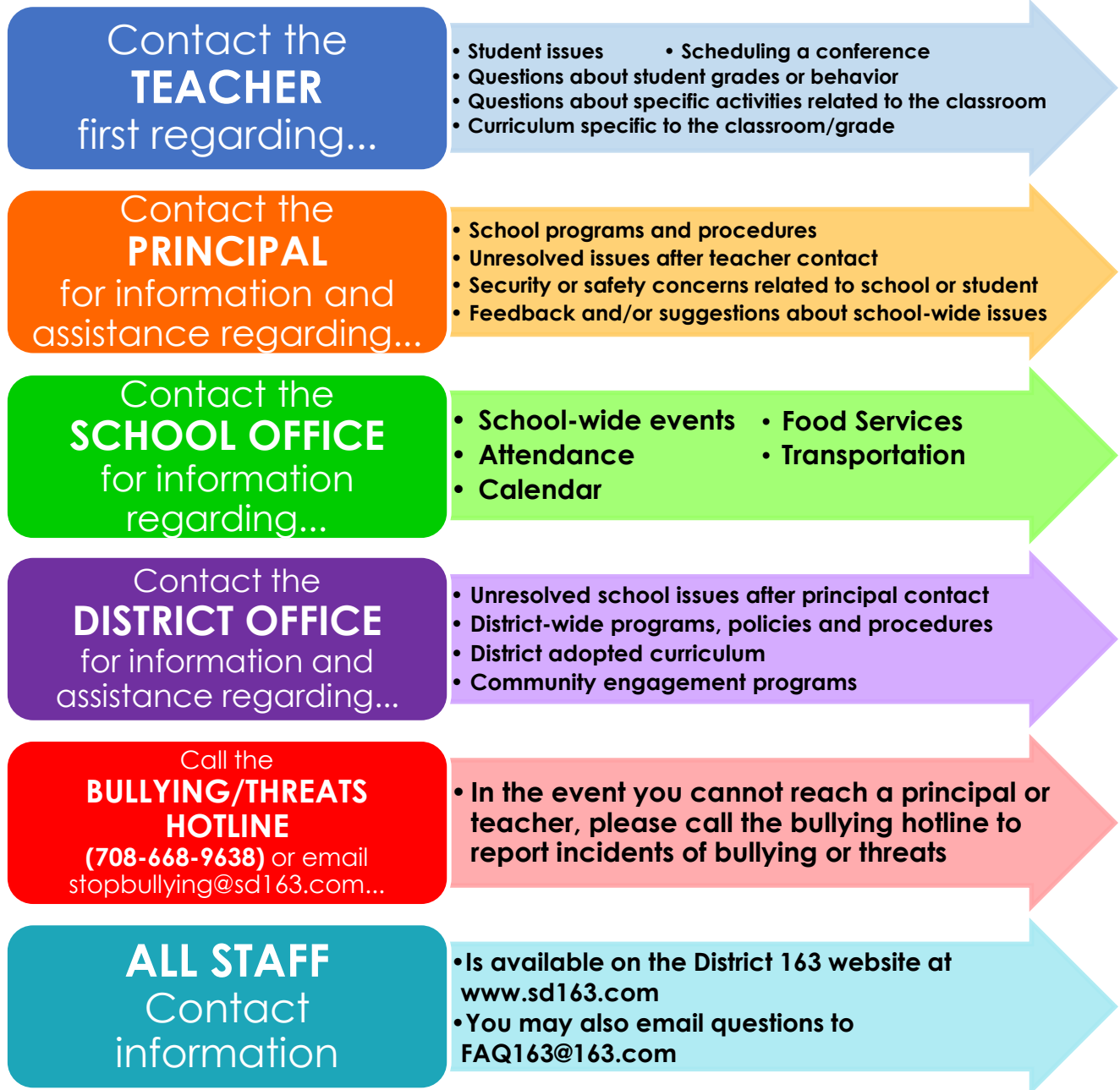
**“Continuing to Build Positive and Effective Learning Communities”**

**Park Forest-Chicago Heights School District 163**  
[www.sd163.com](http://www.sd163.com)

**242 S. Orchard Drive**  
**Park Forest, IL 60466**



# Who to Contact...



<b>21<sup>st</sup> Century Primary Center</b> 240 S. Orchard Dr. Park Forest, IL 60466 (708) 668-9490 Fax (708) 747-0261	<b>Algonquin Pre-Kindergarten Center</b> 170 Algonquin Park Forest, IL 60466 (708) 668-9200 Fax (708) 503-2267	<b>Barack Obama School of Leadership and Stem</b> 401 Concord Drive Chicago Heights, IL 60411 (708) 668-9100 Fax (708) 283-2358	<b>Blackhawk Primary Center</b> 130 Blackhawk Drive Park Forest, IL 60466 (708) 668-9500 Fax (708) 481-0917	<b>Mohawk Primary Center</b> 301 Mohawk Park Forest, IL 60466 (708) 668-9300 Fax (708) 748-9738	<b>Michelle Obama School of Technology and the Arts</b> 530 Lakewood Park Forest, IL 60466 (708) 668-9600 Fax (708) 503-2297
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## Administrative Team Contact Information

*Dr. Calettha White, Superintendent: (708) 668-9427*

*Dr. Ericka Patterson, Associate Superintendent of Human Resources: (708) 668-9408*

*Dr. Regina Nottke, Assistant Superintendent of Student Services: (708) 668-9403*

*Mr. David Ricker, Chief School Business Official: (708) 668-9402*

*Dr. Erika Johnson, Director of Instructional Services and Grants: (708) 668-9404*

*Ms. Valerie Valente, Director of Technology and STEM: (708) 668-9454*

*21st Century Primary Center • Ms. Angela Starks, Principal: (708) 668-9451*

*Algonquin Pre-Kindergarten Center • Mrs. Lori Colbert, Principal and  
Director of District Honors Program: (708) 668-9201*

*Barack Obama School of Leadership and STEM • Dr. Khari Grant, Principal: (708) 668-9101*

*Mrs. Veneeta Phelps, Assistant Principal: (708) 668-9106*

*Mrs. Muriel McClam-Hollimon, Assistant Principal: (708) 668-9111*

*Blackhawk Primary Center • Dr. Felix Anderson, Principal: (708) 668-9502*

*Michelle Obama School of Technology and the Arts • Mrs. Kristin Foster, Principal: (708) 668-9603*

*Mr. TJ Lee, Assistant Principal: (708) 668-9606*

*Mohawk Primary Center • Mrs. Chrishawn Chinn, Principal: (708) 668-9300*

*District Climate and Culture Coordinator  
Family Resources Phone Line • Dr. Stephanie Lloyd: (708) 668-9638*