

New Student Guide

WELCOME TO

Prospect High School



801 W Kensington Road
Mt Prospect, IL 60056
Main Office: 847-718-5200
www.d214.org/phs



@KnightsOfPHS

Welcome to Prospect High School!

The students and staff of Prospect are proud of the traditions of excellent academic reputation, spirited involvement, and climate of respect.

This guide is designed to help you become familiar with our school. If you have any questions, please feel free to contact your school counselor. Learn as much as you can, participate in school activities, and value the friendships you will make. We invite you to become an active Prospect High School student.



Counselor Information

Name	Email	Phone
Diane Bourn	diane.bourn@d214.org	847-718-5279
Rachel Brill	rachel.brill@d214.org	847-718-5287
Colleen Carroll	colleen.carroll@d214.org	847-718-5277
Lauren Collins	lauren.collins@d214.org	847-718-5440
Timothy Franklin	timothy.franklin@d214.org	847-718-5282
Cathy Hill	cathy.hill@d214.org	847-718-8278
Jeff Kondrad	jeff.kondrad@d214.org	847-718-5286
Jaclyn Sandberg	jaclyn.sandberg@d214.org	847-718-5339
Todd Soderwall	todd.soderwall@d214.org	847-718-5283

Specialist Information

Name	Email	Phone
Doug Berg - Social Worker	doug.berg@d214.org	847-718-5285
Selby (Roth) Kosky - Psychologist	selby.kosky@d214.org	847-718-5300
Andrea Salzman - Social Worker	andrea.salzman@d214.org	847-718-5288
Fitore Gjemnica - Psychologist	fitore.gjemnica@d214.org	847-718-5284



People You Should Know

Administrative Staff

Mr. Greg Minter	Principal	Main (115)
Ms. Iris Dominguez	Associate Principal / Instruction	Main (115)
Ms. Kara Kendrick	Associate Principal / Student Services	Main (115)
Mr. Frank Mirandola	Assistant Principal / Student Activities	Activities (147)
Mr. Adam Levinson	Div. Head - Student Safety & Wellness	Attendance (146)
Mr. Nick Olson	Div. Head - Student Safety & Wellness	Attendance (146)
Ms. Tina Athanasopoulos	Div. Head - Social Studies/World Languages	Room 218C
Ms. Julianne Evans	Div. Head - Math / Science	Room 310
Ms. Lisa Soukup	Div. Head - English	Room 210
Mr. Seth Hettel	Div. Head - CTE / Fine Art / PE	
Ms. Christina Diaz	Div. Head - Special Education	Room 207

Student Services (Room 114)

Counselors

Ms. Rachel Brill	Ms. Lauren Collins	Mr. Tim Franklin
Ms. Diane Bourn	Ms. Cathy Hill	Ms. Jackie Sandberg
Ms. Colleen Carroll	Mr. Jeff Kondrad	Mr. Todd Soderwall

Social Workers

Mr. Doug Berg
Ms. Andrea Salzman

Psychologists

Ms. Selby Kosky
Ms. Fitore Gjemnica

Other Student Services Staff

Ms. Yesenia Ortega - Administrative Assistant
Ms. Angelica Villanueva - Registrar

College and Career Center (Room 116)

Ms. Diane Bourn - Post Secondary Counselor
Ms. Kirsten Anzalone - College & Career Center Assistant

Attendance Office (Room 146)

Ms. Mary Burkhardt

Ms. Maggi Soto

Health Office (Room 137)

Ms. Cheryl Novak - Nurse
Ms. Kathy Ponsot - Nurse Assistant



What Should I Do?

Absences / Tardiness

- Parents/guardians should call the Attendance Office by 10:00 AM on the day of the absence if possible. Calls may be made to the Attendance Office at any time of the day or night at 847-718-5201 to leave a message.
- Sick/injured during class - Ask your classroom teacher for a pass to the nurse (Room 138).
- Extended absence – If you are absent more than 3 days, contact the teacher by phone or email to obtain assignments. Staff phone numbers and email addresses are located on Prospect’s website (<http://phs.d214.org/directory>).
- Students parentally excused for 10 or more days will be required to provide medical documentation.
- Appointment during school hours – have a parent call and excuse you from school AHEAD OF TIME.

Announcements

- Announcements are posted daily on the Schoology feed for each grade level and on the PHS website.
- At times your family will receive phone or email announcements or messages at home.

Activity / Athletic Participation

- Check the daily announcements, email the sponsor/coach of the club or sport, or contact the Student Activities office: (847) 718-5219 or the Athletic Office (847) 718-5233 for information.

Bell Schedule / Passing Periods

- The Bell Schedule is included in this booklet. Prospect will be on a block schedule and alternate between A and B days.
- During Remote Learning, there is a 5-minute passing period between classes. Use this time to use the restroom, do a brief stretch, or get a snack or drink of water

Class Schedule

- If you have a question about your schedule, email your counselor or set up an appointment to meet with your counselor. Remember to check your email for a response.
- Access your schedule on Infinite Campus.

Dress Code

- Appropriate attire is expected, including during Remote Learning (See “Dress/Appearance” Section of Academic Handbook.

ID cards

- Memorize your ID number and your NetID
- You are expected to carry your current ID card at all times while on campus.

- If you have not yet received your ID card, you will get one when we return to school in person.

Personal Problems

- If you are experiencing a problem with another student, or are being threatened or harassed, see your counselor, one of the Div. Heads for Student Safety & Wellness, or the police counselor.
- If you are experiencing a problem with a family member, or are feeling stressed or anxious and need to talk with someone, see your counselor, the psychologist, or the social worker.

Teacher Issues

- Discuss the problem before or after school so you can meet privately with the teacher. If you feel uncomfortable about approaching the teacher, see your counselor for help or suggestions.

Technology Assistance

- Visit the staff at the Tech Help Desk in the Library (KLC) for help with your iPad or password issues.
- Email phshelpdesk@d214.org or call 847-718-5266 for assistance.

Tutoring / Academic Assistance

- Make an appointment to meet with your teacher before school or during free periods, or utilize the Resource areas below during your study hall, lunch hour, or before/after school.
- Math Science Resource Room – Help is available in all Math and Science subject areas.
- KITT Tutors – Peer tutors are available to work with you one-on-one.

Infinite Campus (App/Website)

- Students: Use Campus App on iPad ; Log in with NetID information
- Parents: Link found under PHS Website (https://ic.d214.org/campus/portal/township_214.jsp)
- For questions about Infinite Campus / Parent Portal, contact the Technology Help Desk at phshelpdesk@d214.org or 847-718-5266.
- Look up class schedule, check grades and assignments, check attendance, obtain report cards, review missing assignment report, review an unofficial transcript.

Schoology (App/Website)

- Students: Use Schoology App on iPad ; Log in with NetID information
- Parents: Link found under PHS Website (<https://schoology.d214.org/login/ldap?&school=26201007>)
- Teachers post class information, notes, and assignments here on a class page. Schoolwide and Grade level announcements are also posted on the main feed. Parents can obtain an account to check their students' courses by emailing a teacher for an access code.

Naviance (Website)

- Students: Link found under PHS Website under Students tab ; Log in with NetID information
- Contact your counselor with questions on how to utilize Naviance
- College and career research, track college applications, upcoming college visits, browse local scholarships, develop resume, explore career matches.



High School Graduation Requirements

English – 4 years of English are required.

Math – 3 years of Math are required; 4 years are strongly recommended.

- Must include Algebra and Geometry

Science – 2 years of Science are required; 3-4 years are strongly recommended.

- Biology, Chemistry, and Physics are suggested

Social Studies – 2 years of Social Studies are required; 3 years are strongly recommended.

- Human Geography, World History, and US History are suggested.
- US History and the Constitution Test are required

Physical Ed – 7 semesters of PE and one semester of Health are required

- PE Waiver – any athlete or band member are eligible for a PE Waiver Study
- Health – this class will be taken instead of PE for one semester during Sophomore year

World Language or Career/Technology Ed (CTE) - 1 year of either World Language or CTE course is required

- World Language – through level 2 is suggested
- CTE courses include, but are not limited to: Automotive Tech, Culinary Arts, Computer Programming

Consumer Education – 1 course is required

- Personal Finance or Consumer Education fulfill this requirement

Fine Arts – 1 course is required

- Art 1, Photo 1, Graphic Arts Design, Intro 3D Art, Guitar 1, Dance 1, Orchestras, Marching Band, Choir, Orchestra, Acting 1 all fulfill this requirement

Constitution Test – This is taken during your US History course.

Standardized Testing – As required by the State of Illinois, the SAT is taken during school.

Credit Hour Requirements - Students must earn 21 credits or more to graduate.



What Do I Need to Know About the College Application Process?

Post-Secondary Counselor

Diane Bourn diane.bourn@d214.org 847-718-5279

College and Career Center Assistant

Kirsten Anzalone Kirsten.anzalone@d214.org 847-718-5289

Prospect's CEEB Code (ACT/SAT) is: 143062

The College and Career Center (CCC) (Room 116)

It is essential for today's high school graduates to pursue some form of postsecondary education in order to have the greatest potential for lifetime career options and opportunities. Typically, over 90% of Prospect graduates attend college. For this reason, we provide counseling core curriculum sessions, evening events and other activities aimed to assist our families with college planning. Some students, however, may find vocational training, certificate programs or other postsecondary training opportunities to be the best fit for them.

There are many resources available here at Prospect High School to help you throughout the post-high school planning process. Naviance, a web-based college planning tool, is available to assist your student in his or her college/career planning tasks. Additionally, your child's school counselor will be an invaluable resource as he or she continues to work with your son or daughter for the remaining high school years.

Assessment Center

Janice Sokolik janice.sokolik@d214.org 847-718-5413

For assistance with registering for AP, SAT, or ACT examinations, contact the Assessment Center Supervisor.

All Juniors will take the SAT during the school day free of charge as a graduation requirement in Illinois. It is optional to take additional SAT or ACT examinations. To sign up for a test date, visit CollegeBoard.org or ACT.org.

BLOCK SCHEDULE



REGULAR BELL SCHEDULE

YEAR: 2021-2022

SCHEDULE	TIME	NAVY	COLUMBIA
ZERO HOUR	7:30 - 8:20 AM	ZERO HOUR	ZERO HOUR
BLOCK 1	8:35 - 9:55 AM	PERIOD 1	PERIOD 5
BLOCK 2	10:00 - 11:20 AM	PERIOD 2	PERIOD 6
BLOCK 3	11:25 - 1:35 PM (EMBEDDED 45 MIN LUNCH)	PERIOD 3	PERIOD 7
BLOCK 4	1:40 - 3:00 PM	PERIOD 4	PERIOD 8
AFTER SCHOOL	3:00 - 3:20 PM	STUDENT SUPPORT	STUDENT SUPPORT

LUNCH SCHEDULE



SCHEDULE

TIME

BLOCK 3 - LUNCH A

LUNCH 11:25-12:10
CLASS 12:15-1:35

BLOCK 3 - LUNCH B




CLASS 11:25-12:05
LUNCH 12:05-12:50
CLASS 12:55-1:35

BLOCK 3 - LUNCH C

CLASS 11:25-12:45
LUNCH 12:50-1:35



AUGUST 2021




-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
	1	2	3	4	5	6	7
8		9 Institute Day	10 In Service Day	11 First. Day of Classes 1st Quarter	12	13	14
15		16	17	18	19	20	21
22		23	24	25	26	27	28
29		30	31				

**** August 1 - 8 is IHSA
Blackout Week. ****



SEPTEMBER 2021




-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
				1	2	3	4
5		6 Labor Day Building Closed	7 Non-attendance Day Building Closed	8	9	10	11
12		13	14	15	16 Non-attendance Day Building Closed	17	18
19		20	21	22	23	24	25
26		27	28	29	30		

**** September 13th - 18th is Homecoming weekend and is designated as a "no homework weekend". ****






OCTOBER 2021

-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
						1	2
3		4	5	6	7	8 End of 1st Quarter	9
10		11 Institute Day	12 First. Day of Classes 2nd Quarter	13	14	15	16
17		18	19	20	21	22	23
24		25	26	27	28	29	30



NOVEMBER 2021




-  Navy
-  Columbia
-  Student Non Attendance Day

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Non-attendance Day Building Closed	25 Thanksgiving Day Building Closed	26 Non-attendance Day Building Closed	27
28	29	30				

**** November 24th - 28th is designated as a "no homework" weekend. ****



DECEMBER 2021

-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
				1	2	3	4
5		6	7	8	9	10	11
12		13	14	15	16	17 End of 2nd Quarter	18
19		20 Winter Break Building Open	21 Winter Break Building Open	22 Winter Break Building Open	23 Winter Break Building Open	24 Winter Break Building Open	25
26		27 Winter Break Building Closed	28 Winter Break Building Closed	29 Winter Break Building Closed	30 Winter Break Building Closed	31 Winter Break Building Closed	

**** December 18th - January 3rd is designated as a "no homework" break". ****

JANUARY 2022






- Navy
- Columbia
- Student Non Attendance Day

**** December 18th- January 3rd is designated as a "no homework" break". ****

	S	M	T	W	T	F	S
							1
2		3 In-Service Day	4 First. Day of Classes 3rd Quarter	5	6	7	8
9		10	11	12	13	14	15
16		17 Dr. Martin Luther King Jr. Day Building Closed	18	19	20	21	22
23		24	25	26	27	28	29
30		31					






FEBRUARY 2022

-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
			1	2	3	4	5
6		7	8	9	10	11	12
13		14	15	16	17	18 Non-attendance Day	19
20		21 President's Day Building Closed	22	23	24	25	26
27		28					






MARCH 2022

-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
			1	2	3	4	5
6		7	8	9	10	11 End of 3rd Quarter	12
13		14 First. Day of Classes 4th Quarter	15	16	17	18	19
20		21 Spring Break	22 Spring Break	23 Spring Break	24 Spring Break	25 Spring Break	26
27		28	29	30	31		

APRIL 2022






-  Navy
-  Columbia
-  Student Non Attendance Day

	S	M	T	W	T	F	S
						1	2
3		4	5	6	7	8	9
10		11	12	13 SAT	14 PSAT	15 Non-attendance Day Building Closed	16
17		18 Institute Day	19	20	21	22	23
24		25	26	27	28	29	30

MAY 2022



-  Navy
-  Columbia
-  Student Non Attendance Day

S	M	T	W	T	F	S
	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27 Last Day of Classes 4th Quarter	28
29	30 Memorial Day Building Close	31				