## **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



## 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 Ms. Iris Dominguez Ms. Kara Kendrick Mr. Frank Mirandola Mr. Adam Levinson Mr. Nick Olson Ms. Julianne Evans Ms. Lisa Soukup Mr. Seth Hettel Ms. Christina Diaz

Principal Associate Principal / Instruction Associate Principal / Student Services Assistant Principal / Student Activities Div. Head - Student Safety & Wellness Div. Head - Student Safety & Wellness Ms. Tina Athanasopoulos Div. Head - Social Studies/World Languages Div. Head - Math / Science Div. Head – English Div. Head - CTE / Fine Art / PE **Div. Head - Special Education** 

Main (115) Main (115) Main (115) Activities (147) Attendance (146) Attendance (146) Room 218C Room 310 Room 210

Room 207

#### Student Services (Room 114)

Counselors

Ms. Rachel Brill Ms. Diane Bourn Ms. Colleen Carroll Ms. Lauren Collins Ms. Cathy Hill Mr. Jeff Kondrad

Mr. Tim Franklin Ms. Jackie Sandberg Mr. Todd Soderwall

#### **Social Workers**

Mr. Doug Berg Ms. Andrea Salzman

#### **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

#### Health Office (Room 137)

Ms. Cheryl Novak - Nurse Ms. Kathy Ponsot - Nurse Assistant Ms. Selby Kosky Ms. Fitore Gjemnica

Ms. Maggi Soto

**Psychologists** 



#### 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 (<u>http://phs.d214.org/directory</u>).
- Students parentally excused for 10 or more days will be required to provide medical documentation.
- <u>Appointment during school hours</u> 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 (<u>https://ic.d214.org/campus/portal/township\_214.jsp</u>)
- For questions about Infinite Campus / Parent Portal, contact the Technology Help Desk at <u>phshelpdesk@d214.org</u> 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 (<u>https://schoology.d214.org/login/ldap?</u> <u>&school=26201007</u>)
- 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.



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 <u>either</u> 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, Orchesis, 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 C	<u>enter Assistant</u>			
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 webbased 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 <u>CollegeBoard.org</u> or <u>ACT.org</u>.

# 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	<b>11:25 - 1:35 PM</b> (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





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

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

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

### SCHEDULE

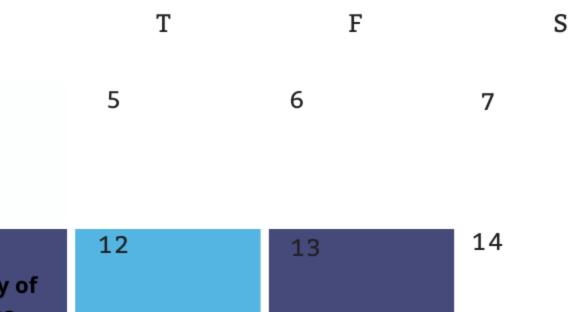
BLOCK 3 - LUNCH A

BLOCK 3 - LUNCH B

BLOCK 3 - LUNCH C

# **AUGUST 2021**

		S	М	Т	W	Т	F	
	PROSPECT	1	2	3	4	5	6	7
	Navy	8	9 Institute Day	10 In Service Day	11 First. Day of	12	13	14
	Columbia				Classes 1st Quarter			
	Student Non Attendance Day	15	16	17	18	19	20	21
	Accordance Day	22	23	24	25	26	27	28
** A Blac	ugust 1 - 8 is IHSA kout Week. **	29	30	31				





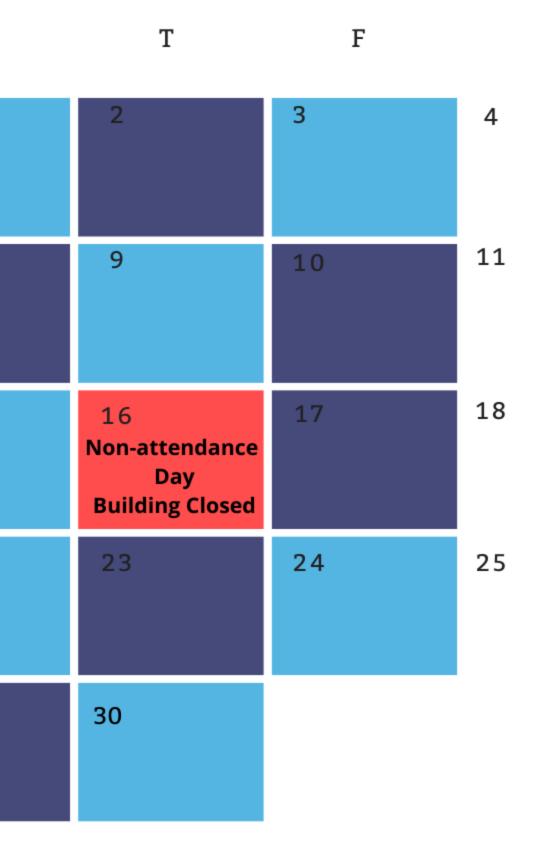
# Navy 5 Columbia Student Non Attendance Day 19

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\*\* September 13th - 18th is
Homecoming weekend and 26
is designated as a "no
homework weekend". \*\*

## **SEPTEMBER 2021**

М	Т	W
		1
6 Labor Day Building Closed	7 Non-attendance Day Building Closed	8
13	14	15
20	21	22
27	28	29





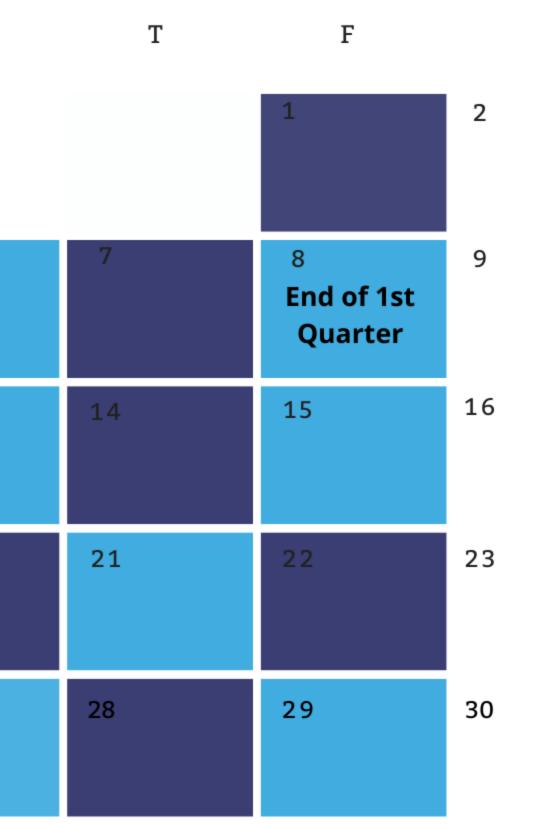
Navy	3
Columbia	
Student Non	10
Attendance D	ay 17

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24

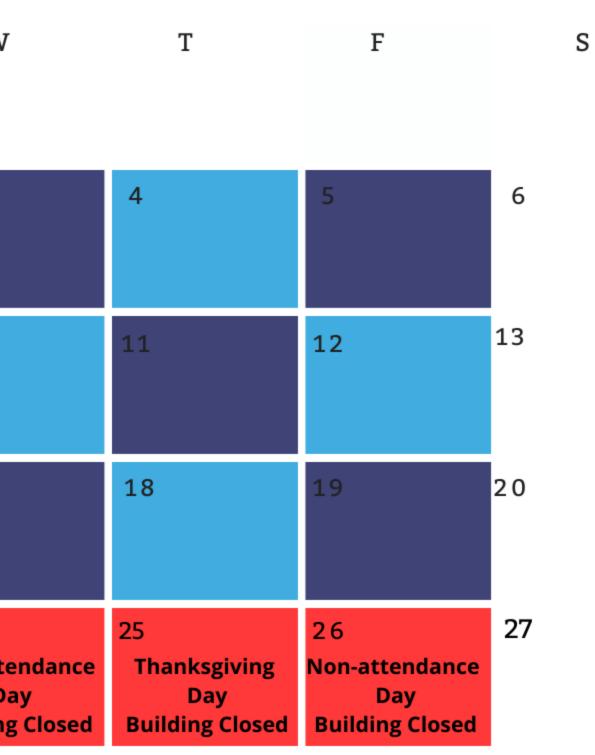
**OCTOBER 2021** 

М	Т	W
4	5	6
11 Institute Day	12 First. Day of Classes 2nd Quarter	13
18	19	20
25	<b>26</b> 30	27



## **NOVEMBER 2021**

PROSPECT	S	М	Т	W
Navy		1	2	3
Columbia	7	8	9	10
Student Non Attendance Day	14	15	16	17
** November 24th - 28th is designated as a "no	21	22	23	24 Non-atte Da Building
homework" weekend". **	28	29	30	





Navy 5 Columbia 12 Student Non Attendance Day 19

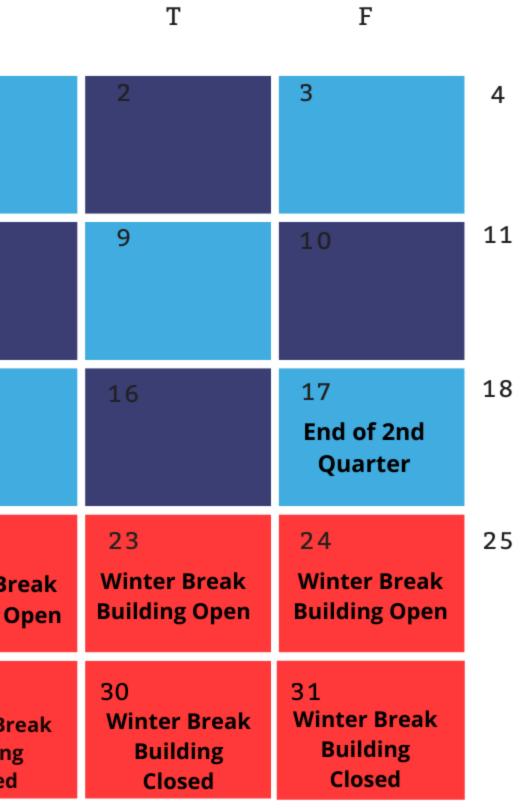
\*\* December 18th - January 3rd is designated as a "no homework" break". \*\*

26

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**DECEMBER 2021** 

М	Т	W
		1
6	7	8
13	14	15
20	21	22
Winter Break Building Open	Winter Break Building Open	Winter B Building (
27 Winter Break Building Closed	28 Winter Break Building Closed	29 Winter Br Buildin Closed



## **JANUARY 2022**

PROSPECT

Navy	2
Columbia	9
Student Non Attendance Day	16
** December 18th- January 3rd is designated as a "no homework" break". **	23

S

30

М	Т	W
3 In-Service Day	4 First. Day of Classes 3rd Quarter	5
10	11	12
17 Dr. Martin Luther King Jr. Day Building Closed	18	19
24	25	26
31		





Navy

Columbia	
Student Non	

Attendance Day

20

27

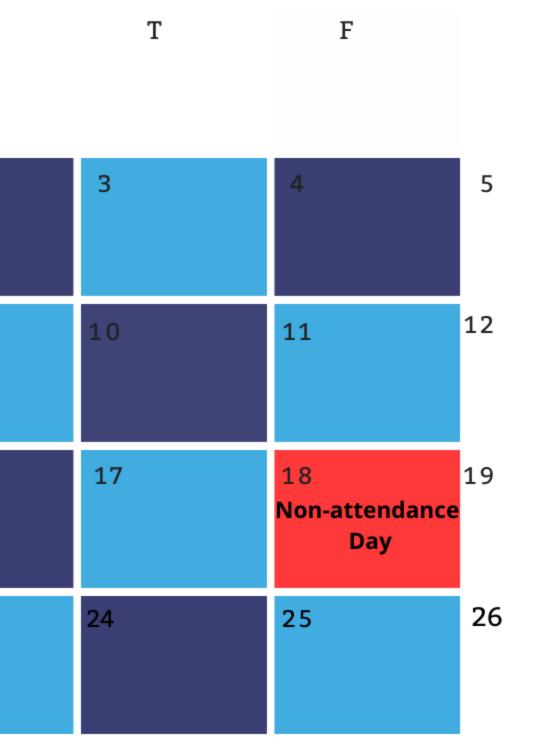
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6

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## **FEBRUARY 2022**

Μ	Т	W
	1	2
7	8	9
14	15	16
21 President's Day Building Closed	22	23
28		



**MARCH 2022** 

PROSPECT	
Navy	
Columbia	

13

6

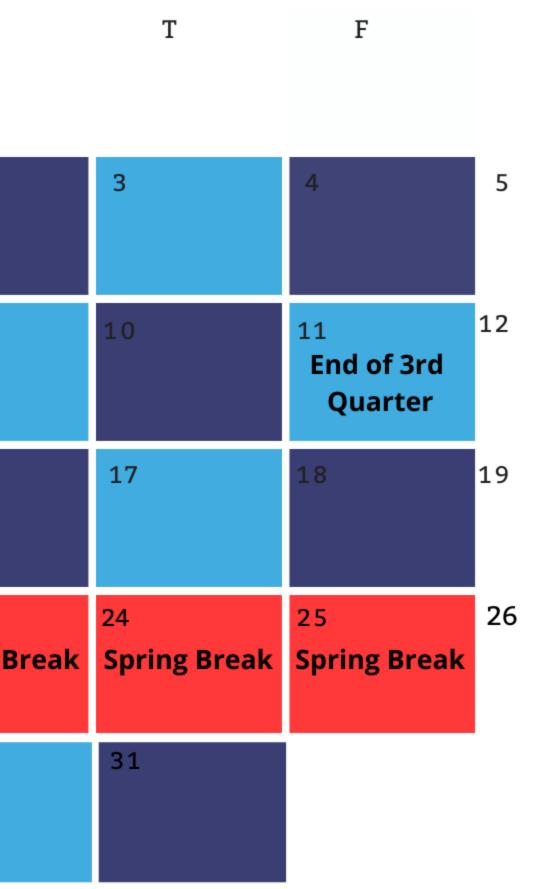
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Student Non Attendance Day

20

27

М	Т	W
	1	2
7	8	9
14 First. Day of Classes 4th Quarter	15	16
21 Spring Break	22 Spring Break	23 Spring E
28	29	30



**APRIL 2022** 

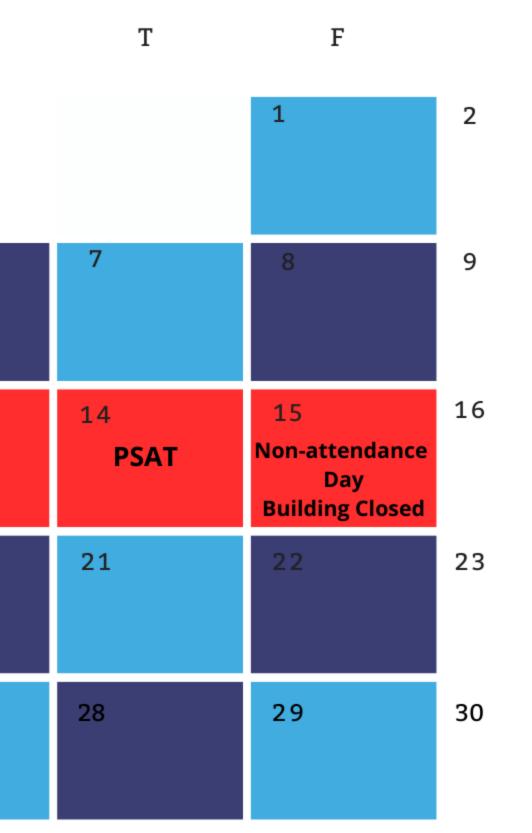


Navy	3
Columbia	10
Student Non Attendance Day	10
	17

S

24

М	Т	W
4	5	6
11	12	13 SAT
18 Institute Day	19	20
25	26	27



MAY 2022



Navy

Columbia

Student Non Attendance Day

15

22

29

8

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