

Prospect High School



2016-2017
Handbook

PROSPECT HIGH SCHOOL
ADMINISTRATION

Principal	Michelle Dowling	5210
Associate Principal	Scott McDermott	5214
Associate Principal	Greg Minter	5212
Assistant Principal/Student Activities	Frank Mirandola	5218
Assistant Principal P.E. Drivers Ed/ Health 5240	Jovan Lazarevic	
Career/Technical Ed/Life Studies		
Dean of Students	Lisa Soukup	5205
Dean of Students	Mark Taylor	5206

DIVISION HEADS

Division Head English/Fine Arts	Adam Levinson	5302
Division Head Mathematics/Science	Keith Bellof	5349
Division Head Social Studies/World Language	Gary Judson	5314
Division Head Special Education	Julie Stoker	5567

STUDENT SERVICES

College Career Counselor	Diane Bourn	5279
Police Liaison Officer	Chris Rondeau	5392
Registrar	Linda Blades	5291
School Nurse	Cheryl Novak	5319
School Psychologist	Dr. Jay Kyp-Johnson	5284
School Psychologist	Selby Roth	5300
Social Worker	Doug Berg	5285
Social Worker	Cheryl Wood	5288

COUNSELORS

Samantha Becker		5339
Rachel Brill		5287
Colleen Carroll		5277
Cathy Hill		5278
Nicholas Olson		5282
Dr. Mary Pinski 5281		
Todd Soderwall		5283
Dr. Lynn Thornton		5286

2016-17 SCHOOL CALENDAR
TOWNSHIP HIGH SCHOOL DISTRICT 214

Teacher Inservice Day	Thursday, August 18, 2016*	Students Not in Attendance
Institute Day	Friday, August 19, 2016*	Students Not in Attendance
First Day of Classes – 1 st Quarter	Monday, August 22, 2016	
Labor Day	Monday, September 5, 2016	All Buildings Closed
Non-Attendance Day	Monday, October 3, 2016	All Buildings Closed
Columbus Day	Monday, October 10, 2016	All Buildings Closed
Non-Attendance Day	Wednesday, October 12, 2016	All Buildings Closed
End of 1st Quarter	Friday, October 28, 2016	No early dismissal
Institute Day – All Schools	Monday, October 31, 2016*	Students Not in Attendance
First Day of Classes – 2 nd Quarter	Tuesday, November 1, 2016	
Non-Attendance Day	Wednesday, November 23, 2016	All Buildings Closed
Thanksgiving Day	Thursday, November 24, 2016	All Buildings Closed
Non-Attendance Day	Friday, November 25, 2016	All Buildings Closed
Winter Break Begins at Close of Classes	Friday, December 16, 2016	Students dismissed early
First Day of Classes After Winter Break	Tuesday, January 3, 2017	
Martin Luther King, Jr. Day	Monday, January 16, 2017	All Buildings Closed
End of 2nd Quarter/1st Semester	Friday, January 20, 2017	Students dismissed after final exams
Institute Day - All Schools	Monday, January 23, 2017	Students Not in Attendance
First Day of Classes – 3 rd Quarter	Tuesday, January 24, 2017	
Presidents' Day, Non-Attendance Day	Monday, February 20, 2017	All Buildings Closed
Spring Break Begins at Close of Classes	Friday, March 24, 2017	Students dismissed early
End of 3rd Quarter	Friday, March 31, 2017	(grades due 4/3/17)
Teacher Inservice Day	Monday, April 3, 2017	Students Not in Attendance
First Day of Classes – 4 th Quarter	Tuesday, April 4, 2017	
Non-Attendance Day	Friday, April 14, 2017	All Buildings Closed
Memorial Day	Monday, May 29, 2017	All Buildings Closed
Commencement Exercises	Sunday, June 4, 2017	
End of 2nd Semester/Last Day of Classes	Friday, June 9, 2017	Students dismissed after final exams

Absences/Tardy to school:

- Parents/guardians should contact the attendance office by 10:00 am on the morning of the absence/tardy from school. Calls can be made to the Attendance office at any time of the day or night. Attendance office: 847/718-5201. Please leave a message if there is no answer (student's name, parent's name, student's ID number, dates of absence, reason for absence).
- Students are considered absent if they arrive more than 10 minutes late to any class without excusal.
- Appointment during school hours:
Parent/guardian should contact school prior to absence. Student should report to attendance office and sign out. If student returns to school the same day, student should sign back in at the attendance office.

Extended Absences:

- If there is a planned extended absence (more than 3 days), please contact Mr. Scott McDermott, Associate Principal for Instruction, at 847/718-5214 well in advance.
- If there is an absence of more than 10 days, medical documentation may be required.

Unexcused Absences

- On the first occasion of an unexcused absence, the attendance office will contact the parent/guardian to explain the attendance policy and a 50 minute detention will be issued to the student.
- On the occasion of the second unexcused absence, parent/guardian will be contacted, the student's counselor and dean will be notified, and lunch detention may be issued.
- On the third unexcused absence, parent/guardian will be notified, the student's counselor and dean will be notified, a Saturday detention may be issued. Additionally, a parent meeting may be requested and school psychologist, social worker or outreach counselor may be utilized in an effort to correct the behavior.
- Additional consequences may include, but are not limited to: closed lunch or study hall, revocation of parking privileges, in-school suspension and truancy (arrest under the truancy ordinance adopted by the Village of Mount Prospect).

Sick/injured during school day:

- Please see classroom teacher for a pass to the nurse (nurse's office room 138).
- Tardy to class (less than ten (10) minutes):
 - 1st Tardy - Student warning
 - 2nd Tardy - Teacher assigned consequence
 - 3rd Tardy - Dean assigns 50 minute detention
 - 4th Tardy - Referral to Deans' office for further evaluation and consequences

Academic Assistance:

- Go to your own teacher after school or utilize the resource areas below during the school day. You can also see your counselor for advice.
 - Math/Science Resource room (room 312)
 - Knights' Learning Center (KLC)
 - Saturday Academy: Hours 8:30-11:30am. Dates will be announced at the start of school.

Announcements:

- Live video announcements are broadcast daily at the beginning of 2nd period.
- Announcements scroll throughout the day on monitors located in Commons and Cafeteria and are posted on the Prospect High School website.

Activity/Athletics Information:

- Information regarding activities and athletics can be accessed via the morning announcements, contact the sponsor or coach of the activity or sport, or contact the Student Activities office or Athletic office for details.
- Student Activities Office 847/718-5219
- Athletic Office 847/718-5233

Bus Transportation:

- Bus route numbers are located on student ID card (bus routes are 1-14). You will need to show your ID card to ride the bus. Starting pick-up time for morning route is 6:35 am. Buses leave Circle Drive at 3:00 pm.
- Activity Bus: leaves PHS Circle Drive at 4:15 pm
- Athletic Bus: leaves PHS Circle Drive at 6:00 pm
- List of stops are available in the Main Office for eligible students.

Bells/Passing Periods:

- Five minute passing period between classes. There is one bell to release class, another bell at the 4 minute mark, and a bell to begin the next class period.

Class Schedule:

- If you have a question about your schedule, see your counselor in the Student Services Office (Room 114) during your free time. If your counselor is unavailable, fill out an Appointment Slip. Your counselor will send for you as soon as time becomes available.
- If you lose your schedule, access Infinite Campus.

Conflicts with other students:

- If you are experiencing a problem with another student, or are being threatened or harassed, see your counselor, one of the deans, or the school resource officer.
- 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.

Concerns about a class:

- Discuss the issue privately with the teacher either before or after school. Ask the teacher for the best time available. If you feel uncomfortable about approaching the teacher, see your counselor or parents for help or suggestions.

Detentions:

- Detentions are served in the following manner:
 - Detention time is scheduled in room 144
 - Monday, Wednesday & Friday afternoons from 3-4 p.m.
 - Tuesdays from 6:45 a.m. - 7:25 a.m.
 - Thursdays from 6:45 a.m. - 8:25 a.m.
 - Saturday dates are per calendar (Please see Attendance office (rm 142) for details
 - Saturday detentions are served from 8 a.m. - 12 noon in room 144 (enter door 30)

Failure to serve assigned detentions will result in additional consequences and may result in loss of privileges such as on-campus parking, attendance at school dances or attendance at other social activities.

Dress Code:

- Appropriate school attire is expected.
- Hats and coats must be placed in your school locker and not worn or carried during the school day.
- See student handbook for specifics.

ID Cards:

- Memorize your ID number
- You are expected to carry your current ID card at all times while on campus.
- ID cards are needed for the KLC, computer labs, assessment center, resource rooms, cafeteria, and to participate in field trips and co-curricular activities.
- If you lose your ID, you may purchase a new one in the Main Office for \$5.00 or purchase a temporary ID for \$1.00
- You must show your ID to ride the bus from school to home
- Please show your ID when returning to campus during the school day (lunch/appointments)

In-School Suspension

- Students may be assigned to in-school suspension for entire school day or a partial day. Reasons for in-school suspension may include but are not limited to: failure to serve detentions as scheduled, repeated disciplinary infractions, cut classes, and/or truancy.
- Students assigned to in-school suspension will be assigned schoolwork and should follow expectations as directed by the supervisor of the in-school suspension area.
- In-school suspension is located in the Math/Science Resource Room (rm 312), located in the Math/Science office on the third floor.

Late arrival Thursdays:

- Please see Prospect Bell schedule for complete information on late arrival times each Thursday.
- Students are expected to stay on campus once they arrive.

Lockers:

- Your locker is assigned to you for your own personal use. You are not allowed to share a locker or combination with another student.
- You may decorate the inside of your locker with non-damaging materials. Posting pictures relating to drugs, alcohol or other inappropriate subject matter is not allowed.
- You may decorate the outside of a friend's locker as a birthday celebration, but the same rules apply.

Lost and Found:

- Found items should be brought directly to the Attendance office.
- Lost iPads should be brought to the Help desk in the KLC.

Lunch:

- All Freshman and students with detentions must stay on campus for lunch.
- Students should show their PHS IDs upon returning to campus after lunch.

Parking Privileges:

Students are required to purchase a parking permit in order to park on campus.

- Parking permit pricing is as follows
Full year \$190.00/Half year (January-June) \$95.00
- On-campus parking is a privilege and may be denied or revoked for flagrant or repeated violations of parking lot rules, attendance or other school discipline issues. If parking privileges are revoked, no refund will be issued.
- General expectations for parking privileges are detailed on the application for the parking permit and on the back of the permit. Please read the application and the back of the permit tag carefully before signing.

Purchasing a parking permit:

- Students who wish to purchase a parking permit must qualify as follows:
 - Hold a current driver's license at the time of application
 - Present application and photocopies of driver's license, current insurance and current vehicle registration, along with cash or valid check (checks should be made out to Prospect High School).
 - Have no outstanding detentions or disciplinary infractions

Students who park on campus without a permit will receive one (1) warning in the form of a ticket. If a second infraction occurs, parent/guardian will be notified and a tow letter will be issued.

Vehicles are towed at the owner's expense.

Physical Education Class:

- Do not leave any items in the locker rooms unlocked. If you like your stuff, lock it.
- Students are required to change clothes daily for Physical Education. You are expected to wear your Prospect t-shirt and your own athletic-style shorts and athletic shoes.

Study Hall (closed):

- Freshman are required to report to their scheduled closed study hall and are expected to bring reading, homework or study materials.
- Sophomores, juniors, or seniors who have a scheduled open study hall but who earn a "D" or "F" in the previous semester will be placed in a closed study hall.