

Resource Guide

2016-2017



Copies of this guide are available in Spanish in the main office of each school and on the district website.

Copias de este guía están disponibles en español en la oficina principal de cada escuela y en la página cibernética del distrito.

Proviso Township High Schools District 209

Proviso East High School

807 S. First Avenue
Maywood, IL 60153
Dr. Patrick Hardy, Principal
708-202-1611

Proviso West High School

4701 W. Harrison Street
Hillside, IL 60162
Oscar Hawthorne, Principal
708-202-6311

Proviso Math and Science Academy

8600 Roosevelt Rd.
Forest Park, IL 60130
Dr. Bessie Karvelas, Principal
708-338-4170

Board of Education

Teresa McKelvy, President
Daniel Adams, Vice-President
Brian Cross, Secretary
Theresa Kelly, Member
Kevin McDermott, Member
Claudia Medina, Member
Ned Wagner, Member

Central Administration

Dr. Jesse Rodriguez, Superintendent of Schools
Kim Waller-Echols, Assistant Superintendent for Curriculum and Instruction
Todd Drafall, Chief Financial Officer
Dr. Diane Deckert, Director of Assessment and Planning
Vanessa Schmitt, Director of Special Education
Sharon Palmer, Director of Accounting
Tracy Avant-Bey, Director of Information Technology
Daniel Johnson, Director of Truancy Prevention and Alternative Programs
Antoinette Rayburn, District Chair of Guidance
Dr. Tracy Lett, District Chair of Career & Technical Education
George Bunn, District Chair of Social Studies
Robert Daniel, Community and Public Relations Coordinator

Mission

The Mission of Proviso Township High Schools is to provide opportunities for successful experiences, so that upon graduation, the satisfied student may pursue any avenue of choice.

To accomplish this mission, students, families, teachers, administrators, support staff, and the community will work in partnership to create a positive learning environment that promotes our motto: **NIHIL NISI OPTIMUM**, *Nothing but the Best*.

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- Attendance Offices
- DREAM School Truancy Program
- West 40 Truancy Outreach Program

BEHAVIORAL SUPPORT

- ISS
- Ombudsman Alternative Program
- PEACE Evening Alternative Program
- Saturday School

SCHOOL CALENDAR

RESOURCE QUICK REFERENCE			
PROGRAM	PROVIDER	SCHEDULE	FACILITY
ACADEMIC			
Afterschool Credit Recovery	District 209	Mon - Thur 3:30 pm - 5:30 pm	All
Afterschool Tutoring	District 209	Mon - Thur 3:30 pm - 5:30 pm	All
Freshman Summer Support Program	District 209	June & July	East/West
Freshman Support Program	District 209	Daily	East/West
Lunchtime Tutoring	District 209	Mon - Fri	East/West
Saturday School Credit Recovery	District 209	8:00 am - 12:00 pm Approximately every other Saturday See Counselor for dates	All
Saturday School Tutoring	District 209	8:00 am - 12:00 pm Approximately every other Saturday See Counselor for dates	All
Saturday Test Preparation	Cambridge Educational Services	January - April	All
Student Assistance Program	District 209	Ongoing	East/West
Summer School	District 209	Mon - Thur 8:00 am - 1:10 pm Dates to be determined	All
ATTENDANCE			
Attendance Offices	District 209	Daily 7:30 am - 4:00 pm Attendance Lines 24 hours	All
DREAM School Truancy Program	District 209 and West 40 Intermediate Service Center	Daily 10:30 am - 2:30 pm	Located on East Campus
West 40 Truancy Outreach Program	West 40 Intermediate Service Center	Ongoing	All
BEHAVIORAL			
In-school Suspension (ISS)	District 209	Daily	East/West
Ombudsman Alternative Program	Ombudsman Educational Services	Daily	Hillside, IL

RESOURCE QUICK REFERENCE

PROGRAM	PROVIDER	SCHEDULE	FACILITY
PEACE Evening Alternative Program	District 209 and West 40 Intermediate Service Center	Daily 2:00 pm - 6:00 pm	Located on East Campus
Saturday School Behavior Intervention	District 209	8:00 am - 12:00 pm Approximately every other Saturday See Counselor for dates	East/West

HEALTH/SOCIAL EMOTIONAL

C.A.L.M.S.	PMSA Counselors	Varies	PMSA
W.O.W.	Staff		East
HAS	Youth Outreach		West
School-Based Health Center (SBHC)	Loyola University Chicago School of Nursing	Daily	East
Student Assistance Team	District 209		All Campuses
Peer Mediation	Staff/Students		West
Proviso Township Mental Health Commission	Counselors/ Social Workers		All Campuses
School Social Workers	District 209	Daily	East/West
TORCH Club	District 209	Monthly	West
Youth Outreach Services	Youth Outreach		West

INFORMATION

District and School Websites www.pths209.org	District 209	24/7/365	All
PowerSchool Parent Portal https://pschool.pths209.org/public	District 209	Daily	East/West
Print Newsletter	District 209	Quarterly	All
PTHS 209 eNewsletter	District 209	Friday Afternoons	All

POST-SECONDARY

College and Career Center	District 209	Daily	All
Community Service	Various	Varies	All
School Counselors	District 209	Daily	All
NAVIANCE	District 209	Varies	All

SCHOOL LIBRARY EXTENDED HOURS

After School	District 209	Mon – Thur 3:20 pm – 5:30 pm Mon – Thur 3:20 pm – 4:30 pm	East/West PMSA
Before School	District 209	Tues – Fri 7:00 am – 7:50 am	PMSA

ADDITIONAL PROGRAM INFORMATION

Academic

AFTER SCHOOL CREDIT RECOVERY

Mon – Thurs 3:30-5:30PM

Contact: Counselor

This program is for students who are recovering credit lost due to failed courses. English and Math teachers facilitate the program and are available to assist students with their coursework.

AFTER SCHOOL TUTORING

Mon – Thurs 3:30-5:30 PM

Contact: Counselor

English and math teachers provide tutoring and homework assistance.

Students visit the tutoring center at their school when support is needed.

FRESHMAN SUMMER SUPPORT PROGRAM

Mon – Thurs 8:00 AM – 12:30 PM

Contact: Dan Johnson
Director of Truancy Prevention and
Alternative Programs
708-338-5938

Incoming 9th grade students are invited to participate in a program to meet or expand their skills in math and language arts as well as a social-emotional component designed to provide students with skills that are critical to success in high school and life beyond.

FRESHMAN SUPPORT PROGRAM

Mon-Fri Lunch Periods

Contact: Assistant Principal

Required support for freshmen students during lunch period that gives them the opportunity to gain a solid foundation in secondary education planning and resources. Program outcomes include academic skill development, academic and attendance monitoring, post-secondary preparation, career pathways, and instruction on soft skills.

LUNCHTIME TUTORING

Mon – Fri

Contact: Counselor

English and math teachers provide tutoring and homework assistance.

Students visit the tutoring center at their school when support is needed.

STUDENT ASSISTANCE PROGRAM

Team of student service personnel that meet regularly to review and monitor student achievement needs and recommend internal or external resources to meet student needs.

SATURDAY CREDIT RECOVERY

8:00 am – 12:00 pm

Designated Saturdays, approximately twice per month.

See Counselor for dates.

Contact: Counselor

Students meet with their counselors to complete a Credit Recovery Registration Form. The counselor, student and parent must sign the form. Credit recovery courses cost \$100 per semester course.

SATURDAY SCHOOL TUTORING

Designated Saturdays, approximately twice per month.

See Counselor for dates.

Contact: Counselor

English and math teachers provide tutoring and homework assistance.

Students visit the tutoring center at their school when support is needed.

SATURDAY TEST PREPARATION

Dates and times will be announced

Contact: Counselor

Prepares students for the SAT Test. Students in Grade 11 take practice SAT test. Students are invited to participate based upon their PSAT score, GPA, attendance and other factors.

SUMMER SCHOOL

Mon – Thurs 8:00 AM – 1:10 PM

Dates will be announced

Contact: Counselor

Students meet with their counselors to complete a Summer School Registration Form.

The counselor, student and parent must sign the form. Credit recovery courses cost \$100 per semester course.

ADDITIONAL PROGRAM INFORMATION

Attendance

ATTENDANCE OFFICES

Daily 7:30 – 4:00 PM
24-hour attendance line

Contact:

Proviso East:

708-202-1722 (English)
708-202-1723 (Español)

Proviso West:

708-202-6301 (English)
708-202-6302 (Español)

PMSA:

708-338-4136 (English)
708-338-4137 (Español)

Daily school attendance is a critical component of student success. When it is necessary for a student to be absent due to illness, family emergency, court dates, etc., it is very important that parents contact the attendance office at their school. This ensures that absence reasons are correctly documented.

Procedures are listed in student handbook.

DREAM SCHOOL TRUANCY PROGRAM

Daily 10:30-2:30 PM

Contact: Dan Johnson
Director of Truancy Prevention and
Alternative Programs
708-338-5938

This program is part of the Proviso Evening School Program. Participating students will work to recover lost credits and earn credits in new courses, in a school-day structure modified to meet the needs of older students struggling with attendance issues. A Student Success Plan is developed for each student, which outlines the roles and responsibilities of the school, the student, and parents.

WEST 40 TRUANCY OUTREACH PROGRAM

Contact: Dan Johnson
Director of Truancy Prevention and
Alternative Programs
708-338-5938

The West 40 Truancy Outreach Program provides truancy support services to students in District 89 and District 209. The program has three components:

- 1) Educating the community on truancy and developing community partnerships for coordinating resources to combat truancy.

WEST 40 OUTREACH PROGRAM

...continued

2) Identification and assessment of truancy in the region, including early identification, communication with students and families, home visits and potential court-based services.

3) Providing direct student prevention and intervention support and services. Truancy outreach workers will implement the research-based model, Check and Connect, which is a comprehensive intervention designed to enhance student engagement.

ADDITIONAL PROGRAM INFORMATION

Behavioral Support

IN-SCHOOL SUSPENSION (ISS)

Daily

The In-school Suspension program is part of the district's continuum of progressive discipline interventions. While in ISS, students complete assignments and discuss making better decisions.

OMBUDSMAN ALTERNATIVE PROGRAM

Daily

Contact: Dan Johnson
Director of Truancy Prevention and
Alternative Programs
708-338-5938

The Ombudsman Alternative School Program provides educational and support services to students who are at risk of not graduating, due to behavior, school aversion, and/or failure to make academic progress.

Students are referred for placement in the program by their school principal. Once the recommended placement is approved, an intake meeting for parents and students is scheduled at the center. Students may also be placed in the program by the Board of Education, in lieu of expulsion.

PEACE EVENING ALTERNATIVE PROGRAM

Daily 2:00 PM – 6:00 PM

Located on East Campus

Contact: Dan Johnson
Director of Truancy Prevention and
Alternative Programs
708-338-5938

Students will work to recover lost credit (if any) and earn credit in new courses, in a school-day structure modified for students who need a more personalized learning environment in order to redirect behavior for educational success. The primary benefits of the program to the students will be smaller class sizes, regular group and individual counseling, and a small-school environment.

Students are referred for placement in the PEACE Evening Alternative Program by their school principal. Once the recommended placement is approved, an intake meeting for parents and students is scheduled at the Evening School Facility.

SATURDAY SCHOOL BEHAVIOR INTERVENTION

Designated Saturdays, approximately twice per month.

See Counselor for dates.

8:00 AM – 12:00 PM East/West

Students are assigned to Saturday School Behavior Intervention by their Dean as an alternative to suspension. Students are expected to attend the designated session to avoid being suspended from school.

BEHAVIOR INTERVENTIONIST

DAILY

Referred by teachers, social workers and counselors

East/West

Students that need an additional level of behavioral support are referred to the behavior interventionist for support.

ADDITIONAL PROGRAM INFORMATION

Health and Social/Emotional

Proviso Township Mental Health Commission (PTMHC)

As-Needed

Contact: School Counselor

708-449-5508

The PTMHC is affiliated with social service agencies who are committed to developing and providing comprehensive mental health, substance abuse and developmental disabilities services to all residents of Proviso Township.

School-Based Health Center (SBHC)

Daily

Contact: 708-449-5522

The School Based Health Center, which is supported by federal, state and private foundation funding, provides easy access to healthcare services for students.



Proviso Township High Schools District 209
2016 - 2017 School Calendar

JULY 2016						
SUN	M	T	W	TH	F	SAT
					1	2
3	4	5	6	7	8	9
10	HOL	11	12	13	14	15
16						
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Holiday: Independence Day

AUGUST 2016						
SUN	M	T	W	TH	F	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
	New TI	New TI	DI	BI	(FO)	
21	22	23	24	25	26	27
28	29	30	31			

15 & 16 New Teacher Institute
17 District Institute
18 Building Institute
19 Freshmen Orientation
22 All Student Attendance

SEPTEMBER 2016						
SUN	M	T	W	TH	F	SAT
				1	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	28	29	30	

5 Holiday: Labor Day
8 Back to School Night

OCTOBER 2016						
SUN	M	T	W	TH	F	SAT
						1
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	28	29
30	31					

6 Bring Your Parent to School Day
10 Holiday: Columbus Day
14 End of 1st Quarter
20 Parent/Teacher Conferences 3-3pm & 6-6pm
21 Early Release

NOVEMBER 2016						
SUN	M	T	W	TH	F	SAT
		1	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	28	29	30			

11 Holiday: Veteran's Day
23-25 Holiday: Thanksgiving Recess
28 School Resumes

DECEMBER 2016						
SUN	M	T	W	TH	F	SAT
				1	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	28	29	30	31

21 End of Semester 1
22 - 30 Winter Break

JANUARY 2017						
SUN	M	T	W	TH	F	SAT
1	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	28
29	30	31				

2-4 Winter Break
5 School resumes
16 Holiday: Dr Martin Luther King Jr. Birthday
17 Building Institute
31 Bring Your Parent to School Day

FEBRUARY 2017						
SUN	M	T	W	TH	F	SAT
			1	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	28				

20 Holiday: President's Day

MARCH 2017						
SUN	M	T	W	TH	F	SAT
			1	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	28	29	30	31	

6 Holiday: Cesar Chavez Day
7 Building Institute
17 End of 2nd Quarter
23 Parent Teacher Conferences 6-8pm
24 Early Release
27 - 31 Spring Break

APRIL 2017						
SUN	M	T	W	TH	F	SAT
						1
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	28	29
30						

3 School resumes
14 Non-attendance day

MAY 2017						
SUN	M	T	W	TH	F	SAT
	1	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
28	29	30	31			

29 Holiday: Memorial Day
31 End of Semester 2 and last day of school (w/o emergency days)

JUNE 2017						
SUN	M	T	W	TH	F	SAT
				1	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	28	29	30	

7 Last day of school (w/5 emergency days)

Count of Days
83 Semester 1 Attendance days
2 Semester 1 Institute days
93 Semester 2 Attendance days
2 Semester 2 Institute days
5 Emergency days
185 Total days

2/9/2016 Approved
5/16/2016 Amended & approved

Calendar Legend
(I) School starts
(T) School ends
HOL Holiday
X Non-attendance day
Q Quarter end dates
TI Teacher Institute
BI Building Institute
PTC Parent Teacher Conferences
ER Early Release
BSN Back to School Night
BPTS Bring Your Parent to School Day

