



PROVISO WEST HIGH SCHOOL
FRESHMAN SUCCESS ACADEMY

Student Guide

4701 Harrison St. | Hillside, IL 60162

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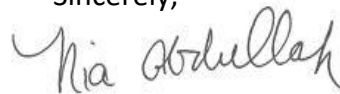
INTRODUCTION FROM DR. ABDULLAH

Welcome to Proviso West! We are eager to welcome you for the 2018-2019 school year. It is truly a great time to be a Panther! The faculty and staff are united in our desire to be your partner in making your high school experience the best it can be.

Beginning this year, you will be selecting a College & Career Academy to join for the remainder of your time at Proviso West. The College & Career Academies at Proviso West will prepare you to confidently pursue the postsecondary path of your choosing in a globally competitive society. Our Academies provide access to authentic, hands-on learning experiences that cultivate social and emotional well-being through teamwork, critical-thinking, collaboration, and creativity; we are eager to make the connections that help you thrive beyond high school!

We look forward to an incredible year and cannot wait to get started!

Sincerely,

A handwritten signature in black ink that reads "Nia Abdullah". The signature is written in a cursive, flowing style.

Dr. Nia Abdullah
Principal



FRESHMAN SUCCESS ACADEMY

Mission Statement

The mission of the Freshman Success Academy is to foster a successful transition into high school. We encourage life-long learning by maximizing student potential through educational and social opportunities presented in a culturally positive, emotionally safe, and physically secure environment.

Statement of Beliefs

- Education is necessary for personal success and healthy development;
- Learning must be rigorous, relevant, and life-long;
- We must empower all students to take an active role in a personalized learning experience while holding students accountable for their choices, actions, and learning;
- Career education leads to motivated, productive individuals;
- Positive attitudes are contagious;
- The Freshman Success Academy is an essential step to the successful completion of high school;
- Small learning communities create an environment that fosters school pride, loyalty, and ownership;
- Parents and the community must be involved in the educational process;
- The personal character and social development of students can be fostered at school;
- People learn in a variety of ways recognizing that there are multiple intelligences;
- Diversity with teamwork creates and strengthens a healthy community.

Vision

We envision that a successful student career at Proviso West will:

- Promote academic excellence and personal achievement through a challenging curriculum and character development;
- Create a positive culture and a safe and secure environment;
- Provide educational opportunities that will maximize student potential;
- Prepare students to successfully transition to tenth grade by maintaining a close connection with the spirit and activities of high school;
- Prepare students to make informed decisions about career opportunities by exposing them to a variety of college and career pathways;
- Establish a sense of pride about self, others and community; and
- Prepare students to be life-long learners who demonstrate good citizenship.

FRESHMAN SUCCESS ACADEMY CALENDAR OF EVENTS

**All dates are subject to change*

<p>August</p> <p>17 Freshman Orientation</p> <p>September</p> <p>17-26 Naviance Sessions</p> <p>27 Freshman Focus Night (Parent Meeting)</p> <p>October</p> <p>5 Freshman College Tour</p> <p>12 End of Quarter 1</p> <p>24 Career Expo</p> <p>December</p> <p>19-21 Final Exams</p> <p>21 End of Quarter 2 / Semester 1</p> <p>22-31 Winter Break</p>	<p>January</p> <p>1-6 Winter Break</p> <p>7 School Resumes</p> <p>10 Declaration Day & Pinning Ceremony</p> <p>March</p> <p>15 End of Quarter 3</p> <p>April</p> <p>1-5 Spring Break</p> <p>24 Academy Unity Days</p> <p>May</p> <p>24-29 Final Exams</p> <p>29 End of Quarter 3 / End of Semester 2 / Last Day of School</p>
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EVENT DESCRIPTIONS

Career Expo – Fall 2018

The Career Expo is hands-on, engaging event where students connect the career of their imagination to the real-life experience of someone in that career. The Career Expo is a key component in the Academy selection process and will help students find a link between their talents, career interests, and goals. At the event, employers will be distributed into the following three (3) Career Zones representing occupations related to the career clusters offered by the College & Career Academies at Proviso West:

Wellness & Society Academy (WSA)

Career Clusters: Education & Training | Hospitality & Tourism | Human Services | Health Services | Law, Public Safety, Corrections & Security

Technology & Innovation Academy (TIA)

Career Clusters: Architecture & Construction | Information Technology | Manufacturing STEM | Transportation, Distribution, & Logistics

Global Business Academy (GBA)

Career Clusters: Arts & Communication | Business Management & Administration | Finance | Marketing

Academy Selection – Fall 2018

Beginning in the fall of freshman year, you will experience career exploration activities and opportunities that are designed to expose you to career options available to you after high

school. Identifying your personal interests will guide you to the best College & Career Academy for you, making high school and your future education/career motivating and enjoyable.

You will draw upon the Career Expo experience when you meet with a faculty member to select a College & Career Academy to join in the spring of your freshman year. During these meetings, you will rank three programs of study in order of preference. Your program of study is comprised of the courses you will take within your Academy. Every effort will be made to place you in your first-choice program of study. This program of study will be tracked through a personalized Academic Success Plan (ASP) created during this meeting and will assist you in making informed course selections with your career goal in mind.

Declaration Day & Pinning Ceremony – Spring 2019

In the spring, you will be notified of your College & Career Academy acceptance. We celebrate with a Declaration Day & Pinning Ceremony where you will receive a pin that signifies your Academy membership. We look forward to you joining your College & Career Academy family!

Academy Unity Days – Spring 2019

Academy Unity Days are a chance to bond with the students, faculty and staff in your College & Career Academy through a day of fun-filled activities.

PROVISO WEST HIGH SCHOOL BELL SCHEDULE

MONDAY – FRIDAY NORMAL SCHEDULE	EARLY RELEASE SCHEDULE	½ DAY SCHEDULE
ELOS 8:00 – 8:50	ELOS 8:00 – 8:40	ELOS 8:00 – 8:45
PERIOD 2 8:55 – 9:45	PERIOD 2 8:45 – 9:25	PERIOD 2 8:50 – 9:35
PERIOD 3 9:50 – 10:40	PERIOD 3 9:30 – 10:10	PERIOD 7 9:40 – 10:25
PERIOD 4 10:45 – 11:35	PERIOD 4 10:15 – 10:55	PERIOD 8 10:30 – 11:15
PERIOD 5 11:40 – 12:30	PERIOD 5 11:00 – 11:40	
PERIOD 6 12:35 – 1:25	PERIOD 6 11:45 – 12:25	
PERIOD 7 1:30 – 2:20	PERIOD 7 12:30 – 1:10	
PERIOD 8 2:25 – 3:15	PERIOD 8 1:15 – 1:55	

WHAT IS ELOS?

ELOS stands for Extended Learning Opportunities for Students on Tuesday, Wednesday, and Thursday mornings. Transportation will be provided for students who receive bus service and attendance is expected for students who need additional support. During Period 1 (from 8:00 AM -8:50 AM) on these days, students at Proviso West will have the opportunity to participate in a range of ELOS activities which include:

- engaging in academic development extension activities
- receiving small-group and individual instruction from teachers
- taking make-up exams and completing classwork
- meeting with counselors
- utilizing computer labs and library resources

Again, this is time dedicated to help students succeed and/or extend their learning. Students may choose the ELOS activities that best fit their needs unless they are specifically assigned to sessions to make up work or participate in interventions.

GRADUATION REQUIREMENTS

Curriculum	Graduation Requirements	Courses
English	4	English I – IV
Mathematics	3	Algebra, Geometry, & Math Elective
Science	3	Biology, Chemistry, & Science Elective
Social Studies	3	World Civilization, US History, Civics, & Social Studies Elective
Applied Tech, Fine Arts, or World Languages	1	Applied Sciences, Fine Arts, or World Language Elective
Consumer Education	0.5	Consumer Education
Health	0.5	Health
Drivers Education	0.5	Drivers Education
Physical Education or NJROTC	0.5-3.5	PE Waiver is required during any semester a student is not enrolled in PE, Health, Drivers' Education, or NJROTC.
Electives	3.5-6.5	Will include 0.5 credits in PE for each semester a PE Waiver is not used – for up to 3.5 credits in PE.
Total Credits Required	22	
Community Service	40 Hours	10 hours per year in attendance at PWHS

HOW CAN MY FRESHMAN SUCCESS COACH HELP ME?

All freshmen will be assigned a teacher who will be their Freshman Success Coach – a mentor who will support their success during their freshman year. The Freshman Success Coach will review their students' progress biweekly and will implement and monitor the progress of any interventions necessary to maintain sufficient and pro-social behaviors.

FRESHMAN ON-TRACK GUIDELINES FOR COLLEGE & CAREER SUCCESS

By the end of freshman year, a student is ***on track for graduation and college & career success*** if they meet the following guidelines:

- Have earned 6 credits
- Have maintained a GPA of ***at least 3.0 (B's or better!)***
- Have maintained 90% or better attendance

FRESHMAN PROMOTION POLICY

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

- FRESHMEN are students in their first year of high school attendance with fewer than six (6) high school credits.
- SOPHOMORES are students who have earned a minimum of six (6) high school credits.
- JUNIORS are students who have earned a minimum of twelve (12) high school credits.
- SENIORS are students who have earned a minimum of sixteen (16) high school credits.

Students will be promoted to their appropriate classification only after they have earned the minimum credit requirements listed above. For example, students in their second year of attendance who have fewer than six (6) credits will keep their freshman classification. Failure to earn sufficient credits for promotion to next grade level will affect eligibility for Driver's Education, class rings, athletics, class functions, etc. Promotion will typically occur at the beginning of each school year only. Students must sign up for credit recovery as soon as they fail a course.

COLLEGE & CAREER ACADEMIES OF PROVISO WEST

The College & Career Academies of Proviso West will prepare students to confidently pursue the postsecondary training and career path of their choosing in a globally competitive society. Driven by student interest and workforce projections, our Academies provide access to authentic, hands-on learning experiences that cultivate social and emotional well-being through teamwork, critical-thinking, collaboration, and creativity. Within the Academies, all students choose an interdisciplinary program of study comprised of academically-rigorous core subjects and specialized courses in their career area. Academy teachers incorporate real-world examples into coursework for students that is relevant to their program of study. Upon successful completion of specialized coursework and proficiency evaluation, students have an opportunity to earn certifications and/or endorsements in select career and technical pursuits. Students will progress through their Academy with peers who share similar interests and a common team of teachers, which builds camaraderie and a culture of belonging.

In summary, The College & Career Academies of Proviso West provide students access to:

- Relevant and rigorous curriculum and instruction
- Increased community and business engagement
- Opportunities for professional certifications
- 21st century skills such as leadership, civic literacy, social responsibility, global and cultural awareness, communication, problem solving, and technological literacy
- Opportunities to form closer relationships with teachers and advisors
- Practical work experience through job shadowing and internships
- Opportunities to learn in the context of an industry or subject theme
- Preparation for career success through both formal education and life experience

HOW DO I CHOOSE A COLLEGE & CAREER ACADEMY?

Choosing a College & Career Academy can be an overwhelming task, but don't fret – your Freshman Success Coach, Counselor, and teachers are here to help! You will review the different College & Career Academies and Pathways during your freshman year. In the meantime, review these steps to decide which College & Career Academy is right for you:

STEP 1: Identify your interests.

Identifying your personal interests (hobbies and programs of study) will guide you to the best Academy for you. For example, do you enjoy building things, solving puzzles, learning about cars, and working with tools? Then the Technology & Innovation Academy may be right for you!

STEP 2: Review your Career Pathway options.

Review the Career Pathway descriptions located in this book and determine what best fits your interests!

STEP 3: Select your classes.

In addition to selecting an Academy and the courses within your pathway, you have options within some of your core classes to take classes with specialty topics. Consult your Counselor and the Program of Study worksheet for the options within your Academy.

WHAT IS A PATHWAY?

What is a Pathway? Students will chart their unique “Pathway” during eighth and ninth grades, exploring career choices. A Pathway is a sequence of courses within a chosen Academy designed to help students prepare for a specific career area while meeting the mandatory requirements for high school graduation.

WHAT IF I CHANGE MY MIND?

You will be exposed to a great deal of information through your career exploration activities, interest inventories, the Career Expo, from your Freshman Success Coach, Counselor, faculty members, and family members. This will prepare you to make an informed decision about your College & Career Academy.

*Students are allowed to change their Academy selection **once**.* If you find yourself in this situation, please consult your Counselor to learn more about the steps required.

Pathways will require you to complete an Academy Endorsement Checklist prior to graduation in order to ensure the proper pre-requisites have been met to receive an Academy endorsement on your transcript. You will need to plan for this if considering switching Pathways.

WHEN DO I PICK MY ACADEMY & ACADEMY CLASSES?

You will meet with a faculty member (typically your Counselor or your Freshman Success Coach) to review your Naviance career exploration results, discuss your desired program of study, and complete a personalized Program of Study Worksheet/Academic Success Plan in the fall of your freshman year. After you complete this process, you will fill out an Academy Application

SAMPLE PROGRAM OF STUDY WORKSHEET & ACADEMIC SUCCESS PLAN

College & Career Academy Program of Study Example: *International Business*

This career cluster includes positions that are involved in the planning, organizing, directing, and controlling business operations in the United States and abroad. Those who work in this field use their language skills, creativity, and a broad range of ideas and practices to maintain and grow their business through the management of materials, equipment, workers, and other financial resources.

Potential Careers in Business:

- Advertising
- Business Consultant
- Corporate Trainer
- E-Commerce Analyst
- Entrepreneur
- Facilities Manager
- Human Resource Manager
- Business Operations Manager
- Compliance Officer
- Financial Advisor
- Insurance Agent
- Management Analyst

Examples of Post-Secondary Degrees:

Associate Degree

Associate in Applied Science in
Business Management
Triton College

Bachelor's Degree

Bachelor of Science in Business
Management
Illinois State University

Bachelor of Arts in Economics
Northwestern University

Master's Degree

Master of Business Administration
University of Chicago

High School Pathway Courses

Grade 9: Business & Technology Concepts

Grade 10: Entrepreneurship

Grade 11: Spanish I & Business Law

Grade 12: Spanish II & Business Co-Op
Dual Credit

Proviso West High School Program of Study						
PWHS Academy: Global Business Academy			Career Pathway: International Business			
PWHS Board Policy Graduation Requirements						
ENGLISH 4 credits	MATH 3 credits	SCIENCE 3 credits	SOCIAL STUDIES 3 credits	APPLIED LIFE 4 credits	REQUIRED ACADEMY ELECTIVE OPTIONS 4 credits	GLOBAL ELECTIVE OPTIONS
H-Honors AP-Advanced Placement	H-Honors AP-Advanced Placement	H-Honors AP-Advanced Placement	H-Honors AP-Advanced Placement	Health-0.5 credit PE, Marching Band, or NIROTC-3.5 credits		Consumer Education-0.5 credit (can be satisfied by Civics) Foreign Language/Ine Arts/CTE-1 credit Elective-3.5 credits
Typical Requirements for College Track: English (4 G), Math (4 G), Science (3 G), Social Studies (3 G), World Language (2 G)						
English 1 (R or H) ELL Lit & Comp 1-4/ EL Bridging*	Algebra 1 (R or H)	Biology (R or H)	World Civilization, IR, or H AP World History	Freshman PE, NIROTC 1, or Marching Band	Spanish I	All introductory courses are available as exploratory courses.
English 2 (R or H) ELL Lit & Comp 1-4/ EL Bridging*	Geometry (R or H)	Chemistry (R or H)	Civics & World Geography AP Human Geography AP World History AP Government	Health/Drivers Educatory Sophomore PE, NIROTC 2, or Marching Band	ACADEMY-ELECTIVE: Business & Technology Concepts	Advanced coursework in core subjects are also considered global electives.
English 3 (R or H) American Studies AP English Language ELL Lit & Comp 1-4/ EL Bridging*	Algebra II/Trig (R or H) AP Comp and Principles	Physics (R or H) Earth Science Forensic Science AP Biology AP Chemistry	US History American Studies AP US History 11	PE Activities Lifetime Fitness Aquatic Swimming PE Leaders NIROTC 3 Marching Band	Digital Literacy ACADEMY ELECTIVE: Spanish II	World Language Spanish I Spanish II AP Spanish Language French I French II
English 4 (R or H) Composition/Journalism Theatre/Multicultural Lit AP English Literature ELL Lit & Comp 1-4/ EL Bridging*	ELECTIVE OPTIONS: Statistics Honors Pre-Calculus AP Calculus AB AP Statistics AP Computer Sci A Technical Math + Business Math Consumer Math College Prep Math College Algebra	ELECTIVE OPTIONS: Astronomy Physics Earth Science Forensic Science AP Biology AP Physics AP Chemistry AP Environmental Science	ELECTIVE OPTIONS: Issues in America Latin American History African American History Sociology Psychology AP European History	PE Activities Lifetime Fitness Aquatic Swimming PE Leaders NIROTC 4 Marching Band	ACADEMY ELECTIVE: AP Spanish Language Entrepreneurship Business Law Sports & Entertainment Management	
Notes						

* Placement in ELL Lit & Comp levels 1-4 and EL Bridging is by assessment; + Recommended senior math course for students in non-STEM postsecondary path

PROVISO WEST HIGH SCHOOL
COLLEGE & CAREER ACADEMY APPLICATION

Application Due Date: November 9, 2018

STUDENT CERTIFICATION OF UNDERSTANDING

I have read, understood and have agreed to the following:

1. All of the STUDENT INFORMATION provided is true and correct.
2. A student (10th, 11th, and 12th grade) must be able to complete the core and CTE program associated with a career academy program of study.
3. Admission into a College & Career Academy requires the student to complete this Academy Application
4. The Academy application must be submitted by November 9, 2018. Priority will be given to applications turned in by the deadline.
5. Student eligibility for a College & Career Academy may be determined by such factors as academy course availability, academic performance, and attendance.
6. Though all efforts are made to place students into their first-choice academy, when the number of qualified student applicants to an academy of choice exceeds the number of available positions, students will be placed in their second or third ranked academy.

STUDENT SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

COUNSELOR/FRESHMAN SUCCESS COACH SIGNATURE

DATE

FOR QUESTIONS OR ADDITIONAL INFORMATION, PLEASE CONTACT MS. KATE FOSTER, COLLEGE & CAREER ACADEMY COORDINATOR, AT 708.202.6501 OR VIA E-MAIL AT KATEFOSTER@PTHS209.ORG.

SUCCESS READY INDICATORS & ACADEMY ENDORSEMENT GUIDELINES

Every graduate from the College & Career Academies of Proviso West High School must meet the following requirements:

- District graduation requirements
- Participate in a Career Pathway course sequence
- Complete an Academic & Career Portfolio (to include a postsecondary plan, letter(s) of recommendation, resume and personal statement)

Students who wish to graduate with a Career Pathway Endorsement on their transcript and special recognition at graduation must ALSO meet the requirements outlined in the Academy Endorsement Checklist.

- To be eligible for an endorsement, students must develop and maintain an individualized college and career plan, complete at least two years of coursework on a career pathway that leads to a degree or certificate with labor-market value, complete career exploration activities, and demonstrate readiness for college-level coursework.
- A Career Pathway Endorsement affirms that the graduate has mastered the skills necessary for college acceptance, career apprenticeship/internship opportunities, and/or entry-level employment.

To be college, career, and life ready, graduates must also accomplish indicators as described below:

CAREER READY

*Career Ready high school graduates identify a career cluster interest and meet **two or more** of the benchmarks below:*

- 90% attendance
- 20 hours of Leadership Service and/or Service Learning Project
- Career Development Experience (*60 total hours, may occur over multiple experiences*)
- Industry Credential
- Dual Credit Career Pathways Course (*college credit earned*)
- Completion of a Program of Study
- Attaining or maintaining consistent employment for a minimum of 480 hours (*this entails an average of 10 hours per week for 12 of 24 months*)
- Participation in two or more organized co-curricular activities (clubs, activities, sports, etc.)
- Military Service (does not include NJROTC)

COLLEGE READY

*College Ready high school graduates meet **two or more** of the benchmarks below (from Redefining Ready handout + IL ESSA update Dec17):*

- GPA: 2.8/4.0 or better
- 90% attendance
- SAT score of 1010 with subject scores of 480 in Evidence-based Reading and Writing, and 530 subject score in Math PLUS taking a Math course in senior year
- AP exam scores of 3+
- IB exam (4+) or IB course (C or better)
- Algebra II/Trigonometry (C or better)
- Dual Credit Career Pathway course (C or better)
- Dual Credit College English and/or Math (C or better)
- Seal of Biliteracy
- Completion of a 4th science and/or 2 credits of world language
- FAFSA completion
- Participation in a College Bound and/or approved summer program on a college campus

DISTINGUISHED COLLEGE & CAREER SCHOLAR

*Distinguished College & Career Scholars meet **three or more** indicators in the College Ready & Career Ready categories (above) along with the following academic benchmarks:*

- GPA: 3.75/4.0 (unweighted)
- SAT score of 1240
- 95% attendance in junior and senior year

LIFE READY

Students will demonstrate acquisition of the following traits upon graduation from the College & Career Academies of Proviso West High School:

- Exhibits a growth mindset
- Assumes personal responsibility and ownership
- Recognizes personal strengths and weaknesses
- Achieves goals through grit and perseverance
- Respectfully expresses viewpoints and interprets diverse perspectives referencing evidence
- Models mastery of logic and critical thinking skills
- Displays empathy for and acceptance of others
- Aware of global problems and their impact on communities
- Understands the impact of social, economic, environmental, and moral consequences
- Proven command of employability skills
- Works collaboratively in a variety of settings
- Demonstrates an understanding of financial literacy

HOW DO I LOG IN TO PROVISO E-MAIL, NAVIANCE, & POWERSCHOOL?

PWHS On-Campus Computer Access

Username: PW422XXX (422XXX is replaced by the student ID number)

Password: panther2019 (temporary password for 1st login – student will reset their password)

PWHS Student E-mail

<https://portal.office.com>

Username: PW422XXX@pths209.org

Password: panther2019 (temporary password for 1st login – student will reset their password)

Naviance

<http://connection.naviance.com/provisowhs>

Username: PW422XXX (PW + student ID)

Password: Panthers2022

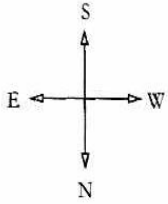
PowerSchool

<https://pschool.pths209.org/public>

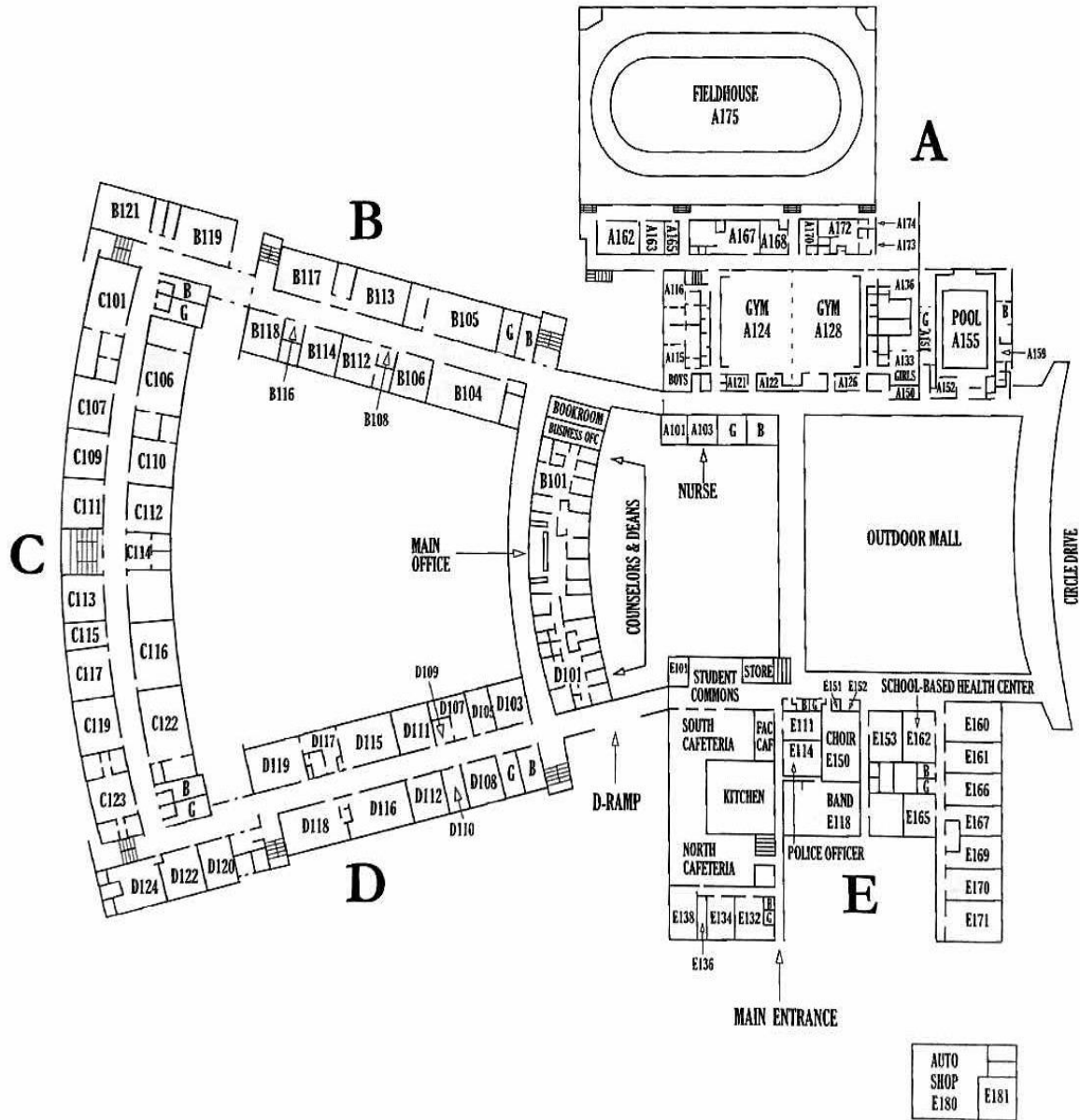
Username: PW422XXX (PW+ student ID)

Password: YYYYMMDD (Student's DOB EX:20011025)

PROVISO WEST SCHOOL MAP

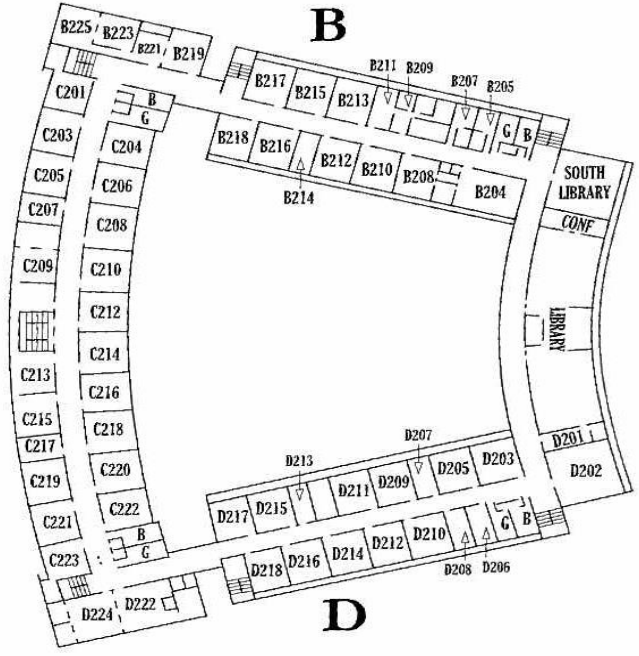


FIRST FLOOR



SECOND FLOOR

C

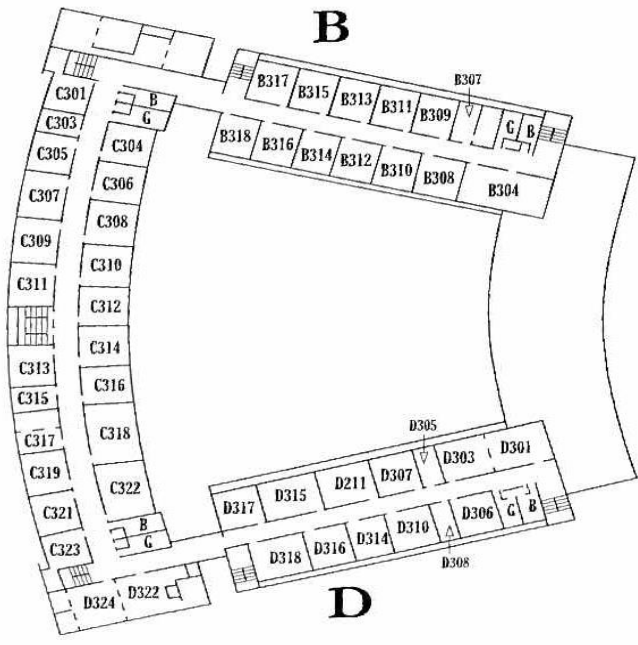


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THIRD FLOOR

B

D



DEFINITIONS & FREQUENTLY ASKED QUESTIONS (FAQ)

What is a GPA?

Your Grade Point Average (GPA) is the average of your final semester grades during high school. Students will earn a semester grade for the first half of the year (August – December) and the second half of the year (January – May). Your GPA is recalculated each time a semester ends. Your cumulative GPA reflects your academic performance from the beginning of high school through the last semester completed and determines where you rank in your class. The student with the highest GPA is #1 in that class; all others follow. Both GPA and class rank are important factors in college admissions and many scholarship decisions.

Is my GPA important?

The Grade Point Average (GPA) you earn as a freshman sets the foundation for your academic success throughout high school. While it is not impossible to raise a low GPA with hard work and determination, it is far better to start strong! The GPA is your gateway into college and is used to determine your eligibility for scholarships. You should always aim for B's or better on all assignments/quizzes/tests, etc.

What is my class rank?

Class rank is the comparison of your GPA against all other students in your class at your school. The student with the #1 rank in the class at graduation will be that year's valedictorian. The #2 student will be salutatorian. This becomes important as you near graduation and is often an important factor in college admissions and many scholarship decisions.

How are classes weighted and what does that mean?

Because of the added academic challenge they present, both Honors and Advanced Placement courses are "weighted", meaning they carry more value than a regular class when calculating a student's GPA.

How many credits do I have?

You should keep a record of all classes taken and grades/credits earned. Each semester class you pass earns you 0.5 credit. You must pass with a D or above to earn credit. You can request a copy of your transcript from your Counselor or the school registrar.

Do I have to take a foreign language to graduate from high school?

*PWHS graduation requirements do not include a foreign language at this time, and language courses are considered electives. However, many colleges and universities **DO** require 2 years of the **same** foreign language as an admission requirement. Check with the college or university of your choice for their language requirements. If it is an admission requirement, do not wait until the last minute to take two full years of a language.*

I am on track to go to college. Why do I need career-focused learning opportunities?

The Academy model is designed to prepare all students for a successful future - whether that includes post-secondary education or a direct path to a career. Students who want to go to college, will have opportunities to take advanced coursework, earn college credit and explore careers. When it's time to head to college, these opportunities and experiences will ensure our students are successful.

How can I contact my teacher?

Teachers can be reached through e-mail. Typically, teachers e-mail addresses are their first initial and last name at pths209.org. For example, Ms. Quadri's e-mail address is tquadri@pths209.org. A listing of e-mail addresses and direct phone numbers for teachers can be found on the PWHs website.

Can I change my class schedule?

Please see your Counselor to make changes to your schedule. No changes will be made after the first two weeks of each semester.

How do I see my Counselor or Social Worker?

Students are welcome to stop by their Counselor or Social Worker's office during ELOS, lunch, or after school. Students with an urgent need or who are in crisis may request a pass from their teacher during other times of the day.

How can I find out more information about scholarships?

See Ms. Murdock in the College & Career Center (D108) or check Naviance for more information about scholarships available to apply for as a freshman. It is a great idea to start applying for scholarships now! You can also look at the following websites for lists of scholarships and the qualifications:

www.JLVcollegecounseling.com

www.imfirst.org

bigfuture.collegeboard.org

www.hsf.org

www.scholarships.com

www.cappex.com

www.collegegreenlight.com

www.myscholly.com

Where can I get help if I want to know more about college and/or career planning?

Please see your Counselor and/or Ms. Murdock in the College & Career Center.

I want to play sports in college. What do I need to know?

Your GPA and standardized test scores are an important part of your eligibility to play sports in college. The National College Athletic Association (NCAA) Eligibility Center certifies whether prospective college athletes are eligible to play sports at NCAA Division I or II institutions. It does this by reviewing the student-athlete's academic record, SAT® or ACT® scores, and amateur status to ensure conformity with NCAA rules.

How do I find out about tryouts for sports?

Please see Ms. Washington (708.202.6397) in the Athletic Office in the A Building (adjacent to the Main Gym).

Where can I get help with my locker or locker combination?

Ask a security guard or any adult for assistance with opening your locker. You can see your Counselor or any teacher on your schedule for assistance with your locker combination.

Where do I get my gym uniform?

You can purchase a gym uniform in the Business Office in B102.

I was absent for a test. What do I do?

You must speak with the teacher whose test you missed on the first day you return to class to arrange a make-up session for excused absences only. You may make up a missed test during ELOS or at a time directed by your teacher.

Where do I pick up my textbooks?

Before the beginning of the year, textbooks are available from the Summer Bookroom (Rm. D103). During the year, students may pick up or return books to the Bookroom in the Main Office hallway on the first floor by the Business Office.

What happens if I lose a book?

You will be charged for the textbook if it is lost or damaged. Textbooks are expensive (\$100+), so do your best to hold on to your books and make sure you write your name inside the front cover. The charge will be added to your list of obligations and will need to be paid before you are able to receive your diploma.

When can I go to the Library?

The Library is located on the second floor between B and D hallway. It is typically open during ELOS (8:00 – 8:50am), during lunch periods, and after school (until 5:30pm, Monday - Thursday).

What can I do during my lunch hour?

Students are encouraged to go to the lunchroom for a nutritious meal during their assigned lunch period. If you wish to not go to lunch, you are permitted to go to the Library, your Counselor or Social Worker, to work with a teacher, or be in the College & Career Center, BUT you must have a hall pass.

What is the hall pass policy?

Students are not permitted in the hallways without a PWHS Hall Pass completed and signed by a member of the faculty or staff.

Who can help me with a bullying or school safety situation?

We are here to help you! Please make a confidential report to your Dean, Counselor, teacher, Social Worker, or any trusted adult at school. You may also make a call to the Safe School Hotline at (708) 202-6351 at anytime, 24 hours a day. These calls can be made in two ways: callers may identify themselves if they wish someone to get back to them for information, or calls can be made anonymously. The person calling may simply record the information. There is no "Caller ID" on this line. What we need to know when you call:

- What you are reporting? (complaint, problem, suggestion)
- What time did or when will the incident occur?
- At which school did/will this take place?
- Who is the suspect?
- What school does the suspect attend?
- A description of the incident in the order it took/or will take place
- How can we get in touch with you? (OPTIONAL)

You should report any information that could have a negative impact on students, school staff, or school property. Here are some examples:

- Violence
- Weapons
- Threat
- Thefts or property damage
- Drug or alcohol abuse
- Sexual harassment

Can I have my cell phone with me during the day?

Students can carry a cell phone at school. During the school day, cell phones must be turned off, secured, and out of sight. Students are responsible for keeping track of their cell phone.

Where is the Lost and Found?

Lost and Found is available in the lunchroom and individual teacher classrooms. Items of value are often turned in to a teacher or security officer.

How do I leave school early with permission?

Your parent must sign you out from the Attendance Center in E101 for early dismissal, late arrival, or absence.

I don't understand the attendance codes on my PowerSchool. What do the codes mean?

UNV means 'Unverified'. That means you were marked absent and your absence was unexcused. AUT means you were absent from that class and your absence was excused. SUP means you were supervised by a staff member (usually a counselor, social worker, or Dean) during that period and are therefore excused. TDY means you arrived to class after the bell and after the teacher has taken attendance.

I lost my ID (or my lunch or bus changed). Where do I get a new ID? How much does it cost?

ID cards must be worn while on campus and are required for entry into the building and lunch. If you lost your ID card, please go to the ID Center during your lunch to request a new ID. The ID Center is located in the Cafeteria Commons. We suggest that you take a photo of your ID and save it on your phone.

Can I leave campus for lunch?

No, Proviso West has a closed campus policy for lunch. Students are also not allowed to have food delivered.

I want to stay after school for a school-sponsored activity. Is there an activity bus?

There is an activity bus available for students participating in an approved after school activity. The bus departs from the ends of the A and E hallways "Circle Drive" at 5:30pm, Monday – Friday.

How can I get permission to use the elevator if I have a medical reason to use it?

Permission to use the elevator can be issued to students with a documented medical need for the duration of the need. Please see the Nurse for further information.

Are there any vending machines available for students?

There are vending machines available in the Cafeteria Commons, Cafeteria, and the Field House Foyer. The machines are only able to be accessed during lunch and before or after school. Using the vending machines during class time is strictly prohibited.

What happens if the vending machines doesn't dispense my purchase?

There are no change machines in the building. Some machines accept credit/debit cards. If a machine takes your money and does not dispense the product, the type of machine determines who can issue a refund. For the pop/juice machines, please see the Business Office for a refund. For the snack machines, please contact the number posted on the side of the snack machine for a refund.

Can I share my locker with my friend?

You are strongly discouraged from sharing your locker or its combination with anyone else for security reasons. Proviso West is not responsible for any stolen items, so it is imperative you secure your valuable belongings. Additionally, any illegal contraband found in your locker is assumed to be your property and you will be disciplined according to district policies and procedures as outlined in the Student Code of Conduct

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