



Proviso West High School 2011-2012

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

IMPORTANT NAMES & NUMBERS TO NOTE

To assist parents or guardians in contacting the proper persons at school, it may be of help to have the student complete the following:

My year in school is _____

My DEAN is _____

Telephone: 708- _____

My COUNSELOR is _____

Telephone: 708- _____

The information in this book was the best available at press time. Watch for additional information and changes.



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THE SCHOOL DISTRICT EMBLEM

The Proviso Township High School seal is a circle, the outer bounds of which enclose the name of the district. At the center of the circle, an open textbook symbolizes learning. The Latin Words, "NIHIL NISI OPTIMUM," meaning "NOTHING BUT THE BEST," define the type of learning experiences that Proviso West strives to provide for all of its students. The year 1910, located beneath the book, is the year that the bond issuer providing for the establishment of a township high school carried.

PROVISO TOWNSHIP HIGH SCHOOLS IS AN EQUAL OPPORTUNITY INSTITUTION AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN, OR HANDICAP. (See Sex Equity information in this handbook.)

MISSION AND STATEMENT OF BELIEFS

The MISSION of Proviso Township High Schools is to provide a quality comprehensive education that encourages academic excellence, learning for life, vocational, physical, personal, and social skills.

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).

SCHOOL FIGHT SONG

Come let us sing and raise our cheers
Proviso West's our name
That name will echo through the years
We'll carry it to fame.
For on we'll strive forevermore.
We always will be true.
And many victories we will score
Proviso West for you.

August, 2011

Dear Students/Parents/Guardians:

As your principal, I would like to welcome the entire class of 2015 to Proviso West High School, home of the Panthers. In addition, I look forward to the return of the classes of 2012, 2013 and 2014. This student handbook is your blue print to success at Proviso West High School. The teachers and all staff members expect and will accept "**Nothing But The Best**" from you throughout your academic career at Proviso West High School.

Students should **ALWAYS** remember that your character counts and defines who you are. It is the entire staff's expectation that you practice the six pillars of character counts:

1. **Citizenship**
2. **Caring**
3. **Fairness**
4. **Responsibility**
5. **Respect**
6. **Trust worthiness**

Our goal this year and every year is to assist you in becoming life-long learners and a productive member of our society. If we strive for excellence, we know that Proviso will continue to rise and expect "**Nothing But the Best**".

Always remember that **Proviso West "Can't Spell S_CCESS Without U"**.

Have an outstanding year.

Panther Pride

- P = Positive attitude in my worlds and actions.**
- R= Respect for myself and others.**
- I = Involvement in school activities.**
- D = Desire to be the best.**
- E = Enthusiasm for everything I do.**

Sincerely yours,

Dr. Roudell Kirkwood

ORGANIZATION

BOARD OF EDUCATION

Mr. Emanuel "Chris" Welch, President
 Mr. Daniel J. Adams, Vice President
 Mr. Brian Cross, Secretary
 Ms. Readith Ester
 Ms. Francine Harrell
 Ms. Theresa L. Kelly
 Mr. Kevin McDermott

CENTRAL ADMINISTRATIVE STAFF

| | EXT. | ROOM |
|---|------|------|
| Superintendent, Dr. Nettie Collins-Hart | 5910 | PMSA |
| Assistant Superintendent, Dr. Cheryl Pruitt | 5934 | PMSA |

PROVISO WEST ADMINISTRATIVE STAFF

| | EXT. | ROOM |
|--|------|-------------|
| Dr. Roudell Kirkwood, Principal | 6310 | Main Office |
| Mr. Daniel Johnson, Associate Principal..... | 6210 | Main Office |
| Mr. Milton Patch, District Director of Athletics and Activities..... | 6396 | A120 |
| Mr. Jerry Jenkins, Activities Director..... | 6347 | D112 |

DEANS

| | EXT. | ROOM |
|----------------------------|------|------|
| Mr. Henry Harden | 6224 | B101 |
| TBA..... | 6319 | B101 |
| Ms. D. Dianna Thomas..... | 6935 | C114 |
| Mr. Carlos Villanueva..... | 6305 | E101 |

DEPARTMENT CHAIRPERSONS

| | EXT. | ROOM |
|--|------|-------|
| Applied Sciences, TBA | 6258 | C317A |
| (Applied Technology, Business, and Family Consumer Sciences) | | |
| English, TBA..... | 6357 | B307 |
| Fine Arts, TBA..... | 6369 | D207 |
| (Art, World Languages, and Music) | | |
| Guidance, TBA | | |
| Mathematics, TBA | 6373 | B214 |
| NJROTC, Commander Gerard Egler..... | 6383 | E168 |
| Physical Education, TBA | 6393 | A173 |
| Science, TBA..... | 6377 | B110 |
| Social Studies, TBA..... | 6381 | D213 |
| Special Education, TBA..... | 6385 | D107 |

COUNSELORS

| | EXT. | ROOM |
|----------------------------|------|------|
| Chairperson, TBA..... | 6326 | D103 |
| Ms. Stephanie Andrews..... | 6333 | E101 |
| Dr. Sherman Blade | 6304 | D101 |
| Mrs. Linda Daiberl | 6330 | D101 |
| Ms. Hillary Gray..... | 6327 | A123 |
| Mr. Charles Jalove..... | 6325 | B101 |
| TBA..... | 6390 | C114 |
| Mr. Patrick O'Connell..... | 6328 | C114 |
| Ms. Nicole O'Connor | 6329 | E101 |
| Ms. Yamilia Rodriguez..... | 6229 | A123 |
| Ms. Claudia Williams | 6324 | B101 |

HEALTH AND STUDENT SERVICES

| | EXT. | ROOM |
|--|------|-------------|
| TBA, School Nurse..... | 6205 | A121 |
| Mrs. Mona Johnson, Social Worker..... | 6389 | C217 |
| Ms. Claudia Casteel, Social Worker | 6374 | B101 |
| Ms. Elsa Montoto-Vega, Social Worker | 6985 | D101 |
| Mr. Zachary Sienkiewicz , Police Counselor..... | 6267 | E114 |
| Ms. Molly Cavanaugh, Administrative Assistant to the Principal | 6311 | Main Office |

School Mascot Panther
 School Colors..... Red and White
 Athletic Affiliation..... West Suburban Conference Silver Division
 Accreditation

Illinois State Board of Education
 Cook County Superintendent of Schools
 North Central Association of Colleges
 and Schools

School Address and Phone..... 4701 W. Harrison Street
 Hillside, Illinois 60162
 708-449-6400

Board of Education

8601 W. Roosevelt
 Forest Park, Illinois 60130
 708-338-5900

SURVEYS OF PRIVATE INFORMATION

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g. Chapter 1 remedial reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

Note that the latter provision is limited to those students participating in programs which are funded in whole or in part by grants administered by the federal government.

SCHEDULES AND IMPORTANT DATES

| | |
|---|---|
| FRESHMAN ORIENTATION DAYS TUESDAY AUGUST 17 FIRST DAY OF ATTENDANCE (ALL STUDENTS) AUGUST 18 BACK TO SCHOOL NIGHT SEPTEMBER 22 6:00 PM | FINAL EXAM SCHEDULE 1ST DAY EXAM SCHEDULE Review Period 8:00 - 9:00 Period 1 Exam 9:15 - 10:35 Period 2 Exam 10:40 - 12:00 Make-Up Work Period 12:05 - 1:25 2ND DAY EXAM SCHEDULE Review Period 8:00 - 9:00 Period 3 Exam 9:15 - 10:35 Period 4 Exam 10:40 - 12:00 Make-Up Work Period 12:05 - 1:25 3RD DAY EXAM SCHEDULE Review Period 8:00 - 9:00 Period 5 Exam 9:15 - 10:35 Period 6 Exam 10:40 - 12:00 Make-Up Work Period 12:05 - 1:25 4TH DAY EXAM SCHEDULE Period 7 8:00 - 9:20 Make-Up Exams 8:00 - 10:35 FIRST DAY OF ATTENDANCE - 2ND SEMESTER JANUARY 3 All School Testing April 25 ACT/PSAE State Tests for JUNIORS April 25 and 26 |
| PARENT-TEACHER CONFERENCES REPORT CARD PICK-UP OCTOBER 27 1:00 - 3:00 PM & 6:00 - 8:00 PM MARCH 22 6:00 - 8:00 PM Student Schedule: See ½ - Day In-Service Schedule | SPECIAL EARLY RELEASE DAYS FRIDAY, SEPTEMBER 23 FRIDAY, OCTOBER 28 |
| ½ - DAY IN-SERVICE DAYS MARCH 23 | |
| INSTITUTE DAYS NO SCHOOL AUGUST 15 & 16 JANUARY 27 | |

CELEBRATED HOLIDAYS – NON-ATTENDANCE DATES

SEPT. 5, 2011 - LABOR DAY
 OCT. 10, 2011 - COLUMBUS DAY
 NOV. 11, 2011 - VETERANS DAY
 NOV. 23, 24, 25, 2011 THANKSGIVING BREAK
 DEC. 21, 2011 - JAN. 3, 2012 – WINTER BREAK
 JAN. 16, 2012 - DR. MARTIN LUTHER KING JR. DAY
 FEB. 20, 2012 - PRESIDENTS DAY
 MAR. 5, 2012 - PULASKI DAY
 MAR. 26, 2012 - MAR. 30, 2012 SPRING BREAK
 APR. 6, 2012 - GOOD FRIDAY
 MAY 28, 2012 - MEMORIAL DAY

TESTING DATES

Testing dates and application deadlines are as follows. Most four-year colleges require either the ACT or SAT for college admission (* indicates that test will be given at Proviso West for ACT).

TEST DATES

SAT I and SAT II

| | |
|------------|------------|
| October 1 | January 28 |
| November 5 | March 10 |
| December 3 | May 5 |
| June 2 | |

A.C.T.

| | |
|--------------|--------------|
| September 10 | February 11* |
| October 22* | April 14* |
| December 10* | June 9 |

*Test given at Proviso West High School on these dates.

A.P.

| |
|-------------|
| May 3 - 7 |
| May 10 - 14 |

P.S.A.T.

| |
|------------|
| October 12 |
| October 15 |

P.L.A.N./EXPLORE

| |
|----------|
| April 25 |
|----------|

PSAE (Prairie State)

| |
|-----------------------|
| April 25 and 26, 2012 |
|-----------------------|

8th GRADE PLACEMENT EXAM

All 8th Grade Placement Dates Subject to Change.

POLICIES AND PROCEDURES

| GRADUATION REQUIREMENTS | | |
|--|--|--|
| Courses | Class of 2013 and Earlier | Beginning with Class of 2014 |
| ENGLISH | | |
| | 4 | 4 |
| MATH | | |
| -Algebra | 1 | 1 |
| -Geometry | 1 | 1 |
| -Math Elective | 1 | 1 |
| SCIENCE | | |
| -Biology | 1 | 1 |
| -Chemistry | 1 | 1 |
| -Science Elective | | 1 |
| SOCIAL STUDIES | | |
| -World Civilizations | 1 | 1 |
| -US History | 1 | 1 |
| -Social Studies Elective | | 1 |
| APPLIED TECH / FINE ARTS / WORLD LANGUAGES | | |
| -Applied Sciences | 0.5 | |
| -Fine Arts | 0.5 | |
| -Applied Sciences, Fine Arts or World Languages Elective | 2 | 1 |
| READING | | |
| | 0.5 | |
| CONSUMER EDUCATION | | |
| | 0.5 | 0.5 |
| PHYSICAL EDUCATION | | |
| -Health | 0.5 | 0.5 |
| -Physical Education / NJROTC | 3.5 | 0.5 – 3.5 (PE waiver is required during any semester student is not enrolled in PE, Health, Drivers Ed or NJROTC) |
| ELECTIVES | | |
| | 3 (Chosen from English, Math, Science, Social Studies or World Languages) | 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 | 22 |
| Community Service | 36 hours per year (Beginning 2011-2012) | 36 hours per year (Beginning 2011-2012) |

DRIVER EDUCATION

The classroom component of Driver Education is currently a one-semester credit course. To participate in Driver Education, students must have passed a minimum of eight courses (or have earned 4.00 credits) during their last two semesters and have met all attendance requirements.

The second component of Driver Education is the behind the wheel instruction. To be eligible for the behind the wheel component, students must have completed the classroom phase. In order for a student to obtain the required driving permit from the State of Illinois, he or she must have a Social Security card. Applications for a card may be made at the Social Security Office.

FINAL EXAMINATION POLICY

Final examinations shall be given in all courses granting academic credit. Final examinations shall be included in the calculation of each student's final course grade and are a course requirement. A student who, by unauthorized absence, fails to take the final examination as scheduled shall receive a zero for the final examination. The grade assigned to the final examinations shall be zero and included in computing the semester average and final grade of the student. The final examination will constitute 20% of the final semester grade.

Students who receive a withheld grade for the final examination due to an authorized absence may make up the examination in accordance with the conditions established by the teacher. The final examination will be calculated into the final semester grade as stated above.

FINAL EXAMINATION EXEMPTION POLICY

SENIORS who have six (6) or fewer days of authorized absences in each class for the entire year, and zero (0) instances of unauthorized absences in any class for the entire year are eligible to be exempt from second semester final exams on a class-by-class basis where they are earning a grade of B or better. Students may choose to take the final exams to try to raise their grades, but they will not be penalized if their scores on the final exams lower their grades. Determination of eligibility for exemption from senior final examinations will be based on student attendance records through April 30th. Parents or guardians must sign and date a Final Exam Exemption form notifying them that their student(s) will not be in school at the time of the assigned exam. Field trips, school sponsored activities, or religious holidays will not count as absences for the purposes of the exemption provided the school is informed in advance. This is a *Good Attendance Incentive*.



PROMOTION POLICY

CLASSIFICATION OF STUDENTS

Students will be promoted to the appropriate classification only after they have earned the minimum credit requirements listed below, and have met all core course requirements. Failure to meet the promotion guidelines shown below will affect eligibility for Driver Education, class rings, athletics, class functions, etc. Promotion will occur at the beginning of each school year only. With the exception of seniors, mid-year (January) promotions will not be approved.

| Grade Level | Class of 2013 and Prior | Beginning with the Class or 2014 |
|-------------|-------------------------|---|
| Freshmen | Fewer than 6 credits | Fewer than 6 credits |
| Sophomores | 6 credits | 6 credits AND student must have passed all previous core classes (English, Math, Science, Social Studies) in which they were enrolled. Student will be retained at previous grade level if they have failed any core courses, even if they meet the credit requirement for this grade level. |
| Juniors | 12 credits | 12 credits AND student must have passed all previous core classes (English, Math, Science, Social Studies) in which they were enrolled. Student will be retained at previous grade level if they have failed any core courses, even if they meet the credit requirement for this grade level. |
| Seniors | 16 credits | 16 credits AND student must have passed all previous core classes (English, Math, Science, Social Studies) in which they were enrolled. Student will be retained at previous grade level if they have failed any core courses, even if they meet the credit requirement for this grade level. |

HOMWORK EXPECTATIONS

Homework is an important component of success for all high school students. Therefore,

- Students of the Proviso Township High Schools are expected to read, study, and do their homework every day.
- Parents are encouraged to provide an appropriate place to study and to monitor their children to ensure that students sit down to study and complete their homework.
- Teachers are encouraged to provide adequate homework and written directions for students to be successful with their homework. Teachers will accept homework with the understanding that if it is late excused, a grade will be given. If it is late unexcused, students may receive a reduced grade.
- Parents are encouraged to check the Parent Connect website so that they may stay informed about their children's grades and attendance weekly.

ATTENDANCE ZONE

Students must live with their parents or guardians in the West attendance zone in order to attend Proviso West. The following communities are totally or partially included in the boundaries of the Proviso West zone: Bellwood, Berkeley, Broadview, Hillside, Maywood, Melrose Park, Northlake, Stone Park, unincorporated Elmhurst, and Westchester.

CONDITIONS OF ENTRY

1. Evidence that a student's residency is established within the District shall be presented at the time of registration. Such evidence shall include documents showing where the student attended school during the previous year and, in addition, may include any of the following:
 - A. Tax bill
 - B. Utility bill
 - C. Lease
 - D. Deed, Torrens certificate, Title insurance policy
 - E. Installment contract for a deed
2. If a student does not live with both parents, evidence shall be submitted at the time of registration showing that he/she resides with a parent having legal custody of him/her, with his/her legal guardian, or with another adult parent.
3. Students who move out of the district during the school year may complete the school term if they notify the Principal/Assistant Principal/Lead Dean of the new address.
4. A student living outside of the school district must pay tuition.

ATTENDANCE

ATTENDANCE REGULATIONS

The Board of Education expects that students will be in attendance every day. The Proviso Township High Schools are committed to working together with parents to improve student attendance and to prepare students for the world of work, college and careers. Regular school attendance and prompt arrival to class are critical factors in a student's achievement and success in school. Parents and students are reminded that Article 26, Section 1, of the School Code of Illinois, requires that all children between the ages of six (6) and seventeen (17) attend school. It is the responsibility of the parents to assure their child attends classes regularly. To assist parents in encouraging students to develop appropriate attendance habits, the following procedures will be in place.

ABSENCE MANAGEMENT

2011-2012: Students who are seventeen (17) years of age or older with a total of eighteen (18) absences in two (2) or more classes during a semester may receive consequences administered in accordance with the Illinois School Code.

Authorized and unauthorized absences will be counted equally as time missed in class. Students may make up missed work for credit for authorized absences.

REPORTING AN ABSENCE

When a student will be absent, his or her parent or guardian MUST call the Attendance Center at Proviso West at the numbers listed below **on the day of the absence in order for the absence to be authorized**. The absence must be reported by telephone and not a note. You may call 24 hours. Parents should be ready to supply the following information when calling:

- Student's name
- Student's ID number
- Date(s) of absence(s)
- Parent/guardian name and relationship

PROVISO WEST ATTENDANCE CENTER

798-202-6301 OR 6303 (English)

708-202-6302 (Spanish)

English 24 Hour Voice Mail: 708-202-6580

Spanish 24-Hour Voice Mail 708-202-6579

Parents may call and leave a message so that the absence will be excused.

**PLEASE CALL WITHIN A TWENTY-FOUR (24) HOUR
TIME PERIOD TO REPORT ABSENCES.**

AUTHORIZED ABSENCES

It is a student's responsibility to be prompt and attend classes regularly. If parent(s) or guardian(s) do not call on the date of the absence, the absence will be unauthorized. The following are or could be considered reasons for authorized absences:

1. COLLEGE VISITS—Juniors and seniors are allowed to (2) days per year pre-approved by an administrator.
2. MILITARY SERVICE
3. CIVIC RESPONSIBILITY
4. DOCTOR/DENTIST VISITS
5. REQUIRED RELIGIOUS OBSERVANCES
6. COURT APPOINTMENT OR DOCUMENTED INCARCERATION
7. FAMILY VACATION—five days per school year (administrative pre-approval)
8. IN-SCHOOL OR OUT-OF-SCHOOL SUSPENSION
9. SCHOOL'S NURSE EARLY DISMISSAL (that day only)
10. FUNERALS—up to seven (7) calendar days from the date of death upon proper documentation from the funeral director for the following: father, mother, sister, brother, child, grandparent, guardian or any other relative who at the time of death was responsible for the well-being of the student.
11. DOCTOR'S CARE—A doctor's note, subject to administrative discretion, specifying the days of absence is required upon re-admittance. The doctor's note must be for the student only and presented within five (5) days upon return.
12. ANY SPECIAL CIRCUMSTANCES—surrounding a particular case will be reviewed at the request of the parent, guardian or emancipated minor.

TARDINESS MANAGEMENT

In order to maximize instructional time, students are expected to arrive **promptly** to all classes and by the time the tardy bell rings. **Any arrival time after the tardy bell will be counted as an unauthorized tardy** except those involving very serious problems or administrative excused passes. Consistent tardiness will result in a parent conference and/or other disciplinary actions. Tardiness is unacceptable because it disrupts class, damages the morale of students who are on time, reflects a negative attitude toward school, and creates disorder in the halls. Oversleeping, family errands, babysitting, missing the bus or car trouble **will not** constitute an authorized tardy.

TRUANCY REGULATIONS

A child who is subject to compulsory school attendance and who is absent without valid cause for all or part of a school day is truant. Chronic truancy is defined in the **Illinois School Code** as absence without valid cause for ten percent or more of a regular attendance term. (122:26-2a)

Students who are not in class consistently, seriously jeopardize their chances for success. Truancy is very serious. Parents are asked to cooperate to the fullest in seeing to it that their child attends class daily. Since truancy is an action chosen by the student and not an action taken by the school, make-up work will not be allowed.

TRUANCY – PARENT LIABILITY (122:26-10)

Any person having custody or control of a child...to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within that school year, upon conviction thereof shall be guilty of a Class C Misdemeanor and shall be subject to not more than 30 days imprisonment and/or a fine of up to \$1,500.

If a student is found to be truant, it may be required by Proviso West High School for the parent/guardian of the student to accompany the student back to the school for re-admittance. Failure to do so may result in Out-of-School Suspension. Truancy tickets may also be issued by the local authorities.

TRUANCY – GENERAL LIABILITY (122:26-11)

Any person who induces or attempts to induce any child to be absent from school unlawfully, or who knowingly employs or harbors, while school is in session, any child absent unlawfully from school for three (3) consecutive school days, is guilty of a Class C Misdemeanor.

EARLY DISMISSALS

To obtain an Early Dismissal, parents should call the Attendance Center to explain the need for the student to have an authorized early absence. The Attendance Center will determine whether or not it is to be authorized. If yes, an authorized early slip will be written and given to the student.

When it is time to leave the building, the student must present the slip to the Attendance Center first. The student will then carry a duplicate slip to show permission to leave the building. On the following day, the student must show the duplicate authorized slip to teachers of all classes missed the previous day. Failure to do this will result in being unauthorized for those absences.

Early dismissals may be issued for the following reasons:

1. Medical or dental appointments
2. Parental need
3. Funeral services
4. Court Appearance
5. College or job interview

GOOD ATTENDANCE INCENTIVES

DRIVER'S EDUCATION PRIVILEGES

Freshmen who had a 90% attendance rate during 2010-2011 (10 of the 12 excused/unexcused absences inclusive of tardiest) will be allowed to enroll in a drivers' education class at Proviso for a semester credit during their sophomore year.

FINAL EXAM EXEMPTION

SENIORS who have six (6) or fewer days of authorized absences in each class for the entire year, and zero (0) instances of unauthorized absences in any class for the entire year are eligible to be exempt from second semester final exams on a class-by-class basis where they are earning a grade of **B** or better. Students may choose to take the final exams to try to raise their grades, but they will not be penalized if their scores on the final exams lower their grades. Determination of eligibility for exemption from senior final examinations will be based on student attendance records through April 30th.

Parents or guardians must sign and date a Final Exam Exemption form notifying them that their student(s) will not be in school at the time of the assigned exam.

Field trips, school sponsored activities or religious holidays will not count as absences for the purposes of the exemption provided the school is informed in advance.

SCHOOL CLOSING

In the event of a school closing we will attempt to make an all-call; therefore, please make sure that we always have a current telephone number. We will also send an email blast. In order to ensure you receive these messages, please make sure that the school has your correct email address. You can also check the Emergency Closing Center website at www.emergencyclosingcenter.com.

CAMPUS POLICY

Proviso West has a CLOSED CAMPUS POLICY. Once students arrive, they are to remain in the building until the end of the school day unless they obtain permission from authorized personnel (see section on Early Dismissals). West students enrolled at Proviso East must ride the bus provided by Proviso West. No student is allowed to drive a private vehicle between Proviso East and Proviso West during school hours.

BUS TRANSPORTATION

When riding the school-sponsored transportation (First Student Buses), students are subject to school regulations. Reported infractions may result in disciplinary action. Students may be suspended from using bus services for a period of time contingent upon the offense. In that case, the parent is responsible for securing transportation to and from school for the period of the suspension.

Students are required to arrive at their assigned bus stops no later than five minutes before their scheduled pick-up times. Students will have only one scheduled pick-up time for the mornings.

When riding public transportation (PACE) to and from school, students are subject to school regulations. Reported infractions may result in disciplinary action. The PACE Bus Company will honor valid Proviso West Student ID Cards as authorization to charge student fares.

Problems with routes, drivers and schedules are handled by the PACE Bus Company. Information on scheduling may be obtained by telephoning 1-800-972-7000. Lost articles may be claimed at the PACE West Division Office, 3600 West Lake Street, Melrose Park. Complaints may be made directly to the PACE office by telephoning 708-649-3200.

PARKING FACILITIES

Parking is provided for students who drive automobiles. Parking is restricted to the North and South Lots. Reckless and careless driving on the campus of Proviso West High School will be cause for revoking driving privileges.

All students wishing to use school parking facilities must secure parking permits from the Security Dept. Vehicles not displaying the parking permit and improperly parked vehicles are subject to be ticketed and/or towed. Any vehicle parked in District 209 lots are subject to be searched by school personnel.

DELIVERING MESSAGES AND CALLING STUDENTS FROM CLASS

We can only deliver messages to a student when there is an emergency. Requests will only be honored when made by a parent or legal guardian.

VISITORS

1. All visitors must enter the building at the Art Wing and be checked in immediately at the Welcome Visitors' Desk. Visitors' must show picture identification. (We reserve the right to deny entry). Visitors are subject to metal detector screening. Visitors will be given a visitor's badge that must be worn at all times while in the building. Visitors are to sign out at the Welcome Desk when their visit is completed. Visitors must go to designated area only.
2. Parents may secure permission to tour the building from the Principal or Assistant Principal in advance of the tour on any day that school is in session, except on days designated as "NO CLASS INTERRUPTION." Parents must enter the building and follow the sign-in procedure noted above.
3. Parents wishing to visit their son's or daughter's classes may secure permission to do so by contacting the counselor's office.

PROVISO WEST HIGH SCHOOL RESERVES THE RIGHT TO TERMINATE VISITATION PROMPTLY, AND/OR REVOKE VISITATION PRIVILEGES FOR VISITORS FOR FAILURE TO COMPLY WITH THE ABOVE REGULATIONS.

APPROPRIATE DRESS AND GROOMING

Proviso Township High Schools does not restrict the dress or appearance of students except in cases where the dress or appearance presents a clear and present danger to the student's safety, causes an interference with work, or creates a classroom or school disorder. The appearance of students should indicate mature discretion and reflect credit to both students and families.

The following are never to be worn in school: Hats, head coverings, headbands, hoods, costume apparel* (Not to be worn or carried, with the exception of head coverings worn for verified religious or medical reasons).

Notwithstanding the foregoing, this section will not restrict the wearing of religious attire in conjunction with the approved clothing. The school principal shall make all final determinations as to the appropriateness of such dress and appearance of students.

CELEBRATIONS, SALES, AND SOLICITATIONS

- No balloons are allowed unless purchased at the school store
- No balloons are allowed in the cafeteria, halls or classrooms
- No birthday cakes or cupcakes are to be brought into the school.
- No solicitation, distribution or selling of items not sanctioned by the school*
- No sanctioned foods or beverages are to be sold during the school hours.
- No students may solicit monetary gifts unless sanctioned by the Student Activities Director

***Items confiscated from students by school officials may not be returned.**

STUDENT IDENTIFICATION (ID) CARD SYSTEM

Each student will be issued a student identification card. The identification card is the sole property of the school and must be worn by the student (around the neck with a break-away lanyard) at all times. . . All ID Cards may be checked upon entering the building. They are to be checked prior to entering the cafeteria. It may also be used to enter most athletic contests and certain student activities.

Students must comply with any adult requesting to see the ID card. Failure to do so will result in a referral to the Dean's Office. If a student forgets to bring his/her ID, one may be purchased at the ID Center prior to the beginning of the lunch periods. The cost of a new ID is \$5.00. Temporary ID's are \$ 1.00.

- ID's may be requested upon entrance into the building, are **required** to enter the cafeteria, and may be required to enter certain extracurricular events.
- ID's **must be surrendered** upon request.
- If the ID is defaced, the student must purchase a new identification card at the student's cost.
- Students must not be in possession of another student's identification card.

ELECTRONIC DEVICES

Students are not allowed to bring the following items to school:

| | |
|-----------------|----------------------------------|
| Laser pointer* | Television |
| Radio Boom box* | Tape Recorder* |
| Walkie-Talkie* | Camcorder (Video)* |
| Digital Cameras | Other sound reproducing devices* |

Students are allowed to have concealed cellular telephones and concealed beepers if these devices are off at ALL TIMES DURING THE SCHOOL DAY. **Cell phones** and music devices may not be used after 7:45 a.m. In case of an emergency, students may obtain permission from a dean or counselor to contact their parents or guardians from a school's telephone. Cell phones with cameras and video recorders* may not be used to videotape on school property. Students who violate this policy will be consequences by school officials. Any illegal activities caught on tape may be prosecuted.

***These items will be confiscated and relinquished to parents/guardians. Any items lost or stolen may not be investigated.**

INTERNET POLICY

There is an acceptable use policy for users of the Internet. A complete copy of the Board Policy is available on our home page or in the Superintendent's Office.

Any misuse of the Internet/Technology by students or staff shall result in the denial, revoking or suspending of access, disciplinary action, and/or appropriate legal action. Examples of misuses of the Internet/Technology include **but are not limited to** the following:

- A. Using the Internet for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
- B. Downloading unauthorized software, regardless of whether it is copyrighted or devirused;
- C. Downloading copyrighted material for personal use;
- D. Posting material authored or created by another without his/her consent;
- E. Using another's account or password;
- F. Posting anonymous messages;
- G. Accessing, submitting, posting, creating or displaying any defamatory, inaccurate, abusive, obscene, profane sexually oriented, threatening, racially offensive, harassing, or illegal material;
- H. Using the network while access privileges are suspended, revoked, or denied.
- I. Misrepresenting yourself or others;
- J. Spreading computer viruses;
- K. Using encrypted communication;
- L. Vandalizing the data of another;
- M. Violating the rights of others, including revealing personal information of others; and
- N. Degrading, disrupting or destroying systems and/or equipment;
- O. Performing conduct which is contrary to the criminal code of the State of Illinois.

Persons must understand that:

- A. The primary purpose for access is educational, and as such, educational purposes shall take precedence over others.
- B. Access is a privilege and not a right. I accept that inappropriate behavior may lead to penalties including rescinding accounts, disciplinary action and/or legal action.
- C. Proviso Township High Schools makes no claim of privacy. Software, files, and email may be reviewed.
- D. They are not allowed to play games, use chat rooms, and download executable programs or music without authorization.
- E. They will not participate in the transfer of inappropriate or illegal materials through the Proviso Township High School, Network.
- F. They will not allow other individuals to use my account for network activities, nor will I give anyone my password.
- G. They may not access, submit, post, publish or display any defamatory, inaccurate, abusive, obscene, profane sexually oriented, threatening, racially offensive, harassing, or illegal material.

LOCKS AND LOCKERS

Hall lockers are assigned on the first day of school. **THE LOCKER IS TO BE USED ONLY BY THE STUDENT TO WHOM IT IS ASSIGNED.** Lockers will be inspected regularly. During this inspection, we will expect to find only the student's books, jacket and personal items in his or her ASSIGNED LOCKER ONLY.

All lockers are the property of School District 209. In addition to regular locker inspections, the Administration of this school reserves the right to open and inspect all student lockers at any time that it is determined that such action is in the best interest of the School District. This can be done without notification to the student and/or parent or guardian.

The District may use dogs trained to detect contraband to conduct searches of lockers, rooms, and/or common areas.

TO OPEN YOUR LOCKER

To open your locker, you must complete the following instructions precisely. First, locate your lock combination on the slip of paper issued to you; set your lock to zero (0); turn right twice until you reach the first number of your combination; stop; now turn left toward the second number, but do not stop; pass the number the first time and come back to it; stop; now turn right to reach the third number (do not pass it up); now pull down firmly on the lock. It should open. If not, repeat the above procedures.

TO LOCK YOUR LOCKER

Force the lock shut and spin the dial. You must always keep your locker locked. Thefts and losses are not the responsibility of the school.

SEX EQUITY GRIEVANCE PROCEDURE

No student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program.

Inquiries regarding possible sex discrimination shall be directed to the Assistant Principal and/or the Lead Dean of Student Life. The Assistant Principal and/or the Lead Dean shall be available to provide assistance to the Grievant as needed in the preparation and processing of the grievance in the appeal of decisions.

NOTICE: The Grievant is entitled to confidentiality. The Grievant shall not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

SEXUAL HARASSMENT POLICY

It is the policy of the School District to provide its students and staff an educational environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

Any unwanted or unwelcome sexual advances, requests and contact are considered sexual harassment when they have the purpose or effect of interfering with an individual's work-school performance or if they create an intimidating hostile or offensive environment for the individual.

Any student who feels that sexual harassment has occurred should notify a Dean, Counselor, Administrator, Teacher, or school employee. Students will be encouraged to discuss the matter with the Dean. Students who engage in such harassment will be subject to disciplinary actions, which may include a warning, parent conference, detentions, suspension, expulsion or referral to outside authorities.

STUDENT GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student or a group of students concerning: 1) a difference of treatment; 2) the meaning, interpretation, or application of established policies; 3) the application of the legal requirements of civil rights legislation.

No student shall be excluded from participation in, be denied the benefits of or be subjected to discrimination under any academic, extracurricular, research, occupational training or other education program.

If such should occur, a grievance procedure should be initiated. If a student feels that they have been discriminated against, the following procedural steps should be adhered to concerning a possible grievance:

STEP 1

The student(s) and parent(s) should discuss the matter with a dean, a teacher, a department chairman, or an assistant principal and the person(s) responsible for the grievance issue. Within fourteen days of the time when a reasonably alert person should have been aware of the event giving rise to the grievance, an oral response must be made within five (5) days.

STEP 2

If the problem is not resolved, the grievance should be referred informally to the building principal. A meeting will be held within five (5) days from notification of the referral and an oral response made within five (5) days.

STEP 3

If the grievance is still not resolved, it should be submitted in writing within ten (10) days to The Central Office Equal Opportunity Coordinator for Title IX and Section 504. The grievance should be described as specifically and completely as possible. A thorough investigation of the issue will be documented. Extra time, if needed, can be mutually agreed upon. Time limits refer to days when school is in session. A meeting must be held between the grievant and the district representative within ten (10) days and a written response made within (5) days. Due process shall exist throughout the procedure with the right to: 1) representation; 2) present witnesses and evidence; 3) confidentiality; 4) review relevant records; and 5) proceed without harassment and/or retaliation.

STUDENT ACADEMIC AND DISCIPLINARY RECORDS

The **permanent** record of a student consists of basic identifying information, academic transcript, attendance record, record of release of permanent information, health form, college entrance examination scores and extracurricular activities. These records are kept by the school for no less than sixty years. The parent(s) of a student seventeen (17) years of age or younger and all students eighteen (18) years of age and older have the right to inspect and copy this record. The **temporary** records of a student consist of disciplinary information and other verified information of clear relevance to the education of the student. These records will be destroyed three years after graduation.

Copies of records will be issued to parents and/or students 18 years of age and older at the time of request for a cost. Additional guidelines are located in the Main Office.

ACADEMIC HONESTY

The primary focus of the Proviso High Schools is learning. The most meaningful learning comes about as a result of a serious approach to the subject by students, the motivation to achieve and the quest to fulfill one's dreams. Cheating or plagiarism undermines learning. It is an attempt to gain unfair advantage. It always involves the loss of academic integrity and inhibits the student's opportunity to really learn.

Plagiarism is presenting someone else's ideas and words as your own without giving credit. Plagiarism is both cheating and stealing. When your teacher detects plagiarism in your work, you will probably fail the assignment, and there may be other consequences.

Plagiarism is often unintentional. Students frequently do not understand that if they use a source's ideas, they must cite the source, even if they are not using the exact words of a direct quotation.

It makes no sense to plagiarize someone else's work. The penalties are severe when you are caught. If you are in doubt whether information needs to be cited, check with your teacher or cite it.

BUILDING BEHAVIORS

Certain behaviors must exist to maintain order and safety in any school. Listed below are the building behaviors for Proviso West High School students.

1. Students are to respect everyone, including themselves.
2. Students are not allowed to wear coats in the classes or in the cafeteria unless authorized.
3. Students are not allowed, without written permission, to wear head coverings in the buildings. Moreover, students are not to carry or wear head coverings from class to class or while in the cafeteria. Items may be confiscated and **may not** be returned.
4. Students must be in their classes when the bell rings.
5. Students must go directly to their assigned lunch period when the bell rings.
6. Students participating in Proviso West activities including dances on or off campus are subject to breathalyzer test prior to admittance.
7. Students without written authorization are not allowed to be in the halls other than during passing periods.
8. Students are not to fight physically or verbally on school grounds or at school related events.
9. Students are not to possess weapons, drugs, alcohol, or other illegal materials on school property.
10. Students are neither to throw food in the cafeteria nor to carry food from the cafeteria.
11. Students are to carry and to present upon request a school identification card at all times when on school property or attending a school-related function.
12. Students are to attend classes, all tutoring classes and/or assigned school sessions.
13. Each student must use his/her school-assigned locker. Students are not to share lockers.
14. Students are neither to participate in gangs, cults, or any other secret organizations nor are students to participate in hazing.
15. Students are not to vandalize school property; any financial costs will be assessed to the offending student. (See page 21 Level II Acts of Misconduct, Vandalism).
16. Students are not to pull false fire alarms; any financial costs will be assessed to the offending student. (See page 21 Level II Acts of Misconduct, Vandalism).
17. Students are not allowed to use cellular phones during school hours and may not use a phone charger during the school day.
18. Students are not allowed to sell food or distribute any other items at school unless authorized by school officials. Items may be confiscated and may not be returned.
19. No opened food or beverages are allowed in the building. Open food and beverages will be placed in garbage reciprocals.
20. Appropriate behavior is expected at all school related events on or off campus. Prom and Homecoming are privileges not rights. Anyone who commits a Level III offense may have Prom and/or Homecoming revoked.
21. Students are not allowed to participate in competitive rapping or dancing (footwork, crumping...) on school property unless sanctioned by the school.
22. Students are not allowed to wear any clothing deemed inappropriate by Administration.
23. Students are not to bring glass containers to school.
24. Students are to speaking in a calm and relatively quiet voice in the hallways and other public areas is appropriate. Shouting, swearing and screaming are considered inappropriate in the hallways and classrooms and may be consequence.

LOSS OF PRIVILEGES

As students advance through District 209, they receive certain privileges (e.g. prom and other dances, post prom, graduation ceremony, riding the school bus, driving to school, use of parking facilities, participation in extracurricular activities and access to technology. Students who violate school rules may forfeit school privileges.

BEHAVIOR CODE

The Board of Education of the Proviso Township High Schools recognizes fully that it has the responsibility to provide a quality education for the students of District 209. In order to produce the educational climate necessary to accomplish this goal, the Board further realizes that it is the school's responsibility to maintain order and discipline and to do all in its power to avoid serious disruption of the educational process. Another responsibility inherent in formulating a definite policy concerning behavior is the communication of that policy. For the reason, the Behavior Code is being directed to the students and parents of the Proviso High Schools in this issue of the AGENDA.

This code is intended to provide guidelines for general student behavior. It must be added that many problems might arise which do not fall into the above categories of general behavior. Exceptions may be made in cases involving unusual physical, psychological or social problems. In these cases, referral will be made to the appropriate medical, psychological or social agency instead of adhering strictly to the procedures outlined in this code.

PEER MEDIATION

Peer mediation helps disputing students arrive at a win-win outcome rather than the usual win-lose consequence which may include suspension from school, injuries or hurt feelings, etc. (with the problem remaining unaddressed).

Students are referred for mediation by other students, by any staff member or by self referral. Both disputants must agree to participate in the mediation and sincerely work towards arriving at a solution. Once there is mutual agreement, both parties receive a copy of their mediation agreement; a copy is also sent to their dean(s). Violation of the mediation agreement will result in more severe consequences than usually imposed at the dean's discretion.

DISCIPLINARY TERMS

The following definitions will help to clarify Proviso's disciplinary policies:

1. **DETENTION** A 30-minute penalty for minor violations of school policy—Detentions are served during Lunch periods.
2. **IN-SCHOOL SUSPENSION** Assignment to a designated room by a Dean for Periods 1 through 7 consecutively –The student may submit assigned work the following day for credit. Assignment to this room may be in lieu of an out-of-school suspension.
Also Known As ALTERNATIVE SCHOOL ASSIGNMENT PROGRAM (ASAP)
 - (a) Students suspended in In-School Suspension MUST report directly to the ISS/ASAP room on the day they are suspended. Students must have an ID card and school books. NO coats are allowed in the ISS/ASAP room. All students must report to the ISS/ASAP room by 8:00 (beginning of Period 1). Students who fail to attend ISS/ASAP may be suspended the next two school days.
 - (b) Upon arrival in the ISS/ASAP room, students are to give their ID cards to the teacher, and the students will be assigned a seat and row number.
 - (c) All students assigned to ISS/ASAP may be required to eat lunch with the group.
 - (d) No passes will be issued for a student to leave the ISS room. Students are to remain in the ISS room from 8:00 a.m. until the end of the student's assigned day.
3. **SUSPENSION** Temporary removal from school by the school or district authority or his/her designee for a period not to exceed ten (10) school days
4. **EXPULSION** Removal from school for a period longer than ten (10) school days and up to the remainder of the school year or up to two (2) years
5. **TRUANCY (OR CUT)** Absence from class or school without authorized permission
6. **TARDY** Not in an assigned class by the time the tardy bell rings
7. **COMMUNITY SERVICE** May include students assisting in the school
8. **EXCLUSION** May include students being excluded from activities

LEVEL I ACTS OF MISCONDUCT

Level I Acts of Misconduct are minor behaviors which impede the orderly operation of the classroom of the classroom or the school. Such misbehaviors can sometimes be handled by an individual staff member, teacher, or counselor. Sometimes the intervention of the school deans may be necessary. Disciplinary options include:

- Parent Conferences (by phone or in person)
- Temporary removal from class
- Student conference after school
- Verbal reprimand
- Counseling
- Withdrawal of privileges
- Detentions
- ALTOS (After-School **Alternative TO Suspension**)
- Suspension (ISS = In-School or OSS = Out-of School)
- Peer Mediation
- Temporary and/or permanent confiscation of materials

LEVEL I MISBEHAVIORS include, but are not limited to, the following:

Tardiness – Lateness to class or school with no authorized excuse

Failure to Follow Directions – Refusal to obey school rules; refusal to obey direct, clear and specific directions of a person in a position of authority

Violation of Technology Policy – Students may access technology for educational purposes only. Exercising this privilege requires that users accept the responsibility for all materials viewed, downloaded and/or produced. Users will need to evaluate the validity of materials accessed through technology and cite their sources when appropriate. Students who are viewing or downloading vulgar, obscene, pornographic, gang, cult, or secret organizational materials, stealing or attempting to steal passwords, altering or attempting to alter or bypass security devices are in violation of the Technology Policy.

Possession and/or Misuse of Electronic Devices – Video/audio equipment (camera phones, tape recorders, and/or camcorders, etc.) will not be permitted in the building. Any video equipment found will be confiscated and will need to be retrieved by the parent(s) or guardian(s).

Students are allowed to have concealed cellular telephones and concealed beepers if these devices are off and are not used during school hours. If these devices sound during the school day or if the students are found using these devices during the school day, the device will be confiscated and may be returned to a parent. Students may receive a suspension as an additional consequence.

LEVEL II ACTS OF MISCONDUCT

Level II involves misbehaviors whose frequency or seriousness tends to disrupt the learning climate of the school. They require the intervention or corrective action by a dean. Disciplinary responses include:

- Parent Conference (by phone or in person)
- Student conference
- Detentions
- Withdrawal of privileges
- Referral to support services
- Suspension (ISS=In-School or OSS=Out-of-School)
- Special Education Screening/Staffing
- S.A.P. Team Referral
- ALTOS (After-School **Alternative TO Suspension**)
- Peer Mediation
- Temporary and/or permanent confiscation of materials

LEVEL II MISBEHAVIORS include, but are not limited to, the following:

Temporary and/or Permanent Confiscation of Materials

Truancy/Class Cut – Absence from school, class, study hall, or other assignments without permission of parents or school officials

Interfering with Class Instruction Time – Behavior that disrupts the regular or normal functions of the school day

Verbal Abuse* - The use of offensive, repulsive, profane language, materials, expressions or actions, and debasing the dignity of another person; name calling, racial or ethnic slurs or derogatory statements addressed to others which precipitates disruption of the school program, incites violence, places another person in imminent physical and/or emotional injury.

Aggressive Physical Behavior* - Any act having the potential to cause injury to a person, including horseplay

Smoking /Tobacco Violation – Possession or use of tobacco and/or papers, lighters, matches, on school property or at all school-related activities

Gang Activity* Possession or wearing articles of clothing, jewelry, and/or possessing or displaying other materials or wearing objects that depict gang symbols or indicate gang involvement; drawing, displaying, or promoting gang and/or look-alike graffiti or symbols; flashing gang signs; recruiting individuals; gang membership or engaging in any activity or conduct that may indicate gang involvement

Sexual Harassment* - Unwelcome sexual advances, requested sexual favors or other unwelcome verbal or physical conduct of a sexual nature

Vandalism* - Destroying, mutilating, and defacing objects or materials belonging to the school, school personnel or other persons, littering any area of the building (Restitution or restoration is required for any resulting damage.)

Substance Abuse* - Any using, selling, possessing, or buying of alcohol or drugs or drug paraphernalia within the confines of the school grounds or being under the influence of drugs or alcohol at school or school related events

Group Disobedience* - Disrupting public peace, committing an act of violence, or inflicting injury during an incident that involves three or more persons

Threat to the Safety of Others* - Written, verbal, or physical threats directed to any individual with the potential to intimidate, to inflict fear, injury, or damage

Theft/Possession of Stolen Property*- Stealing personal or public property, being in possession of stolen property, or being in possession of property that the student is not authorized to have

Gambling – Illegal participation in games of chance for money and/or other items of value

Evading Security/Failure to Identify Self – Running from security when confronted; student fails to verbally identify self or to display ID when asked

Failure to Comply with Terms of Suspension; Failure to Serve ALTOS or In-School Suspension (ISS) – Failure to follow the rules and directives connected with one’s suspension (i.e. returning to campus during suspension, not appearing for in-school suspensions, or failure to attend ALTOS)

*These misbehaviors may constitute Level III Acts of Misconduct, dependent upon severity or frequency.

LEVEL III ACTS OF MISCONDUCT

Level III Acts of Misconduct involve actions which are so serious that they always require administrative actions which result in at least temporary removal from the school. Level III Acts of Misconduct are considered **Gross Misconduct** and as such may require an expulsion hearing and subsequent action by the Board of Education. Disciplinary responses include, but are not limited to, the following:

Alternative Programs

Substance abuse rehabilitation program (S.A.P.)

Suspension

Discipline review conference

Principal’s Probation

Board Probation

Expulsion

Board action which results in appropriate action

Permanent confiscation of materials

LEVEL III MISBEHAVIORS include, but are not limited to, the following acts of Gross Misconduct:

Severe general misbehavior – insubordination, insolence to a teacher or other person in authority, use of threats to the safety of people and property in and about the school premises, assault, mob action, theft, extortion, assault, battery, fighting or other acts of endangerment to students and staff

Verbal Abuse – Aggravated use of obscene, vulgar, or profane language or gestures in defiance of authority.

Vandalism – Defacing, damaging, or destroying school property including setting of fires, sounding of false fire alarms, breaking windows, discharging of fireworks or other devices

Possession/Use of a Weapon-Ammunition– The possession of a weapon on or about the student’s person or on or upon school premises under the control of such students include, but are not limited to, a blackjack, slingshot, metal knuckles, switchblade, fireworks, knife, razor, stiletto, lead pipes, broken bottles or other pieces of glass, bats, clubs, chains, chain belts, locks, oriental fighting devices, studded bracelets or metal belts, aerosol-type or other objects containing noxious liquid gas or substance, pistol, revolver, or other firearms, and any other dangerous or deadly weapon or instrument which resembles one of the above instruments (Protective sprays such as mace or pepper sprays are not allowed.)

As a requirement of the federal Gun-Free Schools Act, any student who brings a firearm on to school premises – during the regular school day or during extracurricular activities – shall be disciplined according to current provisions of the Gun-Free Schools Act which may include expulsion for not less than one year or more than two years.

Gang Activity – Gang activity of any nature, including disturbance, recruitment, graffiti, slogans, loitering or traveling in groups, symbols, attire, including bandanas, jewelry featuring guns or marijuana leaves and attire with Satanic cult references

Substance Abuse – Possession, use, sale or attempted sale of an alcoholic beverage or any drug, narcotic, controlled substances or “look alike” drug is prohibited on the bus to or from school, on the school grounds, in the school building, or at any school-sponsored activity at any time of day or night

Violation of probation – Behavior that does not comply with the terms of probationary status

Criminal Activity – Conduct which is contrary to the Criminal Code of the state of Illinois

Trespassing – Any student suspended by an authorized school authority who defies this authority by remaining on or reentering the premises will be subject to additional suspension, criminal arrest, and/or expulsion

Stalking – Threatening a student, staff member, or other school-related person so as to place that person in fear of bodily harm or restraint and doing one of the following acts on at least two occasions: (1) Following the person for no school-related purpose: (2) Placing the person under surveillance by remaining present, with no school-related purpose, in or near a part of the school occupied by the person

Second Chance Program – Committing a Level III offense following transfer to the Second Chance Program

Prior Expulsion – Committing an offense which threatened the safety of others or which caused substantial disruption to the educational process after having been expelled previously for a similar offense

Other Offenses – Committing an offense which threatened the safety of others or which caused substantial disruption to the educational process

Repeated and/or habitual acts of misconduct on the part of any student

Fighting/Threats of Violence - The term fighting includes threatened or actual of bodily harm or physical violence upon the person of any student or employee of the district. In the case of actual infliction of physical violence, all of the participants in the fight in question shall be liable for violation of this section unless the student can prove the following:

- That in the event of an unproved attack, student attempted to avoid or escape the confrontation; and
- That in the event avoidance or escape were unavailable, the student used only such force as was necessary to prevent serious bodily harm to his person.

STATUS OF STUDENTS UNDER SUSPENSION AND EXPULSION

Students who are under temporary suspension and those who have been expelled by action of the Board of Education are not permitted to participate in any school activities during the period of suspension or expulsion. When a student is suspended from the school building, he is to leave the school grounds immediately and is not to be on the grounds during this period of time without prior authorization from a school official. Violators will be considered as trespassers and subject to arrest and/or further disciplinary action.

SEARCHES OF STUDENTS AND THEIR POSSESSIONS

Every person on Proviso High School property is subject to a random search if there is reasonable suspicion. The methods of searching for contraband will vary. Such actions include, but are not limited to, use of metal detectors and the use of police trained dogs. School authorities may search a person or a person's private effects such as a purse, wallet, knapsack, book bag, lunch box, etc. when there are reasonable grounds for suspecting that a search will produce evidence that a student has violated a rule of the school. An auto in the parking lot can also be searched along with any District property the student uses, such as lockers and desks.

School authorities are authorized to conduct area-wide general administrative inspections of school property (e.g., searches of all student lockers) as a means of protecting the health, safety or welfare of the District, its employees and students without notice to or consent of the student and without a search warrant. School authorities may request assistance of law enforcement officials in conducting the searches for illegal drugs, weapons and other dangerous materials.

If a search produces evidence that a student has violate or is violating the law, local ordinance or school rules and policies, school authorities may seize such evidence and take appropriate disciplinary action. School authorities may also turn over such evidence to law enforcement authorities. **Students are advised that items placed in their lockers are presumed to be theirs.**

SUBSTANCE ABUSE REHABILITATION/COUNSELING PROGRAM

Members of the Proviso community must promote a school climate that is safe and that is drug free. The use, possession, distribution or sale of alcohol, drug paraphernalia or look alike materials interfere with Proviso's mission, create a hazard to the welfare of students and are illegal under the laws of the state of Illinois. Any such offenses are considered among the most serious problem in Proviso's behavior code and may result in a student's expulsion from school.

Students are given an opportunity to participate in rehabilitative programs designed to treat the substance problem. While participating in these programs, students would be permitted to remain in school rather than be expelled. Recommendation for program participation will come from Proviso staff and from community agencies or hospitals. Student participation in such programs will in all cases be voluntary. Any cost of these programs will be borne totally by the student's parents. Students who are subject to expulsion and who choose not to participate in or complete such rehabilitative and/or counseling programs may be expelled from school in accordance with Board of Education and Proviso's behavior code policies. For implementation of the aforementioned district policy, contact your son or daughter's Dean.

SIGNS OF DRUG ABUSE

- Drug-related magazines, slogans on clothing
- Conversation and jokes that are preoccupied with drugs
- Hostility in discussing drugs
- Chronic dishonesty (lying, stealing, cheating)
- Trouble with the police
- Changes in friends, evasiveness in talking about new friends

STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) brings together school, community, family, and youth in a working partnership which offers assistance to student's currently experiencing problems or those at risk for problems. SAP is designed to help students succeed in the school setting and to complete their education.

Typical problems which are addressed by the Student Assistance Program support groups:

- Alcohol, drug, and solvent abuse
- Teen pregnancy
- Suicide
- Drop out/Truancy
- Vandalism

Gang Activity

Chronic behavior problems which interfere with a student's ability to be successful in school

SWAP "Students With A Purpose"

Support groups include Life Skills, Anger Management, and Substance Abuse

A core team has been trained to receive and review referrals from staff, parents, and students. For additional information call the school's Student Assistance Program Coordinator or Social Worker.

SUPPORT/CRISIS INTERVENTION TEAM

The team's focus will be to serve the school when there is a crisis or serious experience. Examples of crises could be suicide (threatened or attempted), death, sexual and physical abuse, teen pregnancy, drug and alcohol abuse, sexually transmitted diseases, and a witness to or a victim of a violent crime. The focus will be to direct the student toward finding and accepting a solution to the immediate difficulty and help the student deal with the reality and focus on solving the problem. Members of the Crisis intervention team include:

Dr. Roudell Kirkwood, Principal

Mr. Dan Johnson, Associate Principal

Ms. Dianna Thomas, Chairman, Dean

Ms. Claudia Casteel, Co-Chairman, Social Worker

Mrs. Elsa Montoto-Vega, Social Worker

Mrs. Mona Johnson, Social Worker

Dr. Sherman Blade, Counselor

TBA, Nurse

Mrs. Charlene Vasquez, Nurses' Assistant

Mr. Jocelyn Dorleans, World Language

Ms. Carissa Gillespie, English Department

Mrs. Heather Wickey, Math Department

Ms. Diana Medina, Social Studies Department

Mr. Richard Craddock, Science Department

Mrs. Yasmin Graham, PE Department

Mrs. Gail Suffredin, Special Education

Officer Zachary Sienkiewicz, Police Counselor

Dr. Alvaro Serna, Science

Mr. Jerry Jenkins, Activities Director, SAM

Mrs. Constance Jesukiatis, Family & Consumer Science

Pastor Davis, Pastor Ford, Rev. Robinson, Mrs. Walker, Pastor Alfred, Community



HOTLINE PHONE NUMBER 708-202-6351

AGENCIES YOU CAN CONTACT FOR HELP & OTHER CONVENIENT PHONE NUMBERS

SCHOOLS

| | |
|---------------------------------|----------|
| District 209 Board of Education | 338-5910 |
| Hillside School | 449-6419 |
| MacArthur Middle School | 547-3085 |
| Northlake Middle School | 450-2735 |
| Roosevelt Jr. High | 544-3318 |
| Westchester Middle School | 450-2735 |
| St. Domitilla School | 449-7420 |
| Des Plaines Valley Region | 343-3874 |
| Proviso Area for Exec. Children | 450-2100 |

JUNIOR COLLEGES

| | |
|----------------------------------|--------------|
| Triton College | 456-0300 |
| New Horizons (Nuevos Horizontes) | 343-9600 |
| College of DuPage | 630-942-2441 |

POLICE/COURT RELATED

| | |
|------------------------------|--------------|
| Hillside P.D. | 449-6133 |
| Bellwood P.D. | 547-3500 |
| Cook County Sheriff's Office | 312-443-6444 |
| Cook County State's Attorney | 773-890-2700 |
| Maybrook Circuit Court | 856-6000 |
| Maywood P.D. | 450-4440 |
| Melrose Park P.D. | 344-8409 |
| Stone Park P.D. | 344-2134 |
| Westchester P.D. | 345-0060 |

MISC.

| | |
|---------------------------|----------|
| First Student Bus Company | 345-5502 |
| Selective Service | 688-6888 |

COLLEGE RELATED

| | |
|--|--------------|
| ACT | 319-337-1270 |
| IL Student Assistance Community Financial Aid Hotline | 800-899-4722 |
| IL State Board of Education (ISBE) | 312-844-2220 |
| NCAA info. Line | 319-337-1492 |

VARIOUS HELPS

| | |
|-------------------------------|--------------|
| Boys & Girls Club of Bellwood | 547-6900 |
| NW Youth Outreach | 312-777-7112 |

ALTERNATIVE SOLUTIONS

| | |
|--------------------------------|-----------------|
| GED | 456-3409 |
| Lincoln's Challenge | 800-727-7677 |
| | 343-8103 |
| Ombudsman | 236-5115 |
| (Headquarters) | 595-2487 |
| St. John's Military Academy | 773-626-6988 |
| JOB Corps | 312-759-5627 |
| HAPS | |
| Triton GED/Evening High School | 456-0300, X3438 |

FAMILY AGENCIES

| | |
|-----------------------------------|----------|
| Resurrection Bettanoral Health | 681-2324 |
| Filmore Center for Human Services | 795-4800 |
| Oak Park Family Services | 383-7500 |
| Youth Outreach Services | 547-1091 |
| Vision of Restoration | 344-3774 |
| Centrode Salud Familiar | 649-2133 |

HOSPITALS

| | |
|-------------------|--------------|
| Alexian/Lake Cook | 800-432-5005 |
| Gottlieb Hospital | 681-3200 |
| Hartgrove | 773-722-3113 |
| Loyola | 531-3000 |
| MacNeal | 795-9100 |
| Riveredge | 771-7000 |
| Westlake | 681-3000 |

CRISIS & SUICIDE PREVENTION

| | |
|------------------|--------------|
| In Touch Hotline | 996-5535 |
| Youth in Crisis | 484-7400 |
| Runaway Hotline | 800-621-4000 |
| Rapha | 800-383-HOPE |

CHILD ABUSE

| | |
|--|--------------|
| DCFS (Physical & Sexual) | 800-25A-BUSE |
| Sarah's Inn (Battered Women and Children) | 386-3305 |

SUBSTANCE ABUSE

| | |
|--------------------------|--------------|
| Alanon & Alateen | 848-2707 |
| Alcoholics Anonymous | 312-346-1475 |
| Cocaine | 800-COCAINE |
| Gateway Foundation | 312-929-1865 |
| IL DASA Treatment Center | 312-731-9100 |
| Narcotics Anonymous | 848-4884 |
| Overeaters Anonymous | 346-0000 |

SEXUALLY TRANSMITTED DISEASES

| | |
|----------------------------------|------------------------------|
| VD Hotline (STD's) | 800-227-8922 |
| Aids Crisis Hotline (Spanish) | 800-342-AIDS 800-344-3472 |

TEENAGE PREGNANCY

| | |
|-------------------------------------|--------------|
| Adoption Information for Illinois | 800-572-2390 |
| Sunny Ridge Family Center | 668-5117 |
| Evangelical Child & Family Services | 653-6400 |
| Alma Medical Center | 344-5300 |
| Crisis Pregnancy Services of DuPage | 630-495-9100 |
| Porter Family Center/PLCCA | 344-6428 |
| Woman Care Services | 795-6000 |

TUTORING

| | |
|---|----------|
| Literacy Volunteers of Western Cook County, Inc. | 848-8499 |
| Triton College Extension Center/Hillside | 236-0362 |

ADDITIONAL TOLL FREE INFORMATION

| | |
|--|----------------|
| The National Federation of Parent of Drug Free Youth (NFP) | 1-800-554-KIDS |
| National Institute on Drug Abuse (NIDA), | |
| U.S. Department of Health & Human Services | 1-800-638-2045 |
| NIDA Hotline | 1-800-662-HELP |
| Pride Drug Information Line | 1-800-241-9746 |

PROVISO WEST SAFE-SCHOOL HOTLINE

There is a **Confidential 24-Hour HOTLINE** at our school.

This line allows anyone to report situations or incidents which might be harmful to our students. These calls can be made in two ways. Callers may identify themselves if they wish someone to get back to them for information. Or the calls can be made without callers identifying themselves. The person calling may simply record the information. **There is no "Caller ID" on this line.**

HOTLINE PHONE NUMBER 708-202-6351

PROFICIENCY COURSES

There are several course offerings in which students can take a placement test to proficiency out of the class. This is to give students an opportunity to take advantage of the multitude of classes that we offer our student body.

BUSINESS EDUCATION

Consumer Education students can take the local proficiency test. Upon passing the test, students are given a pass but no credit.

WORLD LANGUAGE (SPANISH 1 AND FRENCH 1)

Students who pass the foreign language test only receive credit when they have satisfactorily passed the second year of the course. Then, and only then, do they get a credit.

PROGRAMS AND SERVICES

THE GUIDANCE DEPARTMENT

Each student is assigned to a counselor who meets and works with the student during his or her stay at Proviso West High School. The class counselor serves as a liaison among the student, the staff, and the parents. The counselor does personal and social counseling, career counseling, and college counseling. The counselor directs groups for information-giving, assumes responsibility for helping students choose courses, interprets results of standardized tests, and encourages participation in school activities.

Students receive information through the daily bulletin and through guidance bulletins that are out on special events and graduation requirements. The Guidance Counselors are available for all parents and students to discuss individual concerns.

RECOGNITION OF SCHOLASTIC ACHIEVEMENT

Perhaps no single factor of a student's life in high school is more important than his/her achievement in the classroom as demonstrated by his/her scholastic record. Following are several of the ways such achievement is recognized at Proviso West.

1. THE HONOR ROLL is computed for students at the end of each of the four quarters. All of the students' academic subjects are computed into their regular grade point average for each quarter with the exception of physical education.

The points awarded to the grades of the academic subjects are as follows:

A = 4 B = 3 C = 2 D = 1 F = 0

Weighted grades are not used as a part of the honor roll. They are used to enhance the class rank of students in the most rigorous classes.

2. HIGH HONOR ROLL listing is achieved when a student's class grades for academic subjects at the end of a report period total of 4.0 or straight A's. Physical education is not included in honor roll computation. The student is permitted to carry an Honor Roll Card which permits certain privileges.
3. A HONOR ROLL listing is achieved when a student's academic class grades for academic subjects or more at the end of a report period total 3.5 – 3.999. Physical education is not included in honor roll computation. The student is permitted to carry an Honor Roll Card which permits certain privileges.
4. B HONOR ROLL listing is achieved when a student's academic class grades for academic subjects or more at the end of a report period total 3.0 – 3.499. Physical education is not included in honor roll computation. The student is permitted to carry an Honor Roll Card, which permits certain privileges.
5. NATIONAL HONOR SOCIETY membership is granted to those students selected by a five-member faculty council. Selection is based on scholarship, leadership, service, and character. Selection into the National Honor Society is not a right, but honor-recognizing students who excel in these four areas.
For a fuller description of scholarship, leadership, service, and character, please refer to the National Honor Society Handbook available with the school principal, director of student activities, NHS faculty sponsor, or the chairman of the NHS faculty council.
6. COLLEGE SCHOLARSHIPS are granted on the bases of a high scholastic record, financial need, excellent character and general abilities. The College Counselor can answer ALL scholarship questions.

HEALTH SERVICES

Whenever a student finds it necessary to go to the nurse during the school day, he must obtain a student pass from a teacher for that particular period. All notes pertinent to health, written by parents or doctors, must be filed with our Health Services Office or Nurse's Office. Notification of any excuse from Physical Education activities, for medical reasons, will be forwarded to the P.E. office. Medical problems must be listed in the Nurse's office.

The nurse cannot dispense medicine nor treat students except to render first aid and assistance. Students will be referred to an emergency room of a local hospital whenever it is deemed necessary. Students who are injured must complete the accident form and return it to the Business Office. Students are allowed to take medication during school hours, but they must receive a medication pass from the Nurse's Office. A written note from a parent or doctor stating the reason for the medication must be on file in the Nurse's Office.

VISION SCREENING

Vision screening will be done as mandated by Illinois School Code, for Special Education students, transfer students, and students referred to the nurse by teachers. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report from indicating that an examination has been administered within the previous twelve (12) months and if that evaluation is on file at the school. This notice is not a permission to test. Vision screening is NOT an option. If a vision examination report for a student is not on file at the school, Special Education students, transfer students, and students referred to the nurse will be screened.

STUDENT INSURANCE

The Proviso Township High Schools has purchased Student Accident Insurance Coverage on the students' behalf and at no cost. This supplemental accident insurance coverage may provide additional benefits for any covered injuries incurred during the hours and days when school is in session and while attending or participating in school sponsored and supervised activities, including athletics on or off school premises. Coverage is also provided for travel, during school-sponsored activities, when transportation is furnished or arranged by the school, such as school buses or vans.

As this accident insurance is SECONDARY and SUPPLEMENTAL all claims must be submitted to the family's primary insurance plan FIRST. Any remaining medical expense balance may then be submitted to the school's Mutual of Omaha plan. Additional information and claim forms are available in the Business Office by selecting one from a number of options and enrolling during registration or through the Business Office.

LOST AND FOUND

The Lost and Found office is located in the school store. The school is not responsible for lost, stolen, or missing items. Lost items should be reported to the Police Counselor. If you find that someone has taken something belonging to you, go to your dean's office and complete a student incident report. Be sure to provide all information requested on the form, and then discuss the matter with the Police Counselor. Upon leaving the office, check with "Lost and Found". If you see someone with the property, do not attempt to retrieve it! If you do not know the person's name, try to find out, and then notify the Police Counselor, Dean, or a Paraprofessional immediately!

PERSONAL ITEMS OF VALUE

Items of personal value should not be brought to school nor should teachers be asked to be responsible for them.

THE SCHOOL STORE

Consumable supplies and other materials, which a student may wish to purchase for class use, are sold in the school store. The store is located near the student cafeteria in the Commons. The store hours are 7:15 – 8:50 A. M. and during each lunch period.

CO-CURRICULAR ACTIVITIES

PHILOSOPHY

Success in school for many students is dependent upon the degree of their involvement in school-sponsored activities. Students who like school develop spirit and respect for their school, which enhances the academic drive and desire of these students. Recent studies have indicated that co-curricular involvement of students, during high school, is one of the greatest indicators of college success.

ELIGIBILITY POLICY

The Board of Education continually strives to set goals and standards for our student body in order that they acquire the best quality education possible. The Illinois High School Association requires that a student pass twenty (20) hours of work per week (four academic classes) to be eligible to participate in athletics. Our Board has established additional eligibility criteria.

All students must meet these requirements to stay eligible for every semester that they wish to participate in a sport or an activity. The student's records must also be clear of all obligations. Athletes who owe an obligation may practice for an IHSA sport. However, the athlete may be declared ineligible for an IHSA series competition until the obligation is cleared.

ACCEPTANCE OF CODE OF CONDUCT

All students who participate in Co-Curricular activities must acknowledge and accept the Code of Conduct.

NO PASS-NO PLAY/PARTICIPATION

Students are required to maintain the district's required Grade Point Average(GPA) during the prior semester to participate in athletic or extracurricular activities.

Ninth grade students during their first semester are automatically eligible to participate but must meet the appropriate GPA by second semester.

Students participating in activities that are extensions of certain classes (such as band, choral groups, cooperative work program) are not subject to this requirement. The GPA requirement does not refer to short-term activities, such as a talent show or a school play.

Students must meet IHSA eligibility requirements during the season of their athletic participation. IHSA requires that students pass at least four of five classes. Moreover, Proviso Township requires that if a student does not maintain a 2.0 GPA, that student must attend weekly tutorial sessions or be considered ineligible for the season.

CO-CURRICULAR CODE OF CONDUCT

All students who participate in District activities acknowledge and accept the following Code of Conduct.

1. Students who violate the Discipline Code while participating in an extra-curricular activity shall be referred to the dean's office.
2. Students must be in full attendance on days of activities/ competition in order to participate.

3. Students will not demonstrate inappropriate behavior toward any coach, sponsor, equipment manager, referee/umpire, official, opponent, spectator, and/or school faculty/staff.
4. Students agree not to wear any jewelry, (earrings, chains, rings, watches, etc.) during extra-curricular contests or events if prohibited by their coach or sponsor.
5. Students agree to attend and arrive on time to all scheduled extra-curricular events, contests, and practices.
6. Students agree to come to all practices and events properly dressed with all necessary equipment and prepared to work.
7. Students understand the importance of personal hygiene. Students agree to clean their uniforms weekly and shower at the completion of each extra-curricular contest or practice.
8. Students will be financially responsible for all equipment/uniforms issued to them if damaged or not returned.
9. Students agree to make every effort to achieve a scholastic standing which is above the minimum required by the Board of Education to participate in extra-curricular activities.
10. Students agree not to partake or have possession of the following items: tobacco, alcohol, narcotics or look-alike drugs. (Narcotics are any controlled drug or substance which is not prescribed by a physician for the student's use.)
10. Students agree not to participate in other types of anti-social behavior, examples of which are stealing, fighting, intimidating others, or assaulting others at any time, including while at school, school-sponsored events, extra-curricular and doing non-school related activities away from school.
11. Students agree not to be present at situations where anti-social behavior is occurring or may occur even if the student is not involved in the anti-social behavior. Examples of anti-social behavior are partaking of or possessing narcotics, look-alike drugs or alcohol, fighting, intimidating others, stealing, assaulting others. Students agree to particularly avoid situations which could potentially result in their arrest.
12. Students whose conduct at any time, whether during any school related activity or during a non-school activity off school grounds, violates the extra-curricular Code of Conduct shall be eligible for any punishment, including suspension or dismissal from the extra-curricular activities.

STUDENT CLUBS AND ACTIVITIES

AFRICAN-AMERICAN CLUB

promotes the positive aspects of the African-American culture. The club strives to enhance the dignity, pride, self-respect, and motivation of youth by increasing their knowledge of their heritage and their culture.

ANIME CLUB

is the study of different animation styles concentrating on the Japanese style. Students will increase their knowledge of Japanese culture, improve Anime drawing skills, and attend the annual Anime convention, A-Cen (Anime Central).

ART CLUB

is intended to promote a positive attitude towards art by exposing members to various art-related experiences involving the school and community. By affording the students the opportunity to belong to a school organization, this club also functions to foster a sense of school spirit amongst its members.

BAND

holds a long tradition of musicianship, accomplishment and honor. With its four levels of potential involvement, the Bands offer each student a wide array of experience from the beginner to the advanced. The jazz bands, concert band, symphonic band, and beginning instrumental classes work together to compose the Proviso West Band Program.

CHEERLEADERS

raise school spirit, cheer for all athletic school teams, help the community, and teach the fundamentals of good sportsmanship.

CHESS CLUB

competes against other schools in many tournaments throughout the year, including the annual IHSA Chess Tournament. Besides competition, the Chess Club offers a place to socialize and enjoy classic game that is played all over the world and dates back over 1000 years.

DRAMA CLUB

produces three plays a year: a fall play, a children's play, and a spring play. Rehearsals take place from 3:30 p.m.—5:30 p.m. Monday through Friday in the Little Theater. The goal of drama is to involve students both backstage and on stage in developing their talents and love of theater.

FLAGS CORP

is an integral part of the Proviso West Marching Band. The Flag Corp provides coordinated routines to accompany the marching band, as well as perform at parades and other community events.

FRENCH HONOR SOCIETY

is a prestigious national academic organization for high school students studying French as a world language. This organization focuses on the academic achievements of outstanding foreign language students who also meet standards of character, leadership, and service to the community.

GERMAN CLUB

explores the cultural heritage of Germany, Austria, and Switzerland in our greater Chicagoland area; to provide opportunity for group participation at cultural events and ethnic restaurants; to encourage school spirit through group activities and participation in all-school functions; to foster *esprit de corps* among the German language students; to provide a forum for sharing international experiences gained through travel to Europe or from virtual experiences via the Internet; and to sponsor a trip to Germany during the spring vacation.

GIRLS' BASKETBALL CLUB

consists of girls who are interested in basketball—many are basketball players from all levels (freshman through varsity). The club's purpose is to promote teamwork and sportsmanship among its members.

GIRLS' LEAGUE

is a service and social organization focusing on charity work through public and social service reaching out to those who have special needs at school or in our community.

GRID IRON CLUB

focuses on teamwork, sportsmanship, and development of football skills.

HOME ECONOMICS RELATED OCCUPATIONS—H.E.R.O.

is designed for junior and senior students who are interested in pursuing careers in occupations related to home economics. Students hold regular, career-related, part-time jobs for their paid cooperative education work experience and participate in related classroom instruction. Classroom instruction focuses on providing students with job survival, career exploration, and other employment skills.

HOOP CLUB

provides students of various ability levels an opportunity to improve their basketball skills in a supervised setting. In addition, the club generates support for the basketball teams at Proviso West High School. Specifically, open gyms training and informal tournaments are sponsored by the Hoop Club.

INDIVIDUAL EVENTS/SPEECH TEAM

is an IHSA group which prepares students for competition in the speech and theater so that they may compete against other schools in the state of Illinois.

JAZZ BAND

offers training in technique and performances to the instrumental student interested in jazz. Jazz Band performs at concerts, school functions, and community activities.

JUNIOR PANTHER WRESTLING CLUB

is comprised of high school students who work with elementary and junior high students to help develop sportsmanship conduct and wrestling skills in preparation for high school competition and enjoyment.

KEY CLUB

is a service organization affiliated with the Westchester Kiwanis Club. The club's main goal is to serve the school and community in whatever way possible. Besides serving others, the club does fundraising and also has fun. The fun activities include movie nights, mini-golf outings, picnics, sports night, and the annual district convention.

Le CERCLE FRANCAIS

is a world language club which fosters a multicultural understanding of the world through French culture study, foreign travel, social activities, and community service.

MADRIGAL SINGERS/290 WEST SHOW CHOIR

A 16 to 20-member non-credit, co-curricular choir composed of the top students from the Concert, Treble, and A'Cappella choirs. Auditions are held every spring semester. Membership in this choir requires commitment and responsibility. The group hosts the Annual Madrigal Dinner, where the students wear 16th century costumes and reenacts a Medieval Christmas feast through song, dance, and drama. Every spring, the choir performs as the Show Choir, 290 West. The ensemble sings Broadway, Pop, and Vocal Jazz music with staging and choreography. They perform at Show Choir Festivals and competitions throughout the spring semester, in and out of Illinois.

MATH CLUB

helps students practice math topics determined by grade level. Roughly once a month, there is a contest with other schools. It is the Math Club's continuous goal to improve student's math skills and Proviso's standings in the North Suburban Math League and the West Suburban Conference.

MOSAIC (LITERARY MAGAZINE)

fosters student editors and staff as they advertise and collect student generated, original pieces of literature (prose and poetry), art, and photography. The editors and staff review, edit, and organize the very best writing, art, and photography from students into a literary magazine which is published annually in the spring and sold to the school community.

MULTI-CULTURAL CLUB

educates the student body, staff, and community about cultures other than their own; to make people sensitive to differences in others' cultures and background, and to promote self-esteem and esteem for one's culture and one's differences.

MURAL

staff plans, constructs, and completes the high school yearbook highlighting many activities.

NATIONAL HONOR SOCIETY

ranks as one of the oldest and most prestigious national organizations for high school students. This organization works to bring the achievement of outstanding high school students to the attention of their classmates, parents, and their communities. To be eligible for membership, both seniors and juniors must have a Grade Point Average of 3.0 at the time of induction. The candidates must also meet standards of character, leadership, and service to the community. The faculty and administration take an active part in member selection.

ORCHESIS

is a dance club that respects and encourages **all forms of dance** for performers and non-performers. Students meet Tuesdays and Thursdays from mid-October until mid-March and attend special workshops and rehearsals before performing. Non-performers work as stage crew. All members participate in fundraising activities and in organizing school parties and events.

PANTH'RETTES

is an organization that supports our major athletic teams providing entertainment during the half-time shows of those contests. Our main displays are those of team dancing; Panth'rettes also participate as the school's marching and drill team in conjunction with the marching band.

PEER MEDIATION (PEACE TEAM)

is a process in which students are trained to conduct a mediation process. This program gives students in a conflict a chance to sit face to face and talk uninterrupted, so each side of a dispute is heard. After

the problem is defined, solutions are created and then evaluated. When an agreement is reached, it is written and signed by all parties involved. Mediation makes our school a more positive and enjoyable place to learn and to grow.

PROFILE (STUDENT NEWSPAPER)

consists of students who assign stories, conduct interviews, write, and edit stories, produce and distribute the student newspapers. They also have a role in fundraising the paper through designing and selling advertisements for the paper.

PROVISO GOSPEL SINGERS (PAWS)

consists of students who are inspired to sing various types of praise music such as anthems and gospel, both traditional and contemporary. These students are gathered not only to sing but to also act as role models and mentors for other students who are interested in steadfast values. These goals are encouraged both in school and out of school. PAWS meets once a week.

PROVISO MOVEMENT: PROVISO INTERPRETIVE PRAISE (PIP)

gives glory and honor to the highest Power through the art of interpretive dance, mime, and music. Our expectation is to encourage all people through performances in expressions of gratitude.

PROVISO MOVEMENT: PROVISO STEPPING ORGANIZATION (PSO)

PSO/Movement is a social organization established to help promote a more sophisticated student body through dance. PSO/Movement will participate in any school function as deemed by our sponsor and the administration.

SNOWBALL

is a prevention program operated for and by teens, with adult supervision. Its purpose is to bring together teenagers and experts to share information and to develop positive attitudes towards life. The program covers information about alcohol, drug use and misuse, and common teenage issue. "If I have a positive impact on you, you can have a positive impact on someone else and the effect snowballs."

SOFTBALL CLUB

organizes groups of players on different levels to have fun, improve their skills, and learn about softball.

SPANISH CLUB/UNIDOS

stimulates interest in the Spanish language and culture. Membership is open to any student who possesses a genuine interest.

SPANISH HONOR SOCIETY

consist of students who must have a high scholastic average in the higher levels of Spanish III and IV. This organization focuses on the academic achievements of outstanding foreign language students who also meet standards of character, leadership, and service to the community.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D)

is dedicated to addressing the issues of underage drinking, impaired driving, drug use, and other destructive decisions and killers of young people.

STUDENTS ENDING ENVIRONMENTAL DESTRUCTION (S.E.E.D)

focuses on the ecological welfare of our campus and our surrounding community.

STUDENT COUNCIL

is a student government organization that is divided into two main bodies: the Executive Board and the House of Representatives. The Executive Board is an elected group of six officers and their 20 selected members. This group carries out the planning and execution of the activities. Student Council runs and meets on a daily basis. The House of Representatives is made up of the elected class officers, selected club representatives and class representatives. The House meets monthly and assists with events. Although the focus is student government, Student Council's encourages school spirit and community service.

SWIM CLUB

consist of students who have an interest in aquatic activity or who would like to become lifeguards, instructors, or improve their own fitness. We meet after school in the pool area.

TENNIS CLUB

has three goals: to promote tennis skill development, to promote the enjoyment of tennis and to encourage tennis competition within and without the club. The tennis courts are available to all members during the months of September, October, and March through August. Tennis socials are held monthly.

THESPIANS

is a nationally recognized organization for all those who love the theater. Students are encouraged to view school plays and to work in any capacity i.e. as actor, stage manager, crew-member). Membership entitles students to receive a drama magazine and makes them eligible for scholarships.

TRACK AND RUNNING CLUB

provides an environment in which students can feel comfortable running, and being involved in other physical activities. It may be used to stimulate interest in girls' track outside of the season, but it is open to all students. Meetings take place in the fieldhouse at 3:30 pm when needed.

VOLLEYBALL CLUB

seeks to develop sportsmanship and teamwork. We strive to include all athletes and students that are interested in acquiring more knowledge about power volleyball.

WRESTLING CLUB

provides students of various ability levels an opportunity to improve their wrestling skills in a supervised setting. It also supports the wrestling team.

ATHLETICS

Proviso West High School is a member of the Illinois High School Association and the West Suburban Conference, Silver Division. Our athletic teams enjoy a proud heritage in sports competition.

| | <u>FALL</u> | <u>WINTER</u> | <u>SPRING</u> |
|-------|---|-------------------------------------|---|
| BOYS | Cross Country Football Golf Soccer | Basketball Wrestling Swimming | Baseball Tennis Track Volleyball |
| GIRLS | Tennis Volleyball Cross Country Swimming | Basketball | Softball Track Soccer |

Proviso West, as a member of the West Suburban Conference, Silver Division, and the Illinois High School Association, supports a program of girls' and boys' athletics.

Athletes are expected to represent the school in a manner which reflects credit to themselves as well as to Proviso and to abide by the Code of Conduct described below. The coaching staff is composed of qualified personnel who are capable of instructing the athletes in the principles, fundamentals, and strategies of the sports selected by the students. The coach will establish the standards to be met by the students who participate in a sport. Prior to beginning practice and competition, the student must pass a physical examination.

The fall sports practice season begins before the start of school. No one may practice without a physical examination. For further details, please telephone the school or check your local newspapers.

In order to be eligible for participation in athletics, all students must be enrolled and passing in a minimum of four subjects. Students enrolled in less than four subjects are considered ineligible for participation. In addition, students are required to maintain the district determined grade point average on a weekly basis.

These regulations, along with the policies and requirements of the IHSA listed on the following two pages, are strictly adhered to by this district.

CO-CURRICULAR CODE OF CONDUCT

All students who participate in District activities acknowledge and accept the following Code of Conduct:

1. Students who violate the Discipline Code while participating in an extra-curricular activity shall be referred to the dean's office.
2. Students must be in full attendance on days of athletic competition in order to participate.
3. Students will not demonstrate inappropriate behavior toward any coach, sponsor, equipment manager, referee/umpire, official, opponent, or spectator.
4. Students agree not to wear any jewelry, (earrings, chains, rings, watches, etc.) during extra-curricular contests or events if prohibited by their coach or sponsor.
5. Students agree to attend and arrive on time to all scheduled extra-curricular events, contests and practices.
6. Students agree to come to all practices and events properly dressed with all necessary equipment and prepared to work.
7. Students understand the importance of personal hygiene. Students agree to clean their uniform weekly and shower at the completion of each extra-curricular contest or practice.
8. Students will be financially responsible for all equipment/uniforms issued to him/her if damaged or not returned.
9. Students agree to make every effort to achieve a scholastic standing which is above the minimum required by the Board of Education to participate in extra-curricular activities.
10. Students agree not to partake or have possession of the following items: tobacco, alcohol, narcotics or look-alike drugs. (Narcotics are any controlled drug or substance which is not prescribed by a physician for the student's use.)
11. Students agree not to participate in other types of antisocial behavior, examples of which are stealing, fighting, intimidating others, or assaulting others at any time, including while at school, school-sponsored events, extra-curricular activities and when doing anything non-school related away from school.
12. Students agree not to be present at situations where antisocial behavior is occurring or may occur even if the student is not involved in the antisocial behavior. Examples of antisocial behavior are partaking of or possessing narcotics, look-alike drugs or alcohol, fighting, intimidating others, stealing, assaulting others. Students agree to particularly avoid situations which could potentially result in their arrest.
13. Students whose conduct any time, whether during any school related activity or during a non-school activity off school grounds, violates the extra-curricular Code of Conduct shall be eligible for any punishment, including suspension or dismissal from the extra-curricular activities.

NCAA DIVISION I ELIGIBILITY STANDARDS FOR FRESHMAN COLLEGE ENTRANTS DIVISION I ACADEMIC ELIGIBILITY REQUIREMENTS 14 CORE-COURSE STANDARDS

If you're first entering a Division I college or university in the fall of 2003 or after, your NCAA initial eligibility will be evaluated using the 14 core-course standard. To be classified as a qualifier under this standard, you will need to:

Graduate from high school and have successfully completed 14 core courses as listed below and have a core-course grade-point average (based on a 4.000 scale) and a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

- 4 years of English
- 2 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (1 year of lab if offered by high school)
- 1 year of additional English, mathematics or natural/physical science.
- 2 years of social science
- 3 years of additional courses (from any area above or foreign language, non-doctrinal religion/philosophy, computer science (Computer science no longer will be used as a core course if you first enter any college or university on or after August 1, 2005.))

DIVISION I CORE-COURSE INCREASE FOR CLASS OF 2008 & BEYOND - 16 CORE-COURSE STANDARDS

- 4 years of English
- 3 years of mathematics (Algebra I or higher)
- 2 years of natural/physical science (one must be a lab science)
- 1 year of additional English, math or science
- 2 years of social studies
- 4 years of additional core courses (from any area listed above, or from foreign language, non-doctrinal religion or philosophy)

This increase is effective August 1, 2008, for students first entering a collegiate institution on or after August 1, 2008.

For a course to count toward the requirements above, the course must appear on your high school's list of approved core courses. You can find your high school's list by going to www.ncaaclearinghouse.net.

SOME IMPORTANT THINGS TO REMEMBER:

- Maintain eligibility on your high school team, so you are actively participating in your sport while in high school.
- Participate in summer athletic programs related to your sport.
- You no longer can be certified as a partial qualifier.
- It is your responsibility to register with the NCAA clearinghouse junior or senior year in high school.
- Send your ACT/SAT scores directly to the clearinghouse by marking 9999 on your test registration folder.
- PSAT scores are not clearinghouse eligible. In addition to the PSAT, you will be required to take the ACT/SAT on a national test date.
- You must complete and mail a college application to the schools you are interested in.
- For further information contact www.ncaaclearinghouse.net or 1-800-638-3731 or see your high school guidance counselor.



Illinois High School Association

(For 2011-12 School Term)
(Revised 3/8/11)

Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember,

if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is "lapse in school connection" or not.

2. Scholastic Standing

- A. You must pass twenty (20) credit hours of high school work per week. Generally, twenty (20) credit hours is the equivalent of four (4) .5 credit courses (two full credits).
- B. You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the

Athletic Eligibility Rules—Page 2

attendance area where you live full time with your parents, custodial parent or court appointed guardian; or

- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school

from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after classes have started for the school term, you will be ineligible for cross country that entire school term at the new school.

- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
 - 1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
 - 2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
 - 3. Your transfer is from a private/parochial school to your home public high school, you are entering a public high school for the first time, and the principals of both your former and the new school concur with your transfer;
 - 4. Your transfer is from one private/parochial school to another private/parochial school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian, you are changing high schools for the first time, and the principals of both your former and the new school concur with your transfer;
 - 5. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

Athletic Eligibility Rules—Page 3

- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must annually have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination each year is good for only one (1) year from the date of the exam. The physician's report must be on file with your high school principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.

- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market value. There is no limitation on the value of your school letter.
- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or

Athletic Eligibility Rules—Page 4

opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:

1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or to your school's coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sponsored and conducted by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed.

You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

The complete set of IHSA By-laws and Policies is available at www.ihsa.org

WEST SUBURBAN CONFERENCE

SILVER DIVISION

DOWNERS GROVE NORTH-4436 Main Street, Downers Grove, IL- 60515

630-271-6499

School is located in Downers Grove, south of Ogden (US34) on Main Street. (Note: North of Ogden, Main St. is known as Highland Avenue). Directions: Roosevelt Road west to Route 83 south the Ogden, turn right (west) continue to Main Street in Downers Grove, turn left (south) on Main Street or I-88 west to Highland, exit and turn left(south) Highland becomes Main Street, continue just past Ogden.

GLENBARD WEST-670 Crescent Boulevard, Glen Ellyn, IL-60137

708-469-8608

School is located in Glen Ellyn on Crescent just east of Park Avenue, approximately 3 miles north of Roosevelt Road. Directions: I-88 west to I-355 north, exit at Roosevelt Road, turn left(west), continue to Park Ave., turn right(north), continue about 3 miles, just over tracks, turn right(east), continue two blocks or Roosevelt Road(west) continue to Park Ave(past I-355), turn right(north), continue about 3 miles, just over tracks, turn right(east), continue two blocks.

HINSDALE CENTRAL-55th and Grant Street, Hinsdale, IL-60521

630-887-1340

School is located in Hinsdale, on the corner of Grant and 55th Street, approximately 2 miles east of Illinois. Directions: Roosevelt Road west to Route 83(south), to 55th, turn left (east), travel about two miles to Grant Street.

LYONS NORTH-100 South Brainard, Lagrange, IL-60525

708-579-6000

School is located in LaGrange, west of Mannheim Road and South of Ogden at the corners of Brainard & Cossitt. Directions: LaGrange Road to Ogden, turn right(west) to Brainard, turn left(south), cross railroad tracks, turn left on Cossitt(east), continue to school.

LYONS SOUTH-4900 Willow Springs Road, Western Springs, IL 60558

708-579-6393

School is located in Western Springs at the corner of Harvey and 47th Street. Directions: First Avenue south to Ogden, turn right(west) to Gilbert/Willow Springs Road, turn left(south), continue to 49th Street.

OAK PARK-RIVER FOREST-201 North Scoville Avenue, Oak Park, IL 60302

708-383-0700

School is located in Oak Park, between Harlem Avenue and Austin Avenue at the corner of Lake & Scoville. Directions: Lake Street east, past Harlem, enter on Scoville.

PROVISO WEST-4701 W. Harrison Street, Hillside IL 60162

708-449-6400

School is located in Hillside, approximately ½ mile south of the Eisenhower Expressway, at the corner of Wolf Road and Harrison Street.

YORK-355 W. St. Charles Road, Elmhurst, IL 60162

630-617-2400

School is located in Elmhurst, approximately 1 mile east of Illinois 83, on St. Charles Road. Directions: St. Charles west, continue past 1-290 about 1-1/2 miles.

WEST SUBURBAN CONFERENCE

GOLD DIVISION

ADDISON TRAIL-213 N. Lombard, Addison, IL 60101

630-628-3326

School is located in Addison, north of Army Trail Road at the intersection of Lombard and Army Trail Road. Directions: 290 west to 355 south, exit Army Trail Road, turn left(east) to Lombard, turn left to school or take Lake Street west to Lombard(east of I-355) turn left(south) continue 1 mile.

DOWNERS GROVE SOUTH-1436 Norfolk Street, Downers Grove, IL 60516

630-271-6580

School is located in Downers Grove on 63rd and Dunham Road (West of Illinois 83). Directions: Roosevelt Road west to Route 83 south to 63rd Street, at exit turn left(west) continue to Dunham Road(school on left).

HINSDALE SOUTH-7401 Clarendon Hills Road, Darien, IL 60559

630-887-1730

School is located in Darien on 75th Street, 1/2mile west of Illinois 83. Directions: Roosevelt Road west to Route 83 (south), continue to 74th Street, turn right (west), travel ½ mile school on right at light.

LEYDEN EAST-3400 Rose Street, Franklin Park, IL 60131

847-451-3000

School is located in Franklin Park on 25th Avenue between Grand Avenue and Irving Park Road. Directions: 25th Avenue north just past Grand Avenue on west side. 25th north becomes Rose Avenue in Franklin Park.

LEYDEN WEST-1000 North Wolf Road, Northlake, IL 60131

847-451-3108

School is located in Northlake on Wolf Road between North and Grand Avenue. Directions: Lake Street west to Wolf Road, turn right (north) continue past North, before Grand Avenue.

MORTON WEST-2400 South Home Avenue, Berwyn, IL 60402

708-222-5958

School is located in Berwn, on Harlem Avenue, south of 22nd Street. Directions: Cermak to Harlem, turn south to 26th, turn east near car wash on east side.

MORTON EAST-2423 South Austin Boulevard, Cicero, IL 60650

708-656-2300

School is located in Cicero on Austin Ave between 22nd Street and Ogden Avenue. Call to find out locations of individual matches/games. Directions: Eisenhower or Madison to Austin, turn right (south) to 25th, turn left (east).

PROVISO EAST-807 S. 1st Avenue, Maywood, IL 60153

708-344-7000

School is located in Maywood, approximately 1 mile north of the Eisenhower Expressway at the intersection of 1st Avenue and Madison Street.

WILLOWBROOK-1250 South Ardmore, Villa Park, IL 60181

708-530-3969

School is located in Villa Park, north of Roosevelt Road on Ardmore. Directions: Roosevelt Road west, past Route 83, to Ardmore, turn right (north). School two blocks down on Ardmore.

SCHOOL SUPPORT ORGANIZATIONS

THE PARENT-TEACHER ORGANIZATION (PTO)

The Proviso West High School Parent-Teacher Organization was established to bring into closer relation the home and school so that the parents and teachers may cooperate intelligently in the training of the child, to promote the health and welfare of students, and to develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, and moral education.

Four Parent-Teacher Organization meetings are scheduled each school year, beginning with "Back-to-School Night" in September. The PTO's Taste of Proviso is scheduled in December, and the general meetings are held in every second Monday except in October and January.

THE PROVISO WEST ATHLETIC BOOSTER CLUB

The purposes of the Athletic Booster Club of Proviso West High School are to support and encourage social, athletic, and other extra-curricular school-sponsored activities of West students. Further, the objective of the club is to foster ideas and provide the moral and financial support to encourage and enlarge such extra-curricular, school-sponsored activities for the benefit of the students of the school. Your membership and involvement are encouraged.

Parents interested in Music Association) is a non-profit, independent, service organization that directly advocates the support of instrumental music education. This organization encourages and supports instrumental music activities that directly affect the instrumental

PROVISO WEST BAND BOOSTERS (PIMA)

The Proviso West Band parents' organization (PIMA- music program at Proviso West High School. All interested adults and parents of band members are encouraged to attend.

PROVISO WEST NJROTC PARENT CORPS

Parents' Corp was established so that the parents of NJROTC cadets could support NJROTC.

PHOTOGRAPH/VIDEO DISCLAIMER

Proviso Township High Schools District 209 retains the right to use photographs, videotapes, digital or any other reproduction of students in the District. School District 209 may publish or record these items in various manners, including but not limited to the following: annual reports, student handbooks, student newspapers, local television stations, community newspapers, the District's Website, and the student album. These publications or records will be widely distributed and the School District may also, within its discretion, release items to third parties for publication or recordings.

NOTICE OF PESTICIDE APPLICATION

Any parent or guardian of a student may request to receive a written notice before any pesticide, other than an antimicrobial agent such as a disinfectant, or an insecticide or rodenticide bait, is used in the school building or on school grounds. Parents or guardians requesting written notice must submit such request in writing to the Office of Business Administration to the attention of Director of Accounting. Notice will be given at least two business days in advance of any application of pesticides. Notice may be given to the individual person who requests it or all parents and guardians through newsletters, bulletins, calendars, or some other general correspondence.