Prospect High School

# Campbell Union High School District

18900 Prospect Road, Saratoga, CA 95070 *phone* (408) 626-3408

*Joell Hanson, Principal*



*Home of the Panthers*

*Kiran Grewal, Vice Principal*

**Future High School Students and Parents**

The faculty, administration and PTSA (Parent Teacher Student

Association) invite you to tour Prospect High School, a California

Distinguished School. Find out about our extensive syllabus including

a wide range of honors, elective and AP classes. Discover the many

opportunities Prospect students have to excel in Sports, Drama, Music

and many academic teams such as Mock Trial and Robotics.

The tour will include a visit to the College and Career Center and an

introduction to Naviance - the gold standard Guidance software for

students and parents to use at home and at school. Students use

Naviance at Prospect to chart their path to success after high school.

**Prospect Annual Open House 2016**

**Saturday, November 5th**

**1:00 pm to 4:00 pm**

No appointment necessary.

Last tour starts at 3:00 pm

Everyone is welcome:

Future students, parents, siblings, neighbors, realtors, etc.

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Saratoga, CA 95070

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[www.prospect.cuhsd.org](http://www.prospect.cuhsd.org)

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PTSA: PROSPECT OPEN HOUSE NOTES

Preparation for Open House includes the following:

* Open House should be on the September/October PTSA agendas. Need to get a date for Open House, usually first Saturday of November. Get date from principal.
* Update the flyer with correct date and information and get approval of flyer from Prospect Principal.
* Email flyers to principals at MMS (Moreland Middle); EDS (Easterbrook Discovery); DCS (Discovery Charter). Ask them to put in their newsletters; parent communications; student calendars etc. every week until the day of the open house. Email neighboring private middle and public school principals as well. Emails should be sent about a month in advance.
* A few weeks before the Open House, bring copies of flyers to middle schools to pass out at front offices or give copies to all 8th grade students – if they want. Some schools are trying to go paperless.
* Advertise the Prospect Open House at Prospect by putting on the marque; put up the big Open House sign (update date information); prospect parent pages; school loop etc.
* Post the Prospect Open House to the neighborhood groups – a week before the Open House.
* Snacks for Open House. Ask for coffee donation from either Starbucks or Pete’s in September for November date. Need coffee for about 100-150. Get cookies (about 5-6 dozen); tangerines etc. If can’t get donation, need to pay for coffee and snacks with PTSA funds. Need to bring snacks and coffee the morning of Prospect Open House.
* Volunteers – parents and ASB students. Need a parent volunteer to walk with 2 ASB students in the tour. This year, mostly ASB students were giving tours and parents were helping families sign up and putting them in groups for tours. ASB students are asked by Prospect Activities Director to be the tour guides. We need about 8-10 ASB students and about 6 parents. Usually, 2 ASB students and 1 parent go on tour with the 8th grade students and their parents/siblings etc. Everyone is welcome to take the tour, some 7th grade students/parents attended as well.
* Prospect Principal and Activities Director provide a script for students to follow in the tour. They also schedule the teachers and outline the order of the tour. The tour also includes College and Career Center (CCC) – the counselor or parent representative for CCC also gives a short presentation to the people in the tours. You may need to check with CCC to make sure they have representative to talk to parents, otherwise, principal may ask student counselors to help out.
* The day of Prospect Open House, get to staff lounge at 12:15 – get snacks/coffee ready and handouts. There are two signs in front of hallway near main office and in front of the staff room to help direct families to the staff room. This year, the vice principal created a nice pamphlet and flowcharts or roadmaps for four subjects: math, science, English and social science. We also had a PTSA flyer and music flyer. When a family walks in, they SIGN IN on sign up sheet, we give them one packet of handouts and a color sticker (we put on the pamphlet). Families look at packets, talk with principals, eat snacks in the staff room. When about 10-15 families come in, we would send out a tour – “green group, your tour is starting”. The families go outside with 2 ASB students and 1 parent. The students do most of the talking from script. Parent volunteer can answer some questions or add information as needed. Tour group is led to different classrooms around the campus where teachers give a short presentation. The tours start at 1:00PM and keep going out every 15 or 20 minutes. Each group has about 10-15 families. The last tour goes out at 3PM. The flyer should say last tour is at 3PM and total time of Open House is from 1PM to 4PM. Tours last about 45 minutes. We had a few families at 3:05/3:10. I walked them over to the last tour and they missed the beginning, but were able to be with the rest of the tour.
* Need about two parent volunteers welcoming families and organizing packets and color stickers. When a family comes in, have family SIGN IN and give handouts and attach a color sticker, let family know “you are in green (sticker) group”. When enough families (about 15 families) are there, get 2 ASB, 1 parent volunteer and then callout “green (green color sticker on handout) group, time for tour, meet outside”. Staff room clears up some and then new families would trickle in until we get another group ready etc.
* Concerns – the tours go out too close to one another and there is a backup of groups waiting outside classrooms. This happens each year. Not enough parent volunteers are available to walk with ASB students on the tours – this is also okay. If students don’t know answers, the families can come back to staff room and talk to principal or send email to the principal. Need to return the coffee canisters back to coffee place.
* This event was originally started by a parent to compete with private schools that have open houses and tours usually around this time. Parents and 8th grade students get a good idea of what the school has to offer as well as boots on the ground to visit classrooms and meet teachers and administrators. Many questions and concerns are hopefully addressed for incoming students/families.
* There are handouts that we gave out last year and color stickers in PTSA storage area in staff kitchen. The giant Open House banner is also in the PTSA kitchen area.