

# Lemont High School



*New Student Resource Guide*  
*For Students Entering High School*

## GETTING ORGANIZED

- Keep your book bag and locker neat
- Maintain a distraction-free study area
- Use an assignment sheet and/or daily planner
- Make and keep a regular study schedule
- Set short and long-term goals
- Learn to prioritize; make school a priority!
- Set reasonable deadlines
- Be realistic and keep a positive attitude
- Don't procrastinate!
- Have all necessary materials
- Use your time wisely
- Practice good study habits and hints
- Maintain separate notebooks and folders for each class
- Ask for help when you need it
- Take time/make time to complete assignments on a daily basis
- Don't wait for inspiration to strike - just do it!
- Study smarter - not harder

## NOTE-TAKING SKILLS

- Have all necessary materials
- Pay close attention to what you see and hear
- Listen, think, then write information in your own words
- Use symbols and abbreviations
- Be alert for "clues" as to what is important
- Copy down main points first
- Use graphic organizers or outlines whenever possible
- Keep notes dated and organized
- Leave space between notes on page for add-on information
- Color-code notes with highlighter to emphasize important ideas
- Review your notes as needed
- Make your notes meaningful to you. Above all, take notes and plan to use them to study
- Ask your teacher for help or suggestions on how to improve your note-taking skills

## TIPS TO BE SUCCESSFUL IN SCHOOL

*Use good study habits:*

Always do your homework and assignments on time. If you ever need help, ask your teacher for assistance. Work together with your teacher to learn and achieve your goals.

If you need help in learning new study habits, see your teachers!  
*(We've included some tips on the next few pages)*

*Use good time management skills:*

Always arrive for school and class on time. Make good use of your time at school for studying and completing assignments. Be sure to schedule time after school for homework, family and social activities.

*Attendance:*

You cannot learn if you are not here. Go to class everyday!

*Get Involved:*

There is a sport, team, club or group for everyone in our school. Explore and find your place. You will enjoy your high school years to the fullest if you get involved.

*Enjoy Yourself:*

The four years you spend in high school can be the best years of your life. Make the right choices; get involved in academics and activities. Both can be enjoyable.

# DEVELOPING GOOD STUDY HABITS

*"Learning"* to study is just that...another subject we have to learn in school! Studying is not an inherent skill that we acquire naturally. It is a specific skill that you must learn and then practice on a regular basis. Below are some suggestions on "How to Get Started" and then some suggestions that you will want to review to keep your skills sharp.

1. Use good lighting, good air (not stuffy, too cold, too hot), comfortable chair, etc.
2. Study at the same time each day, routine is a valuable tool that sets our internal clock.
3. Studies have not been conclusive concerning the noise level. Do remember that if you have too many distractions around you, you will have trouble concentrating on the subject you are studying. If the television is on, make sure you are NOT WATCHING IT!
4. Before you begin have all the supplies you need. You waste time interrupting yourself and running little errands. You are also not concentrating or studying when looking for things.
5. Keep your assignments organized in a notebook or planner. You will be able to follow a study plan at home and get a feeling of accomplishment when you check off each completed task.
6. Work without interruption. Phone calls in the middle of study time will detract from work completion. Hold those calls until your homework and study time are complete.
7. Do your written work immediately. Review will occur when you check over your work.

*What To Do When . . . .*

<i>PROBLEM/NEED</i>	<b>SOLUTION</b>
Absent (full or partial)	Parent <b>MUST</b> call the Attendance Office
Illness/Injury (in school)	Ask your <b>CURRENT</b> period teacher for a pass to see the nurse. The nurse cannot see you without a pass.
Outside Appointments during school hours	Complete a prearranged absence form several days prior to the appointment. These forms can be picked up in the Attendance Office.
Late to School	Go to the Attendance Office and sign in. They will issue you a pass to your class.
Locker Stuck	Go to the Main Office and they will call for someone to help you.
Miss the Bus	<b>GET A RIDE FROM SOMEONE:</b> bus, train, auto, or taxi... <b>JUST GET HERE!!</b>
Illness (1 or 2 days)	Call the Attendance office and ask for homework. She will help you make arrangements for this work to get home.
Illness (extended)	Contact student's counselor
Homework Difficulties	See your teacher. Use the Math or Writing Centers. If you need further assistance, see your Counselor.
Hospitalized/ Homebound Students	Contact student's counselor
Questions about Grades	Contact the teacher directly either through email or voicemail.
Extra Help with Academics	See your teacher, and go for help on PLC Wednesdays!
Making an Appointment with a Counselor/Social Worker	Go the Counseling Office off located in the PPS office and sign up to make an appointment.
Making an Appointment with a Teacher	Ask your teacher <b>BEFORE</b> or <b>AFTER</b> class when you can meet with him or her.
Problems with Students	See your Counselor, Social Worker, or Dean for Mediation and Conflict Resolution.
Problems with Parents/Teachers	Make an appointment with your Counselor/Social Worker.

Problems with Stress	See your Counselor, Teacher or the Nurse.
Schedule Questions	Make an appointment to see your Counselor.
Loss or Theft	See your Dean or Police Liaison
Hungry?	Breakfast is available in the Commons area before school begins. There is no food or drink allowed in classrooms. You have a lunch in your schedule.
Join a Club, Activity or Team	See the Athletic Director, Activities Director or Club Sponsor.
Work Permit	See Mrs. Phillips, the main office secretary, for information to obtain this permit.
Family Access Password	See Mrs. Phillips, the main office secretary, for information to obtain this password.

## *Counselors*

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### TIDBITS YOU SHOULD KNOW . . . .

Graduation Requirements: Please consult your program of studies

Semester: Each school year is divided into 2 semesters. Each semester is 18 weeks in length. Semester one is from the beginning of the school year until Christmas Break. The Second Semester starts in January and continues until the end of the school year. Final exams are the last three days of each semester. In order to earn credit for a semester of work you must earn a grade of D or better. If you fail a required class you MUST retake (summer school) the class until you pass.

Grade Point Average - GPA: Each letter grade has an equivalent point value: A = 4 points, B = 3 points, C = 2 points, D = 1 point, F = 0 points and no credit. The total average of points is known as the Grade Point Average. A student who earns straight A's in 6 classes will have a total of 24 points. This student will have a grade point average of 4.0.

Class Rank: Your class rank is your grade point average in comparison to all members of your class and their academic performance.

Progress Grades: These grades are given every 6 weeks to give the student and parent an assessment of the work in progress. At this time, a report of these grades is mailed home. Progress or quarter grades are not averaged into a student's GPA.

Transcript: An official document of record that denotes a student's earned semester grade and credit for every class a student has taken.

Attendance: All students are required to attend every class and be on time. If you are going to be absent, your parent must call the school and report your absence. Students who come to school late must report to the main office. They will be given a tardy pass at this time.

PLC Wednesdays: Resource rooms are open from 7:45am - 8:30am for you to get help with your class work. There is also a test make-up center available, so if you are absent you can ask your teacher if you can make-up missed test or quizzes during PLC Wednesdays.

Detention: Assigned time after school for infraction of school rules.

Suspension: Assigned time out of school for more serious infraction of school rules.