

Curricular Policies and Procedures

Accreditation

Lemont High School is fully accredited by the State of Illinois Board of Education and the North Central Association of Secondary Schools and Colleges. Being fully accredited by these two agencies ensures that its standards of education are in accord with the state and national practices

Advanced Placement Program

Lemont High School participates in the Advanced Placement Program, which is offered through the College Board. This program affords students an opportunity to achieve certain performance standards for college credit. By taking upper-level coursework in various subject areas and by performing sufficiently on an Advanced Placement examination, students may not only obtain high school credit, but also college credit, depending on the college or university.

AP courses offered at Lemont High School follow a college-level curriculum set forth by the College Board. These courses provide students with work and examinations equivalent to those offered to college freshmen.

AP courses offered to students at Lemont High School include:

- Advanced Placement American Government
- Advanced Placement Calculus BC
- Advanced Placement English Literature
- Advanced Placement Physics BC
- Advanced Placement Statistics
- Advanced Placement Biology
- Advanced Placement Chemistry
- Advanced Placement Environmental Science
- Advanced Placement Psychology
- Advanced Placement U.S. History

Students who enroll in these courses **must** sit for the Advanced Placement exam in May. Some courses offered at Lemont High School do not follow the entire curriculum set forth by the College Board, but do contain specific units that prepare students to take the Advanced Placement exams in their respective subject areas.

Additionally, a portion of the Advanced Placement curriculum is taught through all four years of the Honors English track; students enrolled in Honors English as seniors are required to sit for the AP English Language exam in the spring.

The College Board establishes the fee for each exam. Students who have questions about the Advanced Placement Program should contact their teachers or guidance counselor for more information.

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Alternative Methods to Earning Credit

Lemont High School accepts up to six credits from an accredited alternative educational institution. Students must receive permission from their guidance counselor prior to registration.

Summer School

Lemont High School accepts summer school credit offered by an accredited high school if there is a similar or parallel class offered at Lemont High School. There is no maximum number of credits accepted from summer school. Students should have summer school classes approved by their guidance counselor to see if it meets the school's standards. Students are responsible for any cost involved with summer school courses.

Correspondence Courses

Students who wish to recapture credits lost due to failure or withdrawal may elect to enroll in correspondence courses. Students **must** receive approval from their guidance counselor before enrolling for the course. Courses are taken at the student's expense. Lemont High School must receive an official transcript by the correspondence school at least one week prior to the student's graduation for the course to be added to the student's Lemont High School transcript.

Illinois Virtual School

Lemont High School accepts up to six credits from the Illinois Virtual School. Students only may enroll in courses not offered at Lemont High School, or those that do not fit into a student's schedule due to scheduling conflicts. Illinois Virtual School information is available in the guidance office. Students **must** receive approval from their guidance counselor before enrolling for the course.

Articulated Credit

A number of courses afford students the opportunity to earn articulated credit through an agreement with College of DuPage if they receive a B or better in the course. Students' articulated credit appears on their transcript, and while no grade is listed for the course, the credit hours may be applied toward a certificate or degree. Earning credits in these courses saves students time and money as they complete their education.

Class Rank

Rank is determined at the end of each semester. Most colleges request final rankings upon the completion of the eighth semester.

Two class ranks are maintained for each student: one weighted and one unweighted. Students may use whichever rank they prefer, unless specified by the organization requesting the information. The top two percent of the graduating class is given special recognition.

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Classification of Students

Beginning with the Class of 2011, Lemont High School redefined how it determines a student's classification. The chart below outlines the necessary credits to receive sophomore, junior or senior classification.

Classification	Total Credits Required	Specific Credits Required
Sophomore	6.5	1.0 Mathematics, 1.0 English (Freshman), 1.0 Biology
Junior	13.0	2.0 Mathematics, 2.0 English (Freshman, Sophomore), 2.0 Science (including Biology)
Junior (sit for PSAE)	16.0	
Senior	19.5	3.0 Mathematics, 3.0 English (Freshman, Sophomore, Junior), 2.0 Science (including Biology)

This change was made for a number of reasons, but mostly to stress that academic achievement is the school's most important goal, and to ensure that students are properly prepared to sit for the PSAE Exam as second-semester juniors. Enrollment in Driver Education, parking privileges, sitting for the PSAE Exam and attending Prom independently, among other privileges, are contingent on a student's classification. This process will help encourage students to seek academic success sooner in their careers.

For students who fall behind, there are a number of opportunities to recover credits, including independent work with the NovaNet system; enrollment in the Freshman, Sophomore or Junior/Senior Academies or Academic Mastery Program; American School or other correspondence courses; or enrollment in a Summer School Program.

College Preparatory Curriculum

The Illinois Board of Education has set minimum entry requirements for all Illinois public colleges and universities. The following coursework is required:

- 4 credits of English (emphasizing written and oral communications and literature)
- 3 credits of Mathematics (including Algebra and Geometry)
- 3 credits of Science (laboratory sciences)
- 3 credits of Social Science (emphasizing history, government and economics)
- 2 credits of electives in World Language, Music, Computer Programming, Vocational Education or Art

Various colleges and universities require two years of Foreign Language. Students are strongly encouraged to investigate admission standards at each of their schools of interest and to select the most rigorous coursework possible. Admissions catalogs are available in the college and career center or the library, as well as in the Pupil Personnel Services office.

Consumer Education Proficiency Test

Legislation provides that interested students (grades 9-12) may take the Illinois Consumer Education Proficiency Test (ICEPT). Students who pass this test are exempt from taking a consumer education course required for graduation. The test is offered once in each semester. Students may take this test only once in any school year.

Credits

Students receive one unit of credit for successfully completing one full year of academic class work. A student receives one-half unit of credit for each academic class successfully completed during a semester. Students must complete 26 credits in order to graduate from Lemont High School.

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Driver Education

According to Illinois law, any student attending any public or non-public high school must receive a passing grade in at least eight semester courses during the previous two semesters prior to enrolling in a driver education course. If a student fails to meet these requirements before the class begins, he or she is removed from the class and the driver's permit will be cancelled, unless the Superintendent determines otherwise.

Students must achieve sophomore status to enroll in any aspect of driver education at Lemont High School.

All sophomores who qualify to take driver education will take the classroom phase. Once students successfully complete the classroom phase of driver education, they may be eligible to take behind-the-wheel training. Seniors are given priority and other students are taken according to age and availability.

Dual Credit

Some courses afford students the opportunity to earn high school and college credit simultaneously, thanks to dual credit agreements. In essence, students are enrolled at both the high school and college level at the same time. Earning credits in these courses saves students time and money as they complete their education. Students may choose to attend the college sponsoring the program, or transfer their earned credits to another institution.

Early Graduation

Students may complete graduation requirements in less than four years. Students completing their requirements in less than four years must meet all graduation requirements, with the exception of physical education; students must complete a semester of physical education for each semester enrolled at Lemont High School. Parents/guardians of students wishing to graduate early must make the request in writing by the end of the first semester of the student's junior year. Mid-year graduation is not allowed for Wilco students.

General Education Diploma (G.E.D.)

Students meeting G.E.D. requirements receive certification of completion from the agency conducting the program after successful completion of the G.E.D. program requirements. Lemont High School **does not** issue diplomas for G.E.D. programs.

Grade Point Average (GPA)

A student's Grade Point Average (GPA) and class rank are computed on a 4-point scale for all in-school purposes. However, several universities make scholarship determinations based on weighted grades and weighted class rank. All Honors level and Advanced Placement courses are weighted more than regular education classes; weighted class rank and weighted grade point average are used only for college reporting.

REGULAR COURSES

A = 4.00 B = 3.00 C = 2.00 D = 1.00 F/INC = 0.00

HONORS COURSES

A = 5.00 B = 4.00 C = 3.00 D = 2.00 F/INC = 0.00

ADVANCED PLACEMENT COURSES

A = 5.50 B = 4.50 C = 3.50 D = 2.50 F/INC = 0.00

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Grading Procedures

Semester grades are cumulative, and progress reports are distributed every six weeks. Grades are computed in the following manner:

- A = Outstanding academic achievement
- B = Above-average academic achievement
- C = Average academic achievement
- D = Below-average academic achievement (minimum passing grade for which high school credit is granted)
- F = Unsatisfactory academic achievement
No credit is given for courses in which a student has earned this grade. In most cases, students who earn an “F” will be required to take the course a second time or at least make up the credit not earned.
- INC = An incomplete semester grade. This grade is given only to students who have had extensive absences due to hospitalization, illness or other extreme circumstances. Incomplete semester grades convert to an “F” if they are not made up within the subsequent two-week period following the semester.
- WP = Withdrawal from a course without a grade penalty. This mark does not affect a student’s grade point average or class rank.
- WF = Withdrawal from a course with a grade penalty. This grade is considered an “F” when calculating a student’s grade point average or class rank.

The following grading scale is a guideline used by teachers:

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = 0-59

Guidance and Counseling Services

Lemont High School’s guidance and counseling program recognizes the individual needs and aspirations of each student. In order to help each student reach his or her individual goals, counselors meet periodically with students to help them develop and implement a career plan. Guidance counselors are available to assist students and parents in educational planning and career decisions. Information concerning college or careers - including college catalogs and information regarding vocational or technical opportunities - is available in the Pupil Personnel Services (PPS) Office. Students who want more information to prepare for additional educational or career opportunities after high school are encouraged to meet with a guidance counselor. A developmental career guidance curriculum, which encourages students to select a course of study that enhances their career and educational goals, is implemented by the guidance counselors and regular education teachers. All vocational educational opportunities are offered to all students without regard to race, color, national origin, gender or disability.

Honor Roll

Honor rolls are published after each semester. Students enrolled in six or more classes who achieve a grade point average of 3.50 or better for the semester are named to the High Honor Roll. Students enrolled in six or more classes who achieve a grade point average between 3.00-3.49 for the semester are named to the Honor Roll. Any student who earns a grade lower than a “C” is not eligible to be honored on either list.

The Principal’s High Honor Award is presented to students who have achieved the Principal’s High Honor status (3.80 GPA or better) for two consecutive semesters. A certificate is awarded for each successive accomplishment of Principal’s High Honor Award status.

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NCAA Initial Eligibility Requirements

DIVISION I ATHLETICS

Students who enroll in a Division I college or university in 2008 or later and want to participate in athletics or receive an athletics scholarship must meet the following academic standards:

- Graduate from high school
- Complete the 16 core courses listed below
 - Four years of English
 - Three years of Mathematics (Algebra I or higher level)
 - Two years of Natural or Physical Science (including one year of lab science, if offered)
 - One extra year of English, Mathematics or Natural/Physical Science
 - Two years of Social Science
 - Four years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)

Note: Computer science courses can be used only if a student's high school grants graduation credit in Mathematics or Natural/Physical Science and the courses appear on the school's core course list as Math or Science courses.

- Present a minimum required grade point average in their core courses
- Achieve a combined SAT or ACT sum score that matches their core course grade point average in the grade point average and test score index (see chart, page 10)
- Graduate from high school on schedule (in eight semesters) with their incoming ninth grade class. Students may use **one** core course completed in the year after graduation (summer or academic year); the course may be completed at a location other than the students' high school from which they graduated. Students may initially enroll full time at a collegiate institution at any time after completing the core course.

Students who do not meet the academic requirements listed above are considered non-qualifiers, who:

- May not participate in athletics competition or practice during their first year in college
- May receive financial aid based only on need (not athletics-based financial aid) in their first year in college
- May play only three seasons (they may earn a fourth season by graduating before their fifth year of college)

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NCAA Initial Eligibility Requirements (cont.)

DIVISION II ATHLETICS

Students who enroll in a Division II college or university and want to participate in athletics or receive an athletics scholarship must meet the following academic standards:

- Graduate from high school
 - Complete the 14 core courses listed below
 - Three years of English
 - Two years of Mathematics (Algebra I or higher level)
 - Two years of Natural or Physical Science (including one year of lab science, if offered)
 - Two extra years of English, Mathematics or Natural/Physical Science
 - Two years of Social Science
 - Three years of extra core courses (from any category above, or foreign language, non-doctrinal religion or philosophy)
- Note:** Computer science courses can be used only if a student's high school grants graduation credit in Mathematics or Natural/Physical Science and the courses appear on the school's core course list as Math or Science courses.
- Present a 2.000 grade point average in their core courses
- Achieve a combined SAT score of 820 or a sum score of 68 on the ACT

Students are considered partial qualifiers if they do not meet the academic requirements listed above, but have graduated from high school and either meet the specified minimum SAT or ACT score or complete the required 14 core courses with a 2.000 grade point average in those courses. Partial qualifiers may:

- Practice with their team at its home facility
- Receive an athletics scholarship their first year
- Not compete during their freshman year
- Compete in their four remaining seasons

Students who have not graduated from high school or have not presented the core course grade point average or required SAT or ACT scores will be considered non-qualifiers, who:

- May not participate in athletics competition or practice during their first year in college
- May receive financial aid based only on need (not athletics-based financial aid) in their first year in college
- May play four seasons

DIVISION III ATHLETICS

Students interested in participating in NCAA Division III athletics should contact their selected college or university regarding its policies on financial aid, practice and competition.

The preceding criteria are used to determine whether a student may participate in athletics during his or her first year in college. They are not a guide for your admission to college. Each NCAA member institution has its own admission requirements; meeting the NCAA eligibility criteria does not guarantee admission into a college. Students must still apply for admission.

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NCAA Core Course Grade Point Average and Test Score Index

Core GPA	SAT	ACT		Core GPA	SAT	ACT
3.550 and above	400	37		2.750	720	59
3.325	410	38		2.725	730	59
3.500	420	39		2.700	730	60
3.475	430	40		2.675	740-750	61
3.450	440	41		2.650	760	62
3.425	450	41		2.625	770	63
3.400	460	42		2.600	780	64
3.375	470	42		2.575	790	65
3.350	480	43		2.550	800	66
3.325	490	44		2.525	810	67
3.300	500	44		2.500	820	68
3.275	510	45		2.475	830	69
3.250	520	46		2.450	840-850	70
3.225	530	46		2.425	860	70
3.200	540	47		2.400	860	71
3.175	550	47		2.375	870	72
3.150	560	48		2.350	880	73
3.125	570	49		2.325	890	74
3.100	580	49		2.300	900	75
3.075	590	50		2.275	910	76
3.050	600	50		2.250	920	77
3.025	610	51		2.225	930	78
3.000	620	52		2.200	940	79
2.975	630	52		2.175	950	80
2.950	640	53		2.150	960	80
2.925	650	53		2.125	960	81
2.900	660	54		2.100	970	82
2.875	670	55		2.075	980	83
2.850	680	56		2.050	990	84
2.825	690	56		2.025	1000	85
2.800	700	57		2.000	1010	86
2.775	710	58				

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NCAA Initial Eligibility Requirements (cont.)

CORE COURSES DEFINITION

A core course must:

- Be an academic course in one (or a combination of) these areas: English, Mathematics, Natural/Physical Science, Social Science, Foreign Language, Non-Doctrinal Religion or Philosophy
- Be four-year college preparatory
- Be at or above the high school's regular academic level
(i.e., no remedial, Special Education or compensatory courses)

Not all classes taken to meet high school graduation requirements may be used as core courses. Students may check their high school's list of approved core courses at the NCAA Clearinghouse Web site (www.ncaaclearinghouse.net) or by asking their counselor.

GRADE-POINT AVERAGE: How the Core Course Grade Point Average is Calculated

The NCAA Clearinghouse calculates the core course grade point average on a 4.000 scale. The best grades from the NCAA core courses are used for this calculation. Grades from additional core courses taken will be used only if they improve a student's grade point average.

The NCAA Clearinghouse assigns the following values to each letter grade:

A = 4 points B = 3 points C = 2 points D = 1 point

SPECIAL HIGH SCHOOL GRADES AND GRADE POINT AVERAGE

Students who attend high schools that use number grades (i.e., 92 or 93) will have those grades converted to their high school's letter grades (i.e., A or B). Students should consult their high school's grading scale at the NCAA Clearinghouse Web site (www.ncaaclearinghouse.net).

If a student's high school uses plus and minus grades (i.e., A+ or B-), the plus or minus is not used to calculate the core course grade point average.

If a student's high school normally "weights" honors or advanced courses, the weighted courses may improve the core course grade point average. The high school must notify the NCAA Clearinghouse of such weighting. To see if their high school has a weighted scale that is being used for calculating the core course grade point average, students should visit the NCAA Clearinghouse Web site (www.ncaaclearinghouse.net) for an explanation of how these grade weights are handled.

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Physical Education Requirements

Each student must pass four years of physical education or take physical education each semester while enrolled at Lemont High School. One unit of credit is given each year, with 4.0 credits required in physical education to meet graduation requirements. Students may substitute 0.5 credits of health (a required course for graduation) for 0.5 credits of physical education.

A student may be exempted from some or all physical activities when appropriate excuses are submitted to the school by the student's parent(s)/guardian(s), or by a person licensed under the Illinois Medical Practices Act. Alternative activities and/or units of instruction are provided for pupils whose physical or emotional condition, as determined by a person licensed under the Illinois Medical Practices Act, prevents their participation in physical education classes.

A student cannot participate in physical education class unless he or she is in appropriate gym suit or attire. No person can participate in street clothes. The only time students are excused from dressing for class is when they have a medical excuse. Students who fail to dress appropriately may be dropped from the class and given a grade of "F" after the fifth incident. **No jewelry is allowed to be worn during physical education classes.** This includes jewelry on pierced body parts. If a student wears jewelry to class, he or she will not be allowed to participate in activities and will be given a zero for the day. Only school-approved combination locks are to be used on physical education lockers. All clothes and personal items **must** be locked in the student's locker while a student is participating in physical education.

Physical Examination Requirements

Each freshman must have a physical examination before beginning school in the fall. Freshmen are to have all necessary forms completed by their respective family physicians. These forms are sent home with registration information and are to be returned on or before the day the student registers for school. A dental examination record is also recommended. The Illinois Department of Public Health requires physical examinations and immunizations prior to entrance into the ninth grade. Students are excluded from school until these requirements are met.

A student transferring from anywhere outside of the state of Illinois must have a new physical examination by a physician, with a complete immunization record verified by the physician. This exam must have been performed within the previous 12 months.

Schedule Change

The student registration process determines the courses the school offers, development of student scheduling, and how the school utilizes its staff. When a student completes the registration process, he or she enters into a contract with the school. Students are asked to be careful and accurate in selecting their schedules each year.

From the time a student returns the course request form and the end of the school year, a student may request a schedule change with written parent/guardian permission. In the summer, a student and his or her parent/guardian may request a change; this must be done in writing, and a \$10 district schedule change fee is levied. Once the school year begins, **no student initiated schedule changes** are made. The only schedule changes made during the school year are for a failed class that must be repeated, a change in academic level or a change based on teacher request. These changes must have teacher, division chair, student and parent/guardian signatures.

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Tech Prep Curriculum

Students who aspire to a specific occupation or who are considering additional technical training have a comprehensive range of educational opportunities available to them, including ones that focus on learning the latest in software, accounting/business management, family and consumer science, drafting, and building construction. Additionally, juniors and seniors who have completed the necessary prerequisites are able to participate in any of the vocational or technical programs offered at the Wilco Area Career Center, an area vocational center of which Lemont High School is a member. Typically, Tech Prep students enroll in basic College Prep courses, as well as courses within their area of interest. Most Tech Prep students enroll in at least two years of community college.

Wilco Area Career Center

Juniors and seniors may enroll in programs at the Wilco Area Career Center, located in Romeoville. Wilco's programs are designed to offer students career-based courses that provide skills required for employment upon completion. Students attend one of three daily sessions; their home school schedules courses. Some programs or levels may not be available each session.

Wilco Session Schedule:

- Session 1: 7:50 a.m. - 9:50 a.m.
- Session 2: 9:55 a.m. - 11:55 a.m.
- Session 3: 12:26 p.m. - 2:26 p.m.

Each year, Wilco staff members provide a presentation explaining courses the program offers, which includes a question-and-answer session for all interested students. Additionally, a field trip to the Wilco site is offered for all sophomore students who are interested in joining the program as juniors. Students who elect to enroll in the two-year occupational and vocational skills classes at the Wilco Area Career Center are encouraged to register for the same program as both juniors and seniors. A complete listing of Wilco programs can be found from pages 72-77 of the Lemont High School Program of Studies, or at Wilco's Web site at www.wilco.k12.il.us

Withdrawal from Class

A student withdrawing from a class four weeks prior to the end of the first six-week grading period of a semester does not have a grade recorded on the permanent record card. After this time, a withdrawal is recorded as withdraw failing (WF). A WF is computed as a failing grade in a student's grade point average and class rank.