

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

Students who enroll in these courses are expected to 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.

The College Board establishes the fee for each exam. Students who have questions about the Advanced Placement Program should contact an Advanced Placement course teacher or a 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/Online Courses

Students who wish to recapture credits lost due to failure or withdrawal may elect to enroll in correspondence or online courses. Students **must** receive approval from their guidance counselor before enrolling for these courses. Correspondence/online courses are taken at the student's expense. Lemont High School must receive an official transcript from 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.

Class Rank

Rank is determined at the end of each 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. Beginning with the Class of 2014, Lemont High School will not report a student's class rank on his/her transcript. That information only will be made available to colleges, universities or scholarship organizations that specifically request it.

Classification of Students

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 (full-year course), 1.0 English (English I), 1.0 Science (Biology or Integrated Science)
Junior	13.0	2.0 Mathematics (two full-year courses), 2.0 English (English I and II), 2.0 Science (including Biology or Integrated Science)
Junior (sit for PSAE)	16.0	
Senior	19.5	3.0 Mathematics, 3.0 English (English I, II and III), 2.0 Science (including Biology or Integrated Science); sat for PSAE

This practice helps stress that academic achievement is the school's most important goal, and ensures 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 helps 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.

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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 World Languages. 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.

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.

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.

In order to enroll in Driver Education, students must be at least 15 years of age at the time the course begins.

All students 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.

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Early Graduation

Students may complete graduation requirements in fewer than four years. Students wanting to graduate early 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 are encouraged to make the request in writing as early as possible, but no later than one calendar year ahead of the desired graduation date. 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 (beginning with Class of 2014, this scale will be used for Advanced Placement classes)

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

ADVANCED PLACEMENT COURSES (Class of 2013 only)

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 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, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, or any other legally protected category.

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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Physical Education Requirements

Each student must earn 3.5 credits in physical education in order to meet graduation requirements at Lemont High School. Students also must earn 0.5 credits in Health.

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 uniform 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 are not in uniform eight times within a semester fail the course.** New tattoos or piercings are not valid medical reasons for not participating in class. 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

The Illinois Department of Public Health requires physical examinations and immunizations prior to entrance into the ninth grade. Before beginning school in the fall, all incoming freshmen, and any in-state transfer students, are required to submit a State of Illinois Child Health Examination Form (including an up-to-date immunization record), which must be completed by an Illinois physician. Students are excluded from school until these requirements are met. All incoming freshmen also are recommended to submit the State of Illinois Eye Examination Report, the State of Illinois Dental Examination Form, and the State of Illinois Vision Specialist Report.

In addition to the State of Illinois Child Health Examination Form (completed within 12 month of enrollment), out-of-state transfer students also are required to submit a State of Illinois Eye Examination Report, completed by an Illinois physician.

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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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. (Aviation only)
- Session 2: 9:55 a.m. - 11:55 a.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 75-80 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.