

Dear Parent/Guardian of Summer School Students:

Welcome to Stevenson's 2020 Summer School! Your student's schedule for the Adlai E. Stevenson High School 2020 summer academic program can be found in your IC Portal account. The schedule includes the course number, name and teacher assignment. Once students have picked up their SHS iPad this week and received their login credentials, they also can view their schedule in the IC Portal.

If you do not already have an Infinite Campus (IC) parent portal account that you have used to view a current or previous student's information, you will need to request an account. To do this:

- Go to the Stevenson home page, [www.d125.org](http://www.d125.org).
- Under the "Parents" menu at the top, select "Check Schedule/Attendance."
- Click the Campus Parent button
- Click on the blue "Click HERE" link in the middle of the page.
- Fill out the form to receive your account activation code in your email
- Once you receive this code, return to the Campus Parent screen and click on "New User" to create your own username and password. This username and password will be used for the duration of your student's time here at SHS for access to Infinite Campus and the Stevenson Interactive Report Card (IRC) ([irc.d125.org](http://irc.d125.org)) which is our grade reporting portal.

Summer school is an extension of the regular academic program. Classes meet daily starting promptly at 7:45 a.m. and run until 12:50 p.m. Your student's teacher will provide a rigorous learning experience through a blend of synchronous and asynchronous learning activities. Students will be given two breaks (to be determined by the teacher) throughout the day. With a compacted curriculum, regular daily attendance is important. Strict attendance and tardy policies are enforced. Note that attendance on the last day of each semester is required. Please refer to the online summer school web page and the general information in this letter for more detailed information. All information is posted on the Stevenson website at: [www.d125.org](http://www.d125.org) under "Academics" - "Summer School."

First semester of summer school begins on Tuesday, June 2nd and ends Thursday, June 25th. The second semester begins the following Monday, June 29th and ends Thursday, July 25th. However, the following courses do not meet all semester: Career Exploration Courses, the ACT Prep Course, the SAT Prep Course, the College Essay Workshops, and the Transition Workshops.

**First day of class!** No later than Monday, June 1st, students should check their SHS email for instructions and a Zoom link from their teacher for the first day of class. Note

that class begins at 7:45 am. Contact Ms. Nancy Hudson at [nhudson@d125.org](mailto:nhudson@d125.org) if you experience any technology issues related to your iPad or SHS email. Students new to SHS should have picked up their iPads by now ([SHS Materials Pick-Up](#)). When students picked up their iPads, they received their SHS email and password which are automatically loaded on the iPad. The iPads, SHS email and password are all essential to participating in summer school.

Please review the general information in this letter. We look forward to a successful summer experience.

Sincerely,  
Gwen Zimmermann and Anthony Reibel  
Summer School Coordinators

## **General 2020 Summer School Information**

### **Time**

Most summer classes meet from 7:45 a.m. to 12:50 p.m. If your class will follow a different schedule, your teacher will notify you.

### **Absences**

Due to the nature of summer school (a dense curriculum that needs to be covered in a short period of time), it is important that our students attend class each day. Under extenuating circumstances, two absences are allowed during each four-week semester. If you are absent from three classes per course, regardless of the reason, you will forfeit the credit and all tuition and fees and be dismissed from the summer school program. If a student arrives for class more than ten minutes late, or leaves a class more than ten minutes early, he or she will be marked absent from class.

### **Behavior Policies/School Rules**

All school rules and expectations regarding behavior are in effect during summer school. Please see the summer school brochure for more information.

### **Contacting a Teacher**

Stevenson faculty are all connected to e-mail and can generally be reached by using their first initial and last name followed by @d125.org; John Doe, jdoe@d125.org. You may also email the summer school office at [summer\\_school\\_office@d125.org](mailto:summer_school_office@d125.org).

### **Dress Code**

Even though learning is remote, good judgment when selecting clothing for school is expected. Clothing or lack of clothing should not disrupt the educational process of the school. Established school policies regarding dress are in effect during summer school.

### **Last Day of the Semester**

Attendance is mandatory on the last day of each semester. There will be a culminating

course activity in the form of reflection/goal-setting, completion of additional work, and/or an assessment (based on the course). Because the activity/assessments are culminating, the work cannot be completed early. The culminating course activity is a part of the student's overall semester grade.

### **GPA Waiver**

For eligible courses, GPA waiver forms can be found on [SHS website under "forms."](#) Completed forms must be submitted before the end of summer school. See the Stevenson Course Book or visit: [www.d125.org](http://www.d125.org) for more information.

### **Grading and Semester Grades**

Summer School courses that receive credit use one of two grading policies:

- Letter grades: A,B,C,D,F.
- Pass/Fail (see Summer School course book for which courses are Pass/Fail)

For courses that do not receive credit (e.g., Careers, Transition Workshops), no grade is given.

Grades will be determined as follows:

1. There are 5-8 standards that need to be mastered by the end of each course.
2. Students will provide evidence of their mastery in each standard through daily activities, quizzes, projects and exams.
3. The teacher and student will review the evidence gathered throughout the course to determine the level to which each standard was mastered.
4. Then the following logic is applied:
  - A = All standards are mastered
  - B = All standards are mastered except one that is approaching mastery
  - C = Multiple standards are approaching mastery
  - D = One standard has neither evidence of mastery nor evidence approaching mastery.
  - F = One standard has neither evidence of mastery nor evidence approaching mastery.

### **Student Progress**

In progress grades, as well as Final Grades for each semester, will be available through the IRC at [irc.d125.org](http://irc.d125.org). Please see [shsgrading.com](http://shsgrading.com) for more information. Student progress will be posted by teachers each week and at the end of the course. Some teachers may choose to update the postings more frequently. Please call or email the teacher if you have additional questions about student progress.

### **Study**

Approximately one week of study in the regular school year is covered **each day** of summer school. Work missed due to an absence must be made up within three days after returning to school.

**Tardies**

Students need to arrive for class on time. A student is not permitted to be tardy more than four times. Any student who is tardy at the beginning of class or after their break five times per course will not receive credit for this course, will be dismissed from the summer school program, and will forfeit tuition and fees. Tardy is defined as arriving to class five minutes late or leaving class five minutes early.