

# 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 not only may obtain high school credit, but also college credit, depending on the college or university. All public Illinois colleges and universities provide course credit for students who post a score of 3 or better on an AP exam.

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 Biology
- Advanced Placement Chemistry
- Advanced Placement Computer Science Principles
- Advanced Placement English Literature
- Advanced Placement Human Geography
- Advanced Placement Microeconomics
- Advanced Placement Physics 1
- Advanced Placement Psychology
- Advanced Placement Statistics
- Advanced Placement U.S. Government & Politics
- Advanced Placement World History
- Advanced Placement Calculus BC
- Advanced Placement Computer Science A
- Advanced Placement English Language
- Advanced Placement Environmental Science
- Advanced Placement Macroeconomics
- Advanced Placement Music Theory
- Advanced Placement Physics 2
- Advanced Placement Spanish Language & Culture
- Advanced Placement Studio Art
- Advanced Placement U.S. History

Students who enroll in these courses are required to sit for the Advanced Placement exam in May.

Students may choose to take any AP exam offered by the College Board, and often use individual independent study courses (supervised by teachers) to take AP courses not offered by the school. Students who wish to take an AP exam for a course that is not offered at Lemont High School must notify their counselors by November 1.

The College Board establishes the fee for each exam. Students who have questions about the Advanced Placement Program should contact an AP course teacher or a 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 a 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 a counselor to see if it meets the school's standards. Students are responsible for any cost involved with summer school courses.

### Correspondence/Online Courses

Lemont High School graduation requirements only may be fulfilled by correspondence or online courses if it is to recapture credits lost due to a student failing or withdrawing from a class taken at Lemont High School. Students **must** receive approval from a 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

Lemont High School does 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.

## 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 content)
- 3 credits of Science (laboratory sciences)
- 3 credits of Social Science (emphasizing history, government and economics)
- 2 credits of electives in World Languages, Music, Computer Programming, Vocational Education or Art

Various colleges and universities require two years of World Languages, and highly competitive colleges and universities require four years of Mathematics. Students are strongly encouraged to investigate admission standards at each of their schools of interest and to select the most rigorous coursework possible.

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## Counseling Services

Lemont High School's 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. Counselors are available to assist students and parents in educational planning and career decisions. Information concerning college or careers is available from the Student Services Department in the Main Office. Students who want more information to prepare for additional educational or career opportunities after high school are encouraged to meet with a 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 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.

## 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.

All students who qualify to take Driver Education will take the classroom phase. Students may take behind-the-wheel training concurrently with the classroom phase of Driver Education, or after completing the classroom phase. Seniors are given priority and other students are taken according to age and availability.

## Dual Credit/Dual Enrollment

Some courses afford students the opportunity to earn high school and college credit simultaneously through dual credit agreements. 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 earned credits to another institution. The Illinois Community College Board only allows community colleges to issue dual credit to juniors and seniors.

Students who wish to enroll in courses at a community college concurrent with courses at the high school are allowed to do so using the Dual Enrollment/Early Entry Program. Students over the age of 16 can be admitted to the community college and take courses on the college campus or online. Students who elect to enroll in community college while still enrolled at Lemont High School may take a reduced high school course load, provided the student is in good standing and on track to graduate.

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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.

## Grade Point Average (GPA)

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

### REGULAR COURSES

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

### HONORS AND ADVANCED PLACEMENT COURSES

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

## 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

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## Honor Roll

Honor rolls are published after each semester. Students enrolled in six or more class periods 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 class periods 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.

## 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 students whose physical or emotional condition, as determined by a person licensed under the Illinois Medical Practices Act, prevents their participation in class.

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. 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, as well as the State of Illinois Dental Examination Form, which must be completed by the student’s dentist; each form must be completed within 12 months of enrollment. Students may be excluded from school until these requirements are met. Incoming freshmen also are recommended to submit the State of Illinois Eye Examination Report and the State of Illinois Vision Specialist Report.

In addition to the State of Illinois Child Health Examination Form and State of Illinois Dental Examination Form (each completed within 12 months 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 course selection process determines the courses the school offers, development of student scheduling, and how the school utilizes its staff. When a student completes the course selection 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 early in the second semester and the end of the school year, a student may request a schedule change. Requests for changes to course selections may be made after the initial course selections are made, but there are no guarantees that requests can be accommodated. Schedule changes requested after classes begin require teacher and/or division chair approval.

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## Seal of Biliteracy

Lemont High School students have the opportunity to be recognized by the State of Illinois for earning proficiency in English and one additional language. Recognition through the Illinois State Board of Education's Seal of Biliteracy program includes both an official seal on diplomas and official recognition on transcripts for those students who qualify.

Two honors are available: the Seal of Biliteracy and the Commendation Toward Biliteracy. The Seal of Biliteracy is awarded to those whose proficiency level is equivalent to the Intermediate High scale set by the American Council on the Teaching of Foreign Languages (ACTFL). The Commendation of Biliteracy is awarded to students whose proficiency level is rated at Intermediate Low or Intermediate Mid in a second language.

Requirements for earning either the Seal of Biliteracy or the Commendation Toward Biliteracy are available on the school's website, [www.lhs210.net](http://www.lhs210.net).

## 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 Schedules (available to Lemont High School students):

- "Early Bird" Session: 6:25 a.m. - 7:45 a.m. (Auto Services II and Welding & Fabrication II only)
- Session 1: 7:50 a.m. - 9:50 a.m. (Advanced Integrated Manufacturing and ACE: Architecture, Construction Management and Engineering only)
- Session 2: 9:55 a.m. - 11:55 a.m.
- Session 3: 11:30 a.m.-2:30 p.m. (Barbering, Cosmetology and Nail Technology - times may vary)

Students enrolled in the "Early Bird" Session, Session 1 or Session 3 must provide their own transportation.

Each year, Wilco staff members provide a presentation explaining courses the program offers, which includes a question-and-answer session for all interested students. 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 in the Program of Studies, or at Wilco's website at [www.wilco.k12.il.us](http://www.wilco.k12.il.us).

## Withdrawal from Class

A student withdrawing from a class before the 10th time the class meets does not have a grade recorded on his or her transcript. A student who drops a class after the deadline is issued a WF (withdraw failing) on his/her report card and transcript, which negatively impacts the student's grade point average. If a class is dropped due to medical reasons or other extreme circumstances, the "WF" may be waived, but these instances are considered by school administrators on a case-by-case basis.

# Graduation Requirements

Students are encouraged to plan their courses of study carefully. Many post-secondary institutions have specific requirements that students must meet in order to gain admission.

Students are required to accumulate 26 credits in order to graduate from Lemont High School. One-half credit is earned upon successful completion of a subject that meets for one semester. The successful completion of a course that meets for a full year is worth one credit. There are some exceptions to this general rule.

Specific courses within subject clusters are required among the 26 credits:

## **COMMUNICATIONS - 6.0 credits**

Required: English I (1.0), English II (1.0), English III (1.0), English IV (1.0), Communications (0.5) and 1.5 credits of electives

## **SOCIAL/CULTURAL - 4.5 credits**

Required: Human Geography (1.0), U.S. History (1.0), American Government, Civics, & Contemporary Issues (1.0), Consumer Education or equivalent (0.5) and 1.0 credits of electives

## **SCIENTIFIC/QUANTITATIVE/TECHNOLOGICAL - 8.0 credits**

Required: Mathematics\* (3.0), Science (2.0), Technology Concepts (0.5) and 2.5 credits of electives,  
(\* State mandates require this must include one course with Geometry content and one with Algebra I content)

## **CREATIVE - 2.0 credits**

Required: 2.0 credits of electives

## **HEALTH AND LEISURE - 4.5 credits**

Required: Physical Education (3.5 credits - 3.0 for early graduates), Health Education (0.5), Driver Education (0.5)

## **OTHER ELECTIVES - 1.0 credits**