

GRADUATION REQUIREMENTS



The Board of Education has established the following graduation requirements. Students must successfully complete one of the following educational programs.

PROGRAMS OF STUDY IN EFFECT FOR THE CLASS OF 2009 AND ALL SUBSEQUENT YEARS

	College Prep	Career /Technology Prep
English	4.0	4.0
Mathematics	3.0 minimum Algebra 2	3.0 minimum Algebra <u>or</u> Foundations of Algebra A & B <u>and</u> Geometry <u>or</u> Foundations of Geometry
Science	3.0 Biology Chemistry Elective Lab Science	2.0 Biology Elective
Social Studies	1.0 U. S. History 1.0 American Govt./Economics 1.0 Elective	1.0 U. S. History 0.5 American Government 0.5 Elective
Consumer Management	Economics <u>or</u> AP Macro Economics satisfies the Consumer Management Requirement.	0.5 Consumer Math A or B <u>or</u> Consumer Economics <u>or</u> Consumer Education <u>or</u> Economics <u>or</u> AP Macro Economics
Health	0.5	0.5
Foreign Language	2.0 in same language OR	---
Fine Arts	2.0 in Fine Arts	---
Family and Consumer Sciences, Fine Arts, Business/Technology Education	Elective Credits available in these Career/Technology programs.	3.0 (2.0 in one career area)
Physical Education/Driver Ed.	3.5	3.5
Core Classes/Electives Totals	19.0+Core Classes 3.0 Electives	18.5+Core Classes 3.5 Electives
TOTAL CREDITS REQUIRED	22.0	22.0

The College Prep Program is designed for students who intend to enroll in a junior college or four-year college with a degree objective as a goal.

The Career/Technology Prep Program is designed for students who intend to seek additional training, apprenticeships, certification programs or junior college education that may or may not be associated with a degree objective. Career/Technology Prep Major requirement areas include:

Business	Family and Consumer Sciences	Science (Horticulture and ROTC)
Fine Arts	Foreign Language	Technology Education

Honors: A student will be considered part of the Honors Program if enrolled in one or more Honors or Advanced Placement courses. Student interested in taking Honors or Advanced Placement courses should discuss this option with their counselor.

Math: Most postsecondary programs require coursework through high school Algebra 2. Please check college and technical institutions for specific requirements for this subject. *Note: Foundations of Algebra 2 does not satisfy the Algebra 2 requirement.*

Credits Earned: Most LTHS students take more than the 22 credits required for graduation. Students are encouraged to take advantage of the many core and elective offerings.

GRADUATION REQUIREMENTS: (Continued)



Mid-Year Graduates: Students who would like to graduate after seven (7) semesters of attendance must complete a "Mid-Year Graduate Consent Form". Forms are available in the office of Guidance Services and must be completed and returned to the counselors by the spring schedule change deadline. Graduation requirements are based on when a student enters the 9th grade. Mid year graduates must meet these requirements. The student must pass three (3.5) units of Physical Education (including health) and earn a total of 22 credits. Exceptions are considered and approved by the Guidance Services Chairperson and the Principal.

College Entrance Requirements: Each institution has its own entrance requirements. Students should plan their high school program of study to meet the entrance requirements needed for the institution they plan to attend. The Career/College Center has information regarding the entrance requirements for all Illinois State supported colleges and many other universities.

IMPORTANT NOTES FOR BOTH PROGRAMS OF STUDY:

Physical Education: Enrollment in physical education during each semester a student is enrolled in school is required unless the student is enrolled in health education, driver education, AFJROTC, or has other exemptions as prescribed in this handbook or in board policy. Students must make up any physical education course that they fail. Students cannot substitute driver-training credit for a quarter of physical education, which they failed. Neither can students be exempted from a quarter of physical education, if they have elected to take driver education during the summer. Students may not be enrolled in more than one (1) physical education class per quarter/semester. Seniors may take an additional physical education class only with the approval from the Guidance Services Department Chairperson and Physical Education Department Chairperson.

American Patriotism: No student shall receive a diploma without passing a satisfactory examination on American patriotism and the principles of representative government, proper use, and display of the American flag, and methods of voting.

Career/ Technology Prep Students: Students will be permitted to enroll in only one vocational course receiving 2, 2.5, or 3.0 credits per year, unless granted special permission of the Guidance Services Department Chairperson and Business/Tech Education Chairperson.

***** PRAIRIE STATE ACHIEVEMENT EXAMINATION REQUIREMENT (PSAE) *** all students scheduled to graduate must take the PSAE test prior to being issued a high school diploma.**

CURRICULAR RELATED POLICIES AND PROCEDURES

All Day Attendance: All students are required to be in attendance for the entire seven period school day with the exception of students enrolled in certain Career-Based Education Courses and Early Bird students. 5th year seniors are also exempt from this policy. Please consult the course descriptions for further information.

Articulation/Dual Credit Agreements: See the Business Education, Technology Education and Family and Consumer Sciences course selections for coursework that may qualify the student to earn college credit at Lockport High School.

Consumer Education Proficiency Exam: The school Code of Illinois specifies that public school students in grades 9-12 shall be provided instruction in the area of consumer education. The purpose of that instruction is to help students understand concepts that affect fundamental decisions about their personal financial affairs, such as installment purchasing, budgeting, and comparison shopping. Completion of instruction in consumer education is required prior to graduation. Each year the State Board of Education provides a standardized examination that allows students to demonstrate their proficiency in Consumer Education. Successful performance on this test or the completion of Economics, Consumer Economics, AP Macro Economics, Consumer Education Math A or B, or Consumer Education fulfills the State consumer education requirement. This test is administered twice each school year, in the Fall and during the last week of January. There is no fee for this test.

Correspondence Coursework: A junior or senior may enroll in a correspondence program such as American School to make up credits lost from failing classes or to obtain additional credits in elective areas. Courses that are mandated for graduation requirements may not be taken through correspondence, unless the student has already received a failing grade at LTHS. In order to obtain approval for these classes, the student must see their counselor to get the appropriate paper work. A registration form as well as a contract for completion should be filled out so the student and parents will have a full understanding of what is expected. The school is not obligated to accept any coursework that is not pre-approved by the Department Chair for Guidance or an administrator. A maximum of 4.0 credit hours will be accepted towards a student's graduation requirements. LTHS will only accept coursework from accredited institutions awarding high school credit. The student along with their parents will be fully responsible for all fees, completion of coursework, and grade and transcript verification from the crediting institution. Official transcripts and grades must be received by Lockport Township High School no later than two weeks prior to the date that final semester grades are due from teachers for these credits to be registered for the current semester and to assure that diploma requirements have been met. This date will be included in a correspondence course approval contract signed by the student, parent, and Department Chair for Guidance Services.

CURRICULAR RELATED POLICIES AND PROCEDURES – CONTINUED

Course Exemptions: The principal reserves the right to waive or exempt students from required courses for extenuating circumstances. Students and their parent should seek counsel for these issues through their student's counselor and the Guidance Department Chair prior to any formal request to the principal.

Fees: Invoices for student fees will be mailed prior to the start of school. To assist us in processing your payment of school fees, please use the transmittal form enclosed with your invoice or pay online at www.lths.org. This fee includes: textbook rentals, all course fees, workbooks, class dues, Porter Planner, school newspaper, PE towel, and lock, all co-curricular and/or athletic participation fees, admission to athletic events, plays, and concerts hosted at LTHS. This fee does not include: student parking permit, driver education fees, summer school fees, off campus course fees or admission to IHSA events hosted at LTHS. Textbooks must be returned at the end of the course in "satisfactory" condition. "Satisfactory" condition means that the book may be reissued to another student. Students who do not return books, or return books in an "unsatisfactory" condition, will be assessed the replacement cost of the book(s).

Fee Waivers: Fees may be waived in hardship cases as determined on an individual basis. Students receiving textbooks in these cases must pay for any textbooks not returned in "satisfactory" condition. Applications for fee waivers may be submitted by a parent/guardian of a student who has been assessed a fee on an application form available at the Bookstore at East and Central Campuses. It is important that applications for fee waivers be returned to the Bookstore at the campus that the student attends. A student shall be eligible for a waiver of a fee when at least one of the following prerequisites is met:

- The student is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families with Dependent Children).
- The student's family is currently eligible for free or reduced price meals under the guidelines of family-size income levels prescribed annually by the Secretary of Agriculture.
- Also, consideration will be given by the Building Administrator to additional factors such as: illness in the family; unusual expenses such as fire, flood, storm damage, etc.; seasonal unemployment; emergency situations.

The parent/guardian shall submit evidence of eligibility for a waiver of the student's fee. Such documentation may include current pay stubs of all adults in the household, income tax return, W-2 form, social security, and/or public aid documents. A separate application form shall be submitted for each student in a family. Denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within fourteen (14) days of the denial. The Superintendent's denial of a fee waiver request may be appealed to the School Board by submitting the appeal in writing to the Board Secretary within fourteen (14) days of the Superintendent's denial. If appealed, the Board will reconsider the decision to deny the fee waiver request and will notify the parent/guardian in writing of its decision. The decision of the Board is final and binding. Questions regarding the fee waiver request process should be addressed to the Building Administrator.

Grading System, Class Rank and Grade Point Average (G.P.A.): Grades will be recorded on the permanent records (transcripts) as whole letters — A, B, C, D, and F (failure) at the end of each grading period. The course grade is based on participation, class discussion, and activities required by the teacher. An incomplete mark will be allowed to stand for two weeks past the end of the grading period. After the end of the two weeks, the incomplete is automatically changed to a failure. Serious illness, under care of a Physician is not covered by this regulation.

All courses will give final examinations at the end of each quarter and semester. Students are not allowed to take exams early without administrative approval. If the student has not made arrangements for the exam to be made up within two weeks of the end of the grading period, any exam that is not made up will be posted as a grade of "F".

Any student who fails two quarters of a semester automatically receives a mark of "F" for the semester's work. Any student who fails one quarter of a semester and also fails the semester examination automatically receives a mark of "F" for the semester's work.

The following grading scale will determine semester grades:

Semester 1	Semester 2
Quarter 1 = 35%	Quarter 3 = 35%
Quarter 2 = 35%	Quarter 4 = 35%
Participation* = 10%	Participation* = 10%
Semester Exam = 20%	Semester Exam = 20%

*The participation grade is determined by each educational department and includes an attendance component and other participation variables.

A dual system of grade weighting will be in effect for all courses. Two grade point averages (G.P.A.) will be computed for eligible students. This dual system will have the option of reporting G.P.A. and Class Rank computed from either system to colleges and prospective employers. Class Rank will be calculated 3 times per year; at the end of Semester 1, at the end of Semester 2, and at the end of Summer School.

CURRICULAR RELATED POLICIES AND PROCEDURES – CONTINUED

Grading System, Class Rank and Grade Point Average (G.P.A.): (Continued)

Furthermore, it is the intent of the Board of Education that there be maintained a balance of weighted courses throughout the curriculum to meet the varying needs of our students. Levels of courses will include regular and honors/advanced placement. The system that will be used for weighting will be as follows:

Grade	Regular (G.P.A)	Weighted (G.P.A.)
A	4.0	5.0
B	3.0	4.0
C	2.0	3.0
D	1.0	2.0
F	0.0	0.0

- The REGULAR G.P.A. will reflect a student's average based on an un-weighted grading system that computes all courses as being equal in terms of grading value. This system will be used internally to determine such honors as honor roll, and class rank. All courses except Physical Education and Drivers Education will be used in computing G.P.A.
- The WEIGHTED G.P.A. will reflect a student's performance in one or more Honors or Advanced Placement courses in which the grades will be weighted. Honors or Advanced Placement courses require previous mastery of entry level skills and emphasize enrichment and acceleration beyond what would normally be taught in the traditional sequence of courses. The use of the weighted GPA and class rank is restricted primarily for external reporting only. All courses except Physical Education and Drivers Education will be used in computing G.P.A.

For purposes of determining those students to be recognized as being in the top 10% of their class, both grade-weighting systems will be utilized. The top 10 percent of the graduating class will be calculated at the end of the 1st Semester of a student's senior year.

Honor Roll: Students must meet the following requirements to qualify for honor roll.

- Students must carry five (5) course hours to achieve honor roll status.
- Students must have a grade point average of 3.0 or greater.
- Students must have no mark of "D" or "F" in any subject including physical education or driver education.
- Students who wish to achieve honor roll or high honor roll status will have such status computed on the basis of quarter (nine weeks) marks. To qualify for high honor roll, a student must meet the above requirements except the student's grade point average must be 3.5 or better with no mark below "B".
- The REGULAR G.P.A. will be used in determining eligibility for honor roll.
- All courses are used for honor roll except physical education and driver education.

Students taking college courses will be eligible for honor roll or high honor roll if they submit a letter to the Principal of the East Campus requesting a variance from the above procedures and if they meet the following requirements:

- Students must take one or more hours at Lockport Township High School.
- The total of high school and college courses must be at least five (5).
- NOTE: For those students taking college courses, only hours taken at Lockport Township High School will be used to compute honor roll and high honor roll status.

Media Information Services: Media Information Services provides students and faculty with books, magazines, reference materials, computer materials, and audiovisual materials to enhance the educational program and to support the curriculum. Students are encouraged to use the Media Information Services during their study halls. Students have access to Media Information Services during the school day. The hours are:

East Campus

Monday - Thursday 7:15 a.m. – 4:00 p.m.

Friday 7:15 a.m. – 3:30 p.m.

Freshman Campus

Monday – Friday 7:15 a.m. – 3:30 p.m.

Minimum Hours on Campus: Freshman students are required to take a minimum of seven credit hours of classes per day on campus. Sophomore, junior and senior students are required to take a minimum of five credit hours per day on campus. Note: Students enrolled in certain Career-Based Education Courses are required to enroll in a minimum of three hours of classes on campus. Please consult the course descriptions for further information. 5th year seniors are exempt from the policy.

CURRICULAR RELATED POLICIES AND PROCEDURES – CONTINUED

NCAA Clearinghouse: All prospective student-athletes intending to enroll in an NCAA Division I or II institution for the first time on or after August 1, 2007 must complete the NCAA Amateurism Certification questionnaire. The LTHS Guidance department has all materials you need to get started. See your counselor or <https://web1.ncaa.org/eligibilitycenter/common/>

Retaking a Course: When a student fails a required class, he/she must repeat the class. All "F" grades remain on a student's transcript. Students are encouraged to go to Summer School if they fail a required course. A student may request to repeat a course in any area where the skill level needs to be increased before moving on to the next course in a sequence. Students, or their parents, must notify their counselor and the registrar if they are planning to retake a course to improve skills. Only the highest grade will be calculated in the GPA, although all grades will remain on the transcript. Credit is earned only once.

Schedule Changes: The decision to take a course is an important one. Students should consider their educational and career goals and develop a plan to work toward them. During the registration process parents, teachers, and counselors assist students in making meaningful class choices.

After the initial registration preparations, course selections are completed by the beginning of March each year. Based on course requests and class sizes, sections are established. Therefore, before school ends in the spring, students should be sure about their course selections for the next year. After the March deadline, student requests for schedule changes will be considered for the following reasons: passed summer school class, failed summer school class, or scheduling errors.

- If a student wants to request a schedule change for a **special circumstance** not listed above, he/she should obtain a form, "Special Permission to Drop/Add a Class". The student should obtain a schedule change form, describe the **reason for the change**, and obtain the **appropriate signatures** for approval. *A friendly reminder: requests for teacher changes or period changes will not be considered.*
- A sophomore, junior, or senior student may drop a sixth or seventh course within the first six (6) weeks of a semester with no penalty if the student has parental permission. **Note: After the sixth (6th) week a student will receive an "F" for a class drop.**

Seniors taking College Coursework: In order for college courses to be approved for seniors, the following criteria must be met:

- a) Seniors must obtain counselor approval.
- b) Seniors must have exhausted the curriculum available at Lockport Township High School (e.g., if a student wishes to enroll in an anatomy course, that student should have completed all of our courses in biology and chemistry).
- c) Seniors must be able to obtain the requisite number of credits to graduate.
- d) College credit courses may not be substituted for high school credit courses without special permission.

NOTE: Students are required to take five (5) hours of class per day. Students who have met the above criteria will be permitted to substitute a college course for a period of attendance.

Summer School: Lockport Township High School offers a summer school program for students who have received failing grades for their required courses and for those who wish to continue their education throughout the summer. In general Summer School classes meet each Monday – Thursday morning for a period of four (4) hours. Each four- (4) week session represents one (1) semester's work and one-half (1/2) credit. It is possible to attend more than one class during the summer session. High school students should check with counselors for approval of their course selection. Summer school registration generally begins after spring break.

Exceptions to this are Summer PE and Summer Career Internship. PE courses meet at night for a period of two (2) hours each Monday –Thursday. Each four- (4) week session represents one-quarter (1/4) credit. Career Internship courses meet for a period of one (1) hour each Monday – Thursday. Students are then released to their training site. Each four- (4) week session, of either classroom or training, represents one-quarter (1/4) credit. Students who wish to participate in the Career Internship program will be interviewed and must be able to work a minimum of 15 hours a week.

Transfer Students: For students who transfer into the district from another school system, the principal may waive certain program requirements and/or authorize the substitution of equivalent credit from other programs for which a waiver may be granted.

Valedictorian and Salutatorian Requirements: Weighted grade point averages are used determine the class valedictorian and salutatorian and will be calculated at the end of the 1st Semester of a student's senior year.

