

Lyons Township High School



**PARENT
HANDBOOK
2011-2012**

TABLE OF CONTENTS

ACT Test Dates	13
AP Exams	15
Bell Schedule	18
Boosters Club	11
Co-curricular Program	8
College Information	8
Corral, The	6
Freshmen Information	7
Good Neighbor Policy	16
Insurance	7
Lockers	6
Lunch/Cafeteria Pre-payment Information	7
Medical Records	6
Parent Teacher Council (PTC)	11
Parking, Student	16
Phone Numbers/Contact Information	19
Physical Welfare	12
Principal's Welcome	3
Processing Information	5
Processing Schedule	4
Release of Student Information	12
Residency Information	3
Schedules	17
School Day	17
Smoke-free Tobacco-free School Policy	12
Special Education	13
Student Data	3
Student Drop-off Procedures	16
Student Handbook	13
Student Support Fee	6
Supervision and Safety of Students	16
Teacher Initiated Conferences	13
Testing	13
Train Safety	16
Transportation	15
Website	19

WELCOME TO LYONS TOWNSHIP HIGH SCHOOL

An exciting new school year is about to begin and it will provide outstanding learning opportunities for your student. We aim to meet the needs of all of our students, enabling them to progress successfully and to challenge their talents and interests. Communication and understanding among parents, students and the school are essential ingredients for success. The following information is to help freshmen and parents transition to high school and for all families to reacquaint themselves with the school's policies and procedures.

For sophomores and juniors the next few years will be important in preparing to make the decisions following high school graduation. Faculty and staff pledge to work diligently to help each student be prepared to make those decisions. The challenge for all students is to accept the responsibilities of citizenship and academic work placed upon them. I sincerely hope that each student will take full advantage of the many learning opportunities available.

Post high school plans will quickly become a reality. Those plans will be most rewarding for the student who takes full advantage of the learning opportunities available at LT. Early in the school year, members of the Student Services Department will meet with seniors to assist them in bringing their post high school plans to a conclusion. Publications that cover college and career information will be given to each senior. Please remind your senior to share this material with you. Senior parents will be invited to attend a college information session the morning and evening of Wednesday, August 31, 2011.

Here's to an outstanding 2011-2012 school year.

Mr. David Franson, Principal

RESIDENCY AND STUDENT DATA INFORMATION

All students must verify residency in the LT school district before they register for the 2011-2012 school year. In order to avoid long delays at Processing, submit photocopies of qualifying documents to the Main Offices by August 1st.

Documents may be dropped off or mailed to:

North Campus
LTHS Residency Verification
100 South Brainard Avenue
LaGrange, IL 60525
Questions: (708) 579-6300

South Campus
LTHS Residency Verification
4900 South Willow Springs Road
Western Springs, IL 60558
Questions: (708) 579-6500

A state or federal government issued photo ID (driver's license, state ID) with current address is required along with **one** document from Category A and **one** document from Category B. *A total of three pieces of documentation is required.

Category A

- Most recent real estate tax bill for your residence showing enrollee's parent or guardian as taxpayer
- Signed lease for residence include lessor's telephone number
- Closing statement for the purchase of in-district residence, if purchased within the last 12 months
- Notarized letter from the owner of your residence stating that you reside at the residence and the duration of how long you will be staying there; the owner must provide proof of residency

Category B

- Gas or electric bill
- Public Aid Card
- Voter registration card
- Home/apartment insurance certificate
- Home phone bill or letter from telephone company
- State of Illinois automobile registration
- Receipt for city vehicle

PROCESSING SCHEDULE**FRESHMEN (09) & JUNIORS (11) - THURSDAY, AUGUST 11th**

A	-	BEI	8:00	-	8:30am	HA	-	HE	Noon	-	12:30pm
BEL	-	BR	8:30	-	9:00	HI	-	JA	12:30	-	1:00
BU	-	COH	9:00	-	9:30	JE	-	KOG	1:00	-	1:30
COL	-	DA	9:30	-	10:00	KOH	-	LEN	1:30	-	2:00
DE	-	DZ	10:00	-	10:30	LEO	-	MAR	2:00	-	2:30
E	-	FLO	10:30	-	11:00	MAS	-	MIL	2:30	-	3:00
FLY	-	GE	11:00	-	11:30	MIN	-	NG	3:00	-	3:30
GI	-	GU	11:30	-	Noon	NI	-	O	3:30	-	4:00

FRESHMEN (09) & JUNIORS (11) - FRIDAY, AUGUST 12th

PA	-	PO	8:00	-	8:30am
PR	-	ROS	8:30	-	9:00
ROT	-	SE	9:00	-	9:30
SH	-	SP	9:30	-	10:00
SR	-	TA	10:00	-	10:30
TE	-	VA	10:30	-	11:00
VE	-	WH	11:00	-	11:30
WI	-	Z	11:30	-	Noon

SOPHOMORES (10) & SENIORS (12) - FRIDAY, AUGUST 12th

A	-	BAL	Noon	-	12:30pm
BAN	-	BON	12:30	-	1:00
BOO	-	CAL	1:00	-	1:30
CAM	-	COL	1:30	-	2:00
COM	-	DEK	2:00	-	2:30
DEL	-	DUN	2:30	-	3:00
DUS	-	FO	3:00	-	3:30
FR	-	GOM	3:30	-	4:00

SOPHOMORES (10) & SENIORS (12) - MONDAY, AUGUST 15th

GON	-	HAR	8:00	-	8:30am	NE	-	PAL	Noon	-	12:30pm
HAS	-	HUN	8:30	-	9:00	PAN	-	PRE	12:30	-	1:00
HUR	-	KEA	9:00	-	9:30	PRI	-	RO	1:00	-	1:30
KEE	-	KU	9:30	-	10:00	RU	-	SE	1:30	-	2:00
LA	-	LO	10:00	-	10:30	SH	-	STO	2:00	-	2:30
LU	-	MA	10:30	-	11:00	STR	-	U	2:30	-	3:00
MC	-	ME	11:00	-	11:30	VA	-	WI	3:00	-	3:30
MI	-	NA	11:30	-	Noon	WO	-	Z	3:30	-	4:00

LATE PROCESSING**TUESDAY, AUGUST 16th – 10:00 am - Noon***After August 16th, processing will only take place on the 1st day of class: Monday, August 22nd beginning at 7:00 a.m.*

PROCESSING INFORMATION

LT is Going Green

The following forms are available on our website, www.lths.net, as well as in the Main Office at either campus. To access a form, click on the appropriate link below. Duplicates of forms mailed home can also be found below.

Athletic Eligibility
LION Subscription
Technology/Network (AUP) Agreement
Tylenol Permission Form

Boosters Pridewalk Order Form
Medication Form
Herbicide Form
Verification of Residency Form

Please arrive at Processing at your assigned time listed on the schedule. Students **will not** be allowed to register without the Student Data Information Form and Proof of Residency on file or completed at the time of Processing.

Processing stations include:

Residency Verification	Schedules	Boosters
ID Distribution	Parent Teacher Council	PE Uniform Distribution
Bus Route Distribution	PE Lock Distribution	Locker Assignment
Counselor Schedule Checks	Publications	Corral Sign-Up
Tylenol Forms	Student Information Forms	Lunch Prepayment
Herbicide Forms	Technology/Network (AUP) Form	Textbook Distribution
Yearbook Photos* (9th-11th)	Calculator Distribution	PTC Calendar & Directory
Student Handbook Distribution		
T-Shirt Distribution (<i>Freshmen ONLY</i>)	Testing Information (<i>Juniors ONLY</i>)	Cap and Gown (<i>Seniors ONLY</i>)

*Students are to dress in accordance with LTHS Dress Code while attending Processing as yearbook photos will be taken at this time. Students who are not properly dressed according to the LTHS Dress Code Policy will not be allowed to sit for yearbook photos. See Student Handbook for more information.

*Senior portraits should have been taken over the summer. For additional information regarding senior portrait, please contact HR Imaging/Root Studios at 800-433-1766.

Processing Fees:

Mandatory Fees		Optional Fees	
Textbook Rental Fee	\$75.00	Publication (Tab, Lion and Menagerie)	\$38.00
Student Support Fee	\$25.00	Corral Membership	\$15.00
Consumables (Paperback books, workbooks, supplies for classes)	\$25-\$100.00	LTHS PTC (Parent Teacher Council) Directory and Calendar	\$20.00
PE Lock (Sophomores, juniors, and seniors may re-use the LT locks.)	\$5.50/ea	LTHS Boosters Club Annual Membership Lifetime Membership	\$10.00 \$30.00
Gym Shirts S-2XL	\$3.25	Woods Class	\$45.00
Gym Shorts S-2XL	\$7.75	Material Fees	
		TI-84+ Calculator	\$100.00
		Drivers Education	\$150.00

Payment

Full payment by credit card (Visa, MC or Discover only), cash or check made payable to LTHS is expected at Processing. Students who have outstanding textbook or fee debts must settle their accounts before they will be allowed to complete the enrollment process at their scheduled time. If you have previously written an “NSF” check with LTHS, payment must be in cash or credit card. A \$20.00 fee will be added to any checks returned “NSF.” **Students who may qualify for financial assistance should contact the Assistant Principals’ Office prior to Processing.** A receipt will be issued for all purchases. Please check your receipt for accuracy and maintain the receipt in your records. Returns and exchanges can be made at the bookstore when school opens.

Student Support Fee

Technology support, supplies and equipment usage, participation in any LT club or activity, free admission to most athletic events, plays and concerts, other co-curricular activity’s fees, duplicating services and secondary student accident insurance.

Medical Records

Illinois law requires that a physical and dental examination form, together with immunization records, be filed in the nurse’s office for all students new to the school. We also require a current Student Data Information Form for all students. These requirements must be met before students will be allowed to enroll.

Calculators

TI-84+ calculators will be available for purchase at Processing. Calculators will also be available for purchase in the bookstores at North and South campuses during the first three weeks of the school year. The cost of the TI-84+ will be \$100.00. A TI-84+ calculator is required for students enrolled in Algebra IB, Algebra Prep, Algebra Accel, Advanced Algebra Accel, or Advanced Algebra Honors. Calculators can be purchased on the same check or credit card payment as books, lock, etc.

Lockers

Before leaving the building on Processing Day, students should go to their assigned locker to be sure that it is in working order. Students may leave books in the lockers at that time. Any questions or problems with lockers should be directed to the Assistant Principal's Office immediately. Students should not share their combination with anyone. Sharing of lockers is strictly prohibited.

Lost Textbook Charges

Students are responsible for rented text books. The cost of lost or damaged books will be the responsibility of the student.

The Corral

The Corral has all the best a student union can offer with pool tables, video game units, foosball, ping pong, a 12’ x 12’ big screen television and multiple TV’s for watching movies, sporting events and concerts, a stage with state-of-the-art lighting and sound, a huge floor for dances, snack bar and concessions, and a lounge area. The Corral is open after school Monday through Thursday from 3:10 – 5:00 pm, as well as some Friday nights. The Corral will be open from the beginning of the school year until the last school day in April. The annual membership is only \$15 and includes admission to the Corral during any open hours. It also includes discount admission to general events such as concerts, movie nights, game shows, student choir performances and whatever else the Corral Board can dream up. Only current members will be allowed to use the facility after school. Non-membership entry fees are a minimum of \$5.00 per event – just three trips to the Corral and the membership has paid for itself! Last year, over 60% of LT students joined the Corral. Corral activities are planned by the Corral Board. Adult community and staff members assist in the planning, as well as, operations of the Corral on the Advisory Board. The adult staff provides supervision and students operate the concession stand. All members are invited to participate on the Corral Board.

For more information about The Corral, contact:

Paul Godinho

pgodinho@lths.net

708-579-7430

Secondary Student Accident Insurance

LTHS is able to provide secondary insurance to cover students who are injured during school or while involved in school-related activities. Secondary insurance is not the same as primary insurance, neither in scope or extent of coverage nor in how claims are processed. The most important reason for this insurance is to cover any student whose family, for whatever reason, lacks any medical insurance coverage. When primary insurance is available, usually through an employer of the parent or guardian, the secondary insurance can be used to cover a deductible cost, if applicable under the primary insurance policy.

Provisions under the LTHS secondary student accident insurance policy include up to \$25,000 of coverage for injuries lasting less than one year. Catastrophic injuries are covered to a maximum of \$5 million. Both short term and catastrophic forms of insurance coverage are, again, secondary to the primary medical coverage that most families have through an employer. To file claims, the policy requires actual billing statements be forwarded from medical services providers in order for a claim to be processed (primary insurance companies often communicate directly with hospitals and physicians).

The Student Accident Insurance plan is administered through Zevits-Redfield & Associates Inc. at 333 North Michigan Avenue, Suite 2711, Chicago, IL 60601. All requests for information about secondary student accident insurance are coordinated through the Business Office.

For information about Secondary Student Accident Insurance contact:

Mary Ann Morici, Benefits Coordinator

mmorici@lths.net

708-579-6466

Lunch

Lyons Township High School provides a nutritious lunch for our students at a reasonable price. A student may also bring all or part of his/her lunch. Students are required to eat in the cafeteria, as no food or drink is allowed in the halls. Parents needing to make any special arrangements for their son's/daughter's lunches may do so through the Assistant Principal's Office. Student lunch periods are 25 minutes long.

Cafeteria Pre-payment Information

Lyons Township High School offers a service for parents to prepay student meals. With a quick swipe of an ID card, your student is able to purchase breakfast or lunch without using cash. The system tracks the student's outstanding account balance, meal purchases by date, and provides information on how the prepayment account is spent. To establish a prepaid lunch account for your student, use a credit card through the online website www.myLunchMoney.com or the LTHS Website www.lths.net or present cash at the cafeteria line or a check at the Bookstore. Additional guidelines for the program can be found in the student handbook. If your student had a balance at the end of the school year, the funds will be available to use on the first day of school. **MyLunchMoney.com will begin accepting prepayments on Wednesday, August 11, 2011.**

FRESHMAN INFORMATION

Freshman Experience Day

Students in the Class of 2015 are invited to attend LT's 10th annual Freshman Experience Day on Wednesday, August 17, 2011. This activity is the **first mandatory day of attendance for all freshmen**. The day includes fun games and activities planned just for freshmen. Students will have the opportunity to meet and interact with many new classmates, as well as LT teachers and administrators.

Students should arrive at LT's South Campus by 7:40 a.m. The buses will be running on a regular schedule on this day. If your son/daughter is a bus student, he/she should be at his/her bus stop 10 minutes prior to the scheduled stop. Students should wear the Class of 2015 t-shirt they received at Processing. This shirt will serve as the ticket to the day's activities. Upon arrival at South Campus (SC), students are to immediately go to the room assignment given on Processing Day. Master lists of room assignments will also be posted throughout the building. At the assigned room, students will meet student and adult leaders, be provided with a folder of materials, a nametag and a schedule to guide them through the day's activities. Lunch will be provided.

Naviance also lets us share information with you and your child about up-coming meetings and events, local scholarship opportunities, and other Web resources for college and career information. In addition, the site includes a link that your child can use to send us an e-mail message.

The Web address for Naviance Family Connection for LT is: <http://connection.naviance.com/lths>. There is also a link on the LTHS Website. Simply click on the menu under “Quick links” on the main page. **DO NOT ENTER NAVIANCE THROUGH EDLINE!** We have already provided your child with a personal access code and instructions for accessing Naviance Family Connection. To log into Naviance, the student should enter the e-mail and password that secured the connection when the account was created. Please keep track of this information, as the student **will need it each time he/she logs on**. Students should **use an e-mail address that they check frequently and a username they’ll remember**. If their e-mail is no longer valid or they need to have their password reset, they will need to come to the College Center in Room 148 in the fall to re-activate the account. In addition, all parents may access the site as a guest. **THERE IS NO PASSWORD OR REGISTRATION FOR PARENTS.** You must enter as a guest OR ask your student for his/her email address and password.

If you would like to receive parent emails through Naviance, please make sure that the email address you submit at processing is accurate as this is the one that will be uploaded to Naviance. We hope that you will find this resource helpful.

For more information about College Information, contact:

Lianne Musser, College Coordinator

lmusser@lths.net

708-579-6357

College and Career Center

Schedule of Events 2011-2012

*Events with an asterisk are open to students/parents in all grade levels.
REGISTRATION REQUIRED FOR SOME OF THESE PROGRAMS!

08/31/2011 9:00 a.m. OR 7:00 p.m.	College Application Process for Senior Parents The College Coordinator & Senior Counselors will explain how to process a college application, forms required, tests, deadlines, etc.	<i>North Campus Room 137 at 9:00 a.m.</i> OR <i>Reber Center at 7:00 p.m.</i>
09/14/2011 7:30 a.m.	College Coffee for Senior Parents An informal question/answer session led by the College Coordinator for senior parents who have questions regarding the college admissions process.	<i>North Campus Room 140</i> <i>7:30 a.m.</i>
10/04/2011 6:00 p.m.	NCAA * This program will present requirements and considerations for students who are considering athletic participation at the college level in NCAA Divisions I, II and III.	<i>North Campus Reber Center</i> <i>6:00 p.m.</i>
10/04/2011 7:15 p.m.	Selective College Night * A representative from a selective college will explain how admissions decisions are made and what they look for in prospective students. .	<i>North Campus Reber Center</i> <i>7:15 p.m.</i>
10/11/2011 7:00 p.m.	Sophomore Parent Night Sophomore Counselors and the College Coordinator will discuss: preparing for the college and career process, high school course selection, and navigating Naviance.	<i>South Campus Performing Arts Center</i> <i>7:00 p.m.</i>
10/12/2011 7:00 p.m.	Freshmen Parent Night Freshmen Counselors will explain: registration timeline, navigating the LTHS Website for Career and Post-High School exploration, PLAN results.	<i>South Campus Performing Arts Center</i> <i>7:00 p.m.</i>
10/13/2011 9:00 a.m.	Beginning the College Search Process for Junior Parents The College Coordinator and Junior Counselors will address: Transition to North Campus, the College Planning Process, NAVIANCE, campus visits and making a college match.	<i>North Campus Room 137</i> <i>9:00 a.m.</i>
10/13/2011 7:00 p.m.	Beginning the College Search Process for Junior Students & Their Parents - The College Coordinator and Junior Counselors will address: Transition to North Campus, the College Planning Process, NAVIANCE, campus visits and making a college match.	<i>Reber Center</i> <i>7:00 p.m.</i>
10/20/2011 7:30 a.m.	College Coffee for Junior Parents - An informal question/answer session led by the College Coordinator for parents of juniors who have questions about the college admissions process.	<i>North Campus Room 140</i> <i>7:30 a.m.</i>
11/29/2011 7:00 p.m.	Financial Aid Night * College Planners, Inc. will present. Topics include: FAFSA Completion, Managing College Costs and Financial Aid, Grants, Loans, Scholarships, how to apply for Aid, and much more!	<i>North Campus Reber Center</i> <i>7:00 p.m.</i>
3/15/2012 6:30 p.m.	Understanding College Admissions Workshop for Juniors & Parents - Gain a better understanding of how admissions decisions are made by reviewing actual college applications. Registration required.	<i>North Campus Room 137</i> <i>6:30 p.m.</i>
4/4/2012 6:30 p.m.–8:30 p.m.	College Night * Over 250 college representatives will be on hand to discuss college options with students and parents.	<i>North Campus Fieldhouse</i> <i>6:30 p.m.–8:30 p.m.</i>
5/25/2012 8:00 a.m.	Senior Honors Assembly Students and parents gather to recognize seniors who have received scholarships and honorary awards.	<i>North Campus Fieldhouse</i> <i>8:00 a.m.</i>

LTHS PARENT TEACHER COUNCIL (PTC)

The LTHS Parent Teacher Council (PTC) meets six times each year to promote a healthy working relationship and open lines of communication between home and the school. The PTC exists to provide money and volunteers to support students, clubs, organizations, activities and events of the LT community. In 2009-2010, the PTC granted a total of \$30,000 to 24 different student organizations and clubs. In addition, they provided scholarships to two graduating seniors. All the funds were generated through the sale of school calendars and student directories.

How can I join the LTHS Parent Teacher Council?

Check out the PTC table during Processing. For your \$20 annual dues, you will receive the LT Calendar and the equally invaluable LT Directory. (Extra calendars may be purchased at processing for \$5; extra directories for \$5. After Processing, they will be \$10 each.)

How can I volunteer to help?

Complete the on-line volunteer form at Processing or at www.lths.net. Please note that your student's ID number will not be forwarded to any PTC volunteers. It will only be used by the LT Technology Department to access your name and phone number from the LT database.

How can I find out more?

Check us out on the LT web site. Click on "Parents" and you will see the Parent Teacher Council link. Come to any or all of our meetings throughout the year at 7:00 p.m. See you at Processing!

For more information about the PTC, contact:

Nancy O'Brien, President, LTHS Parent Teacher Council kjoneo@sbcglobal.net 708-246-2357

LTHS BOOSTERS CLUB

The Boosters Club is a parent organization whose goal is to help the students of LTHS by raising money to help support the club, sport or activity of their choice. Boosters encourage and support ALL activities and programs that entail student involvement (i.e. clubs, musical groups, Student Council, class boards, teams, after school programs and activities).

Membership dues (\$10 One Year Family or \$30 Lifetime membership) help finance many activities and entitles you to a free entry to the two athletic events listed below:

Friday, August 26, 2011 @ 7:30 p.m.
South Campus Bennett Field
LT vs. Stevenson Varsity Football Game

Friday, December 9, 2011 @ 7:30 p.m.
North Campus Fieldhouse
LT vs. Glenbard West Varsity Basketball Game

You may sign up on-line or at Processing by adding the cost of membership to the book and fee bill.

Booster meetings are held on the second Tuesday of each month at 7:30 p.m. in Room C120 at South Campus and are open to anyone. More information on the Boosters can be found on the LTHS Website under "Activities."

For more information about the LTHS Boosters Club, contact:

Rich Bornhoff, President 708-784-3249

RELEASE OF STUDENT INFORMATION – MEDIA RELEASE

Lyons Township High School District 204 may use student names and photographs in LTHS presentations, publications, and the district website unless otherwise requested. Students may be interviewed, photographed or videotaped by the news media or an agent of the school district for the purpose of publicizing a school event, activity or program in District 204.

All exclusionary requests must be mailed to Lyons Township High School, 100 S. Brainard Avenue, LaGrange, IL 60525 to the attention of the Jennifer Bialobok, Community Relations Coordinator.

SMOKE-FREE TOBACCO FREE SCHOOLS POLICY

As required by state and federal law, and in order to protect students, employees and visitors from an environment that may be harmful to them, it is the policy of the school district that all uses of tobacco and tobacco products, including smokeless tobacco, will be prohibited in all district facilities and on all school grounds.

PHYSICAL WELFARE GRADES 9-12

Swimming requirements

The Physical Welfare department is pleased to offer a variety of sport and fitness activities to benefit the health and wellness of students. One such activity is swimming. Swimming is a required activity for all students. Students are expected to participate daily in physical education class and be prepared for the designated activity with either the standard P.E. uniform or their swimming suit. For swimming, girls must wear a one-piece swimsuit. In addition, students are required to purchase a heart rate monitor strap and a Physical Welfare handbook for class that will be utilized throughout the year. Those students who have a medical condition that would make swimming impossible or that would preclude them from participating in specific physical activities, should provide the Health Office with a letter from his/her physician prior to the beginning of the school year.

Sophomore Health Education Class Information

The health program at LTHS is designed to help students gain knowledge that will favorably influence attitude and behavior. The total health program deals with the student's physical, mental, emotional and social health. It encourages critical thinking and analysis of current health issues.

Health education is a mandated state program and also a graduation requirement. The course is offered during sophomore year for one semester and one-half credit is earned. During this semester of health education, the students are not enrolled in physical education. Students will be required to purchase a student workbook and also CPR supplies including a face shield and lung bag. The grade the student receives will count toward the cumulative grade point average and honor roll status.

The course content of health education includes the following: wellness and lifestyle choices as they relate to overall quality of life; systems of the body; first aid and CPR; mental health; chronic, degenerative, communicable diseases; human sexuality; substance abuse education; environmental education and public health choices. Included in the section on the prevention and control of disease is instruction on the prevention, transmission and spread of AIDS. This instruction is mandated by the state legislature with the provision that no pupil shall be required to participate in human sexuality instruction if the parent or guardian submits a written objection.

For information contact your child's individual health teacher or:

Joann Pyritz, Assistant Division Chair

jpyritz@lths.net

708-579-6383

SPECIAL EDUCATION

District 204 provides a free and appropriate public education to students through age 22 with learning, vision, hearing, language, physical and emotional disabilities. If you feel your child exhibits a disability and is in need of special education support, please contact your student's counselor. A variety of special education programs and services are available to students with disabilities in District 204, including general education classroom supports, special education classes, and psychological, social work, speech and language, vision, hearing, occupational and physical therapy services.

For information contact:

Karen C. Brown, Director of Special Education

kcbrown@lths.net

708-579-6521

STUDENT HANDBOOK

Students will receive a Student Handbook during Processing. Parents are encouraged to read the handbook in conjunction with their student; it will answer many of the questions you may have about LT. Students are responsible for reading and adhering to guidelines of the information contained in the Student Handbook.

TEACHER INITIATED CONFERENCE

Given 24-hour notice, students are required to attend a teacher-initiated conference. Such conferences have priority over activities, athletics and/or employment. Failure to attend a teacher-initiated conference will be considered insubordination and may result in a disciplinary consequence.

TESTING

PRACTICE ACT®

Date: April 25, 2012-Taken by: Sophomores

The Practice ACT® is administered to the entire sophomore class to provide them with the opportunity to experience an ACT® prior to taking the actual test. Studies have proven this can increase a student's comfort level with the ACT®. In addition, students will receive their initial baseline scores and information regarding their areas of strength and weakness so that they can identify specific concepts in which they need additional preparation. Classroom teachers and ACT® Test Prep staff will use data from this practice ACT® to guide their instruction to better meet the needs of their students.

PLAN®

Date: April 25, 2012—Taken by: Freshmen

The PLAN® assists students in identifying academic needs and furnishes information for course scheduling. It also provides a prediction of how students will perform on the ACT®. Included with the PLAN® is a very significant World-of-Work component that counselors and parents can use to help begin important discussions regarding post high school life. Additional information about the PLAN® will be sent to parents of all freshmen this fall.

PSAT®

Test Date—Oct. 12, 2011—Taken by: Sophomores & Juniors

Registration Deadline—Sept. 16, 2011 at the Bookstore

(For students involved in fall sports or activities, an alternate test date of **Wednesday, Oct. 12th** is available.)

The PSAT® is an optional test that provides an opportunity for students to experience an exam which is similar to the SAT®. The PSAT® score often provides a good prediction of how a student will perform on the SAT®. In addition, the PSAT®, when taken junior year, is the qualifying exam for the National Merit® Scholarship Program. Each year, some 50,000 students with the highest PSAT® scores nationwide become Commended Scholars or National Merit Scholars®. High achieving sophomores and juniors should take the PSAT®. Register for the PSAT® at the North Campus or South Campus Bookstore.

PSAT® Test Prep Class

All high achieving juniors are encouraged to take the PSAT® Test Prep Classes offered at LTHS at the start of the school year. The goal of these classes is to help students improve their chances of becoming Commended Scholars or National Merit Scholars® by providing them with the best opportunity to prepare for the PSAT®. Registration forms will be available at Processing and in the Testing Office, Room 128. The registration fee for the PSAT® Test Prep Class includes the cost of the class AND the fee for the actual PSAT® test. Register for the PSAT® Test Prep class in the Testing Office.

ACT®

Register for the ACT® at www.actstudent.org

Taken by: Juniors & Seniors

Test Date

(Dates below subject to change by ACT®)

September 10, 2011

February 11, 2012

April 14, 2012

June 9, 2011

Registration deadline

August 12, 2011

January 13, 2012

March 9, 2012

May 4, 2012

The ACT® consists of multiple choice tests in English, Math, Reading, and Science as well as an optional Writing Test. In addition to the free ACT® that is included as part of the PSAE in April, students may elect to take the ACT® a second time to improve their scores. Registration for the ACT® is done by the student either online at www.actstudent.org.

ACT® Test Preparation

LTHS encourages all ACT® test-takers to sign up for the ACT® Test Prep Class. These classes provide students with the best opportunity to become familiar with each part of the ACT®, review key concepts, learn strategies for tackling difficult questions, and practice on several recently released ACT® tests. All class sessions are taught by LTHS staff members. LTHS offers three Test Prep class options:

ACT® Test Prep Class sessions offered after school or in the evening in the fall, winter or spring. Classes meet twice a week for four weeks.

ACT®/PSAE Prep Class sessions for students with IEPs are targeted to address their particular needs and are offered after school in the winter.

Study Hall ACT® Test Prep sessions provided to juniors taking a second semester Study Hall. The class will meet twice a week for a total of sixteen sessions.

More information about test preparation classes will be sent to juniors in August. Register for the ACT® Test Prep class in the Testing Office.

PSAE® Testing-required for all juniors

Date: April 24 and 25, 2012

The Prairie State Achievement Exam (PSAE®) is a state achievement test administered to all juniors in Illinois public high schools. The PSAE® consists of an ACT® with writing component, two WorkKeys assessments (Applied Mathematics and Reading for Information) and an Illinois State Board of Education Science Assessment. The ACT® scores from the PSAE® can be reported to colleges. In addition, students may receive the Prairie State Achievement Awards in recognition of excellent performance in any of the four subject areas. Information about the PSAE® will be mailed home in March.

SAT®

While many colleges accept either an ACT® or SAT® score, there are colleges that specifically require applicants to submit an SAT® Reasoning Test score. In addition, some colleges request that applicants complete SAT® Subject Tests. The Subject Tests (formerly known as SAT II) allow students to demonstrate mastery in specific content areas such as English, Mathematics, History, Science and Foreign Language. Registration for the SAT® is done by the student online at www.collegeboard.com

AP® Exams**Taken by: Sophomores, Juniors and Seniors****Registration deadline: March 2, 2012**

Students enrolled in an AP® course at LTHS may register to take the AP® Exam for that course and possibly earn college credit while still in high school. Registration is through the North Campus or South Campus Bookstore.

<u>Session</u>	<u>Morning Session</u>	<u>Afternoon</u>
May 7:	Chemistry	Psychology
May 8:	Computer Science A Spanish Language	Art History
May 9:	Calculus AB Calculus BC	Chinese Language/Culture
May 10:	English Literature & Composition	Latin: Vergil
May 11:	German Language U.S. History	European History Studio Art (portfolios due)
May 14:	Biology Music Theory	Physics B Physics C: Mechanics Physics C: E & M
May 15:	US Government & Politics	Comparative-Government & Politics French Language
May 16:	English Language & Composition	Statistics
May 17:	Macroeconomics	Microeconomics
May 18:	Spanish Literature	

For more testing information, contact:

Katie Smith, Coordinator of Assessment and Analysis ksmith@lths.net 708-579-6361

TRANSPORTATION

BUS ROUTES: Students will receive bus routes at Processing. The route number will be on his/her ID.

LTHS is required to provide transportation for students living more than 1 ½ miles from school. The Board of Education also provides free bus transportation for students who reside within 1 ½ miles of their student's campus on a limited basis.

LT will provide free bus transportation for students who reside within the 1 ½-mile boundary based on available seating and a first-come, first-serve basis. No change in bus routes or stops will be made to accommodate requests. Decisions are made after the fall athletic season ends.

If you live less than 1½ miles from the campus your student currently attends and are interested in having your student ride the bus to and/or from school, please request transportation in one of two ways below:

1. E-mail the Associate Principal Therese Nelson at tnelson@lths.net and type BUS REQUEST in the subject line, or
2. Write a letter to: Lyons Township High School, South Campus
Therese Nelson, Associate Principal
Bus Request
4900 S. Willow Springs Rd.,
Western Springs, IL 60558

The request should include your student's name, ID number, year in school, address, phone number and whether or not you are requesting morning, afternoon or both routes for service.

For questions about transportation, contact:

Therese Nelson, South Campus Associate Principal tnelson@lths.net 708-579-6502

TRAIN SAFETY

Railroad tracks cross through nearly every town in Lyons Township. Trains are part of everyday life, yet we sometimes forget about them and underestimate their power.

- ALWAYS** cross the tracks at designated locations only;
- ALWAYS** look both ways before crossing and use extreme caution;
- NEVER** walk along the tracks. It is illegal and could result in serious injury or death;
- NEVER** cross the tracks when the gates are down or when the signal indicates that a train is coming;
- STOP** and wait for the train to pass when you see the flashing lights and hear the bell ringing.

Trains are an important part of our economy and local history. Since they will remain an ever-present part of our daily lives, we must safely co-exist with them. As we begin another school year, remember to always follow the aforementioned rules. It's a lesson that's always worth repeating.

STUDENT DROP-OFF PICK-UP PROCEDURES

Safe transportation of students to and from school is a priority. Each morning and after school nearly 2,300 people arrive at or depart from either campus. Continued safe transportation can best be accomplished by following simple drop-off and pick-up procedures below.

- ✓ At North Campus, there is no parking, stopping, drop-off or pick-up on Cossitt in front of the school. This is enforced by local police.
- ✓ At South Campus, there is no drop-off or pick-up on Willow Springs Road. The South Campus main entrance and the SOUTH lot between the library and the Corral are not to be used to drop-off or pick-up as it is used for buses.

For more information, contact:

Therese Nelson, South Campus Associate Principal

tnelson@lths.net

708-579-6502

Kevin Brown, North Campus Associate Principal

kwbrown@lths.net

708-579-6308

STUDENT PARKING

Student parking is very limited and parking spaces are assigned by a lottery system. The district asks parents/guardians to evaluate their student's driver-readiness before agreeing to enter the lottery. The cost of a parking permit is \$100.00 per semester. Until the lottery assigns spots there is to be no student parking in any LT parking lot. If your student receives the privilege of parking on campus, it is the parent/guardian's responsibility to review the procedures and regulations with the student, sign the document and have the student return the signed document to the Assistant Principals' Office. Violation of any of the rules regarding student parking risks the loss of his/her parking privileges without a refund.

GOOD NEIGHBOR POLICY

LT reminds all students, parents and visitors that the district maintains a "good neighbor policy" with nearby homeowners and businesses. Please obey all village signage related to parking, do not block the ingress or egress to any of the neighbor's driveways and do not litter or walk on the lawns of neighbors. At South Campus in particular, be aware that you may be towed if you park in the Garden Market. Parking there is for patrons only.

SUPERVISION AND SAFETY OF STUDENTS

Once students arrive at school - whether by bus, walking, bicycling or by car - they are expected to remain on the school grounds and under school supervision. Students who leave school grounds without following school protocol are subject to disciplinary action. This rule is specifically designed for the safety of your student.

SCHEDULES

Individual student schedules will be distributed at Processing on August 11th and 12th for freshmen and juniors and August 12th and 15th for sophomores and seniors. Late Processing will be on August 16th from 10:00 a.m. – Noon. Students are not able to pick up a copy of their schedule until they have gone through Processing.

SCHOOL DAY

All students have a ten period day, which begins at 7:45 a.m. You will find our daily bell schedule on the next page for your convenience and it is also printed on the back of the PTC calendar.

LYONS TOWNSHIP HIGH SCHOOL
BELL SCHEDULES
2011 - 2012

REGULAR SCHEDULE**PERIOD****LATE START****7:40****WARNING BELL****8:40**

7:45 - 8:36

1

8:45 - 9:25

8:42 - 9:33

2

9:31 - 10:11

9:39 - 10:30

3

10:17 - 10:57

10:36 - 11:01

L 4 L

11:03 - 11:28

11:07 - 11:32

U 5 U

11:34 - 11:59

11:38 - 12:03

N 6 N

12:05 - 12:30

12:09 - 12:34

C 7 C

12:36 - 1:01

12:40 - 1:05

H 8 H

1:07 - 1:32

1:11 - 2:02

9

1:38 - 2:18

2:08 - 2:59

10

2:24 - 3:04

Sept 7, 21 - Oct 5, 19

Nov 2, 16, 30 - Dec 14, 2011

Jan 25 - Feb 8, 22 - March 7, 21

April 4, 18 - May 2, 2012

SPECIAL COM PERIOD SCHEDULE**7:40****WARNING BELL**

7:45 - 8:36

1

8:42 - 9:28

2

9:34 - 10:40 (1st 20 MINUTES - COMM PERIOD)

3

10:46 - 11:11

L 4 L

11:17 - 11:42

U 5 U

11:48 - 12:13

N 6 N

12:19 - 12:44

C 7 C

12:50 - 1:15

H 8 H

1:21 - 2:07

9

2:13 - 2:59

10

EARLY DISMISSAL**SCHOOL IMPROVEMENT DAYS****Period 7:40**

1 7:45 - 8:12

2 8:18 - 8:45

3 8:51 - 9:18

4-5-6 9:24 - 9:51

6-7-8 9:57 - 10:24

9 10:30 - 10:57

10 11:03 - 11:30

Aug 22, Oct 17, 2011

Jan 10, Mar 12, April 25, 2012

SPECIAL SCHEDULES: will be developed for assemblies, guidance, registration, and other programs.

SCHOOL CONTACTS**South Campus**

David Franson, Principal	708-579-6500	dfranson@lths.net
Therese Nelson, Associate Principal	708-579-6500	tnelson@lths.net
K. L. Costopoulos, Assistant Principal (Sophomore)	708-579-6528	kcstopoulos@lths.net
Kelly Dostal, Assistant Principal (Freshman)	708-579-6528	kdostal@lths.net
Attendance Office	708-579-6528	
Health Office	708-579-6531	
Main Office	708-579-6500	
Guidance Office	708-579-6510	
Registrar	708-579-6510	
Student Activities Office	708-579-6543	
Bookstore	708-579-6548	
Speak-Up Line	708-588-7326	speakupline@lths.net

North Campus

Dr. Tim Kilrea, Superintendent	708-579-6300	tkilrea@lths.net
David Franson, Principal	708-579-6300	dfranson@lths.net
Kevin Brown, Associate Principal	708-579-6300	kwbrown@lths.net
Adam Davis, Assistant Principal (Junior)	708-354-4700	adavis@lths.net
Brian Mahoney, Assistant Principal (Senior)	708-354-4700	bmahoney@lths.net
Attendance Office	708-354-4700	
Health Office	708-579-6363	
Registrar	708-579-6346	
Guidance Office	708-579-6343	
Testing Office	708-579-6361	
Business Office	708-579-6467	
Athletic Office	708-579-6393	
College/Career Office	708-579-6355	
Bookstore	708-579-6380	
Speak-Up Line	708-588-7326	speakupline@lths.net

LT's Website: www.lths.net