



LTHS District 204
www.lths.net

Processing Information
and Parent Handbook
2009—2010



Classes start on Monday, August 24, 2009

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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 help freshmen and parents transition to high school and for all families to reacquaint themselves with the school's policies and procedures.

For juniors the next two 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, September 2, 2009.

Best of luck for an excellent 2009-2010 school year.

Mr. David Franson, Principal

Lyons Township High School's

First Class Principles

We treat each other with
dignity and respect.

We keep our school
neat and clean.

We solve problems creatively by stopping,
then thinking, and then
discussing our actions.

We fit our language and our actions to our
audience and environment.

We are responsible and accountable
for our actions.

Together, WE ARE LT!!

Residency and Student Data Information

All students must verify residency in the LT school district before they register for the 2009-2010 school year. In order to avoid long delays at Processing, submit photocopies of qualifying documents to either the Main Offices by August 7th.

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 S. Willow Springs Road

Western Springs, IL 60558

Questions: (708) 579-6500

A state or federal government issued photo ID (drivers license, state ID) with current address is required along with one document from Category A and one document from Category B.

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 your residence; the owner must provide proof of residency

Category B

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

Processing Information

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

*Students are to dress in accordance with LTHS Dress Code while attending Processing as yearbook photos will be taken at this time.

*Senior portraits should have been taken over the summer. However, if you are still in need of a senior portrait, please contact HR Imaging at 800-433-1766.

Processing Schedule

FRESHMEN & JUNIORS - THURSDAY, AUGUST 13th

A	through	BA	8:00	-	8:30am
BE	through	BR	8:30	-	9:00
BU	through	CH	9:00	-	9:30
CI	through	CZ	9:30	-	10:00
D	through	DOU	10:00	-	10:30
DOW	through	FI	10:30	-	11:00
FL	through	GE	11:00	-	11:30
GI	through	HA	11:30	-	Noon
HE	through	I	Noon	-	12:30pm
JA	through	KE	12:30	-	1:00
KH	through	KU	1:00	-	1:30
LA	through	LY	1:30	-	2:00
MA	through	MCG	2:00	-	2:30
MCI	through	MI	2:30	-	3:00
MO	through	NA	3:00	-	3:30
NE	through	OC	3:30	-	4:00

FRESHMEN & JUNIORS - FRIDAY, AUGUST 14th

OE	through	PH	8:00	-	8:30am
PI	through	RA	8:30	-	9:00
RE	through	RZ	9:00	-	9:30
SA	through	SE	9:30	-	10:00
SH	through	SO	10:00	-	10:30
SP	through	TE	10:30	-	11:00
TH	through	VU	11:00	-	11:30
WA	through	Z	11:30	-	Noon

LATE PROCESSING TUESDAY, AUGUST 18th

10:00 am – Noon

Processing after August 18th will be on the 1st day of class, August 24th beginning at 7am

Processing Schedule

SOPHOMORES & SENIORS - FRIDAY, AUGUST 14th

A	through	AZ	Noon	-	12:30pm
BA	through	BRO	12:30	-	1:00
BRU	through	CA	1:00	-	1:30
CE	through	COR	1:30	-	2:00
COU	through	DOL	2:00	-	2:30
DOM	through	E	2:30	-	3:00
FA	through	FR	3:00	-	3:30
FUH	through	GON	3:30	-	4:00

SOPHOMORES & SENIORS - MONDAY, AUGUST 17th

GOR	through	HEN	8:00	-	8:30am
HER	through	JAI	8:30	-	9:00
JAN	through	KIR	9:00	-	9:30
KIT	through	LAS	9:30	-	10:00
LAT	through	MAL	10:00	-	10:30
MAN	through	MCQ	10:30	-	11:00
ME	through	MO	11:00	-	11:30
MS	through	N	11:30	-	Noon
O	through	PET	12:00	-	12:30pm
PH	through	RA	12:30	-	1:00
RE	through	RY	1:00	-	1:30
SA	through	SIL	1:30	-	2:00
SIM	through	STE	2:00	-	2:30
STI	through	VAN	2:30	-	3:00
VAR	through	WIL	3:00	-	3:30
WIN	through	Z	3:30	-	4:00

LATE PROCESSING TUESDAY, AUGUST 18th

10:00 am - Noon

Processing after August 18th will be on the 1st day of class, August 24th beginning at 7am

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 sen- iors may re-use the LT locks.)	\$11.00/ea.	LTHS Boosters Club Annual Membership	\$10.00
Gym Shirts S-2XL	\$3.25	Lifetime Membership	\$30.00
Gym Shorts S-2XL	\$7.75	Woods Class	\$63.00
		Material Fees	
		TI-84+ Calculator	\$100.00
		Drivers Education	\$150.00

Payment

Full payment by credit card (Visa or MC 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 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 activities 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 for the first three weeks of the 2009-2010 school year. The cost of the TI-84+ will be \$100.00 (including tax). A TI-84+ calculator is required for students enrolled in Algebra IA, Algebra IB, Algebra I Prep, Algebra I Accel, Algebra II Accel, or Algebra II 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, have your student go to his/her assigned locker to be sure that it is in working order. Students may leave their books in the locker 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 books lost or damaged 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, air hockey, electronic dart boards, 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. Summer improvements include new video games and systems. 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 Student 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 3 trips to the Corral and the membership has paid for itself! Last year, over 60% of LT students joined the Corral.

To ensure the safety of all that attend, the Corral sponsors events for current Lyons Township High School students only. Students may bring a guest to special events, but they must fill out a guest pass in advance of the event and bring it with on the night of the event. Guest passes are available in the Bookstore, Student Activities Office, and Corral Office. Guests must also have a picture ID and not be older than 20. Guests must follow all school rules and be respectful of the Corral personnel.

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 information contact:

Paul Godinho, Corral Manager
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 the scope or extent of the coverage nor in how the 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 contact:

Mary Ann Morici, Benefits Coordinator

mmorici@lths.net

708-579-6466

Lunch

Lyons Township High School provides a nutritional 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, you can use a credit card through an online website linked to LT's 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 12, 2009.

What are the Benefits?

Cashier lines move more quickly, since less cash is handled. Only food items can be purchased with this account. Cash cannot be taken out. You can pay weekly, monthly or yearly by cash, check or credit card.

How do I Establish a Prepayment Account?

Your student already has a debit account for cafeteria purchases, using his/her ID number. Through the convenience of the internet, you can enroll and replenish your student's account through a link to a secured website service, www.myLunchMoney.com found on the LTTHS website, www.lths.net. After creating an account, the balance can easily be checked using the link on LT's website. An automatic pre-payment option is also available. At anytime during cafeteria hours, a student can add money to his/her account by simply using cash at the cafeteria register or bringing a check to the Bookstore. Checks should be no greater than \$100 and made payable to LTTHS.

Attendance

As partners in the educational process, we want to work with you to encourage your student to attend school every day. Students must be in class in order to learn. Research has shown that daily attendance is a powerful factor in determining a student's academic achievement. To help maximize your student's success we must work together to be sure your student is in school.

Students should only be absent from school for one of the following reasons: illness, religious holiday, death in the family, or family emergency. If a student is going to be absent from school, his/her parent or guardian must call the school that day to report the absence. If a student is absent from school and we have not received a call from a parent, the student's absence will be considered unexcused. For your convenience, voice mail will be available to receive calls at the attendance numbers listed below, 24 hours/seven days a week. Students are allowed 7 full days of parentally excused absences per semester, after which a doctor's note will be required to excuse future absences. If a student is at a medical appointment, please provide a doctor's note upon the student's return to school. Unexcused absences yield consequences both academically & behaviorally (zeroes on assignments and detentions or in-school suspensions).

Your efforts are appreciated to help your student understand the importance of attendance to his or her success in school. Attendance is monitored in the Assistant Principals' Office.

For information contact:

North Campus

708-354-4700

South Campus

708 -579-6528

Make-up Work Policy

It is the student's responsibility to request information from his/her teachers about make-up work prior to or upon his/her return to class when he/she missed part or all of a class period(s).

Make-up Work for Excused Absences

Students who have an excused absence are allowed to make up work and tests and receive credit. Assignments given before the days of absence will be due upon his/her return to class. Students will have 2 days for every one day of excused absence to make up missed work. Students should arrange with teachers the times to make up missed tests. If a test date was announced before the day of the student's absence, the student should be prepared to take the test upon his/her return to school. Teachers have the right to modify their make-up policies to meet individual needs and circumstances.

Make-up Work for Unexcused Absences

A student will not receive credit for work for the days when his/her absence from class was due to an unexcused absence. Assignments collected and tests taken on days of unexcused absences will receive a grade of zero.

Make-up Work for Students in In-School Suspension (ISS)

Students assigned to in-school suspension will have the right to make up tests and assignments missed while serving in-school suspensions.

Make-up Work for Students Suspended Out-of-School (OSS)

Students have a right to make up work missed while suspended out-of-school. It is the responsibility of the student to contact his/her teachers to get missed assignments and arrange for any make-up tests. Students will have one day for every day they were suspended out-of-school to make up missed work.

Final Exam Exemption Policy

Students who have no more than three absences in any of their classes are eligible to be excused from the semester final examination in one class of their choice, providing they are earning a C- or better in that class. The student may choose to take the final exam in a class of his/her choice to try to raise the grade, but will not be penalized if the score on the final exam would lower his/her grade. Students will be required to earn a grade of C- or better in a course in order to be exempted from the final exam in that course. Students must have a parent or guardian sign and date a Final Exam Exemption form notifying parents or guardians that their student will not be in school at the time of the assigned exam. Final Exam Exemption forms will not be reprinted or replaced so please treat with care. Absences due to field trips, school-sponsored activities, religious holidays, or deaths in the family will not count as absences for the purposes of the exemption, provided the school is informed in advance. A student must be enrolled at LTHS prior to the 15th day of the semester to be considered for Final Exam Exemption. (NOTE: 7th and 8th grade students are not eligible for final exam exemptions.)

Note: Final exams must be taken on the day scheduled and may not be taken early.

Note: Final exemption forms will not be duplicated—once your student receives his/her exemption form, make sure they keep it safe until they turn it in to his/her teacher.

Seniors:

A senior in his/her last semester, or 8th semester, whichever occurs first, of full-time enrollment may be exempt for a final semester examination in a course provided he/she has meet all of the following criteria:

- Achieve a grade of B- or higher in the course.
- Return all of his/her rental textbooks on or before the last day of regularly scheduled classes.

This exemption incentive may be applied to and may be taken for any and all courses in which the student is enrolled provided that the student has met the criteria.

Student Dress Policy

In accordance with Board of Education policy, students are expected to dress in an appropriate manner that must not disrupt the educational process, interfere with the maintenance of a positive teaching and learning climate, or compromise reasonable standards of health, safety and decency. Judgment of disruption is at the discretion of the school administration, but specific guidelines and prohibitions are:

- Hats, head coverings of any kind (except those of established religious groups) and gloves may not be worn in the building.
- Apparel that promotes or advertises drugs, alcohol, tobacco products, or other inappropriate activities are not permitted.
- All clothing must cover from shoulders to mid-thigh (an ID card length above the knee including slits).
- Transparent items, spaghetti strapped tops, strapped shirts, strapless top, single strapped tops, nightwear, or items normally worn as undergarments, but displayed as outerwear.
- Items determined to be symbolic of gang membership, including jewelry items.
- Tattoos will require clothing or other coverage if determined to be inappropriate.
- Shoes must be worn at all times.
- Students may not wear coats during the school day.

Edline

LTHS utilizes Edline as an important communication tool with parents and students to share class information, important dates and periodic grade reports. LTHS provides parents and students with access codes and information regarding Edline at the beginning of each year. Freshman parents will receive information early in the school year.

For information contact:

North Campus Discovery Center	708-579-7433
South Campus Discovery Center	708-579-7436

District Appeals Policy

<u>Areas</u>	<u>First Level</u>	<u>Second Level</u>	<u>Third Level</u>	<u>Fourth Level</u>
Attendance	Staff Member	Assistant Principal	Associate Principal	Principal
Co-Curricular	Coach/Sponsor	Athletic Dir./ Activities Dir.	Principal	
Curriculum & Instruction	Teacher	Division Chair	Assistant or Associate Principal	Director of Curriculum & Instruction
Discipline	Staff	Assistant Principal	Associate Principal	Principal
10 Day OSS (Out of School Suspension)	Assistant Principal	Principal		
1-9 Day OSS (Out of School Suspension)	Assistant Principal	Associate Principal		
Expulsion	Assistant Principal	Superintendent BOE		
Discrimination/ Harassment*	Assistant Principal	Associate Principal / Division Chair	Principal / Director of Human Resources	
Fee Waiver	Assistant Principal	Principal		
Grades	Teacher	Division Chair	Principal	
Level Change	Teacher & Counselor	Division Chair		
Medical PE Waiver	Nurse	Division Chair for Physical Welfare	Principal	
PE Waiver	Division Chair for Physical Welfare	Principal		
Scheduling	Counselor	Division Chair or Associate Principal		
Special Education	Teacher	Director of Special Education	Due process as prescribed by law	
Transportation	SC Associate Principal			

Freshman Information

Freshman Experience Day

Freshman students in the Class of 2013 are invited to attend LT's 9th annual Freshman Experience Day on Wednesday, August 19, 2009. This activity is the first mandatory day of attendance for all freshmen. The day includes fun games and activities planned just for your freshman. He/she 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 7:40am. 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 at the appropriate time. Students should wear the Class of 2013 t-shirt that they received at Processing. This shirt will serve as the ticket to the day's activities. Upon arrival at South Campus, 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.

Freshman Dance

Freshman students are invited to a dance in the SC Corral on Wednesday, August 19th from 7-9pm to kick off the 2009-2010 school year with a "ROAR!" There is no admission fee but students are expected to bring their new LT student ID for admittance. Students do not have to wear their Class of 2013 shirt but are expected to abide by the dress code (p.18).

Freshman Parent/Guardian Meetings

Parents and guardians are invited to attend small group meetings to familiarize themselves with LT. Meetings will be held from 9-10:30am on dates indicated below. In order to facilitate an appropriate number in each group, please plan to attend according to the schedule below, if possible. If your schedule does not permit you to join us on the date suggested, please plan to be with us on another date.

Parents whose Last name begins with:

(A – L) Attend Monday, August 31st

(M – Z) Attend Tuesday, September 1st

All meetings will begin at 9am in the Performing Arts Center (PAC) located in the southwest corner of the South Campus.

For parents/guardians who are unable to attend during the day, a evening session has been scheduled at 7pm on Thursday, September 3rd in the Performing Arts Center at South Campus. The same general program will be presented at all sessions.

Agenda

- Welcome by Principal, Mr. David Franson
- General Information by Student Support Services
- Introduction of Campus Building Team
- Introduction of Division Chairs
- Introduction of Parent Teacher Council
- Introduction of Boosters
- Question and Answer Period

Co-Curricular Program

LT offers students a comprehensive co-curricular program. With more than 65 clubs, 16 intramural sports, and 27 IHSA interscholastic there is something for everyone. Research shows that students involved in Co-Curricular programs do better academically, make new friends, and feel more connected to school. Students involved in our co-curricular Program must sign our Code of Conduct to participate. There is a Co-Curricular Fair for all incoming students on Wednesday, August 26th at 7pm in the SC Fieldhouse. For a complete listing of LT's Co-Curricular programs, please consult the student handbook or our Web site, www.lths.net.

For information contact:

Athletics and Intramurals:

John Grundke, Athletic Director

jgrundke@lths.net

708-579-6393

Clubs and Activities:

Peter Geddeis, Director of Student Activities

pgeddeis@lths.net

708-579-7444

Student Activities Code of Conduct

Participating in student activities is considered an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in the co-curricular program is a privilege and as such carries certain expectations beyond those found in the normal classroom situation. The goals of the activities programs are to give students direction in developing healthful living habits, discipline, leadership, teamwork, and respect for rules and regulations. It is to these ends that a Student Activity Code is established for young people taking part in the co-curricular activity programs. The student must agree to abide by the Code of Conduct for all four years at Lyons Township High School.

A copy of the Code of Conduct is in the student handbook as well as online and will be given to each co-curricular participant at the start of his/her activity.

College Information for Junior and Senior Parents

Naviance enables the Counseling Office to offer a comprehensive Internet based program that you and your student can use to help make decisions about colleges and careers. Naviance is linked to counseling to track and analyze data about college and career plans, so it provides up-to-date information that is specific to LTHS.

Naviance Family Connection will allow your child to:

Keep track of the process — Build a resumé, complete online surveys, and manage timelines and deadlines for making decisions about colleges and careers.

Research colleges— Compare GPA, SAT scores, and other statistics to actual historical data from LT for students who have applied and been admitted in the past.

Check dates for college visits – Find out which colleges are visiting LT this fall and sign up in the College/Career Center.

Access scholarships – Local, regional and national scholarships are updated weekly.

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

Your student will have 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. Beginning this fall, parents will be given a personal access code to Naviance Family Connection. Look for a separate mailing from the College/Career Center.

For information contact:

Lianne Musser, College/Career Coordinator

lmusser@lths.net

708-579-6357

LTHS Parent Teacher Council

Want to be a part of an indispensable parent group at LT?

Want to work behind the scenes to ensure the success of LT events?

Want to hear about the exciting things LT clubs and organizations are doing?

Need an LT calendar to stay on top of school events?

Need an LT student directory to get in touch with other LT families?

If you answered YES to any of the questions above, please join the LTHS Parent Teacher Council! The LTHS Parent Teacher Council meets six times each year to promote a healthy working relationship and open lines of communication between our homes and the school. We exist to provide money and volunteers to support students, clubs, organizations, activities, and events of the LT community. In 2008-2009, we granted a total of \$25,000 to 24 different student organizations and clubs. In addition, we 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 can 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 Scantron form enclosed in the Processing mailing and turn it in at the Parent Teacher Council table during Processing. 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 7pm. See you at registration!

Ann Porter, President, LTHS Parent Teacher Council

LTHS Boosters Club

The Boosters Club is a parent organization whose goal is to help the students of LTHS raise money to help support the club, sport or activity of their choice. We encourage and support ALL activities and programs that entail student involvement-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, September 4, 2009 7:30 pm

South Campus Bennett Field

LT vs. Addison Trail Varsity Football Game

Friday, December 4, 2009 7:30 pm

North Campus Fieldhouse

LT vs. Proviso West Varsity Basketball Game

A Booster sign up card is enclosed in the Processing mailing. You may sign up 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 pm in Room C120 South Campus and are open to anyone. More information on the Boosters can be found on the LTHS website under Activities.

For information contact:

Rich Bornhoff, President 708-784-3249

Andy Schrepfer, Membership Chair 708-352-2099

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 Web site 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 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

The Physical Welfare department is pleased to offer a variety of sport and fitness activities to benefit the health and wellness of our 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 suit. In addition, students are required to purchase a heart rate monitor strap and a Physical Welfare hand book 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's 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 attitudes 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 the 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 who are suspected of 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. Please read the handbook in conjunction with your 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.

Speak-Up Line

In LT's continued efforts to keep school a safe environment for all, LT parents and students can anonymously report unsafe, unhealthy, inappropriate or questionable behaviors and activities. 24-hour phone number and email is monitored every day. Help keep your school community safe.

SPEAKUPLINE@LTHS.NET

708-588-7326

Theft Prevention

The school provides reasonable security measures. However, it is ultimately the student's responsibility to protect their personal property from theft. Students are to adhere to the following guidelines:

- Lock belongings in hallway, PE and activity areas at all times.
- Double check to be sure personal items are inside the locker and that the locker is locked, securely fastened and dial cleared.
- Do not share locker combinations.
- Do not bring large sums of cash or expensive items to school.
- Label your property (e.g. book bag, calculator, textbooks, etc.).
- Never leave your personal property unattended.

Electronic Media

Students are not allowed to use or display electronic media (cell phones, iPods, etc.) throughout the school day. If your student uses electronic media during the school day, a staff member will request the item be turned over to him/her and your student is to comply. Refusing to do so is considered insubordination. The staff member will turn in the confiscated equipment to the Assistant Principals' Office at SC or the Main Office at NC where it will be kept in a safe until returned to either your student or to you.

LT understands that parents may need their student to have a cell phone in case of emergency, but it is to be off at all times during the regular school day. The distractions they cause impede your student's education as well as that of his/her classmates. Should you need to contact your student during the school, call the Assistant Principals' Office. Students may also contact parents/guardians from this office.

The first time a student has his/her electronic media turned in to the office he/she will be able to pick it up at the end of the regular school day. The second time it is confiscated, it is considered insubordination and a parent must pick up the item. Additional consequences will also follow, including possible suspension from school. These items are best kept at home so that they are not a distraction to your student's education or at risk of being stolen.

Student Records

Each District 204 student has both a permanent and a temporary record. They are maintained by the principal (or designee) from the time of the student's initial enrollment until his or her departure. Information about students is collected, maintained, used, disseminated, and retained in accordance with District administrative procedures and state and federal laws. Student records are confidential and are treated as such. They are accessible and released to the professional staff, parents/ guardians, student himself/herself, or other qualified individuals with legitimate educational interests only as permitted by state and federal laws. Records may not be shared or disclosed without prior written consent of the parent/guardian /eligible student.

LTHS complies with the Illinois Student Records Act of 1975, Sections 50-2 through 50-4; the State of Illinois' Freedom of Information Act; and certain established procedures with regard to retaining or destroying student records. Additional procedural information is located in the student handbook or available in the main office.

Student Identification (ID) Card

Each student must carry at all times a current school identification card with his or her picture on it and present it to a staff member when asked to do so. The ID is required for admission to co-curricular activities, to check out items from the Library and to use the Discovery Center. Students that utilize LT bussing are required to show a current ID each time he/she rides the bus.

Respectful Behavior Expectations

At LT we do our best to make sure that all students are treated with dignity and respect. Respect is our #1 First Class Principle. However, disrespectful and harassing behavior has become an increased problem in today's teen culture. Teen socializing has become anonymous with networks like Facebook and MySpace replacing one on one conversation. It has become too easy to be mean; a bully no longer even has to confront his/her target. LT is committed to stopping disrespectful behavior but the school needs to know about it to do so. Please report bullying behavior to the Assistant Principals' Office or the Speak-Up Line.

How can I tell if my student is being bullied?

Your student may be a victim if he/she has several of these warning signs:

- doesn't sleep well or has bad dreams,
- loses interest in schoolwork,
- seems sad, depressed or moody,
- is anxious or has poor self-esteem
- is quiet, sensitive or passive
- comes home from school with torn or dirty clothing,
- comes home from school with dirty or damaged books,
- has cuts, bruises or scratches,
- stops doing activities that you know he/she enjoys
- seems afraid to go to school,
- complains of headaches or stomach pains to avoid going to school.

What can I do to help my student?

- Take the initiative to talk with your student. They may not come to you.
- Believe your son/daughter when they tell you what is happening.
- Write down everything that they tell you. It is important to get the facts of who, what, where, and when and who might have witnessed the inappropriate behavior.
- Contact your student's Assistant Principal *immediately*. If your son/daughter will not come to the Assistant Principals' Office on his/her own, come in with him/her.
- Do **not** have your student confront the bully on their own.
- Seek outside counseling if you feel that your son/daughter is in need.
- **Use the LT Speak-Up Line to report bullying behavior.**

Standardized Testing Information

PRACTICE ACT®

Date: October 28, 2009—*Taken by: Juniors*

The Practice ACT® is administered to the entire Junior 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 base-line 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 29, 2010—Taken by: Freshmen & Sophomores

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 and sophomores this fall.

PSAT®

Test Date—Oct. 17, 2009—Taken by: Sophomores & Juniors

Registration Deadline—Sept. 18, 2009 at the Bookstore

(For students involved in fall sports or activities, an alternate test date of **Wednesday, Oct. 14th** 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

<u>Test Date</u>	<u>Registration deadline</u>
(dates below subject to change by ACT [®])	
September 12, 2009	August 7, 2009
October 24, 2009 *	September 18, 2009
December 12, 2009 *	November 6, 2009
February 6, 2010	January 5, 2010
April 10, 2010	March 5, 2010
June 12, 2010	May 7, 2010

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, most students 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 or by mailing a completed registration packet.

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 Spring 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.

For information contact:

Katie Smith, Director of Testing
ksmith@lths.net

708-579-6361

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 5, 2010

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 3:	US Government & Politics	Comparative-Government & Politics French Language
May 4:	Computer Science A Spanish Language	Statistics
May 5:	Calculus AB Calculus BC	Chinese Language/Culture
May 6:	English Literature & Composition German Language	Japanese Language and Culture
May 7:	U.S. History	European History Studio Art (portfolios due)
May 10:	Biology Music Theory	Physics B Physics C: Mechanics Physics C: E & M
May 11:	Chemistry Environmental Science	Psychology
May 12:	English Language & Composition	Art History
May 13:	Macroeconomics World History	Microeconomics
May 14:	Human Geography Spanish Literature	Latin: Virgil

Transportation

LTHS is required to provide transportation for students living more than 1 1/2 miles from school. The Board of Education also provides free bus transportation for students who reside within 1 1/2 miles of their student's campus on a limited basis. The decision to expand transportation will reduce traffic at both North and South Campus, better utilize the district's bus rider program, and make it more convenient for parents and students to get to and from school.

LT will provide free bus transportation for students who reside within the 1 1/2 mile boundary based on available seating and a first-come, first-serve basis. If you are interested in having your student ride the bus to and/or from school, please write a letter to the South Campus Associate Principal, Therese Nelson. The request should include your student's name, ID number, year in school, address, and phone number.

For information 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 every day 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;
- Flashing lights and ringing bells mean **STOP** and wait for the train to pass.

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 busses.

For information contact:

Therese Nelson, South Campus Associate Principal	
tnelson@lths.net	708-579-6502
Kevin Brown, North Campus Associate Principal	
kbrown@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. 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 adjacent homeowners and businesses. Obey all village signage related to parking, do not block the ingress or egress to any of the neighbor's driveways, 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 are subject to disciplinary action. This rule is specifically designed for the safety of your student.

Bell Schedules

Regular Bell Schedule

7:40			WARNING BELL	
7:45 - 8:36			1	
8:42 - 9:33			2	
9:39 - 10:30			3	
10:36 - 11:01	L		4	L
11:07 - 11:32	U		5	U
11:38 - 12:03	N		6	N
12:09 - 12:34	C		7	C
12:40 - 1:05	H		8	H
1:11 - 2:02			9	
2:08 - 2:59			10	

Late Start Bell Schedule

7:45 - 8:30			Staff Meetings	
8:40			WARNING BELL	
8:45 - 9:25			1	
9:31 - 10:11			2	
10:17 - 10:57			3	
11:03 - 11:28	L		4	L
11:34 - 11:59	U		5	U
12:05 - 12:30	N		6	N
12:36 - 1:01	C		7	C
1:07 - 1:32	H		8	H
1:38 - 2:18			9	
2:24 - 3:04			10	

*Buses run on regular 7:45am start time.

(Late Start Days for 2009-2010: September 9th & 23rd, October 7th & 21st, November 4th & 18th, December 2nd & 16th, January 27th, February 10th & 24th, March 10th, April 7th & 21st, and May 19th.)

Early Dismissal Bell Schedule

7:40	WARNING BELL
7:45 - 8:12	1
8:18 - 8:45	2
8:51 - 9:18	3
9:24 - 9:52	4/5/6
9:57 - 10:24	6/7/8
10:30 - 10:57	9
11:03 - 11:30	10

*No lunch service

*Buses will run following 11:30am dismissal

(Early Dismissal Dates for 2009-2010: August 24th, October 28th, January 20th, March 3rd, and April 29th.)

Special Com Period Bell Schedule

7:40	WARNING BELL
7:45 - 8:36	1
8:42 - 9:28	2
9:34 - 10:40	3
(1 ST - 20 MINUTES of 3rd – COMM PERIOD)	
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

(Com Periods for 2009-2010 TBA)

SCHOOL DAY

All students have a ten period day, which begins at 7:45am. Students' individual schedules will be distributed at Processing on August 13th & August 14th (am) for freshmen and juniors and August 14th (pm) and August 17th for sophomores and seniors. Late Processing will be on August 18th from 10 am– Noon.

School Contacts

LT's Website: lths.net

South Campus

David Franson, Principal	708-579-6500
Therese Nelson, Associate Principal	708-579-6500
Adam Davis, Assistant Principal (Freshman)	708-579-6528
Matt Castle, Assistant Principal (Sophomore)	708-579-6528
Attendance Office	708-579-6528
Health Office	708-579-6531
Main Office	708-579-6500
Guidance Office	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
David Franson, Principal	708-579-6300
Kevin Brown, Associate Principal	708-579-6300
Kelly Dostal, Assistant Principal (Junior)	708-354-4700
K. L. Costopoulos, Assistant Principal (Senior)	708-354-4700
Attendance Office	708-354-4700
Health Office	708-579-6363
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