

**LYONS TOWNSHIP HIGH SCHOOL
DISTRICT 204**



**2023 SUMMER PROGRAM
STUDENT HANDBOOK**



Summer Academic Programs
2023

SUMMER PROGRAM PURPOSE

Lyons Township High School District 204 offers a Summer Program in order to fulfill the following principles of its Mission Statement:

- ❖ making dedicated teaching and meaningful learning the highest priority;
- ❖ creating an atmosphere of encouragement;
- ❖ providing comprehensive academic and co-curricular options;
- ❖ fostering full intellectual, physical, moral, and aesthetic growth; and
- ❖ encouraging the lifelong learning process.

The District maintains a Summer Program to provide and conduct academic programs in subject areas embraced by the educational program provided during the regular school year. It also maintains recreational programs for activities that are of interest to its students and community.

Extending the Lyons Township High School curriculum to its students and to the community, the Academic Program provides opportunities for accelerated academic growth, ability level transitions, personal enrichment, basic skill reinforcement and remediation, middle school to high school transitions, community services and community connections.

Notes:

Dear LTHS Summer School Student,

Thank you for joining us for the 2023 Summer Academic Session, and for taking advantage of the opportunity to continue your academic progress during the summer months. We have worked hard to provide you a quality experience that will prepare you for the next course or for other future opportunities. The faculty and staff have given of their time and effort, as well.

Success in our Summer Academic Program is just like the regular academic school year: it requires effort, time, dedication, and motivation on your part. We as administration, faculty, and staff will do everything we can to assist you to be successful. We sincerely anticipate that you will do your part, too.

We hope that your summer experiences are challenging, enriching, and maybe even a little fun.

Sincerely,

Adam Davis
Director
Summer Programs

Notes:

BELL SCHEDULE

Semester I: June 12 – June 30 (No Class - June 19)

8:00 am – 12:34 pm

Semester II: July 3 – July 21 (No Class - July 4)

8:00 am – 12:34 pm

**Science Lab Times: Tuesdays and Thursdays
1:00 pm – 3:00 pm**

CREDIT INFORMATION

Forms to request the Credit/No Credit option will be circulated the first day of Summer School. These requests will be subject to approval by the high school registrar. Once this option is selected, it cannot be reversed back to the graded option. Please note, to receive the grade of CREDIT, the student must achieve a C- average or better on the coursework.

AN INCOMPLETE GRADE given for any reason **must** be made up prior to the end of the first six weeks of the grading period in the fall of the following school year, or it will automatically be changed to a grade of "F" (failure). Arrangements for make up work should be made between the student and the teacher.

A FAILURE NOTICE or call will be made to the parents of those students doing failing or near failing work at the mid-term of Summer School. Parents should realize, however, that a failing grade may still be given to the student even if a failure notice has not been mailed nor received.

BUILDING MAINTENANCE

Students are expected to keep the building clean and litter-free. Unless otherwise directed by a staff member, students are to confine hall traffic to the immediate area in which their classes are located. Washroom facilities will also be available in the area adjoining the cafeteria. Security personnel will be on hand to assist students with any non-classroom problems.

SAFETY PROCEDURES

Procedures for weather related, fire and power failure situations are reviewed with all students on the first day of class. Students are expected to respond to all alarms as a danger signal. They are to follow the guidelines as outlined and the instructions of adult supervisors.

BICYCLES

All students riding bicycles to the Summer Program should park and lock their bikes in the south patio or north parking lot. Bicycle racks are provided in those areas. Students should provide their own chains and locks to prevent theft. Bicycles may not be chained to any tree, post, gate, or any other object. When parking in the rack, students must take only one space. Bicycles parked at any other place or left on the grass will have their locks and chains removed, and the bicycles will be impounded. Lyons Towns High School is not responsible for the cost nor replacement of a cut-off lock and/or chain, nor any stolen or damaged bicycle. A parent contact must be made at the Summer School Office before a bicycle will be released.

DRESS

All students are expected to present a neat and clean appearance. Hats, beach and athletic wear are not acceptable. Clothing with references to drugs, liquor or gangs will not be permitted. By state law and for health and safety reasons, shoes must be worn in the building at all times.

SMOKING/VAPING

Smoking is strictly prohibited at any time at Lyons Township High School, in any of its buildings, or on any adjacent grounds. Students found smoking will receive disciplinary consequences. Those under the age of 21 will be referred to the LaGrange or Western Springs Police Department for violation of the smoking and possession ordinances.

EMERGENCIES

Students are required, when registering, to list their home phone numbers and emergency phone numbers where parent(s)/guardian(s) may be reached during the hours of Summer School. Before a student will be released to go home because of illness, LTHS must receive approval from the parent(s)/guardian(s). Telephone messages for students will be delivered only in emergency situations.

VISITORS

Visitors are NOT permitted to attend Summer Academic classes, Summer Activity Programs, nor enter the buildings. Parent(s)/guardian(s) or others who are picking up students must wait for them outside of the buildings and must observe traffic and parking rules.

ANTICIPATED GRADUATION

If a student expects to graduate upon the successful completion of this Summer School session, he/she must notify both his/her teacher and Mr. Adam Davis in the Summer School Office. Such notification should be made by the end of the first week of the Summer School session.

OUT OF DISTRICT STUDENTS

Students from other schools who need credit transferred back must contact both their teachers and Mr. Adam Davis in the Summer School Office. Such notification should be made by the end of the first week of the Summer School session.

SUMMER SERVICES

LIBRARY-MEDIA SERVICES

The South Campus Library-Media Center will be open from 7:45 a.m. to 12:45 p.m. each day of Summer School. Students who have outstanding library obligations will not receive credit for the course(s) taken until these obligations are cleared. Identification and proof of Summer School enrollment will be needed to check-out library materials. \

The lower-level of the Library is the location for the Student Help Desk - to answer student questions regarding their Chromebook

TEXTBOOKS/BOOKSTORE (7:30 a.m. – 1:00 p.m.)

LTHS maintains a textbook rental system in order to reduce costs to students and parents. For Summer School, students are only required to purchase those texts/items, which have been designated as consumables. Other textbooks are “rented” to the student as part of the regular, annual rental fee for LT students, and included in Summer School tuition for non-LT students. These texts/items must be returned to the district at the end of each semester or year.

The LTHS Bookstore will be open for purchase of school supplies 7:30 a.m. to 1:00 p.m. Students should allow themselves enough time to purchase their materials and get to class on time. Late passes will not be given.

CAFETERIA

Beverages will be available through vending machines in the cafeterias.

ATTENDANCE

Because of the length and nature of the Summer Academic Program, excellent punctuality and attendance are vitally important contributors to success. As a result, each student is expected to arrive at school on time and to be in attendance. Students and parents should take special note of the following Summer Academic Program policy.

A student may be dropped from a semester summer school course with a grade of "WF" (Withdrawal/Failure) and receive no credit if he/she...

- accumulates **more than one excused** absence per semester;
- accumulates **more than two tardies** to school or from the mid-morning break per semester (10 minutes or less per incident); **and/or**
- accumulates **any unexcused absence (any tardy exceeding 10 minutes may be considered an unexcused absence depending on the circumstance.)**

Activities such as family vacations, athletic competitions, and other non-illness related absences are unexcused absences.

If a student is unable to attend class for any reason, a parent/guardian must report the absence to the Summer Program Office as early as possible on the absence date. We will take calls beginning at 7:30 a.m. Voice mail will record messages at other times. **Summer Program office hours: 7:00 a.m. – 1:00 p.m.**

ATTENDANCE
(708) 579-6528

SUMMER SCHOOL RULES AND EXPECTATIONS

Students who choose to attend any Summer Program must meet the expectations for behavior outlined by the classroom teachers, instructors, supervisors and administration. Expectations, as listed below, are reviewed the first day of class, and students sign that they understand these guidelines.

LT students are expected to conduct themselves well. Failure to behave in an appropriate manner may subject the student to disciplinary action or dismissal for the Summer School course in which they are enrolled.

A student may be dropped from the Summer Program on the first violation of regulations. Such violations may include but not be limited to arson, fighting, gang/secret society member or representation, gross disrespect, intimidation, possession of substances, and/or possession of weapons. Students may receive one warning to change inappropriate behavior for lesser infractions. A second offense may result in a removal from the Summer Academic Program.

Summer Academic Program students may be dropped from a class with a grade of "WF" (withdrawal failure) for disciplinary reasons.

LEAVING THE BUILDING

Students are expected to come to class on time and remain in class until class is dismissed. Students may not leave the building for any reason, INCLUDING ILLNESS, without first reporting to and clearing the departure through the Summer School Office. FAILURE TO DO SO MAY RESULT IN BEING DROPPED FROM THE CLASS.

TRAFFIC AND PARKING RULES

PLEASE NOTE The parking lot at South Campus is available for student use this summer. Students who choose to drive to South will find parking spots on the north end of the building (closest to Garden Market). Reckless driving of automobiles or any vehicle on or about the school grounds is strictly prohibited. Once a vehicle is parked in the lot, students ARE NOT permitted to loiter in the vehicles before, during, or after school hours. Students are not allowed to return to the vehicles during Summer School hours. Students are expected to exercise good judgment and follow the rules of the road including any local, Township, County, and State ordinances/laws while operating their motor vehicles on school property. The school assumes no responsibility for the vehicles. No attendant will be provided.