

# Pupil Personnel Services

Pupil Personnel Services (PPS) provide a variety of individual and group services to foster student development in academic, personal and career areas. These services are provided by our school counselors, nurses, social workers, and school psychologists.

The PPS Department is based on the belief that each student is a unique individual deserving of respect and possessing potential for developing his/her talents. The PPS department encourages students to develop their entire intellectual, personal-social, and career potential.

## COUNSELING

Counseling is an integral part of school. Students will have many opportunities to see their counselors and are encouraged to see their counselors as often as necessary. PPS curriculum information will be presented to students as part of the presentations during lunch/advisory hour, individual meetings, or individual responsive service sessions. Services provided by the counselors include: individual counseling and group counseling; course selection and college/career planning; academic and social/emotional learning; and consultation for post-secondary education transition.

## SOCIAL WORK

Social Work support provides consultation and/or direct intervention to the students and families of Lincoln-Way High School. Concerns regarding a student's social, emotional, or behavioral health can be referred for social work intervention. The school social workers can be contacted through each building's PPS department.

## HOME AND HOSPITAL EVALUATIONS

Homebound services for a student who requires temporary special services at home or after a hospitalization may be requested. A medical impairment lasting from two weeks to six months must be documented in writing by a physician on a form provided by District 210. The building Special Services Coordinator or PPS Director will arrange for the instruction after the parent or guardian has requested the evaluation and the physician has documented the temporary disability. Requests for services **must be reviewed each semester and requires an updated doctor's approval. Parents requesting homebound services should contact the PPS department for the homebound application.**

## ADULT AND CONTINUING EDUCATION

District 210 residents under 21 years of age are allowed to enter regular high school credit courses. Adults 21 years of age or older are not permitted to enroll in the regular scheduled program. Adults 21 years of age or older have the opportunity to participate in high school equivalency programs through Joliet Junior College.

## AWARDING OF CREDIT

**Unit of Credit:** Lincoln-Way High School awards credit on the basis of the "Carnegie Unit." The Carnegie Unit is the amount of credit given for the successful completion of a course which meets for a minimum of 40 minutes daily, 5 days per week, for a least 36 weeks or the equivalent amount (120 clock hours) of time within the school year. All regularly scheduled courses at Lincoln-Way meet for a minimum of 50 minutes per day, 5 days a week for at least 36 weeks. Academic courses offered in summer school fulfill the 120 clock hour requirement. Successful completion performance criteria, student achievement, and student attendance is defined by the instructional staff of the respective disciplines.

**Transfers:** Students transferring into Lincoln-Way will have their transcripts evaluated by the school's counselor/registrar and credits will be converted to our system. Transfer students must meet all graduation requirements (at least seven semesters of high school attendance, 22 credits and all required courses) before these students are eligible for a Lincoln-Way diploma. Also, all transfer students must be in attendance at Lincoln-Way High School during the regular school year for at least one full semester of their senior year to receive a diploma from Lincoln - Way High School. Homeschooled students seeking Lincoln-Way credit must submit information about the organization providing work, including a detailed syllabus of course work and samples of student's completed work. The Director of Curriculum and Instruction will evaluate all submitted documents for approval.

**Correspondence Courses:** In order for District 210 to consider accepting credit from online classes, the credit must come from an accredited company certified by the State Board of Education. Courses must meet Lincoln-Way's Carnegie unit requirements, to fulfil one of the 22 required graduation credits. Correspondence courses may be taken in a student's senior year when it has been determined that the student needs the correspondence credit to meet the graduation requirements. Correspondence classes taken prior to the senior year must be approved by the building administrator. All courses taken outside of Lincoln-Way High School must be approved by a Lincoln-Way counselor/PPS Director prior to registration for the course if the student wishes to use the credit from this course toward meeting graduation requirements. Correspondence courses may not be used toward early graduation, unless approved by the building principal.

**Proficiency Exams:** District 210 will not award credit solely on the basis of a proficiency exam. District 210 will participate in any proficiency exam authorized by the Illinois State Board of Education which allows students to proficiency out of a mandated course. The student passing the proficiency exam will not receive credit toward meeting the graduation requirements, but will receive a waiver for the specific course for which he/she demonstrated proficiency.

**Military Experience:** District 210 will evaluate credit earned through military programs on the basis of the State Board of Education's regulations and recommendations.

**Correctional Institution Education Programs:** District 210 will evaluate credit earned through correctional institution programs on the basis of the State Board of Education's regulations and recommendations.

**Grade School Courses:** District 210 will not grant high school credit for courses taken during grade school. Certain high school level classes taken in grade school will appear on the high school transcript for no credit. Beginning in 2008-09, certain advanced high school classes, taken by grade school students on site at District 210 schools, may receive credit.

**Life and/or Non-Formal Experiences:** District 210 will not grant credit on the basis of life and/or other non-formal experiences.

## **SUMMER SCHOOL**

Summer school offerings are at the option of District 210. Summer school is not tax supported and a tuition fee is assessed for students who attend summer school to cover the cost of the teacher's salary and materials. Information regarding summer school courses is available in the spring through the PPS Department.

## **COLLEGE ADMISSION REQUIREMENTS**

It is very difficult to make a generalized statement as to what high school courses students should take who are planning to go to college. Requirements for college are as varied as there are colleges. Generally speaking, colleges fall into one of four selection categories:

**Highly Selective** – Excellent student, high test scores, rigorous high school program (i.e. 4 years of English, 3 to 4 years of mathematics, 3 to 4 years of laboratory science, 3 to 4 years of social science, 2 to 4 years of world languages), recommendations, activities; examples: Stanford, Harvard, M.I.T., Notre Dame, Northwestern, University of Chicago.

**Selective** – Excellent student, high test scores, strong college preparatory program (same as above); examples: Iowa State, Illinois Wesleyan, DePaul, Loyola University and University of Illinois.

**Traditional** – Rank in top half of class and/or achieve a particular ACT or SAT score, strong college preparatory program is recommended; examples: Illinois public universities such as Illinois State, Northern Illinois, and Eastern Illinois.

**Open Door Policy** – High school diploma required; may need specific high school courses to get into some programs (example: algebra for the electronics programs); examples: Community colleges such as Joliet Junior College.

A counselor can assist a student in identifying which colleges fit each category. College representatives tell us that students should take as many of the core (traditional) academic courses as possible. An example would be 16 credits selected from English, world languages, math, science and social science. Students planning a career in the health professions, engineering, or the sciences should take as much high school math and lab sciences as possible. World language is required for some colleges. Students are strongly encouraged to research college/university requirements. If it is required, then two consecutive years of the same world languages is necessary. Some universities will allow students to substitute World Language for two years of fine art credit. Four years of literature & composition are required at most universities. Taking the most challenging courses we have to offer for four years will prepare a student for most any program in college.

## **COLLEGE REPRESENTATIVE VISITS**

Each fall and spring representatives from public and private colleges and universities visit Lincoln-Way High School to talk with juniors and seniors. Calendars of the scheduled visits are posted in the PPS office, on the college bulletin boards, and are also announced in the daily announcements and posted on the PPS web site. Juniors and seniors need to register in the PPS office to meet with the representatives one day in advance with classroom teacher approval. Parents and students can access college representative visit schedules on-line in the PPS Department home page.

## **SCHOLARSHIPS**

Each year local organizations and the scholarship committee select recipients of scholarships given to Lincoln-Way students. These scholarships are given by high school clubs, school organizations, civic organizations, individuals and local businesses. Information concerning scholarships offered by individual colleges and universities and by private agencies is available in the PPS office, on college bulletin boards, and on the PPS website.

## **COLLEGE/CAREER CENTER**

The PPS department's website contains numerous resources to assist students and parents with college and career decision-making. Students will learn about websites that assist with the college selection process as part of the counseling curriculum. Students can find specific facts about a school, occupation, or financial aid. In addition, students can specify characteristics that are important to them in selecting

occupations and/or schools. Some websites also include interest inventories to assist students in identifying career areas that fit with students' interests.

## **HOMEWORK REQUESTS**

Teachers may have calendars, assignments, and resources online for students to access when absent from school. Students/parents are encouraged to email teachers to coordinate make-up work. Students absent for an extended period of time are encouraged to contact their counselors for assistance with make-up work. Students absent from school due to a school-sponsored field trip are required to make arrangements for assignments from their teachers and are required to turn in missed work immediately upon their return to school.

## **COLLEGE OPPORTUNITIES**

Students have opportunities to take courses at Joliet Junior College. Some coursework may provide dual credit – for both Lincoln-Way and for college. Students are required to be in attendance at Lincoln-Way for five hours to be considered full-time and must be enrolled in a minimum of four classes and physical education to take advantage of this option. Classes required for graduation are expected to be taken at Lincoln-Way. Students are required to complete the authorization and registration processes for dual credit and dual enrollment courses.

## **PPS HOME PAGE ON THE INTERNET**

**[www.lw210.org](http://www.lw210.org)**

The PPS web site offers comprehensive information about graduation requirements, events scheduled through the PPS office, college, financial aid, career and technical information.

## **SCHEDULING REGULATIONS**

The following procedures pertain to student registration:

All students must maintain the required minimum of five subjects and physical education unless special permission has been granted for a lighter load through *the principal*. Students may register for zero hour to add an additional class; however, enrollment is based on space availability and classes cannot be guaranteed. Students register for courses in January for the following school year. Student and/or parent initiated schedule changes (adds or drops) after the last Friday in April is based on space availability and classes cannot be guaranteed. Changes to meet graduation requirements and address failures and conflicts will be made through the summer. The only exception is for freshmen. Freshmen students will have two days at the start of the school year to make course changes. Student and/or parent initiated changes will not be allowed unless:

1. The student or parent discovers either a mistake or error on the student's schedule.
2. The student is an upperclassman who needs a schedule change to add a course to meet graduation requirements.
3. The student, parent, and counselor, as a result of an individual career plan conference which reviews the career/technical, social emotional, and education needs of the student, may make a determination to allow a schedule change.

Staff initiated schedule changes will be considered if it becomes apparent that misplacement has occurred. Staff initiated changes may be made if agreement is reached between student, parent, teacher, and department chair.

Students dropping a single class will be graded by the following conditions:

WP – Withdrawn Without Penalty and WF – Withdrawn Failing

If a student initiates a class withdrawal during the first six weeks of a class, he/she will receive a WP grade regardless of his/her grade. After the first six weeks, only staff-initiated withdrawals will be allowed. In these situations, the student will receive either a WF or WP (whichever is earned). All student and parent initiated second semester class additions must be completed prior to the start of the second semester. Students may not withdraw from a class required for graduation. No class drops after December 1 and May 1.

**Level Changes** – Students are placed in course levels based on teacher recommendations, grades and test scores. Students/parents are allowed to waive the student into a higher level. If the student/parents override the teacher/departments recommendation, that student will not be allowed to return to a lower level class during the school year. Additionally, enrollment in courses by waiver is subject to space availability. Once the school year begins, level changes are not permitted except under extenuating circumstances and with administrative approval.

**Auditing** – Any student who wants to audit a class must contact his/her counselor the first day of school to obtain an audit contract. Students may audit if space is available in the class and if the teacher, student and parent agree to all the terms of the audit contract. When a student audits a class, the student receives no credit but the audit grade is listed on the transcript.

**Early Release** – Seniors have the opportunity to leave school early (6th or 7th period) for employment opportunities provided they meet all terms of the early release application. Seniors must have a minimum of eighteen (18) credits in the fall semester of senior year, hold a job that could provide early work hours, a transcript evaluation and parent permission. *All students must maintain a minimum of four academic classes plus P.E.* Applications must be signed by an administrator at the start of the semester by the end of the first week of each semester.

## **STUDENT RECORDS**

All official student records are located in the PPS Office. The Director of Data, Assessment & Innovation is the official custodian of all student records for Lincoln-Way High School. All students who attend high school must have a certified copy of their birth certificate or passport turned in to the Pupil Personnel Services office within thirty days of enrollment per Illinois law.

The following information pertains to the rights and obligations of parents, students, and the school under the Illinois School Student Records Act (ISSRA) and the rules promulgated by the Illinois State Board of Education.

**PERMANENT RECORDS** – consists of basic identifying information, academic transcript, standardized test scores, attendance record, accident reports and health record, record of release of permanent record information; may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student's permanent record. The permanent record will be kept 60 years after graduation or permanent withdrawal.

**TEMPORARY RECORDS** – consists of all information that is of clear relevance to the education of the student but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher anecdotal records. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed and eliminated of out-of-date, inaccurate, or unnecessary information every four years or upon a student's change of attendance centers, whichever occurs first. The temporary record will be kept five years and then destroyed.

Parents or any person specifically designated as a representative by a parent have the right to:

1. Inspect and copy all records upon request. This request must be made to the school's registrar and will be granted no later than 45 days after the date of the request. The Freedom of Information Act allows the first 50 black and white copies to be free. Additional copies will incur a fee per sheet. No one will be denied copies of the student's records because of financial reasons.
2. Elect to have a qualified professional to interpret the information contained in the student records.
3. Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by submitting a written request, which designates the entry or entries to be challenged and the basis for the challenge, for a hearing with the school. There are procedures established for a formal hearing if satisfaction of the challenge cannot be reached at the informal conference held with the school.

No student school records or information contained therein may be released, transferred, disclosed, or otherwise disseminated, except as follows:

1. To student, parent, or representative of the parent.
2. To an employee or official of the school district or State Board of Education with a demonstrable educational or administrative interest in the student.
3. To the official records custodian of another school in which the student will or has enrolled, provided that the parent receives and gives approval for such transfer. The parents may inspect and challenge information to be transferred.
4. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information agrees to comply with all rules and statutes regarding school records.
5. Pursuant to a court order. The parents shall be notified of the order and given the opportunity to inspect, copy, and challenge the contents of the student records to be released.
6. To any person as specifically required by state or federal law. The parents shall be notified and given the opportunity to inspect, copy, and challenge the contents to be released. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.
7. Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release.
8. To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the entry or portions of the information to be released.

Parents may insert in their child's school record a statement of reasonable length setting forth their position on any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute.

Except for the student and his parents, no one to whom information has been released may permit any other person to have access to such information without prior consent of parent. The Family Educational Rights and Privacy Act (FERPA) allows the nonconsensual disclosure of education records to certain State and local officials who are part of a juvenile justice system established by State law. (99.31(a)(5) and 99.38)

Temporary records of students with disabilities may be maintained after graduation and held for five years after the student's graduation. These records may be released to the parent or student (if the parent's rights have been transferred to the student) upon request.

Copies of the Illinois School Students Records Act and its procedures, as well as District and school policies relating to student records, which are not included in the Act or the rules, are available for review in the office of the school records custodian and the District Superintendent.

A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. Pertinent information will be kept on the release form.

All rights and privileges accorded the parents will become exclusively those of the student upon his/her 18th birthday, graduation, marriage or entry into the military service, whichever occurs first.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office U.S. Department of Education 600 Independence Avenue, SW  
Washington, DC 20202-4605

## **GRADE POINT AVERAGE**

Lincoln-Way has established a system for weighted grades that affects the Grade Point Average (GPA) of students taking weighted courses. Generally, weighted courses are "Honors" and "Advanced Placement" (AP) courses. To initially enroll in one or more weighted courses the freshman year, incoming students must meet one or more of the following entrance criteria: (1) placement in approximately the top 20% of the incoming freshman class as measured by the appropriate portions of the PSAT 8/9 Test, or other appropriate standardized tests recognized by Lincoln-Way; (2) teacher recommendation; and (3) parental consent. Incoming students who do not otherwise qualify for a course may initially enter with a parent/student waiver. An invitation to enroll in a weighted course may include qualifying requirements such as a written essay, portfolio, prognosis tests, and evidence of a high degree of self-motivation.

To benefit from the weighted grades, a student must earn a grade of C- or higher in a designated course.

### **Weighted Courses**

- AFJROTC: AFJROTC 4 Honors
- Ag/IT: Welding 3 Honors
- ART: AP Studio Art – Drawing, AP Studio Art – 2D Design, AP Art History
- BUSINESS: Honors Accounting, AP Computer Science Principles
- ENGLISH: English I Honors, English II Honors, AP English Language, AP English Literature
- WORLD LANGUAGES: French 3 Honors, French 4 AP, German 3 Honors, German 4 AP, Spanish 3 Honors, Spanish 4 AP, Spanish 5 AP, Mandarin Chinese 3 Honors, AP Chinese Language & Culture
- MATHEMATICS: Algebra 1 Honors, Geometry Honors, Algebra 2 & Pre-Calculus Honors, AP Calculus AB, AP Calculus BC, AP Statistics, AP Computer Science, Calculus 3.

- MUSIC: AP Music Theory, Orchestra Honors, Wind Ensemble, Chorale
- SCIENCE: Biology Honors, Chemistry Honors, Physics Honors, AP Biology, AP Chemistry, AP Physics 1 & 2, AP Physics C, Environmental Science, Human Anatomy & Physiology Honors, Human Anatomy & Physiology Medical - Honors
- SOCIAL SCIENCE: World History and Geography Honors, AP U.S. History, AP Psychology, AP Government/Politics, AP Macroeconomics, AP European History, AP Comparative Government & Politics, and AP Human Geography

### Weighting:

Beginning with the Class of 2021, at the end of each semester, a student's GPA will be determined by a weighted system of one additional point for each Regular Classes.

<u>Regular Classes</u>	<u>Honors/AP Classes</u>
A+ 4.333	5.333
A 4.000	5.000
A- 3.667	4.667
B+ 3.333	4.333
B 3.000	4.000
B- 2.667	3.667
C+ 2.333	3.333
C 2.000	3.000
C- 1.667	2.667
<hr/>	
D+ 1.333	1.333
D 1.000	1.000
D- .667	.667
F 0	0

### ACADEMIC HONORS

**Honor Roll:** Academic Honor Roll is achieved by full time students based on unweighted semester GPA. All students who earn 3.5 or above are granted high honors. Students who earn a grade point average of 3.0 or above and below 3.5 are granted honors. Weighting does not affect semester GPA. The weight is applied to cumulative GPA. The weight does not affect work of one specific grade period, but of all cumulative grade periods. All grades will be evaluated in proportion to the amount of credit given for the course.

**Graduation Honors:** For the Class of 2020, at the conclusion of a student's 7<sup>th</sup> semester, his or her transcript will be evaluated for academic honor consideration based upon the following criteria:

- Summa Cum Laude: GPA of 4.5 and above
- Magna Cum Laude: GPA of 4.2-4.499
- Cum Laude: GPA of 4.0 – 4.199

Honors designation will be printed on student transcripts after the 7<sup>th</sup> semester if they meet the criteria. Final transcripts will also recognize these academic honors.



## REPORT CARDS

Report cards will be processed electronically. Along with this service will be the computing of academic honor roll. Parents can view grades online. There will be two reporting periods: End of First Semester and End of Second Semester. All grade reports will contain the total number of days absent. All grades will be automatically duplicated for permanent recording in the office.

The following is the Key to Grading as a percentage grade:

(100-98) A+  
(97-93) A  
(92-90) A-  
(89-87) B+  
(86-83) B  
(82-80) B-  
(79-77) C+  
(76-73) C  
(72-70) C-  
(69-67) D+  
(66-63) D  
(62-60) D-  
(0-59)F

I Withhold-Conditional

WP Withdrawn-Without Penalty WF Withdrawn-Failing

“WP” and “I” grades are not figured in computing grade point averages.

“WF” grades are figured the same as an “F” grade when computing grade point averages.

Final grades are determined by one semester grading period, and the final exam grade. The percentages for each component of the final grade are: Semester = 80%, Final exam grade = 20%

## TESTING

All Lincoln-Way High School District 210 students are required to participate in assessments mandated by the Illinois State Board of Education (ISBE). Taking the high school state accountability test is a condition to receive a regular high school diploma.

**The Illinois State Board of Education’s (ISBE) state accountability and testing program includes:**

- **Freshman Year:** The PSAT 8/9 will be administered to all freshman students in April as part of ISBE’s high school accountability testing suite. The Illinois Science Assessment will be administered to all students enrolled in Environmental Biology, Biology, and Honors Biology courses.
- **Sophomore Year:** The PSAT 10 will be administered to all sophomore students in April as part of ISBE’s high school accountability testing suite.
- **Junior Year:** The SAT will be administered to all juniors in April as part of ISBE’s high school accountability testing suite. In addition, the PSAT/NMSQT will be administered to all Lincoln-Way High School juniors in October. The PSAT/NMSQT is the National Merit Scholarship Qualifying Test. Students who score exceptionally high on this exam may qualify for national recognition and scholarships.

On an optional basis, the following tests are available:

- Scholastic Aptitude Test (SATI) and Subject Test (SATII) • American College Test (ACT)
- Advanced Placement Tests (AP)
- Armed Services Vocational Aptitude Battery (ASVAB)

## TRANSCRIPTS

Students can order transcripts online at a cost. Students can register at [parchment.com](http://parchment.com) through the PPS website.

## ACADEMIC ASSISTANCE

Students who are experiencing difficulty with their subjects are advised to see their individual instructor first for help or suggestions. If the student continues to experience difficulty the student should see his/her counselors for other ideas. All students are strongly encouraged to attend the academic assistance program. *All teachers have individual office hours posted.*

## PHYSICAL EDUCATION EXEMPTION POLICY

**A . Junior/Senior students may request a petition for exemption from physical education for the following reasons:**

1. A student is determined to be participating in an interscholastic sport or Marching Band. Participation must be verified by the athletic director or the music department chairperson, according to the area of requested exemption. If eligible to be exempted from physical education, a student may be placed in an advisory hour. No student exempting out of physical education can be an office aide. If a student is placed in advisory hour, he/she must return to physical education at the completion of the sport/activity season for that student, or when he/she quits a sport/activity or is removed from a sport/activity. A student may remain in advisory hour if he/she immediately participates in a sport during the following sports season. As an alternative to advisory hour, a student may request to be placed in an academic class. To exercise this option, a student must be a participant in an interscholastic sport or Marching Band at the beginning of a semester. Once enrolled, a student may remain in the course for one semester regardless of the length of the sport/activity season.
2. A senior student can verify through written evidence from an institution of higher education that a specific course not required for graduation from high school is required for admission to the college or university. Even if verified, a student must first drop all courses which are not needed to meet college entrance requirements before a petition for exemption from physical education will be considered.
3. A student who has previously failed or not completed one or more courses required for graduation, or a student who has transferred into the district with deficient credits required for graduation. Before an exemption will be granted, the student must drop all elective courses not required for graduation.

Petitions for exemption must be made through the student's Coach or Band Director. Petitions will be verified and determined on an individual basis. Approvals will be for one semester only, but may be renewed for additional semesters if circumstances warrant. Final decisions regarding these guidelines will be made by the building principal. Students will not be granted exemptions from the required semester of Health Education. Enrollment in this course is a part of the freshman requirement.

### **B. PE Waiver/Credit:**

**STUDENTS WHO STAY IN PE:** Students who choose to stay in Physical Education and receive a passing grade for the semester will receive their normal  $\frac{1}{2}$  credit and the grade will be computed into the

students' Grade Point Average.

**STUDENTS WHO WAIVE OUT OF PE AND TAKE ANOTHER COURSE:** Students who waive out of Physical Education and take another semester course, and successfully pass the replacement course, will receive  $\frac{1}{2}$  credit for the replacement course and the semester grade will be computed into the Grade Point Average. The Physical Education credit for the semester will be waived. However, if a student takes another course in place of Physical Education to meet a graduation requirement or for college admission, and drops the replacement course prior to the end of the semester, the Physical Education waiver will be removed. The student will have to make up the semester credit in Physical Education. Additionally, if a student waives out of Physical Education due to participation in an eligible extra-curricular activity, takes a substitute course, and subsequently drops out of the extra-curricular activity, the Physical Education waiver will be removed. The student will have to make up the semester credit in Physical Education.

**STUDENTS WHO WAIVE OUT OF PE AND GO INTO A STUDY HALL HOUR:** Students who are eligible to waive out of Physical Education must do so during the first week of the activity that allows for the Physical Education waiver. If eligible students stay in Physical Education beyond the first week of the activity, the students must stay in Physical Education until the start of the next activity eligible for a waiver. Students who participate in an eligible activity that starts before the beginning of the school year must exercise their waiver option during the first full week of school.

1. Students who waive out of Physical Education for an entire semester will receive a "Ex" for the semester. The "Ex" will award  $\frac{1}{2}$  credit in Physical Education, but will not be computed into the student's Grade Point Average.
2. Students who waive out of Physical Education for more than half of a semester will receive a "Ex" for the semester. The "Ex" will award  $\frac{1}{2}$  credit in Physical Education but will not be computed into the student's Grade Point Average. However, to receive a "Ex" for the semester, the students must receive a passing grade in Physical Education during the time they are in Physical Education class.
3. Students who waive out of Physical Education for half of a semester or less (one quarter or less) will receive a regular letter grade for the semester. The grade will be computed into the students' Grade Point Average, and if a passing grade is awarded, the students will receive  $\frac{1}{2}$  credit in Physical Education.

## **SENIOR FINAL EXAM EXEMPTION**

Students in their 8<sup>th</sup> semester who have accrued *no more than* 10 undocumented absences in the 2<sup>nd</sup> semester, **and** who have an 73% composite average on the date that is one week before the starting date of final exams are eligible to be exempt from final exams.

Exam exemptions are determined by each course/class:

- Any absence accrued until the starting date of final exams counts towards the absences accrued for 2<sup>nd</sup> semester.
- Absences are determined by each class, not by total number of whole days.
- An exemption **cannot** be earned or lost due to grades after the date that is one week before the starting date of final exams; however, an exemption **can** be lost due to attendance.

- A student's final semester grade may go up or down after the date that is one week before the starting date of final exams due to class work done after that date but prior to the scheduled final exam.
- Students who qualify for an exemption can take the final exam if they choose to do so. This final exam will then be counted towards the student's semester grade.

## **AP COURSE FINAL EXAM EXEMPTION**

Students who take the College Board's AP exam in the corresponding course in which they are enrolled will be exempt from a second semester final exam in that course. Students will not be exempt from any first semester AP course exams. Students may choose to take the final exam.

## **DIPLOMA AND COMMENCEMENT**

Students who have fulfilled graduation requirements are eligible to receive a diploma. These students will be awarded their diploma at the time they complete all requirements if they choose not to participate in the formal commencement ceremony held at the conclusion of the school year. Students wishing to participate in the commencement ceremony will receive their diploma following the commencement exercise. Students who have completed all requirements are eligible to participate in the commencement ceremonies held at the conclusion of the year in which the requirements were completed. Participation in commencement exercises is not required to receive a diploma.

All students who choose to participate in spring commencement ceremonies must abide by the following stipulations:

1. Students must complete an online senior survey indicating a student's intent to participate in the graduation ceremony.
2. Deposit the full cost of graduation fees as determined by school officials. Deposit will be made at a time and location determined by school officials.
3. Meet with the school counselor for a complete review of all credits.
4. Attend a mandatory graduation practice as announced by the school officials.
5. For students intending to graduate early, they must first submit an early graduation application, complete all required course work, order a cap & gown, and provide proof that all school fees have been paid in full. Students should meet with their counselors to plan for early graduation and discuss application deadlines and early graduation conditions.
6. Students graduating at the end of the seventh or eighth semester, who do not wish to participate in the spring ceremonies, must present a statement signed by the parent, stating this desire.

Students who have earned 22 credits prior to their eighth semester and elect to start their eighth semester and then withdraw before the conclusion of the semester will not be allowed to participate in the graduation ceremony. Also, the current course grades received at the time of withdrawal will be reflected as a dropping status of WP or WF on the student's transcript. Documented emergency situations will be reviewed by the principal for consideration to attend the graduation ceremony.

## **RESIDENCY REQUIREMENTS FOR GRADUATION**

A student usually needs eight semesters of attendance to earn the required credits for graduation. A student who has met all the graduation requirements, both total number of credits and required courses fulfilled community service requirements, and state testing requirement is eligible to receive a diploma. For students electing to graduate early, the physical education requirement will be waived for that semester he/she is not in attendance.

Transfer students must meet all graduation requirements (at least seven semesters of high school attendance, 22 credits, and all required courses) before these students are eligible for a Lincoln-Way diploma. Also, all transfer students must be in attendance at Lincoln-Way High School during the regular school year for at least one full semester of their senior year and complete all graduation requirements to receive a diploma from Lincoln-Way High School.

## **RESIDENCY REQUIREMENTS FOR ADMISSION**

In accordance with Public Act 89-480, students who are bona fide residents of the school district will be allowed to attend school and pay the associated school fees. **Lincoln-Way High School does not accept students who live outside the Lincoln-Way High School District.** The only exception to this rule is when a student can prove that his/her family has started the process of either constructing or purchasing a residence in the high school district. Such students are subject to a tuition charge. Owning land in, and paying taxes to, the district does not meet the requirement of residency. The residence of the person who has legal custody of a student is deemed to be the residence of the student. Parents are expected to show proof of residency for each child prior to the start of the school year.