



MAINE SOUTH HIGH SCHOOL

**2017-2018
STUDENT HANDBOOK**

I, _____
(First and Last Name)

acknowledge receipt of the Discipline Procedures, Extracurricular Code of Conduct and Graduation Requirements as contained in the 2017-2018 MSHS Student Handbook.

I also acknowledge the risks of hazing, bullying (includes cyberbullying), harassment, intimidation and initiation activities and have been informed of the zero tolerance of these behaviors at Maine South High School.

I commit to lead by example and will not support, condone or participate in any hazing activities throughout my involvement in student organizations and athletic teams.

Student Signature: _____

Student ID#: _____

Date: _____

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

BOARD OF EDUCATION

2017-2018

Aurora Austriaco
Paula Besler
Teri Collins
Linda Coyle
Jin Lee
Carla Owen
Sean Sullivan

Unless otherwise advised, all meetings will begin at 6:00 p.m., and will be held in the Board Room of the District 207 Administration Center, 1177 South Dee Road, Park Ridge

OUR MISSION IS TO IMPROVE LEARNING

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207 STATEMENT OF PURPOSE

**Together we educate students to be informed, inquisitive,
responsible, creative and reasoning individuals.**

*The following goals represent the commitment of District 207
to develop all students according to their individual potential.*

GOALS

- All students will read, write, speak and listen effectively in English.
- All students will recognize their responsibilities as members of a family, the school, the community, the nation and the world.
- All students will recognize their responsibilities as stewards of the environment.
- All students will demonstrate an understanding of and be able to apply the important concepts in mathematics, language, social science, the natural and physical sciences, the fine and/or applied arts and will recognize their interconnections.
- All students will demonstrate an understanding of the American heritage and other cultures of the world.
- All students will develop the habits necessary to conduct research, engage in problem solving, and make informed decisions through analysis, synthesis and evaluation.
- All students will demonstrate cooperation, respect for themselves and others, commitment to quality performance and will recognize the value of teamwork and leadership.
- All students will demonstrate an understanding of the principles and applications of technology.
- All students will develop the skills of self-direction which they will use to engage in life-long learning, prepare for one or more careers and pursue physical and emotional well-being.
- All students will have the opportunity to participate in a wide variety of co-curricular activities and interscholastic competitions.

As a matter of policy, Maine Township High School District 207 does not discriminate on the basis of sex, color, disabling condition, race, marital status, nationality, age, residence, religion, or religious affiliation of the individual.

Maine Township High School District 207 Administration

Dr. Kenneth Wallace	Superintendent
Gregory Dietz	Assistant Superintendent – General Administration
Jason Klein	Assistant Superintendent – Technology
Shawn Messmer	Assistant Superintendent – Instruction
Jill Geocaris	Innovative Adult Learning Coordinator

MAINE SOUTH HIGH SCHOOL

HOURS: MONDAY THRU FRIDAY – 7:00 A.M. – 3:30 P.M. - (847) 825-7711

	<u>Administration</u>	<u>Ext.</u>
Ben Collins	Principal	8207
George Dagres	Associate Principal – Instruction	8209
Dave Berendt	Assistant Principal – Students	8218
Melissa Dudic	Assistant Principal– Teaching & Learning	6525
Kevin Scotellaro	Assistant Principal – Student Services	8215
Linda Borchew	Dean (A-G) Black	8167
Marta Hall	Dean (H-O) Red	8169
Mike McGreevy	Dean (P-Z) White	8168
Tony Raitano	School Resource Officer	8170
	<u>Department Chairs</u>	
Andy Turner	Athletic Director	8094
Becky Stewart/Kim Jablonski	C & TE	8371/5184
Dave Berendt	Driver Education	8218
Matt Parrilli	English	8139
Teralyn Keith	Fine Arts	8239
Susan Kramer	Foreign Language	8134
Kevin Wiland	Mathematics	8155
Don Lee (Lead Teacher)	Physical Education	8090
Daun Biewenga	Science	8156
Brendan Gaughan	Social Science	8140
Laurel Grogger	Special Education	8164
	<u>Student Personnel</u>	<u>Ext.</u>
Krista Clarke	Counselor	8175
Trisha Conlon	Counselor	8184
Susan Maurer	Counselor	8098
William Milano	Counselor	8187
Jennifer Pendergast	Counselor	6389
Erin Sanchez	Counselor	8182
Timothy Spiegel	Counselor	3791
Diane Spillman	Counselor	8069
Robert Tortorelli	Counselor	8176
Stephanie Maksymiu	Career Counselor	8185
Brenda Keeley	Nurse	8633
Peggy Kendrick	Nurse	8199
Annette Herr	Registrar	8212
Mary Angioletti	Social Worker	8678
Janet Radziszewski	Social Worker	6373
Bradley Wolcott	Spec. Ed Social Worker	8061
TBD	Psychologist	8160
Steve Mihalopoulos	Psychologist	8165
	<u>Services</u>	
Bob Braico	Director of Building & Grounds	8230
Kristyn Talarico	Bookstore Manager	8201

BELL SCHEDULES

<u>Period</u>	<u>Regular Day</u>	<u>Late-Start</u> (every Wednesday)	<u>Advisory</u>
Flap	7:25 – 7:45	8:35 – 8:48	8:35 – 8:48
1	7:45 – 8:30	8:48 – 9:24	8:48 – 9:21
2a	8:35 – 8:55	9:29 – 9:45	9:26 – 9:40
2b	9:00 – 9:20	9:50 – 10:06	9:45 – 9:59
3a	9:25 – 9:45	10:11 – 10:27	10:04 – 10:18
3b	9:50 – 10:10	10:32 – 10:48	10:23 – 10:37
	Hawk Talk 10:10 – 10:14	-	Advisory 10:42 – 11:12
4a	10:20 – 10:40	10:53 – 11:11	11:17 – 11:33
4b	10:45 – 11:05	11:16 – 11:34	11:38 – 11:54
5a	11:10 – 11:30	11:39 – 11:57	11:59 – 12:15
5b	11:35 – 11:55	12:02 – 12:20	12:20 – 12:36
6a	12:00 – 12:20	12:25 – 12:43	12:41 – 12:57
6b	12:25 – 12:45	12:48 – 1:06	1:02 – 1:18
7a	12:50 – 1:10	1:11 – 1:29	1:23 – 1:39
7b	1:15 – 1:35	1:34 – 1:52	1:44 – 2:00
8a	1:40 – 2:00	1:57 – 2:13	2:05 – 2:19
8b	2:05 – 2:25	2:18 – 2:34	2:24 – 2:38
9	2:30 – 3:15	2:39 – 3:15	2:43 – 3:15

Front and back cover was designed by Kat Smail– Class of 2019

Dear Students:

Welcome to Maine South High School and the home of the Hawks, where Excellence and Tradition are waiting for you. An amazing group of teachers, counselors, support staff, and coaches are excited to support and serve your future success.

This Student Planner/Handbook has been prepared to assist in your organization. The dates included here will help coordinate the many offerings and responsibilities that our students enjoy across academics, athletics, fine arts, and social gatherings. We have policies and procedures in the handbook portion that you should acquaint yourself with so you're prepared when you enter the building.

At Maine South, we put students first and our staff will work tirelessly to ensure you have everything you need to be at your best. We hope you enjoy your year and Go Hawks!

Ben Collins, Ed.D.
Principal



Please Scan to see
Today's Announcements



Knowledge
Is
Power

Maine South Fight Song

Hail to the Hawks

by Greg Castle

Hail to the Red and White
Proudly we proclaim
That we are cheering for our team,
On to greater fame.
Rah! Rah! Rah!

Hail as the game begins,
Our team will prove their might.
While we shout our loyal cry of
Fight! Hawks Fight!

Fight! Hawks! Fight!
Red! White!
Fight! Hawks! Fight!

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

DISTRICT 207 EXTRACURRICULAR ACADEMIC ELIGIBILITY POLICY

Any student who is a member of an extracurricular team/organization that represents a Maine Township school in competition against another school must meet an academic eligibility standard. Participants in clubs or organizations that are not involved in competition are not subject to this eligibility requirement.

The student must meet two academic standards:

- earned five full semester credits of high school work (exclusive of PE and Drivers Ed) for the **previous semester, and**
- be currently passing at least five semester credit high school courses (exclusive of Driver's Ed) **each week.**

The student must meet both these standards. Once meeting the initial eligibility the student must maintain eligibility on a week-by-week basis.

A student not meeting the initial requirement is ineligible for the entire subsequent semester and may not join the team or practice with the team for that entire semester. If a student is already on a team when the semester ends and does not pass the five semester credit courses, he/she becomes immediately ineligible for the remainder of the semester.

A student who does not meet initial eligibility may not practice with the team. A student who becomes ineligible on a week-by-week basis may practice. The decision regarding practice is made after the coach/sponsor confers with the student and they discuss how the student will remedy the academic problem. Note: IHSA by-laws (3.141) prohibit an ineligible student to be in uniform on the team bench at a contest.

Passing work is defined as work of such a grade that if on that given date the course would be completed, a passing grade would be earned by the student. It is the student's cumulative grade in the course up to that given date.

Credit earned during summer school may be used to supplement the spring semester credit in order to meet the initial eligibility requirement.

Academic status is monitored through the District #207 Data Processing System using the DAI and DAL screens. Teachers input academic information weekly through the period-by-period attendance system. Only students whose names are entered into this data system may participate in competitive interscholastic extracurricular activities and appear on team rosters.

The responsibility for determining eligibility after interpreting students' pass/fail status rests with the department sponsoring the activity. That department will communicate all eligibility information to the appropriate sponsor/coach and the student's counselor.

ONLINES RESOURCES – ATHLETICS

Updated schedules and information can be found on the Maine South Athletic Website.

Illinois High School Association (IHSA) www.ihsa.org

The IHSA web page is the most valuable source for high school athletics. On this page you can access information on the IHSA state series in each of the 31 interscholastic sports. This includes pairings, times and locations for all Regionals, Sectionals and State tournaments. In addition, in football, you can find the schedules and conferences for every football school in the state. *Scorezone* will give you the most immediate results and scores of all state series contests. The IHSA site also has a section on state records in which you can find individual and team records for virtually every sport in the state. You are also able to access the *IHSA Handbook* that contains the IHSA by-laws. These by-laws regulate every phase of high school sports in Illinois.

Perhaps the most valuable part of the site is the **School Directory**. Here you can find the address and phone number of every high school in the state. More importantly, you can link to a map that will guide you *from your home directly to the school to which you want to travel!*

National Collegiate Athletic Association (NCAA) www.ncaa.org

The NCAA regulates all Division I, II and III college athletics. If you are considering participating in competitive athletics beyond high school there are a number of issues and items you must address and of which you should be aware. The most important of these is academic eligibility for college athletics and the NCAA Clearinghouse. Information on these can be found at the NCAA's web site.

2017-2018 SPORTS SEASONS

(Updated schedules and information can be found on the MSHS Athletics Website)

Before any student can participate in a practice or a tryout for a sport, the student's parent must register the student online using 8 to 18 Registration and turn in a physical signed by the physician into the Maine South Athletic Office. The website to register for sports is: <http://mainesouth.8to18.com>. If you plan to participate in a fall sport, it is best to have both parts completed by the beginning of August. Registration for fall sports teams will open starting June 1st.

<u>Fall Sports</u>	<u>Head Coach</u>	<u>Spring Sports</u>	<u>Head Coach</u>
Boys' Cross Country	Mr. Nordahl	Baseball	Mr. Milano
Football	Mr. Inserra	Boys' Gymnastics	Mr. Pracko
Boys' Golf	Mr. Scholl	Boys' Lacrosse	Mr. Staffel
Boys' Soccer	Mr. States	Boys' Tennis	Mr. Young
Girls' Cross Country	Mr. Downing	Boys' Track	Mr. Sutschek
Girls' Golf	TBD	Boys' Volleyball	Mr. Granell
Girls' Swimming	Mr. Kura	Boys' Water Polo	Mr. Deger
Girls' Tennis	Mr. G.Smith	Girls' Badminton	Mrs. Muir-Wilson
Girls' Volleyball	Ms. Groessl	Girls' Lacrosse	Ms. Speth
		Girls' Soccer	Mr. Crawford
		Girls' Softball	Ms. Pasier
		Girls' Track	Mr. Downing
		Girls' Water Polo	Ms. Gershon
<u>Winter Sports</u>	<u>Head Coach</u>		
Boys' Basketball	Mr. Lavorato		
Boys' Swimming	TBD		
Wrestling	Mr. Hansen		
Cheerleading	Ms. Nessling		
Girls' Basketball	Mr. M.Smith		
Girls' Gymnastics	Ms. Robinson		
Hawkettes Dance Team	Ms. Graney		

CLUBS AND ACTIVITIES

(THIS LIST IS NOT INCLUSIVE OF ALL CLUBS;
WATCH THE DAILY BULLETIN FOR INFORMATION ON MORE CLUBS)

Adventure Club is a club dedicated to building relationships through the love of "adventure." Our love of adventure leads us up rock climbing walls, down white water rivers, orienteering vast forests, competing in adventure races and whatever else happens to cross our paths.

Anime Club meets frequently to watch and discuss anime, learn about the culture of Japan and go to anime conventions. We also hold sessions on learning the Japanese language every other week.

Amnesty International is a global movement of more than 3 million supporters, members and activists in more than 150 countries and territories that campaign to end grave abuses of human rights. Our vision is for every person to enjoy all the rights enshrined in the Universal Declaration of Human Rights and other international human rights standards. Members of the club hold write-a-thons several times throughout the year in defense of victims of human rights abuses.

Art Club is directed by a student leadership group that selects and leads activities that are fun, creative and art based. You do not have to be in an art class to be a member of Art Club, everyone is welcome to join. Each year we select a design and produce our very popular tee shirt that our membership looks forward to. In addition to our meetings, Art Club hosts two pizza parties around the holiday season with themed projects and fundraising events that contribute to a graduating senior student scholarship in the art department. We also started purchasing an art work from a graduating senior to hang in our school each year.

Book Club (Reading Raptors) is open to all students. We meet the first Thursday of every month before and/or after school. During even numbered months, we read the same book chosen by the members. During odd numbered months,

we discuss our personal favorites. It is a pressure free environment for book lovers of all genres. Come join in the discussion and share treats. Listen for announcements and stop by.

Botany Club welcomes students who would like to learn basic gardening skills. We assist in the annual and perennial plantings and container maintenance throughout the school grounds. We have bi-weekly meetings in the spring and fall and monthly meetings during the winter months. Students design and learn how to screen print their club shirts, participate in fundraising activities and have social meetings when the weather is not cooperative. Students with no gardening experience are welcome.

CCO/Preschool FCCLA: Students enrolled in CCO/Preschool course are registered as members of **FCCLA**. These students attend leadership conferences and workshops. They also compete in Family and Consumer Sciences' areas at the sectional and state levels. These areas include Children's Literature and Children's Lessons. Fun, educational and career related activities are planned by the student members and officers who develop leadership skills as a result of participation.

CEC (Council for Exceptional Children) is a nationally recognized organization for educators of special education. The club's goal is to foster understanding, respect and acceptance of individuals with exceptionalities. The club is made up of students who want to make a difference in the lives of students with disabilities. We meet to plan projects, generate learning activities and increase knowledge and awareness of students with disabilities.

The Maine South **Cheerleading** program includes spirit and competitive squads. Spirit cheerleaders cheer for football, boys soccer and boys and girls basketball games. Competitive cheer is an IHSA sport. Students compete and cheer during the winter season. The season starts in May and ends in March.

Chess Team competes in the North Suburban Chess League, which is widely regarded as the strongest chess league in the state of Illinois. We also attend regional team and individual tournaments and our season culminates at the IHSA state tournament in Peoria in February where we have won the state championship three times since 2002. We also have many club players who meet informally on practice days to play for fun.

The **Chicago Metro History Fair** asks students to complete a research project on an aspect of Chicago History focused on an annual theme. Students report their research in the form of a museum exhibit, video documentary, web site, live performance or a traditional research paper. This competition begins with judging and an exhibition at the Maine South History Fair. If projects are selected to advance, they may continue with the Suburban Regional, City-Wide Finals, State Finals and the National History Day competition just outside of Washington DC. Judging occurs at each level leading up to nationals to determine advancing projects and cash prizes/scholarships are available starting with the city-wide finals.

Chinese Club is an exciting club that is responsible for spreading cultural diversity within the school. We explore different locations such as Chinatown and local Chinese restaurants that enhance our cultural experience. In addition, we develop relationships within the group through activities such as Tai Chi and bamboo dancing. We hope you can join us and indulge in fantastic cultural activities that improve our understanding of China and have a lot of fun.

Computer Club is for students with an interest in computers. We meet every three weeks or so to talk shop about computers, PC gaming and occasionally service and build computers. We also organize occasional visits to the Ignite Network LAN center and host other social events having to do with computers.

The Maine South **Conservative Forum** was founded by Maine South students to provide a venue for the discussion of political and economic ideas. Although the club seeks to particularly examine and advocate what would generally be termed "conservative" ideas, meetings are open to any student and free discussion is encouraged.

The **Constitution Team** is a competitive academic team that participates in the US Department of Education's "We The People" Competition. The Constitution Team is made up of seniors who are required to present and defend answers to important questions about the Constitution, Bill of Rights, US History and current events.

Culinary Club/FCCLA Students enrolled in either Culinary Arts 2 and/or Culinary Arts 3 can become registered members of the Culinary Club/FCCLA. These students attend an annual leadership conference and can also compete in Family and Consumer Sciences' events at the sectional and state levels. These events include Salad Demonstration, Cookie

Decorating, Cake Decorating or Relish Tray. Cooking experiences, club run culinary competitions and fundraising activities are planned by the student members and officers who develop leadership skills as a result of participation.

Cybersouth is the Maine South web development and design club. Our goal is to teach students at all levels of experience on the most modern techniques involved with website development and design. We are always on the search for the latest and greatest in the web world.

DECA is the Maine South Business Club. Our chapter is part of the national DECA organization of marketing students. Students in DECA compete in business competitions at the regional, state and international level. The club meets approximately once/week.

Engineering Club: Students can design and build robots with Vex for competitions. Students also have access to equipment to pursue an individual design of their choosing. Descriptions of engineering careers, as well as college application and scholarship support are available from peers, teachers and outside mentors.

Welcome to **Equinox**, the Maine South student creative writing magazine! We welcome all submissions of original student creative writing and visual art. All students can email their submissions to equinox@maine207.org. We would love to have all the imaginative writing, artwork and photography you can send us! Want to help decide what goes into Equinox? Come to our meetings. They occur weekly.

EYRIE (Yearbook) is open to all students. It is offered as a period during the school day. Students need to arrange to have yearbook included in their schedule. The yearbook is student-driven. Student staff members create academic, sports, class, club and candid spreads to commemorate the events of the school year. Yearbook is a year-long commitment.

Fashion Club is a non-competitive club for students to become involved in service activities. The club's main goal is to utilize students' love for fashion and talent for sewing to benefit our community through various volunteer opportunities. Members from this club may also be involved in the planning process of a fashion show. The club consists of students in the Fashion Construction and Fashion Merchandising classes. Meetings are planned for once a month after school.

Fashion FCCLA (Family, Career, Community Leaders of America) Students enrolled in advance Fashion classes can be registered as members of FCCLA. These students attend leadership conferences and workshops. They also compete in Family and Consumer Sciences' areas for Sectionals (February), at the State level (April in Springfield, IL) and at the National Level (summer). These areas include fashion styling, fashion apparel display, fashion construction, (to name a few). Fun, educational, and career related activities are planned by the student members and officers who develop leadership skills as a result of participation.

Students enrolled in CCO/Preschool, Fashion, Foods and FCS careers courses are registered as members of **FCCLA**. These students attend leadership conferences and workshops. They also compete in Family and Consumer Sciences' areas for sectionals at the state and national levels. These areas include culinary demonstration, pastry arts, entrepreneurship professional career image, fashion apparel display, apparel construction, preschool lesson plans, preschool storytelling and job interview (to name a few). Fun, educational and career related activities are planned by the student members and officers who develop leadership skills as a result of participation.

The **French Club** celebrates the French language and culture through a variety of activities including food, film, field trips and other cultural activities. Members of the French Club also seek to be agents of change in the Francophone world as they raise awareness and funds for humanitarian causes in Francophone Africa.

The **German Club** offers many activities and opportunities for students. Students have the opportunity to get to know other students, enjoy German food and traditions, celebrate German holidays and have a lot of fun together. The club also supports students' interest in using German as a way to travel, compete and succeed. There are a lot of components to German Club. We have something for everyone. Deutsch Klub...Es ist Über-Cool!

The mission of the Maine South **GSA** (Gay-Straight Alliance) is to provide a safe space for LGBTQ students and their allies. We work to raise awareness and increase acceptance of students who are LGBTQ, as well as provide a place for all students to positively interact. We do this through sponsoring activities, connecting with other GSA's, education and fun events. The GSA is open to anyone who wishes to create a more positive environment at Maine South High School.

Hawk Eyes is the student athletic boosters club and is made up of students representing all grade levels. New members can join at any time. We meet once or twice a month to discuss and plan ways to support our student athletes. Activities include painting windows to cheer on sports teams, face painting and spirit gear available at athletic events and sponsoring special events at athletic events including free throw contests, Pink Out! and more.

Hawk Pride is an organization that is dedicated to character education at Maine South High School. Hawk Pride members work with their peers in attempting to instill and support the elements of pride, respect, involvement, dignity and empathy throughout the school through the activities of volunteering, character education lessons, role modeling, etc. To become a member, you can apply at the end of your sophomore year and selection is based upon academic achievement, character references and faculty input.

Hawkapella is Maine South's student-run a capella ensemble. Students who like to sing pop and Broadway music are encouraged to audition. Students in Hawkapella perform on the choir concerts throughout the year as well as in the community.

The **Hawkettes** are an award winning competitive dance team that competes statewide and nationally. They perform at half time at Maine South High School football games and basketball games as well as perform at the Band-O-Rama, Variety Show and assemblies. The Hawkettes actively participate in several community service events and perform at different charities. The Hawkette season runs May through February.

Maine South's **Humble to One** (H2O) Christian Club's mission is for students to lovingly reach out to others on campus and to grow and fellowship with one another. We encourage Christians and non-Christians to join us for prayer, fun, worship, discussions and fellowship.

Investment Club is for all students who have an interest in investing in commodities. We experiment with investing techniques by using stock market portfolio simulations.

The **Irish Club** is open to all students to learn more about the Irish culture through food, music, dance, film and sport. The club meets periodically before school and for club breakfasts and dinners.

The **Italian Club** is more of a family than a school organization. We have breakfast together, big family dinners for the holidays and many more fun activities that embody our culture in the best ways. You are not required to be Italian, speak Italian or even take Italian to join. You must merely enjoy the warmth, company and culture of a group of people who love the Italian culture.

Junior Class Council is part of the three class councils that exist at Maine South High School. We are primarily responsible for two major dances at school, the girl's choice dance in February and junior prom in May. We also participate in homecoming week as well as many other fun activities such as the school-wide fundraiser and spirit week before the turn-about dance.

KEY Club (Kiwanis Educating Youth) is a nationally recognized, student-led organization. It was founded to teach and develop leadership by serving others while having fun and making new friends at the same time. The people that we serve include those in need, those in our community and all the people around us.

The **Martial Arts Club** incorporates two traditional Korean styles of karate: Tang Soo Do and Hapkido. Tang Soo Do emphasizes punching, kicking and blocking as a means of self-defense. Hapkido involves joint locks, pressure points and throws to effectively subdue an opponent. There are also opportunities for students to participate in tournaments and belt-ranking, if interested, although these are not mandatory.

The Maine South **Mathletes** (Math Team) competes against other schools investigating topics that are not often studied in the high school curriculum. We have grade level practices once a week and competitions about once a month. We compete in the NSML and ICTM contests.

Mock Trial is a program designed by the Illinois State Bar Association that distributes the legal problem each year. The Mock Trial Team competes in several local and regional tournaments from January through March, including the state tournament in Champaign, Illinois. The team is selected by tryouts in October. Students of the Mock Trial Team take roles of attorneys and witnesses, trying a case in court against opposing schools. Competitions are in real courthouses with real

judges and lawyers serving as evaluators. Tryouts are open to all students; oral communication/presentation skills, teamwork, analytical abilities, and reliability are stressed.

Model United Nations is an academic simulation of the United Nations that aims to educate participants about current events, topics in international relations, diplomacy and the U.N. agenda. Participants role-play as delegates representing a nation in a simulated session of a committee of the U.N., such as the Security Council or the General Assembly. Delegates research a country, take on roles as diplomats, investigate international issues, debate, deliberate, consult and then develop solutions (known as *resolutions*) to world problems. In the end, the delegate(s) that the executive panel considers to be most contributing are given awards, such as 'Best Delegate Award'. Maine South has been participating in Model United Nations events for over 20 years.

The **National Forensic League** is an honor organization in which public speaking is rewarded. Students who are on our Speech Team for at least one year can earn the right to be inducted into the National Forensic League through participation in Speech Team events.

The **National Honor Society** is a national honors organization for secondary school students. The Maine South chapter of the National Honor Society is chartered by the national organization and is governed by the national's rules and its own chapter bylaws. Students with junior or senior standing who hold a cumulative weighted GPA of 3.5 or higher at the end of the first semester of junior year will be invited to submit additional information for the Faculty to consider. Invitation for membership is based on four criteria: Character, Scholarship, Leadership and Service. Membership invitations are sent after the application deadlines by a Faculty Advisory Council based on examination of transcripts, student-submitted materials, and other relevant school records. NHS members are inducted in March of each year and are expected to maintain high levels of academic achievement, school and community leadership and volunteer service, including a minimum of twelve hours of service every six months. The Maine South National Honor Society seeks to coordinate at least one service project each semester and members are also expected to volunteer as tutors for other students when their schedule permits during the school day.

Orchesis is an auditioned based club in the medium of dance. It is comprised of 20-30 students, freshman through seniors. Orchesis performs numerous times throughout the year with the highlight of the year being our annual concert in the winter that consists of student choreography along with guest choreography. Every other year the company takes an annual performance trip. Orchesis members continue to learn technique in dance as well as choreographic expertise. They grow as dancers, using their creativity and skill throughout the year. Stay posted for audition dates!

The **Orchestra Board** is a group of outstanding string students who are elected to leadership positions. These students provide leadership and communication to the Orchestra. Students plan orchestra social events and homecoming festivities. They serve vital leadership roles in the orchestra program.

PALS is a service organization whose purpose is to provide peer support to special needs students who may have a significant physical or emotional issue. The main duties of PALS members are to help special needs students navigate the Maine South building, become a peer advocate, become a general resource person and demonstrate typical age appropriate social skills and model age appropriate behaviors. An individual must apply and interview to become a member of PALS.

Photography Club is open to all students sharing an interest in photography; no experience or class enrollment necessary. Students explore darkroom and digital techniques in artistic and fun ways while creating exciting photo projects geared toward individual and group interest. Photo Club is an excellent opportunity for students to try their hand at photography in a pressure free environment of fellow photo-lovers.

Polish Club is a culture club that celebrates the Polish heritage and tradition of Polish students at Maine South. We celebrate the Polish culture through food, activities, and friendship! Witamy!

Reaching is the foreign language department's literary magazine that was founded in 1990. It is run by a group of student editors and staff selected annually by the teachers in the foreign language department. Published at least once annually, the magazine is composed primarily of student work in all five languages taught at Maine South: French, German, Italian, Mandarin and Spanish.

The mission of **SADD (Students against Destructive Decisions)** is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving and other destructive decisions. The

Maine South Chapter of SADD sponsors activities such as Red Ribbon Week and Drug Free Activity Nights in order to encourage students to live safe and healthy lifestyles.

Scholastic Bowl is open to all students. It is a team academic competition similar to the TV show, Jeopardy. Players with strength of knowledge in one or many areas, including math, science, literature, the arts, geography, government, sports, technology and pop culture are encouraged to join. Practices are 1-2 times per week along with conference matches and weekend tournaments.

The **Science Exploration Program** is a district-wide organization where students have the opportunity to explore topics that are current and relevant to astronomy and our community. As a participant in the program, you will have the opportunity to work with students from Maine East and Maine West as well as your peers at Maine South.

Science Olympiad is a team of students who complete in various scientific events from testing for knowledge to building and everything in-between.

The **Senior Class Council** provides leadership to the senior class and represents the class at school and community gatherings. The senior class council provides social, spirit and philanthropic opportunities for the members of its class. The senior class council plans the homecoming dance and senior week activities including senior breakfast and senior prom. All members of the senior class are welcome to attend meetings and be involved in any and all activities.

The **Skating Club** is open to anyone involved in ice skating or interested in ice sports. We participate in skating activities and try to expand all members' appreciation for being on the ice. Figure skaters, hockey players, speed skaters and recreational skaters are all welcome. Fans of these sports should feel free to join as well.

SkillsUSA is a partnership of students, teachers and industry representatives working together to ensure America has a skilled work force. SkillsUSA is a national nonprofit organization serving teachers, high school and college students who are preparing for careers in trade, technical and skilled service occupations, including health occupations.

Southwords is Maine South's award-winning student-run newspaper. Students create the newspaper layout, news and editorial content, photography, and graphics. As the voice of the students, *Southwords* accepts letters and articles from the student body but does not accept advertising of any kind. Please visit <http://www.southwords.org> for the current issue and nearly every issue published since Maine South opened its doors in 1964.

Spanish Club is a student activity organization for students interested in learning more about the Spanish language and the many cultures it embodies. Club activities are organized by an elected group of club officers. Activities include field trips to local museums, breakfasts to celebrate holidays, dinners at local restaurants, cultural activities such as dancing and more.

Speech Team is an IHSA-sponsored and National Forensic League endorsed activity at Maine South High School. Students participate in a variety of events and compete with students from other schools. Everything from comedy to tragedy, from acting to formal expostulating, from single pieces to duet pieces is covered.

Sports Medicine Club instructs Maine South students in First Aid, CPR and to disseminate pertinent medical information. To apply learning in a hands-on environment to reinforce the information presented. To expose members to the many career options available in the medical field.

Student Council is an organization that is in charge of Homecoming, V-Show, food drive, blood drive, student issues and more. It is divided into two sections, the upper house and full house. The upper house consists of the officers and committee chairs. The full house consists of the upper house and active members. All students are welcome to join.

Thespian Society is an international society of honor for students involved in on-stage and backstage theater activities. As a student gets involved he or she earns points for each theater activity they participate in based on number of hours and difficulty. When a student meets all of the point qualifications they become a member of the Thespian Society.

The **Tri-M Music Honor Society** is the international music honor society. It is designed to recognize students for their academic and musical achievements, reward them for their accomplishments and service activities and to inspire other students to excel at music and leadership. In addition to the honor society, there is an elected Tri-M board that is made up of the following positions: president, vice-president, treasurer and historian. The selection process for Tri-M Honor Society

takes place in the spring.

The Under Class Council provides opportunities for its members to participate in service, social, school spirit and fundraising opportunities. Various activities are planned throughout the year, including monthly meetings.

Varsity Club is for any athlete that has earned their varsity letter and wants to enhance the community within our athletic community. Varsity Club activities include fundraising, in which the proceeds go to various charities and scholarship opportunities, and we offer opportunities to volunteer and give back to the school and community and enhance school spirit at athletic events.

WMTH, Maine Township's own radio and TV stations, gives students the opportunity to broadcast their own shows to their friends, neighbors and relatives in the surrounding communities. In addition to playing music and reporting the latest school news, home football games are broadcast play-by-play.

Wrestle Techs are the scorekeepers for the Maine South High School Wrestling Team. We support the team by creating hoops for the home meets, keeping score for the home and away meets, addressing college letters and more.

STUDENT SERVICE TEAMS

Each **SST** is made up of a Dean who functions as a Team Leader, counselors, social worker, and is supported by the teachers, a psychologist, a nurse, and office personnel. Attendance, counseling, social work, and behavioral interventions are all a part of the SST's responsibilities. These Teams meet weekly to review the academic performance and social emotional well-being of the students on that team's alphabetic case load. When a student is identified as not performing near mastery the Team uses a systematic approach to review all relevant data and information to problem solve and implement appropriate interventions. Contact your child's Student Service Team with any concerns, issues, or questions. The attendance, discipline, and guidance functions have been combined into three Student Services Teams (SST). These teams are divided alphabetically.

A-G

Team Leader (Dean) - Linda Borchew
Counselors - Robert Tortorelli
Erin Sanchez
Timothy Spiegel
Social Worker - Mary Grant-Angioletti
Attendance Line – (847) 692-8213
Student Service Team Line – (847) 692-8171

H-O

Team Leader (Dean) - Marta Hall
Counselors - Trisha Conlon
Jennifer Pendergast
Susan Maurer
Attendance Line – (847) 692-8216
Student Service Team Line – (847) 692-8203

P-Z

Team Leader (Dean) - Mike McGreevy

Counselors - Krista Clarke

William Milano

Diane Spillman

Social Worker - Janet Radziszewski

Attendance Line – (847) 692-8204

Student Service Team Line – (847) 692-8170

EARLY WARNING SYSTEM

The district has developed a system for gathering and analyzing student data with the purpose of identifying students at risk of failing classes or not graduating on time. The type of data used in the early warning system may include excused and unexcused absences or tardies, grades, credits or any other information District personnel may identify as having value in determining students at risk. This information will be regularly reviewed by Student Service Teams that will determine student needs, contact parents/guardians when appropriate, and develop interventions which may include behavioral, counseling and academic supports.

ATTENDANCE

Attendance, both punctual and regular, is important to a student's success at school. It is also the mark of a student's maturity and a sense of responsibility. It is impossible to recreate classroom experiences identical to the ones students have missed. Although it is unfortunate and sometimes unavoidable for students to miss class, MSHS encourages high attendance from all students.

FAILURE TO SIGN-IN OR OUT AT THE APPROPRIATE STUDENT SERVICE TEAM'S OFFICE

When arriving late or leaving early, students are expected to sign-in or out with their appropriate Student Service Team. Parent calls must be received prior to a student leaving school. Failure to sign in at the appropriate SST office at time of arrival or to sign out when leaving prior to normal dismissal may result in school consequences. Students leaving early must obtain a pass from the attendance office in order to be excused from class.

ABSENCE FROM SCHOOL

Responsibilities of the:

Students: To be on time to school and class so that his/her attendance can be taken in a timely manner. In the event of an absence, the student must assume responsibility for seeking out and completing their assignments. Students arriving late must sign in at the attendance office. Students leaving early must obtain a pass from the student's SST office in order to be excused from class and then sign out at the attendance office prior to leaving the school building.

Parent/Guardian: To call the appropriate Student Service Team within 24 hours of the absence. No corrections will be made after 24 hours and the absence may remain unauthorized. Messages are received 24 hours a day, 7 days a week.

When calling to report an absence, please state the following information:

- Student's first and last name
- Student's ID number
- Name of parent/guardian calling
- Reason for absence
- Time of late arrival or early dismissal

If the reason for the absence differs from the parent's, the student will be directed to the appropriate Student Service Team. If there are changes from the original message, parents must contact the appropriate Student Service Team.

School: To monitor the student's attendance and to inform parent/guardian of any attendance problems/concerns. **The final decision for categorizing an absence rests with the school administration.**

ABSENCE FROM SCHOOL – VALID CAUSES OF

Maine South High School, in keeping with Section 26-2a of the Illinois School Code considers the following circumstances to be valid causes for a student's absence:

- Illness
- Observance of a Religious Holiday

- Death in the Immediate Family
- Family Emergency
- Situations beyond the control of the student as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the safety or health of the student.

ACCESS TO THE BUILDING & CAMPUS

For the purpose of safety and security of faculty/staff/students and campus, access to the building will be limited as determined by the administration and to include, but not limited to the following:

On school days before school: Designated entry doors of the building are unlocked at 6:30 a.m. Students should not expect access to the building prior to 6:30 a.m. unless under the supervision of a faculty/staff member.

During the school day, designated doors will remain unlocked for student/faculty access only.

On school days after school: The doors of the building are locked at 4:00 p.m. or 45 minutes after the last period of the day. Students may not remain in the school building after 4:00 p.m. or 45 minutes after the last period of the day unless under the supervision of a faculty/staff member.

The designated student drop-off and pick-up areas are located in the front-circle, jock lot, north lot and south lot.

Any student in the building during non-school hours without authorization and/or supervision will be referred to their Dean and may be subject to school disciplinary action. Students should not open doors and/or allow access to any person(s) from outside of the building. Any suspicious person(s) and/or activity should be reported immediately to any Student Service Team member.

BUS BEHAVIOR

Students are expected to behave while riding the school bus including all school field trips, school sponsored activities, public transportation and at bus stops. The bus driver is in legal charge of students' action and will enforce all observed school rules. Students' misbehavior that may distract the bus driver is considered a major offense. Damage to bus, any property of the bus company or any other violations involving misbehavior may result in a loss of riding privileges, forfeiture of any fee and appropriate school consequences.

BUS TRANSPORTATION INFORMATION

Public transportation (Pace) operates between the school and local surrounding areas. For more information, please visit www.pacebus.com or obtain bus route information in the Student Personnel Service office.

CAMERAS

To assist in maintaining security and to deter inappropriate conduct, the Maine Township High School District 207 Board of Education has authorized the installation of electronic video surveillance cameras in public areas of school property, such as the parking lots, driveways, entrances and other locations on campus and in the building. The passive use of electronic surveillance is primarily for the purpose of maintaining a safe and orderly educational environment for students and staff.

DETENTIONS

When a student is assigned a detention by the dean, he/she must report to the detention room and depending on assigned time, may serve the detention(s) before school OR after-school. Students should bring homework and spend their time in productive work. Failure to serve a detention may result in additional consequences.

DROP-OFF AREA AND MESSAGES TO STUDENTS

In the event that it is absolutely necessary to drop off books, assignments, clothing, etc. for your child, please drop off these items to the appropriate Student Service Team. Please note that the school is not responsible for these items and will not contact your child to arrange the pick-up. The school does not accept lunches that are dropped off.

If your child needs to contact a parent/guardian, phones will be available in his/her Student Services Team area.

It is difficult to deliver messages to students due to student's schedule, size of building, number of students and available staff to assist with this task. In extreme hardship or emergencies, students will be sought out and located if possible. The public address system will not be used for this purpose. In case of an emergency, please contact your child's counselor and/or dean.

EARLY RELEASE, LATE ARRIVAL AND WORK PROGRAM

Students who have an early release (work program) from school are expected to leave the building promptly at the end of their last class. Students must carry their work program permit card at all times indicating a release time.

Seniors who have late arrival or early dismissal will be issued a permanent pass from their Student Services Team indicating that they have either/both early release or late arrival. They are required to produce the pass if asked.

If the school day bell schedule has been modified, for an assembly, for example, it is the student's responsibility to remain in all of his or her classes until they are entirely over.

FORGED PASSES, including parking passes. Students who create or use a forged school document, such as a parking sticker, are subject to school discipline, including but not limited to out of school suspensions and loss of future privileges.

HALLWAYS

Students in the hallways after the passing period must have an authorized pass. Students are expected to obtain an authorized pass from a teacher or supervisor before entering the hallways after the passing period has ended. Students without an authorized pass will be directed to return to their original location.

ID CARDS

An identification card is issued to all students during registration. The student is expected to carry his/her current student ID card while at school or while attending any school-related activity and is expected to present it to a staff member upon request. Failure to do so may result in school consequences. The ID card is utilized in the following areas but not limited to: food service, library, student activity ticket, lounge, resource areas, school dances, athletic events and Student Services Team area. For replacement of the ID card, the student must report to the ID office located in the bookstore. There is a \$2.00 replacement fee for each ID. If the student loses or misplaces their ID, it is the student's responsibility to contact Quest (food service) if they have money on the student lunch account.

LOUNGE

Students are expected to report directly to their scheduled lounge or a resource area such as the library, computer lab, writing lab, etc. It is the responsibility of the student to be on time and accounted for during their lounge/resource area so that his/her attendance can be taken in a timely and accurate manner. Upon arrival, students will be required to scan their ID. Students are to remain in lounge or resource area until the period ends. Tardies, unauthorized absences and unauthorized departures will be referred to their Dean and consequences may be assigned.

Students that meet with their teachers during their scheduled lounge period must have their attendance accounted for otherwise the absence will remain unauthorized.

LUNCH

Students are expected to report directly to their scheduled lunch. It is the responsibility of the student to be on time. After reporting to the cafeteria, students are to remain there until the period ends. Students are expected to behave in an orderly manner in the cafeteria and are responsible for keeping eating areas, tables and surrounding areas clean. Students may not take food or drink out of the cafeteria unless they have permission. Any student referred to the Deans' Office for misconduct will be subject to disciplinary action that may include removal from the cafeteria.

NURSE'S OFFICE

If a student is feeling ill, they should get a pass from their teacher to the nurse's office. If it is necessary to send the student home, the nurse's office will contact the parent/guardian to authorize the absence. Students will be expected to sign-out through their Student Service Team.

PARENTS OUT OF TOWN

It is the responsibility of the parents to inform the Student Service Team if they will be unavailable for a period of time. The authorized person appearing on the student's emergency card must call the Student Service Team if the student is absent from school. If another adult is designated by the parents to excuse their child from school, a phone call from a parent identifying the temporary guardian must be received prior to the parents leaving town. Failure to follow the above procedures may result in an unexcused absence.

PRE-ARRANGED ABSENCE(S)

Students who plan to vacation with parents, visit college, etc., should make arrangements a week before leaving. Parents must call, the student must pick-up a form from his/her counselor and students should contact their teachers to obtain assignments and to schedule make-up activities.

REASSIGNMENT (REA)/IN-SCHOOL SUSPENSION

When a student is assigned an REA, he/she must serve the time as assigned by the dean. The student will be responsible for the following:

- Completing all school related assignments and maintain a studious environment.
- Abiding by all District 207 discipline policies and procedures, REA rules posted in the classroom and instructions from the REA supervisor.
- Use of cell phones are not allowed

Failure to abide by the above stated expectations may result in a referral to their Dean. Failure to serve the Reassignment (REA) may result in additional consequences.

SATURDAY AND WEDNESDAY MORNING DETENTION

When a student is assigned a Saturday or Wednesday REA, he/she must serve the time as assigned by the dean. Students must report to room C101 and depending on the assigned time, may serve the Saturday REA from 7:30-9:30 a.m., 9:30-11:30 a.m. or 7:30-11:30 a.m. Wednesday REA will take place from 7:00 – 8:40. The following expectations will apply:

- Students will complete the assigned Wednesday/Saturday REA as agreed upon with the dean.
- Students are required to come prepared to do school-related work.
- Students will do school related assignments and remain silent.
- No food or drinks.
- No radios or electronic devices allowed including iPods, cell phones and laptop computers unless prior authorization is given by the dean.
- No sleeping.
- All district discipline policies and procedures apply.

Students who fail to follow the above expectations will be removed from the Wednesday/ Saturday REA and sent home and further discipline will be assigned

STUDY HALLS/RESOURCE AREAS

Students should use their scheduled study hall constructively on school related assignments, either in their assigned study hall or by seeking assistance in other resource areas such as the Library, Writing Lab, Math Lab, College Resource Center (CRC) or other approved areas.

Students should report directly to their assigned study hall or resource area. Depending on the resource area or study hall, students will be required to scan their ID, sign-in, or a supervisor will take attendance.

It is the responsibility of the student to be on time and accounted for during study hall or resource area so that his/her attendance can be taken in a timely and accurate manner. After students have reported to their assigned study hall or resource area, they are to remain in the area until the period ends. Tardies, unauthorized absences and unauthorized departures will be referred to their Dean and consequences may be assigned. Students that meet with their teachers during their scheduled study hall period must have their attendance accounted for otherwise the absence will remain unauthorized.

SUSPENSION FROM SCHOOL

Students assigned an out-of-school suspension may not be on the school grounds during the suspension period. Students on suspension are not permitted to attend any school function and/or participate in any school activity during the time of suspension.

Upon notification of suspension, students are responsible for contacting teachers to obtain assignments. Arrangements must be made with the Dean of Students in advance in order to pick up any assignments and materials from school.

TARDINESS TO SCHOOL/CLASS

Responsibilities of the:

Students: Students who arrive at school after 7:45 a.m. need to report immediately to their 1st period class. Students who arrive after 8:00 a.m. must report to their appropriate Student Service Team.

Parent/Guardian: To call the appropriate Student Service Team as soon as possible to notify the school that their child will be tardy to school. When calling to report a tardy, please state the following information:

- Student's first and last name
- Student's ID number
- Name of parent/guardian calling
- Reason for tardy

If the reason for the tardy differs from the parent's, the student will be directed to their Dean.

School: To monitor the student's attendance and to inform the parent/guardian of any attendance problems/concerns. The final decision for categorizing an absence rests with the school administration.

TARDINESS TO SCHOOL – VALID CAUSES OF

As with all absences, Maine South only recognizes the following as a valid cause under Section 26-2a of the Illinois School Code to excuse a student for tardiness to school:

- Illness
- Observance of a religious holiday
- Death in the immediate family
- Situations beyond the control of the student as determined by the Board of Education, or such other circumstances that cause reasonable concern to the parent for the safety or health of the student.

Do not assume that inclement weather will be cause to authorize a tardy. Car trouble, trains, road work, etc. are not valid excuses to be tardy to school, therefore, the student may be assigned an unauthorized tardy.

UNAUTHORIZED AREA

Students must have proper authorization to enter areas not designated on their class schedule for that period of the day. This includes but is not limited to hallways, resources areas (library, computer lab and nurse's office), parking lots, forest preserve, Hamlin gate area, cafeteria, locker rooms, etc. Students who are in an unauthorized area may be sent to the dean and may receive appropriate school consequences.

UNAUTHORIZED PHONE CALLS

A student calling or having someone else call the Student Service Team , in lieu of the parent, will be treated the same as a forgery. See FORGERY/ALTERING INFORMATION in the school discipline procedures.

VISITORS

Upon arrival in the building, all visitors must report to door #3 located in the front circle. All visitors must submit a valid driver's license or state issued ID to be scanned and checked against a sex offender database registry. In addition, the visitor must provide the following information:

- Nature of Business
- If vehicle is parked on campus, the vehicle's make/model, color, license plate information and/or location of parked vehicle.

If approved, a visitor pass will be issued and the visitor pass must be displayed around the chest area so that it is visible at all times while in the building. All visitors to the school or school premises shall be expected to conform and abide by the rules and regulations pertaining to that school. Maine South has the right and responsibility to request identification of any person entering either the school building or its grounds. Unregistered vehicles are subject to a ticket and/or tow. All vehicles entering Maine South High School property are subject to being searched.

Maine Township High School District 207 Statement of Purpose

Together we educate students to be informed, inquisitive,
responsible, creative, and reasoning individuals.

The following goals represent the commitment of District 207 to
develop all students according to their individual potential.

Goals

All students will read, write, speak, and listen effectively in English.

All students will recognize their responsibilities as members of a family, the school, the community, the nation, and the world.

All students will recognize their responsibilities as stewards of the environment.

All students will demonstrate an understanding of and be able to apply the important concepts in mathematics, language, social science, the natural and physical sciences, the fine and/or applied arts and will recognize their interconnections.

All students will demonstrate an understanding of the American heritage and other cultures of the world.

All students will develop the habits necessary to conduct research, engage in problem solving, and make informed decisions through analysis, synthesis, and evaluation.

All students will demonstrate cooperation, respect for themselves and others, commitment to quality performance, and will recognize the value of teamwork and leadership.

All students will demonstrate an understanding of the principles and applications of technology.

All students will develop the skills of self-direction which they will use to engage in life-long learning, prepare for one or more careers, and pursue physical and emotional well-being.

All students will have the opportunity to participate in a wide variety of co-curricular activities and interscholastic competitions.

Our Mission is to Improve Learning **Philosophy of School Discipline**

Quality schools are active in their commitment to a philosophy of student discipline that is fair, consistent, and effective. The purpose of these procedures is to promote the development of student citizenship and learning by maintaining a safe and educationally conducive environment for students, faculty and members of the community. To cultivate such a discipline program in Maine, a committee of parents, students, teachers, administrators, and board members developed comprehensive discipline procedures in 1986 that established expectations for student behavior, as well as consequences for misbehavior. District 207 Discipline Procedures are distributed in booklet form to students and their parents, teachers, department chairs/lead teachers, counselors, deans, and others, who then can function as a team to promote a wholesome, safe, and secure school climate.

While most students do exercise self-discipline and self-control, occasionally some students violate the rules. Students, parents, and school personnel should take a few minutes to familiarize themselves with the regulations of this District 207 Discipline Procedures booklet. Designed not only to inform and guide, written discipline procedures also promote the idea that students must take responsibility for their own behavior.

Effective discipline is possible only when students, parents, and school personnel know, understand, and support the school rules and regulations. Correspondingly, they should also understand and support the consequences of misbehavior. Only with effective discipline can students have the maximum opportunity to develop emotionally, socially, and intellectually.

Discipline Procedures was first published in 1986 in compliance with a provision of the Illinois Educational Reform Act of 1985 which required school districts to organize a parent/teacher advisory committee to develop a written policy on student discipline with the school board. These procedures have been reviewed and updated annually, as needed or in response to changes in state law. All students are expected to be familiar with the information contained in this booklet of discipline procedures.

The policy is reviewed annually by a committee of administrators, students, teachers, and parents. Parents, students, and faculty members who have concerns or recommendations regarding these policies or procedures should contact the Assistant Principal for Students for their respective school. District 207 will notify students, student's parents or legal guardian of any changes in these disciplinary procedures.

It is the policy of District 207 not to discriminate on the basis of sex, sexual orientation, color, physical handicap, race, nationality, residence, age, religion, or religious affiliations. (Revise to new policy)

The Title IX and Section 504 coordinator is the Assistant Superintendent for General Administration, who may be contacted at (847) 692-8007.

Adopted: 9/08/86
Revised: 5/1/17

Due Process

Maine Township High School District 207 will provide due process in all matters of significant student discipline, such as student suspensions and expulsions. The nature of due process will vary with the severity of the violation and the proposed discipline. However, the essential elements of due process are notice of the misconduct with which the student is charged and an opportunity for the student to respond. Where appropriate and legally permissible, the District will strive to maintain the anonymity of student witnesses.

While implementing due process in District 207, the administrator authorized to suspend will confer with the student and will investigate the matter. During this conference, the administrator will inform the student of the violation, state the reasons for the proposed disciplinary action and give the student the opportunity to respond. If the administrator suspends the student, the administrator will make a reasonable attempt to notify the student's parent or legal guardian by telephone and will send written notice to the student's parent(s) or legal guardian.

OUT-OF-SCHOOL SUSPENSIONS

In cases where out-of-school suspension is enacted, the responsible administrator will provide written notice to the student's parent(s) or legal guardian. This notice will include:

1. A statement of the reason for the suspension.
2. Specific violations as described in the Discipline Procedures found on the district website.
3. The inclusive dates of the suspension.
4. A statement of the rationale for the length of the suspension.
5. For suspensions of 1-3 days, the notice will include a determination that the student's continued presence in school would pose a threat to school safety or a disruption to other students' learning opportunities.
6. For suspensions of 4 or more days, the notice will include (a) a description of other interventions attempted, (b) a determination that there are no other appropriate and available interventions, and (c) a determination that the student's continued presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school.
7. For suspensions of 5 or more days, the notice will include a determination of any support services that will be available to the student during the suspension period.
8. A statement indicating that a suspension will be limited to a maximum of five (5) school days by the Dean and may be extended to up to ten (10) school days by the Executive Committee. Only the Board of Education can extend a suspension beyond ten (10) school days.
9. A request for an appeal conference concerning a suspension shall be made, in writing, within five school days to the Assistant Principal for Students or Principal designee. This appeal conference, as well as any subsequent conference, may include an adult advocate.
10. An explanation of the rights and procedures required for requesting a formal hearing before the Board of Education or its hearing officer, including the final date by which the hearing may be requested.

A request for a formal hearing concerning a suspension shall be made in writing within five school days after the initial date of suspension or the date of the assistant principal or

principal conference.

The suspension will remain in effect pending the resolution of a conference/formal hearing. If the conference/formal hearing determines that the suspension is inappropriate, the suspension will be reversed and the student will not be penalized for school days absent.

Students subject to out-of-school suspensions will have an opportunity to make-up work for equivalent academic credit.

EXPULSIONS

The student or the student's parent(s) or legal guardian may request a formal hearing when the student is being referred by the Principal to the Board of Education for expulsion from school.

When a student is referred by the Principal to the Board of Education for expulsion from school, the Principal will send written notice to the parents to include:

1. The purpose of the formal hearing.
2. A request that the student and student's parent or legal guardian attend.
3. The date, time, and place of the hearing; the student's right to be represented, at the student's own expense, by an advocate of the student's own choice including legal counsel.
4. The student's right to have evidence presented on the student's behalf; the right to review the student's personal school records; the right to present witnesses.
5. The name and title of the hearing officer.

At its next regularly-scheduled meeting, the Board will review the information presented. Immediately following the Board review, the Board will send written notice of its decision to the student's parent(s) or legal guardian. The Board notice will include:

1. A statement of the reason for the expulsion.
2. Specific violations as described in the Discipline Procedures found on the district website.
3. The inclusive dates of the expulsion.
4. A statement of the rationale for the length of the expulsion.
5. A description of other interventions attempted.
6. A determination that there are no other appropriate and available interventions.
7. A determination that the student's continued presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt, impede, or interfere with the operation of the school.

8. The specific reasons why removing the student from the learning environment is in the best interest of the school.

Any suspension or expulsion from school includes all school activities and a prohibition from being present on school grounds or at school activities.

Expectations of Student Behavior

Acceptable student behavior is an important part of a well-designed and effectively managed educational program. The information in Sections I and II establishes District 207 expectations for acceptable student behavior, outlines the alternatives for responding to violations and misbehavior, and establishes disciplinary consequences for improper student conduct.

Communication between school and home is essential to promoting good student behavior. Oftentimes, faculty members will call a student's parent(s) or legal guardian to discuss their expectations for student behavior. Student's parent(s) or legal guardian(s) are also encouraged to call teachers, counselors, and other school personnel.

Students are subject to suspension, expulsion or other discipline for misconduct as described in these Discipline Procedures that occurs:

a) during school time, b) on school grounds or at any school supervised or school sponsored activity, , c) during off-campus activities where the violation is reasonably related to school matters and d) in places adjacent to school grounds designated and publicized by the building principals as having a reasonable relationship to school matters. Also, school officials may investigate and assign consequences for incidents occurring in other circumstances reasonably related to student health, safety, and opportunity to fully engage in school and school-sponsored activities, such as traveling to and from school and school-sponsored activities and participation in social networking websites (Facebook, email, etc.). Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Section I

General Expectations

Absenteeism

All students are expected to be in classes, study halls, or assigned areas each period of the school day.

Under the Illinois School Code, absences may only be authorized for the following reasons:

1. Student illness
2. Death in the immediate family
3. Observance of a religious holiday
4. Family emergency
5. Situations beyond the control of the student as determined by the administration, such as hospitalization or serious illness, for which the school receives timely, acceptable documentation.
6. Circumstances which cause reasonable concern to the parent for the safety or health of the student.

A parent/legal guardian is responsible for informing the attendance office of their student's absence within 24 hours. Voicemail/recording is available 24 hours. Excessive absences that are non-school related may require further documentation as reasonably requested and approved by the school.

A. Excessive Authorized Absences from Class

Students are expected to be in school in order to receive instruction in their classes. Maine Township High School District 207 believes that regular class attendance fosters successful academic performance and the full development of punctuality, self-discipline, and individual responsibility.

District 207 limits the number of class absences, without formal consequences, to seven (7) per semester. Once a student has accumulated eight (8) absences in a semester, he/she will be considered excessively absent. Strict formal consequences, including but not limited to withdrawal from the course and loss of credit, may be imposed on students deemed as excessively absence from a class.

Field trips, school sponsored activities, and other school-related absences do not count towards excessive absences. However, participation in such activities may be limited based on a student's attendance record.

Upon reaching four (4) absences in a semester, the following will occur:

- A letter will be sent home notifying the student's parent(s) or legal guardian of the absences.
- Notification will be sent to the student's counselor, dean, nurse, teacher(s) and attendance review board coordinator.

Upon reaching six (6) absences in a semester, the following will occur:

- The student and parent/guardian will be notified and may be required to attend a meeting with relevant school personnel which may include but not limited to the case coordinator, counselor, dean, nurse, teacher(s) and attendance review board coordinator.

At this time, the following will occur:

1. Discuss the reason(s) for the absences and any extenuating circumstances that may serve as contributing factors to the absences.
2. Develop an intervention plan to improve attendance and prevent the student's absences from becoming excessive.
3. Set up an attendance contract with the student and his/her parents to limit future absences.
4. Discuss the possible consequences that could be incurred if the absences become excessive, including but not limited to the loss of privileges, loss of credit for make-up work, and/or withdrawal from the course without credit and assigned a failing grade.

Upon reaching eight (8) or more absences in a semester, the attendance review board coordinator will meet with the building Executive Committee which will determine the extent of the consequences to be imposed that may include, but not limited to, withdrawal from the course with a failing grade and loss of credit.

B. Unauthorized Absenteeism from Class

When a student is absent without authorization from class, the following will occur as a result of the first and subsequent unauthorized absences:

1st Violation: The teacher will confer with the student, may assign a detention, and will call the student's parent(s) or legal guardian and will process a truancy form notifying both the student's parent(s) or legal guardian and the counselor.

2nd Violation: The teacher will confer with the student, may assign a detention, and will process the truancy form notifying both the student's parent(s) or legal guardian and the counselor. The counselor and department chair/dean will work cooperatively to confer with the student to develop an attendance contract, place the student on probation, and inform the parent(s) or legal guardian of the unauthorized absences and probation in the class.

3rd Violation: The teacher will process the truancy form. The teacher/dean will notify the student's parent(s) or legal guardian. The dean will confer with the student and will review the remediation contract. If the contract has been violated, the dean or Executive Committee may remove the student from the class and reassign the student to a supervised study area for the remainder of the semester. When removal from class occurs, a failing (F) grade will be assigned to the student for the semester. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. **If a student re-enrolls in the same course/department second semester, the student will re-**

enter on probationary status.

C. Unauthorized Absenteeism from a Study Hall or an Assigned Area:

When a student is absent from study hall or from an assigned area without authorization, the following will occur as a result of the first and subsequent unauthorized absences:

1st Violation: The supervisor will report the absence to the dean who will confer with the student and will assign two detentions.

2nd Violation: The dean will confer with the student, will notify the counselor, and will assign either one REA or five detentions. If the REA is assigned, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

3rd Violation: The dean will confer with the student and may suspend the student from school for up to three school days. If a suspension is enacted, the dean will make a reasonable attempt to notify the student's parent or legal guardian by telephone and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

4th and Subsequent Violations: The dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or expulsion. The dean will make a reasonable attempt to notify the student's parent(s) or legal guardian by telephone and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

Tardiness to Class:

Since teachers and students need to make full use of instructional time, students must report to class on time.

An unauthorized tardy occurs when a student is tardy with no call from the student's parent or legal guardian and/or the reason for tardiness does not fall within the State Guidelines for an authorized tardy. If a student is tardy unauthorized to school 20 minutes or more into the period, the tardy will be recorded in the attendance office and in the teacher's gradebook and counted as an unauthorized absence from class.

If the student is unauthorized tardy to class, **the teacher shall admit the student to class**, record the tardy in the student information system (SIS) and the following will occur as a result of the first and subsequent unauthorized tardiness to class:

1st and 2nd Violation: The teacher will confer with the student and warn the student that subsequent tardiness to class will result in consequences.

3rd and 4th Violation: The teacher will confer with the student, will assign one detention, and Aspen will generate a phone call to notify the student's parent or guardian of the tardiness.

5th and Subsequent Violations: The teacher will refer the matter to the dean. The dean or designee will confer with the student and assign consequences and may refer the matter to a Problem Solving Team for further action.

Unauthorized Departure from School:

Students are expected to remain in school or on the school campus during the school day unless they have proper authorization.

If a student is found to be in violation of this regulation the dean will confer with the student and determine appropriate consequences.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment and suspension. Repeat violations or engagement in behavior that is inappropriate, unsafe, or in violation of additional school policies, may result in suspension and/or revocation of parking privileges without refund.

Disruptive Classroom Behavior:

Students are expected to respect teachers as well as the educational opportunities of themselves and fellow classmates. As such, students must comply with teachers' instructional and classroom procedures.

Students learn best in an orderly classroom. Students who are disruptive or insubordinate may be dismissed from the classroom by the teacher and sent to a department chair/dean for the remainder of the class period.

When a student is removed from class, the teacher will make a reasonable attempt to contact the student's parent(s) or legal guardian and refer the student to the department chair/ dean who will confer with the student and assign appropriate discipline. The dean may place the student on probation for the remainder of the course. A letter will be sent to the parent(s) or legal guardian informing them of the disciplinary action. A student on probation first semester will remain on

probation second semester in the same course/department.

If the student continues to misbehave or disrupt the class, the teacher will make a reasonable attempt to contact the student's parent(s) or legal guardian and refer the student to the dean. The dean will confer with the student, assign appropriate discipline, and may refer this matter to the Executive Committee for further action. This action may include but not be limited to, removal from class, assignment of a failing grade, and reassignment to a supervised study area. If the student re-enrolls in the same course/department second semester, the student will re-enter on probationary status.

Driving and Parking Violations:

Any student who drives a vehicle to school and parks on campus must register that vehicle with the school, pay the parking fee, and then have the sticker or placard displayed according to school policy, and park only in the designated space. Drivers must drive safely and comply with driving regulations as prescribed by the Secretary of State in the booklet "Rules of the Road" as well as with local and school traffic regulations. Eligibility for driving and parking at school is determined by the school administration and is related to the availability of parking spaces at the campus. Any vehicles in violation of the preceding parking regulations are subject to ticketing and/or towing at the owner's expense and risk. Violation of parking regulations or unsafe driving may lead to removal and revocation of parking stickers without refund of the sticker fee as well as denial of future parking privileges. Vehicles in parking lots or on other school property are subject to search in accordance with the terms of Section 10-22.6 of the Illinois School Code.

If a student is found to be in violation of driving or parking regulations the following will occur as a result of the first and subsequent violations:

1st Violation: The dean may have the car ticketed and/or towed without conferring with the student for a parking violation and the student will be responsible for the expense and risk of such action. The dean will confer with the student and a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may suspend the student's driving privileges on campus and may place the student on driving probation on the school campus for the remainder of the school year. The dean may remove the student's driving privileges on campus for the remainder of the current school year for a flagrant violation that threatens the safety and welfare of any individual. The dean may suspend the student for up to five school days and may refer the student to the Executive Committee and/or may refer the student to the police for further action depending on the severity of the violation.

2nd and Subsequent Violations: The dean may tow any car without conferring with the student for a parking violation and the student

will be responsible for the expense and risk of such action. The dean will confer with the student and a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean will suspend the student's driving privilege on campus for 30 calendar days and may place the student on driving probation on campus for the remainder of the semester or for the school year. The dean may remove the student's driving privileges on campus for the remainder of the school year for a flagrant or repeated violation that threatens the safety and welfare of any individual. The dean may suspend the student for up to five school days and may refer the student to the Executive Committee and/or may refer the student to the police for further action depending on the severity of the violation.

Cheating and Plagiarism:

Students are expected to complete all tests and assignments with academic integrity. Students will not collaborate on tests or other assignments unless directed to by the teacher.

If a student engaged in cheating or plagiarism, the following will occur as a result of the first and subsequent violations:

1st Violation: The student's teacher will assign a zero grade on the test or assignment and will make a reasonable attempt to call the student's parent or legal guardian. The teacher shall notify the counselor and may refer the student to the dean. Upon referral the dean may place the student on probation in that class for the remainder of the course. The dean may suspend the student and may refer the student to the Executive Committee depending on the severity of the infraction.

If a student is placed on class probation, a letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the probation and/or suspension.

2nd Violation: If a second violation occurs in the same class, the teacher will refer the matter to the dean. The dean will confer with the student. The dean may suspend the student and refer the matter to the Executive Committee for further action. Such action may include but not be limited to removal from the class, assignment of a failing grade, and reassignment to a supervised study area. A letter will be sent by the dean to the student's parent(s) or legal guardian informing them of the decision.

Forgery/Altering Information:

Information submitted to the school shall be submitted honestly and without alteration. This includes information on school forms and documents, as well as information submitted via telephone and other forms of electronic transfer. Impersonating a parent, guardian, school official, or others will constitute a violation of this rule.

The dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion. The dean will make a reasonable attempt to contact and will send a letter to the student's parent (s) or legal guardian informing them of the disciplinary action. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and a student may be dropped from the class with a failing grade and be reassigned to a supervised study.

Games of Chance:

Games of chance are prohibited. Gambling paraphernalia, including but not limited to such items as cards and dice, will be confiscated and delivered to the dean.

Students who engage in games of chance may be referred to the dean. Upon referral, the dean will confer with the student and may assign detentions, reassignment, or suspensions. Should the reassignment or suspension be necessary, the dean will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. In certain instances, the dean may refer the matter to the Executive Committee for further action and may also contact the police.

Identification (I.D.) Cards

The board requires Identification Cards for all students and staff.

IDENTIFICATION (I.D.) CARDS: The student is expected to carry his/her current student I.D. card while at school or while attending a school related activity and is expected to present it to a staff member upon request.

Refusal to present an I.D. as requested may be considered insubordination and may result in suspension. In addition, no student shall possess a school I.D other than their own I.D for the current school year and shall not use any I.D. other than their own current school I.D. to gain access to any area of the school or perform any transaction in the cafeteria or elsewhere in the school. Upon review, the dean may assign detentions, reassignment, or suspend the student from school.

Inappropriate Displays of Affection:

Students are expected to exercise restraint in displaying affection toward one another.

When a staff member observes students who are not exercising restraint in displaying affection, the staff member will request the students to stop. Students are expected to abide by the request of the staff member. Failure to comply with a request may result in referral to the dean. Upon referral, the dean will confer with the students, may contact the student's parents or legal guardians, and may initiate further disciplinary action.

Inappropriate Dress:

Students are prohibited from dressing in a manner that may endanger the safety and welfare of any student or staff member, disrupt the school environment, or conflict with acceptable community standards. Wearing of or possessing hats, head covering (excluding for medical or religious reasons), chains, bandanas, headbands, hoods, and outerwear such as jackets and overcoats is prohibited during the school day within the building. To adapt to changes in the meaning associated with clothing and symbols over time, the school reserves the right to make case-by-case determinations of the appropriateness of student clothing and accessories.

Students wearing hats, head covering, and/or outerwear to school must place such items in their locker immediately upon arrival at school and not remove them until they leave the building at the end of their school day. Students are expected to wear opaque clothing that covers them from shoulder to approximately mid-thigh. For example, students shall not wear halter tops, garments with thin straps, or strapless garments. Garments that are "see-through," cut low, or exposes one's midriff are not acceptable. Skirts and shorts should not be shorter than approximately mid-thigh. Undergarments must not be visible. All pants must fit around the waist and must be properly fastened.

Clothing which displays obscenities, gang affiliation or cult symbols, sexual connotations, drugs, alcohol or violence is prohibited. The wearing of any clothing or accessory that poses a threat and/or hazard to the safety of the student, to others or to property is also prohibited. Shoes which do not mar or damage floors must be worn. Students who are inappropriately dressed for school will be referred by the staff to the dean. The dean will confer with the student and, if necessary, will contact the student's parent(s) or legal guardian to arrange appropriate dress for the student.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Insubordination:

Students must respect the authority of staff members. Insubordination usually is manifested by blatant disobedience, outright refusal to respond to a direction or directive, or refusal to respond to reasonable requests by staff members including requests for conferences with counselors, deans, or department chairs. When a student is insubordinate, the teacher may assign the student detentions.

Any staff member may refer an insubordinate student to the dean who will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Misconduct-- General:

Students are expected to engage in proper behavior at school and school-sponsored activities. Behavior that is antisocial, disrespectful, illegal, - general wrongdoing- with the potential to disrupt the educational environment or may be dangerous to other students, faculty, or staff is prohibited.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Misconduct--in Common Areas:

Students are expected to behave in an appropriate manner in common areas of the school. Common areas include but are not limited to, the cafeteria, hallways, study halls, resource areas, restrooms, locker rooms, parking lots, etc. Students are responsible for cleaning up after themselves.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Misconduct on Buses:

Whenever students ride buses to and from school or to and from school-sponsored activities, they are participating in an "extended school day." Therefore, while riding these buses, students must comply with the rules of the school and bus company. The "Misconduct—General" rules as stated above apply.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Presence in Unauthorized Areas:

Students are not permitted in unauthorized areas at any time. Unauthorized areas include any portions of the school building or grounds that are not intended for student presence, use, or designated on their class schedule for that period of the day. These unauthorized areas include, but are not limited to, areas that are unsupervised, unsafe, potentially dangerous or otherwise posted, communicated, or designated by the school administration.

Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Use of Profanity, Obscene and/or Indecent Gestures, and Possession or Use of Pornographic Material:

Students are expected to use appropriate language and to conduct themselves appropriately for the school environment. Vulgar words, expressions, gestures, and/or possession of pornographic material which violate the standards of the school and community will not be tolerated in any form – written, spoken, or electronic.

When incidents occur, staff members will address students regarding the use of inappropriate language, gestures, or expressions. In cases of repeated offenses or flagrant violations, the student will be referred by the staff member to the dean. When a student is in possession of pornographic material, the staff member will make a prompt referral to the dean. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

Use of Electronic Devices

The use of such devices during the school day is prohibited, except as approved by school personnel in specific situations. Electronic devices may include but are not limited to MP3 players, I-Pods, netbooks, electronic tablets, compact disc players, etc.

The school assumes no responsibility for electronic devices brought to school.

If a student does bring an electronic device to school, it should be turned off and secured when not being used in an authorized manner.

When a violation occurs, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The use of cellular telephones is allowed at designated times and in designated places approved by school personnel. The possession of electronic sending

devices which include, but are not limited to, remote controls, and laser light projecting devices is prohibited.

As outlined in board policy 6512 Mobile Electronic Devices, using a cellular telephone or any other mobile electronic computing device in any manner that disrupts the educational environment or violates the rights of others, including using the device for taking photographs in locker rooms or bathrooms, cheating, unlawful purposes, bullying, harassment, or otherwise violating staff or student conduct rules, is prohibited. Prohibited conduct also specifically includes creating, sending, sharing, viewing, receiving, or possessing indecent images of oneself or another person through the use of an electronic computing device. Any use of a mobile computing device on school grounds during or after the school day that disrupts educational process, goals of the institution, or violates the acceptable use policy is prohibited. All mobile computing devices brought on to school grounds are done so at the user's own risk and District 207 is not responsible for any loss or damage of a personal device.

Except for in areas designated by the Building Principal, all electronic devices must be kept silenced and out-of-sight and stored in a locker, backpack, purse, pocket, or other place where it is not visible during the regular school day. Students and guests must comply with staff directives, including but not limited to, ending phone conversations for face-to-face interaction, using appropriate voice volume, and appropriate device volume.

Violations of board policy 6512 may result in confiscation of the equipment by any school employee who will then turn the equipment over to the designated building administrator(s) as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the appropriate building administrator. The student may be suspended for up to five school days and the matter may be referred to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

When a violation occurs, the equipment may be confiscated by any school employee who will then turn the equipment over to the dean as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the dean. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or expulsion.

Misuse of Computers, Computer Software, or School Networks:

All students who use district owned computers and/or computer related connections, equipment and/or software must comply with the rules and regulations set forth in the Acceptable Use Policy and other relevant agreements.

These agreements include such items as copying software, which is prohibited. In addition, only authorized codes, programs and files shall be used. Students must maintain proper care when using the computer and/or computer software.

When a violation occurs, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or expulsion.

The student will be held responsible for the cost of replacing or repairing the damage to the computers or the system that is caused by the student's failure to comply with the Acceptable Use Agreement and other relevant agreements. .

Section II

Student Behaviors and the Safety and Security of the School

The following student misbehaviors or evidence of a clear intent to participate in these misbehaviors are among the most serious that occur in schools. Accordingly, they will be dealt with severely and may be referred to the Executive Committee and the Superintendent for possible expulsion by the Board of Education; the incident may also be referred to the police, and/or Extracurricular Code consequences as defined in Section 3 may also be applied. Repeated violations of the general expectations stated in Section I may also be dealt with similarly.

Assault, Battery, or Reckless Behavior:

Verbal or physical aggression or reckless behavior with the potential to put any individual at risk or fear of injury is prohibited.

If a staff member finds a student to be in violation of this regulation, the matter will be referred to the dean. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions reassignment, suspension and/or expulsion.

Policy for Illegal Substances

Students are expected to remain free of drugs, alcohol, tobacco and all illegal substances. If a student possesses, consumes, emits the odor of, participates in the distribution of or is under the influence of alcohol, drugs, tobacco products, "look alike" substances, marijuana, or any other substance not used as prescribed, or any other illegal substance, the student is in violation of this policy. Also, if any such substance is used by a student to achieve a high or an altered mental state, or if a student is in possession of drug-related paraphernalia, the student is in violation of this policy.

A. Sale and or Distribution:

Any student involved in the sale or distribution of an illegal substance will be reported to

the local police. Consequences to these infractions may include, but are not limited to, reassignment, suspension and/or expulsion. The student may be preliminarily suspended until the next Executive Committee meeting. If an incident is referred for consideration by the Executive Committee, then the Superintendent may issue additional discipline consequences including a referral to the Board of Education for expulsion from school.

B. Possession/Under the Influence/Consumption:

Any student found to be in possession of such items as but not limited to pipes, rolling papers, quick hitters, and other drug paraphernalia /or an illegal substance used to achieve a high or altered mental state or not used as prescribed, may be reported to the local police and may be immediately suspended until the next Executive Committee meeting. The Executive Committee may recommend that the student be suspended for up to ten (10) school days. For a first offense, the student may be offered an opportunity to enroll in a school approved drug/alcohol intervention program, at the parents' or legal guardian's expense in order to reduce the discipline consequence. Once enrolled, failure to participate in and complete the program as agreed will result in the issuance of additional disciplinary consequences. Any further violation of either Part A or B of this policy may result in a suspension. The student will also be referred to the Executive Committee, which may refer the student to the Superintendent, who may in turn refer the student to the Board of Education for expulsion from school.

C. Possession or use of Tobacco:

Possession, use or distribution of any smoking device, tobacco, or over-the-counter nicotine replacement products, including but not limited to, electronic cigarettes and nicotine-containing skin patches, chewing gum and lozenges are prohibited.

Any student found in possession, distributing, or using any smoking device, tobacco, or nicotine product will be referred to the dean for disciplinary action. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion. The dean will confer with the student, and send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action for a violation of this policy.

Chronic Disobedience:

The repeated violation of school rules and regulations is prohibited.

If a student repeatedly violates school rules and regulations, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, REA, suspension and/or expulsion.

The dean will make a reasonable attempt to contact the student's parent(s) or legal guardian informing them of the disciplinary action.

Extortion:

The use of force, threats or other intimidating behavior, attempts to take food, money, or other items from another person or cause the student to take action or avoid action against the student's will is prohibited.

If a student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action.

Fighting:

Pushing, shoving, fighting, or other physical confrontations are prohibited. Any violation of this policy may be reported to the police and may result in an arrest.

If the student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact the student's parent(s) or legal guardian informing them of the disciplinary action

Gang and/or Secret Organization Affiliation:

A gang is defined as any ongoing organization, association or group of three (3) or more persons whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, that may have an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity or activity relating to the violation of school rules. Involvement with gang-related activities and/or secret organizations is prohibited. The use or possession of symbols that include, but are not limited to drawings, hand signs, hats, attire, and representation related to gang activities is prohibited. In addition, threats involving stated or implied gang activity are likewise prohibited. Persons who join in or solicit others to join in any type of a secret society which includes gangs, will be suspended or expelled in accordance with the Illinois School Code, Article 31-3.

If a student is found to be involved in the activities prohibited above, the dean will confer with the student and may suspend the student until the next Executive Committee meeting. The dean will also inform the principal. The dean will make a reasonable attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the suspension. The dean may refer the matter to the Executive Committee. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

Bullying (including Cyber Bullying), Intimidating, Hazing and/or Harassing of Staff Members and/or Students

Bullying, intimidating, hazing and/or harassing of staff members or students is prohibited. Such behavior includes but is not limited to the following - using force, threats, gestures, provocation, dress, demeanor, clustering, blocking, comments, or other means - is prohibited. Harassment related to a person's gender, sexual orientation, color, disabling condition, race, marital status, religious affiliation, national origin, or ethnic background is prohibited.

If the student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion. The deans will contact the student's parent(s) or legal guardian informing them of the disciplinary action.

Major School Disruption:

Major school disruptions are prohibited. A major school disruption involves intent to participate in or engaging in any activity which substantially or materially disrupts or could disrupt the school operation and/or endangers the health, safety, or security of others. Examples of major school disruptions include but are not limited to falsely setting off a fire alarm, making a bomb threat, misuse of the emergency 911 telephone number, fights involving multiple parties or resulting in significant injury, or the initiation or propagation of a rumor or other misinformation that may lead to a material disruption of the educational process.

If a student violates this regulation, the dean will confer with the student, and may suspend the student for up to five school days. The dean will make a reasonable attempt to contact and send a letter to the student's parent(s) or legal guardian informing them of a suspension. The dean may refer the matter to the Executive Committee for further action. The Executive Committee may extend the suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school.

Theft:

Theft is prohibited. Theft is defined as stealing or possessing property belonging to others without permission. Students who find property of others are responsible for immediately turning the items over to a faculty or staff member. Students facilitating theft by acts such as, but not limited to, providing a lock combination, distracting a victim, or keeping watch while another performs the theft will also be found in violation of this policy.

If the student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions,

reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact the student's parent(s) or legal guardian informing them of the disciplinary action. The student and student's parent(s) or legal guardian shall be responsible for restitution.

Vandalism:

Students must respect the property of others. Defacing, damaging, or disrupting the appropriate use of school property or the personal property of others is prohibited. Acts of vandalism directed toward a staff member, on or off campus, will still be subject to school discipline.

If a student violates this regulation, the dean will confer with the student. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, reassignment, suspension and/or expulsion.

The dean will make a reasonable attempt to contact the student's parent(s) or legal guardian informing them of the disciplinary action. The student and student's parent(s) or legal guardian shall be responsible for payment and/or restitution.

Possession or Use of Weapons or Explosives:

The possession, use, or distribution of weapons or "look-alikes" such as but not limited to firearms, knives, or explosives is prohibited. The minimum discipline of the student who violates this rule will be expulsion for one year subject to modification by the Board of Education or the Superintendent on a case-by-case basis.

If a student violates this regulation, the dean will confer with the student and may suspend the student for up to five school days. The dean will make a reasonable attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of a suspension. The dean will refer the matter to the Executive Committee. The Executive Committee may extend a suspension to a maximum of ten (10) school days and refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school. In accordance with the Federal Gun-Free Schools Act of 1994 and the related provisions of the Illinois School Code, the minimum discipline for a student who violates this rule with respect to weapons will be expulsion for one calendar year, subject to modification by the Superintendent or the Board of Education on a case-by-case basis. The administration may detain and remand the student to the police. The school administration will confiscate all such items and deliver them to the police.

Possession, Use, Formulation or Distribution of Items Such as, But Not Limited to, Fireworks, Lighters, Matches, and Other Combustible, Flammable, Volatile or Explosive Substances.

The possession, use, formulation or distribution of items such as, but not limited to, fireworks, such as lighters, matches, and other combustibles, flammable, volatile or explosive substances is prohibited.

If a student violates this regulation, the dean will confer with the student and may suspend the student for up to five school days. The dean will make a reasonable attempt to contact and will send a letter to the student's parent(s) or legal guardian informing them of the disciplinary action. The dean may refer the matter to the Executive Committee. The Executive Committee may extend a suspension to a maximum of ten school days, report the student to the police, and may refer the student to the Superintendent of Schools who may refer the student to the Board of Education for expulsion from school. The school administration will confiscate all such items and deliver them to the police.

Searches

Students and their personal effects are subject to search whenever school authorities have a reasonable suspicion that the search will produce evidence that the student has violated a school policy or the law. Other property and areas are subject to search in accordance with the Illinois School Code.

The Illinois School Code (10-22.6) provides as follows:

"To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the students, and without a search warrant. As a matter of public policy, students have no reasonable expectation of privacy in these places or areas or in their personal effects left in these places and area. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons or other illegal or dangerous substances or materials including searches conducted through the use of specially trained dogs. If a search conducted in accordance with this section produces evidence that the student has violated or is violating either the law, local ordinance, or the school's discipline policies or rules, such evidence may be seized by school authorities, and disciplinary action may be taken. School authorities may also turn over such evidence to law enforcement authorities."

Vehicles in parking lots or on other school property are subject to search in accordance with the terms of Section 10-22.6 of the Illinois School Code quoted above.

Hand-held scanners may be used on any person on school grounds who is subject to a search under these Discipline Procedures or Illinois law. The hand-held scanner may be used on any item left unsecured in and around the building. Only the Principal, Assistant Principals, and Deans may authorize use of the hand-held scanner. Only the Principal, Assistant Principals, Deans, school security officers and the School Resource Officer can use the hand-held scanner.

The school district and school personnel will not conduct or authorize strip searches.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CANINE SEARCH PROTOCOL

The planning and implementation of all canine searches will be the responsibility of the Building Level Search Committee. Members of this committee will be assigned and supervised by the building Principal. Individuals serving on this committee may include the School Resource Officer, members of the Executive Committee and other district personnel approved by the Superintendent to serve on the committee. This committee, working in consultation with the Superintendent, will determine the frequency and scope of all searches. Each Building Level Search Committee will be responsible for reviewing the procedures, as outlined in the protocol, prior to initiating a canine search on school grounds. The building Principal will determine the date and time of a search, which may include searches conducted after school hours when no students are present.

1. The Principal will convene the Building Level Search Committee to initiate the canine search. He/she is responsible for declaring and securing the search area(s).
2. For canine searches conducted during regular school hours, the bell system will be turned off and students will remain secured in their classrooms while continuing to be engaged in the instructional process. Classroom instructors will ensure students are not allowed to exit the classrooms or enter the hallways during the search. The scope of the canine searches will be limited to school grounds. No canines will have direct contact with students for the purpose of conducting a search for illegal substances. It is expected that all canine searches would be completed within one class period to avoid disruption to the educational process.
3. The Search Committee, along with safety monitors, security guards and specific administrators will monitor all areas of the building to maintain clear hallways and ensure that all students are in a supervised/secured area.
4. **ALL TEACHING STAFF** will do the following to assist in commencing a canine search:
 - Remain outside their classroom until students arrive and the halls are clear.
 - Take attendance once the search is initiated and the search area(s) is secured.
 - Maintain order in the classrooms during the search and prevent students from leaving the secured classrooms until the search has been completed.
5. **ALL NON-TEACHING STAFF** will monitor the hallways and escort visitors to the appropriate site to sign in and to attend to their business.
6. **ALL BUILDING LEVEL SEARCH COMMITTEE MEMBERS** including all police officers/handlers and their canines will report to a designated entrance for staging and to receive final instructions. Each search team will consist of a police officer/handler, a school administrator and a canine. Each search team will be responsible for searching a specific area of the school grounds.

7. If a canine alerts, indicating the scent of an illegal substance on school grounds, a school administrator will conduct a search for contraband.
8. If contraband is found, the parents of the student believed to be in possession of the contraband will be contacted and all District 207 policies and procedures related to an alleged violation of the illegal substances policy would be followed. If contraband is not found, the parents will be informed of the actions that occurred during the search and subsequent alert.
9. Once the canine search has been completed, the Principal will announce the “all clear” signal and the bell system will resume as regularly scheduled.

(Approved: July 10, 2006)

Electronic Surveillance

The passive use of electronic surveillance is primarily for the purpose of assisting in maintaining a safe and orderly educational environment for students and staff and the protection of school property. All persons present on District 207 property are subject to video surveillance.

Video Surveillance Notification

Notice of surveillance will be posted on those school building exterior doors in the vicinity of the area under surveillance. All persons present on District 207 property are subject to video surveillance.

Use of Video Surveillance Equipment

Video surveillance may be used to monitor the behavior and conduct of any person present on District property at any time to promote a safe school environment and protection of District property.

The use of surveillance equipment does not replace the authority and responsibility of District employees for assisting in the maintenance of a safe and secure educational environment

Surveillance equipment will be used to monitor campus activity and such recordings may be used as evidence in student disciplinary investigations, due process hearings, criminal or civil cases, or otherwise to enforce Board policy or the law.

Appropriate disciplinary action may be taken for misconduct that is captured via a video surveillance recording up to and including suspension and expulsion for students and suspension without pay and dismissal for employees.

All images of students recorded by the surveillance equipment are subject to the confidentiality accorded student records under applicable laws, Board policy, and administrative regulations.

Prohibited Conduct

All persons are prohibited from tampering with or causing damage to the video surveillance cameras, recording equipment or recordings. Persons who violate this regulation shall receive a consequence in accordance with the *District 207 Discipline Procedures*, or other District policies that may include any or all of the following: arrest, suspension or expulsion and may be required to make restitution for any property damage.

Glossary of Terms

Assault--A threat to do physical harm or constrain a person or do damage to a person or property.

Battery--Any physical harm or constraint to a person or damage to property.

Bullying --The term “bullying” encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission, or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature.

Chains -- Inappropriate size and length as determined by the dean or the administration eg. Heavy metal, non-jewelry.

Chronic--Frequent recurrence.

Detention--A period of extra attendance time which usually is served before school, after the student's school day, or after school. A teacher or a dean may assign the detention.

Disobedience--Refusing or neglecting to obey school rules and regulations or directives and directions from staff members.

Drug/Alcohol Abuse Intervention Program--A drug/alcohol abuse intervention program of counseling with student and student's parent(s) or legal guardian that may be used in combination with a 5-day out-of-school suspension. Failure to enroll in, participate in, or successfully complete the intervention program will result in a 10-day out-of-school suspension. This program may be used as an alternative only once during the student's high school years. A student's parent or legal guardian may voluntarily enroll their child in a school approved drug/alcohol intervention program. Payment of costs associated with any chosen intervention program will be the responsibility of the parent(s) or legal guardian.

Executive Committee--A committee at East, South, and West chaired by the building principal and consisting of assistant principals, deans, and the director of student personnel services. One of its functions is to determine consequences for serious violations of school

rules.

Expulsion--Action by the Board of Education to remove a student from school and all school related activities for a period not to exceed two calendar years.

Extortion--By using force, threats or other intimidating behavior, a student attempts to take money, food, or other items from another or cause the student to take action or avoid action against the student's will.

Extracurricular Activities--School-related activities outside the classroom including, but not limited to, athletics, clubs, and dances.

Forgery—Includes (1) altering school forms or (2) using a false signature on any school form or document submitted to the school, or (3) misrepresenting identity or providing other false information by telephone, facsimile, or other electronic means.

Gang--Any ongoing organization, association or group of three (3) or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, which may have an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal gang activity or activity relating to the violation of school rules.

Harassing--Tormenting another person by repeated or severe threats or actions.

Hazing--Initiating or disciplining fellow students by means of horseplay, practical jokes, or tricks; to harass by banter, ridicule, or criticism; to play abusive and/or humiliating tricks.

Illegal Substance--The term "illegal substance" includes:

- All alcoholic liquor (including those substances as defined in 235 ILCS 5/1-3.05),
- All controlled substances (including those substances as defined in 720 ILCS 570/100-603) except when prescribed for the student by a licensed physician,
- Cannabis (including those substances as defined in 720 ILCS 550/1-19),
- Any "look-alike" substance (including those substances as defined in 720 ILCS 570/102),
- any drug paraphernalia such as but not limited to pipes, one- hitters, rolling papers etc., and other drug paraphernalia (including those substances as defined in 720 ILCS 600/2), or any device which contains residue of an illegal substance,
- Any anabolic steroid (including those substances as defined in 720 ILCS 570/102), and
- Tobacco (including those substances as noted in 105 ILCS 5/10-20.5b and defined in 105 ILCS 5/34-18.11).
- Any substance used to achieve an altered mental state or a "high".

Insubordination--Disobedience to constituted authority; refusal to obey a directive from a teacher or staff member; unwillingness to respect authority.

Lead Teacher--A department member designated by the building principal to assume certain duties in the absence of the department chair.

Look-alike--any substance or item which is not, but reasonably appears to be, or is represented to be, the real substance or item. Examples include:

- a. a toy gun which is very difficult to distinguish, except upon close examination, from an actual gun,
- b. a green leafy plant material which is not, but is claimed, believed or intended to appear to be, marijuana,
- c. a white powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

Misconduct--Violation of rules; wrongdoing or improper behavior; a transgression of an established and definite rule.

Off-limits Areas--Areas at or within each building where students are not permitted at any time. Such areas may include but are not limited to: boiler rooms, electrical vaults, storage areas, restrooms/locker rooms designated for the opposite gender, faculty parking areas, cafeteria preparation areas, etc.

Plagiarism - To use the words or ideas of another person as if they were your own words or ideas. To steal and pass off (the ideas or words of another) as one's own. The use of (another's production) without crediting the source. To commit literary theft or to present as new and original an idea or product derived from an existing source.

Possession--Any knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student intend to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects, or vehicle may not constitute lack of knowledge. Also, for example, coming onto school grounds or to a school-sponsored event in a vehicle which the student knows contains an item may constitute possession of that item, even if the vehicle or the item is not the student's. This provision on possession applies to any policy or rule which regulates or prohibits possession of any item, such as weapons or drug paraphernalia, and such substances as tobacco, alcohol, drugs and look-alikes of such items or substances.

Probation--A period of time when a student's behavior is closely monitored and evaluated by the teacher, counselor, and administration.

Profanity and Obscenity--Irreverence or contempt; to engage in wrong or vulgar speech or actions; repulsive.

Reassignment Area--A supervised room for students who have been dismissed from the regular classroom or assigned elsewhere for disciplinary reasons. Students may have the option of serving a Saturday REA in lieu of a weekday reassignment.

Review Board--A committee at East, South, and West chaired by the assistant principal for students which determines consequences for serious violations of school rules during extracurricular activities. The committee includes the coach or sponsor who directly supervises the student in the activity affected and the department chair or athletic director responsible for the activity affected. The head coach or sponsor of the activity affected may be asked to serve on the committee at the option of the Review Board Chair.

Stealing--To take or knowingly possess the property of another without permission.

Suspension--Temporary removal of a student from school and all school activities for up to ten school days depending on the seriousness of the student's misbehavior. The deans, assistant principals, principals, and the Superintendent may suspend. A student who is suspended shall not be on campus or at any school district activity on weekend and/or holidays while on suspension.

Tardy--Being late to class or school.

Terrorist-type Activities--Any act, threat, hoax or prank of a terrorist nature, especially involving weapons, explosives, biological agents, or dangerous materials or look-alikes of any such items.

Unassigned Time--School time for which the student earns no credit such as lunch periods or study period.

Vandalism--Willful or malicious destruction or defacement of public or private property.

Weapons--Weapons, guns, knives, "look-alikes" or any device attempted to be used to cause bodily harm, (including, but not limited to locks, pens, pencils, bats, etc.) and any other device defined by law as a weapon.

Section III **EXTRACURRICULAR CODE OF CONDUCT**

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207
MAINE EAST HIGH SCHOOL
MAINE SOUTH HIGH SCHOOL
MAINE WEST HIGH SCHOOL

PHILOSOPHY

Maine Township High School District 207 offers a variety of extracurricular programs to provide additional opportunities to students. Participation in these activities is highly encouraged but remains a privilege. Students choosing to participate in these activities accept the responsibility of representing their school both in the community and at school.

These extended responsibilities include holding students who choose to participate to a higher standard of conduct as a condition of participation. The goals of an extracurricular program are to offer students direction in developing healthy living habits, discipline, leadership, teamwork, citizenship skills and respect for structure, rules and responsibilities. Individual initiative, character and teamwork can only be developed when there is team cooperation with established procedures. We believe this Code will help make participation in our extracurricular program a strong and enduring learning experience. District 207 staff remains committed to developing the whole person.

PURPOSE

All students involved in extracurricular activities shall comply with these rules and regulations and conduct themselves in a manner that will bring credit and honor to themselves, their schools and their communities. The Code defines the specific rules for student participation in extracurricular activities and guidelines and procedures to be followed for violations, which may also be applied to student behaviors as defined in Section II of the District 207 Discipline Procedures.

PROHIBITED CONDUCT

Prohibited conduct is any possession, delivery or use of a prohibited substance or look-alikes and any criminal activity, including involvement with gang-related activities and/or secret organizations.

DEFINITION OF TERMS

Prohibited substances are:

- All alcohol, regardless of vessel of travel.
- Tobacco
- All “controlled substances” such as Cannabis, Ecstasy any and all “controlled substances” as defined in Illinois law (see 20ILCS 570/102, Section 102(f)) except when prescribed for a student by a licensed physician.
- Any drug paraphernalia, as defined in Illinois law (see for example 720 ILCS 600/2 Sec. 2(d)) such as but not limited to pipes, one-hitters, rolling papers or any device or item that contains residue of an illegal substance.
- Any anabolic steroid.
- Any substance used to achieve an altered mental state or “high” or artificially boost performance.

Use: any student who has consumed or used any amount of tobacco, a controlled substance, marijuana, alcohol or intoxicants will be considered under the influence.

Possession: any student having knowledge of, and any control over, an item. Control includes, but is not limited to, having access to an item in a school locker, personal effects, a vehicle, or other place where the item is located. It is not necessary that a student

intended to control the item. A student may acquire knowledge of an item visually, by being told about the item, or through other sensory perception. A student's knowledge will be determined based on the surrounding circumstances, not just the student's statements. For example, "forgetting" that an item is in one's locker, personal effects or vehicle does not constitute a lack of knowledge. A student also acquires knowledge when that student attends a party or event at which minors are in possession of or consuming a prohibited substance. A student who is in attendance at a party where minors are in possession of or consuming a prohibited substance is considered to be in possession of that substance.

Delivery: a transfer, or attempted transfer, of possession or control to another person whether or not the substance or item is in that person's immediate presence. Delivery includes, but is not limited to any gift, exchange, sale or other transfer with or without payment or other consideration.

Look-alike: any substance or item which is not, but reasonably appears to be, or is represented to be a Prohibited Substance. Examples include, but are not limited to (a) a green leafy plant material, which is not, but is claimed, believed or intended to appear to be marijuana; and (b) a white powdered substance which is not, but is claimed, believed or intended to appear to be a toxic chemical or biological agent.

Extracurricular Activities: include all activities sponsored or approved by District 207 or any of its schools other than academic classes, such as but not limited to athletics, band, plays, choral groups and clubs.

Criminal Activity: any activity that would constitute a violation of any state or federal criminal law, other than minor traffic offenses. However, proof beyond a reasonable doubt is not required.

Gang and/or Secret Organization Affiliation: any ongoing organization, association or group of three (3) or more persons whether formal or informal, having as one of its primary activities the commission of one or more criminal acts or acts in violation of school rules, that may have an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or have engaged in a pattern of criminal activity or activity relating to the violation of school rules.

Review Board: the Assistant Principal for Students in addition to the Athletic Director or Fine Arts Chairperson as well as a guidance counselor, coach, club/activities sponsor, social worker, dean or other school personnel that are appropriate as determined solely by the Principal shall constitute the school Review Board.

APPLICATION OF CODE

This Code of Conduct is in effect 24 hours a day, every day of the calendar year. It applies to incidents of Prohibited Conduct on or off school property, whether in season or not, and whether school is in session or not. Violations of the code accumulate throughout a student's high school career.

Violations of the Code are limited to incidents of Prohibited Conduct verified by District 207 staff or law enforcement agencies or by an admission of guilt. Direct reports from law enforcement agencies of Prohibited Conduct will be investigated. Arrest for criminal activity or reasonable evidence of criminal activity, may result in imposition of consequences under this Code. Anonymous or secondhand reports of possible Prohibited Conduct will not be investigated absent substantive confirming information. A Code violation is verified if, by the information available, it appears more likely than not a Code violation has occurred.

The consequences of Prohibited Conduct in violation of this Code are separate from and in addition to those assigned for violating school rules, school district policies and the law. This Code in no way limits the authority of the administration, coaches, club sponsors or the Board of Education to impose other or additional consequences in accord with school rules and district policies.

Any student who represents himself/herself to District 207 staff, as having a substance abuse problem will have full practice and participation privileges as long as the following conditions are deemed satisfied by the District 207 administration:

1. admission of the abuse is not initiated by the student as a means of escaping disciplinary action;
2. the student and/or parents(s) receive counseling;
3. the student and/or parent(s) provide proof of their successful completion of such counseling; and
4. the student does not violate any of the Code rules after he/she admits to abuse.

PROCEDURES

The following procedure will take place in enforcing the Extracurricular Code:

1. Reasonably credible reports of violations of this Code will be investigated by the Principal or designee at the school at which the student is enrolled. The investigation will include an interview of the student and parental notification.
2. After completion of the investigation, the Principal will consult with the Executive Committee for a determination as to whether a violation of the Code has occurred.
3. At the direction of the Principal after the Executive Committee's determination, the Assistant Principal for Students will schedule a Review Board hearing within three (3) school days of the completion of the investigation of the misconduct. Parents or guardians, student and other appropriate school staff will be invited to participate in the hearing. (South has different practice)
4. The Review Board will consider all the relevant information, including the student's cooperation, and apply consequences appropriate to the circumstances, including prohibiting the student's participation in practices and rehearsals.
5. If new information becomes available, parents may request a second Review Board hearing from the Assistant Principal for Students.
6. The student or his/her parent or guardian may request a review of the Review Board's decision by the Principal. This request must be made in writing to the Principal within five (5) business days of the receipt of the Review Board's decision and must articulate the reason(s) that a review should be granted.

7. The Principal will determine if the consequences should be upheld, reversed or modified. An appeal of the Principal's decision must be filed with the Superintendent within five (5) business days of the delivery or attempted delivery of the Principal's decision.

CONSEQUENCES

A principle purpose of this code is to deter Prohibited Conduct; accordingly the Assistant Principal for Students, the Review Board, the Principal, the administrative staff and others involved in effecting this code shall do so in a manner which takes into consideration the rehabilitation of students who have engaged in Prohibited Conduct. Among other steps, consequences may be deferred or abated for students who: 1.) Enroll in a school-approved intervention program; 2.) Commit to perform community service, such as speaking to student groups about their experience, or other services approved by the Review Board; and 3.) Otherwise redress their conduct and undertake steps to avoid future Prohibited Conduct.

Subject to the foregoing, students who are found to have violated this code of conduct will be suspended from participation in extracurricular activities in accordance with the guidelines set forth below. The

Assistant Principal for Students and the Principal upon review shall have the discretion to determine the severity of the consequences, based on the circumstances surrounding the misconduct. A student not involved in extracurricular activities at the time of the violation will be assigned a consequence beginning upon his/her next involvement in an extracurricular activity.

Any assigned consequences for the Code violation are in effect during any request for a review. A student suspended from school shall be ineligible to attend or participate in any extracurricular activities during the period of suspension unless the Assistant Principal for Students determines otherwise.

PENALTIES FOR PROHIBITED CONDUCT

1st Offense: The student will be suspended from participation in the extracurricular activity. The Review Board shall have discretion to determine the date(s), duration, and nature of all suspensions. Generally, the student may be prohibited from participating in up to 40% of the extracurricular activity. If the current extracurricular activity ends before the suspension is completed, the suspension will be completed or served in the first extracurricular activity in which the student next participates. The student may choose to participate in a District 207 approved intervention program, for example substance abuse, to reduce the suspension to half the assigned consequence. Failure to successfully complete the program will result in the student serving the full and original consequence.

2nd Offense: A second violation of the code will result in suspension from all extracurricular activities for up to one calendar year from the date of the Review Board's decision.

3rd Offense: The student will be excluded from all extracurricular activities for the remainder of his/her high school career in Maine Township District 207.

An account including investigation, details and findings for a student's 2nd or 3rd offense under this Code, along with a description of the consequences imposed, shall be provided to the Board of Education by the Review Board.

ACTIVITIES COVERED BY THE EXTRACURRICULAR CODE OF CONDUCT

All participants in school-related sports, student productions, student activities and qualifying clubs and student organizations are covered by this Code.

STUDENT SERVICES

RIGHTS AND OBLIGATIONS FOR PARENTS, STUDENTS, AND SCHOOLS

Parents, students and the school have certain rights and obligations under the Illinois School Student Records Act (ISSRA) Chapter 122, Par. 50-1 et seq. of the Illinois Revised Statutes (1985) which can be found in the 23 Illinois Administrative Code 375. Similar rights and obligations exist under the Federal Family Educational and Privacy Rights Act, 20 U.S.C. Sec. 1232g et. seq. and the United States Department of Education's regulations implementing the Act, 34 CFR part 99. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in and may be obtained from the office of the school records custodian and the district superintendent.

PERMANENT RECORDS

Permanent records consist of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release of permanent record information, and may also consist of records of awards and participation in school-sponsored activities and college entrance examination scores. No other information will be placed in the student permanent record. Permanent records are maintained by law for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

TEMPORARY RECORDS

Temporary records consist 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, discipline records, psychological and personality test results, and teacher evaluations of student performance. Special education records are also considered a temporary record. A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every four years or upon a student's change in attendance centers, whichever occurs first. Schools by law do not maintain temporary records for longer than five years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

VIEWING RECORDS

Temporary student records will be destroyed 5 years after a student graduates or withdraws from Maine South High School. Parents, or any person specifically designated as a representative by a parent, have the right to inspect and copy all permanent and temporary records within a reasonable time- in no case later than 15 school days after the date of receipt of such request by the official records custodian and SPS director. Students also have the right to inspect and copy their school student permanent records as well as their temporary records. The cost of copying school student permanent records and/or temporary records is 25 cents per page.

At the option of either the parent or the school, a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, may be present to interpret the information contained in the student temporary record. The school secures and pays for the cost of the services of any district-employed professional whether the professional is there at the request of the parent or the school. Students and parents may obtain copies of their records by requesting them in writing.

CHALLENGING RECORDS

If the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, is challenged, parents may request a hearing with the school.

The request for a hearing must be submitted in writing to the school and contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference will be held within 15 school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

In case of a formal hearing, a hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials of the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.

If there is an appeal, notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question, and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final, and may be appealed to the Circuit Court of the county in which the school is located.

A complaint regarding compliance with the federal law and regulations on student records may also be filed with the United States Department of Education under Section 99.64 of the department's Family and Educational Rights and Privacy Regulations.

Parents may insert in their student's 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.

ACCESS TO RECORDS

School student records or information contained in them may be released, transferred, disclosed or otherwise disseminated, to a parent or student or person specifically designated as a representative by a parent.

They may also be released to an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in furtherance of such interest.

They may also be released to the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school.

They may also be released 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 has signed an affidavit agreeing to comply with all rules and statutes regarding school records.

They may also be released pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order, of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect, copy and challenge the contents of the school student records.

They may also be released to any person as specifically required by state or federal law, provided that the person furnishes the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. 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.

They may also be released 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.

They may also be released 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 designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records.

Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person to have access to such information without the prior consent of the parents.

A record of any release of information must be maintained for the life of the school student records and must be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information and a copy of any consent to such release.

STUDENTS WHO REACH 18

All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. Parents of students who are 18 and older should share this information with them.

RELEASE OF STUDENT RECORD INFORMATION

Directory information may be released to the general public unless the parent requests that any or all such information not be released. It includes name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

DISABLED STUDENT REGULATIONS

Upon graduation or permanent withdrawal of a disabled student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record.

Student temporary records will be destroyed no later than July 1 of the fifth year after the student's permanent withdrawal from educational programs or graduation, whichever occurs first. Records will also be reviewed at the end of twelfth grade or upon a student's change in attendance center, whichever occurs first, to verify entries and to eliminate or correct all out-of-date, misleading, inaccurate, unnecessary or irrelevant information.

PROGRAM LEVELS

The educational program is offered at many levels of instruction tailored to the varied abilities of the student body. Students are selected for these programs on the basis of their placement test scores, teacher recommendations, and past achievement.

REGULAR

The regular program is designed for the average student in Maine Township. Because the Maine high schools are acknowledged to be among the nation's best, the performance of average students in Maine is above average when compared to the performance of students across the nation. Regular classes provide them with opportunities to pursue programs of study that challenge them at their ability levels while encouraging and cultivating academic interests.

ACCELERATED

The accelerated program is designed for high-ability, high-achieving students in Maine Township. Although students who are placed in accelerated classes generally score above the 90th percentile in nationally normed tests and demonstrate high performance. All students may discuss with their counselor, the possibility of taking accelerated courses. Accelerated classes provide them with opportunities to pursue programs of study that challenge them at their ability levels while encouraging and cultivating academic interest. They also prepare students to enroll in advanced placement classes.

ADVANCED PLACEMENT

The advanced placement program is designed for students who have completed a sequence of accelerated classes. Advanced placement classes provide able and ambitious students with an opportunity to study college level courses during high school. By taking special examinations, these students may gain advance standing and/or credit in college. **Students taking advanced placement courses are expected to complete the advanced placement exams.**

TRANSITIONAL

The transitional program is designed for students in Maine Township who have difficulty in the areas of English, mathematics, science and/or social science. These classes provide these students with the extra help they need to equip them with the skills to pursue course work at the regular level.

SPECIAL EDUCATION

A continuum of Special Education services is available at Maine South to students with disabilities. Programs and services are determined only through multi-disciplinary staffings after the full case study process is completed and eligibility for Special Education is determined.

GRADUATION REQUIREMENTS*

In order to graduate from the Maine Township high schools, students must earn a minimum of 23.25 units of credit including:

- Four units of English.
- Three units of mathematics. Computer courses do not meet the three unit requirements in mathematics.
- Three units in courses offered by the social science department including one unit in U.S. history and one-half (½) unit in government.
- Three units of a laboratory science.
- Satisfactory completion of one-fourth (¼) unit, or exemption from, physical education during each semester of high school enrollment with the exception of one semester while enrolled in health. The academic grade point average and class ranking does not include physical education. Students do have the option to report a non-weighted rank that does include physical education.
- Satisfactory completion of one-half (½) unit of health. The grade point average and class ranking includes the health grade.
- Satisfactory completion of one-quarter (¼) unit of consumer education. Successful completion of a course in introduction to business or home planning and interior design, economics, exempts students from the ¼ unit requirement of consumer education. Students are also exempt by satisfactorily completing the consumer education proficiency examination. The grade point average and class ranking does include consumer education.
- Thirty (30) hours of instruction in safety education (driver education classroom instruction). The driver education course grants one-half (½) unit of credit if taken in one of the Maine Township high schools; the district may waive this requirement upon presentation of successful completion of a driver education course from a private agency. The grade point average and class ranking does not include driver education.
- Two units of credit from any of the following: fine arts (art, music, speech and drama), foreign language, or applied arts and technology (family and consumer sciences, business, and applied technology).
- One-quarter (¼) unit of oral communication. The grade point average and class ranking include the oral communication grade.
- Pass an examination on the Declaration of Independence, the flag of the United States, the Constitution of the United States and the Constitution of the State of Illinois.
- Five units of elective credit.

* Please refer to Board Policy regarding any other specific graduation requirements.

HOW TO PREPARE FOR COLLEGE AND THE WORKING WORLD

The recommended requirements for entrance into a four-year college include a minimum of four years of English, two or three years of social science, two years of the same foreign language, two years of laboratory science and three years of mathematics including algebra and geometry.

Highly selective schools or specific areas of study such as engineering may have additional requirements. College options do exist for students who do not meet some of these requirements. It is strongly recommended that all students enroll in the most rigorous academic program available to them.

Many mid-western colleges and universities require twelve units of college preparatory work, class rank in the upper half and satisfactory scores on either the ACT (American College Test) or SAT (Scholastic Aptitude Test). Students usually take these tests in the spring of their junior year in high school. Students are urged to discuss their plans with their counselor and/or the career counselor.

A computerized guidance information system that provides additional information regarding colleges, financial aid and occupations is available in the Career Resource Center. Students may also consult college catalogs to review the specific entrance and graduation requirements of any college.

STATE UNIVERSITIES IN ILLINOIS

The minimum college admission requirements for a baccalaureate degree program in Illinois vary somewhat among the ten institutions. Students should check with individual Illinois public colleges and universities to verify the high school courses required for admission. The following is a general guideline:

- Four years of English
- Three years of mathematics including algebra 2 and geometry. Some universities now require trigonometry.
- Three years of laboratory sciences (2 at some campuses)*
- Three years of social sciences (2 at some campuses)*
- Two years of electives in foreign languages, music, art, and/or vocational education
- Two years of foreign language is required at the University of Illinois at Urbana/Champaign
- Two years of either one foreign language or the fine arts is required at Illinois State University
- Two to four years in additional flexible academic units at some campuses*

* Illinois State University, University of Illinois at Chicago, University of Illinois at Urbana/Champaign

SCHOOL COUNSELING

School counselors in their Student Services Teams provide many services to students and parents including a four-year developmental guidance program that ensures that every student in the Maine high schools receives the same curriculum related to guidance.

Many of the guidance-related activities are initiated by students, parents and school personnel as needed. Counselors try to anticipate and react to the needs of students and parents. However, for counselors to be most effective, it is important that there be open communication between the home and school.

Parents may make an appointment by calling the counselor to whom the student is assigned. A number of specialists are available to assist students and their families. The school social worker, psychologist, nurse, reading consultant, speech therapist and special education staff are available on recommendation or referral basis through the counselor. Parents may also contact the social worker directly. The career counselor is a resource person for students, parents and staff.

Work permits are also available from the registrar in the Student Personnel Services Department in the main office.

CAREER RESOURCE CENTER

The Career Resource Center (CRC) located in room C147B provides a wealth of information about career and college options. Resources include several computer-based career and college search programs, printed and audio-visual materials, part-time employment opportunities, military careers, and an extensive collection of books and pamphlets on careers, colleges, technical schools, scholarships and financial aid. Appointments for juniors and seniors to meet with one of more than one hundred and fifty college representatives are scheduled through the CRC. Mrs. Stephanie Maksymiu, a specialist in career and college counseling, is available to assist students and families on college or career related issues. The CRC is open from 7:30 a.m. to 4:00 p.m. daily. The CRC phone number is (847)692-8186.

STUDENT PROGRESS

Report cards issued at the end of each quarter give students and parents an indication of student progress in each course. In addition to the grades, report cards also show the total number of days absent as recorded by the attendance office for each grading period and the number of absences for each class as recorded by each teacher.

Supplementary Progress Reports are issued in the middle of each quarter. Teachers are required to notify parents when a student's performance falls below the minimum level at which a passing grade can be given.

CREDIT

The Maine Township high schools have courses that are one quarter, one semester and two semesters in length. One-quarter credit in all one-quarter courses and one-half credit in all one-semester courses, with the exception of physical education, is granted upon successful completion of the course. Most District 207 courses are two semesters in duration. One credit is granted upon the successful completion of both semesters. **It is recommended that students be enrolled in five (5) courses and physical education for each semester of attendance.**

GRADING SYSTEM

Grades earned for each semester are entered on the permanent record and are cumulative. They represent the quality and quantity of work completed and the degree of mastery of the subject and are expressed in letters.

- A Indicates that the student has done work of exceptional quality.
- B Indicates that the student has done above average work.
- C Indicates that the student has done satisfactory work.
- D Indicates that the student has done below average work.
- F A grade that carries no credit indicating that the student has not met the minimum requirement of the course.
- X A grade that carries no credit indicating that the student has an opportunity to secure a passing grade by doing satisfactory work during the subsequent ten-week period. Used sparingly, it is intended for students who enter too late to complete enough work to receive a grade. Conditional grades may be given at the end of the first, second or third quarters of two semester classes or at the end of the first quarter of one semester classes.
- I A grade that carries no credit indicating that the student has not completed the work because of illness. An I (incomplete) at the end of a quarter must be made up within the first six weeks of the following quarter or a failure is automatically recorded.
- NG A grade that carries no credit and may be used in situations where a student is auditing a class that has been approved in advance by the Director of Student Personnel Services or the Executive Committee.

The Building Executive Committee will respond to all requests to withdraw from courses. A course that is dropped during any quarter will either not appear on the student's permanent record or will be recorded as a failure "F" based upon the following guidelines:

- Any course that is dropped because of a scheduling error, or to balance class size, will not appear on the student's permanent record.
- Any course that is dropped with the approval of the Executive Committee while the student is passing will not appear on the student's permanent record.
- Any course that is dropped while the student is failing will be recorded as failure, "F."
- Any request to drop a course after the ninth week of school will be denied unless extenuating circumstances can be demonstrated.

PA A grade that indicates that a student is passing a course that is being taken pass/fail.

GRADE POINT VALUES

In order to recognize the difficulty level of various courses in Maine Township High School District 207, grades in certain courses receive different point values:

	<u>Accelerated & AP</u>	<u>Regular & Transitional</u>
A	5	4
B	4	3
C	3	2
D	1	1
F	0	0

A special education student will be graded pursuant to the scale denoted above for the classes in which he or she is enrolled.

PASS/FAIL PROCEDURE

The pass/fail procedure was developed to give students new opportunities for learning without the pressure of grades. Passing grades received under the pass/fail system are designated on grade reports and official transcripts as satisfactory (PA). Failing grades received under the pass/fail system are designated on grade reports and official transcripts as an "F." A failing (F) grade will be computed in a student's total grade point average. Students may take any one-half credit or one credit course during the regular school year, as well as summer school, pass/fail according to the following guidelines:

- Students may petition to take courses pass/fail only if they are registered for more than four full credit courses. If a student who is taking a fifth course pass/fail decides to drop a course that is being taken for a letter grade, the pass/fail course must be taken for a letter grade.
- Students must meet all prerequisites for admission to any class they wish to take pass/fail.
- Accelerated and AP courses may not be taken pass/fail.
- Courses required for graduation may not be taken pass/fail except for courses taken to complete the two-year graduation requirement in applied arts and technology, fine arts, or foreign language.

GRADE POINT AVERAGES (GPA)

Grade point averages are used by the school to select students as Maine Scholars, members of National Honor Society and for other distinctions of educational achievement. The information is also used on official transcripts to colleges and universities and is intended to assist in the evaluation of educational achievement of Maine graduates.

Students' grade point average (GPA) is reported in two different ways: both weighted and non-weighted. The non-weighted GPA would give the exact same value to every course.

CLASS RANK

District 207 does not calculate class rank.

NATIONAL HONOR SOCIETY (NHS) REQUIREMENTS

NHS recognizes not only scholarship, but also service, leadership and character. Membership is both an honor and a responsibility for selected juniors and seniors. Students who are selected for membership are expected to continue to demonstrate the qualities which won them selection.

SOCIAL PROMOTION

The Board of Education will promote students based on students meeting the goals and standards of District 207 as embodied in the curriculum of courses of study offered by the district or in courses of study demonstrated to be comparable to that of the district.

In order to be promoted from 9th to 10th grade, a student must pass 5 units of credit. In order to be promoted from 10th to 11th grade, a student must pass 11 units of credit. In order to be promoted from 11th to 12th grade, a student must pass 17 units of credit.

ACADEMIC ELIGIBILITY

The Board of Education will prohibit any student who does not meet an academic eligibility standard from participating in an extracurricular team/organization that represents a Maine Township school in competition against another school. The academic eligibility standard is defined as:

- The student must have earned credit in (passed) four full semester credits of high school work for the previous semester, excluding driver education and physical education, and
- The student shall be doing passing work in at least four semester credit high school courses per week, excluding driver education and physical education.

A student must meet both these standards to be eligible. Once meeting the initial eligibility standard based on the previous semester's credit, the student must continue to maintain eligibility on a week-by-week basis. The Superintendent shall establish administrative procedures to implement the policy.

IHSA AND NCAA ELIGIBILITY

The Illinois High School Athletic Association (IHSA) and the National Collegiate Athletic Association (NCAA) both have rules and regulations regarding eligibility. Students who participate in athletics in high school and/or wish to participate in athletics at the college level should be aware of the requirements of both associations.

Copies of IHSA and NCAA eligibility rules are available from Student Personnel Services, the Career Resource Center or the athletic director.

PROGRAM CHANGES

Students are scheduled into courses only after thoughtful deliberation regarding their abilities, interests, needs and goals. Students are permitted to enroll in any course that meets their needs and for which they have successfully demonstrated prerequisite knowledge. Enrollment in any course also requires prior parent and counselor approval.

Once programs have been approved and submitted for scheduling, changes will be made only for administrative purposes.

All other requests for program changes are discouraged. However, a student or parent who desires a program change may petition for the change in writing following the individual school procedure.

HOW THE HONOR ROLL IS DETERMINED

Students making a 4.0 or above grade average, with no grades below a B, will be named to the High Honor Roll. Students making a 3.0 or above average, with no grades below a C, will be named to the Honor Roll. All courses except for physical education and driver education are considered. Failures, D's, or an incomplete in any one-half or full credit course disqualify a student for the honor roll. A student must carry a minimum of four solids to be eligible for the honor roll. Enrollment in a pass/fail course does not disqualify a student for either honor roll unless the student receives a grade of "F" in the pass/fail course.

SUMMER SCHOOL

Each Maine Township high school provides a comprehensive summer program in both academic and non-academic areas, as well as those courses that meet special interests. Summer session courses taken for credit are acceptable toward graduation. Students may use summer school to take courses they are otherwise unable to schedule into their programs or to make up credit that they missed during the regular school year. All summer school courses meet the time requirements of accrediting agencies.

ALTERNATIVE HIGH SCHOOL CREDIT

Maine Township High School District 207 may accept credit earned by a student through Alliance for Lifelong Learning (ALL) evening high school, correspondence or internet-based courses, transferred credit and post-secondary courses from accredited colleges, universities, and specialized schools that are in compliance with District 207 procedures. Students may earn no more than six credits toward satisfying requirements for graduation through correspondence, internet-based courses or post-secondary courses. Prior to enrollment in such courses, a student must submit a request for approval to the Assistant Principal for Student Services. The Superintendent of Schools may make exceptions.

REPEAT COURSE POLICY

When a student repeats any course, the transcript will reflect all courses and all grades. The calculation of the grade point average (GPA), however, will include the highest grade for the repeated course.

INDEPENDENT STUDY

Independent Study is intended for the able student who shows interest in an area of study or who wishes to pursue a discipline in greater depth than possible through the regular curriculum. Independent Study is not intended to be used as a means of making up credits for graduation by students who have failed courses because of poor attendance, lack of ability, discipline problems, etc. Independent Study is an extension of the curriculum which affords the student an opportunity to go above and beyond the curriculum. Offering a letter grade, it counts toward the 23.25 credit graduation requirement.

A contract between the student and the teacher defines the responsibilities of the student and the teacher and specifies standards for the successful completion of the project. A calendar of deadlines is part of that contract. Independent Study is exercised only at the discretion of the teacher and is voluntary.

Both student and teacher must initiate the request for Independent Study that is forwarded to the department chairperson and approved by the Executive Committee. All requests must be submitted to the Executive Committee by the third week of the semester. No requests after that date will be honored.

TRANSFER STUDENTS

Most credits of students transferring into a Maine high school are accepted, providing the school from which they transfer is accredited by its regional accrediting agency. If the school is not accredited, the student will receive credit upon successful completion of examinations. Assignment of credit from the transfer school will be determined by the Maine high school administration. Transfer students who wish to compete on athletic teams **must** complete IHSA forms that are available in the athletic department.

GRADUATION

Maine Township High School East, South and West each have one graduation ceremony in June. Graduating seniors receive standard diplomas. Diplomas from the three Maine Township high schools differ from another only in the identification of the school. No diploma refers to the course of study pursued by the graduate nor to the graduate's academic record.

TRANSFER STUDENT GRADUATION

To make the diploma earned by each graduating senior from a Maine high school more meaningful, the Board of Education encourages students who transfer into or from a Maine high school during the last semester of the senior year to obtain a diploma from the school where they received the majority of their education.

Students who transfer into District 207 during the last semester of their senior year may complete their high school education in the Maine high schools with the understanding that the Maine principal will try to reach an agreement with the principal of the student's former school to issue a diploma. If such an agreement is not reached, the Maine principal will reevaluate the student's academic record. If the student has met the state and district requirements for graduation, the Maine principal will prepare and issue a diploma.

Students who transfer from District 207 during the last semester of their senior year may, with prior approval, after presenting evidence that the course work for a diploma has been satisfactorily completed at another approved secondary institution, receive a diploma from a Maine high school. Responsibility for initiating the granting of a diploma under this policy rests with the student or principal at the school to which the student transferred.

TEST DATES 2017–2018

2017

August 26 – Sat.	SAT.....	7:45 – 12:30
September 9 – Sat.	ACT.....	7:45 – 12:30
October 7 – Sat.	SAT and SAT Subject Test.....	7:45 – 12:30
October 11 – Wed.	PSAT 8/9 (freshmen), PSAT 10 (sophomores) and TBA PSAT/NMSQT (juniors), seniors not in attendance	
October 28 – Sat.	ACT at Maine South.....	7:45 – 12:30
November 4 – Sat.	SAT and SAT Subject Test at Maine South.....	7:45 – 12:30
December 2 – Sat.	SAT and SAT Subject Test.....	7:45 – 12:30
December 9 – Sat.	ACT.....	7:45 – 12:30

2018

February 10 – Sat.	ACT.....	7:45 – 12:30
March 10 – Sat.	SAT (Regular SAT only).....	7:45 – 12:30
April 14 – Sat.	ACT at Maine South.....	7:45 – 12:30
May 5 – Sat.	SAT and SAT Subject Test at Maine South.....	7:45 – 12:30
May 7 - 18	Advanced Placement Examinations.....	TBA
June 2– Sat.	SAT and SAT Subject Test.....	7:45 – 12:30
June 9 – Sat.	ACT at Maine South.....	7:45 – 12:30

ONLINE RESOURCES - GUIDANCE

south.maine207.org

To access the Career Resource Center website: click on “Parents”, then “Curriculum & Installation” then “Student Services”, to find information on college and career planning, financial aid and scholarships and upcoming events.

District 207 has purchased Internet subscriptions you can access from any Internet connected computer for your post high school planning. Students may take career interest inventories at

<http://bridges.com>.

Site ID: 0017875

Password: hawks

To complete the “Do What You Are” interest inventory: Click on the “register here” blue oval to begin the program, or use the “Choices Explorer” to access career information.

www.ilworkinfo.com

Click on “ICRN”. Click on “CIS”.

Enter user name: **Illinois**, then password **careers**, to find career inventories, occupational information, college and university searches and vocational school searches.

<https://connection.naviance.com/mainesouth> - Family Connection Program

College search tools to compare your academic credentials to previous years classes (scattergrams). Go directly to college websites. Keep track of which schools you are considering, etc.

HEALTH INFORMATION

The Mission of the Health Office is to enhance the educational potential of all students by promoting wellness and facilitating the resolution of health concerns which create barriers to learning. Teens are encouraged to develop skills they need to take ownership and responsibility for their own health and wellness.

The Health Office is staffed by a full time certified school nurse, a registered nurse and secretary. Students are assisted with immediate health concerns, injuries and chronic medical challenges. Emergency care is provided, however, the Nurse’s office is not a substitute for the family physician who is the person to be consulted for diagnosis and treatment.

The School Nurses work closely with all members of the student services teams which includes deans, guidance counselors, school psychologists, and social workers.

PHYSICAL AND IMMUNIZATIONS

Under State law, all incoming freshman are required to have a current health examination along with required immunizations. Transfer students from in state/out of state/out of country, who have not previously had a 9th grade health exam/immunizations, will also need an updated physical/immunizations before attending classes.

The required immunizations are:

- (3) DTP/DTap-Diphtheria Tetanus and Pertussis
- (1) DTap (regardless of the interval since last DTap, DT or TD)
- (3) Polio
- (2) MMR – Measles, Mumps, Rubella
- (3) Hepatitis B
- (2) Varicella

As of 2015, any child entering 12th grade must show proof of having received two doses of the Meningitis vaccine (Menactra/MCV4) on or after the 10th birthday or a single dose on or after the 16th birthday.

Unless the student is homeless, failure to comply with the above requirements will result in student's exclusion from school until the required health forms are presented to the Health Office.

A student may be exempted from this policy's requirement on religious or medical grounds. To receive religious exemption, parent/guardian must submit the *Illinois Certificate of Religious Exemption* Form which must be signed by parent and health care provider. A medical exemption can be given with a signed physician statement which can be attached to the student's *Certificate of Child Health Examination* form.

ILLNESS

A student who becomes ill during the school day must secure a pass from his/her teacher. Students should not stop at the Health Office between classes except for an emergency, i.e. bleeding, fainting, vomiting or injury. If a student needs to be sent home due to illness/injury, the school nurse will notify the parent/guardian or someone designated by the parent/guardian. Parent/Guardian is responsible for providing transportation for the student being sent home or permission is given for student to drive/ walk or take the bus home. Students will be expected to sign-out in the SST office.

MEDICATION POLICY

Students should not take medication during school hours unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours, whether it be prescription medication or OTC (over the counter) medication such as Tylenol, an *Authorization and Permission for Administration of Medication* form must be completed by their physician and signed by a parent/guardian. Medication must be brought to school in a container properly labeled by the pharmacy or OTC medications should be in their original containers and given to School Nurse to dispense as per physicians' written order.

A student may possess an epinephrine auto-injector (EpiPen), blood glucose meter and/or asthma inhaler medication for immediate use at the student's discretion, provided that the *Authorization and Permission for Administration of Medication* form has been completed by their physician and signed by parent/guardian. Medication forms must be renewed every year.

PHYSICAL EDUCATION EXCUSE

Parents may request in writing a temporary excuse from participation in physical education for up to three (3) days in one semester due to illness or injury. If any more than 3 days are required, student must provide a written note from their physician stating the reason for the excuse and anticipated length of the excuse. Students should bring physician note to the Health Office. Students will be expected to make arrangements with their teacher to make up missed days.

SCHOOL-BASED HEALTH CENTER

The School Based Health Center is housed at Maine East High School and is available to any student attending a District 207 school. Health Center staff includes several physicians, nurse practitioner, mental health worker and a secretary. The Center provides a broad range of health care services ranging from school and sport physicals, acute problems such as strep and injuries along with more chronic problems such as asthma or diabetes. Clinic hours are 8-4, Monday through Friday.

LIBRARY RESOURCE CENTER

- Hours: 7:00 a.m. until 4:30 p.m. daily
- The LRC may be closed on some days for testing or other school-related purposes. Students will be informed of closings in advance whenever possible.
- All students are welcome and encouraged to come to the LRC to read, study, conduct research, work on projects and engage in other curriculum-related activities

LIBRARY RESOURCE POLICIES

- Students should be reading or engaged in curriculum-related activities while utilizing the LRC. Students may talk softly when conversation is related to academic work if they are seated in the collaborative zone in the front of the LRC. The remaining area is a silent zone, except when used for instruction.
- Students who utilize the library must have their ID card and scan into the attendance scanner before the late bell rings.
- Students must remain in the LRC for the duration of the period in which their attendance was taken.
- Students may use mobile computing devices such as cellular telephones, tablets, iPods, and e-readers as long as they are silenced, utilized in connection with curriculum-related activities and not used to make calls.
- Students may use desktop computers based upon availability.
- Water bottles are permitted in all areas except for computer labs; other food and drink are not permitted in an effort to protect library materials.
- On days when the LRC has multiple classes scheduled there may be limited seating available for study hall students.
- Copier and color printer are both available for curriculum use.
- The Maine South ID card serves as the Library card for the LRC.
- Books may be checked out for three weeks with the exception of special collections.
- If a book is over 30 days past due, the book is deemed lost and the student will be charged the replacement cost of the lost book if it is not promptly returned to the LRC.
- A returned book that is damaged and cannot be put back in the collection will result in a charge to the student equal to the replacement cost of the damaged book.
- Quick print kiosk computer is for printing purposes only.
- For additional policy information, please refer to the LRC Policies Webpage:
<http://slibguides.maine207.org/c.php?q=261429&p=1746371>

ONLINE RESOURCES

The Maine South LRC's online resources include e-books and thirty-three databases with access to extensive reference, magazine and newspaper articles, images, videos and other information. Students have remote access 24/7 to all of the databases. Go to the databases tab on the LRC homepage, click on the link to access databases from home and then follow the instructions to remotely access the databases with the student's Gmail user name and password.