



2016-2017



Maine Township High School West

Handbook for Parents

Important Information for Successful High School Years

As parents, you are an important part of Maine Township High School District 207. When your children come to our schools, you and they become part of a team of administrators, teachers and educational support staff who cooperate each day to provide a nationally recognized secondary education program for the young people of Maine Township.

Because you are vested in your child's education, we want you to have all the necessary information to help ensure successful high school years. Your commitment to the learning process is vital to the fine educational environment that has led Maine high schools to be acknowledged as among the nation's best. Please use this booklet as a handy reference on student matters while you are a member of the District 207 team.

Sincerely,

Dr. Audrey Haugan, Principal

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 lifelong 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

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.

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Maine Township High School West
1755 South Wolf Road, Des Plaines, IL 60018
Main Number: (847) 827-6176
Fax Number: (847) 296-4916
Attendance Number: (847) 827-7746
Family Center: (847) 803-5869

ANONYMOUS ALERTS

Students or parents in the school community can anonymously submit any suspicious activity, bullying or other student related issues to a school administrator(s). We encourage you to report important issues. Once you complete the contact form below, you will receive a confirmation that your information has been submitted to the school district. **False reporting will be taken seriously to the full extent of the law.**

This system will be monitored between the hours of 7 am to 6 pm during the school year.

Please do not use this system for issues requiring immediate assistance. **If this is an emergency requiring immediate assistance, please call 911.**

Parents Right to Know Qualifications of Educators

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Although all faculty members selected by Maine Township District 207 are highly qualified instructors, if you wish to obtain information on your child's teacher, you may submit a written request to me, Dr. Audrey Haugan, Principal, Maine West High School, 1755 South Wolf Road, Des Plaines, IL 60018. You will receive a response to your request within 30 days.

Sincerely,

MAINE TOWNSHIP HIGH SCHOOL WEST



Dr. Audrey Haugan
Principal

Maine West Staff Members

To talk to a Maine West staff member, call 847/827-6176.

Principal

Dr. Audrey Haugan

Associate Principal

Mr. David Matkovic

Assistant Principal for Students

Mr. John Aldworth

Assistant Principal/Teaching & Learning

Mr. Ben Collins

Assistant Principal Student Services

Dr. Claudia Rueda-Alvarez

Deans

Ms. Bridget Thompson Dunne

Mr. James Dvorak

Mr. Richard Wolf

Counselors

Ms. Gilit Abraham, Career Counselor

Ms. Allyson Adams

Ms. Carla Bader

Mr. Shamoan Ebrahimi

Mrs. Rosanna Giricz

Mr. Eliades Hernandez

Ms. Elizabeth Hoover

Ms. Katelyn Panke

Mr. Alain Roy

Nurses

Ms. Connie Arnold

Ms. Eileen Khasho

Psychologists

Mrs. Lynn Groeling

Ms. Cristina Ramirez

Mr. Brian Spicer

Social Workers

Ms. Hannah Kralovec

Ms. Sara Wadhwa

DEPARTMENT CHAIRS/LEAD TEACHERS

Athletic Director

Mr. Jarett Kirschner

Career and Technical Education

Kimberly Jablonski

Driver Education

Mr. John Aldworth

English

Dr. Tim Pappageorge

English as a Second Language/Bilingual

Mr. Alan Matan

Fine Arts

Mr. Patrick Barnett

Foreign Language

Mr. Alan Matan

Mathematics

Mr. Michael Smith

Physical Education

Mr. John Aldworth

Mr. Michael Godlewski, Lead Teacher

Science

Mr. Jay Payne

Social Science

Ms. Susan Gahagan Mueller

Special Education

Ms. Kathleen DiSanza

**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207
2016-2017 SCHOOL CALENDAR**

August 2016			
First Day of School for ALL Students		August 15	Monday
September 2016			
Meet the Teacher Evening		September 1	Thursday
Early Dismissal		September 2	Friday at 12:45
Labor Day	NO SCHOOL	September 5	Monday
October 2016			
Early Dismissal		October 6	Thursday at 12:45
Parent Teacher Conferences		October 6	Thursday
Institute Day	NO SCHOOL	October 7	Friday
Columbus Day	NO SCHOOL	October 10	Monday
First Quarter Ends		October 14	Friday
Half Day Testing		October 19	Wednesday
November 2016			
Veteran's Day – <i>Students in Attendance</i>		November 11	Friday
Non-Attendance Day	NO SCHOOL	November 23	Wednesday
Thanksgiving Day	NO SCHOOL	November 24	Thursday
Non-Attendance Day	NO SCHOOL	November 25	Friday
December 2016			
First Semester Finals		Dec. 20, 21, 22	T, W, TH
First Semester Ends / Winter Break Begins		December 22	Thursday at 1:00
January 2017			
School Resumes after Winter Break		January 9	Monday

Martin Luther King Day	NO SCHOOL	January 16	Monday
February 2017			
Institute Day	NO SCHOOL	February 17	Friday
Presidents' Day	NO SCHOOL	February 20	Monday
March 2017			
Third Quarter Ends / Spring Break Begins		March 17	Friday at 3:15
School Resumes after Spring Break		March 27	
April 2017			
Non-Attendance Day	NO SCHOOL	April 14	Friday
May 2017			
Graduation		May 21	Sunday
Semester Two Finals		May 24, 25, 26	W, TH, F
School Dismissed/Second Semester Ends		May 26	Friday at 1:00

Progress/Semester grades available online on these dates:

September 15

November 17

February 9

April 27

October 20

December 27

March 30

June 1

Attendance Regulations

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, including weekends. Excessive absences that are not 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. High School District 207 believes that regular class attendance fosters successful academic performance and the full development of punctuality, self-discipline and individual responsibility.

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

B. Unauthorized Absenteeism from Class

When a student is absent from class without authorization, the disciplinary consequences to be assigned will range depending on the frequency and duration of the unauthorized absence(s) from class. Such disciplinary consequences may range from one or more 20-minute detentions to a 2-4 hour Saturday detention including a loss of privileges and will become progressively more severe as the frequency and duration of the unauthorized absences increase. In all cases, the student's parent(s) or legal guardian will be notified of the unauthorized absence.

Tardies

Students are expected to be on time for school. Because classes begin at 7:45 a.m., students should plan to arrive on school grounds 10 minutes prior to their first class. **Students who arrive after the official start of their school day must report to the tardy supervisors as follows: Period 1A - Attendance Office, Period 1 - Student Cafeteria; Period 2 through Period 9 - Attendance Office; students must sign in before reporting to class.**

Because unusual circumstances may prevent a student from arriving to school on time, each student is allowed two unexcused tardies without consequences per year. Third and subsequent unauthorized tardies will result in escalating consequences. Tardies may only be

excused for illness, court appearances, funerals of family members, observation of religious holidays, and/or extreme family emergencies. The parent or guardian must call by 1:00 p.m. the day of the tardy or the tardy will not be excused. Excessive excused tardies will be referred to the Attendance Review Board for review and action.

Leaving School

Once on the school grounds or in the building, students are not to leave without obtaining a pass from a dean, counselor, school nurse, or an attendance office secretary. If a student must leave the building in an emergency, a parent must call the appropriate counselor. **In all cases, students must obtain a pass and sign out in the Attendance Office before leaving the building. If the student returns, he/she must sign in at the Attendance Office.**

Severe Weather Conditions

In the case of extreme cold, snow, heat or other severe weather conditions, school may be cancelled or the school day altered. Information about the cancellation or alteration of the school day because of severe weather conditions will be provided to radio and television stations. **Notification about weather-related school closings will also be provided through this Internet site: www.weatherclosings.com and will be posted on our school web site.**

Parent Organizations

Athletic Boosters - Ron Burton
ronald.burton@cmegroup.com

Fine Arts Boosters - Barb Grooms
grooms@wowway.com

Dollars for Scholars - Andrea Rey
arey@maine207.org

Bell Schedule

Normal School Day

Flap	7:25 - 7:45
Period 1	7:45 - 8:35
Period 2a	8:40 - 9:00
Period 2b	9:05 - 9:25
Period 3a	9:30 - 9:50
Period 3b	9:55 - 10:15
Period 4a	10:20 - 10:40
Period 4b	10:45 - 11:05
Period 5a	11:10 - 11:30
Period 5b	11:35 - 11:55
Period 6a	12:00 - 12:20
Period 6b	12:25 - 12:45
Period 7a	12:50 - 1:10
Period 7b	1:15 - 1:35
Period 8a	1:40 - 2:00
Period 8b	2:05 - 2:25
Period 9	2:30 - 2:50
Period 9b	2:55 - 3:15

Late Arrival Wednesday*

Flap	8:30 - 8:48
Period 1	8:48 - 9:27
Period 2a	9:32 - 9:48
Period 2b	9:53 - 10:10
Period 3a	10:15 - 10:32
Period 3b	10:37 - 10:54
Period 4a	10:59 - 11:15
Period 4b	11:20 - 11:37
Period 5a	11:42 - 11:59
Period 5b	12:04 - 12:21
Period 6a	12:26 - 12:42
Period 6b	12:47 - 1:04
Period 7a	1:09 - 1:26
Period 7b	1:31 - 1:48
Period 8a	1:53 - 2:09
Period 8b	2:14 - 2:31
Period 9a	2:36 - 2:53
Period 9b	2:58 - 3:15

*Parents should note that class periods are adjusted so that no total instructional time is lost.

Student Regulations

Discipline

Each school employee is an agent of the Board of Education and by authority of the Illinois School Code is empowered to enforce the school regulations for student conduct.

Special Note: Student discipline policies and procedures are reviewed annually by the Board of Education. For a more comprehensive explanation of specific discipline regulations, please refer to the **Discipline Procedures Manual**, which is available online at the Maine West Web site (<http://west.maine207.org/>) Discipline procedures are also outlined in student assignment notebooks.

Identification

Each student is required to have a Maine West I.D. card which must be carried at all other times the student is on school grounds or at a school function. A student who has lost an I.D. card must report to the Deans' Office to have a duplicate card made. There will be an additional fee of \$3 for each duplicate card. Students must show the I.D. card to any school employee when so requested.

Conduct

Students are expected to show proper respect for the constituted authority of the school and are expected to exhibit a mature sense of responsibility toward the school. Restrictions of an individual student's behavior may be necessary to insure the protection, rights, and privileges of all other individuals and the operation of the school.

Students are to enter the building as soon as they arrive on the school grounds. Students are not to be in the halls or at their locker until after 7:15 a.m. The cafeteria is available for early arrivals and the library will be open at 6:45 a.m. Students who leave the school grounds without authorization after arrival on school grounds will be subject to disciplinary action. Students are expected to be on time for all classes each day. Being in any area of the school building or school grounds not designated on the student schedule requires proper authorization. Students must be out of the building by 3:50 p.m. unless they are participating in a faculty supervised activity.

Recognition of student birthdays should not disrupt normal school routines or interfere with hall traffic or the safety of those in the area.

Card playing, games of chance and any form of gambling are not permitted.

Tobacco

Maine West is a smoke-free campus. Smoking, or any other use or possession of tobacco or tobacco products is prohibited on school grounds, in the school building, at school-sponsored activities, and at job training stations assigned by cooperative education supervisors. Violators of this rule will be referred to the Dean's Office.

Alcohol and Drugs

Students are expected to remain drug and alcohol free. Use or possession of drugs and alcohol are a violation of school regulations as well as a serious violation of the law. Using, possessing, or emitting the odor of alcohol or drugs, look-alike drugs, or drug-related paraphernalia (pipes, rolling papers, etc.) will not be permitted while students attend school or participate in school-sponsored activities. Students who are under the influence or emit the odor of alcohol or drugs will be suspended from school for 10 days, or — for those who can benefit from a basic prevention or early intervention program — given the option of attending a school-sponsored drug and alcohol related program plus a reduced suspension of five days. Students who are found to be in possession of drugs, alcohol, or drug paraphernalia will be suspended from school until the next Executive Committee meeting when a recommendation will be made to the Superintendent with a possible referral to the Board of Education for expulsion. Students in extracurricular activities may be excluded from participation in them.

Dress Guidelines

Appropriate clothing is an important part of the establishment of the school climate. When dress disrupts the educational process, creates a safety hazard, or causes damage to property, students will be referred to the dean and corrective measures will be required. Students are expected to wear opaque clothing that covers them from shoulder to mid-thigh. Clothing which displays obscenities, gang or cult symbols, sexual connotations, drugs, alcohol or violence is prohibited. Any clothing or accessory that poses a threat and/or hazard to the safety of the students, others or property is also prohibited. Shoes which do not mar or damage floors must be worn. Hats, caps, head coverings, jackets, and coats must be placed in lockers immediately upon arrival at school and are not to be worn or carried until leaving school.

Student Lockers

Equipment, books, clothing, supplies, or other items are brought to school at the owner's risk. Neither Maine Township High School District 207 nor Maine West is liable for any losses regardless of the reasons or circumstances. All losses should be reported to the deans' office immediately. All lockers are the property of District 207. The district reserves the right to inspect the contents of any locker at any time when the safety and/or welfare of the school or student body is in question.

Driving Regulations

Students are permitted to drive on school property and to use school parking facilities in C-Wing parking lot if they have a valid driver's license, obey Rules of the Road, and obey school regulations including the display of a parking permit. Students must park within the parking lines and should park facing the center line. Backing into parking spaces or pointing the wrong way is prohibited. (Parking permits cost \$115 and are available in the Book Store. Students found in violation of these rules will have their rights to drive and park their cars on school property withdrawn. In addition, multiple violators are subject to having their car towed.

Network/Internet Use

Student access to the District 207 Network and Internet **is allowed only if the student and parent/guardian have completed and returned the Network/Internet Use Agreement forms.**

Cell Phones

The use of cellular phones is limited. Students are allowed to use their phones to text in the hallways or the cafeteria. In addition, students who are scheduled to be in the cafeteria may make phone calls in the student cafeteria. In classrooms, students need to silence their phones and keep them out of sight, unless a given teacher allowed access to the phone for educational purposes. Cell phones are not allowed in study areas, tutoring centers, computer centers, the LRC, bathrooms or locker rooms.

Consequences are stricter in that a first offense violation will begin with a 2-hour detention. Subsequent violations of the policy will result in progressive discipline. We believe our students are able to handle the additional responsibility and be respectful to the new rules.

Using a cellular telephone, video recording device, personal digital assistant (PDA), electronic paging device, portable gaming system, digital audio or video system, mobile phone, or any other mobile electronic device by anyone, including students, staff, or guests, in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, unlawful purposes, bully, harass, or otherwise violate staff or student conduct rules, is prohibited.

Extracurricular Code of Conduct

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 of the rules.

PROHIBITED MISCONDUCT

"Prohibited Misconduct" is any possession, delivery or use of a prohibited substance or look-alikes and any criminal activity.

DEFINITION OF TERMS

Prohibited substances are:

- All alcoholic beverages.
- 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 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.

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.

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 Misconduct 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 Misconduct verified by District 207 staff or law enforcement agencies or by an admission of guilt. Direct reports from law enforcement agencies of Prohibited Misconduct 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 Misconduct 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 Misconduct 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.
4. The Review Board will consider all the relevant information and apply consequences appropriate to the circumstances, including prohibiting the student's participation in practices and rehearsals.
5. 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.
6. The Principal will determine if the consequences should be upheld, reversed or modified. This request must be filed with the Superintendent within five (5) business days of the delivery or attempted delivery of the Principal's decision.

CONSEQUENCES

A principal purpose of this code is to deter prohibited misconduct; 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 misconduct. Among other steps, consequences may be deferred or abated for students who 1.) enroll in rehabilitation programs, 2.) commit to perform community service and in fact perform community service acceptable to the Principal and Review Board and 3.) otherwise redress and ameliorate their conduct and undertake steps to avoid future prohibited misconduct.

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 MISCONDUCT

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

BOYS SPORTS

Gymnastics
Baseball
Track
Tennis
Volleyball
Cross Country
Football
Golf
Soccer
Basketball
Swimming
Wrestling
Fencing

GIRLS SPORTS

Soccer
Track
Badminton
Softball
Cross Country
Swimming
Tennis
Volleyball
Basketball
Gymnastics
Fencing
Golf
Cheerleading

FINE ARTS

Jazz Band
Show Choir**
Individual Speech Events
WMTH Radio
Color Guard
Theatrical Technicians Guild (South)

Chamber Orchestra**
Speech Team
Debate Team
WMTH TV
Orchesis
Lighting Staff (East & West)

All participants in all Drama Productions and V-Show (including cast and crew members, musicians; everyone affiliated with the shows)

**denotes groups that are equivalent between buildings but named differently.

CLUBS/ACTIVITIES

Business Professionals of America	Mock Trial Team
Chess Team & Club	National Honor Society
Class Councils	Pompon/Drill Team
Color Guard	Scholastic Bowl
Constitution Team	Science Olympiad
HERO	Skills USA
Key Club	Student Council
Literary Magazine	Swim Club
Mathletes	Tri-M
Mock Trial	Varsity Club/M Club

Adopted by the Board of Education: October 8, 2002; Effective: January 21, 2003

*Please see student planner for complete listing.

Transportation

Fire Lanes and Loading-Unloading Areas

The bus concourse drive on the east side of the building is reserved for loading and unloading buses from 7:30 a.m. to 3:30 p.m. It is marked as a fire lane and parents are asked not to drop off or pick up their students on this drive. If you drive your son or daughter to school or pick them up after school, please use **the front drive** on Wolf Road, D-Wing entrance or the pool parking lot.

PACE - Bus Transportation - (847) 297-0135 or (847) 364-7223

Bus tickets may be purchased in the school bookstore. All school rules and regulations will be enforced while traveling to and from school on PACE buses. Any misbehavior will be cause for temporary or permanent removal of riding privileges. Ask your student to inquire at the bookstore (or call or email PACE) about PACE's "Haul Pass" student discount program.

Academic Help

There are many valuable resources available for students to get academic assistance.

- All teachers are in their classrooms from 7:30 to 7:45 a.m. and 3:15 to 3:30 p.m. except on days with special schedules.
- Social Science tutors are available in the LRC all periods from 7:45 to 3:15 every day.
- Writing/English Tutors are available in LRC all periods from 7:45 to 3:15 every day.
- Math tutors are available in B201B all periods from 7:45 to 3:15 every day.
- Help is available from COACH student tutors in the back of the LRC.

Before School: 7:00 to 7:40 a.m.

After School: 3:20 to 4:00 p.m.

Late Arrival Wednesdays: 7:30 to 8:30 a.m.

COACH Program

The COACH program (COoperative ACHievement) is a peer tutoring program that is available to all students at all levels in all subjects. Students who have demonstrated mastery in one or more subjects and who work well with other students provide the tutoring on a regular basis before and after school. Student tutors are mentored and trained by faculty. In addition to academic "coaching," tutoring centers within each school are used as a place to hold study sessions or to work on assignments. Tutors will encourage students to take responsibility for their own academic progress, explaining concepts rather than providing answers. Tutors are paid for their before or after school tutoring. For more information about the COACH program, call the school and ask to speak to the COACH coordinator.

National Honor Society

At Maine West, National Honor Society membership is open to juniors and seniors who have demonstrated the four pillars of NHS: scholarship, service, character, leadership. To be eligible, students must have a cumulative, weighted GPA of 3.5 or higher. On the application, the student must clearly articulate evidence of leadership as well as an *ongoing commitment* to service, including but not limited to at least 10 hours of community service at the time of application.

Teachers who know the candidates are encouraged to assess their qualities in the areas of character, service, and leadership. Students must have positive recommendations from teachers in order to be considered for induction. A teacher who responds negatively to any student must include a brief explanation for the negative response. A five-member faculty council, appointed by the principal, is responsible for the final selection of members.

Membership in the National Honor Society is both an honor and a responsibility. Students who are selected for membership are expected to continue to demonstrate qualities of scholarship, service, leadership, and character. Serving one another and the community is the guiding principle of the National Honor Society. Through NHS chapter activities, members maintain and extend the qualities that won them selection.

Library Resource Center (LRC) Guidelines

The LRC is available for reading, research, studying, doing homework, completing assignments and special programs. The mission of the Library Resource Center is to insure that students, faculty and staff become effective users of information available in all formats.

Attendance

- Students must scan their own current IDs when entering the LRC. Students do not have to scan when entering with their class for research.
- Students remain in the LRC if it is 10 minutes or less before the end of the period.
- Freshmen may conduct research or group projects in the LRC during their study period. All other work needs to be completed in their study.

Behavior

- Students will exhibit Warrior Pride behavior.
- Students will speak softly and on school related work.
- Students will ensure that the Library is cleaned up and chairs and couches are put back as they were found at the end of each period.

Fines:

New Overdue District Practice: If your book is not returned/renewed after six weeks of being overdue, it will be marked as lost, and the cost of the book will be charged to your school account.

Hours

- 6:45 am - 4:00 pm on regular school days and late arrival days
- 6:45 am- 3:30 pm on exam days

Loan Periods: Students must have a current Maine West Student ID to check out a book

- Books -- 10 school days
- Reference -- Overnight
- Loan Periods are altered as needed

Lost Materials will be paid at the current purchase price.

Passes: Students must have a pass to enter and leave the LRC after the bell has rung.

- CAF STUDY students get a pass from the front entrance supervisor.
- FRESHMEN STUDY students, must REPORT TO STUDY HALL FIRST. They then need to get a pass from their study hall supervisor once they have explained the reasons they need to use the LRC (see Attendance for guidelines).
- Students do not need a pass:
 - before school
 - during passing (other than freshmen)
 - after school
 - if they are with their teacher and/or class
 - if a student is a Gold Card senior -- they need to present that card to the adult at the circulation desk when they scan in

Restriction of Library Access: Students who do not abide by LRC guidelines will have library access restricted.

Seating: The LRC is divided -- Collaborative Seating and Silent Study area

- Collaborative Seating area is located in the front of the library. It has a variety of couches, sofa chairs, coffee tables and 4 top tables for students to sit and collaborate on school work, study or read.
- Silent Study area is located in the back of the library, in front of and adjacent to the Chrome Depot and Tech offices. This area is both an instructional setting for classes and a silent study area. Students seated in this area should only sit two-to-a-table and be working silently, no talking is permitted in this area.

Technology Use

- Students are to adhere to the District 207 Acceptable Use Policy: "A user's network privileges may be interrupted or suspended while a suspected violation is being investigated...Violators will also be subject to disciplinary measures, such as suspension from school or expulsion." Policy #6510.6
- Printers are for schoolwork only.
- Cell phones are allowed, however, no phone calls or talking on a cell phone is permitted in the LRC.

Student Activities

Listed below are the student organizations and interscholastic sports and activities available at Maine West. Interested students may contact their counselors or Mr. John Aldworth, Assistant Principal for Students, for more information.

Athletic Director

Mr. Jarett Kirschner

Assistant Athletic Director

Mr. Erik McNeil

Interscholastic Sports (Boys and Girls)

Badminton (Girls)
Baseball (Boys)
Basketball (Boys and Girls)
Cheerleading (Boys and Girls)
Cross Country (Boys and Girls)
Diving (Boys and Girls)
Fencing (Boys and Girls)
Football (Boys)
Golf (Boys and Girls)
Gymnastics (Girls)
Soccer (Boys and Girls)
Softball (Girls)
Swimming (Boys and Girls)
Tennis (Boys and Girls)
Track and Field (Boys and Girls)
Volleyball (Boys and Girls)
Water Polo (Boys and Girls)
Wrestling (Boys)

Intramurals

Badminton
Basketball
CPR Instruction
Dance
Fitness Center
Gymnastics
Lifeguarding
Open Gym
Running Club
Soccer
Swimming
Table Tennis
Volleyball
Weightlifting
Wrestling

Music

All State Music Festival
Band Solo/Ensembles
Broadway Musical
Chamber String Ensemble
Choir Solo/Ensemble
Choraliers
Color Guard
I.M.E.A. District Music Festival
Jazz Band
Orchesis
Orchestra Solo/Ensembles
Pep Band
Warrior Strings

Student Government

Class Councils: Freshman, Sophomore,
Junior, Senior
Student Council

Publications

Literary Magazine - *WestWords*
School Newspaper - *Westerner*
School Yearbook - *Legend*

District Honorary or Limited Members

Cheerleaders
Color Guard
Guild of Radio and Television Artists
International Thespian Society
"M" Club
Mock Trial Team
Mu Alpha Theta
National Art Honor Society
National Forensic League (Speech)
National Honor Society
Orchesis
Pi Sigma Pi
Warrionettes (Pom Pon Squad)
Spanish National Honor Society
Thespians
Tri-M (Maine Music Masters)
Warrior Dance Team
Warrior Pride

Drama and Speech

Broadway Musical
Fall Play
Winter Play
Drama Club
Speech Team
Technical Crew
Variety Show
WMTH-Radio/TV

Subject Oriented Activities

Art Club
Auto Club
Child Care Club
COACH Tutoring Program
Computer Club – CyberWest
Culinary Arts
French/Italian Club
German Club
Graphic Arts Club
History Fair
Math Team (Competitive)
Marching Warriors
Model United Nations
Photo/Digital Club
Science Olympiad
Spanish Club

Work Related

CCO (Child Care Occupations Club)
DECA
FCCLA
Skills USA

Special Interest Clubs

Adventurers' Club
Ambassadors' Club
Anime Club
Asian Club
Athletic Trainers
Board Game Club
Bowling Club
Catalyst
Chess Club
Environmental Club

Special Interest Clubs (continued)

Fashion Club
Friends Connect
Gay Straight Alliance
Hispanic Club
Indo Pak Club
It's a Stitch
Key Club
Intl Thespian
Martial Arts
Movie Club
Muslim Student Association
Page Turners
Philosophy Club
Polish Club
Presidents' Club
Quill and Scroll
Scholastic Bowl
Sole Runners
Swim Guard
Tribe
Ukulele Club
Varsity Club
Voice for the Nameless
Warriors Above Drugs and Alcohol
Wrestlerettes

Community Service Activities

COACH Tutors
CPR Certification
Office Helpers
Student Trainers
Swim Guard
Wrestlerettes

Student Services

The Student Services Department provides support for students in a variety of areas. Special Education and English as a Second Language services may be requested through the Student Services Department. The district provides services in these areas: speech, language therapy, social work, psychological testing, learning disability, behavior disorder, physically handicapped, developmentally delayed, and multiply-impaired. The Student Services Department includes:

Counselors

The school counselor plays many roles. The counselor works with students, teachers, administrators, parents, and community. The counselor focuses on the emotional, social, educational and career development needs of students. An important focus of the counselor's services is to monitor academic progress and to provide academic counseling for college and career.

College/Career Counselor

The College/Career Counselor helps students to establish accurate self-awareness, explore careers, make tentative career decisions and formulate post-high school plans. The career counselor is a resource person for the entire Student Services Department.

Deans

Discipline and school security are the focus of the responsibilities for the dean. The dean also serves the students in an advisory capacity in such areas as school rules and regulations, administrative viewpoints, and personal problems.

Nurse

The nurse manages both acute and chronic illnesses and injuries. She is available to students, parents and staff for health teaching, counseling and referrals. The nurse acts as a liaison between the medical community and the school community. She also addresses any special needs of students. The health office is open from 7:30 a.m. to 3:30 p.m.

Psychologists

The psychologist is responsible for screening and testing of students referred by parents, teachers, and counselors. A significant portion of that process involves the assessment for possible special education services. The psychologist is available for consultation to the faculty, staff, and parents.

Social Workers

The social worker offers individual, group and/or family therapeutic support for students who have been referred by parent, teacher or counselor. The social worker also may become involved with students who are returning to high school after a period of hospitalization. Referrals and/or consultations are often made with outside support personnel including private therapists, psychiatrists and community agencies. The social worker also serves as consultant to the faculty and staff.

Social Worker — Family Center

The goals of the Family Center are to support students as well as their families in managing obstacles that interfere with student progress and to help individuals locate local community resources and services when needed. Maine West's Family Center Coordinator speaks English and Spanish and is a trained social worker who is available to assist with individual and family needs. (For more about the Family Center, turn to the next page.)

Substance use, abuse and prevention

Questions or concerns about any of these issues may be directed to Dr. Claudia Rueda Alvarez, Assistant Principal of Student Services, at (847) 803-5757.

Maine West Student Services Program

A vital link between home and school, the comprehensive guidance program offered at Maine West High School through the Student Services Department can help students make the crucial decisions they will face during their high school years. A mix of individual and group activities; occupational, technical, and financial aid programs; test information; and course placement activities, the program helps students at all levels to make decisions that will shape their future. The Student Services staff can help students gain direction as they make choices that will take them through high school and beyond to college and career.

Additionally, Maine West has opened a **Family Center** which provides a number of social work services including evening hours and programs to accommodate students and families who are unable to meet during the traditional school day schedule. In addition to providing information about local community resources and referral, the Family Center offers crisis intervention programs, support groups for parents and students, educational workshops, and informational meetings. A number of programs are conducted in Spanish and bilingual/interpreter services are available upon request. Family Center services are available to Maine West's students and families, and to community members of Des Plaines, Glenview, Morton Grove, Niles, Park Ridge, and Rosemont.

With this overview of the wide variety of services that are available, parents can plan ahead to attend the meetings or programs of their choice and discuss upcoming events with their teenagers. Parents can use the calendar on the next page as a convenient guide to guidance activities and as a reminder to discuss these activities with their teenagers. Parents should also remember that their teenager's counselor is as close as their telephone whether the need is college and career planning, academic difficulties, or personal problems. Counselors can also mediate conflicts, set up referrals to address the individual needs of students, monitor student attendance and behavior, and provide information regarding tutoring.

The Student Services Department provides many services to students and parents in addition to the scheduled guidance-related activities. Most of these activities are initiated by students, parents, or school personnel as needed. Counselors try to anticipate and react to the needs of students and parents. However, for members of the Student Personnel Services Department to be the most effective, it is important that there be open communication between the home and the school.

How parents can help

Attendance at important events such as open houses and College Night is one way parents can promote communication. It is also helpful to mark dates such as testing and group activities on the family calendar.

Parents who are concerned about their child's progress in a particular class, should contact the individual teacher for the most current information. If they have a general concern regarding their child, they should contact his or her assigned counselor.

A number of specialists are available to assist students and their families. The school social worker, nurse, psychologist, reading consultant, speech therapist, and special education staff are available on a recommendation or referral basis through the

counselor. Students or parents may also contact the social worker directly. The career counselor is a resource person for students, parents, and staff. A list of community services and referral agencies can be obtained from any counselor or the social worker.

At the beginning of each school year, counselors will inform students of the specific procedures for making an appointment. Counselors are available to students on a walk-in basis or by appointment, but priority will be given to those who have an appointment. Parents may make an appointment by calling the counselor to whom the student is assigned.

Parent Portal

This resource will assist parents to be better informed of student progress. Access to the Parent Portal will allow parents to view their child's schedule, check attendance records, view grades and recent assignment activity by course. In order to access the Portal, parents must be listed as a student contact with a current email address. If this information is not on file, please contact the Student Services Office at 847/803-5755.

Special Programs

TITLE PROGRAMS

Title I Federal funds support reading programs for students to help them acquire the knowledge and skills necessary to meet state performance standards in reading. **Title II** Federal funds support professional development opportunities for all teachers to improve student learning. **Title V** Federal funds provide a means to develop and implement education programs to improve school, student, and teacher performance. **Title IV** Federal funds pay for about 70% of the drug, alcohol and violence prevention programs, youth development and respect and responsibility programs in our schools. These programs emphasize not using drugs or alcohol and creating a positive, respectful, caring learning environment. The District welcomes any suggestions from parents regarding these programs. For more information on Title II, contact the coordinator, Mr. David Matkovic at 847/803-5930.

Title IX of the Educational Amendments of 1972 specifically prohibits discrimination by sex in federally assisted education programs. Public Laws 93-112 and 93-516 prohibit discrimination against the handicapped with respect to admissions, access to, treatment, and employment in programs and activities. For more information, contact the Title IX coordinator, Mr. Jarett Kirschner at 847/803-5904.

SPECIAL EDUCATION

The high school offers a full continuum of special education programs and related services. To determine eligibility for these services, contact your child's Guidance Counselor for further information, or the Director of Special Education at 847-803-5769. For Section 504 questions, please contact the Assistant Principal of Student Services, Dr. Claudia Rueda Alvarez at 847/803-5757.

Medication Procedures

Guidelines for the Administration of Medication Other Than Asthma Medication and Epinephrine Auto-Injector

When a student requires daily or regular medication, parents must make every effort to give prescribed doses of the medication at home. Parents are encouraged to consult with their doctor to see if mid-day medications can be adjusted and given at another time. Therefore, only medication (prescription and nonprescription alike) which are prescribed by a licensed health care provider and which are essential for the student to remain in school shall be given in accordance with the following guidelines. These procedures shall be distributed to the parents or guardians of each student within 15 days after the beginning of each school year or within 15 days after starting classes for a student that transfers into the District.

1. Medication, including both over-the-counter and prescription drugs, must be stored in the health office. Medication must be in the original and/or fully labeled containers and will be administered during the school day only after the parent files with the school a completed "Medication Authorization Form." These forms are available from the school nurse and the main office or online on the nurse's page.
2. Medication brought to school without the completed "Medication Authorization Form" will not be administered.
3. Parents or guardians of students taking continuing medication must fill out a new "Medication Authorization Form" at the beginning of each school year.

School Visitation Rights

According to state law, employers must grant leave time for parents and/or guardians to attend school conferences or classroom activities that cannot be scheduled during non-work hours according to the following guidelines:

- The employee must first use any vacation time, compensatory time, or personal time.
- The employee must request the leave in writing at least seven days in advance unless it is an emergency.
- The leave does not have to be paid.
- No more than four hours will be granted on any single day.
- Maximum leave is eight hours per school year.
- The employee must return a verification of attendance form to the employer. The verification of attendance form may be obtained from the principal's office at the time of the school visit.

Sexual Harassment Policy

Illegal under both state and federal laws, sexual harassment by students or staff is prohibited according to Maine Township High School District 207 policy. Violation of the policy is grounds for disciplinary action. Sexual harassment may include, but is not necessarily limited to:

- Unwelcome sexual advances
- Requests for sexual favors
- Verbal or physical conduct of a sexual nature
- Sex-oriented verbal "kidding," "teasing," or "joking,"
- Subtle pressure for sexual activity
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning a student's grades or similar personal concerns.

Students who are sexually harassed should firmly inform the harasser that they are offended by the harassment. If it doesn't stop, they should report the incident to a faculty member with whom they feel comfortable. They may bring a witness and/or a representative with them. All reports will be promptly investigated. Substantiated charges will result in appropriate corrective action.

Students who see someone else being sexually harassed should encourage the victim to take action and offer to be a witness. Whether they are distracted by direct sexual harassment, by witnessing sexual harassment, or by rumors and gossip about sexual harassment, all students suffer when sexual harassment is tolerated. For a brochure describing the district's policy on sexual harassment, call the District office at 847/696-3600.

Bullying, Hazing, Harassment

Bullying (including cyber bullying), hazing and harassment are prohibited. Such behavior includes but is not limited to the following - using force, threats, gestures, provocation, dress, demeanor, clustering, blocking, comments, or other means to bully or harass. The term "bullying" includes but is 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. Hazing is 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.

Any student who is the target of any such actions or is aware of such actions is asked to report it immediately to a trusted adult in the school – or to parents – who should report this to school personnel such as the Principal, Athletic Director, or any other building administrator.

If the student violates the prohibition on these activities, consequences 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.

District 207 prohibits retaliation against any person who reports what he or she believes in good faith to be harassment, discrimination, hazing or bullying.

Student Record Information

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, 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 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

Parents will be given reasonable prior notice before any school student record is destroyed or information is deleted and an opportunity to copy the record or information. 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 a written request by the official records' custodian. 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 must not exceed 35 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.

Seal of Biliteracy



Illinois State Seal of Biliteracy

Maine Township High School District 207 is proud to announce that it will award the Illinois *Seal of Biliteracy* to students who have attained a high level of proficiency in one or more languages in addition to English. This Seal of Biliteracy also carries national recognition.

Where will this recognition be placed?

Students meeting the requirements for the Seal of Biliteracy will receive this recognition on their transcripts as well as receive an official seal that can be placed on their diplomas.

What qualifies to receive the Seal of Biliteracy?

In order to obtain the Seal of Biliteracy, a student must show proficiency *in both English and a second language*. The Seal of Biliteracy is awarded to those who demonstrate proficiency in English *and* whose second- language proficiency level is equivalent to Intermediate- High, as determined by the American Council on the Teaching of Foreign Languages (ACTFL).

What are the specific requirements that must be met to demonstrate proficiency in English?

- Earn a minimum *composite* score of 21 on the ACT test,
OR
- Earn 5.0 on the ACCESS exam with a minimum subtest score of 4.2 in reading and writing. The ACCESS test is specifically for students in the ELL (English Language Learning) program.

What are the specific requirements that must be met to To show second-language proficiency?

- Earn a 4 or 5 on the Advanced Placement Language and Culture exam (The Advanced Placement exam is the only qualifier for the following languages: Italian, Spanish, Chinese, French, and German).
OR
- Earn a minimum score of I-5 on the AAPPL exam (Assessment of Performance toward Proficiency in Languages). The languages that can be assessed with the AAPPL exam are Arabic, Chinese (Mandarin), French, German, Portuguese, Russian and Spanish. The AAPPL exam will be offered at Maine Township HSD 207 and the estimated cost is \$20.00.

Testing Information:

- Anticipated testing dates: Spring 2017
- Cost: approximately \$20.00
- Registration/testing information will be released January 2017

Who can I contact for more information about the Seal of Biliteracy?

Maine East: Shari Baima at 847-692-8429 or sbaima@maine207.org

Maine South: Susan Kramer at 847-692-8134 or skramer@maine207.org

Maine West: Al Matan at 847-803-5951 or amatan@maine207.org

Raising Responsible Teenagers

Setting Limits

The high school years may be one of the biggest challenges parents face. Part of that direction and guidance involves setting acceptable standards of behavior and insisting that they be followed. Parents should never be forced into permitting behavior they find unacceptable just because their teen says, “but everyone else can do it.”

Parents who are unsure about the limits they should set, should seek out other parents who can offer support and encouragement. The school, religious institutions, and community agencies are also willing to help. But parents must take the lead as they launch their teenagers off on the road to becoming responsible adults.

Alcohol and Other Drugs

Although the Maine high schools provide extensive education, prevention, and intervention strategies through the Drug Free Schools Program, schools cannot solve the problem of teenage alcohol and drug use alone. Surveys of students in Maine Township have shown that most who use alcohol and other drugs do so in their own homes, with friends, or at parties.

Gang Activity

Gangs bring criminal activity including the use and sale of illegal drugs into a community. In the three District 207 high schools, gang activity has been prohibited by the discipline code since 1985. School-related gang activity may include intimidation, display of gang symbols or colors, hazing or harassment, graffiti, vandalism, and theft.

Schools can only deal with the problem while students are in school. At other times, parents, police, local governments, business leaders, and community groups must join with the schools to keep District 207 communities safe and desirable places to live.

Curfews

Vague plans with no curfew can lead to trouble. Knowing where teens are, what they plan to do, and when they will be home helps teens (and parents) feel safe and secure. In setting curfews, parents should be in compliance with local curfew laws which vary from community to community. Consequences for curfew violations also vary from community to community. For your student's sake, and for your own, err on the safe side when setting expectations on when they should be home. **Their driver's license is not valid if he/she is pulled over after curfew.**

Des Plaines Curfew hours are:

- Friday Night: 12:00 a.m. to 6:00 a.m.
- Saturday Night: 12:00 a.m. to 6:00 a.m.
- Sunday through Thursday Nights: 11:00 p.m. to 6:00 a.m.