

Maine Township High School East



Handbook for Parents

Important Information for Successful High School Years

2011-2012

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. Michael W. Pressler, Principal



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.

Our Mission is to Improve Learning

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Maine Township High School East
2601 West Dempster
Park Ridge, IL 60068

Dr. Michael W. Pressler, Principal

Main Number: (847) 825-4484

Fax Number: (847) 692-8260

Attendance Number: (847) 692-8321

Family Center: (847) 692-6798

*Anonymous Phone Tip Line, East: (847) 825-4450

*Anonymous Phone Tip Line, District: (847) 825-4452

* These phone lines are to be used to report *threats* of violence, or weapons on school grounds or at school events. **To report an immediate emergency, call 9-1-1** or a school official: superintendent, principal, assistant principal, or dean.

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. Michael W. Pressler, Principal, Maine East High School, 2601 W. Dempster, Park Ridge, IL 60068. You will receive a response to your request within 30 days.

Sincerely,
MAINE TOWNSHIP HIGH SCHOOL EAST

Dr. Michael W. Pressler
Principal

Maine East Staff Members

To talk to a Maine East staff member, call 847/825-4484.

Principal

Dr. Michael W. Pressler

Assistant Principal for Instruction

Dr. Linda L. Rutschke

Assistant Principal for Students

Mr. Dino F. DiLegge

Director of Student Personnel Services

Mr. Victor A. DiPrizio

Deans

Mr. Scott Lloyd

Mr. Jeffrey Parlette

Ms. Karen Taylor

Counselors

Ms. Amy Allen

Mrs. Angie Edsey

Mrs. Elaine Lambroplos

Mr. Mark Hankins

Mrs. Karen Shankman, Career Counselor

Mrs. Ruth Soil

Mr. John Tyler

Ms. M. Cristina Villalobos

Nurses

Mrs. Janice Karl

Mrs. Michelle Sutschek

Psychologists

Ms. Liliana Isoe (Special Education)

Dr. Ruth Shook-Orr

Social Workers

Ms. Erin Lawler

Mr. Peter McBride

Ms. Marianne Protess (Special Education)

Ms. Meagan Geurts

Department Chairpersons

Applied Arts and Technology

Mrs. Jodie Wachowski

Athletic Director

Mr. Michael Bender

Mr. Mike Sieg, Assistant Athletic Director

Driver Education

Mr. Dino DiLegge (Program Supervisor)

English

Ms. Helen Gallagher

Fine Arts

Mr. Edward Eubank

Foreign Language/ESL/Bilingual

Ms. Sharon Baima

Library

Mrs. Merrilee Andersen

Mathematics

Mrs. Jill Sweetwood

Physical Education

Mr. Scott Chovanec

Science

Mrs. Aida Awad

Social Science

Mr. Carl Brownell

Special Education

Mrs. Nelly Diaz

Attendance Review Board

Ms. Lynn Buccieri

2011 - 2012 School Calendar

AUGUST 2011	
22	Opening of School for All Students
24, 31	Collaboration Days - Late Arrival
SEPTEMBER	
5	Labor Day - NO SCHOOL
7, 14, 21, 28	Collaboration Days - Late Arrival
14	District 207 College Night at Maine South, 7 p.m.
20	Homecoming Assembly -- 2:20 p.m.
21	Parents Back to School Night (Meet the Teacher Night)
22	Half Day Testing -- Students dismissed at 11:30 a.m.
	Fine Arts Pasta Dinner (5:00 p.m.) and Firelight Rally (9:00 p.m.)
23	Homecoming Game
24	Homecoming Dance - 7:00 p.m. in ABCD gym
OCTOBER	
4	Full Induction of NHS -- 6:00 p.m. in Actor's Studio
6, 7, 8	Fall Play at 7:30 p.m.
5, 12, 19, 26	Collaboration Days -- Late Arrival
10	Columbus Day -- NO SCHOOL
15	PSAT/NMSQT Testing -- 8:00 a.m.
21	1st Quarter ends
22	ACT Test -- 8:00 a.m.
NOVEMBER	
2, 9, 16, 30	Collaboration Days -- Late Arrival
4 & 5	V-Show at 7:30 p.m.
11	Veterans Day -- NO SCHOOL
21	Parent/Teacher Conferences -- NO SCHOOL
22	Teachers' Institute Day -- NO SCHOOL
23	Non-Attendance Day -- NO SCHOOL
24	Thanksgiving Day -- NO SCHOOL
25	Non-Attendance Day -- NO SCHOOL
DECEMBER	
7, 14, 21	Collaboration Days -- Late Arrival
23-31	Winter Break -- NO SCHOOL
JANUARY 2012	
2-6	
9	
11, 25	Collaboration Days - Late Arrival
11	D207 College Financial Aid Planning Night at Maine West, 7 p.m.
16	Martin Luther King's Birthday - NO SCHOOL
17	Final Exams - Periods 3, 2, 6
18	Final Exams - Periods 1, 9, 5

2011-2012 Maine East Calendar continued on next page

2011 - 2012 School Calendar

JANUARY 19	Final Exams - Periods 7, 4, 8
	2nd Quarter Ends (End of First Semester)
20	Professional Development Day - NO SCHOOL
FEBRUARY	
1	Class of 2016 Incoming Freshman Orientation - 6:30 p.m.
1, 8, 15, 22, 29	Collaboration Days - Late Arrival
8	Class of 2016 Incoming Freshman Registration
10	Winter Pep Assembly - 2:20 on Fieldhouse
11	Girls' Choice Dance - 7:00 p.m. in ABCD Gym
20	Presidents' Day - NO SCHOOL
MARCH	
2, 3 AND 9, 10	Spring Musical - 7:30 p.m.
7, 14, 21	Collaboration Days -- Late Arrival
17	International Celebration
23	3rd Quarter Ends
	Teacher Institute Day - NO SCHOOL
26	Start of Spring Break
APRIL	
2	School resumes after Spring Break
4, 11, 18	Collaboration Day -- Late Arrival
6	Non-attendance day -- NO SCHOOL
14	ACT Testing - 8:00 a.m.
13, 14	Orchesis Dance Concert
24	PSAE Exams - No seniors in attendance
25	PSAE Exams - No freshmen, sophomores, seniors in attendance
MAY	
2, 9, 16, 23, 30	Collaboration Days - Late Arrival
7-18	AP Testing
10, 11, 12	Spring Play - 7:30 p.m.
16	NHS Induction - 3:15 p.m.
23	Senior Honors - 6:30 p.m.
24	Senior Send-Off Assembly - 2:20 p.m.
28	Memorial Day - NO SCHOOL
29, 30	Senior Finals
31	Senior Breakfast
JUNE	
1	Graduation Marching Practice - 8 a.m.
	Senior Prom
4	Commencement
5	Final Exams - Periods 3, 2, 6
6	Final Exams - Periods 1, 9, 5
7	Final Exams - Periods 7, 4, 8

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. 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 absent from a class.

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.

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), 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 the case coordinator, counselor, dean, nurse, teacher(s), Attendance Review Board coordinator and other relevant staff. At this time, the following will occur:

1. discuss the reason(s) for the absences and 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 agreement 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 are not limited to, withdrawal from the course with a failing grade and loss of credit.

Attendance Regulations

Please contact the Attendance Office for clarification of any of these policies and procedures.

Being in school and being on time to school are critical for success in the classroom. Students are expected to be on time and be in attendance from first through ninth periods unless enrolled in the school work program.

To Contact the Attendance Office (847)692-8321:

- Open each school day from 7:00 a.m. - 3:30 a.m.
- Answering system available all night and other hours the office is not open
- For message, clearly state student's name, ID number, reason for absence, date of absence, and caller's identity

To Authorize an Absence

Absences can only be authorized if:

1. Call is received from parent/guardian registered with school
2. Call is received within time allotted (by 2:00 p.m. the day following the absence)
3. Call provides reasons recognized by Illinois and District 207 policy:
 - Student illness
 - Death in the immediate family
 - Observance of a religious holiday
 - Family emergency
 - 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.
 - Circumstances which cause reasonable concern to the parent for the safety or health of the student.

To Authorize Tardiness to School

Tardiness to school can only be authorized if:

- Same requirements as Authorizing an Absence (above) except;
- Call received as early as possible but not more than one hour after the student arrives at school
- Student must check in at Attendance Office upon arrival
- Require Dean approval after 5th authorized tardy

To Preauthorize Absences (Vacations) for Makeup Work Privilege

- Parent/Guardian contacts Attendance Office at least 24 - hours prior to day of first absence
- Student meets with counselor to acquire Preauthorization Form
- Student turns completed Preauthorization form (signed by all teachers) to Attendance Office prior to day of first absence.

To Authorize Early Departure from School

- Parent/Guardian contacts Attendance Office as early as possible on that day or the day before
- Student reports to Attendance Office for release from school
- Upon return, student provides documentation (appointment card, court receipt, etc.) to Attendance Office.

Consequences

- Unauthorized absences, unauthorized tardies to school, unauthorized early departures, failure to sign in or out with the Attendance Office as required will result in additional school consequences through the Deans' Office.
 - Phone calls and other communication from persons not registered with the school as guardians of the student will also result in consequences through the Deans' Office.
 - The number of Authorized Tardies to School is limited. Beyond that limit, the student is referred to the Dean for consequences.
 - Tardiness to the student's first class is considered tardy to school as well.
- A tardy greater than half the class may be counted as a class "cut."

Attendance Regulations

Severe Weather Conditions

- Extreme cold or heat, excessive snow, or other severe weather conditions may result in modification of the school days activities such as late arrival, early dismissal or cancellation of the whole day.
- Information regarding these changes will be provided via radio, television, the school website, automated phone calls and e-mails, recorded messages at 847-692-8321 and 847-825-4484, and at www.weatherclosings.com.

Recognizing Attendance Excellence

The critical nature of success and efforts of students and their families in this area are appreciated, recognized, and rewarded:

- Perfect Attendance letters are sent each semester to students with no absences or tardies to school or class.
- Letters can be provided to employers or place of continuing education confirming achievement of Perfect Attendance

Pride and Recognition

PAR is an acronym for "Pride and Recognition" which honors student, faculty, and staff accomplishments. The PAR program is an outgrowth of a desire to recognize the positive that happens at Maine East. This program offers opportunities for both students and staff to gain recognition.

Gold Card

The Gold Card gives special privileges and recognition to those seniors who have made every effort to follow school policies and maintain an admirable record in the areas of academics, attendance, punctuality, and deportment. Students who earn the Gold Card receive a free activity ticket, one half price parking sticker, freedom to move between authorized areas without a pass, and OPT (other profitable time) which allows students to request to leave class to attend special programs in another class. Records from freshman, sophomore and junior years are used in the application and selection process.

Student of the Month

The Student of the Month award recognizes and honors students who have distinguished themselves for a given teacher. Students are recognized for accomplishments in one or more of the following areas: attitude, effort, enthusiasm, progress, and/or responsibility.

A teacher may nominate only one student to receive this award each month. Each student earning this honor receives a certificate of merit.

Pride and Recognition

Academic Wall of Fame

The Wall of Fame is located near the rotunda. It honors outstanding students who have been named Department Award winners, Maine Scholars, and National Honor Society members. This is a permanent and lasting tribute to those who have excelled at Maine East.

Perfect Attendance

Special certificates are presented to those students with no absences or tardies each semester. Those students who have had perfect attendance for the entire year receive incentives for their achievement. It is an honor to have earned perfect attendance.

Commendation Certificates

Certificates suitable for framing are available for all teachers to use at any time to recognize the accomplishments of students in their classes. Certificates may be mailed to students as special recognition for improvement in performance, positive attitude, excellent class participation and involvement, performance at a high level, project excellence, or any other reason for which a teacher feels a student deserves recognition.

Teachers are not limited in the number of certificates they may send to students nor are students limited in the number of certificates they may receive.

Faculty/Staff Recognition

Each spring, faculty and staff members are recognized for their years of service to District 207. It is a time when faculty and staff are visibly recognized for their dedication.

Other Faculty/Staff Recognition

The Student Recognition Program is a program that allows students to recognize members of the faculty or staff for the help they have given to students. Students fill out nomination certificates which are presented to faculty and staff members on a monthly basis.

National Honor Society

National Honor Society

The National Honor Society was founded to recognize scholarship, service, leadership and character. For more than 70 years, the organization has established a reputation for excellence among administrators, faculty members, students, parents, and residents of the school community. National Honor Society members are known not only for their ability to achieve, but also for their willingness to use their talents and skills for the improvement of society.

Qualifications

At Maine East, National Honor Society membership is open to juniors and seniors. All students are required to have a 3.5 grade point average in order to qualify. Once they qualify academically, students must complete an information sheet which lists co-curricular activities, leadership positions, work experiences, recognition and awards, and community activities. Students must have attended Maine East for at least one semester to be eligible for membership. Students will be notified that they are eligible to apply second semester of their junior and first semester of their senior year.

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 into the National Honor Society. Negative information must be explained.

A 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.

Parent Organizations

Athletic Boosters

Jennifer Younan, Beth LoPiccolo

(847) 692-8291

Fine Arts Boosters

Michael Wong and Lourdes Gonzalez

(847) 692-8500

Maine East High School Bell Schedule -- 2011/2012

Regular Bell Schedule

Start	End	Period
7:30	7:45	1A Flap
7:45	8:30	1
8:35	8:55	2A
9:00	9:20	2B
9:25	9:45	3A
9:50	10:10	3B
10:10	10:15	Announcements
10:20	10:40	4A
10:45	11:05	4B
11:10	11:30	5A
11:35	11:55	5B
12:00	12:20	6A
12:25	12:45	6B
12:50	1:10	7A
1:15	1:35	7B
1:40	2:00	8A
2:05	2:25	8B
2:30	3:15	9

Collaboration Day Bell Schedule

Start	End	Period
8:30	8:48	1A Flap
8:48	9:27	1
9:32	9:48	2A
9:53	10:10	2B
10:15	10:32	3A
10:37	10:54	3B
No announcements on Collaboration Day		
10:59	11:15	4A
11:20	11:37	4B
11:42	11:59	5A
12:04	12:21	5B
12:26	12:42	6A
12:47	1:04	6B
1:09	1:26	7A
1:31	1:48	7B
1:53	2:09	8A
2:14	2:31	8B
2:36	3:15	9

Non-Collaboration Wednesdays

- 11/23 Non-attendance day
- 12/28 Winter break
- 1/4 Winter break
- 1/18 Final Exams, 1st Semester
- 3/28 Spring Break
- 4/25 PSAE Testing
- 6/6 Final exams, 2nd Semester

Severe Weather Conditions:

- Extreme cold or heat, excessive snow, or other severe weather conditions may result in alteration of the school day or cancellation of the whole day.
- Information regarding these changes will be provided via radio, television, the school website, recorded messages at 847-692-8321 or at www.weatherclosings.com.

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 **Discipline Procedures 2010-2011** handbook, which has been distributed to students and parents and posted on the District Web site.

Identification

Each student is required to have a Maine East I.D. card and carry it at all times during the school day and at all other times the student is on school grounds or at a school function. A student who does not have an I.D. card must report to the Deans' Office to have a duplicate card made. There will be an additional fee of \$2 for each duplicate card. Students must show the I.D. card to any school employee when so requested or be subject to suspension.

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 and other students. 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.

The cafeteria is available for early arrivals and the library will be open at 7:30 a.m. Students who leave the school building or grounds without authorization after arrival in the school building or 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 3:30 p.m. unless they are participating in a 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.

Cell phones, radios, cassette players, compact disc players, televisions, video games, earphones or other such electronic items are not permitted to be used during the school day unless in an area designated for such use or with expressed permission of supervising staff. The school assumes no responsibility for electronic equipment that is brought to school. Students are discouraged from bringing such items to school. Any cell phone, radio, iPod or MP3 player brought to school must be out of sight or placed in the student's locker during the school day. If such items are used or carried during the day, they will be confiscated and stored in the deans' office. Also, laser light projecting devices are not permitted on school grounds or at school-sponsored activities.

Student Regulations

Tobacco

Maine East 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 deans' office. Any student found in possession or using tobacco or tobacco related products will be suspended, possibly ticketed by the Park Ridge Police and may be referred to the Executive Committee for disciplinary action.

Alcohol and Drugs

Students are expected to remain drug free. Use or possession of alcohol and other drugs is a violation of school regulations as well as a serious violation of the law. The use, possession or emitting the odor of alcohol or other 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. Any student found to be under the influence, in possession of, or emitting the odor of an illegal substance may be reported to the local police, and will be immediately suspended until the next Executive Committee meeting. The Executive Committee will recommend that the student be suspended for ten (10) school days or suspended for five (5) school days and enroll in a school approved drug/alcohol intervention program. A student may be recommended for expulsion from school for being under the influence if that student is deemed disruptive or dangerous. Students in extracurricular activities may be temporarily excluded from participation.

Dress Guidelines

When dress may disrupt the educational process, create a safety hazard, or cause damage to property, students will be referred to the dean and corrective measures will be taken. Students are expected to wear opaque clothing that covers them from shoulder to mid-thigh. See-through clothing and midriffs or half-shirts are prohibited. Clothing which is demeaning to any group, 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, headcoverings, jackets, and coats must be placed in lockers immediately upon arrival at school and are not to be worn until leaving school.

Student Lockers

Equipment, books, clothing, supplies, or other items are brought to school and stored at the owner's risk. Neither Maine Township High School District 207 nor Maine East 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. All students are required to only use the locker assigned to them by the school, to use locks purchased in the school bookstore on their lockers and supply the combination of the lock to the Deans' office. Students may not share lockers with other students.

Student Regulations

Driving Regulations

Juniors and seniors are permitted to drive on school property and to use school parking facilities if they have valid drivers' licenses, obey Rules of the Road, and obey school regulations including the display of a school parking permit. Parking permits are available at the Deans' Office at a cost of \$90. Details will be announced via the Daily Bulletin, PA, and posted bulletins. Cars on campus without parking permits may be towed at the owners' expense.

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.**

Library Credo

The library staff welcomes and encourages students to utilize our resources with the goal of being productive and allowing others to be productive. We will maintain a quiet atmosphere conducive to academic study. Disruptive students will have restricted use of the library. Severe behavior problems will result in a behavior report.

If a student needs to use the library resources during a study hall period, he/she needs to obtain a signed pass from the academic teacher whose assignment they need to work on in the library. The student needs to have the pass co-signed by the study hall supervisor.

Library Behavior Guidelines

The library is a place to work quietly and productively with others who are pursuing a common goal. According to the Maine East Library Credo, developed by a team of students, faculty and staff, an atmosphere of dignity and respect that allows all students using the library to be treated respectfully and to treat others in the same manner will be maintained. A resource for academic study and research, the library extends the traditional classroom into the wealth of resources available in the library.

Behavior Expectations in the Library

Whispering and talking softly is allowed as long as the noise is kept within the radius of the table. Four students maximum can be at a table. Students may move about the library to ask for help from other students or librarians as long as they do so quietly. Students will demonstrate respect for the library staff and will, in turn, be treated respectfully. All property, technology, and materials available in the library will be treated with respect. No food or beverages are allowed in the library. Students must leave the area clean and orderly. Students are expected to maintain the appropriate noise level.

Library Procedures for Discipline

For a minor violation, a student will be notified and warned quietly of the rules. If the student is causing significant disruption after the warnings, a librarian will speak to the student. The dean and the student's counselor will be notified.

Destruction of property will be reported immediately to the librarian who will refer the student and the incident to a dean with a behavior report. Appropriate action according to the Discipline Code will be taken by the dean.

Drop-in Students

- Students must be on time
- Any student (excepting those with Gold Cards) entering the LRC after the bell rings is tardy, and therefore must have a pass to enter the library. Students with Gold Cards may enter within 5 minutes after the bell rings
- No food or beverages are allowed
- All students must scan in with their ID's upon entry

Transportation

Fire Lanes and Loading-Unloading Areas

The curb lane on the east side of the building is reserved for loading and unloading buses from 7:30 a.m. to 4 p.m. It is marked as a fire lane and parents are asked not to unload 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 or Field House drive.

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 PACE) about PACE's "Haul Pass" student discount program.

Academic Help

Teacher assistance is available in the Math Resource Center (220H) and Writing Resource Center (220F) during periods 1 through 9.

The school library is open for study and research at 7:00 a.m. until 3:45 p.m.

The school computer lab is open before school in room 220C starting at 7:15 a.m.



COACH
operative
ACHIEVEMENT

The COACH program (COoperative ACHIEVment) 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. (There will also be in-school tutoring with student tutors and teaching assistants earning ¼ service credit.) 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.

Student Activities

Listed below are the names of the student organizations and interscholastic sports available at Maine East. Students interested in participation may contact their counselors or Assistant Principal for Students, Mr. Dino Di Legge for more information.

Interscholastic Sports

Badminton	Golf	Tennis
Basketball	Gymnastics	Track
Baseball	Soccer	Volleyball
Cross Country	Softball	Water Polo
Football	Swimming/Diving	Wrestling

Student Organizations

Adventure Games
Amnesty International
Anime Club
Assyrian Club
Baggo/Bowling Club
Cheerleaders
Chess Club
Class Councils
Color Guard
Cricket Club
Debate
Demon Nation
Demon Squad (Pom Pon)
Drama
E. S. L. Academic Society
Edge, The (Literary Magazine)
FCCLA
Filipino Club
Foreign Language Honoraries (Phi Lambda Kappa)
French Club
Gay - Straight Alliance
German Club
Green Reach (Ecology) Club
Gymnastics Circus Club
Hellenic Club
Investment Club
Irish Club
Italian Club
Korean Club
Latino Club
LENS (Yearbook)
Maine Historical Society
Martial Arts Club

Student Organizations (continued)

M-Club
Model U.N.
Maine Mentors
Math Team
Middle Eastern Club
Mongolian Club
Mu Alpha Theta
Music Organization
National Art Honor Society
National Forensic League
National Honor Society
Orchesis
Outdoor Club
Photo Club
Ping Pong Club
PIONEER (Newspaper)
Polish Club
Project Plus
Renewable Energy Club
Scholastic Bowl
Science Fiction Club
Serbian Club
Shades of Maine East
Ski/Snowboard Club
South Asian Club
SKILLS
Spanish Club
Special Education Leaders
Speech Team
Sports Medicine Club
Student Council
Swing Choir (Démonaires)
Technical Theater
Tri-M
V-Show
WMTH-FM
WMTH-TV

Student Personnel Services

The Student Personnel Services (SPS) Department provides support for students in a variety of areas. Special education and English as a Second Language services may be requested through the SPS Department. A number of specialists are also 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. The Student Personnel Services Department includes:

Director

The director is responsible for the hiring, training, supervision and evaluation of all SPS department members. The director is a crucial link between students, parents, faculty, staff and community members. One of the key roles of the director is to assist students in achieving maximum growth and learning to assure successful post-high school futures.

Counselors

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

Career Counselor

The 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 Personnel Services Department.

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 nurse maintains records for each student which reflect compliance with the physical examination and immunizations presented by section 27-8 of the School Code. The health office is open from 7:30 a.m. to 3:30 p.m. when school is in session.

Psychologists

The psychologist is responsible for psychological screening and testing of students who have been 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 students, faculty, staff, and parents.

Social Workers

The social worker offers individual, group and/or family therapy for students who have been referred by parents, teachers or counselors. 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, staff, and parents.

Maine East Guidance Program

A vital link between home and school, the comprehensive guidance program offered at Maine East High School through the Student Personnel Services Department can help students make the crucial decisions they will face during their high school years. The guidance curriculum consists of a mix of individual and group activities including occupational, technical, financial aid programs, test information, and course placement activities. The program helps students at all levels to make decisions that will serve to shape their future. The Student Personnel 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 East 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. Primary goals of the Center are to support students and their families in managing obstacles that might interfere with student progress and to help individuals locate local community resources and services when needed. In addition to providing information 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, Polish, and Gujarati (and occasionally other languages), and bilingual/interpreter services are available upon request. Family Center services are available to Maine East's students and families, and to community members of Des Plaines, Glenview, Morton Grove, Niles, Park Ridge, and Rosemont.

While keeping in mind the wide variety of guidance services available, 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 staffings, monitor student attendance and behavior, and provide information regarding tutoring.

The Student Personnel 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. A resource booklet authored by SPS Director Mr. Vic DiPrizio – *Guidance: Doing It For Kids* – is available for interested parents. Call the SPS office at 847/692-8526.

How parents can help

Parents' attendance at important events such as the Curriculum Exposition, College Night and Parent/Teacher Conferences helps promote effective communication between home and school. It is also beneficial 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.

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.

Maine East Guidance Program

Scholastic Standing

You must pass twenty (20) credit hours of high school work per week. **In District 207, this translates to four (4) full credit courses, excluding Physical Education and Driver Education.** The number of courses you take and the number of hours they meet each week are not the basis for eligibility; rather, it is the amount of credit given for those courses.

You must have passed and received credit toward graduation for twenty (20) credit hours of high school work for the entire previous semester in order to be eligible at all during the ensuing semester. **In District 207 this again translates to four (4) full credit courses, excluding Physical Education and Driver Education.**

You may retake a course, in order to obtain a higher grade and have it count as a full credit course toward weekly, or semester eligibility. **At Maine East where students are required to "loop" or repeat some mathematics classes in which they receive grades of F's. If the mathematics course is "looped" because of a semester F grade, the current course being repeated DOES COUNT as a full credit toward eligibility.**

Quarter credit classes (**Oral Communications and Consumer Education**) must be taken in the same semester to count as one full credit course for semester and weekly eligibility.

Attendance in School

A student absent from school may not practice or compete unless:

1. He or she is in school by at least 10:40 a.m.
2. An acceptable parent or doctor's written excuse is submitted to the Athletic Director.
3. The Principal or Athletic Director grants prior permission.

Physical Examination

To practice or participate in interscholastic athletics at Maine East High School, an athlete must have passed a physical examination that was administered, signed and dated by a licensed physician. To be eligible to practice or participate, a student must have passed a physical exam that is valid from the start of the season until the end of the season. Physical exams are good for one year. Students, whose exams expire during the season, will not be allowed to practice or participate on the team until they pass an exam that will be valid through the whole season. **It is strongly recommended that students take physical examinations in the summer months.** For your convenience, the following local resources are available for school and/or sports physical examinations:

Maine East High School-School-Based Health Center-847-825-4059

Emery Medical Center - 2380 South Elmhurst Road at Oakton (Colony Square) - Mt Prospect - 847-228-5557

Holy Family Occupational Health Center - 100 North River Road - Des Plaines - 847-297-1800 x 1020

Optiwell Medical Center - 8965 Golf Road - Niles - 847-795-8600

Lutheran General Hospital - 847-318-6020

Maine East Guidance Program

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 SPS Office at 847-692-8526 or (847) 692-8520. Parents may access the portal by going to <http://maine207.org>, click on the link called Student/Parent Portal, and click "New User Registration".

Guidance Program Calendar

<u>Month</u>	<u>Class Level</u>	<u>Activity</u>
August-September	Freshmen	Orientation to high school (small group) • Biographies, school rules, student resources • Administration of Explore Test - September 22, 2011
	Sophomores	Administration of PLAN - September 22, 2011
	Juniors	Orientation to the Career Resource Center (CRC) • Administration of Institutional ACT - September 10, 2011 District 207 College Night, Maine South, September 14, 2010
	Seniors	Review credits for graduation • Discussion of post-high school plans (college computer search, college application, visits with college admission reps, specialty schools and military reps, full-time employment)
	All class levels	New/transfer student orientation Meet the Teacher Night, September 21, 2011
October	Eighth graders	Placement Testing – Explore Test
	Juniors/Seniors	Information, registration and administration for PSAT/NMSQT - October 15, 2011 Discussion of post-high school plans (continued) • College application processing (continued) • Visits with college reps, specialty schools and military, career exploration (interest inventories available) • ACT exam (October 22, 2011)
November	Fresh/Soph/Jr	Planning conferences for 2012- 2013 course selection
	Freshmen	Study habits (small groups) • Four-year curriculum planning
	Sophomores	Decision making process
	Juniors	Complete survey for academic/career analysis report
	Seniors	College and career information processing (continued) • Financial aid information • SNAP computer program (estimate of ability to pay for college)
	All class levels	Parent/Teacher Conferences, November 21, 2011
December	Sophomores	PLAN interpretation
	Juniors/Seniors	Financial aid evening program, To be determined Career Planning Handbook distribution
	Seniors	College application processing (continued) • Financial aid information (continued) Further career exploration
January and February	Freshmen	2012-2013 course selection Consumer Education proficiency exam
	Soph/Juniors	2012-2013 course selection
	Juniors	College Planning for Juniors - To be determined
	Seniors	FAFSA completion workshop, To be determined Financial aid/scholarship information and applications
February	Eighth graders	Parent-student evening orientation • Distribution of Curriculum Guides • Test score interpretation • Course selection • Extracurricular information
	Soph./Juniors	Continue college and career information.-College Planning Night
	Seniors	Assist with college, specialty school and scholarship applications (continued)
March	All class levels	Summer School 2012 registration begins
	Sophomores	Discussion of employment and work permit procedures
	Sophs/Juniors	College planning evening program
	Juniors	ACT/SAT registration
	Seniors	Scholarship applications (continued)
April	Eighth graders	Retest for potential Intro to High School students
	Fresh/Soph/Jr	Resolution of 2012 - 2013 schedule conflicts • Summer school registration continues
	Juniors	Registration for June ACT/SAT Prairie State Achievement Exam (PSAE) (State mandated testing). The PSAE includes the ACT exam, April 24- 25, 2012
	Seniors	Post-high school planning • Scholarship applications
May-June	Fresh/Soph/Jr	Resolution of 2012 - 2013 schedule conflicts
	Juniors	Registration for June ACT/SAT • College and career information (continued)
	Juniors/Seniors	AP exams (May) • Transition to college meetings (voluntary)

Dates to Remember

District 207 Activities and Events

Meet The Teacher Night -	September 21, 2011
Explore / PLAN -	September 22, 2011
College Night -	September 14, 2011
PSAT/NMSQT -	October 15, 2011
PTC Conferences -	November 21, 2011
PSAE-	April 24-25, 2012

ACT Dates

September 10, 2011
October 22, 2011
December 10, 2011
February 11, 2012
April 14, 2012
June 9, 2012

SAT Dates

October 1, 2011
November 5, 2011
December 3, 2011
January 28, 2012
March 10, 2012
May 5, 2012
June 2, 2012

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.

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. Michael Bender at 847/692-8290.

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 847/692-8467. For Section 504 questions please contact the Director of Student Personnel Services, Mr. Vic DiPrizio at 847/692-8529.

Medication Procedures

The nurse does not dispense over-the-counter medication (including aspirin). When a student is required to take prescribed medication during school hours, the nurse must issue written permission to carry the medication. Any student on medication for an extended period of time must submit a form, signed by the physician and parent, to the nurse. Students are allowed to carry over-the-counter medication. All medication brought to school must be in the original container.

Questions about the specific procedures should be directed to the school nurse. The purpose of the procedures is to reduce the number of medications given in school, yet assure safe administration of medications for those students who require them.

Vision Screening

Illinois Public Act 93-0504 requires entities, including schools that conduct vision screenings to notify parents/guardians in writing that such vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

DISTRICT 207 SCHOOL-BASED HEALTH CENTER

Helping Students to "Be Well & Do Well"

Mission Statement

The **Maine Township High School District 207 School-Based Health Center** will improve the health of all District 207 students by providing: culturally competent and adolescent-friendly physical and emotional health services; knowledge & skills needed to choose lifelong positive health behaviors and practices; and, an understanding of how to appropriately access the health care system. Health Center services will enable students to further their education and maximize their adult potential as well as positively impact the overall health of the Maine East community and its families. The center will be a supervised educational training site for professionals in the delivery of adolescent health care.

The District 207 School-Based Health Center (SBHC) is a collaborative effort between District 207, Advocate Lutheran General Hospital and Advocate Medical Group. The goal of the SBHC is to improve the physical and emotional health of students attending all Maine 207 high schools. As required by the Illinois Department of Health and Human Services:

Students must have a signed parental/guardian consent form on file before they can receive most services at the SBHC. However, Illinois Consent and Confidentiality Laws allow minors over age 12 to receive sexually transmitted infection (STI) testing and treatment and pregnancy testing without consent of a parent or guardian. The staff of the SBHC considers parental involvement extremely important. We encourage all students to involve their parent or guardian in health care decision making.

The SBHC is open Monday through Friday during normal school hours and Monday through Thursday during the summer. Located on the lower level of Maine East High School, Health Center staff includes a nurse practitioner, mental health worker, several physicians and a secretary.

SERVICES AVAILABLE at the SBHC include but are not limited to the following:

- General health assessment
- Routine physicals
- Sports and employment physicals
- Immunizations (to Medicaid eligible or uninsured students)
- Diagnosis and management of chronic health conditions
- Diagnosis and treatment of minor illnesses and injuries
- Throat cultures
- Urinalysis
- Blood pressure screenings
- Asthma treatment
- Weight management
- TB testing
- Assessment of stress/emotional problems
- Individual and family counseling
- Assessment of alcohol & drug problems
- Treatment of infections
- Treatment of sprains, cuts & burns
- Pregnancy testing
- Pap smears
- Abstinence and contraception counseling
- Diagnosis and treatment of sexually transmitted infections (STI)
- Safety promotion
- STI and HIV prevention
- Smoking cessation
- Diagnosis and treatment of eating disorders
- Routine blood tests

If you have any questions or concerns, please contact us at 847-825-4059

Frank Belmonte, DO, MPH, Medical Director
Karen Bernstein, MD, MPH
Linda Vassmer, MD
Therese Hanigan, APN/CNP (Nurse Practitioner)
Kathryn Malyszko, LCPC, CADC, CDVP (Mental Health Provider)
Candice Duesenberg, Secretary

12/6/2010

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.

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.

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 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

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.**

Student Record Information

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.

Student Record Information

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.

Student Record Information

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.

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 they are pulled over after curfew.**