

MAINE EAST HIGH SCHOOL

2018-2019



STUDENT HANDBOOK

(Print First and Last Name)

I acknowledge receipt of the Discipline Procedures, Extracurricular Code of Conduct, and Graduation Requirements as contained in the 2018-2019 MEHS Student Handbook.

I also acknowledge the risks of hazing, bullying (includes cyberbullying), harassment, intimidation and initiation activities and have been informed of the zero tolerance of these behaviors at Maine East High School. I commit to lead by example and will not support, condone or participate in any hazing activities throughout my involvement in student organizations and athletic teams.

Student:

Student ID:

Homeroom:

Date:

Maine Township High School East

2601 Dempster Street
Park Ridge, IL 60068-1177
Telephone: (847) 825-4484
Attendance Office: (847) 692-8321
www.maine207.org



2018-2019 Student/Parent Handbook

Property of: _____

I.D.# _____

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, languages, 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 and be encouraged to participate in a wide variety of co-curricular activities and interscholastic competitions.

Our Mission is to Improve Learning

II. GENERAL INFORMATION

ADMINISTRATION

Principal: Dr. Michael W. Pressler

Associate Principal: Dr. Linda Rutschke

Assistant Principal-Students: Mr. Dino F. Di Legge

Assistant Principal-Teaching & Learning: Ms. Allison Gest

Assistant Principal for Student Services: Mr. Michael Wartick

Deans:

Mr. Michael Bender

Ms. Nelly Diaz

Mr. Jeffrey Parlette

STUDENT SERVICES

Psychologist:

Dr. Ruth Shook-Orr

Mr. Edward Burda

Ms. Susana Held

Social Workers:

Mr. William Bautista

Mrs. Kirsta Cholewa

Counselors:

Ms. Amy Allen

Mrs. Suzanne Caliendo

Ms. Angie Edsey

Mr. Mark Hankins

Mr. Alen Ibrahimovic

Ms. Nicole Rinaldi

Ms. Mieka Yochim

Career and College Admissions Specialist

Mr. Mark Weber



School Songs

Maine Pep Song

And when our Maine High Teams begin to fight,
We're gonna' win the games again tonight.
And for the blue and white teams give a cheer,
That can be heard around the world by every ear.
And then we'll fight, fight, fight like Maine Teams do.
And no we won't give up until it's through.
That puts the other team right on the run. (oh, what fun)
Maine High School.

Alma Mater

F.M. and A.M. Harley, 1937

Alma Mater, hail to thee!
Honor, love and loyalty.
Torch of knowledge given to all,
Blue and White, we hear your call.
To my faith may we be true,
As we raise our song to you.
Praises ringing, "Hail to Maine.
Heav'n resounds with her fair name.
Alma Mater then shall be
In our cherished memory.
Our guiding light of purpose true,
Shown by our banner, white and blue.
As we now your praises sing,
May our anthem loudly ring.
Maine, the name we glorify.
Or your fame shall never die.

LATE ARRIVAL-COLLABORATION DAYS

2018-2019

Weekly on Thursdays during regular school days

School Closings in Severe Weather

In the case of extreme cold, snow or 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 by a recorded message at (847) 692-8321, on Maine East's website and through this Internet Service :www.weatherclosings.com.

STUDENT SERVICES

The Student Services Department provides many services to students and families including a four-year developmental counseling program, which ensures that every student in the Maine East High School receives the same curriculum. Throughout the school year, our Student services staff members meet with all students in all grade levels to help educate students on academic, social/emotional, and career related topics in order to best support the students during their time at Maine East.

While our Student Services Department has planned programming each year, many of the supports and services can be initiated by parents, students, and other Maine East staff. Our Student Services staff members try to anticipate and react to the needs of students and parents; however, in order for our department to be most effective, it is important that there be two-way communication between school and home.

Parents/guardians may make an appointment by calling the counselor to whom their student is assigned. A number of specialists, such as nurses, social workers, and school psychologists, are also available to assist students and their families with their needs and may be included in meeting in order to provide the best support.

Four-Year Developmental Counseling Program

The comprehensive guidance program offered at Maine East 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 that cover career/college exploration, social/emotional competencies, and academic supports take place throughout the school year. The Student Services staff can help students gain direction as they make choices that will take them through high school and into their post-secondary plans.

Career Resource Center

The Career Resource Center (CRC) located across from the Student Cafeteria provides a wealth of information about career and college options. Resources include several computer-based career and college search programs, printed materials, and face-to-face meetings with representatives from a variety of post-secondary options. The Career Resource Center is run by our College and Career Admission Specialist, Mr. Mark Weber. Students and families are encouraged to make appointments with him, though he is available for drop-in questions throughout the school day. Students in all grade levels are encouraged to utilize the CRC throughout their four years at Maine East.

Student Health

The Health Office is located inside the main entrance to the school. Health services are available to students, parents and staff from 7:30 a.m. until 3:30 p.m. In addition to direct care, nursing services include vision and hearing screening, health education and counseling, medical referrals and follow-up. Individual student health records, as well as any paperwork or documentation of a medical or health-related nature, are confidentiality -maintained in the school Health Office. Doctor's notes, PE excuses, and medication passes are also handled through the Health Office.

State Health Requirements

Illinois state law requires a complete physical examination within one year prior to the first day of school for all students entering 9th grade for the first time, as well as for all new/transfer students. In addition to the physical exam, new freshmen and transfer students must also submit proof of immunization or immunity against the following diseases:

Diphtheria	Poliomyelitis	Rubella	Pertussis
Mumps	Hepatitis B	Tetanus	Measles
Meningococcal	Varicella	Tdap	

Students who fail to meet the Illinois health requirements regarding physical examination and/or immunizations will not be allowed to purchase books or attend school until state requirements are met.

Students who participate in school sports are required to have an annual sports physical. Additional health examinations or medical evaluations and school exclusions may also be warranted under special circumstances. For example, a student may be excluded from school for a contagious disease or condition that might pose a health risk to other members of the school community.

Illness/Injured at School

If a student becomes ill/injured at school, he/she should report to the Health Office with a pass from the teacher to be evaluated by the nurse. Before a student who has taken ill or becomes injured in school is sent home, the Health Office will confer with his/her parent, guardian or emergency contacts as designated by parents to arrange for his/her transportation. Parental consent is needed whether or not the student can provide his/her own transportation.

Medications

Students should not take medication during school hours unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for a student to take medication during school hours, whether it be prescription or OTC (over-the-counter) medications such as Tylenol or Advil, an *Authorization and Permission for Administration of Medication* form must be completed by their physician and signed by a parent/guardian.

Medication must be brought to school in a container properly labeled by the pharmacy or OTC medication should be in their original containers and given to the School Nurse to dispense as per licensed health care provider's written order.

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

All medication brought to school must be in the original container and labeled with the student's name. Written permission prescribed or non-prescribed (OTC) medications at school must be renewed annually.

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

School-Based Health Center

The Maine Township School-Based Health Center, housed at Maine East High School, is a partnership between Maine Township District 207 and Advocate Medical Group, in affiliation with Advocate Lutheran General Hospital. The goal of the School-Based Health Center is to improve the physical and emotional health of students attending Maine East, Maine West and Maine South High Schools.

Students must have a signed parental/guardian consent form on file before they can receive services at the School-Based Health Center.

The School-Based Health Center is located on the lower level of Maine East High School. Health Center staff includes a full-time nurse practitioner, a full-time mental health worker, a part-time physician and a secretary. The Health Center is open Monday through Friday during the school year and Mondays through Thursdays during the summer months.

Most services provided at the Health Center, except for those noted below, are provided free of charge.

The staff of the School-Based Health Center considers parental involvement important. Every student is encouraged to involve parent(s)/guardian(s) in health care decisions. The services available are basically the same as at any doctor's office.

The services available at the School-Based Health Center will include, but are not limited to, the following:

General health assessment

Routine physicals (\$35, if there is no state Medicaid)

Health screenings

Sports and employment physicals (\$35, if there is no state Medicaid)

Immunizations

Assessment of stress/emotional problems

Individual and family counseling

Assessment of alcohol & drug problems

Counseling on emotional, behavioral, & adjustment related issues

Infections

Earaches

Sprains, cuts, burns

Sore throats

Throat cultures

Students will probably continue to see the school nurse for routine health concerns then she may send them to make an appointment at the School-Based Health Center. If students have concerns that they would usually see a doctor for, these are the concerns they might take directly to the School-Based Health Center to make an appointment to take care of.

The cost of operation of the School-Based Health Center comes from several grants, most notably from the Illinois Department of Human Services, as a result of the state's settlement with tobacco companies a few years ago. Other grants to continue the center have been through the office of the local Illinois Representative's Office and the United Way. No District 207 educational funds are being, or will be, used to support the work of the School-Based Health Center.

Student Records

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.

Records 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.

Records 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.

Records may also be released to any person for the purpose of research, statistical reporting or planning, provide 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.

Records 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. Records 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.

Records 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.

Records may also be released to any person with 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 names 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.

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 Education 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.

Permanent Records

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

Records for Students with Disabilities

Upon graduation or permanent withdrawal of a student, psychological evaluations, special education files and other information contained in the student temporary record which may be a 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.

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 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.

Students who reach 18

All rights and privileges accorded a parent under the Illinois School Student Records Act 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.

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 have 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 a copy all permanent and temporary records within a reasonable time-in no case later than 15 school days after the date of receipt of such request by the official records custodian. 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.

Programming

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

Programs for the Gifted and Talented

Gifted students are offered a wide range of courses in accelerated and advanced placement programs. Enrichment programs are offered through the Maine East's Gifted Lyceum program is open to top ranked students who are admitted to Lyceum based on outstanding academic performance and on qualifying test scores.

Gifted Lyceum

Maine East High School is committed to the education of its most academically talented students and strives to provide appropriate methodology and services that are steeped in sound research. The Gifted Lyceum Curriculum is an intensive High School Program designed for the academically gifted individual. It is a four year program that challenges students to reach their academic potential. Students generally rank in the top 5% of the class and qualify through testing measures and teacher recommendations. While the course of study is rigorous, the Gifted Lyceum challenges to improve not only the academic, but the affective component of its students.

Accelerated Program

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

Advanced Placement Program

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

Independent Study

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

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

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

Program Changes

Students are scheduled into courses only after thoughtful deliberation regarding their abilities, interests, needs, and goals. Students are permitted to enroll in any course which meets their needs and for which they have successfully demonstrated prerequisite knowledge. Enrollment in any course also requires prior parent and counselor approval. Once programs have been approved and submitted for scheduling, changes will be made only for administrative purposes.

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

Regular Program

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

Special Education Program

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

Transitional Program

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

GRADUATION REQUIREMENTS

Credit

The Maine Township high schools have courses which are one quarter, one semester, and two semesters in length. One-quarter credit in all one-quarter courses and one-half credit in all one-semester courses, with the exception of physical education, is granted upon successful completion of the course. Most District 207 courses are two semesters in duration. One credit is granted upon the successful completion of both semesters. **It is recommended that students be enrolled in six (6) courses and physical education for each semester of attendance.**

Grade Point Averages (GPA)

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

Students will have the option of reporting their grade point average (GPA) in two different ways: weighted only or both weighted and non-weighted. The non-weighted GPA would give the exact same value to every course. A class rank based on the non-weighted GPA will also be calculated; however, selection of Maine Scholars and Honor Roll designees will be based on the weighted GPA and class rank.

Graduation

Maine Township High School East, South and West each have one graduation ceremony in May. Graduation seniors receive standard diplomas. Diplomas from the three Maine Township high schools differ from another only in the identification of the school. No diploma refers to the course of study pursued by the graduate or the graduate's academic record.

How the Honor Roll Is Determined

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

IHSA and NCAA Eligibility

The Illinois High School Athletic Association (IHSA) and the National Collegiate Athletic Association (NCAA) both have rules and regulations regarding eligibility. Students who participate in athletics in high school and/or wish to participate in athletics at the college level should be aware of the requirements of both associations. Copies of IHSA and NCAA eligibility rules may be found at www.ncaa.org (eligibility center) or students may see their counselor or the Athletic Director for more information.

No Pass/No Play Policy

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

- You must pass twenty-five (25) credit hours of high school work per week. In District 207, this translates to five (5) full credit courses, including Physical Education and excluding 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 (25) 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 five (5) full credit courses, including Physical Education and excluding Driver Education.
- You may not retake a course, which you did not fail 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 a grade of D, these repeated courses DO NOT COUNT as full credit courses toward eligibility. If the mathematics course is "looped" because of a semester F grade, the current course being repeated DOES COUNT as a full credit course toward eligibility.
- Quarter credit classes (Communication Arts and Consumer Education) must be taken in the same semester to count as one full credit course for semester and weekly eligibility.

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

Pass/Fail Procedure

The pass/fail procedure was developed to give students new opportunities for learning without the pressure of grades. Passing grades received under the pass/fail system are designed on grade reports and official transcripts as satisfactory (PA). The Passing grade (PA) does not affect a student's grade point average. However, a failing grade received under the pass/fail system is designated on grade reports and official transcripts as an "F". A failing (F) grade will be computed in a student's total grade point average. Students may take any one-half credit or one credit course during the regular school year, as well as summer school, pass/fail according to the following guidelines:

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

Social Promotion

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

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

Student Progress

Progress reports are issued at three intervals (4 week, 8 week and 12 week) each semester. A semester report card is issued at the conclusion of each semester. In addition to the grades, report cards and progress reports also show the total number of days absent as recorded by the attendance office for each grading period and the number of absences for each class as recorded by each teacher.

Parents and students are able to view course progress via the Parent Portal on the school website. Teachers will keep parents informed when a student's progress falls below the minimum level at which a passing grade can be given. Parents are encouraged to communicate with teachers as necessary.

Transfer Students

Most credits of students transferring into a Maine high school are accepted, providing the school from which they transfer is accredited by its regional accrediting agency. If the school is not accredited, the student may receive credit upon successful completion of examinations and further investigation of the curriculum.

Assignment of credit from the transfer school will be determined by the Maine high school administration.

Transfer Student Graduation

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

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

Repeat Course Policy

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

Requirements for Graduation

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

- Four units of English.
- Three units* of mathematics. Computer courses and Business Mathematics do not meet the two unit requirements mathematics. If a student's first course in mathematics is Fundamentals of Mathematics, then three units of mathematics are required.
- Three units* in courses offered by the social science department including one unit in U.S. History and one-half (½) unit in government.
- Three units* of a laboratory science.
- Satisfactory completion of one-fourth (¼) unit, or exemption from, physical education during each semester of high school enrollment with the exception of one semester during the sophomore year when all students are required to enroll in health. The grade point average does not include physical education.
- Satisfactory completion of one-half (½) unit of health. The grade point average does not include the health grade
- Satisfactory completion of one-quarter (¼) unit of Consumer Education. Successful completion of a course in Introduction to Business, Independent Living or Economics exempts students from the ¼ unit requirement of

consumer education. The cumulative grade point average includes the consumer education grade.

- Thirty (30) hours of instruction in safety education (driver education classroom instruction). The driver education course grants one-half (½) unit of credit if taken in one of the Maine Township High Schools; the district may waive this requirement upon presentation of successful completion of a driver education course from a private agency. The grade point average does not include driver education.
- Two units of credit from any of the following: fine arts (music, speech, drama, or art), foreign language, or career and technical education (family and consumer sciences, business, and applied technology).
- One-quarter (¼) unit of Oral Communication. Successful participation in Debate Team exempts a student from this requirement as long as the student fulfills all the requirements of participation as specified in Board Policy and Procedures. Participation in the speech team does not fulfill the oral communication requirement. The cumulative grade point average includes the Oral Communication grade.
- Pass an examination on the Declaration of Independence, the Flag of the United States, the Constitution of the United States and the Constitution of the State of Illinois.
- A minimum of five units of elective credit.

In addition to fulfilling the above requirements, in order to obtain a District diploma, students must take the required state examination. Exceptions to this requirement will be permitted if: (i) the student's individualized educational program (IEP) developed pursuant to Article 14 of the Illinois School Code and the Individuals With Disabilities Education Act identifies the Prairie State Achievement Examination as inappropriate for the student; (ii) the student qualifies for exemption from the state examination pursuant to Section 2-364(a) of the Illinois School Code due to the student's lack of English language proficiency.

*Unless there are otherwise compelling reasons, the expectation of District 207 is that all students will take the increased core curriculum classes in math, social science and laboratory science. Parents may file an appeal for variance with the principal's representative in each school between June 30 following a student's freshman year and June 30 following a student's junior year.

ALTERNATIVE CREDIT EARNING OPPORTUNITIES

Alliance for Lifelong Learning (Evening High School)

Maine Township High School District 207 may accept credit earned by a student through Alliance for Lifelong Learning (ALL) evening high school and transferred credit from other high schools.

On-line Courses

Students may earn up to six credits (with no more than two to satisfy graduation requirements in the four core areas [English, Math, Science, Social Science]) through approved correspondence, internet-based courses or post-secondary courses.

Exceptions may be made by the Superintendent of Schools.

Summer School

Each Maine Township high school provides a comprehensive summer program in both academic and non-academic areas, as well as those courses that meet special interests. Summer session courses taken for credit are acceptable toward graduation. Students may use summer school to take courses they are otherwise unable to schedule into their programs or to make up credit that they missed during the regular school year. All summer school courses meet the time requirements of accrediting agencies. All District 207 Discipline Policies and Procedures apply during the Summer School session. Students who violate these policies may be dropped with no course credit or refund. During assigned break times students must remain in the building and the assigned break area. Students are not allowed in other areas of the building, including but not limited to, parking lots, faculty lounge, gym areas, etc. Maine East is not an open campus. Students are expected to remain on the school campus unless they have proper authorization to depart. Cell phones may be used during assigned break times only.

POST HIGH SCHOOL PLANNING

Accreditation

The three Maine Township high schools are accredited by the North Central Association of Colleges and Secondary Schools and the Illinois State Board of Education.

Career Resource Center

The Career Resource Center (CRC) located across from the Student Cafeteria provides a wealth of information about career and college options. The CRC is open 7:30 am to 3:30 pm daily.

How to Prepare for College and the Working World

As students prepare for the working world, they need to consider their interests, abilities, personality and values among other factors to allow them to make educated career choices. In order to help our students accomplish this goal, the counseling staff works with each student on developing an Individual Career Plan (ICP) that contains the results of surveys used to identify career clusters that the student has shown an interest.

Some careers will require a four-year degree. For those that do, a minimum of four years of English, three years of social science, two years of the same foreign language, three years of laboratory science, and three years of college prep mathematics including algebra, geometry and algebra II are required.

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

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

Students may also consult the resources in the Career resource Center to do further investigation of specific entrance and graduation requirements at schools as well as research about financial aid and careers. In addition, we recommend the following free websites:

www.whatsnextillinois.org

www.petersons.com

www.isac.org

www.collegeboard.com

www.fastweb.com

www.finaid.com

STATE UNIVERSITIES IN ILLINOIS

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

WORK PERMITS

Students wishing to obtain a work permit should go to the Student Personnel Services Office. Students must have secured a job before Work Permits can be issued.

NATIONAL HONOR SOCIETY REQUIREMENTS

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

NETWORK/INTERNET USE

Student access to the District 207 Network and Internet is allowed only if a student has completed and returned the Network/Internet Use Agreement form.

STANDARDIZED TESTS

The Student Services Department is Maine East's primary coordinating agency for standardized testing.

2018-2019

October 27, 2018 ACT (juniors/seniors)

April 13 2019 ACT (juniors/seniors)

June 8, 2018 ACT (juniors/seniors)

Academic Help

- The Academic Learning Center is open Monday through Friday until 3:30 p.m.
- The Math Tutoring Room is open during all periods of the school day.
- The Coach Tutoring Room (all subjects) is open during all periods of the school day.

Attendance Procedures

Punctuality and regular attendance are expected of every student. Participation in after school activities requires attendance during the school day – arrival no later than 10:40 a.m. and departure no earlier than the end of the student's daily class schedule.

- Authorized absences from school:
Absences that are unexpected (e.g. illness) may be authorized if a parent calls the Attendance Office (any time of the day or night at 847/ 692-8321) before 1:00 p.m. on the day following the absence. Not calling means that the absence is unauthorized, that the student may not make up missed work, and that the student is assigned a Saturday detention.
- Pre-excused absence from school:
Absences that are expected (e.g. dental appointments) may be authorized if a parent calls the Attendance Office two days before the absence and if the student submits appropriate follow-up documentation by 1:00 p.m. on the day following the absence.
- Health Office regulations:
The Health Office must be notified if a student has a communicable disease (such as strep throat or chicken pox), has a chronic disease, or is hospitalized. For absences to be authorized after a student has missed more than five (5) consecutive days or more than seven (7) days in a semester, the Health Office may require a written explanation from a doctor.
- Feeling ill:
Students must report to class for attendance first if an illness is not an emergency and obtain a pass to the Health Office. Students are not admitted to the Health Office between classes except in emergencies.
- Permission to go to parking lot:
Students must have a Security escort
- Permission to leave campus:
After a parent calls the Attendance Office, the student will obtain a pass from that office and sign out. When returning to school, the student must report to the attendance Office with official verification of appointment kept or obligations met.

Automobiles and Bicycles

1. Subject to available parking space, juniors and seniors who have drivers' licenses will be considered to purchase a school parking sticker. Any special case involving other students must be considered by the Executive Committee.
2. Students are permitted to drive on school parking facilities if they have valid drivers' licenses, provide proof of car insurance, obey Illinois "Rules of the Road" and display their pre-purchased school parking stickers on their vehicles.
3. A student driver must fill out a registration form and purchase a parking sticker through the deans' office. The sticker must be affixed permanently to the windshield on the passenger side of the car to be driven to school.
4. If a student, who has purchased a parking sticker, must drive a different vehicle to school, they must notify the dean's office prior to the start of school in order to receive permission to park the vehicle temporarily.
5. Students must park within the parking lines and should pull up to the center line. Parking backwards in a space is prohibited.
6. Students are to use parking lots other than the ones reserved for faculty, staff, and visitors. Parking in front of the school is prohibited.
7. Cars without parking stickers or cars improperly parked may be ticketed by the Park Ridge Police or towed from the school grounds at the owner's expense.
8. Bicycles should be parked and locked at the racks near the east bus shelter or Auditorium doors.

Awards and Honors

The school recognizes students' achievements and contributions in various ways:

- Maine Scholar awards to seniors in the top 1% of their class academically.
- Good Will Awards to seniors who best embody the ideals of service, cooperation, and friendship.
- Departmental Awards to the most outstanding seniors in each field of study.
- Student-of-the-Month Awards to students who are determined worthy by their teacher.
- Gold Cards, representing special privileges, awarded to senior students, by application, who have demonstrated R-Code traits of being *Responsible, Respectful and Ready* throughout their high school career. .

Buses

The Maine Township High Schools are served by regular PACE buses (public transportation). Students will receive bus schedules at the beginning of the school year.

Ventra passes can be purchased at the school bookstore. Students riding PACE buses to or from school are subject to the discipline policy of the school

Cafeteria

To enter the cafeteria during a lunch period, all students must present their own current Maine East I.D. cards. Once in the Cafeteria, students must behave appropriately. Everyone at a table is responsible for seeing that all trays are returned and that all garbage and recyclable materials are placed in the receptacles provided. At the end of each lunch period, students must sit at their table and wait until the supervising staff member dismisses them.

Complaints and Grievances

Students may express concerns to various members of the faculty and administration. The subject of the concern will determine which staff member might most appropriately help. Students who need assistance in identifying the most appropriate staff member should speak with the Assistant Principal for Students.

Dances

- Tickets must be purchased in advance; they are not sold at the door.
- All Maine East students must bring their I.D. cards.
 - Guests of Maine East students must be registered by name when their ticket is purchased and must bring picture IDs when they attend.
 - Guests of Maine East students must be at least a high school freshman and must be under 21 years of age by the day of the activity.
- Dances must start by 7:00 p.m. and must end by 10:00 p.m.
- All those attending must arrive no later than 8:00 p.m.
- Once a person has left a dance, that person may not return.
- All school rules, including those related to alcohol and other drugs, are in effect.

Election of Leaders

A student holding one of the offices listed below is NOT eligible to hold any other office at the same time or succeed himself in the same office or, for class presidents, to hold a presidency two years in a row.

- President of Student Council
- Vice-President of Student Council
- Secretary of Student Council
- Treasurer of Student Council
- Class Presidents

Exceptions:

Providing that there are no conflicts in meeting or in the execution of official duties, officers in clubs having exclusive membership (e.g. Tri-M, National Honor Society) are not subject to the eligibility restrictions cited above. Neither are captains of athletic teams, cheerleading squads, or the Demon Squad; and neither are Student Council representatives.

Field Trip Procedures

To participate in a Maine East field trip, during the school day or during non-school hours, a student must complete a field trip permission form. The student must fill in information about the trip, obtain the signature of the trip sponsor, obtain the signatures and comments of teachers whose classes will be missed, obtain a signature from a parent/guardian, and

return the completed form to the trip sponsor at least three school days before the trip. If the form is processed late, the student may not participate in the field trip.

Financial Assistance with Books and Fees

Parents of students with low family income may apply for the loan instructional materials and the waiving of fees. Applications and instructions are available from the principal's office. Proof of income is required.

Financial Assistance with Meals

Parents of students with low family income may apply for free or reduced-rate meals, served in the school cafeteria. Applications and instructions are available from the principal's office. Proof of income is required.

Fundraising

At school and school activities, students may raise funds only in school-approved fundraising projects. Fundraising may not disrupt the educational process. Example: Students may not sell candy or other products in the classrooms during the school day.

Hall Passes

Students are not permitted in the hall during class periods unless they have authorized hall passes or Gold Cards.

Library

A resource for academic study and research, the library extends the traditional classroom into the wealth of resources available in the library. In addition to vast print resources, the library also has electronic databases and a digital library composed of e-books and audiobooks that are available to student and staff checkout. Librarians are available to help students and staff with their research needs and finding books for enjoyment.

The library expectations are as follows:

- Students will demonstrate respect for the library staff, and will, in turn, be treated respectfully.
- Students must have their student ID to scan into the library. Students without their student ID will not be allowed into the library.
- Students are expected to have something to work on while they are in the library.
- In order to respect the students taking a test in the Testing Center, which is now located in the library, there is no talking allowed in the library.
- Students may move about the library to ask for help from other students or librarians as long as they do so quietly.
- Four maximum can be at a table.
- No food is allowed in the library. Lidded beverages are allowed in the library.
- Students must push in their chairs and leave the area clean and orderly.
- All property including and not limited to technology and materials will also be treated with respect. 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 decided by the dean.

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 of any action.

Lockers

Each student will be provided a locker, subject to the following provisions:

1. Students must use only the lockers individually assigned to them.
2. Only approved Maine East locks may be used on lockers.
3. For the safety and welfare of the student, ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with this policy. Each student must have on file with the proper school authority the lock combination.
4. The only items that may be placed in lockers are articles of clothing, school books or supplies relating to school use, lunches, and personal items which the students need for school activities.
5. The school district reserves the right to have its officials inspect the contents of any locker at any time when the safety and/or welfare of the school or the student body are in question.

This statement should be considered "Prior Notice" of locker search procedure.

R-Code

R-Code is Maine East's character education program. Consider joining this effort to promote readiness, responsibility, respect, courtesy, encouragement, honesty, helpfulness, and patience. Help to move students closer to the goals of using appropriate language, accepting cultural and personal differences, supporting the efforts of others, and demonstrating school pride.

Restrictions for Student Organizations

1. No student shall join or engage in the activities of any secret society or public school fraternity or sorority. Hazing is not permitted.
2. Use of emblems, insignia, colors, crests or other symbols of membership or office in any recognized school club or organization must have the approval of the superintendent.
3. No club or other student organization shall organize or operate unless it has the approval of the Principal, the Executive Committee, and the Board of Education.
4. School groups are not permitted to use the school name in public demonstrations or other activities outside the school unless prior permission has been granted by the designated school official.
5. Neither student organization nor individual students may solicit, acquire, disburse, or encumber funds without the prior approval of the principal. Students and sponsors should participate in the decisions about funds.

Supervision

Students are not to be in the building or on the school grounds unless under the direct supervision of an authorized staff member. All curfew laws will be observed in the establishment of hours for the above. All after-school activities will cease before 7:00 p.m. on school nights unless prior permission has been granted by the principal.

Visitors

Visitors, including parents and alumni, must begin their visits to the school grounds or the school building by providing personal identification, signing in, identifying their vehicles, and obtaining visitors' passes at the main entrance or the principal's office. No Visitors' passes will be issued to school-age persons. Current students may not bring guests to school.

Written and Verbal Expression

In Maine Township District 207, students have the right to express opinions and ideas both verbally and in writing. For details, students should refer to Board of Education Policy #670, found in the school library.

Lost and Found Office

Whenever a student loses an item or finds an item, the student should go to the Lost and Found, on the north side of Student Services Department (room 120) or to the Dean's Office

*Contents of the Student/Parent Handbook are subject to change.
For the most current information, please go to <http://east.maine207.org>*

EXTRA CURRICULAR ACTIVITIES

Interscholastic Athletics

BOYS SPORTS

Baseball	Basketball	Co-Ed Cheerleading
Cross Country	Football	Golf
Gymnastics	Soccer	Swimming/Diving
Tennis	Track	Volleyball
Water Polo	Wrestling	

GIRLS SPORTS

Badminton	Basketball	Co-Ed Cheerleading
Cross Country	Golf	Gymnastics
Pom/Pom	Soccer	Softball
Swimming/Diving	Tennis	Track
Volleyball	Water Polo	Wrestling

Non-Athletic Activities

Maine East offers students an extensive variety of clubs, organizations, and activities.
GET INVOLVED!

AOK-Acts of Kindness Club	Amnesty International	Assyrian Club
Bagg-o Club	Bake-for-a-Change Club	Blue Regiment-Flag Team
Co-Ed Cheerleading	Chess Club	Class Council
CCA-Comic, Cartoon, Anime Club	Debate	Demon Squad-Poms
Demonocracy (Politics)	Demons Against Depression	Drama-Thespians
East Pride	Ecology Club-Green Reach	Edge-Literary Magazine
FCCLA	Fashion Club	Feminist Club
Filipino Club	French Club	German Club
Gymnastics-Circus Club	Hellenic Club	H2O Club
Health Care Society	International Club	Investment Club
Italian Club	Korean Club	Latino Club
Lens Yearbook	Maine East Cares	Maine Historical Society
Math Team	Maine East Recreation Club	Maine East Rhythm Project
Model UN	Mongolian Club	Mu Alpha Theta
Muslim Student Association	National Art Honor Society	National Forensic League
National Honor Society	NOVUS	Orchesis (Dance) Club
Phi Lambda Kappa	Photography Club	Ping Pong Club
Pioneer-School Newspaper	Poetry Club	Polish Club
Reading Club	Robotics Club	Rotary Interact
Scholastic Bowl Team	Science Fiction Club	Serbian Club
Shades of Maine East	Show Choir-Demonaires	Skills USA
South Asian Club	Spanish Club	Speech Team
Sports Medicine Club	Student Council	Tech Genius-Computer
Club		
Technical Theatre	Tri-M	V-Show
WMTH, FM/TV		