



2019-2020

Maine South

Handbook for Parents

Important Information for Successful High School Years

As parents, you are a crucial part of Maine Township High School District 207. Maine South is a nationally recognized high school and this is largely due to the partnerships we have with families and the support parents like you give their students.

To ensure a successful high school experience, we'd like you to have all the information possible. 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.

I look forward to serving you and your students.

Sincerely,

A handwritten signature in cursive script that reads "Ben Collins". The signature is written in black ink and is positioned above the typed name.

Dr. Ben Collins, Principal

Maine Township High School District 207

Statement of Purpose

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

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

Goals

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

Our Mission is to Improve Learning

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

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Maine Township High School South

1111 South Dee Road

Park Ridge, IL 60068

Main Number: (847) 825-7711

Fax Number: (847) 692-8210

Attendance Number (A-G): (847) 692-8213

Attendance Number (H-O): (847) 692-8216

Attendance Number (P-Z): (847) 692-8204

Web Site - <http://south.maine207.org/>

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. Ben Collins, Principal, Maine South High School, 1111 South Dee Road, Park Ridge, IL 60068. You will receive a response to your request within 30 days.

Sincerely,

MAINE TOWNSHIP HIGH SCHOOL SOUTH

A handwritten signature in cursive script that reads "Ben Collins".

Dr. Benjamin D. Collins

Principal

Maine South Staff Members

To talk to a Maine South staff member, call 847/825-7711, or go to the school website for an email address.

	<u>Administration</u>	<u>Ext.</u>
Ben Collins	Principal	8207
George Dagues	Associate Principal	8209
Dave Berendt	Assistant Principal - Students	8218
Melissa Dudic	Assistant Principal - Teaching & Learning	6525
Melissa Pikul	Assistant Principal - Student Services	8215
Linda Borchew	Dean (A-G)	8167
Marta Hall	Dean (H-O)	8169
Mike McGreevy	Dean (P-Z)	8168
Tony Raitano	School Resource Officer	8170
	<u>Department Chairs</u>	<u>Ext.</u>
Andy Turner	Athletic Director	8094
Patrick Fonsino	CTE	8371/5184
Dave Berendt	Physical Education & Driver Education	8218
Matt Parrilli	English	8139
Teralyn Keith	Fine Arts	8239
Tona Costello	Foreign Language	8134
Dawn Bodden	Mathematics	8155
Don Lee (Lead Teacher)	Physical Education	8090
Daun Biewenga	Science	8156
Jenne Dehmlow	Social Science	8140
Laurel Grogger	Special Education	8164
	<u>Student Personnel</u>	<u>Ext.</u>
Trisha Conlon	Counselor	8184
Stephanie Maksymiu	Counselor	8098
William Milano	Counselor	8187
TBD	Counselor	8214
Erin Sanchez	Counselor	8182
Timothy Spiegel	Counselor	3791
Diane Spillman	Counselor	8069
Robert Tortorelli	Counselor	8176
Robyn Moreth	Career & College Admissions Specialist	8185
Brenda Lynch	Nurse	8633
Peggy Kendrick	Nurse	8199
Kerry Belville	Registrar	8212
Lisa Buckley	Social Worker	8678
Janet Radziszewski	Social Worker	6373
Bradley Wolcott	Social Worker	8161
Steve Mihalopoulos	Psychologist	8165
Paige Comito	Psychologist	8060
	<u>Services</u>	<u>Ext.</u>
Kristyn Talarico	Bookstore Manager	8201

2019 - 2020

Major School Activities Event Calendar

(Dates Subject To Change)

[August](#) [September](#) [October](#) [November](#) [December](#)
[January](#) [February](#) [March](#) [April](#) [May](#)

August

August 6	Book Sales	
August 12	First Day of School - Freshman Only	
August 13	First Day of School for All Students	
August 15	First Day of Fall Athletics	
August 29	Meet the Teacher Night	6:30pm-8:32pm
August 30	Early Dismissal	12:00pm
August 30	BBQ Fundraiser	9:30am-12:00pm

September

September 2	No School - Labor Day	
September 6	WMTH Game Day	Lunch Periods
September 6	Home Football Game	7:00pm
September 12	College Night @ Maine West (& Financial Aid Information)	6:30pm-8:30pm
September 13	Activities Fair	Lunch Periods
September 20	Home Football Game	7:00pm
September 26	Fall Play	7:30pm
September 27	Fall Play	7:30pm
September 28	Fall Play	7:30pm
September 30-October 4	Homecoming Week	

October

October 3	Powder Puff Football Game	6:30pm-10:00pm
October 4	Homecoming Assembly	After 7th Period
October 4	Home Football Game	7:00pm
October 5	Homecoming Parade	10:00am
October 5	Homecoming Dance	7:00pm
October 10	Parent Teacher Conferences	6:00pm-9:00pm
October 11	Early Dismissal	12:45pm
October 14	No School - Indigenous Peoples Day	
October 18	Home Football Game	7:00pm
October 19	Marching Band Spectacular	
October 22	CHOICES Fair	6:00pm
October 29	Choir Concert	7:30pm
October 30	SBD Showcase	7:30pm

November

November 5	Election Day - Voting Site	
November 7	Orchestra Concert	7:30pm
November 10	Veteran's Day Band Concert	2:00pm
November 12	Blood Drive	
November 15	Last Day to Register for AP Test	
November 15	Options Fair	Lunch Periods
November 22	Make Kindness Contagious	
November 22	V-Show Performance	7:30pm
November 23	V-Show Performance	7:30pm
November 27	No School - Fall Break	
November 28	No School - Fall Break	
November 29	No School - Fall Break	

December

December 3	Incoming Freshman Open House	6:00pm
December 6	Orchesis Performance	7:30pm
December 7	Orchesis Performance	7:30pm
December 9-13	Snow Coming Week	
December 13	Holiday Concert	7:00pm
December 13	Winter Assembly	After 7th Period
December 17	Finals	
December 18	Finals	
December 19	Finals	
December 20	Finals	
December 23- January 3	No School - Winter Break	

January

January 6	First Day of 2nd Semester	
January 20	No School - Martin Luther King Jr Day	

February

February 6	Winter Play	7:30pm
February 7	Winter Play	7:30pm
February 8	Winter Play	7:30pm
February 11	Blood Drive	
February 17	No School - Presidents Day	

March

March 3	Choir Concert	7:30pm
March 4	District Financial Aid Night	7:00pm
March 7	Spring Fling	7:00pm
March 9-13	March Madness College Panels	
March 9-13	Food Drive	
March 11	Pizza Madness	5:00pm
March 11	Incoming Freshman Activities Night	6:30pm

March 20	No School - Institute Day	
March 23-27	No School - Spring Break	
March 31	Library Concert	7:00pm

April

April 3	Job Fair	Lunch Periods
April 10	No School	
April 14	Standardized Testing	
April 15	Standardized Testing	
April 17	Hawkfest	Lunch Periods
April 17	Musical	7:30pm
April 18	Musical	7:30pm
April 19	Musical	2:00 pm
April 24	Musical	7:30pm
April 25	Musical	7:30pm
April 26	Color Run	2:00pm
April 29	Band Concert	7:30pm
April 30	Orchestra Concert	7:30pm

May

May 1	Spring Assembly	After 7th Period
May 1	Mr. Hawk	7:00pm
May 2	Junior Prom	6:30pm
May 5	Choir Concert	7:30pm
May 13	Senior Honors	
May 14	Music, Thespian, Broadcasting Awards	7:00pm
May 14	Senior Breakfast	8:00am
May 15	Senior Prom	7:00pm
May 17	Graduation	
May 19	Finals	
May 20	Finals	
May 21	Finals	
May 22	Finals- Last Day of School	

Attendance Regulations

In District 207, we believe that attendance is important, and correlated with academic success. Any time a student misses time in class, whether it be for an authorized or unauthorized reason, he or she is missing valuable learning experiences that cannot be recreated. We also believe it is important for students to learn to demonstrate professional behaviors such as meeting obligations to be present and on time when expected.

In addition, behaviors including attendance, are separate from academic skills, and thus should be addressed accordingly. School-based social privileges may be earned (or lost) based on attendance patterns. If it is determined that a student's academic progress may be negatively impacted by attendance patterns, additional interventions and/or consequences may occur. Often parents/guardians are required to be a part of intervention meetings and plans. School leadership teams maintain an ongoing list of options for interventions and consequences, including but not limited to the following:

- Restriction of Option Areas
- Reassignment of lunch designation
- Removal of late arrival and/or early dismissal
- Exclusion from Field Trips
- Removal of other privileges such as parking permit, phone etc.
- Exclusion from School Sponsored Activities (dances, athletic events, etc)
- Loss of Participation in Extracurricular Activities (practices, rehearsals, competitions, performances, meetings, club events, etc.)
- Removal of Course from schedule with no credit

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 mental, emotional, or physical health or safety of the students

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

Tardiness to Class

Since teachers and students need to make full use of instructional time, students must report to class on time. Students are considered on time to class when they are in their assigned learning space by the assigned start time.

Students who arrive to their designated learning space after the designated start time without a valid pass or other type of authorization will be admitted and marked as “Tardy” in the Student Information System.

Repeated tardiness to class may result in interventions and/or consequences. Often parents/guardians are required to be a part of intervention meetings and plans. School leadership teams maintain an ongoing list of options for interventions and consequences, which is available upon request.

Leaving School

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

Severe Weather Conditions

In the case of extreme cold, snow, heat or other severe weather conditions, school may be cancelled or the school day altered. Information about the cancellation or alteration of the school day because of severe weather conditions will be provided to radio and television stations.

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. Student discipline policies and procedures are reviewed annually by the Board of Education. For a more comprehensive explanation of specific discipline regulations, please refer to the Discipline Procedures located on the District 207 and Maine South websites.

Student Lockers

Equipment, books, clothing, supplies, or other items are brought to school at the owner's risk. Neither Maine Township High School District 207 nor Maine South is liable for any losses regardless of the reasons or circumstances. Students are cautioned not to place items of any value in the upper (book) Locker and should spin the dial on the lock after closing the door. 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. Lockers are not automatically assigned to students. However, if students are interested in obtaining a locker, they should sign up for one through their Student Service Team office.

Driving Regulations

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

Before School

For safety and security reasons, students may enter the building through door #3 (front circle), door #9 (South lot/Awing), door #20 (cafe lot), door #46 and #49 (athletic foyer) and door #63 (North lot/Band) before the start of the day. Once the bell rings to indicate the beginning of the school day students may only enter and exit the building through door #3, door #9 and door #20 which will be supervised. All remaining doors will be kept locked throughout the school day. All visitors must enter and exit at door #3.

After School

On school days after school: The doors of the building are locked at 4:00 p.m. or 45 minutes after the last period of the day. Students may not remain in the school building after 4:00 p.m. or 45 minutes after the last period of the day unless under the supervision of a faculty/staff member. The designated student drop-off and pick-up areas are located in the front-circle, jock lot, north and south.

Bus Behavior

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

Bus Transportation Information

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

Conduct in the Cafeteria

Students are expected to behave in an orderly manner in the cafeteria and are responsible for keeping eating areas, tables and surrounding areas clean. Students may not take food or drink out of the cafeteria.

Any student referred to the Dean's Office for throwing food, littering, or misconduct may be subject to disciplinary action, which may include, but is not limited to, school consequences and or loss of privilege from being permitted in the cafeteria.

Drop-Off Area and Messages to Students

In the event that it is absolutely necessary to drop off books, assignments, clothing, etc. for your child, please check in at the security desk at door 3 who will direct you to the appropriate Student Service Team. Please note that the school is not responsible for these items and will not contact your child to arrange the pick-up. The school does not accept lunches that are dropped off.

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

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

Early Release, Late Arrival and Work Program

Seniors, Juniors and Sophomores who have late arrival or early dismissal must obtain a permanent pass from their Student Services Team indicating that they have either/both early release or late arrival. They are required to produce the pass if asked by a staff member. Students who have an early release from school are expected to leave the building promptly at the end of their last class.

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

Hallways

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

Use of Electronic Devices

The use of such devices during the school day is prohibited, except as approved by school personnel in specific situations. Electronic devices may include but are not limited to cell phones, iPods, netbooks, electronic tablets, etc.

The school assumes no responsibility for electronic devices brought to school. If a student does bring an electronic device to school, it should be turned off and secured when not being used in an authorized manner.

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

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

The possession of electronic sending devices which may include, but are not limited to, remote controls, and laser light projecting devices is prohibited.

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

Use of Electronic Devices

All electronic devices must be kept silenced and out-of-sight and stored in a locker, backpack, purse, pocket, or other places where it is not visible during the regular school day except as approved by school personnel in specific situations. Students and guests must comply with staff directives, including but not limited to, ending phone conversations for face-to-face interaction, using appropriate voice volume, and appropriate device volume.

Violations of board policy 6512 may result in confiscation of the equipment by any school employee who will then turn the equipment over to the deans as soon as possible. Arrangements must be made by the student's parent(s) or legal guardian to retrieve the equipment from the dean. Consequences to these infractions may include, but are not limited to, loss of privileges, detentions, and reassignment.

I.D. Cards

An identification card is issued to all students during registration. The student is expected to carry his/her current student I.D. card while at school or while attending a school related activity and is expected to present it to a staff member upon request. Students may also take a picture of their I.D. with their phone and show the picture to staff when asked.

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

For replacement of the I.D. card, the student must report to the bookstore. There is a \$2 replacement fee.

Lounge/Resource Areas (Non-Lunch Period)

Students are expected to report directly to their scheduled lounge or a resource area such as the library, the cafeteria, and the Academic Support Center. Students should use their scheduled lounge time constructively on school related assignments or by seeking assistance in the Academic Support Center, College and Career Resource Center (CCRC) or other approved areas. Students are to remain in lounge or resource areas until the period ends. Students should not use academic hallways as lounge areas to prevent disruption to the classroom instruction.

Students that meet with their teachers during their scheduled lounge period should obtain a pass from their teachers prior to the meeting.

Students are to remain in the school building during their lounge and lunch periods. Students who leave without authorization will be referred to the Dean's Office and may lose school privileges such as their free periods.

Lunch Period

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

Suspension From School

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

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

Unauthorized Area

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

Visitors

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

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

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

Student Activities

Students interested in participation may contact the Assistant Principal for Students, Mr. Dave Berendt, 1.847.692.8218 for more information. Go to <https://south.maine207.org/>, Activities

Student Athletics

Students interested in participation may contact the Athletic Director, Any Turner, 1.847.692.8094 for more information. Go to <https://south.maine207.org/>, Athletics

2019-2020 Sports Seasons

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

Registration & Tryout info.... READ BELOW!!!

Your health physical will count towards your athletic physical. No need to get 2 physicals. Please make a copy of the physical and turn one into the Athletic office prior to trying out for a sport. **NO EXCEPTIONS!!!!!!**Your son/daughter will NOT be able to participate in tryouts OR the start of the season without a physical and completion of the online registration.

ALL ATHLETIC PERMITS will be filled out ONLINE using 8 to 18 Registration. What does that mean? Two parts are needed from you to be cleared to try out for a sport.

1. Website to Register for Sports:

<http://mainesouth.8to18.com>

Steps on Registering:

- a. Create an account by using your email address. Create a password.
 - b. Select the sport. Be careful to select gender specific sport.
 - c. Follow the instructions listed on the page.
2. Turn in a physical signed by a physician to the Maine South Athletic Office by the Spec Gym.

Parent Organizations

Hawk Boosters

Perrins Stephens - perrin.stephens@gmail.com

Hawkette Boosters

Aurora Austriaco - auroraaustrico@gmail.com

Maine South Parent Scholarship Committee

Kris Purtell - Board President - admin@mssparentsscholarshipclub.org

Music Boosters

Kate Maurer and Anita Paxhia - Membership Chairs - MSMusicBoosters@gmail.com

Speech, Drama, and Broadcasting Boosters

Christine Mayer SDB Board President

Bonnie Durkin - SDB Membership Chair - bkdurkin@gmail.com

Student Service Teams

The Student Service Teams (SST) provides support for students in a variety of areas. Special Education, 504 Plan, and English as a Second Language services may be requested through the Student Service Teams. The district provides services in the following areas: speech, language therapy, social work, psychological testing, learning disability, behavior disorder, physically handicapped, developmentally delayed, and multiply-impaired. The Student Service Teams includes:

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 & College Resource Specialist

The Career & Counselor Resource Specialist helps students to establish accurate self-awareness, explore careers, make tentative career decisions, and formulate post-high school plans that meet the expected career goals. The position is a resource person for the entire Student Services Department.

Nurses

The nurses manage both acute and chronic illnesses and injuries. They are available to students, parents and staff for health teaching, counseling and referrals. The nurses act as a liaison between the medical community and the school community. They also address any special needs of students. The health office is open from 7:30 a.m. to 3:30 p.m.

Psychologists

The psychologists are responsible for 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 faculty, staff, and parents.

Social Workers

The social worker offers individual or group services 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 a consultant to the faculty and staff.

Maine South School Counseling Program

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

The Student Services Department provides many services 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 Services Department to be the most effective, it is important that there be open communication between the home and the school.

How parents can help

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

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

A number of specialists are available to assist students and their families. The school social worker, nurse, psychologist, reading consultant, speech therapist, and special education staff are available on a recommendation or referral basis through the counselor. Students or parents may also contact the social worker directly. The career counselor is a resource person for students, parents, and staff. A list of community services and referral agencies can be obtained from any counselor or social worker.

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

Parent Portal

This resource will assist parents to be better informed of student progress. Access to the Parent Portal will allow parents to view their child's schedule, check attendance records, view grades and recent assignment activity by course. In order to access the Portal, parents must be listed as a student contact with a current email address. If this information is not on file, please contact the Student Services Office at 847/692-8214. Parents may access the portal by going to <http://maine207.org>, clicking on the link called Student/Parent Portal, and clicking "New User Registration."

Special Programs

TITLE PROGRAMS

Maine South participates in two grant programs authorized by the federal Every Student Succeeds Act (ESSA). The Title II grant program supports professional development opportunities for all teachers to improve student learning. The Title IV-A grant program supports activities that offer well-rounded educational opportunities, promote student health and safety, and improve the effective use of technology. The District welcomes any suggestions from parents regarding these programs. For more information about these programs, contact the coordinator, Mr. George Dagues, Associate Principal at 847/692-8209

Medication Procedures

Specific guidelines and procedures, based on Illinois laws and mandates, have been established to ensure the safe administration of medications at school. The purpose of administering medications during school hours is to help each student maintain an optimal state of health in order to achieve his/her academic potential. All medication brought to school must be in the original container. The nurse does not provide or 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.

Questions about the specific guidelines and procedures for medication at school should be directed to the school nurse, Mrs. Brenda Keeley at 847/692-8199.

Sexual Harassment Policy

Illegal under both state and federal laws, sexual harassment 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.

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

Viewing Records

Parents will be given reasonable prior notice before any school student record is destroyed or information is deleted and an opportunity to copy the record or information. Parents, or any person specifically designated as a representative by a parent, have the right to inspect and copy all permanent and temporary records within a reasonable time- in no case later than 15 school days after the date of receipt of a written request by the official records' custodian. Students also have the right to inspect and copy their school student permanent records as

well as their temporary records. The cost of copying school student permanent records and/or temporary records must not exceed 35 cents per page.

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

Challenging Records

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

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

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

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

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

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

Access to Records

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

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

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

They may also be released to any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records.

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

They may also be released to any person as specifically required by state or federal law, provided that the person furnishes the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students, such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents.

They may also be released subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency, or organization receiving the information, and the purpose of the release.

They may also be released to any person with the prior specific dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records.

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

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

Students Who Reach 18

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

Release of Student Record Information

Directory information may be released to the general public unless the parent requests that any or all such information not be released. It includes name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act.

Disabled Student Regulations

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

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