



MAINE WEST HIGH SCHOOL

2019-2020

STUDENT HANDBOOK

I, _____,
(*First and Last Name*)

acknowledge receipt of the Discipline Procedures, Extracurricular Code of Conduct and Graduation Requirements as contained in the MWHS 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 West High School.

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

Student Signature: _____

Student ID#: _____

Date: _____

MAINE WEST HIGH SCHOOL

1755 South Wolf Road, Des Plaines, Illinois 60018

EXECUTIVE COMMITTEE

Principal.....Dr. Eileen McMahon
Associate Principal/Staff.....Mr. Dave Matkovic
Assistant Principal/Students.....Mr. John Aldworth
Assistant Principal/Teaching & Learning.....Dr. Jennifer Loika
Assistant Principal/Student Services.....Dr. Claudia Rueda-Alvarez
Dean.....TBA
Dean.....Mr. Jim Dvorak
Dean.....Mr. Rich Wolf

DEPARTMENT CHAIRS AND LEAD TEACHERS

Athletic Director.....Mr. Jarett Kirshner
Building Services.....Mr. John Gutka
Career & Technical Education..... Ms. Samantha Archer
Driver Education/P.E./Health.....Mr. John Aldworth
Mr. Mike Godlewski, Lead Teacher
English.....Dr. Timothy Pappageorge
E.L.L.....Mr. Alan Matan
Fine Arts.....Mr. Pat Barnett
World Languages.....Mr. Alan Matan
Mathematics.....Mr. Mike Smith
Science.....Mr. Jay Payne
Mr. Derrick Swistak
Social Science.....Ms. Susan Gahagan-Mueller
Special Education.....Ms. Lisa Murphy

COUNSELORS

Ms. Gilit Abraham
Ms. Allyson Adams
Ms. Carla Bader
Mr. Shamoan Ebrahimi
Ms. Rosanna Giricz
Mr. Eliades Hernandez
Ms. Elizabeth Hoover
Mr. Alain Roy

SOCIALWORKERS/PSYCHOLOGISTS

Ms. Hannah Kralovec, Social Worker
Ms. Sara Wadhwa, Social Worker
Ms. Lynn Perri, Psychologist
Ms. Cristina Ramirez, Psychologist
Mr. Brian Spicer, Psychologist

Ms. Amy Manning, Interim Career and College Admissions Specialist
Ms. Kayla Hansen, Career Coordinator

STUDENT SERVICES

STUDENT SERVICES

The Student Services Department provides many services to students and parents including a four-year developmental guidance program that ensures every student in the school receives the same curriculum related to guidance. We encourage you to visit our website by going to the Maine West website Academics tab and clicking on the Student Services department. Many of the guidance-related activities are initiated by students, parents and school personnel as needed. Counselors try to anticipate and react to the needs of students and parents. However, for counselors to be most effective, it is important that there be open communication between the home and school.

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

Additionally, Maine West High School has a **Family Center (Extended Services Programs)** that provides a number of social work services including evening hours and programs to accommodate students and families who are unable to meet during the traditional school day. The Family Center is also a place to find help locating community resources and services when needed.

HEALTH OFFICE

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 confidentially maintained in the school Health Office. Doctor's notes and PE excuses 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 freshman and transfer students must also submit proof of immunization or immunity against the following diseases:

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

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 medication or OTC (over the counter) medications such as Tylenol, an *Authorization and Permission for Administration of Medication* form must be completed by their physician and signed by a parent/guardian. Medication must be brought to school in a container properly labeled by the pharmacy or OTC medication should be in their original containers and given to the School Nurse to dispense as per the 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 for 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 at 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 not 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 and Drug Problems
Infections	Counseling on Emotional, Behavioral and Adjustment Related Issues
Earaches	Sprains, Cuts, Burns
Sore Throats	Throat Cultures

STUDENT RECORDS

Access to Student 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, 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.

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, 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 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.

Challenging Records

If the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, is challenged, parents may request a hearing with the school. The request for a hearing must be submitted in writing to the school and contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference will be held within 15 school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.

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

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

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

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

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

Accelerated Program

The accelerated program is designed for high-ability, high-achieving students. 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 that challenge them at their ability levels while encouraging and cultivating academic interest. They also prepare students to enroll in advanced placement classes.

Advanced Placement 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 advanced 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 feels there is a pressing need for a program change may petition for a 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 West to students with disabilities. Programs and services are determined through multi-disciplinary staffings 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

Maine West High School has courses that are one quarter, one semester and two semesters in length. One quarter credit in all one quarter courses and one-half credit in all one-semester courses, with the exception of physical education, is granted upon successful completion of the course. Most 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 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 weighted and non-weighted grade point averages are listed on transcripts. The non-weighted GPA would give the exact same value to every course. Selection of Maine Scholars and Honor Roll designees will be based on the weighted GPA.

Grading System

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

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

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

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

Graduation Ceremony

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

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.

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: Academic Eligibility Standards

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:

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

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

Pass/Fail Procedure

The pass/fail procedure was developed to give students new opportunities for learning without the pressure of grades. Passing grades received under the pass/fail system are designated on grade reports and official transcripts as satisfactory (PA). 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 Maine West 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 high school administration.

Transfer Student Graduation

To make the diploma earned by each graduating senior from Maine West High School more meaningful, the Board of Education encourages students who transfer into or from Maine West 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 Maine West High School during the last semester of their senior year may complete their high school education with the understanding that the Maine principal will try to reach an agreement with the principal of the student's former school to issue a diploma. If such an agreement is not reached, the Maine principal will reevaluate the student's academic record. If the student has met the state and district requirements for graduation, the principal will prepare and issue a diploma.

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

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 highest 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 three unit requirements in mathematics.
- Three units* in courses offered by the social science department, including one unit in U.S. history and one-half (1/2) unit in government.
- Three units* of a laboratory science.
- Satisfactory completion of one-fourth (1/4) 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 (1/2) unit of health. The grade point average does include the health grade.
- Satisfactory completion of one-quarter (1/4) unit of consumer education. Successful completion of a course in introduction to business, independent living or economics exempts students from the 1/4 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 (1/2) 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 (art, music, speech and drama), foreign language or career and technical education (family and consumer sciences, business and applied technology).
- One-quarter (1/4) unit of oral communication. 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 5 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 education program (IEP) developed pursuant to Article 14 of the Illinois School Code and the Individuals with Disabilities Education Act identifies the state examination as inappropriate for the student; (ii) the student qualifies for exemption from the state examination pursuant to Section 2-3.64(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 LEARNING OPPORTUNITIES

Alliance for Lifelong Learning (Evening High School)

Maine West High School 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

However, 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. The Superintendent of Schools may make exceptions.

Summer School

Maine West 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.

POST HIGH SCHOOL PLANNING

Accreditation

Maine West High School is accredited by the North Central Association of Colleges and Secondary Schools and the Illinois State Board of Education.

Career Resource Center

The Career-College Resource Center (CCRC) located in the LRC provides a wealth of information about career and college options. Resources include several computer-based career and college search programs, printed and audio-visual materials, part-time employment opportunities, career exploration such as internships and shadowing opportunities, military careers and an extensive collection of books and pamphlets on careers, colleges, technical schools, scholarships and financial aid. Appointments for juniors and seniors to meet with more than one hundred college representatives are scheduled through the CCRC. Our Career and College Admissions Specialist works together with the Career Coordinator and your child's counselor to assist students and families as they explore post-high school options. The Career-College Admission Specialist is available to assist students and families during our regularly scheduled school hours as well as evenings and weekends by appointment. . The CCRC is open from 7:30 am to 3:30 pm daily. The CCRC phone number is (847) 803-5810.

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 pathways that the student has shown an interest. Additionally, elective courses and clubs and activities at Maine West have been aligned to career pathways to help students choose those courses and activities that may help them with further career exploration. We encourage our students to also sign up for other important career opportunities such as internships. Our Career Coordinator can help students secure internships and other meaningful career experiences. The Career Coordinator is available to help students throughout the school year and summer. The Career Coordinator's office is also located in the CCRC.

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, class rank in the upper half, and satisfactory scores on either the ACT (American College Test) or SAT (Scholastic Aptitude Test). Students usually take these tests in the spring of their junior year in high school. Students are urged to discuss their plans with their counselor and the Career College Admission Specialist.

Students may also consult the resources in the CCRC 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.petersons.com
www.isac.org
www.collegeboard.org
www.fastweb.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 Services Office. Students must have secured a job before work permit can be issued.

LIBRARY RESOURCE CENTER (LRC) GUIDELINES

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

Attendance

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

Behavior

1. Students please exhibit *Warrior Pride* behavior.
2. Students please speak softly and on school related work.
3. Students please ensure the library is cleaned up and chairs and couches are put back as they were found at the end of each period.

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

Hours

1. 6:45 am to 4:00 pm on regular school days and late arrival days.
2. 6:45 am to 3:30 pm on exam days.

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

1. Books – 10 school days.
2. Reference - overnight.
3. Loan periods are altered as needed.
4. Lost materials will be paid at the current purchase price.

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

1. CAFE STUDY students get a pass from front entrance supervisor.
2. FRESHMAN STUDY students, must report to study hall first. They then need to get a pass from their study hall supervisor once they have explained the reasons they need to use the LRC (see attendance for guidelines).
3. Students do not need a pass:
 - a. before school
 - b. during passing
 - c. after school
 - d. if a student is a Gold Card senior, they need to present their Gold Card to the adult at the circulation desk when they scan in.

Seating: the LRC is divided into two main sections, collaborative seating and silent study area.

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

Technology Use

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

OTHER IMPORTANT INFORMATION

BUSES

The Maine Township High Schools are served by regular Pace buses (public transportation). Students can pick up a bus schedule at book sales, in the bookstore or online. It is the responsibility of the students to reach school via public transportation or on their own. Bus tickets may be purchased in the school bookstore. Students riding a Pace bus to or from school are subject to the discipline policy of the school while on the bus.

IHSA SCHOLASTIC STANDING

- A. Students must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
- B. Students must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester. (Beginning with the second semester of the school term.)

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.

MESSAGES TO STUDENTS

Messages will be delivered to students only in an extreme emergency situation. If you plan to drop off items at school, arrangements must be made between the family member and the student to pick up the item. We are not equipped to send out notices advising students that such items are in the office to be picked up. Books, sports equipment, musical instruments can be dropped off at Student Services only with the understanding that it is the student's responsibility to come in on their own to pick them up. For this reason, we do not allow parents, family, and friends to send flowers, balloon bouquets, etc. to students while at school.

REGULATIONS REGARDING STUDENT BEHAVIOR AT ATHLETIC EVENTS

The general guideline for good student conduct at athletic events is as follows: Any conduct on the part of students that would encourage retaliation by the spectators from the opposing school is to be avoided. The specific regulations regarding good behavior at athletic events are as follows:

1. No mobile signs or placards will be allowed.
2. Mechanical noisemakers are prohibited.
3. No objects will be tossed about in the stands.
4. Unsportsmanlike conduct, such as taunts or bragging, will not be permitted.
5. Cheers will not be obscene, vulgar, or suggestive and will not be directed at any individual player, coach, spectator or referee.

RULES FOR SCHOOL DANCES

1. Tickets should be purchased in advance; tickets sold at the door are more expensive.
2. Guests of Maine West students must be registered by name when their tickets are purchased.
3. All those attending must arrive no later than one hour after the dance begins.
4. Once a person has left a dance, that person may not return.
5. All school rules, including those related to alcohol and other drugs are in effect.

SEVERE WEATHER CONDITIONS

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 be provided by the Internet service: www.weatherclosings.com and on Maine West's web site.**

IMPORTANT TEST DATES

Important test dates can be found on the Student Services webpage by visiting <https://west.maine207.org/ss-calendar/>.

CO-CURRICULAR CLUBS AND ACTIVITIES

Maine Township District 207 schools offer extensive opportunities beyond the classroom to engage in learning, self-discover and the pursuit of personal interests with like-minded peers. Offering over 80 clubs and activities, students can participate in clubs based on hobbies, academics, charitable efforts, as well as social and political interests. Explore our clubs by visiting our website at <https://west.maine207.org/clubs-activities-student-organizations/>.

**ATHLETIC CONFERENCE
CENTRAL SUBURBAN LEAGUE**

Deerfield	Highland Park	Niles West
Evanston	Maine East	Niles North
Glenbrook North	Maine South	New Trier
Glenbrook South	Maine West	Vernon Hills

MAINE WEST ATHLETIC DEPARTMENT

FALL SPORTS

Boys Cross Country
Girls Cross Country
Football
Boys Golf
Girls Golf
Boys Soccer
Girls Swimming and Diving
Girls Tennis
Girls Volleyball

WINTER SPORTS

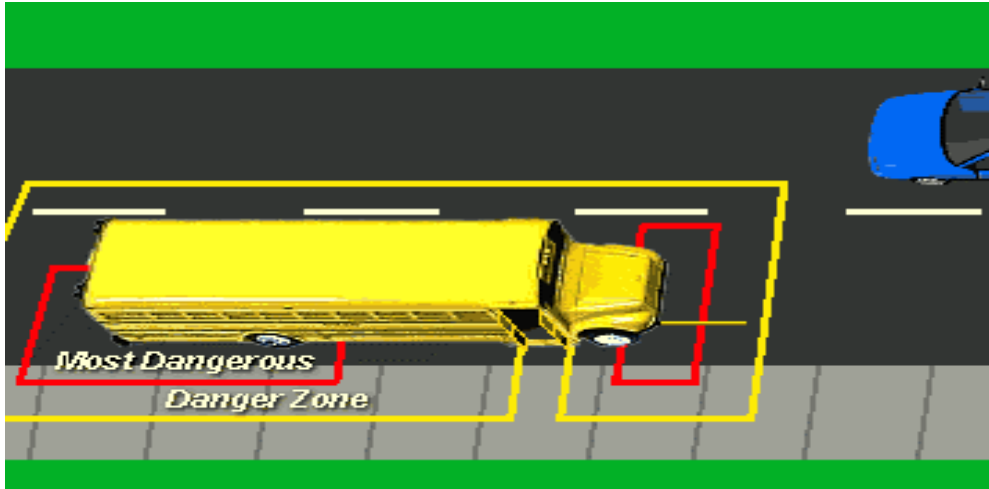
Boys Basketball
Girls Basketball
Cheerleading
Competitive Dance/Poms
Fencing
Girls Gymnastics
Boys Swimming and Diving
Wrestling

SPRING SPORTS

Girls Badminton
Baseball
Girls Soccer
Girls Softball
Boys Tennis
Boys Track
Girls Track
Boys Volleyball
Boys Water Polo
Girls Water Polo

REQUIRED NOTIFICATIONS

SCHOOL BUS SAFETY RULES



The Building Principal shall distribute the following rules to all students. Those students not qualifying for school bus transportation to and from school should receive a copy because they may from time-to-time be transported to school activities by school bus.

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
6. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
7. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
10. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
11. Never run back to the bus, even if you dropped or forgot something.

Additional resources:

National Highway Traffic Safety Administration - **Traffic Safety Toolkit**

one.nhtsa.gov/Driving-Safety/Community-Traffic-Safety/Community-Traffic-Safety-Toolkit

National Safety Council - **School Bus Safety Rules**

www.nsc.org/news_resources/Resources/Documents/School_Bus_Safety_Rules.pdf

Illinois State Police - **School Bus Safety**

www.isp.state.il.us/docs/schoolbussafety5542.pdf

ISBE - **School Bus Safety What Parents Should Know**

www.isbe.net/Documents/bus_safety_parents.pdf

ISBE - **Instructions To School Bus Riders** (pg. 102)

www.isbe.net/Documents/bus_ride_instruct.pdf

ILSOS - **Parent information flyer, games etc.**

www.cyberdriveillinois.com/departments/drivers/traffic_safety/school_bus_safety/home.html

Offender Community Notification Laws

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

CPR and AED Video

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the video, which will take less than 15 minutes of your time, at:

www.ihsa.org/Resources/SportsMedicine/CPRTTraining.aspx.

Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the District must have a process to identify *threats* and prevent *targeted school violence*. This process is part of the Targeted School Violence Prevention Program (Program). The Program is a portion of the preparedness and response phases of the District's Safety Plan for emergency operations plans and disaster management.

The District wishes to create a climate that encourages sharing *any* information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents, staff, and community members. The question and answer section below is designed to help students, staff and parents understand when school officials want individuals to share information about a safety concern with the Building Principal.

What Is a Threat?

A threat expresses intent to harm someone or something. It may be spoken, written, or expressed in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to him/her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat. Sometimes students make threats that may seem funny or "just kidding," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell a trusted adult who can help.

What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity.

What Is the Connection Between Targeted School Violence and Bullying?

The Ill. State Board of Education's School Bullying Prevention Taskforce report identifies bullying and targeted school violence as "part and parcel of the same issue: *interpersonal aggression*." In all its forms, interpersonal aggression negatively impacts students, school personnel, and communities and should be reported, investigated, and responded to with appropriate interventions.

What Can Staff and Parents Do?

Educate students about what a threat is, encourage students not to make threats or "just kidding" statements in the first place, and reiterate that seeking help to prevent someone from getting hurt or hurting another is appropriate