



# MAINE WEST HIGH SCHOOL

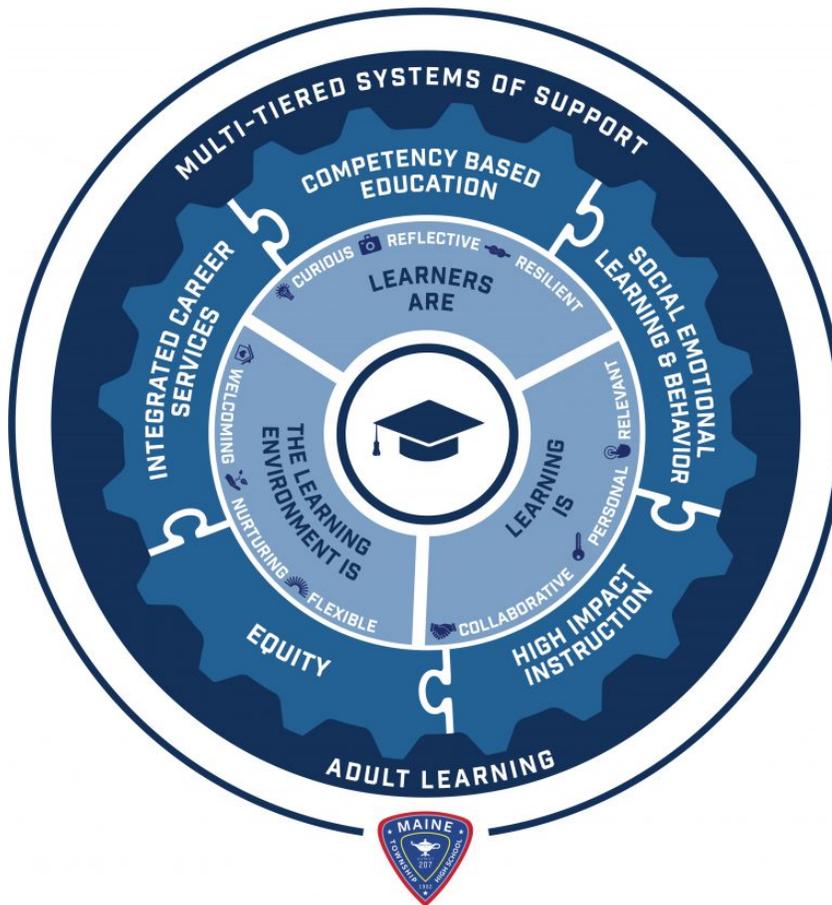
## 2021-2022 STUDENT HANDBOOK

Please provide your electronic signature by completing this [Handbook Acknowledgement Form](#) to acknowledge receipt of the [Behavioral Support Guidelines and Procedures](#), [Extracurricular Code of Conduct and Graduation Requirements](#) and the Remote Learning Guidelines as contained in the 2020-2021 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.

**OUR MISSION IS TO IMPROVE LEARNING**



**MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207  
Philosophy**

Maine Township District 207 schools offer a comprehensive curriculum with the goals of inspiring students' curiosities and helping each student develop the academic, social, and emotional skills to reach his or her full potential. These ideas are reflected in the District 207 Vision of Learning developed by our community stakeholders.

Based on the idea that student inquiry should drive learning in the classroom in a setting that emphasizes learning together, the foundation of our academic program is inquiry-based and cooperative in its approach. In an effort to meet students where they are as they enter our schools and improve their learning to the greatest extent in the short time we have the privilege to work with them, all of our certified staff have been trained in the Johnson and Johnson model of cooperative learning, assessment literacy practices based on Stiggins, Chappuis, and Arter, the grading practices of Wormeli, O'Connor and Gusky, differentiated instruction based on the work of Tomlinson, and personalized learning strategies based on the work of Horn and Staker.

## **Maine Township High School District 207 Board of Education**

Paula Besler - President  
Sheila Yousuf-Abramson - Vice President  
Teri Collins  
Linda Coyle  
Ashley Kilburg  
Jin Lee  
Carla Owen

Unless otherwise advised, all meetings will begin at 6:00 p.m., and will be held in the Board Room of the District 207 Administration Center, 1177 South Dee Road, Park Ridge

## **Maine Township High School District 207 Administration**

Dr. Kenneth Wallace	Superintendent
George Dages	Assistant Superintendent - Human Resources
Dr. Kathleen Di Sanza	Assistant Superintendent for Student Services
Jill Geocaris	Director of Adult Learning
Mary Kalou	Assistant Superintendent - Business
Shawn Messmer	Assistant Superintendent - Curriculum & Innovation
Dr. Kelly Morrissey	Director of Personal Learning and Student Support

# MAINE WEST HIGH SCHOOL

## Administration

Principal	Dr. Eileen McMahon
Associate Principal for Human Resources & Instructional Operations	Mr. Matthew Parrilli
Associate Principal for Student Experiences	Mr. John Aldworth
Associate Principal for Student & Family Services	Dr. Claudia Rueda-Alvarez
Associate Principal for Teaching & Learning	Dr. Jennifer Loika
Assistant Principal for Student Support	Mr. Brian Packowitz
Assistant Principal for Student Support	Ms. Cristina Ramirez
Assistant Principal for Student Support	Mr. Rich Wolf
Athletic Director	Mr. Jarett Kirshner

## Department Chairs

Career and Technical Education	Ms. Samantha Archer
English	Dr. Timothy Pappageorge
ELL/Bilingual & World Languages	Mr. Alan Matan
Fine Arts	Ms. Jennifer Mullen
Mathematics	Mr. Mike Smith
P.E./Health/Driver's Education	Mr. John Aldworth
Science	Mr. Derrick Swistak
Social Science	Ms. Susan Gahagan-Mueller
Special Education	Ms. Lisa Murphy

## Student and Family Services

Counselor	Ms. Gilit Abraham
Counselor	Ms. Allyson Adams
Counselor	Ms. Carla Bader
Counselor	Mr. Shamoan Ebrahimi
Counselor	Ms. Rosanna Giricz
Counselor	Ms. Jalaine Hart
Counselor	Mr. Eliades Hernandez
Counselor	Ms. Elizabeth Hoover
Counselor	Mr. Alain Roy
Social Worker	Ms. Hannah Roe
Social Worker	Ms. Sara Wadhwa
Psychologist	Ms. Nora Feyerer
Psychologist	Ms. Sandy Flores-Rodriguez
Psychologist	Ms. Lynn Perri
Psychologist	Mr. Brian Spicer
School Nurse	Ms. Eileen Khasho
Nurse	Ms. Akansha Laakso
Career & College Specialist	Ms. Amelia Manning
Integrated Career Services Coordinator	Ms. Kayla Hansen

## Additional Services

Director of Building & Grounds	Mr. John Gutka
Bookstore Manager	Ms. Pati Coy

## Student & Family 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 9<sup>th</sup> 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**  
**Pertussis**  
**Tetanus**  
**Tdap**

**Poliomyelitis**  
**Mumps**  
**Measles**

**Hepatitis B**  
**Varicella**  
**Meningococcal**  
**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)
- Sports and Employment Physicals (\$35, if there is no state Medicaid)
- Health Screenings
- 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 10 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.

## **GRADUATION REQUIREMENTS**

### **Credit**

Maine West High School has courses that are one semester and two semesters in length. One-half credit is granted in all one-semester courses, with the exception of physical education, which receives one quarter credit 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.
- NG A grade that carries no credit
- EX A grade that carries no credit indicating that the student has been excused from a requirement by the Associate 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.
- 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 "NG" 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 "NG".
- 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](http://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.

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/No-Grade 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 "NG." and will not 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.

### **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 lowest grade is excluded from printing on the transcript. The calculation of the grade point average (GPA) 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 22.75 units of credit including:

- Four credits of English.
- Three credits\* of mathematics. Business computer courses and business mathematics do not meet the three credit requirements in mathematics.
- Three credits\* in courses offered by the social science department, including one unit in U.S. history and one-half (1/2) unit in government.
- Three credits\* of laboratory science.
- Satisfactory enrollment 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-half of credit of Financial Literacy or successful completion of a course in introduction to business, independent living or economics exempts students from the financial literacy requirement.
- 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).
- Pass the Constitution of the United States and the Constitution of the State of Illinois as part of the Government and Civics class.
- 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**

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](http://www.petersons.com)***

***[www.isac.org](http://www.isac.org)***

***[www.collegeboard.org](http://www.collegeboard.org)***

***[www.fastweb.com](http://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 & Family Services Office. Students must have secured a job before a work permit can be issued.

## **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 are 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.

### **Regulations Regarding Student Behavior At Athletic Events**

The general guideline for good student conduct at athletic events is as follows: All fans are expected to cheer for and support Warrior athletes without directing negative comments toward the opposing team or their fans.

The specific regulations regarding good behavior at athletic events are as follows:

- 1. Mechanical noise makers are prohibited.
- 2. No objects will be tossed about in the stands.
- 3. Unsportsmanlike conduct, such as taunts or bragging, will not be permitted.
- 4. 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, and outside guests must be approved by the APSS.
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 on the District 207 website and on social media.**

### **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-discovery 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

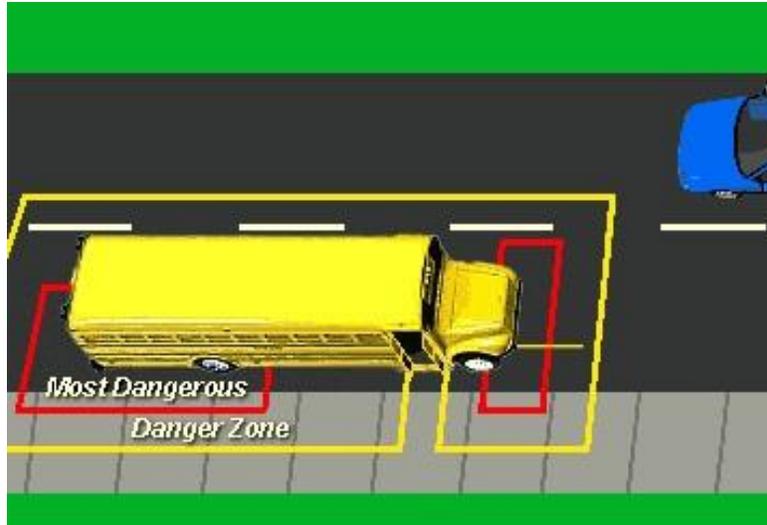
Boys Basketball  
Girls Basketball  
Cheerleading  
Competitive Dance/POMS  
Fencing  
Girls Gymnastics  
Boys Swimming and Diving  
Wrestling

### 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 a 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](http://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](http://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](http://www.isp.state.il.us/docs/schoolbussafety5542.pdf)

ISBE - School Bus Safety What Parents Should Know

[www.isbe.net/Documents/bus\\_safety\\_parents.pdf](http://www.isbe.net/Documents/bus_safety_parents.pdf)

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

[www.isbe.net/Documents/bus\\_ride\\_instruct.pdf](http://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](http://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/](http://www.isp.state.il.us/sor/)

Illinois Murderer and Violent Offender Against Youth Registry,

[www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

Frequently Asked Questions Concerning Sex Offenders,

[www.isp.state.il.us/sor/faq.cfm](http://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/CPRTraining.aspx](http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.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

## **Behavioral Support Guidelines and Procedures & Extracurricular Code of Conduct 2021-2022**

[The behavioral support guidelines and procedures and extracurricular code of conduct is available for all student and parent review.](#)