



MAINE TOWNSHIP HIGH SCHOOL WEST

1755 S. Wolf Road, Des Plaines, Illinois 60018-1994 847-827-6176 Fax: 847-296-4916

Dr. Eileen McMahon
Principal

Mr. Matthew Parrilli
Associate Principal
HR/ Instructional Operations

Dr. Jennifer Loika
Associate Principal
Teaching and Learning

Mr. John Aldworth
Associate Principal
Student Experiences

Dr. Claudia Rueda-Alvarez
Associate Principal
Student/Family Services

Dear Juniors and Seniors and their Parent/Guardian,

This school year, Maine West is continuing and expanding the privilege program allowing parents to excuse their Junior or Senior student(s) from attending a cafeteria study period that is scheduled at the beginning and conclusion of the school day. This program allows eligible students with a cafe study first and/or second period to arrive to school late, or if they are scheduled seventh and/or eighth period, to leave school early. Only students who currently have this on their schedule will be eligible for late arrival or early release. Students must be passing all classes in order to be approved.

If you choose this option, please complete the following information and have your child return this form to the Assistant Principal for Student Supports' Office for approval. Students will bring the approved form to the counselor's office for a schedule change. After all the above is complete, the student will return the form to the Assistant Principal for Student Supports' Office to receive the early/late sticker on his/her I.D.

When given this privilege, the expectation is that the student not be on campus. If your student decides to use a resource area on any given day, he/she must scan in before the bell and remain there the entire period.

Abuse of this privilege may result in the removal of the privilege.

Student Name: _____ I.D. # _____

Cafe Study Period (Please Circle) Period 1 Period 2 Period 7 Period 8

Semester: (Please circle) 1 2

Parent(s)/Guardian(s) Name: _____

Parent(s)/Guardian(s) Signature: _____

Phone Number to Contact Parent/Guardian: _____

AP for Student Supports' Approval: _____

Counselor: _____ Passing all classes? Yes or No Schedule change made? _____

Return form to Assistant Principal for Student Supports' Office to get a sticker on your ID!

Sincerely,

The Assistant Principals for Student Supports

1. Parent's signature
2. AP for Student Supports signature
3. Counselor - change schedule
4. AP for Student Supports' office for sticker on ID