

STUDENT HANDBOOK
PARENT/STUDENT SIGN-OFF
ATTEA MIDDLE SCHOOL

THIS IS THE ATTEA MIDDLE SCHOOL STUDENT HANDBOOK, DISTRIBUTED TO ALL STUDENTS IN THE OPENING WEEK OF THE SCHOOL YEAR. IT HAS BEEN DISCUSSED WITH ALL STUDENTS IN MEETINGS WITH THE SCHOOL ADMINISTRATORS.

READ THE HANDBOOK CAREFULLY SO THAT YOU ARE AWARE OF THE PROCEDURES AND RULES AT ATTEA MIDDLE SCHOOL.

PLEASE SIGN BELOW, INDICATING THAT YOU HAVE RECEIVED AND READ THE HANDBOOK. AFTER STUDENTS HAVE READ AND SIGNED IT, WE REQUEST THAT THEY RETURN THIS PAGE TO THEIR SOCIAL STUDIES TEACHER NO LATER THAN FRIDAY, SEPTEMBER 2, 2011.

Parent signature _____ Date _____

Print name _____

Student signature _____ Date _____

Print name _____

SPORTSMANSHIP IN ACTION

GOOD SPORTSMANSHIP IS ONE OF THE KEYS TO A SUCCESSFUL SPORTS SEASON. SPECTATORS AND PARTICIPANTS ARE ALL GUESTS AND HAVE A RESPONSIBILITY TO UPHOLD THE IDEAL OF GOOD MANNERS AND SPORTSMANSHIP. GAME OFFICIALS SHOULD BE TREATED WITH RESPECT AND AUTHORITY. THE CODE OF BEHAVIOR IN THE HANDBOOK APPLIES FOR SPORTING AS WELL AS SCHOOL EVENTS. THESE GUIDELINES HAVE BEEN ADOPTED TO HELP BOTH STUDENTS AND SPECTATORS HAVE A SUCCESSFUL EXPERIENCE AT ATTEA ATHLETIC COMPETITIONS.

PLEASE SIGN BELOW, INDICATING THAT YOU AGREE TO FOLLOW THE “SPORTSMANSHIP IN ACTION” GUIDELINES.

Parent signature _____ Date _____

Print name _____

Student signature _____ Date _____

Print name _____

PHONE NUMBERS

Main Office

Office Hours	7:30 a.m. to 4:30 p.m.
Office Phone	847-486-7700

Administration

Mr. James Woell, Principal	847-486-7700
Mr. Jason Kaiz, Assistant Principal	847-486-7700
Ms. Pamela Clifford, Student Services Administrator	847-486-7700
Officer Ken Smith, Student Resource Officer	847-486-7700

Health Office

To Report an Absence/Lateness:	847-486-7712
Mrs. Jean Gray	847-486-7712

Team Homework Hotlines

Journey	6 th 847-657-2954
Omni	6 th 847-657-2956
Galaxy	7 th 847-657-2953
Pathfinders	7 th 847-657-2957
Jigsaw	8 th 847-657-2955
Patriots	8 th 847-657-2958

Internet Information

District Website	www.glenview34.org
Attea Website	www.at.glenview34.org
E-mail addresses (no spaces)	first initial last name@glenview34.org

School Hours

Attea Middle School is open from 7:10 a.m. to 4:15 p.m. on school days. All students report to their first block class each morning at 8:25 a.m. All students are dismissed at 3:00 p.m. After school activities take place after 3:00 p.m.

Overture	7:20 - 8:15 a.m.
First Class starts	8:25 a.m.
Final Dismissal	3:00 p.m.
After School Activities	3:05 - 4:05 p.m.
Late Bus	4:10 p.m.

SCHOOL STORE HOURS (daily)

7:15 a.m. - 8:15 a.m.

Mission Statement

The Glenview Public Schools in collaboration with the parents and the community shall empower children to be responsible learners and decision makers in a changing society. Springman and Attea Middle Schools will provide an excellent middle school educational program that

- Instills high expectations.
- Develops the knowledge and skills necessary for successful individual achievement and lifelong learning.
- Connects learning to life.
- Fosters partnerships with family and community.
- Shapes caring and ethical citizens

Attea Middle School Behavior Expectations- CHARACTER COUNTS

Area of School	Be Safe	Be Respectful	Be Responsible
Before/After School	<ul style="list-style-type: none"> • Sign-in at the desk in the morning to go into the building • Must have pass to be in hallways before school. • Wait in supervised areas 	<ul style="list-style-type: none"> • Walk to class • Enter classrooms only if a teacher is present • Listen to all adult directions • Clean up after yourself • Be kind to your peers 	<ul style="list-style-type: none"> • Get to where you need to be right away • Wait for the 8:15 bell to go upstairs • Arrive at school on time • Take all belongings and schoolwork home
LRC	<ul style="list-style-type: none"> • Walk. Running is not allowed • Sit in chairs 	<ul style="list-style-type: none"> • Be polite to the LRC teachers • Work and talk quietly in the library • Disturbing others is not allowed • Listen to all adult directions 	<ul style="list-style-type: none"> • Handle all books and technology with care • Clean up after yourself • Use computers responsibly • Return books on-time
Hallway/Stairwell	<ul style="list-style-type: none"> • Walk to the right • Physical contact with other students is not allowed • Do not slide down stairwell railings • Jumping off stairs is not allowed 	<ul style="list-style-type: none"> • Use conversational voice, respect the learning environment of other classrooms • Use respectful language • Pick things up off the floor- keep hallways and stairwells clean • Listen to all adult directions • Be kind to your peers 	<ul style="list-style-type: none"> • Disturbing classes in session is not allowed • Must use a hall pass • Keep all belongings in the locker you are assigned- do not go in other student's lockers • Go directly to your destination • Arrive on time for each class
Bathrooms	<ul style="list-style-type: none"> • Keep water in sinks • Wash hands • Congregating in bathrooms is not allowed 	<ul style="list-style-type: none"> • Respect others' privacy • Flush toilet • Graffiti is not allowed 	<ul style="list-style-type: none"> • Must use bathroom pass • Return directly to class
Locker Room	<ul style="list-style-type: none"> • Change appropriately • Physical contact is not allowed • Keep all belongings locked in assigned locker • No media recording devices are allowed in the locker rooms at any time. This includes, but is not limited to phones, cameras and tablets. 	<ul style="list-style-type: none"> • Respect others' privacy • Keep locker room clean • Respect others' personal belongings • Listen to all adult directions • Be kind to your peers • Use respectful language 	<ul style="list-style-type: none"> • Have gym uniform ready • Clean gym uniform regularly • Keep all belongings in the locker you are assigned
Electronics	<ul style="list-style-type: none"> • Use only before and after school • Must have a consent form signed to have a cell-phone in school 	<ul style="list-style-type: none"> • Respect others' personal belongings • Do not leave your electronic items out in the open 	<ul style="list-style-type: none"> • Label all personal electronics • Store away securely in locker during school day • Keep electronics off during the school day
Cafeteria	<ul style="list-style-type: none"> • Must have your ID or a bag lunch to enter the cafeteria • Throwing food is not allowed 	<ul style="list-style-type: none"> • Use inside voices • Eat your own lunch and keep your food in your space • Clean up after yourself 	<ul style="list-style-type: none"> • Keep cafeteria clean • Be responsible with money • Pay for all food line items

	<ul style="list-style-type: none"> Do not move chairs/tables around the cafeteria Walk Stay in cafeteria unless you have a pass leave 	<ul style="list-style-type: none"> Listen to all adult directions Be kind to your peers 	
Area of School	Be Safe	Be Respectful	Be Responsible
Field Trips	<ul style="list-style-type: none"> Stay with assigned group Follow bus rules Ask adult permission before leaving group 	<ul style="list-style-type: none"> Respect property Treat the community respectfully Use good manners Remember you are a representative of Attea Listen to all adult directions Be kind to your peers 	<ul style="list-style-type: none"> Take care of your own belongings Stay with assigned group Board busses at assigned time(s) Tell adults if you see something that concerns you
Bus	<ul style="list-style-type: none"> Stay seated Use inside voice Follow bus driver directions Keep body to self 	<ul style="list-style-type: none"> Take your seat quickly Use respectful language Place all trash in trash containers Follow bus driver directions Be kind to your peers 	<ul style="list-style-type: none"> Be at the bus stop on time Have bus pass/ID on you at all times Take all belongings with you
Playground	<ul style="list-style-type: none"> Use equipment safely Play-fighting or contact sports are not allowed Throwing of snow or ice is not allowed Inform a teacher of any problems 	<ul style="list-style-type: none"> Food or drinks on the playground are not allowed Be kind to your peers Listen to all adult directions 	<ul style="list-style-type: none"> Be responsible for your own actions Model good behavior Dress for the weather (must have winter coat when below freezing)

The Middle School Program

Attea Middle School is a high-performing school that is responsive to the developmental needs of young adolescents as they make the transition between childhood and adolescence. While holding high expectations for all students' academic achievement, teachers are careful to see that instructional strategies are appropriate to adolescent learners. As a Middle School, Attea is characterized by a(n):

- philosophy based on the unique needs and characteristics of the young adolescent;
- team of educators knowledgeable about and committed to the young adolescent;
- interdisciplinary team organization;
- flexible block schedule;
- positive and collaborative school climate;
- physical plant where teams are housed together for classes and large areas for full team sessions;
- emphasis on the use of higher-order thinking skills and hands-on instructional strategies; and
- commitment to regular involvement of families in the education of young adolescents by keeping them informed of student progress and school programs and by giving them meaningful roles in the schooling process.

Flexible Block Scheduling

Middle school classrooms are exciting, active places where students ask questions and pursue solutions to problems they have helped to identify. Middle school teachers use many different teaching strategies such as individual and group projects, problem-solving activities, cooperative learning groups, lectures, demonstrations, field trips, and utilization of community resources. The content studies and activities students engage in help them acquire a balance of fundamental skills and essential knowledge while developing positive attitudes about learning and themselves. In order to provide the proper environment for this active learning, Attea utilizes a flexible block schedule.

"Flexible scheduling suggests that the order of each day need not be the same. Group size, the order of the classes, and the length of each class can vary. Flexible scheduling is a way of responding to developmental needs of young adolescents. As students go through various physical and mental changes, attention span varies. Flexible scheduling will allow teachers to work together to achieve a common goal - providing the best possible learning experience for pupils." Elliot Merenbloom

"B" Block: At Attea, math, science, social studies and language arts are taught in a flexible block called the "B" block. Each day, the "B" block teachers are given two large blocks of time each day (totaling 220 minutes) to conduct instruction for the students on their teams. They are also given the opportunity to reorganize their classes, their schedule, and vary instructional strategies to meet the needs of the learners.

"A" Block: In addition to the core academic subjects studied during the flexible "B" block, students at Attea also study physical education, fine arts, and global language (French or Spanish) each day in a set block of 42 minutes. These classes are referred to as "A" block classes because they "Always" meet at the same time of the day, each day.

"X" Block: Students will use this time to excel, explore, extend, and expand their knowledge. Each day teachers determine appropriate student activities during "X" Block time.

Overture Block: In addition to the "A" and "B" blocks in the regular school day, Attea offers an early morning block from 7:25-8:15 a.m. This "Overture" block provides students with a sampling of the experiences that comprise effective middle school programs such as band, orchestra or choir. In addition, during the Overture block the Learning Resource Center is open. Students are invited to work on their computer projects, complete their research on the Internet, or use the variety of print and non-print sources available. During the Overture block, the faculty is available on a pre-set schedule to assist students in their studies. Students must be in a supervised setting in order to participate in this block.

Lunch/Recess block: The daily schedule at Attea includes 30-minute lunch blocks. A student's lunch period is scheduled according to grade level. Consistent with their developmental needs as adolescents, following lunch students have the opportunity to go outside for recess.

Activity Block: The final block of the day is the Activity block. From 3:05-4:05 p.m., students have additional opportunities to participate in experiences that comprise effective middle school programs such as athletics and club activities. Like the Overture block, during the Activity block the Learning Resource Center is open for student use and the faculty is available on a pre-set schedule to assist students in their studies.

Teacher-Student Teams

In order to better provide for their developmental needs as the students transition from childhood to adolescence, Attea Middle School groups adults and students in small learning communities or learning "teams." These "teams" are characterized by stable, close, and mutually respectful relationships.

Each teacher on the team specializes in a particular core curricular area of math, science, language arts, social studies, global language (French or Spanish), PE or student services. Students are assigned to a team in a manner that ensures that each team is heterogeneous, and balanced among academic abilities and learning styles.

Each day, the teachers on the team meet to coordinate the schedule, discuss individual student progress, and plan interdisciplinary instruction. The team's administrator also participates in the team meetings on set days during the week to help the team in their curriculum efforts, to coordinate activities with other teams, and to assist with student support issues. Twice each week, the assigned social worker facilitates meetings that are dedicated to discussing individual student progress and other issues affecting student development. The technology teacher will also join the meetings to help facilitate the inclusion of technology as an instructional resource within each curricular area.

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As a result of teaming,

- individual learning styles and interests are better known by teachers. Teachers are more aware of changes in student behavior and can offer assistance when needed;
- students become well organized because of far greater consistency of teachers' expectations, standards, and procedures;
- knowledge becomes increasingly connected, relevant, and holistic through curriculum integration;
- students' time is used more effectively due to the flexible block schedule: minimal time is lost to changing classes, and blocks of time lead to increased student engagement;
- teachers come to know their students very well and students become comfortable with a small group of teachers;
- students' academic progress is monitored more efficiently; and
- communication with parents is significantly more effective because teachers meet together to discuss student progress.

Responsibilities of the Learning Partners

There are three major partners in the learning process at Attea: the parents, the Attea staff and the student.

Parents: Parents are the most influential educators of their children and the key to the success of the Attea program.

To help make their child's Attea education a success, parents are expected to:

- be knowledgeable about the school, their child's activities, and the range of academic, extra-curricular, and social options available;
- demonstrate concern for the total environment, including physical, emotional, and social well-being of the child and provide the appropriate support for the learning process and academic success;
- become involved in the schooling process, communicating concerns, ideas, and suggestions relating to Attea Middle School, as it relates to one's own child as well as from a broader perspective for all children; and
- support Attea's focus on respect for oneself, others, and the school facilities.

Staff: The Attea Staff is expected to make a child's middle school experience at Attea successful. Through the curriculum, all members of the staff are expected to:

- demonstrate actions consistent with life-long learning as a model for students, striving to continually improve means and methods of educating children;
- be knowledgeable about the subject areas taught and the relationships between and among the subject areas;
- be sensitive and responsive to individual differences and diverse learning styles of all children; and
- provide a variety of instructional delivery styles and assessments that are fair, understandable, and closely matched with targeted learner outcomes.

To further students' social development, staff members are expected to:

- foster a nurturing environment in the context of clearly communicated expectations;
- demonstrate respect for all Attea learners and the process of learning;
- be consistent and fair in dealing with all members of the Attea community;

To further support parents in the education of their children, Attea staff members endeavor to:

- communicate effectively with parents, children, administrators, and the Glenview community about the Attea instructional program;
- communicate with parents in a timely manner regarding the progress of their child; and
- solicit feedback on matters relating to instructional services and pupil support.

Students: As the middle school child transitions between childhood and adolescence s/he grows and develops. As the child and the world around them changes, the student learns to do more and more without the help of others. One of the primary goals of the middle school experience is to provide these students with an opportunity to become more independent and responsible for themselves. The team setting at Attea is integral to this development, providing a stable, predictable and nurturing environment with strong and consistent relationships in which the student can grow and learn. To support this process, the students of Attea Middle School are encouraged to help build team spirit. The success of a student as a member of a team is related to the effort the student puts forth in helping fellow students and supporting the efforts of the teachers.

Each member of the team is expected to:

- treat one another with dignity;
- observe all school rules;
- participate in and show respect for group decisions; and
- do their best at all times.

An Attea student is expected to:

- take school seriously by coming to school ready to learn;
- be active shareholders in the educational process;
- know when one needs help and take initiative in the process of seeking and getting help;
- demonstrate respectful behaviors, both to other students as well as staff members; and
- demonstrate the ability to work collaboratively with others.

During the year the teachers recognize students for special achievement and outstanding citizenship.

Attea Academics

Curriculum

The curriculum for sixth, seventh and eighth grade students includes the following areas of study:

- Language arts
- Social studies
- Mathematics
- Science
- Global language
- Physical education
- Fine arts (music, art, drama)

In addition the curriculum includes instruction in the fine arts. Sixth grade students study a trimester each of Art, Drama, and Music in an every-other-day rotation with Global Language during the "A" block. In the 7th grade, students study Art or Drama and in the 8th grade the students receive music and art, or drama instruction. In the 7th and 8th grades this instruction occurs during the "B" blocks. For all fine arts instruction, the fine arts teachers work closely with team teachers.

Students also have the opportunity to receive instruction and participate in the performing music groups (band, choir and orchestra), which meet during the Overture block (see also: Music Performance Groups). Students enrolled in these groups are expected to attend *every* meeting of these classes; arrangements for extra help and other activities should be made on alternate days. Students will receive grades for musical performance programs, which will be integrated into their Grade Point Averages.

Promotion Policy

In order to be promoted to the next grade level, a student must earn an overall average of at least a "C" (2.0 Grade Point Average) *and* maintain at least a "D" average in every subject.

Failure to attain a cumulative GPA of 2.0 will require remediation before promotion to the next grade. If a student earns a 2.0 GPA, but earns less than a "D" average in one class, remediation will be *recommended*. Remediation will be *required* for a student who earns a 2.0 GPA, but earns less than a "D" average in two or more classes. Students requiring remediation cannot be promoted without successful completion of their remediation plan.

Grading

Grading System: The bulk of the grade for a student will be on formative and summative assessments. Please refer to the Parent Friendly Grading document that can be found on that Attea website at www.at.glenview34.org. In addition, we have online grading that allows for increased communication between parents and teachers. These are not in real-time but are updated as often as possible.

Trimesters: The academic year is divided into three equal trimesters. Grades are reported at each mid-term in progress reports and at the end of the trimester in a report card.

Report cards: Report cards are issued three times a year. A student's progress will be reported as a grade for

each course. In addition, teachers may include one or two brief descriptive comments.

Midterm Progress Reports: Progress reports are an important part of the communication between teachers and parents. Teachers contact parents regarding the progress and performance of a student via the progress report, online grade access, and/or telephone calls throughout the year.

Progress reports are sent home during each trimester as a way of keeping parents informed about achievement and attitude.

Graduation

The end of the 8th grade year consists of graduation, awards ceremonies, and other related year-end activities. It is our hope and intention that every eighth grader will participate in the exciting and meaningful events which reward three years of hard work and consistent effort.

Participation in these activities, however, is a privilege; every student is not automatically entitled to these activities. Final decisions on participation will be made at the end of May and take into consideration the following:

- Students must earn an overall average of at least a "C" (2.0 GPA) in order to be promoted. Students with less than a C average may not be promoted to ninth grade. They may be required to attend, and successfully complete, summer school before being promoted. If the teachers perceive that the student is not making the appropriate effort, the "failing" student may also be excluded from the graduation ceremony.
- Students are expected to maintain a consistent level of effort and production. Students whose grades plunge significantly, or who are identified by their teachers as having "stopped working," or who develop attendance and tardiness problems may be excluded from graduation exercises.
- Students are expected to treat each other with respect, to interact respectfully with all adults, to respect the school building and grounds, and to interact respectfully as citizens of our community. Certain behaviors, such as vandalism, fighting, or the use of drugs, alcohol, or tobacco may eliminate a student from the ceremonies and activities. Persistent or flagrant disrespect to other students, adults, or to the building itself may also result in exclusion.

Homework

Homework is regularly assigned and may include in-school as well as at-home assignments.

Some assignments are long-range in nature and require planned study time for their completion. Planned study eliminates the necessity of spending too much time completing an assignment the day before it is due. A student may take advantage of the many resources and references available at Attea to complete these assignments.

Assignment Notebooks: Students are required to use their Attea assignment notebooks to record their homework assignments, quiz/test dates and other information regarding their academic responsibilities. Assignment notebooks will be provided for each student during the first week of school.

Homework Requests for Absent Students: *A student must be absent for at least 2 days* before requesting that homework be assembled by the Health Office. A "homework buddy" should be contacted to find out about missed assignments for an absence of only 1 day. Upon returning to school, the student should check in with his/her teachers.

Homework requests for 2 day absences should be submitted to the Health Office by 10:00 a.m. on the day it will be picked up. Teachers will determine appropriate due dates for these assignments, and will offer students an opportunity to seek extra help when they return to school. The homework may be picked up from the Health Office between 3:15 and 4:30 p.m.

For a week or more absence: a request must be submitted at least a week before the homework is needed. Parents should be aware that not all schoolwork may be made up independently; students may need to meet with teachers before school for additional "catch-up," to take missed tests/quizzes, or to do project work.

Homework Hotline: Each team supports a "homework hotline" through which the day's homework can be accessed. "Homework Hotline" numbers are listed in the team newsletters, at the front of the handbook, and on the Attea website at (www.atteaview34.org).

Extra Help

Students are encouraged to seek extra help from their teachers as needed and to make appointments with their teachers to gain this extra assistance.

Extra help will be available to students during the Overture block from 7:15-8:15 a.m. and during the Activity block from 3:05-4:05 p.m. Teachers share their "extra help" schedules with their students each week as well as include them in their bimonthly newsletters.

Students are also encouraged to use the Learning Resource Center during the Overture block in the morning and the Activity block in the afternoon.

Saturday School: On selected Saturdays throughout the year, students may be required to come in to catch up on missing work. The teachers will be in communication with parents and students at least a week in advance to let students know that this is a possibility. Saturday school runs from 8 am to 11 am in the LRC at Attea.

Summer School: District 34 hosts an enrichment and remedial summer school program for students. Summer school information can be found online at www.glenview34.org.

Study Habits

In order for students to achieve at the best of their ability, Attea Middle School recommends the following study habits:

- students should bring all necessary books and supplies, including a pen, pencil, and paper, to each class;
- students should keep a written record of all short and long-term assignments, including the dates they are due, in the assignment notebook;
- students should schedule regular study time in a quiet place;
- to avoid lost books and assignments, students should keep all school materials together at home; • ask teachers for help with or for information about assignments before they are due.

Honor Roll:

Outstanding academic achievement is recognized at Attea every trimester. Students who attain a grade point average of 3.5-4.0 will be cited as a "High Honor Roll" student. A grade point average of 3.0-3.49 will earn a placement on the Attea "Honor Roll."

Standardized Testing

In order to objectively evaluate students' progress in core academic areas, at Attea students participate in a variety of standardized testing.

NWEA (Northwest Educational Assessment): This reading and mathematics exam is given in September and May of each year to 6th, 7th and 8th graders. Some students may have additional testing during trimester 2. The purpose of this exam is to track a student's progress in the Attea program in reading and math.

ISAT (Illinois Standard Achievement Test): The Illinois State standardized test that tracks a student's progress according to the Illinois State learning standards. This test is administered in the middle school in grades 6, 7 and 8. In the 7th grade, students' progress in science and social studies is evaluated; in the 6th and 8th grade progress is assessed in reading, writing and math.

Terra Nova: The California Test of Basic Skills is given in 8th grade. This test also serves as a placement exam for Glenbrook South High School.

Code of Behavior

The faculty and administration of Attea Middle School firmly believe in giving students realistic opportunities to exercise self-discipline, mutual respect, and responsibility to the school and each other. School rules have been established based on consideration for the rights of others, the safety and welfare of all and respect for the property of others. School policies and classroom rules are designed to promote learning and a school climate in which we can take pride. If a parent at any time has any questions or concerns about behaviors that are being exhibited at school, they should immediately call an administrator or teacher to discuss the matter.

Respectful Behavior

It is the responsibility of students and all members of the Attea community to conduct themselves in a respectable manner. Students must govern their behavior so as to promote their own excellence and prevent

them from infringing on the rights and personal freedoms of others. This includes the equal treatment of all students and members of the school community regardless of race, color, national origin, religion, age, sex, sexual orientation, and ability. Any behavior which disrupts the educational process or jeopardizes the safety and welfare of any member of the Attea community will be appropriately dealt with by the staff of the school.

Safe Behavior

It is the responsibility of each student to provide a safe environment at Attea. If a student becomes aware that a fellow student is in possession of illegal substances, weapons, or any items that could endanger his/her safety or the safety of others, the student *must* immediately inform an adult such as a parent, teacher, social worker, administrator, or staff member. This information will be used to insure the safety of the student(s). Failure to report this information may result in disciplinary action. Confidentiality will be maintained at all times.

The following are possible actions that can be taken.

Detention: If a student chooses to violate a classroom, team, or school rule, the student's coach or adult supervisor will discuss the matter with the student and will determine whether or not a detention is appropriate. A detention is assigned for one hour either before school (7:20-8:20 a.m.) or after school (3:05-4:05 p.m.) at the teacher or administrator's discretion.

A student will be notified of this detention verbally and in writing. A student is required to obtain a parent's signature on this written copy, and return it to the issuing teacher. Failure to return the signed copy may result in additional consequences.

Students are expected to arrive promptly to detention. If a student arrives more than five minutes late or misses detention, additional consequences may be assigned.

Referrals: Should a student's behavior be serious or chronic, other interventions may be used. These may include a meeting with the social worker/counselor or team of teachers, and/or with the student and parents. If inappropriate behavior continues to persist, the student will be referred to an Administrator.

In-School Seclusion: If a student's behavior warrants more serious discipline, an in-school seclusion may be assigned for one or more full days. During this time, the student is in attendance at school but is secluded from his/her team and other classmates and supervised by an adult in an In-School Seclusion Room.

The student's parents will be notified in advance of this disciplinary action. The student's teachers will send classwork and assignments to the In-School Seclusion Room, and students on seclusion are expected to put in a full day of effort on academic work while on in-school seclusion. In-School Seclusions may be assigned on school days as well as days when school is not in session (such as Saturdays, holidays, conference days, etc.).

Suspension: This disciplinary action results in a student's removal from all school programs, activities, and facilities for a designated period. Prior to the time of suspension, the school will contact a student's parents. Frequent suspension may indicate an inability to adjust to the school environment or a lack of desire to participate appropriately in the school community. In such cases, a student may be referred to one or more professionals for their recommendation regarding appropriate school placement in or outside of the Attea community.

Probation: A student who demonstrates consistent inability to follow the *Student Code of Behavior* may be placed on probation for a prescribed period of time. This disciplinary action requires parents be notified of the terms, specific conditions and requirements of the probation which must be met over a specified period of time. Failure to comply with the terms of probation may result in further disciplinary action such as suspension. A student is removed from probation after the established time period is completed or when satisfactory progress is noted.

Community Service: A student may be asked to perform duties at the school as retribution for the rules not followed at Attea. Administration will work with the parents to come to an appropriate consequence for the action taken.

Unacceptable Behaviors

It is expected that all Attea students and members of the Attea community will act in a respectful and responsible manner at all times while on school property, on school transportation, or at any school-sponsored activity. The following behaviors are considered unacceptable by Attea Middle School. Failure to behave responsibly in these areas while on school property, on school transportation, or at any school-sponsored activity are considered serious violations of conduct and will lead to disciplinary action such as removal from class or activity, detention, seclusion, suspension, or expulsion.

Behavior Endangering Persons: Threatening to cause, causing or attempting to cause harm to another student or staff member: verbal or physical threats; fighting; "hit lists;" bullying; hazing; sexual harassment; use of profane, vulgar or abusive language and slurs with regard to race, color, national origin, religion, age, sex, or disability against students or staff members.

Conduct Endangering Property: Threatening to cause, causing or attempting to cause damage to school or private property; theft; tampering with padlocks or lockers; improper release of a school fire alarm or tampering with fire extinguishers.

Purchase (including exchange of money for such purchase), possession, transmission, or use of drugs or alcohol, fireworks, weapons, and ammunition: Such infractions will result in immediate suspension from school, implementation of District policy and referral to the proper authorities.

Pursuant to the federal *Gun-Free Schools Act* and Section 10-22 of *The School Code*, it is the policy of the Board of Education to expel from school for at least one calendar year any student who has possession or control of or uses or transfers a "weapon" at school, any school sponsored activity or event, or any activity or event which bears a reasonable relationship to school.

Smoking or possession of smoking materials including matches or lighters: will result in suspension from school.

Possession, use or display of a reasonable facsimile of a firearm or weapon: will result in disciplinary action such as removal from class or activity, detention, seclusion, suspension, or expulsion dependent upon the circumstances of the incident.

Truancy: absence from school or classes without valid cause during a school day or portion thereof. (See also: School Board Policy JG - DISCIPLINE OF STUDENTS)

Appropriate School Articles

Any items brought to school should be related to the instructional program or activities sponsored by the school. The following items are not considered appropriate school articles:

- Pagers, laser pointers, trading cards, or other "toys" are not part of the school day and as such are not permitted in school.
- Large sums of cash are not necessary or appropriate and should not be brought to school.
- Items that contain chemicals that could endanger your health or the health of others (white-out, rubber cement, etc.) should not be brought to school.
- Items that resemble a prohibited article (toy guns, paint ball guns, etc.) are not appropriate and should not be brought to school.
- Any item that presents a potential distraction or danger to the learning environment is not an appropriate article for school

If such items are brought to school, they will be confiscated and an appropriate consequence will be applied. Items that are confiscated may only be returned to a parent. If a student has any doubts about other items, the student may check with the school administration.

If a student arrives at school and realizes that s/he has brought an inappropriate item into the building, the student should immediately turn it in to a teacher, administrator or staff member. In so doing, the student is demonstrating responsibility and a desire to cooperate with school policies and to keep the building safe.

Closed Campus

Attea Middle School is a closed campus. As such, a student must remain in school and in his/her classes under a teacher's supervision at all times. Under no circumstances is a student allowed to leave the building or campus during the school day unless accompanied by a staff member as part of a field trip or other educational experience. Once a student enters the building in the morning, the student is to remain in the building for the remainder of the school day.

Gambling

As school is a place for learning, gambling is not an appropriate use of school time. Students are not allowed to bet or gamble for money or for any other type of monetary or material gain. Solicitation, tracking, and/or payment of wagers is strictly forbidden on school property.

"Hands Off" Policy

Since inappropriate physical contact endangers students' safety, Attea Middle School holds a "Hands Off" policy that

prohibits inappropriate physical contact between students. Roughhousing (or "play fighting") or other similar physical contact is not allowed on school grounds. At recess or while on school grounds before and after school or during a school sponsored activity, actions such as tackling, pushing, shoving, etc., are inappropriate, even under game conditions.

Harassment

The Attea community is committed to the principle that students and all members of the community are entitled to equal opportunity and equal treatment in the school setting. This includes a learning environment free from all forms of harassment.

Harassment is not only conduct whereby an individual intends to be hostile and/or offensive, but may also include conduct that the recipient *perceives* to be hostile and/or offensive.

Bullying

School Board policy prohibits the use of aggressive behavior at school that does physical or psychological harm to someone else and/or encourages others to do the same. This behavior includes the use of force, coercion, noise, threats, intimidation, force or bullying. The choice to engage in such behavior will not be tolerated at Attea Middle School and will result in disciplinary action.

Hazing

School Board policy prohibits the use of any form or type of aggressive behavior that does physical or psychological harm to school personnel or other students and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, hazing, or other comparable conduct. The choice to engage in such behavior will not be tolerated at Attea Middle School and will result in disciplinary action.

Sexual Harassment

It is the policy of this School District to provide for its students, while on school property or engaging in school activities or school business, an educational environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. It is a violation of this policy for any- one to sexually harass students on school property while engaging in school activities or school business. An employee, District agent, or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that has the purpose or effect of:

- Explicitly or implicitly denying or limiting the provision of educational aid, benefits, services, or treatment;
- Explicitly or implicitly making such conduct a term or condition of a student's academic status;
- Substantially interfering with a student's academic performance;
- Creating an intimidating, hostile, or offensive educational environment;
- Depriving a student of educational aid, benefits, services, or treatment; or
- Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

It shall also be a violation of this policy for any student to abuse another student, an employee, a district agent, or another person on school property or engaging in school activities, through conduct or communication of a sexual nature.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to report and discuss the matter to any administrator with whom the student feels most comfortable discussing such matters. The initiation of a complaint of sexual harassment will not adversely affect the terms and conditions of the complainant's academic status in the District. (See Also: Rules and Regulations Implementing Board Policy JF)

Academic Honesty Policy

It is the expectation of every student to hand in their own work in the form of homework, assessments and projects. Papers should be properly cited before handed in. Teachers will work closely with students, parents, and administrators when academic dishonesty is a possibility.

Plagiarism

To copy the ideas or words of another person and to present the work as your own constitutes plagiarism. Plagiarism is a serious offense and detrimental to the educational development of the student and must, therefore,

be avoided at all times. Because it does not represent the work of the student, work that is plagiarized cannot be accepted for credit. Consequences for plagiarism will be decided on a case-by-case basis by the teacher, dependent on the nature of the plagiarism and the experience of the student.

Selling or Trading for Profit

Students may not sell or trade items at school such as candy, gum, cards, etc. All items intended for sale or sold for profit will be confiscated. The only exception to this rule is the selling of goods for an approved fundraiser, conducted by a school club, team, or PTA.

Substance Abuse Policy

The Board of Education believes that respect for the law and good health are prerequisites to success in any endeavor. It is our responsibility, therefore, to promote a respect for law and a healthy lifestyle among students both through educational programs and by providing a safe, positive learning environment. Toward this end, the District curriculum and instructional delivery shall explain the health and safety risks associated with controlled substances; inform students of the laws related to controlled substances; and encourage positive alternatives to the use of controlled substances.

The Board believes that a safe and positive learning environment is one that is free of illegal substances. The following policy prohibits certain conduct on school property, on school-sponsored transportation, or at school-related events which is related to illegal substance use and defines disciplinary consequences for such conduct. The provisions of this policy shall be in force at all school-sponsored events whether the event is on campus, off campus, or on school-sponsored transportation.

Organizations sponsoring activities in the schools outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use District 34 buildings.

Illegal Substances

The following are defined as illegal substances and warrant disciplinary consequences for their use on school property or school sponsored events:

- all alcoholic liquor
- all controlled substances except when prescribed by a licensed physician
- all prescription drugs, when sold, distributed, purchased, possessed, and/or consumed in a manner inconsistent with the prescription and/or the prescribed purpose (including situations where a student sells or distributes his/her prescription drugs to another and/or where a student sells, distributes, possesses, or consumes another's prescription drugs
- cannabis (marijuana)
- any "look-alike" substance
- any drug paraphernalia (including devices to ingest, inhale, or inject cannabis or controlled substances into the body, as well as devices used in growing, processing, storing, or concealing cannabis substances)
- any anabolic steroid

Prohibited Conduct: The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct, including, but not limited to: the sale of, the distribution of, the purchase of, the possession of, the consumption of or the exhibiting of evidence or any indications of having consumed (whether consumed on or off school property), or participation in a plan to sell, distribute, purchase, possess, or consume any illegal substances.

"Possession" is defined to include the use of the student's person, clothing, supplies, school lockers, desks, or other parts of the school environment for the storage of illegal substances.

"Possession" is also defined as the presence of an illegal substance in any amount in or on the student's person, clothing, supplies, school lockers, desks, or other parts of the school environment for the storage of illegal substances.

Consequences: Students who are believed to have violated the Substance Abuse Policy will be dealt with as follows:

1. The facts will be ascertained in a manner consistent with the student's right to due process.
2. If the facts indicate a violation, the student will be suspended or expelled according to the disciplinary consequences listed below.
3. The appropriate authorities will be notified, parents will be informed, and findings will be reported to the Superintendent of Schools.

Possible consequences may include: suspension from school for 5 days, suspension from school for 10 days which may be reduced to 5 days if the student successfully completes a substance abuse program that specifically addresses his/her needs. The cost of the treatment program is the responsibility of the family, **or** the student shall be recommended for expulsion from school. The Board may consider such factors as the student and parents' cooperation with counseling, provision of medical release, etc. in determining the length of an expulsion, with the cost of all such interventions to be borne by the parent or guardian. During the expulsion period, the District will assist the family in finding reasonable alternative education options, the cost of which shall be borne by the District.

Electronic Signaling and Cellular Telecommunication Devices

It is the intention of the Board of Education to provide a safe and secure learning environment for the students in its schools and to structure the possession of electronic signaling devices so that student welfare and safety and the educational environment are not adversely affected. To that end, every classroom in the district maintains a telephone that students are able to access with teacher permission.

Cell Phones and Other Electronic Devices

Every classroom in the District maintains a telephone that students are able to access before, during or after school. ***Cell phones are not required*** for Attea students and the decision to provide a child with a cell phone is a parental one. Cell phones are to be used in emergency situations and not merely for convenience. As such, they are subject to the following rules:

1. A parent must *register* his/her child's cell phone with the school each school year by completing and signing the "Cell Phone Use Agreement" form and returning it directly to the School Resource Officer. This form will be kept on file at the school for the current school year. It will need to be renewed at the start of each school year.
2. The cell phone is not for use during the school day and must be kept in the student's locker from the moment the student walks into school in the morning until 3:00 p.m. During this time, the cell phone must be turned OFF (no tone or vibrating features should be on). A student's school day starts the moment the child enters the building. Cell phones may not be used in the LRC at any time.
3. Because cell phones must be kept off and in a student's locker, games, text messaging, and other add-on devices for cell phones may not to be used during the school day.
4. To protect the privacy of all members of the Attea community, cell phone cameras **may never be used** in the building, during school activities or on school grounds.

Violations of the above guidelines will result in the following:

First Offense: The phone will be confiscated and will be returned only to a parent. It will be the parent's responsibility to establish a time to meet with the appropriate administrator to collect the phone. The student will be issued an administrative detention for violating the policy.

Continued misuse of phone privileges may result in further restrictions to your cellphone usage.

Other Electronic Devices

Electronic Signaling Devices: Students may not use or possess electronic paging devices or two-way radios on school property at any time.

Games and Music Devices: Hand-held electronic games (i.e. GameBoy), ipods, MP3 players, AM/FM radios are not for use during the school day and must be kept in the student's locker from the start of the school day until 3:00 p.m. A student's school day starts the moment the child enters the building. Violations of this guideline will result in the same consequences as outlined above for cell phones.

General Information

Assemblies

Assemblies and Team Meetings are held frequently at Attea. An indication of the cultural level of a school is the conduct of its student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. At all times, a student's behavior should be courteous and respectful.

Attendance

Attendance laws require students to be present during the days when school is in session unless they are ill.

Absence from School: When a student is ill and will not be present at school, a parent must phone the Health Coordinator at 847-486-7712 by 8:30 a.m. on the day(s) of the absence. When leaving a message on the answering machine, the student's parents should leave the student's name, team, and reason for absence. If a parent notifies the students' teachers about an upcoming absence, the parent must also call the health office with the same information.

Whenever possible, pupil appointments (medical, dental, etc.) and family vacations should be scheduled when school is not in session. If it becomes necessary to miss school for a reason other than illness, a parent must notify the Health Office as soon as possible but no later than 8:30 a.m. on the day(s) of the absence.

When a student returns to school, even after one day's absence, the student is required to bring a note from a parent explaining the reason for the absence. This note should be submitted to the Health Office immediately upon the student's return to school.

Early Dismissal: No student is ever to leave school early without the permission of the student's parents.

Parents are required to sign students out *in person* at the Health Office.

If it becomes necessary to be dismissed early from school, the parents should send their child to school with a written note explaining the reason for the early dismissal and the time they will be picking up their child. The student should bring this note to the Health Office prior to the start of the school day and the Office will give the student a pass to be excused from class at the required time.

If a student requires early dismissal due to an illness or injury at school, the student's parents will be contacted directly by the Health Coordinator.

Lateness: If a student is late to school, the student must sign in at the Health Office upon arrival. After signing in, the student will then be issued a pass to class.

Because punctuality is such an important habit for their adult lives, after the second lateness in a trimester, a student will be issued a detention for each subsequent lateness. An exception may be granted in case of a medical appointment (i.e. doctor, dentist, therapist) that could only be scheduled for the early morning time. Religious observance is also considered a valid excuse for arriving to school after the 8:25 start time. In either of these cases a parent note is required to be given to the health office upon the student's arrival to school.

Instructional time missed due to chronic lateness will be made up on Saturdays or non-attendance days.

Religious Observances: Students who are absent for reasons of religious observances are afforded the opportunity to make up missed work. Students who are absent for religious reasons are:

- encouraged to inform teachers in advance of known absences;
- expected to hand in the previously assigned long-range assignments on the day of return;
- expected to obtain work missed during the absence on the day of return to school; and are
- given additional days equal to days missed for religious observances to turn in missed assignments.

Backpacks and Book Bags

Students may wish to transport books and other school supplies to and from school in a backpack or book bag.

These bags are appropriate for school but are not to be carried from class to class during the school day.

Backpacks should be put away in student lockers during the day. Backpacks are also not allowed in the cafeteria during lunch periods.

Buses

The District 34 Board of Education furnishes transportation for Attea students living at a distance from the school.

For the safety of all, when boarding the bus students are expected to:

- display their Attea ID upon entering the bus; IDs are required to ride the bus
- be on time at the assigned bus stop;
- respect private property and stay out of the road;
- cross the street only in front of the bus and only upon the driver's signal; • enter the bus calmly and carefully and not rush or push to get on the bus;
- sit only in one seat and not take up more than one seat;
- ride only on the assigned bus; *insurance regulations prohibit students from riding on an unassigned bus.*

While on the bus students are expected to:

- remain seated while the bus is in motion: standees are not permitted at any time;
- keep the aisle clear at all times;
- show respect and do not destroy or deface private property, or tamper with equipment;
- refrain from fighting, smoking, littering, and vulgar or profane language and
- use the emergency doors and windows only in the event of an emergency.

When exiting the bus, students are expected to:

- leave the bus *only* at the student's assigned bus stop;
- remain seated while on the bus and not move about within the bus or get off the bus while it is in motion;
- cross the street only in front of the bus and only upon the driver's signal; and
- give their names to the bus driver when so requested.

Attea students must display their ID in order to ride the bus. Students who do not possess a valid ID for the morning bus route are expected to produce or purchase an ID at their own expense during the school day and display their ID for the afternoon bus ride home. Students who do not show a valid ID for the 3:00 bus will not be allowed to ride the bus and will have to arrange alternate transportation or take the activity bus home. If no activity bus is running, a student will be allowed to ride the bus, but is expected to produce or purchase a new ID at his/her own expense immediately the following school day.

The bus driver is fully responsible for the safety of both the bus and its passengers. Students are expected to follow all instructions given by the bus driver. If these instructions are at all questionable, they should be reported immediately to the principal. Any student who fails to comply with the rules may be denied the right to ride on a school bus.

Cafeteria

Cafeteria Expectations: Every student must have an ID in order to enter the lunchroom for lunch. In the serving lines and at the tables, students are expected to be orderly. The staff members in the cafeteria are assigned there to assure that individual rights are honored.

In order to make the lunch period safe and enjoyable for all students, students are expected to adhere to all school rules during lunch as well as to the following guidelines:

- backpacks are not permitted in the cafeteria; students should leave their backpacks in their lockers while in the cafeteria;
 - students are expected to be polite, well mannered and courteous at all times;
 - throwing of food or any item in the cafeteria is strictly prohibited;
 - all food and drinks must remain in the cafeteria; food and drinks, other than bottled water, may not be taken out of the cafeteria; **The Department of Health regulations and Federal funding guidelines state that food from outside vendors may not be brought in to the cafeteria or sent to the cafeteria by parents for their child. This includes pizzas, fast food, and birthday cakes for a small group of students.** Individual student lunches are the only outside food allowed into the cafeteria;
 - students should take their trays and other refuse to the trash and recycling containers and clean their own eating area;
 - students may not leave the cafeteria until dismissed by a lunchroom supervisor unless the student has a pass to go to another part of the building. Students may not go to lunch outside of the building, even with parent permission.
 - students are not permitted to use other student's IDs or have other students buy them lunch in the cafeteria
- Students who choose not to abide by these guidelines risk losing their cafeteria privileges. Lunchroom supervisors reserve the right to change a student's seat and/or remove the student from the cafeteria if the student's behavior is inconsistent with the guidelines. Students who choose not to abide by cafeteria guidelines may also be referred to the School Resource Officer for further consequences.

Cafeteria Accounts on Student ID: As outlined in the section on "Student Identification Cards," the Attea ID card allows a student to access a cafeteria account. The cafeteria account is the only way to purchase food in the cafeteria: no cash, checks or credit cards are taken in the cafeteria.

In order to purchase food in the cafeteria, the student must present his/her ID to the cashier while checking out. To increase the balance on a cafeteria account, parents can complete the cafeteria envelope form and deposit it in

the drop box outside of the cafeteria. All deposits received before 8:45 a.m. will be posted to the student's cafeteria account that day. All deposits received after 8:45 a.m. will be posted the following day. Parents may also add money to their child's lunch account using the convenient on-line service. See the website at www.glenview34.org for this service.

Breakfast: Breakfast foods may be purchased in the Cafeteria during the Overture block each morning (7:25-8:20 a.m.) by using the cafeteria account as described above.

Lunch: A variety of lunches are served in the student cafeteria. Monthly menus are posted. A hot lunch is served daily. Students who bring lunch from home may purchase milk and dessert. The Deli Bar offers a selection of sandwiches, salads and soups.

Character Education: Character Counts!

Attea Middle School endeavors to assist parents in the formation of their children's characters and to help the young people Attea serves be responsible and live with integrity. To achieve this, Attea Middle School, along with the entire Village of Glenview, is committed to the "Character Counts!" initiative.

This initiative focuses on the development and expression of six keys or "pillars" of character:

- Trustworthiness
- Respect for Others
- Responsibility
- Fairness
- Caring
- Citizenship

Character education at Attea Middle School is integrated into every feature of the program and is reflected in all aspects of the school environment.

Co-Curricular Activities

Participation in co-curricular activities is a good way for an Attea student to become involved, make new friends, and have fun! Meeting times and dates for co-curricular activities are announced in the morning announcements. An Activity Bus is provided at 4:15 p.m. for students participating in these supervised activities. Students may obtain a pass to ride the bus from the supervisor of their activity. Some of the co-curricular activities offered by Attea Middle School are:

Clubs:

Art Club	Builders Club	Global Language Club	Drama Club	Tech Team
Math Club	Yearbook	Student Senate	Computer Programming	
Jazz Band	Swing Choir	Science Olympiad	Attea Musical	

Interscholastic Sports: Most interscholastic sports require try-outs are only available to 7th and 8th graders. There are no try-outs for track & field or cross-country. (6th graders are eligible to participate in both track & field and cross-country.) Through interscholastic sports, coaches offer students an opportunity to advance their skills and strategies. Games/matches are held 1-3 times a week against other area schools. In addition to games, there is daily practice for 1-2 hours. Team members need a current physical before competing and are required to purchase their own uniforms. As activities run later than 4:10 p.m., no bus service is available for interscholastic athletes. Team members provide their own rides home from Attea after practices and games.

Fall:	Girls Volleyball
	Coed Soccer
	Boys & Girls Cross Country
Winter:	Girls Basketball
	Boys Basketball
	Spirit Squad
Spring:	Boys Volleyball
	Boys & Girls Track & Field

Intramural Sports: Intramurals are open to all Attea students. The physical education teachers along with help from the staff offer students a variety of activities. Games/matches are held 2-3 times a week, depending on the activity. Intramurals are played against other Attea students. Intramurals are held after school from 3:10-4:10 p.m. The following list is a sample of the activities offered throughout the year: softball, flag football, golf, tennis, badminton, volleyball, indoor/outdoor soccer, ping-pong, pickleball and basketball

Sportsmanship in Action: Attea Middle School believes that good sportsmanship is one of the keys to a successful sports season for participants and spectators. The following principles have been adopted to reflect this strong belief:

- Spectators and participants are all guests at the games and have a responsibility to uphold the ideal of good manners and sportsmanship.
- Game officials do their best to make quick, fair, and unbiased decisions, and should be treated with respect and authority.
- Every competitor is worthy of our respect and should be treated with courtesy.
- A true competitor is humble in victory and steadfast in defeat.

Students are reminded that all school rules are in effect during co-curricular activities. In addition, the following guidelines are in effect for spectators at sporting events:

- Food or drinks are not allowed in the gym.
- Spectators may not walk across the game floor.
- Student spectators may not leave during the game for any reason other than an emergency and/or to go home.

Student Athletes: An updated physical form must be on file in the nurse's office before the first day of tryouts, practice, or clinics. Physicals are good for one year. **The athlete cannot participate until this is on file.** Also, any athlete must be in school at least three hours on game day in order to play in a game after school. If any athlete is excused from PE class on game day, he/she may not participate in the game after school. It is the athlete's responsibility to inform the coach.

Communication

Announcements: Daily school-wide announcements will be made each morning. Additional announcements may be made at other times during the school day but will be limited to emergency or urgent situations.

The school day begins with the recitation of the Pledge of Allegiance over the Public Address system at 8:25 a.m. All students should be seated in their first class at this time, ready to listen. Following the Pledge of Allegiance, announcements will be read over the P.A. A faculty member must sign all announcement requests.

Curriculum Nights: Each team sponsors a "curriculum night" at the start of the school year to introduce parents to the faculty, the learning team, the curriculum and the methodology that will be used during the school year.

September 15 - Omni, Galaxy, Jigsaw

September 22 - Journey, Pathfinders, Patriots

Because of its impact on communication between the school and the home, all parents are strongly encouraged to participate in "Curriculum Night."

Messages and Deliveries to Students: Requests from parents to deliver messages to students often disrupt the educational day and can mean the loss of instructional time to students. Although the school realizes the necessity to relay emergency messages, please help to limit disruptions by following the guidelines below:

- Parent requests to deliver messages to their children regarding transportation issues need to be ***in the Main Office no later than 1:30 p.m.*** ("Please tell my child not to get on the bus because I'm going to pick them up;" "Please tell my child they need to get on the 3:00 bus, not the 4:14 bus;" etc.)
- If students have requested a parent drop off materials or items of clothing (gym shoes), ***students will have the responsibility of picking up these belongings in the Main Office rather than having the office staff deliver them.*** Teachers will make the decision as to when and if students can leave class to pick up items. Unless an absolute necessity, students should use break time, passing periods, etc. The Main Office will screen these

drop-offs by asking parents when they arrive, "Does your child know this is being dropped off?"

PTA Newsletter "Focus": Each month the PTA publishes a newsletter called "Focus" that highlights school activities and student accomplishments. These newsletters are mailed home to all families with student registered at Attea Middle School. Parents are encouraged to read "Focus" and to participate in PTA activities.

Team Newsletters: Each team publishes a newsletter every other week, which is sent home, with each student to share with his/her parents. These newsletters provide parents and students with valuable information on class assignment, teacher availability and team activities. This newsletter is a key means of communication between the parents and the Team. It is an important responsibility for a student to bring this newsletter home and make sure it is delivered to his/her parents each week. Team newsletters can be accessed online on the Attea website or emailed home. In addition, extra copies of the newsletter are available from the Team by calling or e-mailing a member of the Team.

Dress Code

Appearance: A student's appearance and the appropriateness of their school is their responsibility. Parents are expected to counsel their children regarding acceptable school attire. Attea's dress code stems from our core belief in respect for the individual. How we dress influences our behavior and our attitude; in addition to the use of words and gestures, respect can be connected to dress. Any attire or appearance that jeopardizes the safety of a student or any member of the Attea community, interferes with schoolwork, or creates disorder and disruption is not acceptable at Attea.

The following guidelines have been developed to clarify the school dress code however attire is subject to staff approval.

- clothing should be neat, clean, and in good repair;
- all shirts must cover the upper torso and any sleeveless shirts must have shoulder straps at least 3 inches in width. No midriff or short shirts will be permitted.
- skirts and shorts may be no shorter than mid thigh and come at least to the student's fingertips;
- hats and head covering may not be worn in the building at any time. Outside, baseball caps may be worn but must be facing front or back and not to the sides;
- "gang-related" clothing (symbols, colors, etc.), as well as any arrangement of clothing which indicates affiliation with a particular group, are not permitted
- clothing which contains offensive language, pictures or drug alcohol tobacco ads and/or symbols may not be worn.
- underwear may not show at any time (including bras and boxers). Students may not wear leggings or spandex pants as pants

Students who choose to attend school or school-sponsored events inappropriately attired will be required to change clothes. If a student does not have appropriate attire available, parents will be contacted to bring the student appropriate attire.

P.E. Uniform: Students are required to purchase and wear the Attea PE uniform. The uniform consists of:

- navy Attea uniform shorts
- grey Attea uniform t-shirt
- sweat shirt and sweat pants (optional)
- gym shoes - must have backs and no heels/platforms

The uniform may be purchased on the first day of school or from your PE teacher throughout the year.

Students who consistently choose not to dress for PE will be given an appropriate consequence for their choice.

Non-participation in PE is not an option for students at Attea.

Drills

As part of the school's overall emergency preparedness plan, Attea holds safety drills throughout the year.

Three types of drills are held several times a year: fire, tornado, and lock down.

During a drill, students are expected to follow the directions posted in each classroom. Students should walk quickly but not run, to their assigned area until an "all clear" signal is given. Absolute quiet is a "must" in all

drills. In order to make sure that all students are accounted for, attendance is taken for each class during a drill. Students who choose to not comply with behavioral expectations during a drill will receive an Administrative referral.

Tampering with fire alarms or fire fighting equipment will lead to suspension from school. Law enforcement agencies will also be notified.

Elevator

An elevator is available for use for students who are unable to walk the stairs. In order to ride the elevator, a student must have an elevator pass or be accompanied by an adult.

Elevator passes can be obtained from the Health Office. Students who choose not to follow the elevator guidelines or abuse their elevator privilege may be subject to disciplinary action and/or the loss of their elevator privileges.

Emergency School Closing

If inclement weather or other emergency necessitates closing school, students will be informed over the following radio stations:

WGN 720 AM WMWA 89 FM WIND 560 AM WMAQ 670 AM WLS 890 AM WBBM 780 AM

Information on school closings for District 34 can also be accessed on the District 34 website:

www.glenview34.org. If District 34 is not specifically mentioned, Attea will be open.

"Severe weather" or "tornado watches" may cause schools to be dismissed during the day. In this event, parents will be notified by radio stations.

When "tornado warnings" are indicated, pupils shall remain in the buildings and special procedures shall be activated.

Parents and students should not telephone the school, the police, the fire department, or the radio stations, because such calls tie up lines urgently needed for other use.

Field Trips

Field trips may be arranged by any teacher or team whose curriculum content suggests that students will benefit from an out-of-school experience.

Field trips are a privilege and are therefore earned by students through appropriate study and behavior.

Teachers will explain these expectations to students so each student may earn the right to attend the field trip. If a teacher has determined that a student has not earned the privilege of attending a field trip, the student is still expected to attend school on the day of the trip. An appropriate alternate assignment will be provided and the student will be supervised by an adult while in school.

Appropriate behavior is expected and all school rules remain in effect during the field trip. Inappropriate behavior will result in disciplinary measures, which may include the possible loss of future trip privileges.

Students are required to have a permission slip signed by a parent before participating in the field trip and may be required to share some of the expense for these trips.

Pride/Respect Violations

Students who exhibit exemplary behavior can be recognized by any staff member through a PRIDE certificate.

At times, students need reminders to all-school expectations including no gum in school, no electronics including cellphones and MP3 players in school without permission, etc. These reminders are expressed in the form of Respect Violations. Both PRIDE certificates and Respect Violations are kept track of in the office and administrators reward or work with students accordingly.

High Flyer Recognition

The Flyer Recognition referral is designed to seek out and recognize positive contributions made by our students to the school community. It may be used to recognize exemplary student behavior in a variety of areas including academic performance, significant positive change in Student behavior, extremely positive attitude, acts of citizenship or courtesy, etc. It is our hope to encourage the personal success students experience as well as the positive behaviors that we wish to see in the building.

When a student receives three (3) Flyer Cheers, the Administrator awards the student with a Flyer Pin. On designated "Salute the High Flyer Days" students who are wearing Flyer Pins can be "caught" by a staff member, and will receive a reward. Additionally, for every Flyer Cheer received, the student's name will go into a raffle for a variety of prizes (gift certificates, CDs, t-shirts, etc.). These raffles are conducted regularly throughout the year.

Student of the Month: At the end of every month, each team nominates a student whose academic and citizenship efforts are exemplary and worthy of special recognition. Students who receive this honor will have their pictures displayed on the "Student of the Month" bulletin board, and a letter describing the reasons why s/he deserves this special honor will be mailed home.

Hall Traffic and the Pass System (it's based per team, do we need this?)

As members of a school community, students are asked to respect their fellow students' opportunity to learn. When traveling through the halls, students are reminded to arrive at their destination quickly and quietly.

All students are required to have a pass when moving through the halls during classes. Teachers will provide a student with a hall pass to move through the halls. If stopped by a staff member, the student should display the pass and answer any questions the staff member may ask.

If a teacher has detained a student, the student must have a pass to his/her next class. If a student is late to class without good reason, the student can expect disciplinary action. All passes should specify the date and time, and be signed by a staff member.

Identification Cards

The student ID card is an official identification document for District 34 students. The cards act as a school ID and bus pass, and also allow a student to access their cafeteria account. A student is provided with an ID at the start of the school year at no expense.

Every student is required to follow the following guidelines and expectations:

- Every student must arrive at school in possession of his/her ID card.
- IDs must be available for bus drivers to view.
- Students may not write on or decorate the ID with stickers, pins, etc.
- A student cannot enter the Food Court nor access their cafeteria account without their student ID.
- If a student has a cafeteria account, s/he must show the ID to the cashier in order to purchase food.
- If a student loses their ID, the student must inform the Main Office immediately and make arrangements to purchase a replacement ID. The cost of a replacement ID is \$5.00.
- Should a student find someone else's ID, the student should give it to the nearest staff member as soon as possible.
- Since the card is a personal ID, swapping or sharing of cards is strictly forbidden. Possession and/or use of another student's ID is a serious violation of school rules and will result in immediate referral to the appropriate administrator and to the School Resource Officer as follows:
 - The use of another student's cafeteria account may be a criminal offense, and will be handled accordingly.
 - Using another student's ID to board a school bus may result in the loss of bus privileges.
 - Destroying or defacing another student's ID is inappropriate and is subject to consequences which may include in-school seclusion and restitution.
 - Consequences will increase for repeated offenses.

Learning Resource Center

The resources available in our Learning Resource Center are available to all students. The LRC will be open from 7:25 a.m. until 4:00 p.m., providing students with access to information on line and in print. Leisure reading materials are also available.

Lockers

Each student is assigned a book locker and a PE locker during the first week of school. The student is responsible for his or her own locker and padlock as follows:

- Lockers must be kept locked at all times. Safeguarding belongings is the student's personal responsibility. *Students*

are reminded to make sure they keep their locker combinations to themselves!

- Lockers must be kept free from graffiti and other unsightly markings at all times.

Because lockers safeguard a student's belongings, tampering with another student's padlock or locker is strictly prohibited. Students who tamper with a padlock and/or access a locker that does not belong to them are subject to serious consequences as indicated in the Code of Behavior.

Students may not write on or post signs on the outside of the lockers at any time. Students are allowed to decorate the inside of their locker. Decorations on the inside of the locker must be appropriate for school and be easily removable. Inappropriate pictures, i.e. "pin-ups," advertisements, etc. are not allowed. The choice to improperly decorate a locker may result in disciplinary action.

It is not the policy of the school to inspect lockers indiscriminately. The school does, however, have an obligation to maintain a safe and secure environment for all members of this Middle School community. The administration reserves the right to examine locker contents if there is a suspicion that a condition exists that could endanger the health and safety of the school community, or if the locker contains items which are prohibited on school premises.

Lost and Found

Articles of clothing, books, and notebooks which are turned in to the Lost and Found are returned to the owners upon identification. Watches, wallets, jewelry, and other valuable items are held by the School Resource Officer until they are claimed.

Medical Needs

Injury at School: If a student is injured, however slightly, in school or on school grounds, the student is required to report this at once to a staff member. If appropriate, the student will be referred to the Health Coordinator, who will examine and treat the injury.

Medication: Medication is not routinely administered at school. Students recovering from temporary illness or children on permanent medication who require their medication during the school day may bring their medication to school according to the following guidelines. ***These guidelines include over-the-counter medications for colds, flus, etc. and aspirin or other pain relievers, even if used on a temporary basis!***

- Complete and turn in the District 34 "Medication Form" (included in your registration packet) to the Health Coordinator; a form may also be obtained from the Health Coordinator. This form includes doctor and parent signatures, giving permission for school personnel to assist the student in taking the medication.
- Medication must be brought to school in containers appropriately labeled by the pharmacy.
- At the end of the treatment regime, and/or at the end of the school year, the parent is responsible for picking up any unused medication from the Health Office.
- At school, the medication will be stored in a locked area, and will be administered by the Health Coordinator or other school personnel. In all cases, the school retains the right to reject the request for administering medicine.
- All medications, whether prescription or over the counter, must remain in the nurse's office. The single exception of asthma inhalers allows identified students to carry them as per physicians' instructions.

Medication can only be administered to a student when a parent has filled out and turned in the necessary medication form!

Morning/Overture Period Procedures

The building opens for students at 7:10 a.m. From 7:10-8:15, all students are required to be in a supervised area of the building and under the direct supervision of an adult at all times. During the morning program, all school rules are in effect and students are expected to behave appropriately. Students going to the 2nd and 3rd floors are expected to follow all sign in procedures described below. Students who choose not to behave appropriately, who fail to follow sign in procedures, or who are found unsupervised in the building will forfeit their morning privileges.

The following areas are open before school:

Cafeteria: The cafeteria is open for breakfast before school from 7:10-8:15. Students may access the cafeteria before school, then proceed to another supervised area of the building or remain in the cafeteria to study or socialize until 8:15.

LRC: The LRC is open from 7:15-8:15 a.m. In addition to using the time to study, students may access

technology and other library resources during this time. Students must sign in and retrieve an LRC pass at the sign in desk on the first floor before proceeding to the LRC. Once in the LRC, students may not leave until 8:15.

Gym: On designated days, the small gym is supervised for open gym from 7:15-8:15 a.m.

Lockers: Students may access their lockers in the morning before school by signing in at the sign in desk and retrieving a Locker Pass. After going to the lockers, students must return back to the sign in desk and return the locker pass. Because students must be supervised at all times, students may not remain in the hallways or proceed to another area of the building without first returning the locker pass to the sign in desk.

Classrooms: Students may meet with teachers before school by signing in at the sign in desk indicating which teacher they are meeting with. If the teacher the student wishes to see is not available, the student will be redirected to another teacher or to the LRC.

Music Performance Groups (Band, Choir, Orchestra)

The Bands, Choirs and Orchestras meet during the Overture period from 7:20 a.m. until 8:15 a.m. each morning. These are academic courses in which the grades are included in a student's cumulative grade point average.

Attendance at Band, Choir and Orchestra is mandatory.

Should a student miss one of these classes without an appropriate excuse, they will be referred to the office and be met with the issuance of an administrative detention and the student's parent will be contacted. Persistent or chronic misses will be met with more severe consequences.

PTA.

The Middle School PTA combines representatives from Springman and Attea. Participation in this parent and teacher organization is a great way to meet other parents and to get to know the teachers and administrators at both Middle Schools. Monthly meetings feature reports from the principals, education programs, school board reports, curriculum updates, and other information about what is going on in the Middle School program at both Middle Schools!

Recess

When finished eating, students will be directed outside for recess. All students are required to follow the directions of the recess supervisors. Sports equipment and playground equipment is available for student use during recess. The "Hands Off" policy remains in effect while at recess: shoving, pushing, touching, and "table-topping" are strictly forbidden and will result in disciplinary actions. While at recess, students should avoid damage to lawns, trees, hedges, and flowers.

Social Workers/Counselors

The Social Workers/Counselors at Attea are an essential part of the educational process. They can assist the middle school student in understanding him/herself and the world around him/her, and to help the student develop academic and social skills so that his/her middle school experience at Attea will be happy and productive.

The social worker/counselor is assigned by team, and is available to meet with students to discuss concerns in such areas as schoolwork, peer interactions, family issues, and plans for the future. A student may arrange for an appointment with his/her social worker/counselor by stopping in before or after school, or during passing time.

Student Senate

The Student Senate meets with a Teacher-Advisor and is responsible for planning activities to promote school spirit.

Student Senate representatives are responsible for communicating important issues so the student body is kept informed and up-to-date. Any student is eligible to be a Student Senate representative. Student Senate officers are elected during the school year from among the representatives.

Student Services Team

The Student Services Team is a group which meets regularly to address the overall needs of students whose educational needs warrant attention. Members of the Student Services Team include the social workers, Student Services Administrator, administrators, School Resource Officer and psychologist.

Technology at Attea – 21st century skills-

The full authorized use policy (AUP) can be found on the Attea website at www.at.glenview34.org. Below are some highlights of the policy that each student has signed.

Students at Attea will develop learning, innovation and technology skills through real world application and meaningful use of digital tools and resources. These experiences will provide both a deep understand of subject area content and the crucial skills for success in the 21st Century.

The student use of technology at Attea must be directly related to class assignments or projects. All users of technology at Attea should be engaged in educational projects that will benefit their schoolwork.

"Web surfing" for recreational purposes or personal benefit is never appropriate in school.

All users are expected to follow the District Acceptable Usage Policy at all times. Those using Internet resources are reminded not to give out personal information (names, address, phone number, etc.) while online.

Students: To obtain access to the district's computer network, a student must submit properly signed copies of the Student's Authorization for Computer Network Access and the Parental Authorization for Student's Computer Network Access. Unless a student's computer network privileges have been suspended or revoked, the student and parental authorizations and student ability to access the network will be valid so long as the student attends the school, which the student was attending when the access was issued. If a student's computer network privileges are suspended or revoked, newly signed copies of the student and parental authorizations must be submitted before the student's access privileges are restored. Any violation of the terms of these authorizations, of the Policy, of these Rules and Regulations, or of additional rules, regulations, or other terms and conditions of computer network access promulgated by the Superintendent or Building Principals will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action.

Acceptable Use: Please see the Acceptable Use Policy (AUP) for further information on this topic.

Access to the District computer network must be for bona fide educational or research purposes consistent with the District's educational mission. Access also must comply with the Policy, these Rules and Regulations, other rules, regulations or other terms or conditions of computer network access promulgated the Superintendent or Building Principals, and all other disciplinary policies and regulations necessary for the safety and pedagogical concerns of the District.

Unacceptable Use: Any use which disrupts the proper and orderly operation and discipline of schools in the District; threatens the integrity or efficient operation of the District computer network; violates the rights of others; is socially inappropriate or inappropriate for a student's age or maturity level; is primarily intended as an immediate solicitation of funds; is illegal or for illegal purposes of any kind; or constitutes gross disobedience or misconduct is an unacceptable use. Use of the District computer network for any unacceptable use will result in the suspension or revocation of computer network privileges, disciplinary action, and/or appropriate legal action. See the Acceptable Use Policy for further rules and regulations.

Privacy: Any electronic communications or files created on, stored on, or sent to, from, or via the computer network are the property of the District. Consequently, users do not have any expectation of privacy with respect to such messages and files. Users should remember that such messages and files can be recovered from the computer network's back-up system even after they have been deleted from a user's individual account.

Each person should use the same degree of care in drafting an electronic mail message would be put into a written document or memorandum. Nothing should be transmitted to an e-mail message that would be inappropriate in a letter or memorandum.

The Superintendent, Building Principals, and/or their designees may access and review such messages and files when necessary to maintain the integrity and efficient operation of the computer network; to monitor compliance with the Policy, these Rules and Regulations, and all other rules, regulations, or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals; and to further all other educational, safety and pedagogical concerns of the District. The District also reserves the right to intercept, access, and disclose to appropriate authorities all information created with, sent to, received by, or stored on the computer network at any time, with or

without user notice. Use of the District's computer network to create, store, send, receive, view, or access any electronic communication or other file constitutes consent by the user for the District to access and review such files consistent with this paragraph.

E-mail accounts that are issued to any user remain the property of the District, and the District reserves the right to discuss the e-mail addresses of accounts issued to Non-Student Users to parents and other members of the public consistent with legitimate District purposes.

Enforcement: The failure of any user to abide by the Policy, these Rules and Regulations, or other rules, regulations or other terms or conditions of computer network access promulgated by the Superintendent or Building Principals will result in the suspension or revocation of the user's computer network privileges, disciplinary action, and/or appropriate legal action. Computer network privileges may be suspended or revoked by the Superintendent or Building Principal. Disciplinary measures, if any, will be considered and imposed consistent with District discipline policies. If a student's computer network privileges are suspended or revoked, newly signed copies of the Student and Parental Authorizations must be submitted before the student's access privileges are restored. Upon submission of newly signed authorizations, the District will renew the student's access to the network.

Tech rules to remember:

1. Never Share Your District Login Password with any other student.
2. You may not play any online games while at school without a teacher's permission and a teacher present while you are on the website.
3. Be gentle when using Attea Technology. It breaks easily-you are responsible.
4. Never give personal information out on the Internet. (For example- name, age, phone#, address)
5. Students should use District#34 technology for schoolwork only.
6. NO FOOD OR DRINK ALLOWED near any technology at Attea.
7. Students are not allowed to visit song lyric web sites on school computers.
8. Students may only use District #34 Student G-Mail (when it becomes available). At no time is any student allowed to Instant Message at school.
9. Students will not type/print anything with inappropriate language.
10. Cyberbullying will not be tolerated within the District 34 community.
11. Students may not download, load anything from the Internet or change computer settings onto school laptops. (This includes downloading any type of widget or changing the desktop picture on a laptop)
12. Vandalism of any kind on school technology will result in immediate loss of computer account.

Textbooks

All regular textbooks (including paperbacks and workbooks) are supplied by the Board of Education of District 34, and remain its property. Students are expected to keep the books they are issued in good condition. All books entrusted to a student's care are to be covered, and students are expected to write their name in each book to help recover it if misplaced.

Books lost or damaged beyond ordinary use must be paid for in full. A student's schedule will be withheld until all financial obligations have been met.

Transfers

A parent wishing to transfer a child from District 34 school to another district should notify the Attea Main Office as soon as possible. In order for student records to be transferred, the parent must complete and sign a re-lease form at the Main Office.

The student must obtain a "Teacher Release for Student Transfer" form from the office and obtain the appropriate teacher signature before leaving.

In addition, all school materials (textbooks, library books, etc.) must be returned and the lockers (school and PE) must be emptied and cleaned before the transfer can be finalized.

Visitors

Visitors are welcome at Attea, but they must register in the office before going elsewhere in the school.

Students are expected to extend to visitors the same courtesy they would show guests in their own home.

If a student would like to bring a "guest student" to school to visit for a day, the student must see his/her Administrator for approval at least one day in advance. Approval for a "guest student" is at the discretion of the Attea Administration. Once approved, the student is required to:

- obtain written permission from the student's parents AND from the parents of the visitor;
- obtain written permission from each of the teachers; and
- submit these items to the Administrator at least one day prior to the scheduled visit.

Work Permits

Work permits are available from the school office. A student must provide a letter from the prospective employer stating his/her intent to hire prior to the permit being issued. A student must also provide a copy of his/her birth certificate and social security number prior to the permit being issued.

ATTEA MIDDLE SCHOOL DIRECTIONS TO SCHOOLS FOR ATHLETIC COMPETITIONS

WOOD OAKS JUNIOR HIGH

1250 Sanders Road, Northbrook (847)272-1900

Willow Road to Sanders Road, north on Sanders, school is located on the west side of Sanders Road, ½ mile north of Walters Road.

FIELD JUNIOR HIGH

2055 Landwehr Road, Northbrook (947)272-6844

Willow Road to Landwehr Road, north on Landwehr to Techny Road, right on Techny, school is on the corner. Please park on the Techny side of the building.

CARUSO JUNIOR HIGH

1801 Montgomery Drive, Deerfield (847)945-8430

Take toll road, exit at Deerfield Road, east on Deerfield Road to Wilmot Road, north one block on Wilmot to Montgomery, west on Montgomery to school, or take Pfingston to Lake-Cook Road, west on Lake-Cook to Wilmot Road, north to Montgomery, west to Montgomery to school. Park in the back by the gym.

MAPLE JUNIOR HIGH

2373 Shermer Road, Northbrook (847)498-1090

Willow Road to Shermer, north on Shermer, school is just south of Glenbrook North High School, school is on the west side of Shermer. Park on south side of school.

NORTHBROOK JUNIOR HIGH

1475 Maple Avenue, Northbrook (847)498-7920

North on Waukegan, past Willow, turn left on Maple, school can be seen from Waukegan Road.

SHEPARD JUNIOR HIGH

440 Grove Place, Deerfield (847)948-0620

North on Waukegan Road, past Lake Cook Road to Osterman, west on Osterman, over railroad tracks turn left on Grove which winds back to school.

OLPH

1123 Church, Glenview, IL (847)724-6990

WILMETTE JUNIOR HIGH

620 Locust, Wilmette, IL (847)256-7280

East on Lake Avenue, to Locust, south on Locust, school is on east side of street

GEMINI JUNIOR HIGH

8955 Greenwood Avenue, Niles, IL (847)827-1181

South on Greenwood Ave., past Golf Mill, corner of Greenwood and Ballard. Enter building on Northside.