



RIO NORTE

JUNIOR HIGH SCHOOL

"Home of the River Hawks"

2013-2014 STUDENT BINDER REMINDER

Mr. John Costanzo

PRINCIPAL

Ms. Francine Dos Remedios

ASSISTANT PRINCIPAL

Mr. Chad Powell

ASSISTANT PRINCIPAL

Ms. Gina Burns

Ms. Nadia Cotti

Ms. Kathi Giddens

COUNSELORS

Mrs. Nancy Brown

SCHOOL OFFICE MANAGER

Ms. Edie Bertoldo

REGISTRAR

Mrs. Sharron Eineke

ATTENDANCE SECRETARY

Ms. Susan Hubbell

HEALTH SERVICES TECHNICIAN

Ms. Nita Rege

ASST. PRINCIPAL'S SECRETARY

Mrs. Patty Tucker

ASB/ COUNSELING SECRETARY

Name _____

Team _____

Student ID # _____

Infinite Campus Log In _____ Password _____

Q1

Q2

Q3

Q4

28771 Rio Norte Drive • Valencia, CA

91354 • (661) 295-3700

<http://www.RioNorteJuniorHigh.com>

Rio Norte Bell Schedules

THE BLOCK SCHEDULE

<u>TIME</u>	<u>A1 DAY</u>	<u>B4 DAY</u>	<u>A2 DAY</u>	<u>B5 DAY</u>	<u>A3 DAY</u>	<u>B6 DAY</u>
7:45 AM - 9:17 AM	Per 1	Per 4	Per 2	Per 5	Per 3	Per 6
9:22 AM - 9:51 AM	Advisory	Advisory	Advisory	Advisory	Advisory	Advisory
9:51 AM - 10:11 AM	Brunch	Brunch	Brunch	Brunch	Brunch	Brunch
10:16 AM - 11:48 AM	Per 2	Per 5	Per 3	Per 6	Per 1	Per 4
11:48 AM - 12:23 PM	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:28 PM - 2:00 PM	Per 3	Per 6	Per 1	Per 4	Per 2	Per 5

Rio Norte has a rotating block schedule. Rotating gives both students and staff an opportunity to be at their best for all classes. Classes are split into “A” days and “B” days, with students taking half their classes on each day. “A1” means that students take their “A” classes that day (Periods 1 through 3), and begin the day with Period 1; “B4” means that students take their “B” classes that day (Periods 4 through 6), beginning with Period 4 – and so on. Whether you do your best work in the early morning, in the middle of the day, or after lunch, the rotating schedule means that you will have the chance to do different things at different times each day.

Advisory is a time for students to check in with and make contact with the same teacher on a daily basis. Advisory is a time for morning announcements, special video presentations, sustained silent reading, homework completion and intervention.

SPECIAL SCHEDULE DAYS

EARLY RELEASE DAYS - E Days provide our teaching and counseling staff with collaboration time. This time will be used for testing data review, lesson planning, and staff development.

C DAYS - C Days are sometime necessary to allow for school activities and would otherwise disrupt the natural block rotation.

MINIMUM Days - Student dismissal time is at 11:35am on minimum days for a variety of reasons including Back-to-School and Open House.

E -Day

<u>TIME</u>	<u>Block</u>
7:45 AM - 9:12 AM	1 with Announcements
9:12 AM - 9:27 AM	Brunch
9:32 AM - 10:56 AM	2
10:56 AM- 11:31 AM	Lunch
11:36 AM- 1:00 PM	3

C- Day (attend each class)

<u>TIME</u>	<u>PERIOD</u>
7:45 AM - 8:32 AM	Per 1
8:37 AM - 9:24 AM	Per 2
9:29 AM - 9:42 AM	Advisory
9:42 AM - 9:57 AM	Brunch
10:02 AM - 10:49 AM	Per 3
10:54 AM - 11:41 AM	Per 4
11:41 AM - 12:16 PM	Lunch
12:21 PM- 1:08 PM	Per 5
1:13 PM- 2:00 PM	Per 6

Notes

INTRODUCTION AND MISSION

STATEMENT

Welcome to Rio Norte Junior High School, home of the River Hawks! The Rio Norte Junior High community is dedicated to providing a safe, flexible, positive, and nurturing learning environment in which all its members have the opportunity to experience a sense of belonging and personal growth, and all students have the opportunity to develop academic excellence.

★ATTENTION STUDENTS AND

PARENTS: USE THIS BINDER

REMINDER!!!★

It has been designed to help you be more organized in your classes. Rio Norte ASB provides this valuable tool to help you get organized and be successful. Your first Binder Reminder is free to you; replacements are only \$4 and may be purchased at the ASB Window. We require students to have this book with them every day at school, and **we encourage parents to check it every day.**

ACADEMIC INTEGRITY (CHEATING POLICY)

At Rio Norte, there is a clear expectation that all students will conduct themselves

with honor and integrity on all assignments. You are cheating if you:

- Copy, fax, e-mail, exchange or duplicate assignments that will each be turned in as "original work."
- Use "cheat sheets" or have writing on your person or property during a quiz or test.
- Use programmed material in electronic devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- Allow parents, family members, or friends to do work for you.
- Submit material created by someone else without giving the name of the author and the source, publication, or website (i.e., plagiarism).
- Do not follow additional specific guidelines on cheating as established by a particular teacher.

Students caught cheating may receive a zero (no credit) for that assignment, quiz

or test. Subsequent offenses may result in one or more of the following: suspension, inability to participate in co-curricular activities, and/or other consequences determined by the school.

APPLICATION FOR ENTERTAINMENT PERMITS OR WORK PERMITS

Students under the age of eighteen who are employed during the school year in the entertainment or any other industry are required by California state law to have a work permit. The school registrar provides proof of grades and attendance as required by law **only after** you have an offer for employment. Students are required to maintain “Satisfactory” or “C” average in all subjects, health, and attendance. Please allow 24 hours for the registrar to process permits.

ASSEMBLIES/PERFORMANCES

Students attending assemblies or performances are to behave in a courteous manner and follow directions of all teachers and staff. Poor behavior will result in removal from the assembly and possible loss of privileges from subsequent activities.

ASSOCIATED STUDENT BODY (ASB)

Students are represented by the student leaders of the Rio Norte Associated Student Body (ASB). Students should know their student representatives and should communicate their activity ideas and suggestions through them. ASB can then act as the voice of the student body. ASB is charged with providing the leadership necessary to create the atmosphere that will help make our students proud of their school and eager to participate in its many activities.

Rio Norte ASB makes it its mission to promote the welfare of the school, to encourage loyalty and school spirit, and to develop leadership. If you are interested in finding out more about getting involved with ASB activities, see Activities Director.

ATTENDANCE AND TARDIES

Parents are asked to call the school on the day of a student’s absence. Parents may do so by calling the office between the hours of 7:30 a.m. and 3:00 p.m. A note sent on the day the student returns is also acceptable. Absences should be cleared within three days. Uncleared absences will be recorded as unexcused. District

policy state that absences will be cleared for the following reasons:

- a. Illness
- b. Quarantine
- c. Medical, dental, optometric, or chiropractic appointments
- d. Attendance of a funeral for immediate family (one day CA, 3 days outside CA)
- e. Jury duty
- f. Illness or medical appointment of child for which student is custodial parent
- g. Service as a member of a precinct board for elections
- h. Attendance at a religious retreat (4 hours per semester)
- i. Justifiable personal reasons, including, but **not limited** to court, attending funeral service of extended family or friend, observance of religious ceremony or holiday, religious retreat, employment conference, educational conference...

Unexcused Absences

Absences for reasons other than those listed above will be recorded as unexcused.

Multiple Absences

Studies show that there is a direct relationship between good school attendance and student achievement. All students are required to attend school full time until they are 18 years old. Failure to attend school can result in serious legal problems for the student and their parents. Students should limit absences to 3 per quarter. Attendance letters will be sent after 5, 10, and 15 days of absence. If a student exceeds 10 absences in one quarter, a parent conference will be held. If attendance does not improve after the conference, the student will be referred to the student tardy and attendance review team.

Long-Term Absences

Students who have health or other issues that require them to be out of school for longer than 3 weeks should discuss home study placement with their counselor.

Truancies

A student will also be considered truant if the student leaves class and/or the campus for any reason without obtaining prior permission from the teacher or the office. Such permission may only be obtained with phone or written

authorization from the parent **in advance of the student's leaving campus**. No partial or full-day truancy will be cleared after the fact. A tardy becomes a truant after the tardiness exceeds 30 minutes. Students who aid other students in being truant will be disciplined.

Tests, homework, or class work missed as a result of truancy cannot be made up. This could result in a lower grade for the class involved.

Citations for Truancy

Students caught being truant from school may be cited (ticketed) by the Santa Clarita Sheriff's Department. Students may be required to appear in Juvenile Court for sentencing, which could involve a fine and/or community service. Parents may also be cited if they are found to be allowing the truancy.

Tardies

Tardiness is a disruption to the total classroom learning process. Rio Norte's proactive policy is intended to encourage students to be on time and ready to learn when the bell rings.

5 tardies – 2 lunch detentions assigned (5 demerits)

10 tardies – Saturday School assigned (10 demerits)

Saturday School will be assigned for subsequent groups of 5 tardies.

BICYCLES AND OTHER VEHICLES

Bicycles, skateboards, non-motorized scooters, and rollerblades may be ridden to and from school with the understanding that they be operated in a safe manner.

Students are required to wear proper helmets when using any of these items.

None of these items may be ridden on school grounds. Bicycles and non-motorized scooters must be walked in and out of the bike racks. Bicycles and non-motorized scooters are to be locked. The school is not responsible for damaged or stolen bicycles, skateboards, non-motorized scooters, or rollerblades. Shoes with wheels ("Heelies") are not allowed. Any battery-powered or gasoline-powered vehicle requires the operator to be over 16 years or older and have a license. These are therefore unlawful for any Rio Norte student to ride at any time.

CALENDAR AND INFORMATION

In this Binder Reminder, you will find activities happening at Rio Norte throughout the school year. For the most

up-to-date information, please log on to our website:

<https://sites.google.com/site/rionortejhs/>.

Also, we are very fortunate to have a Connect-ED Messaging System which delivers a recorded voice message to all Rio Norte families. If you are not receiving regular messages by September, please contact the school registrar, as we may not have your current phone number. This is important, since we will use the Connect-ED system to contact all families in the event of school closure or other emergency. Finally, you can now follow Rio Norte on Twitter. Information will be sent out that will link you with more information about school activities and special events.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION (CJSF)

CJSF is a statewide organization founded for the purpose of fostering high standards of scholarship, service, and citizenship in the middle school grades. To qualify for CJSF students must earn academic points based on their grades. The number of points earned must be twice the number of academic subjects taken. Membership is

not based on GPA. Also, membership is not automatic--students must apply to become a member of CJSF. Applications are taken in early September (for 8th graders only) and in early February (for all students). Information regarding the application process will be announced in the daily bulletin and will be located on the CJSF webpage

www.hartdistrict.org/rionorte/rionortehtml/cjsf.htm.

Students pay a \$5 membership fee and are invited to a formal induction ceremony. Members are also eligible to attend special events and field trips. If you would like more information, please see the "Frequently Asked Questions" link on the CJSF webpage.

ID CARDS AND PICTURES

Each year all students are photographed for purposes of records and identification. Each student will receive their first student ID card free of charge. Pictures will be taken during Summer Check-In. \$10.00 will be charged for ID card replacements. Students must carry their ID card at all times while on campus, including all after-school activities, dances, and field trips.

CAMPUS CITIZENSHIP

It is not possible in this short section to tell you all that we expect of you at Rio Norte. Here are some general suggestions to help you during the year:

- Be on time with your supplies to all classes, ready to work.
- Remain in class until excused by your teacher.
- Write your daily assignments in your Binder Reminder.
- Complete class work and homework daily.
- Follow directions.
- Carry a pass whenever you leave class.
- Respect others through your words and actions.
- Gum is not allowed on campus**
- “Horseplay” or “Roughhousing” are not appropriate and are not permitted on campus.
- To maintain a safe and orderly campus, students may not walk around in groups for the purpose of disrupting school activities or intimidating others.

CELL PHONES

Cell phones are a convenience and not a necessity. Cell phones may be used

before school, at brunch, at lunch, or after school only. They must be turned off during class time. The first time a student’s cell phone rings, vibrates, or is at all visible in class; the cell phone is confiscated and given back at the end of the day. The second time, the cell phone will be confiscated and will only be returned to a parent, with loss of merits. Any subsequent violations will be considered defiance and may result in a Saturday School, school suspension, and/or additional loss of merits. The school does not take any responsibility for lost or stolen cell phones.

COUNSELORS

Rio Norte counselors are assigned to teams and work directly with parents and staff to provide educational guidance and assistance. To schedule an appointment with your counselor, fill out a request form in the office.

DANCES

ASB plans dances for Rio Norte students. All school rules apply to these dances and **ONLY** Rio Norte students are allowed to attend. The dress code will be strictly enforced at all dances. Students must maintain at least 75 citizenship merits to be eligible to participate in

dances. A student ID card and a ticket are required to enter each dance.

Students will be admitted up to 30 minutes after the beginning of the dance only. Once admitted, each student is required to stay until the end of the dance unless a parent comes to the door of the dance to take him/her early. This is to ensure the safety of all our students.

Behavior on and off the dance floor must be socially acceptable. Movements that depict or suggest private, sexual acts are inappropriate. They are a distraction and an embarrassment to others. Individuals or couples engaging in such acts will be removed from the dance and parents will be contacted. Also, slam-dancing, "moshing," crowd-surfing, and any other dangerous acts are prohibited.

DRESS CODE

The Governing Board for the William S. Hart Union High School District has adopted the following "Dress Code Policy" BP 51321. It states: "Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which they participate.

Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process."

The three criteria for the establishment of the dress code are:

Safe environment

Modest Dress

Conducive to educational pursuits

1. The only **HEAD COVERINGS** allowed are Rio Norte logo hats, which may be worn outdoors only. No other hats are allowed. Sweatshirt hoods and gloves/mittens may only be worn outdoors and only in cold weather.
2. **ACCESSORIES AND JEWELRY** must be safe for the wearer and to others, and may not distract from the educational process. Spike earrings, spikes, chains, and wallet chains are not allowed. Sunglasses may be worn outside only. Students must have a doctor's note (submitted to the health office) to wear sunglasses inside.
3. Students must wear **MODEST CLOTHING**. Excessively tight

clothing, bare midriffs, large or plunging necklines, off-the-shoulder tops, tube tops, sheer clothing, cut-outs on clothing, oversized overalls, or any items that allow the wearer's undergarments to show are not allowed. **All shirts must have sleeves.**

4. The length of **SKIRTS AND SHORTS** should be finger tip length or mid-thigh, whichever is longer, when the skirt or shorts are worn at the waist and the student's arms are relaxed at the side. Wearing leggings underneath a skirt or shorts does **not** change the length requirement, and leggings are not a substitute for pants.
5. Students may not wear clothing or other items that present a **GANG APPEARANCE**, including: chains, handkerchiefs, socks pulled up to meet shorts, cut-off pants, oversized t-shirts, sporting or flying colors, bandanas, and do-rags.
6. **MESSAGES ON CLOTHING** that include alcohol, tobacco,

drugs, sexual activity, obscenity, weapons, or anti-social behavior are not allowed. Messages connected to skin head groups, hate groups, or racial-pride groups are not allowed. Messages that have an inappropriate "double-meaning" are not allowed.

7. **PANTS AND SHORTS MUST FIT** at the waist and may not reveal underwear. Sagging pants and pajama bottoms are not allowed. No leggings, jeggings, or yoga pants.
8. **TATTERED, RIPPED, or TORN** clothing, including garments designed this way, are not acceptable.
9. **SAFE SHOES** must be worn at all times. Flip-flops, slippers, or any soft-soled shoes are not allowed. Sandals are acceptable if they have a strap around the back of the foot. Steel-toed shoes and shoes with a rolling device are not allowed.
10. **PE UNIFORMS** are to be worn in PE and Dance classes only, and

may not be worn at any other time on campus.

11. Students are not to write on their own or others' bodies or clothing.

Rio Norte reserves the right to prohibit anything not expressly addressed in this dress code which administration determines to be offensive, suggestive, unsafe, or disruptive to the educational process.

Consequences of dress code violations:

First Offense: The student is warned and parent/guardian is contacted by letter. There will be a change of clothing.

Additional Offense: The student is warned and parent/guardian is contacted by letter. There will be a change of clothing and loss of 5 merits.

NOTE: Serious single or first-time offenses may result in immediate suspension. Repeated violations of the dress code may also result in Saturday School and/or suspension from school. Dress code guidelines are designed to help reduce potential problems on campus and provide a positive learning environment. Thank you for your attention and cooperation regarding these matters. **The school dress code will be in effect from the first day of**

school through the last day of school, during the school day, and at all school activities.

EXPULSION

Expulsion from the William S. Hart Union High School District will be recommended to the Governing Board for certain offenses (additionally, the student may also be subject to arrest by law enforcement). These offenses are:

1. Causing or threatening to cause serious physical injury to another person.
2. Possession of a firearm, knife, facsimile of a weapon, or other dangerous object or weapon.
3. Unlawful use/sale of any controlled substance.
4. Robbery or extortion.
5. Continued willful defiance or disobedience.

EIGHTH GRADE TRIP

The Eighth Grade Trip at the end of the school year is a Hart District tradition that has lasted over 20 years now, and is a privilege earned by promoting members of the eighth grade class. On this trip, the buddy system is very important. Unlike regular field trips (where students are escorted in small

groups); teachers and students freely circulate throughout the park during the day. Prior to going on the trip, all students should identify at least two buddies with whom they will spend the day. We ask that parents find out, in advance, which buddies will be accompanying their child before signing the permission slip. Parents should contact the ASB Secretary in the front office if interested in attending.

Only eligible 8th Grade students will be allowed on the trip. Students must have more than 70 Merits and at least 92.5 Credits (Credits must be earned by the end of the 3rd Quarter) to maintain eligibility.

ELECTRONIC DEVICES

Students may not carry or listen to portable music players during the school day (including breaks).

EMERGENCY CARDS

For your safety, an emergency information card will be collected from each student. Please complete all personal information requested. It is extremely important for you to report any CHANGE OF INFORMATION in writing to the registrar's office. In case of

a natural disaster or other emergency, this card could be vitally important to the safety of your child. Additionally, Rio Norte will only release your child to those who are listed on the Emergency Card.

EMERGENCY DRILLS

Fire and earthquake preparedness drills are conducted regularly on campus to help ensure student safety in the event of a real emergency. Emergency supplies are kept in a large storage container and replenished as needed. Monetary donations for emergency supplies are always welcome, and are tax-deductible.

EQUAL-ACCESS POLICY

It is the policy of the William S. Hart Union High School District that no person shall, on the basis of race, national origin, sex, handicapping condition, religion, or other belief be denied benefits of, or be subjected to discrimination, related to programs or opportunities within the district. The Governing Board recognizes that the district is responsible for ensuring that it complies with state and federal laws and regulations governing educational programs. The

district shall follow uniform complaint procedures when addressing complaints alleging unlawful discrimination based on ethnic group identification, religion, age, gender, color, or physical or mental disability in any program or activity that receives or benefits from state financial assistance. More information on these uniform complaint procedures is available in the Rio Norte front office, or by clicking on the "Governing Board" link at [HTTP://WWW.HARTDISTRICT.ORG](http://WWW.HARTDISTRICT.ORG).

FOOD SERVICE

Hot lunches and a la carte items are available for purchase. Cold drinks and snacks can also be purchased. Specialty food items from local restaurants are available on designated days of the week. Students are expected to deposit all trash in the campus trash bins. Let's keep our campus beautiful, River Hawks!

GAMBLING

Cards, dice, and other games of chance involving the exchange of money or valuables are prohibited.

GRADE CHANGES AND AWARDS

Any student who believes a grade has been recorded incorrectly on their quarter report card should contact the teacher immediately to file a Petition for Grade

Change. Legally, a student may petition for a grade change at any point in time, even after they have left Rio Norte.

However, in order for a grade change to affect the outcome of any academic recognition program or ceremony, the grade change must have been filed no later than two weeks beyond the end of the quarter in question. All grade change requests made after this two-week period will be reflected in the student's legal record only, and not in any academic recognition program or ceremony.

HEALTH SERVICES

A health assistant is available during school hours. If you feel ill or injure yourself during class time, notify your teacher immediately. He/she will give you a pass to the health office. If a problem occurs during brunch or lunch, you may report directly to the health office. Our services are limited to first aid, short rest periods, and parent notification. We cannot dispense any over-the-counter or prescription medication without proper medical authorization on file in the office. Authorization forms can be requested by contacting the school health assistant. Students on any medication must submit

it to the health office. Additionally, students are not to carry any medication to school. The health assistant will supervise the administration of all medication.

ALL PE notes must be turned into the health office before school each day. PE notes SHOULD NOT be taken directly to the PE teachers. A parent may write a note excusing student from PE for one to three days, maximum. If a student is not able to participate in PE in excess of three days, a note from a physician is mandatory. If a student can participate in MODIFIED PE, (e.g. walking instead of running, no upper body conditioning, etc.), a note from a physician is also mandatory and must state the duration of the modification.

If a student is suspected of being infected with a communicable disease, (e.g., conjunctivitis, chickenpox, head lice) the student must leave school and cannot return without a signed release from a physician.

HOMEWORK REQUESTS

Parents of students who have been absent three days or more may request homework assignments by calling the attendance office. At least twenty-four

hours is needed in order to contact the academic teachers involved. Students missing one or two days must contact their teachers when they return for make-up work. Parents may also find out current information from their student's teachers via teachers' email or by calling the school. Students are also encouraged to get the names and numbers of at least three "homework buddies" on your team to find out about missed work during an absence.

IN LOCO PARENTIS

The Latin phrase *in loco parentis* literally means "in place of the parent," and this principle applies to the relationship the school has with each student at Rio Norte. According to the state of California, students are considered under the care of the school from the time they leave home until the time they return home after school. Any inappropriate behaviors by a student on the way to or from school can mean disciplinary action at school. Please make wise behavior choices to and from school, or risk consequences at school.

LIBRARY

Library Hours

The Library is open to students 7:15 a.m. to 3:15 p.m. Monday through Friday, and during Brunch and Lunch. The library is closed afterschool on minimum days (C days), on early release days (E days), and for some Staff Meetings (usually two Wednesdays a month). Students are welcome to come in to read or study at those times that the library is open. If they cannot read or study quietly they will not be allowed to stay.

Book Circulation Policies:

1. Students need their ID card to check out books.
2. Books can be checked out for three weeks and renewed for an additional three weeks.
3. Students can have up to three books checked out at a time.

Library Computers

The Library has 24 computers that are available for student use. Students must abide by the rules in the Acceptable Use Policy of the Hart School District that is signed by every student prior to registration. Each student is provided with an email account by the Hart School

District for use in school and at home for school work. For more complete instructions on computer use, including logging on to Infinite Campus, the school network (while at school), and email use please see "Computer Use at Rio" in this manual.

Student Resource Center: This is a database that is a digital library of reference books as well as newspaper and journal articles and multimedia items such as pictures, maps, flags, etc. It is a wonderful resource for students needing to do research at home. This database is available for students from home. On the Library website, click on **Students**, then on **Resources**, then on **Student Resource Center**, and then click on the **Infotrac** icon. Should a password be requested, use the word **remote**.

Textbook Inspection - A short inspection of all textbooks is done in the library during Check-In. A more thorough inspection should take place at home, and additional damages should be reported to the library by September 11th. Damages not reported by that date will be considered to be the responsibility of the current student. Students entering school after check-in will be allowed two

weeks after their starting date to report damages. After two weeks, the student becomes responsible for the condition of the books.

LOST AND FOUND

If you find something on campus, please bring it to the office. If you lose something, check immediately with the office to see if your lost item has been turned in. All unclaimed items are given to local charities at the end of each semester.

MAIN OFFICE

The office cannot easily handle requests to deliver messages and items to students. Birthday balloons and flowers are not allowed on campus. Junior high is a GREAT time for students to learn to be responsible for themselves and for remembering all items before they leave home for the day. The best way to help your child, when appropriate, is to let them experience the natural consequences of forgetting that lost item.

MERIT POLICY

All students at Rio Norte begin the year with 100 merit points. If a student violates school rules they will lose merits. At the end of each semester all merit points reset to 100. Students are given

one warning each semester for electronic device, gum, food, and dress violations.

Students will receive demerits for the following violations:

Class Disturbance:	5
demerits	
Detention/ Class Suspension:	5
demerits	
Dress code:	5
demerits	
Electronic device:	5
demerits	
Food or drink in class:	5
demerits	
Gum:	5
demerits	
Office Referral:	5
demerits	
Profanity:	5
demerits	
Public Display of Affection:	5
demerits	
Behavior resulting in a Saturday School:	
10 demerits	
Behavior resulting in a Suspension:	
10 demerits	
Consequences for loss of merits each semester:	
20 demerits:	Saturday School

30 demerits: Saturday School, loss of dances and loss of all non-academic field trips (including Magic Mountain), & loss of school wide activities.

Each 10 additional demerits will result in Saturday School

OFF-CAMPUS POLICY

Rio Norte is a closed campus. This means that students may not leave the campus during the school day without an off-campus pass issued upon the WRITTEN REQUEST of a parent or guardian. Students are to bring notes to the attendance secretary (**not the teacher**) before school, between classes, at brunch or lunch to secure off-campus passes. Parents/guardians need to sign students out.

PHYSICAL EDUCATION

All students must wear a PE uniform. Uniforms will be sold for \$20.00. Health-related excuses from PE for one to three days must be in writing and signed by a parent. More than three days of non-participation in PE must be verified in writing by a physician. All doctor/parent notes must be submitted to the health assistant before school. No child will be denied the opportunity to participate in physical education due to

financial hardship. If you need assistance in paying for your PE uniform, please notify your PE teacher or any school personnel in the front office.

PROHIBITED ITEMS

Permanent markers (Sharpies, etc.), CD players, MP3 players, iPods, portable music devices, electronic games, laser pens, **aerosol products** (i.e. hair spray or deodorant), etc., are to be left at home. If brought to school, these items are disruptive and will be confiscated. Additionally, the school takes no responsibility if these items are lost or stolen at school. Students in possession of these items are subject to disciplinary action that could include Saturday School.

PTSA

PTSA (the Parent/Teacher/Student Association) newsletters will be published quarterly, reflecting team and student accomplishments and activities, upcoming events and other pertinent information. PTSA holds its association meetings the first Thursday of every month beginning in September. Please plan to be a part of this group so you can hear what is coming up first-hand.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection (PDA) are not acceptable. Students violating the “PDA” regulation are subject to disciplinary measures including parent contact and loss of merits. This regulation is in effect at all school activities. Students caught in any area of the campus or at a school event engaging in any type of sexual activity and/or lewd/obscene conduct will be subject to suspension and/or expulsion.

RESTROOMS

Restrooms are to be used only for their intended purpose. Students are asked to leave the restrooms immediately after using them. Loitering in restrooms is not allowed.

RETURNED CHECKS

Returned checks hurt everyone. Returned checks must be paid for in cash or money order, plus an additional \$10 bank fee. Until re-paid in full, your child will lose extra-curricular school privileges.

SCHOOL SUPPLIES

Each teacher will list required supplies in his or her course syllabus.

SEXUAL HARASSMENT

The William S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment, including same-sex harassment, is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state laws. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited. It is a violation of this policy for any member of the Hart District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of District policy for students to harass other students or staff through conduct or communication of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic

status, or is sufficiently severe or pervasive enough to create an intimidating, hostile or offensive working environment. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in a manner that encourages respect for all individuals. Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint.

SMOKING, NARCOTICS, AND ALCOHOL

Smoking and possession of tobacco is prohibited in the following places: on the way to school, at school, at or near any school activity, and on the way home from school. Penalties may include immediate suspension from school and/or Saturday School. According to our district: "Use or possession of narcotics, controlled substances, narcotics paraphernalia, alcohol, or facsimile thereof, on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school and transfer to another junior high school or alternative program within the district."

STANDARDS BASED INSTRUCTION

The State of California has established standards for what students should know in each curricular area. Content standards describe what students should know and what they should be able to do in any given content area. If you are interested in accessing the California State Standards go to: [HTTP://WWW.CDE.CA.GOV/BE/ST/SS](http://WWW.CDE.CA.GOV/BE/ST/SS)

TEXTBOOKS

Textbooks will be issued to all students. A student who loses a book must make arrangements with the library for the payment or replacement of that book. If the lost book is found later, the amount paid by the student for the lost book will be refunded. Found textbooks are to be turned in to the library. The school is not responsible for textbooks or personal property stolen from a student. STUDENTS WILL NOT BE ISSUED A NEW TEXTBOOK UNTIL THEY HAVE PAID FOR THEIR LOST OR STOLEN BOOKS. Payment must be made to the library. Copies of all textbooks are available for student use in the library until payment can be made. There is no writing permitted on backpacks other than to identify ownership.

VISITORS AND VOLUNTEERS

For the safety of all our students, all visitors and volunteers must be cleared by the office before entering the campus. When visiting a teacher, please make an appointment prior to the conference. All visitors must sign in and out at the front desk and wear a visitor's badge while on campus.

Secretary in the front office, or at
jostensyearbooks.com

WEAPONS POLICY (SEE "EXPULSION")

YEARBOOK

The Rio Norte yearbook will be distributed to students just before the end of school. Receipts should be kept in a safe place to show proof of purchase. The yearbook price will go up after winter break and again when the yearbooks are delivered in May.

A final number is given to the yearbook publisher just after Winter Break. Ordering a yearbook before Winter Break guarantees that a yearbook will be ordered for you. After we return from Winter Break, yearbooks are only available while supplies last. You can order your yearbook from the ASB

August2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	23
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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December

2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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29	30	31				

January

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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26	27	28	29	30	31	

February

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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2	3	4	5	6	7	8
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23	24	25	26	27	28	

March

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
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27	28	29	30			

May

2014


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June

2014


Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

	Monday, August 5	Tuesday, August 6	Wednesday, August 7
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			


	Thursday, August 8	Friday, August 9	Saturday, August 10
Daily Events		Ramadan Ends	
English			
Math			Sunday, August 11
Science			What's Happening This Week
			
History			Parent/Teacher Communication
Elective/P.E.			

MAY 2013										
S	M	T	W	T	F	S				
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12	13	14	15	16	17	18				
19	20	21	22	23	24	25				
26	27	28	29	30	31					

	Monday, August 12	Tuesday, August 13	Wednesday, August 14
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, August 15		Friday, August 16		Saturday, August 17																																											
Daily Events																																															
English																																															
Math				Sunday, August 18																																											
Science				What's Happening This Week																																											
																																															
History				Parent/Teacher Communication																																											
Elective/P.E.				<div><div>MAY 2013</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div>		S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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	Monday, August 19	Tuesday, August 20	Wednesday, August 21
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, August 22		Friday, August 23		Saturday, August 24	
Daily Events					
English					
Math				Sunday, August 25	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

MAY 2013

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	Monday, August 26	Tuesday, August 27	Wednesday, August 28
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, August 29		Friday, August 30		Saturday, August 31	
Daily Events					
English					
Math				Sunday, September 1	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

Monday, September 2		Tuesday, September 3	Wednesday, September 4
Daily Events	Labor Day		
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, September 5		Friday, September 6		Saturday, September 7	
Daily Events	Rosh Hashanah				
English					
Math				Sunday, September 8	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

SEPTEMBER 2013

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
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29	30					


	Monday, September 9	Tuesday, September 10	Wednesday, September 11
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, September 12	Friday, September 13	Saturday, September 14
Daily Events			Yom Kippur
English			
Math			Sunday, September 15
Science			What's Happening This Week
History			Parent/Teacher Communication
Elective/P.E.			


SEPTEMBER 2013

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29	30					

	Monday, September 16	Tuesday, September 17	Wednesday, September 18
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, September 19	Friday, September 20	Saturday, 21																																										
Daily Events																																													
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Math			Sunday, September 22																																										
Science			What's Happening This Week 																																										
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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, October 10	Friday, October 11	Saturday, October 12																																										
Daily Events																																													
English																																													
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Science			What's Happening This Week 																																										
History			Parent/Teacher Communication																																										
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Monday, October 14		Tuesday, October 15		Wednesday, October 16	
Daily Events	Columbus Day				
English					
Math					
Science					
History					
Elective/P.E.					

	Thursday, October 17	Friday, October 18	Saturday, October 19																																										
Daily Events																																													
English																																													
Math			Sunday, October 20																																										
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History			Parent/Teacher Communication																																										
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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			


Thursday, October 24		Friday, October 25		Saturday, October 26																																											
Daily Events																																															
English																																															
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Science				What's Happening This Week																																											
																																															
History				Parent/Teacher Communication																																											
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	Monday, October 28	Tuesday, October 29	Wednesday, October 30
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, October 31		Friday, November 1	Saturday, November 2
Daily Events	Halloween		
English			
Math			Sunday, November 3
			Daylight Saving Time Ends
Science			What's Happening This Week
			
History			Parent/Teacher Communication
Elective/P.E.			

OCTOBER 2013						
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	Monday, November 4	Tuesday, November 5	Wednesday, November 6
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, November 7		Friday, November 8		Saturday, November 9	
Daily Events					
English					
Math				Sunday, November 10	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					


NOVEMBER 2013

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17	18	19	20	21	22	23
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	Monday, November 11	Tuesday, November 12	Wednesday, November 13
Daily Events	Veterans Day		
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, November 14		Friday, November 15		Saturday, November 16																																											
Daily Events																																															
English																																															
Math				Sunday, November 17																																											
Science				What's Happening This Week																																											
																																															
History				Parent/Teacher Communication																																											
Elective/P.E.				<div><div>NOVEMBER 2013</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table></div>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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	Monday, November 18	Tuesday, November 19	Wednesday, November 20
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, November 21		Friday, November 22		Saturday, November 23																																											
Daily Events																																															
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Elective/P.E.				<div><div>NOVEMBER 2013</div><table><tr><td>S</td><td>M</td><td>T</td><td>W</td><td>T</td><td>F</td><td>S</td></tr><tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr><tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr><tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr><tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr></table></div>		S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
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	Monday, November 25	Tuesday, November 26	Wednesday, November 27
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, November 28		Friday, November 29	Saturday, November 30
Daily Events	Thanksgiving		
	Hanukkah Begins		
English			
Math			Sunday, December 1
Science			What's Happening This Week
			
History			Parent/Teacher Communication
Elective/P.E.			

NOVEMBER 2013									
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	Monday, December 2	Tuesday, December 3	Wednesday, December 4
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, December 5		Friday, December 6		Saturday, December 7	
Daily Events					
English					
Math				Sunday, December 8	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					


DECEMBER 2013

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	Monday, December 9	Tuesday, December 10	Wednesday, December 11
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, December 12	Friday, December 13	Saturday, December 14																																										
Daily Events																																													
English																																													
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Science			What's Happening This Week 																																										
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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

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	Monday, December 23	Tuesday, December 24	Wednesday, December 25
Daily Events		Christmas Eve	Christmas Day
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, December 26	Friday, December 27	Saturday, December 28
Daily Events	Kwanzaa Begins		
English			
Math			Sunday, December 29
Science			What's Happening This Week
			
History			Parent/Teacher Communication
Elective/P.E.			

DECEMBER 2013

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	Monday, December 30	Tuesday, December 31	Wednesday, January 1
Daily Events			New Year's Day
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, January 2		Friday, January 3		Saturday, January 4	
Daily Events					
English					
Math				Sunday, January 5	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

JANUARY 2014

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	Monday, January 6	Tuesday, January 7	Wednesday, January 8
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, January 9		Friday, January 10		Saturday, January 11	
Daily Events					
English					
Math				Sunday, January 12	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					


JANUARY 2014

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	Monday, January 13	Tuesday, January 14	Wednesday, January 15
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, January 16	Friday, January 17	Saturday, January 18																																										
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	Monday, January 20	Tuesday, January 21	Wednesday, January 22
Daily Events	Martin Luther King Jr. Day		
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, January 23	Friday, January 24	Saturday, January 25																																										
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History			Parent/Teacher Communication																																										
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Math			
Science			
History			
Elective/P.E.			

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Daily Events																																													
English																																													
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History			Parent/Teacher Communication																																										
Elective/P.E.			<div><div>JANUARY 2014</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr><tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr><tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr><tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr></table></div>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
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Math			
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Elective/P.E.			


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History			Parent/Teacher Communication																																										
Elective/P.E.			<div><div><div>FEBRUARY 2014</div><table><tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr><tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr><tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr><tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr><tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr><tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td></td></tr></table></div></div>	S	M	T	W	T	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

	Thursday, February 13	Friday, February 14	Saturday, February 15
Daily Events		Valentine's Day	
English			
Math			Sunday, February 16
Science			What's Happening This Week
			
History			Parent/Teacher Communication
Elective/P.E.			

FEBRUARY 2014						
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	Monday, February 17	Tuesday, February 18	Wednesday, February 19
Daily Events	Presidents Day		
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, February 20		Friday, February 21		Saturday, February 22																																											
Daily Events																																															
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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, February 27		Friday, February 28		Saturday, March 1	
Daily Events					
English					
Math				Sunday, March 2	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

FEBRUARY 2014

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	Monday, March 3	Tuesday, March 4	Wednesday, March 5
Daily Events			Ash Wednesday
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, March 6		Friday, March 7		Saturday, March 8	
Daily Events					
English					
Math				Sunday, March 9	
				Daylight Saving Time Starts	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					


MARCH 2014

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	Monday, March 10	Tuesday, March 11	Wednesday, March 12
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

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English																																																				
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Monday, March 17		Tuesday, March 18	Wednesday, March 19
Daily Events	St. Patrick's Day		
English			
Math			
Science			
History			
Elective/P.E.			

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Daily Events																																																				
English																																																				
Math			Sunday, March 23																																																	
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English			
Math			
Science			
History			
Elective/P.E.			

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	Monday, April 7	Tuesday, April 8	Wednesday, April 9
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			


Thursday, April 10		Friday, April 11		Saturday, April 12																																											
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Monday, April 14		Tuesday, April 15	Wednesday, April 16
Daily Events		Passover begins	
English			
Math			
Science			
History			
Elective/P.E.			


	Thursday, April 17	Friday, April 18	Saturday, April 19
Daily Events		Good Friday	
English			
Math			Sunday, April 20
			Easter Sunday
			Orthodox Easter
Science			What's Happening This Week
			
History			Parent/Teacher Communication
Elective/P.E.			

APRIL 2014						
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	Monday, April 21	Tuesday, April 22	Wednesday, April 23
Daily Events		Earth Day	
English			
Math			
Science			
History			
Elective/P.E.			

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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, May 1		Friday, May 2		Saturday, May 3	
Daily Events					
English					
Math				Sunday, May 4	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					


MAY 2014

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	Monday, May 5	Tuesday, May 6	Wednesday, May 7
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

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English																																													
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Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

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	Monday, May 19	Tuesday, May 20	Wednesday, May 21
Daily Events			
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, May 22		Friday, May 23		Saturday, May 24	
Daily Events					
English					
Math				Sunday, May 25	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

MAY 2014

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Monday, May 26		Tuesday, May 27	Wednesday, May 28
Daily Events	Memorial Day		
English			
Math			
Science			
History			
Elective/P.E.			

Thursday, May 29		Friday, May 30		Saturday, May 31	
Daily Events					
English					
Math				Sunday, June 1	
Science				What's Happening This Week	
					
History				Parent/Teacher Communication	
Elective/P.E.					

MAY 2014

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	Monday, June 2	Tuesday, June 3	Wednesday, June 4
Daily Events			
English			
Math			
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Elective/P.E.			

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Computer Use at Rio

Master Password

Each student should come up with a master password for use in logging on to the school network, for Infinite Campus, for email, or any other computer uses where a password is required. This password should be 8 or more characters in length and should contain at least one number. They can use one that they already know as long as it meets these requirements. It should not be shared with anyone.

Infinite Campus

Each student is provided with an Infinite Campus account for checking their grades and missing assignments. Each parent will be provided with an Infinite Campus account upon requesting it from the district. The parent account will be linked to all children of that parent who are enrolled in a Hart District School.

The user name for the student is their ID number. The user name for the parent is that parent's email address as provided to the district. Passwords must meet the criteria outlined above (at least 8 characters—and at least one number). Students will receive instruction on this procedure in their English classes during the first month of school.

Student Email

The Hart School District will provide each student with an email account. This account is to be used only for school-related purposes, but it can be accessed at home, school, or on any device that connects to the internet. The students email address is their 8 digit ID number@hart.k12.ca.us. Their user name is their ID number, and their default password is their date of birth.

At School Computer Use

Students can log onto the school network (Novell) while at school using their ID number followed by a period and then their year of graduation. Instruction will be provided in this procedure. AR quizzes can only accessed on a school computer.

Website

The School website is located at www.hartdistrict.org/rionorte

Student Usernames

On Campus Novell Network:

Infinite Campus:

Student Email:

Accelerated Reader (AR):

Notes:

Guide for Evaluating Web-Sites

BECOME MORE CRITICAL OF THE MATERIAL YOU ARE EXPOSED TO

Evaluate for:

Accuracy

- Are the sources for any factual information clearly listed so they can be verified in another source?
- Is the information free of errors?
 - Grammatical
 - Spelling
 - Typographical
- If statistical data, graphs and/or charts are presented, are they clearly labeled and easy to read?

Authority

- Is the author indicated (often in the footer)? Is the author the original creator of the information? Are the author's qualifications clearly stated?
- Is it clear who is sponsoring the page? If it is an **organization**:
 - Is it national institution/organization?
 - Is there a link to a page describing the purpose of the sponsoring organization?
- Is there a way of verifying the page's sponsor? Is there a phone number or postal address to contact for more information? (An e-mail address is not enough.)
- If the material is protected by copyright,(©) is the name of the copyright holder indicated?

Perspective or objectivity

- Does the author have a bias? Does she/he express a particular point of view?
- Is the author affiliated with particular organizations, institutions, associations?
- Is the information provided as a public service?
- Is the information free of advertising? If there is any advertising on the page, is it clearly identified as advertising or does it look like informational content?

Currency

- Are there dates on the page (usually in the footer) to indicate when the page was written and last revised?
- Are there any other indications that the material is kept current?
- If material is presented in graphs and/or charts, is it clearly stated when the data was gathered?

Coverage

- Is there an indication that the page has been completed, or is it still under construction?
- Is there a clear indication of whether this is the entire work or only parts of a print version?

Additional resources:

FromNowOn.Org has developed a table as a “visual organizer” that helps focus the evaluation of sources. They have also developed a bibliography of additional information and resources.



Tools for Success

Tips for Improving Your Memory

1. Keep notes, lists, and journals to jog your memory.
2. Decide what is most important to remember by looking for main ideas.
3. Classify information into categories. Some categories may be:
 - a. Time - summer, sun, swimming, hot
 - b. Place - shopping center, stores, restaurants
 - c. Similarities - shoes, sandals, boots
 - d. Differences - mountain, lake
 - e. Wholes to parts - bedroom, bed, pillow
 - f. Scientific groups - Flowers, carnation, rose
4. Look for patterns. Try to make a word out of the first letters of a list you are trying to remember. You could also make a sentence out of the first letters of the words you need to remember. For example, it is easy to remember the nine planets when you know that **"My Very Educated Mother Just Served Us Nectarines."** (**M**ercury, **V**enus, **E**arth, **M**ars, **J**upiter, **S**aturn, **U**ranus, **N**eptune)
5. Associate new things you learn with what you already know.
6. Use rhythm or make up a rhyme.
7. Visualize the information in your mind.
 - a. See the picture clearly and vividly.
 - b. Exaggerate and enlarge things.
 - c. See it in three dimensions.
 - d. Put yourself into the picture.
 - e. Imagine an action taking place.
8. Link the information together to give it meaning.
9. Use the information whenever you can. Repetition is the key to memory.

Tips for Taking Standardized Tests

1. Concentrate. Do not talk or distract others.
2. Listen carefully to the directions. Ask questions if they are not clear.
3. Pace yourself. Keep your eye on the time, but do not worry too much about not finishing.
4. Work through all of the questions in order. If you do not think you know an answer to a problem, skip it and come back to it when you have finished the test.
5. Read all of the possible answers for each question before choosing an answer.
6. Eliminate any answers which are clearly wrong, and choose from the others. Words like "always" and "never" often signal that an answer is false.
7. If questions are based on a reading passage, read the questions first and then the passage. Then go back and try to answer the questions. Scan through the passage one last time to make sure the answers are correct.
8. When you finish the test, go back through and check your answers for careless mistakes. Change answers only if you are sure they are wrong or you have a very strong feeling they are wrong.
9. Do not be afraid to guess at a question. If you have a hunch you know the answer, you probably do!
10. Use all of the time allotted to check and recheck your test.



Tools for Success

Listening Skills

Listening (unlike hearing, which is a physical process not requiring thinking) gives meaning to the sounds you hear. It helps you understand. Listening is an active process that requires concentration and practice. In learning, the teacher's responsibility is to present information; the student responsibility is to be "available" for learning. Not listening means you will be unable to learn the material.

To help develop listening skills:

- Approach the classroom ready to learn; leave personal problems outside the classroom. Try to avoid distractions.
- Even if you do not sit close to the teacher, focus your attention directly on him/her.
- Pay attention to the teacher's style and how the lecture is organized.
- Participate; ask for clarification when you do not understand.
- Take notes.
- Listen for key words, names, events, and dates.
- Don't make hasty judgments; separate fact from opinion.
- Connect what you hear with what you already know.

Successful Homework Skills

- Keep track of your daily assignments in this planning calendar so you will always know what you have to do.
- Homework is an essential part of learning. Even though you may not have written homework to do, you can always review or re-read assignments. The more you review information, the easier it is to remember and the longer you are able to retain it.
- Realize that homework is considered an important part of learning. Not doing your homework because you do not believe in homework is self-defeating behavior.
- It is your responsibility to find out what you have missed when you are absent. Take the initiative to ask a classmate or teacher what you need to make up. You need to also know when it needs to be turned in. If you are out for three days, your homework may be requested through the office.
- Have a place to study that works for you—one that is free from distractions. Be honest with yourself about using the TV or stereo during study time. Make sure you have everything you need before you begin to work.
- Develop a schedule that you can follow. Be rested when you study. It is okay to study in short blocks of time. Marathon study sessions may be self-defeating.
- Prioritize your homework so that you begin with the most important assignment first: study for a test, then do the daily assignment, etc.
- Study for 30-40 minutes at a time, then take a 5-10 minute break. Estimate the amount of time it will take to do an assignment and plan your break time accordingly.



Tools for Success

Successful Note Taking

- Taking notes reinforces what we hear in the classroom and requires active listening. Having accurate information makes your outside study and review time that much easier. Good note taking requires practice.
- Be aware of each teacher's lecture style; learning how to adapt to each style takes patience. Take notes as you (attentively) listen to the lecture. Keep notes in an individual notebook for each class or a loose-leaf binder which has a section for each class. Your teacher may have certain requirements.
- Date each day's notes and keep them in chronological order. Some teachers provide outlines which tell you how a series of lectures will be organized; other teachers will deliver their lectures and expect you to write the information in your notes. Most teachers will emphasize important points by stressing them or repeating them a few times. Make a note in the margin or highlight any information the teacher specifically identifies as important.
- Write notes in short phrases, leaving out unnecessary words. Use abbreviations. Write clearly so you will be able to understand your notes when you review.
- If you make a mistake, a single line through the material is less time consuming than trying to erase the whole thing. This will save time and you won't miss any of the lecture. Don't copy your notes over to make them neat; write them neatly in the first place. Don't create opportunities to waste your time.
- Write notes on the right two-thirds of the notebook page. Keep the left one-third free for your follow-up questions or to highlight the really important points in the discussion.
- Listen for key ideas. Write them down in your own words. Don't try to write down every word that your teachers say. Some teachers will use the chalkboard or an overhead projector to outline these key ideas. Others will simply stress them in their discussion.
- Soon after class, while the information is still fresh in your mind, create questions directly related to your notes in the left column of the paper. Place these questions across from the information to which it pertains. Highlight or underline any key points, terms, events or people. Quiz yourself by covering the 2/3 side of your notes and try to answer the questions that you developed without referring to your notes. If you need to refresh your memory, simply uncover the note section to find the answers to your questions. Short, quick reviews will help you remember and understand the information as well as prepare for tests.
- Review your notes daily. This reinforces the information as well as allows you to make sure that you are understanding the material.
- Make sure your notes summarize, not duplicate the material.
- Devise your own use of shorthand.
- Vary the size of titles and headings.
- Use a creative approach, not the standard outline form.
- Keep class lecture notes and study notes together.



Tools for Success

Plan For Success

Successful people don't become successful by luck. Their success is the result of setting goals and working to achieve those goals. In other words, successful people plan to succeed. You, too, can plan to succeed. Don't procrastinate - good intentions will not help you succeed. Start planning for success today!

ORGANIZATION - Getting organized is the first step to success.

- Remember that **you** are responsible for knowing about and completing your assignments and special projects.
- Make sure you have a planning calendar to write down your homework, extracurricular activities, community activities, and home responsibilities.
- Make sure you have all the materials you need when you go to class and when you do your homework.

TIME MANAGEMENT - Managing time wisely will help ensure that you have the opportunity to do both the things you need to do and the things you want to do.

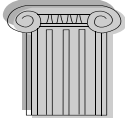
- Plan a definite time to do your homework.
- Plan time for extracurricular and social activities as well as home responsibilities.
- Commit yourself to your time plan, but be flexible. For example, if something happens that makes it impossible for you to do homework during the regularly scheduled time, plan an alternate time to do the homework.

SETTING PRIORITIES - If you have lots to do, it is important to set priorities.

- Rank each task in 1, 2, 3 order. Start with #1 - the most important task - and continue on down the list.
- When doing homework, start with the subject that needs the most improvement.
- Check off finished tasks.
- If you frequently find that you cannot finish all the tasks on your list, you may need to prioritize your optional activities and eliminate some that are low on your priority list.

GOAL SETTING - Just wishing to get better grades or to excel in soccer accomplishes nothing. You need a plan of action to achieve your goals. Setting goals will result in better grades and higher self-esteem. Best of all, setting goals will make you feel in control of your life. Some hints for setting goals:

- Be specific. List specific goals for each academic subject. Also list goals for other school and home activities.
- Set time limits. Your goals can be both short term (within a month or on the next quiz or test) and long term (within the semester or within the school year).
- Set realistic goals. For example, if math has always been difficult for you, don't aim for an "A" in Algebra at the beginning of the year. If you usually get a "C-" in math, you may want to begin by setting a short term goal of "C+" or "B-". Reaching that first short term goal will give you the confidence to raise your goal for the next test or the next grading period.
- Draw up a step-by-step plan of action for reaching each goal; then go for it!
- Write down your goals and put them in several places (your locker, your planner, your bulletin board) so that you will see them several times a day.
- Share your goals with others - your parents, teachers, good friends, etc. They can give you encouragement.
- Keep at it! Be determined and keep a positive attitude. Visualize yourself achieving your goals.
- Reward yourself when you reach a goal.



The Six Pillars of Character

1

Trustworthiness

- Be honest.
- Don't deceive, cheat or steal.
- Be reliable– do what you say you'll do.
- Have the courage to do the right thing.
- Build a good reputation.
- Be loyal – stand by your family, friends and country.

2

Respect

- Treat others with respect; follow the Golden Rule.
- Be tolerant of differences.
- Use good manners, not bad language
- Be considerate of the feelings of others.
- Don't threaten, hit or hurt anyone.
- Deal peacefully with anger, insults and disagreements.

3

Caring

- Be kind.
- Be compassionate and show you care.
- Express gratitude.
- Forgive others.
- Help people in need.

4

Responsibility

- Do what you are supposed to do.
- Persevere: keep on trying!
- Always do your best.
- Use self control; be self-disciplined.
- Think before you act – consider the consequences.
- Be accountable for your choices.

5

Fairness

- Play by the rules.
- Take turns and share.
- Be open minded; listen to others.
- Don't take advantage of others.
- Don't blame others carelessly.

6

Citizenship

- Do your share to make your school and community better.
- Cooperate.
- Stay informed; vote.
- Be a good neighbor.
- Obey laws and rules.
- Respect authority.
- Protect the environment.



Mathematics

Fractions and Decimals

Fractions and Percentages

1	= 1.0	= 100%
3/4	= 0.75	= 75%
2/3	= 0.6̄	= 66.7%
1/2	= 0.5	= 50%
1/3	= 0.3̄	= 33.3%
1/4	= 0.25	= 25%
1/5	= 0.2	= 20%
1/6	= 0.16̄	= 16.7%
1/7	= 0.143̄	= 14.3%
1/8	= 0.125	= 12.5%
1/9	= 0.1̄	= 11.1%
1/10	= 0.1	= 10%
1/11	= 0.09̄	= 9.1%
1/12	= 0.083̄	= 8.3%

Working with Fractions

Top number = numerator → $\frac{2}{3}$
Bottom number = denominator →

To Multiply:

$$\frac{1}{2} \times \frac{3}{4} = \frac{1 \times 3}{2 \times 4} = \frac{3}{8}$$

To divide, multiply the first fraction by the reciprocal of the other:

$$\frac{3}{4} \div \frac{1}{8} = \frac{3}{4} \times \frac{8}{1} = \frac{24}{4} = 6$$

To add or subtract, first find the common denominator:

$$\frac{1}{3} + \frac{2}{5} = \left(\frac{1}{3} \times \frac{5}{5}\right) + \left(\frac{2}{5} \times \frac{3}{3}\right) = \frac{5}{15} + \frac{6}{15} = \frac{11}{15}$$

Multiplication Table

X	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
2	2	4	6	8	10	12	14	16	18	20	22	24	26	28	30	32	34	36	38	40
3	3	6	9	12	15	18	21	24	27	30	33	36	39	42	45	48	51	54	57	60
4	4	8	12	16	20	24	28	32	36	40	44	48	52	56	60	64	68	72	76	80
5	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100
6	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96	102	108	114	120
7	7	14	21	28	35	42	49	56	63	70	77	84	91	98	105	112	119	126	133	140
8	8	16	24	32	40	48	56	64	72	80	88	96	104	112	120	128	136	144	152	160
9	9	18	27	36	45	54	63	72	81	90	99	108	117	126	135	144	153	162	171	180
10	10	20	30	40	50	60	70	80	90	100	110	120	130	140	150	160	170	180	190	200
11	11	22	33	44	55	66	77	88	99	110	121	132	143	154	165	176	187	198	209	220
12	12	24	36	48	60	72	84	96	108	120	132	144	156	168	180	192	204	216	228	240
13	13	26	39	52	65	78	91	104	117	130	143	156	169	182	195	208	221	234	247	260
14	14	28	42	56	70	84	98	112	126	140	154	168	182	196	210	224	238	252	266	280
15	15	30	45	60	75	90	105	120	135	150	165	180	195	210	225	240	255	270	285	300
16	16	32	48	64	80	96	112	128	144	160	176	192	208	224	240	256	272	288	304	320
17	17	34	51	68	85	102	119	136	153	170	187	204	221	238	255	272	289	306	323	340
18	18	36	54	72	90	108	126	144	162	180	198	216	234	252	270	288	306	324	342	360
19	19	38	57	76	95	114	133	152	171	190	209	228	247	266	285	304	323	342	361	380
20	20	40	60	80	100	120	140	160	180	200	220	240	260	280	300	320	340	360	380	400



Mathematics

Algebra

Expanding

- | | | |
|------------------------------|----------------------------------|---------------------------------|
| 1. $a(b+c)=ab+ac$ | 5. $(a+b)(c+d)=ac+ad+bc+bd$ | 9. $a^3+b^3=(a+b)(a^2-ab+b^2)$ |
| 2. $(a+b)^2=a^2+2ab+b^2$ | 6. $(a+b)^3=a^3+3a^2b+3ab^2+b^3$ | 10. $a^3b-ab=ab(a+1)(a-1)$ |
| 3. $(a-b)^2=a^2-2ab+b^2$ | 7. $(a-b)^3=a^3-3a^2b+3ab^2-b^3$ | 11. $a^3-b^3=(a-b)(a^2+ab+b^2)$ |
| 4. $(a+b)(a+c)=a^2+ac+ab+bc$ | 8. $a^2-b^2=(a+b)(a-b)$ | |

Laws of Exponents

- | | | | |
|--------------------------|--------------------------------|---|------------------------------------|
| 1. $a^r a^s = a^{r+s}$ | 3. $a^r a^s / a^p = a^{r+s-p}$ | 5. $(ab)^r = a^r b^r$ | 7. $a^0 = 1$ ($a \neq 0$) |
| 2. $a^r / a^s = a^{r-s}$ | 4. $(a^r)^s = a^{rs}$ | 6. $(a/b)^r = a^r / b^r$ ($b \neq 0$) | 8. $a^{-r} = 1/a^r$ ($a \neq 0$) |
- (if r and s are positive integers)

Logarithms

- | | |
|---|---|
| 1. $\text{Log}(xy) = \text{Log } x + \text{Log } y$ | 4. $\text{Log}_a x = n \iff x = a^n$ (Log to the base a) |
| 2. $\text{Log } x^r = r \text{Log } x$ | 5. $\text{Ln } x = n \iff x = e^n$ (Natural Log) |
| 3. $\text{Log } x = n \iff x = 10^n$ (Common log) | 6. $\text{Log}(x/y) = \text{Log } x - \text{Log } y$ |
- ($e \approx 2.71828183$)

Quadratic Formula

When given a quadratic equation
in the form:

$$ax^2+bx+c=0$$

the solution can be derived using the
quadratic formula:

$$x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$$

Mathematical Symbols

+	plus	>	greater than	○	circle
-	minus	<	less than	⌢	arc of circle
±	plus or minus	≥	greater than or equal to	□	square
x	multiplied by	≤	less than or equal to	▭	rectangle
÷	divided by	∞	infinity	▭	parallelogram
=	equal to	:	is to (ratio)	△	triangle
≠	not equal to	::	as (proportion)	∠	angle
≈	nearly equal to	π	pi (≈3.14159)	⊥	right angle
√x	square root of x	∴	therefore	⊥	perpendicular
√[n]x	nth root of x	∵	because		parallel
%	percentage	x	absolute value of x	°	degrees
Σ	sum of	...	and so on	'	minutes

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Student Guide to Effective Writing

Your ability to write well will increase if you have an opportunity for practice in several subject areas, not just in Communication Arts. In fact, good writing should be a part of all aspects of the curriculum because clear, effective written communication is important in all areas of your adult life - academic, vocational, and personal.

The Modern Language Association's (MLA) Handbook for Writers of Research Papers, presently accepted as the standard by many colleges and universities throughout the country, served as the model for these instructions. Some courses may require variations of this document. In such instances, students should follow their instructor's directions.

Expectations in Writing Skills

Not every assignment will include all the expectations listed below. This will be determined by teachers based on the kind of assignment and goals of the course.

Content Development

- Clarity or coherence of ideas
- Logical arrangement of ideas
- Sources used are documented (see Plagiarism & Style for Reference)
- Explains and supports with appropriate and concrete reasons, examples, details, facts, and quotations
- Purpose/focus/thesis statement is maintained throughout paper
- Plagiarism - possible plagiarism (see statement on Plagiarism)

Organization

- Introductory paragraph - including clear purpose/focus/thesis statement
- Paragraphs - topic sentence or purpose is clearly stated and focus is maintained
- Effective transition - provides links between parts or signals movement from one point to another
- Conclusion - appropriately summarizes main points with writer's insight

Mechanics of Expression

- See Warriner's English Grammar and Composition
- Sentence structure - avoids awkward sentences, sentence fragments, run-on sentences
- Correct or precise word choice
- Spelling
- Punctuation
- Capitalization
- Verb tense - avoids wrong tense or tense shift

Total Effect

Style - sentences are varied in structure, well developed and rich in detail

Format/correct documentation - see Guidelines for Presenting a Paper

Neatness/Presentation - including carefully hand written in ink or typed papers



Plagiarism

Plagiarism is the act of using someone else's words or ideas as if they were one's own. It is even plagiarism to change a few words and give no credit to the author. It is a serious offense, and, while you should be gathering ideas from other sources, those sources must be given credit in accordance with the following guidelines.

- If the exact words of an author are used, whether they are sentences or just phrases, quotation marks must be used and the source documented.
- If an original idea of an author is used, even if it is not copied word for word, that idea must be documented.
- If information is found in at least three sources, it is considered common knowledge (e.g. Washington was the first President of the United States.) And need not be documented as long as the original wording is paraphrased, not used exactly as printed.

Plagiarism is a problem for two reasons. First, it makes the teachers task of evaluating your creativity much more difficult since it is often impossible to differentiate between your own writing and that of the sources. Also, plagiarism is essentially theft - the stealing of someone else's intellectual property. **Consequently, if evidence of substantial, presumably intended plagiarism exists, a penalty will be imposed at the teacher's discretion and may range from a reduction in grade to no credit given for the paper.** You should be prepared to prove that your paper is properly documented by providing notes, note cards, books, articles or other materials that would verify the authenticity of documentation.

Definitions

The following definitions are terms you may encounter during your research. Although you may not use them all, you should become familiar with their purpose.

Annotated Bibliography: a list of bibliographic entries that contains descriptive or evaluative comments on each source; for example:

Thompson, Stitch. The Folktale. New York: Dyden,
1946. A comprehensive survey of the most popular
folktales, including their histories and their uses in literary works.

Bibliography: a list of sources on a subject; term no longer recommended; replaced by Works Cited and/or Works Consulted.

Ibid: a Latin abbreviation meaning "in the same place"; used in footnotes when references to the same work follow each other without any intervening reference, the abbreviation "ibid." is used to repeat as much of the preceding reference as is appropriate for the new entry; no longer recommended.

In Text Citation: same as parenthetical documentation; a way to indicate exactly what you have used from each source and exactly where in that work you found the material. Text citation appears in a brief parenthetical acknowledgment in your paper wherever you incorporate another's words, fact, or ideas.

op. cit: a Latin abbreviation meaning “in the work cited”; used in footnotes referring to previously cited works given in full form; no longer recommended.

Parenthetical Documentation: an indication in your document that explains exactly where you found the material for your paper; for example:

Ancient writers attributed the invention of the monochord to Pythagoras in the sixth century BC (Marcuse 1970).

Primary Sources: original works of a writer found in novels, speeches, eyewitness accounts, letters, autobiographies, interviews.

Secondary Sources: works about a subject or person including books and articles about a novel, about a speech or document, or about a scientific finding, etc.

Tertiary Sources: include all textbooks, encyclopedias, almanacs, and other reference works; sources which “quote the quotes.”

Thesis Statement: a single sentence that formulates both the topic and the point of view of the researcher toward that topic; provides a way of making sure you know where you are heading and that you remain on the right track as you plan and write.

Works Cited: a list of all works cited in the text; works cited include not only books and articles but also films, recordings, television programs, and other nonprint sources.

Works Consulted: a list of all sources consulted located at the end of the paper; not limited to works cited in the paper.

Guidelines for Presenting a Paper

Use standard 8 1/2 x 11” white unlined paper for typed or word processed documents. Use white, lined composition paper and a blue or black pen for handwritten documents.

Final Thesis / Outline - See sample thesis / outline form.

Margins - Leave a margin of one inch at the top, bottom, left and right except on the first page. Indent paragraphs five spaces.

Heading and Title - A research paper does not need a title page. Instead, beginning one inch from top of the first page and flush with the left margin, type your name, your instructor's name, the course title, and the date on separate lines, double-spacing between the lines. Double-space again and center the title. Double-space also between the lines of the title, the quadruple-space between the title and the first line of the text.

Do not underline your title or put it in quotation marks or type it all in capital letters. You should, however, capitalize the first letter of all words except conjunctions, prepositions, and articles.

Though title pages are not included in the MLA guidelines, some teachers prefer that a title page be used. If a title page is required, center the title in the upper half of the page. Drop down to the lower half of the page and center the following information: name, your instructor's name, the course title, and date on separate lines, double-spaced.

Page Numbers - Number all pages consecutively throughout the manuscript in the upper right-hand corner, one-half inch from the top. Do not use the abbreviation "p." before a page number or add a period, a hyphen, or any other mark or symbol. On all pages, type your last name before each page number.

Body of the Paper - Use only one side of the paper. Double space leaving one blank line between paragraphs. Use 10 or 12 characters per inch.

Documentation - Adequately document your paper. See Style for Documentation for the procedure.

Works Cited - Check for accuracy and correct form, including punctuation. **See Style for Works Cited.**

1. The words Works Cited are centered on the page two inches down from the top with a triple space between the heading and the entries.
2. The first line of each entry begins at the left hand margin. Subsequent lines are indented five spaces.
3. You should single space within an entry, and you must double space between entries.
4. Entries are listed in alphabetical order according to author.

Style for Documentation

In writing your research paper you must document everything that you borrow - not only direct quotations and paraphrases, but also information and ideas. You must indicate the source of any borrowed materials that readers might otherwise mistake for your own. The most practical way to document sources is to insert a brief parenthetical acknowledgment in the text wherever you incorporate another's words, facts, or ideas. For example:

In the 1820 census 917 slaves were counted in Illinois, holdovers from the early French settlers (Jensen 4).

The parenthetical reference indicated that the information comes from page 4 of a book by Jensen which is included in the alphabetically arranged bibliography that follows the text. For example:

Jensen, Richard A. Illinois: A Bicentennial History. New York: W.W. Norton and Company, Inc., 1978.

If more than one work by the same author appears in the bibliography, then a title or shortened version of the title is needed as well as the author's name. If the work is anonymous, the title or shortened version of it must be used. For example:

The Pre-Emption House is pictured by Schrader as the center of activity in Naperville on market days (Landmarks 7).

This style for documentation of sources is based on the MLA Handbook of Writers of Research Papers published by the Modern Language Association of America (1988 edition). It is a style used by many of the colleges and universities that our students will attend and is becoming more widely used than footnotes or endnotes.

Use of Quotations

Quote from a reliable text. Whenever possible, go to the original source rather than to someone else's quotation of it. Try to avoid excessive quotation. Remember that your job is to say, explain, argue, or prove something, not to string together ideas and words of other writers. If you quote, do so accurately, reproducing exactly the spelling, capitalization, and punctuation of the original.

Direct - A direct quotation that is longer than four lines is double spaced and indented ten (10) spaces from the left-hand margin only. For only one paragraph, there is no additional indentation to indicate the beginning of the paragraph. More than one paragraph requires an additional three (3) space indentation to indicate the beginning of the paragraph.

During future rescues, a "pilot" at a hangar in Namche Bazaar, 17 miles from Everest Base Camp, would sit in a cockpit simulator using images from the Wasp's 16 infrared and high-def cameras to fly via remote control, while onboard computers constantly adjusted for turbulence. As the helicopter approached the climber, it would extend a proboscis with another camera, a microphone and speaker and a Kevlar rope with a harness. (Lustgarten 32)

The above is a direct quotation, longer than four lines; therefore, the documentation comes after the period. Direct quotations less than four lines within the context of a paragraph include the documentation before the period but after the quotation mark.

Dorothea Brooke responds to her sister, "What a wonderful little almanac you are, Celia!" (7).

To make a quotation fit a sentence in which it is quoted, however, you may alter its initial capitalization and terminal punctuation.

Commas and periods that directly follow quotations go inside the closing quotation marks, but a parenthetical reference should intervene between the quotation and the required punctuation. Thus, if the quotation ends with a period, the period appears after the reference. For example:

N. Scott Momaday's House Made of Dawn begins with an image: "Abel was running" (7).

If a quotation ending with a question mark or an exclamation point concludes your sentence and requires a parenthetical reference, retain the original punctuation within the quotation marks and follow with the reference and the sentence period outside the quotation marks.

For example:

Dorothea Brooke responds to her sister, “What a wonderful little almanac you are, Celia!” (7).
In your paper:

1. Enclose quotations in quotation marks.
2. Enclose quotations within quotations in single quotation marks.
3. Indicate omissions from within a quotation by using an ellipsis (...). If the omission occurs between two quoted sentences, use a period and ellipsis. Ellipses are seldom necessary before or after a quotation.
4. If you need to insert a clarifying word or phrase in a quotation, enclose it in square brackets, as in this example:

“The difficulty, as Thomas shows, is that ‘Hawthorne’s distinction [between novel and romance] carries with it political and social implications.”

Paraphrase

Credit must be given to original ideas even if these ideas are not copied word for word (See this section on Plagiarism). Documentation for a paraphrase comes **before the period**.

On Saturday, Oct. 27, 1962, at the height of the Cuban missile crisis, Nikita Khrushchev’s personal assistant and a Central Committee colleague moved their families out of Moscow, expecting an American nuclear strike on their capital. At the same time in Washington, on a beautiful fall evening, as I left President Kennedy’s office to return to the Pentagon, I thought I might never live to see another Saturday night. (McNamara 47)

The above passage is paraphrased below, but credit must still be given to the original author.

During the final hours of the Cuban missile crisis, leaders of both the United States and Russia thought that a nuclear war was entirely possible (McNamara 47)

1. Single-volume book or article

“Illinois,” says Richard Jensen, “was the fastest growing territory in the world in the middle nineteenth century” (32).

Jensen argues that Illinois between 1830 and 1860 was the fastest growing place in the world (32).

The rapid settlement of Illinois between 1830 and 1860 made it the fastest growing area in the world (Jensen 32).

2. Several pages from one work

Jensen explains that the modernizers held four interrelated and deeply held values (34-44).

3. Whole work

Jensen explains the history of Illinois in terms of conflict between traditionalists and modernizers.

4. Two or more works by the same author(s)

Jensen concludes that "Illinois had become a microcosm of the United States" (Illinois 32).

By 1870 society in Illinois had become a microcosm of the United States (Jensen, Illinois 32).

5. Multi-volume work

On the frontier many settlers were lukewarm towards education because making a living came first (Burley 2:329).

6 More than one work in a single parenthetical reference

Authors agree that Joseph Naper came to Chicago on the vessel, the Telegraph (Fraser 200; Townsley 15).

7. Work by a corporate author (commission, committee, government agency, etc.)

The Commission on the Humanities has concluded that "the humanities are inescapably bound to literacy" (69).

8. Work with no author

According to a recent article in Time, cancer is increasing because people are living longer ("Risks of Cancer" 43).

9. Indirect sources (Whenever you can, take material from the original source, not a secondhand one. Sometimes, however, the original is not available and the only source is an indirect one.).

Lincoln wrote in August 1864, "It seems exceedingly probable that this administration will not be re-elected" (qtd. In Morison 693).

10. Literary works

The reader gains insight into Dr. Reefy's philosophy of life when he talks about love, God, and prayer. "You must not try to make love definite. It is the divine accident of life" (Anderson 221). Later Dr. Reefy says, "I had come to the time in my life when prayer became necessary, and so I invented gods and prayed to them" (222).

The Bill of Rights

Note: The following text is a transcription of the first 10 amendments to the Constitution in their original form. These amendments were ratified December 15, 1791, and form what is known as the "Bill of Rights."

Amendment I

Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.

Amendment II

A well regulated Militia, being necessary to the security of a free State, the right of the people to keep and bear Arms, shall not be infringed.

Amendment III

No Soldier shall, in time of peace be quartered in any house, without the consent of the Owner, nor in time of war, but in a manner to be prescribed by law.

Amendment IV

The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no Warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

Amendment V

No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the Militia, when in actual service in time of War or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

Amendment VI

In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the Assistance of Counsel for his defense.

Amendment VII

In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise reexamined in any Court of the United States, than according to the rules of the common law.

Amendment VIII

Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

Amendment IX

The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

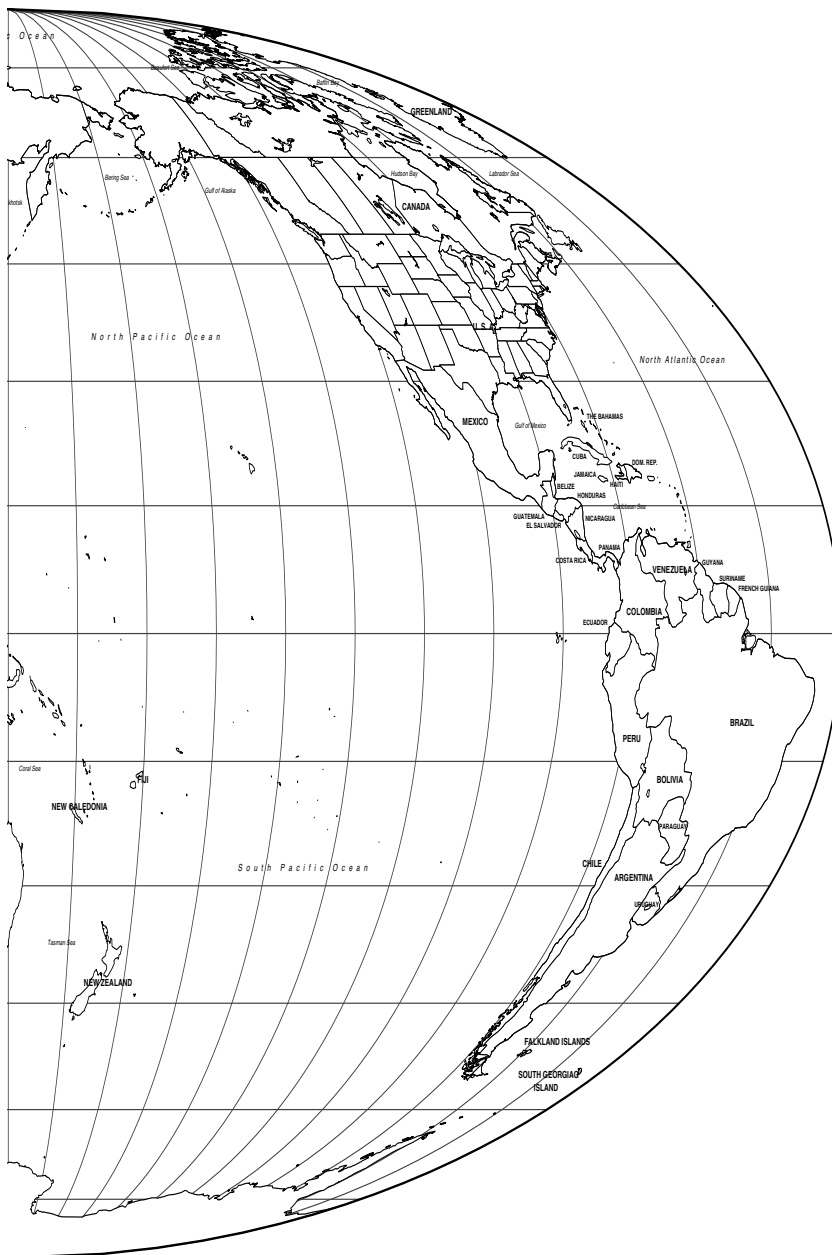
Amendment X

The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.



World Map

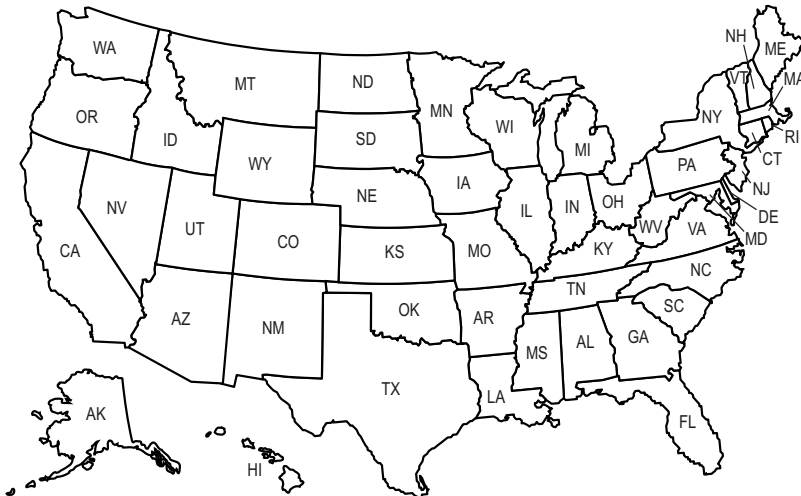






States and State Capitals

AL	Alabama	Montgomery	MT	Montana	Helena
AK	Alaska	Juneau	NE	Nebraska	Lincoln
AZ	Arizona	Phoenix	NV	Nevada	Carson City
AR	Arkansas	Little Rock	NH	New Hampshire	Concord
CA	California	Sacramento	NJ	New Jersey	Trenton
CO	Colorado	Denver	NM	New Mexico	Santa Fe
CT	Connecticut	Hartford	NY	New York	Albany
DE	Delaware	Dover	NC	North Carolina	Raleigh
FL	Florida	Tallahassee	ND	North Dakota	Bismarck
GA	Georgia	Atlanta	OH	Ohio	Columbus
HI	Hawaii	Honolulu	OK	Oklahoma	Oklahoma City
ID	Idaho	Boise	OR	Oregon	Salem
IL	Illinois	Springfield	PA	Pennsylvania	Harrisburg
IN	Indiana	Indianapolis	RI	Rhode Island	Providence
IA	Iowa	Des Moines	SC	South Carolina	Columbia
KS	Kansas	Topeka	SD	South Dakota	Pierre
KY	Kentucky	Frankfort	TN	Tennessee	Nashville
LA	Louisiana	Baton Rouge	TX	Texas	Austin
ME	Maine	Augusta	UT	Utah	Salt Lake City
MD	Maryland	Annapolis	VT	Vermont	Montpelier
MA	Massachusetts	Boston	VA	Virginia	Richmond
MI	Michigan	Lansing	WA	Washington	Olympia
MN	Minnesota	St. Paul	WV	West Virginia	Charleston
MS	Mississippi	Jackson	WI	Wisconsin	Madison
MO	Missouri	Jefferson City	WY	Wyoming	Cheyenne



Hallway Passport

Name: _____

Grade: _____ Semester: _____

[illegible]

Codes for Destination

G = Guidance
N = Nurse

L = Locker
O = Office

LR = Library/Resource
R = Restroom

2013

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
JANUARY							APRIL							JULY							OCTOBER							
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FEBRUARY							MAY							AUGUST							NOVEMBER							
					1	2				1	2	3	4				1	2	3						1	2		
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MARCH							JUNE							SEPTEMBER							DECEMBER							
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31							30																					

2014

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JANUARY							APRIL							JULY							OCTOBER						
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FEBRUARY							MAY							AUGUST							NOVEMBER						
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MARCH							JUNE							SEPTEMBER							DECEMBER						
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30	31																										

2015

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FEBRUARY							MAY							AUGUST							NOVEMBER							
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							31							30	31													
MARCH							JUNE							SEPTEMBER							DECEMBER							
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8	9	10	11	12	13	14	7	8	9	10	11	12	13	6	7	8	9	10	11	12	6	7	8	9	10	11	12	
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