CENTRAL MIDDLE SCHOOL
“A School of Arts and Innovation”
2019-2020

4795 Magnolia Ave.
Riverside, CA 92506
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ADMINISTRATIVE STAFF

Principal ................. Shani Dahl
Assistant Principal ....... Sean Browning
Counselors ............... Fred Baxa
.................. Andrea Subaran
SAP Counselor ............ Leticia Lopez

CENTRAL MIDDLE SCHOOL...THE PURPOSE OF OUR WORK
Central students will develop and utilize the knowledge, skills, and attributes necessary to meaningfully interact with an ever-changing global society.

COMMON INSTRUCTIONAL COMMITMENTS

- Students will be challenged daily to connect to learning goals that are rigorous and relevant and aligned to the Common Core content standards. Learning goals will be posted daily for students, as well as referred to during each lesson.

- Students will collaborate with each other to foster both precision and flexibility in their learning.

- Students will show evidence of reading and writing that is thoughtfully relevant to the learning goals

This Student Planner belongs to:

Name: ___________________________________________
SCHOOL HOURS
School hours are from 8:00 a.m. to 2:25 p.m. Wednesday Planning Day hours are from 8:00 a.m. to 12:35 p.m. Supervision is provided on campus from 7:30 a.m. to 2:50 p.m. All students should be picked up and dropped off within these times. In order to ensure students' safety, it is important that they be picked up promptly. Students not picked up after 2:50 p.m. will have to be signed out from the office quad by parents. Students involved in the PRIME Time after school program will be on campus from the end of school until 6:00 p.m., and should be picked up promptly by 6:00 p.m. at the Terracina Gate.

RESTROOMS
- Restrooms are open for student use before school, during passing periods and lunch.
- During class students needing to use the restroom must get a pass from their teacher to use the 400 restrooms.
- CHANGE OF TELEPHONE, EMAIL OR ADDRESS: If you have a change of address, please provide us with two current utility bills so that we can keep our records updated and send correspondence to the correct address. Also, if you have a change in phone numbers or email address, please notify our office as soon as possible so that we have accurate information and are able to make contact in case of emergencies.

Central is a closed campus. This means that students may not leave the school grounds at anytime during the school day without permission from the office. Visitors must check in with the office. All visitors will be required to provide a state ID and will be scanned through the Raptor System.

Check out Procedures: If a student is going to move out of the Central school attendance area, the student needs to bring a note from their parents and take it to the attendance office before first period. The note should state the new address, the date the family is moving, and the name of the school the student will attend. All books issued to student must be returned to withdraw. Loco parentis: School personnel act in “loco parentis.” Loco parentis is the act of school personnel serving as the child’s parent during the school day when children are required to be in school. As such, the court’s have long held that school personnel have the right to discipline students, including, conduct interviews, conduct student searches, and the like.

SEARCH AND SEIZURE: The principal/designee has the authority to conduct searches when reasonable suspicion exist to suspect that the student has contraband in his/her possession or control in violation of a rule, regulation or statute.

TRANSPORTATION

BUSES: Bus service is not available for students in grades seven through twelve. Our after-school program, PRIME Time, has a bus to take students home. These buses depart CMS at approximately 5:30 p.m. and will drop students at bus stops after 6:00 p.m. For more information, call the R.U.S.D. Transportation Office at 352-1200.

BICYCLES/SKATEBOARDS/SCOOTERS:
- Riders must follow all bicycle laws and school rules. Helmets are required by law!
- Students not following laws and school or school rules will have consequences assigned.
- 1st Offense - Warning.
- 2nd Offense - Detention.
- 3rd Offense - Wednesday School.
- 4th Offense - Saturday School and confiscation of bike, skateboard or scooter privilege.
- Bicycles, skateboards and scooters are always walked or carried on the school grounds.
- Bicycle racks just inside the school entrance near the MPH. Bicycles, skateboards and scooters must be parked and locked in this designated area.
- Students riding bicycles, skateboards and scooters must enter campus by the MPH and not from Terracina entrance.
- The Riverside Unified School District shall not be responsible for lost, stolen, or damaged bicycles or safety helmets.
- Any theft should be reported to the office and to the Riverside Police Dept.
- The bicycle serial number is required.
- Skates, roller blades and motorized scooters are not allowed. Trespassing or skateboarding on Central’s campus at any time is prohibited and will result in a police report being filed.

WALKERS / RIDERS / CARPOOLS
- Students, who walk to school, receive rides from their parents and/or car pool should be alert to before and after school traffic in all areas. The staff parking lot in front of the school is off limits to students. Parents should drop off and pick up students in the designated areas located in front of the MPH or curbside in the eastbound lane on Terracina. Students should not be dropped off on Ramona, while waiting in the drop off line or in the westbound lane on Terracina.
Students Returning to School Following an Absence must be re-admitted through the attendance office before school. If an absence is not verified by the parent / guardian within 3 days, it becomes truancy.

ABSENCE VERIFICATION: When a student is absent from school, the parents should telephone the attendance office at 788-7282, ext. 1 and provide the following information: full name (spell last name clearly), grade level of the student, dates of absence, reason for absence, name of person calling and relationship to the student. Or students may bring a note with the above information and take it directly to the attendance office before going to his/her first class.

EXCUSED ABSENCE is when students are absent for the following reasons: illness, doctor appointment, or a funeral of immediate family member.

UNEXCUSED ABSENCE occurs anytime a student’s absence cannot be verified as an excused absence.

TRUANCY is when a student has been absent from school without a valid excuse and when an absence has not been verified by a parent or guardian. Your student will be reported as truant to the Child Welfare and Attendance Office. Truancy notices shall be sent to parents. Students who are determined to be truant are subject to disciplinary action.

EXCESSIVE ABSENCE: A student is considered to have excessive absences when he or she has missed 10 or more days in a school year. Students with excessive absences are referred to the School Attendance Review Board (SARB).

APPOINTMENTS: If a student is leaving school during the day for a doctor or dentist appointment, the parent or guardian who is on the emergency card must come to the receptionist area, present a photo ID, and sign their child out of school. Students will not be released without a parent or guardian present. Students must bring a copy of the doctor or dentist appointment slip to the attendance office upon return to school, and get a re-admit to verify absence of classes missed.

INDEPENDENT STUDY: Independent Study is a courtesy program to enable students to keep up with school work while on vacation or a planned trip. The contract is for a minimum of five days (not including holidays) with a maximum of 20 days. The request must be made 5 days in advance of the arranged trip/vacation and must be approved by the Principal.

TARDIES: It is very important that students be in class for all instruction, and that they do not disrupt other students’ learning. Also, making sure students are in class on time is one of our best tools in ensuring their safety. Whether to School or Class—Students are expected to be in their seats, ready to work, when the bell rings.

The first couple of days, students are allowed to find their way to classes and tardies are not counted against them. This grace period will be considered their warning. Students are expected to attend each of their scheduled classes. Students who fail to attend one or more classes will be considered truant, and disciplined accordingly.

Tardy Policy: Consequences are progressive and increase at the following intervals. A previous consequence does not make the consequences start over.

Note: A parent CANNOT excuse a student tardy, only a doctor or dental note can!

- When a student receives their 5th tardy to any period – Administrative Detention
- When a student receives their 10th tardy to any period – Wednesday School
- When a student receives their 15th tardy to any period – Saturday School/SART
- When a student receives their 20th tardy to any period – In School Suspension/Possible SARB

Tardy Sweeps: In addition to the regular tardy policy we will be conducting periodic and random tardy sweeps during periods 2-7. Students caught out of class when the bell rings will receive progressive consequences based on the number of tardy sweeps they have received.

HEALTH SERVICES

Health Office: Any injury should be reported to the teacher who will issue a permit to the health office. Parents will be contacted immediately in cases of serious injury or illness. You must have an emergency card, listing current emergency contacts, on file in the Health Office. When this information changes, e.g., in the case of a move or employment change, parents or guardians are responsible for immediately notifying the office to update information on the emergency card.

Medication: All medication must be checked in through the Health Office according to district policy. This includes aspirin, midol, antihistamines, asthma inhalers, or any over the counter medications.

Student use of crutches while attending school: Students who are required to use crutches while attending school MUST provide a medical release from their physician or physical therapist. If such a release is not available, the student must be evaluated by a District school nurse to determine whether or not it is safe for the student to be on a public school campus while using crutches.
DIGITAL DEVICES/BOOKS: Students access their books using a school digital device. The digital device will be documented using our library data base. Students will be issued a digital device to use for the school year. They will be responsible for the care and use of the device per the RUSD open access policy. Students are held responsible for damage or loss and will be assessed fees when necessary. Special privileges will be withheld for non-payment of fees.

STUDENT PLANNER: Students are required to carry and use the Student Planner. The school provides each student with a Student Planner at the beginning of the year. Replacement Planners are available in the office for $5.00.

STUDENT ID CARDS: Student ID cards are a means of identifying a student as a member of the Central Middle School student body. ID cards are required for purchases, entrance to school functions, library use, and identification in the event of an emergency. One ID card is issued to students at no charge each school year. If a card is lost or damaged, a replacement fee of $5.00 will be required. Students are required to carry their ID cards at all times.

HOMEWORK: Students can expect to have an average of eight hours of homework per week. Additionally, students will be assigned several long-term projects throughout the year that will require additional time.

MAKE-UP WORK: When students are absent they need to ask their teachers for make-up work. Students have one day for every day of absence plus one extra day to complete make-up work. When anticipated absences due to illness or emergency exceed one week, the office needs to be contacted to set up a program for work completion.

SUBSTITUTE TEACHERS: Substitute teachers are school employees and must be treated with respect and courtesy. Substitute teachers have the same authority as regular teachers. Students are expected to follow the directions given by substitute teachers and shall be given a consequence for defying the authority of the substitute teacher.

REPORT CARDS: Students/parents will receive progress reports five weeks into each quarter and a report card at the end of each semester. In addition to receiving letter grades in subject areas, you will receive comments from teachers to further explain the grades. A grade of incomplete turns to an F in two weeks' time if assignments are not completed in that time frame.

AERIES: Aeries can be accessed via the internet to provide ongoing monitoring of your student's grade, attendance and academic progress. This can be accessed through the Central webpage at www.central.riversideunified.org

STUDENT ELIGIBILITY FOR SCHOOL ACTIVITIES: All students are eligible to participate in school activities (after-school sports, dances, assemblies for entertainment, student government, field trips, reward events, etc.), if they exhibit good citizenship on the campus. If students do not maintain a 2.0 grade average they will be ineligible for certain activities like athletics, performing groups, and student government. We encourage all students to strive to be positive participants in their school.

RETENTION: A student may be retained if he/she accumulates 2 or more “F’s” in Language Arts and or Math within the course of one school year. Warnings of the possibility of retention will be given to students and parents. MANDATORY summer school, after school academic assistance, tutoring, intervention classes, or skills electives will be required.

8TH GRADE PROMOTION / END OF YEAR ACTIVITIES: Middle school students must pass 30 classes out of 36 classes attempted over two years to participate in the promotion ceremony. If a student is in jeopardy of not participating in the promotion ceremony, an Individual Promotion Plan (IPP) may be completed by the counselor, student and parent. The goal of the IPP is to identify a plan of action that will be taken by all stakeholders to assure the student's participation in the promotion and year end activities.

It is important that students keep in mind that participation in 8th grade end-of-year activities is a privilege. NO Tuxedos, Formal Dresses, or Limousines at either event, please.

The privilege to participate is determined by:

- Excellent citizenship (inappropriate behavior can result in loss of activities).
- Return of all school books and equipment (fines are assessed for lost or damaged items and must be paid before the event).
- Student attendance including excessive tardies throughout the year.
- Passing 30 of 36 classes attempted.

We want students to participate in their 8th grade picnic and promotion, but hold all students to the above-mentioned standards. These give students a standard for the activities, and to assist parents in guiding their students' choice of appropriate attire.
STUDENT SUPPORT
Counselor(s): The school counselors work with students, teachers, and parents in many ways. They are available to review academic progress or discuss personal, family, or health problems and can make recommendations concerning community resources. They are happy to assist with classroom difficulties, study skills, peer problems or family problems and educational and vocational planning. Students may make an appointment to see their counselor before or after school or during the lunch hour with the guidance secretary in the main office. Parents may make appointments with a counselor by calling 697 - 5700.

For additional information about student support services contact the school counselors at 788-7282.

SCHOOL DISCIPLINE
All students are expected to read the Central Behavior Policy and Student Handbook and the Central Code of Conduct with their parents. Students are responsible for knowing and understanding the contents of this policy.

CAMPUS RULES:
- Central is a closed campus.
- All food and drinks are allowed only at lunch.
- Profanity is not allowed at Central! The use of racial slurs (such as the "N" word) directed toward someone or in conversation is not allowed and will not be tolerated.
- PE lockers are the property of the district, and as such, locker use is a privilege. Lockers are subject to search under district policy.
- Cameras and the use of camera devices is NOT allowed on campus. Electronic devices must be used in accordance with the AUP.
- Gambling, game cards, or playing cards are not allowed on campus.
- All medication, including aspirin, antihistamines and asthma inhalers must be checked in through the Health Office according to district policy.
- Fighting or aggressive behaviors of any kind are not tolerated at Central. Students must use the least amount of force necessary to remove themselves from the situation. This includes “play fighting”, pushing, shoving, “rough housing”, slamming, depantsing, bodies, neck slapping or choking.
- Public displays of affection, such as putting arms around one another, hugging, kissing, and holding hands is not allowed. Appropriate consequences will be administered to students who choose to participate in these kinds of activities.
- Involvement in gang activity such as intimidation, drugs, graffiti or tagging, use of gang clothing, names, symbols, or signs, is strictly prohibited.
- Use or possession of inappropriate materials which are sexually suggestive, promote violence, racism or vulgarity, (e.g., magazines/printed material, digital access or personal items) is forbidden.
- Theft on the Central campus is not allowed. Students are expected to respect other individuals’ belongings and keep their hands off others’ personal items and/or school property.
- Buying, selling or trading anything at school is strictly prohibited.
- Cheating, plagiarism is not allowed. 1st Offense - Students will receive a discipline referral, a zero on the assignment, a parent contact will be made by the teacher and will be assigned a Wednesday School; 2nd Offense - Students will receive a discipline referral, a zero on the assignment, a parent contact will be made by the teacher and the student will receive a Saturday School; 3rd Offense - will result in a suspension or suspension from school.

Cell Phones and Personal Digital Devices

Students may bring phones to school for use during passing period, lunch time and before and after school. Students may not use cell phones for any reason during class time. When students line up for class, cell phones should be turned off and placed into backpacks prior to entering the classroom. Students who violate this policy will be referred to the office to turn in their phone for the day. Continued violations will result in the student being restricted from all phone use at school. Earbuds or earphones are only allowed for personal use during lunch or before and after school.

- Chromebooks are only to be used as directed by the teacher. Students using their Chromebook in a manner other than as directed by the teacher or staff member will be considered In violation of the electronics policy. Electronic device violations will result in the following consequences: 1st Offense - Administrative referral – detention; 2nd Offense - Administrative referral – Wednesday School; 3rd Offense – Administrative referral – Saturday School; 4th and subsequent Offences – In School Suspension, possible confiscation of Chromebook.
CONTRABAND: In order to maintain school safety of person and property, the following items are not allowed at Central Middle School (The following list is not all inclusive and will be adjusted at the discretion of the school administration):

- Jewelry and chains of all types that can be used in an unsafe manner (including wallet chains and chain necklaces)
- Sports equipment or balls (these items will be provided by the PE department or coaches)
- Inappropriate materials which are sexually suggestive or depicts violence, racism, or vulgarity, are not allowed
- Party Flyers
- Water pistols, Water balloons
- Studded or spiked accessories
- Belt buckles with more than one letter
- Matches, lighter, tobacco products or drug paraphernalia
- Gum and food/drinks including alcoholic beverages of any kind.
- Laser Light Pens or other dangerous objects.
- Permanent Markers

ANTI-BULLYING POLICY: Riverside Unified School District does not permit bullying of anyone at any time. Bullying behaviors include direct physical contact such as pushing or shoving a student, verbal assaults such as teasing, calling him/her nasty or unkind names, socially isolating, teasing, doing mean things to others and/or manipulating a student. Cyberbullying or use of social media for any of the above-mentioned actions will not be tolerated at Central. If someone is bullying you, you should immediately notify a teacher or other staff member. Students who are reported as bullies, and who are found to be bullying others, will be disciplined. A student, who is caught bullying others can be suspended or may even be expelled from school.

Be a Third-Party Reporter!!!

If you see someone being bullied, teased or picked on, tell an adult. Speak Up, it's the right thing to do!

DRESS AND GROOMING

Because schools are teaching institutions, we the Central staff, administrators and parents feel that it is important to teach students that appropriate clothing is required on the job site and to give students a sense of what appropriate means. Students are expected to wear clothing which is appropriate for school and school sponsored activities. This means that clothing shall be decent, distraction free, free of any intimidation factor, and free of advertising of items that students are forbidden to buy or have in their possession. A student’s general appearance should not draw undue attention to him/her or detract from or interfere with the learning process. Decisions regarding student appearance, including clothing, are made in the best interest of students. Any clothing considered to be disruptive to the educational process (Education Code 48900K) is inappropriate for school.

Students arriving at school dressed inappropriately will be asked to change clothes. Continued violation of the dress code will result in disciplinary consequences including Detention, Wednesday and Saturday School.

- Students shall not show bare midriffs or wear low-cut or revealing tops or “off the shoulder” tops.
- No “see-through”, “fishnet” or “mesh” tops, halter tops, spaghetti straps, and/or off the shoulder sleeves (Spaghetti Straps and Halter Tops must have a cover).
- No bare backs or clothing that is excessively revealing.
- Clothing which allows undergarments to be visually observed is not permitted.
- No overly tight clothes, backless outfits, plunging necklines, tube tops or excessively short skirts/shorts.
- Dresses, shorts and skirts which allow undergarments to be seen or too short to be considered within the bounds of good taste are not permitted.
- Yoga Pants and Leggings must be worn with a shirt, dress or skirt long enough to meet the short/skirt requirement if worn alone.
- Girls must wear shirts or have tops and dresses with two straps: one over each shoulder.
- Clothing that contains holes, rips, tears or fraying above the tip of the thumb when standing with arms straight down at the side is not permitted.
- Sagging pants and excessively baggy clothing are not allowed. No undergarments can show. Pants must be worn around the waist. School staff retains the right to determine appropriateness.
- The wearing of the same type or color clothing by groups of students to school in order to intimidate other students, to represent a gang, or give the impression, in the opinion of the school administration, that their group represents a gang, is strictly prohibited. The school administration will take appropriate action for students who wear clothing that is deemed inappropriate or gang-like in appearance.
- Hats/caps or beanies shall not be worn inside buildings, including P.E. No bandannas are permitted. Hairnets are not allowed. Names or nicknames embroidered, sprayed or printed on clothing or hats are not acceptable.
- Pictures or words depicting racial slurs or facial signs or symbols are not allowed.
- Appropriate and safe shoes must be worn at all times. Steel toed shoes not allowed. No flip-flops, slides or open healed sandals.
- Jewelry worn in a place and manner that may be unsafe during PE activities or dangerous to the student or others is prohibited.
- Jewelry and accessories with spikes are not permitted.
- Clothing, notebook covers, backpacks, etc. may not display the following:
  - Profane, vulgar or obscene language/pictures. This includes reference to pornography.
  - Racial, ethnic or sexual slurs.
  - Sexual bias, preference and/or partiality.
  - Advertising of any weapons, alcohol, drug or tobacco product
• Messages that represent or encourage the use of any alcohol, drug or tobacco product.
• Any reference to gang activity or gang lifestyle.

**Dress that is not specifically mentioned in this list is not necessarily acceptable.** Any attire which, in the opinion of the administration, presents a health/safety risk or detracts from the learning process will be deemed a dress code violation. Please remember the dress code policy when shopping for new school clothes for your student. We suggest that if you have any doubts about an article of clothing that you call our office prior to purchasing an item. With your help, we can maintain a safe learning environment at our school.

**Clothing** shall be within the bounds of decency and good taste as appropriate for school. The body shall be covered from the shoulders to mid-thigh.

**Free of any intimidation factor** means that clothing associated with membership in gangs is not permitted.

**Free of advertising** means that students shall not wear clothing which has advertising for any item which is illegal for a student to buy or possess. This includes alcohol, cigarettes, marijuana leaves, spray paint cans and guns.

**Safe Clothes** Means clothes do become a safety hazard to themselves or other students (e.g. tripping), they are inappropriate for school.

Central is a teaching and learning institution. **Students are expected to wear clothing which is appropriate for school and school sponsored activities.**

This means that clothing should be decent, distraction free, free from any intimidation factor and free from advertising of items that students are forbidden to buy or have in their possession. If a student violates the dress code a parent will be called and the student will be given a Central “Dress for Success” t-shirt to wear for the remainder of the day. If shorts, pants or skirts are the violation, students will be asked to put on their PE Shorts. The dress code will be strictly enforced.

**Definitions**

- **Decent** – means that the body shall be covered from the arm pit to the mid-thigh. Strapless or spaghetti strap tops and low, plunging necklines, or midriff-baring tops are not permitted. Underwear is to be covered by outerwear. All pants shall fit on or above the hip bone without being belted or otherwise altered. Tops are considered too short if any skin shows. Clothing shall also be free of pictures or slogans with sexual references.

- **Distraction Free** – means that clothing may not divert the attention of students away from lessons and studies. This might include clothing which is dirty or ragged, transparent, is decorated or has slogans or pictures deemed by staff members as offensive to others.

**POSITIVE REWARDS**

Students who choose to follow school rules and demonstrate academic success may be rewarded with the following:

**Dances:** Eligible students have the option of attending various dances sponsored by our ASB throughout the year. Students with book fines and unsatisfactory behavior may lose this privilege.

**Good Citizenship Days:** Eligible students will have an opportunity to attend assemblies or teacher/team directed special activities.

**Academic Awards Night:** An awards night is held to recognize at the end of first semester to recognize the academic efforts of students showing academic excellence.

**Most Improved Awards:** During a special presentation students are recognized for improvement in grades, behavior, and effort. These nominations are made by teachers of the CMS students.

**Perfect Attendance:** All students who have perfect attendance for the year at CMS will receive certificates and recognition.

**Cub Coupons:** The coupons are awarded to students by the CMS staff for working or doing tasks above and beyond the average citizen at CMS. These coupons are placed in a drawing held monthly. The student may receive prizes such as movie tickets and gift cards. This program is sponsored by our partners at Altura Credit Union.

**8th Grade Awards:** Students will receive the following awards during this year end celebration- Presidential Award of Excellence, Perfect Attendance, Community Awards, Awards for Citizenship and Departmental Awards.
Students who become involved in areas of problem behavior will be subject to certain disciplinary actions. Depending upon the behavior problem of the student, one or more of the following actions may be taken by the school officials, according to Board policies and state law. The frequency and severity of inappropriate student behavior will determine the level of intervention/discipline administered. In all cases, guidelines laid out in section 48900 of the California Education Code will be followed.

- **WARNING/COUNSELING** A school official (staff member) will counsel with the student to identify the inappropriate behavior and discuss alternative behaviors and consequences.
- **PARENT PHONE CONTACT OR LETTER CONTACT**
- **PARENT CONFERENCE** A formal conference is held between the student, parent, and one or more school officials. Parent involvement will be solicited in an attempt to modify/improve student behavior.
- **STUDENT BEHAVIOR REVIEW TEAM/BOARD** Established by students, parents, and one or more school officials to bring about change in the student’s behavior. This may include a daily/weekly progress report.
- **SCHEDULE ADJUSTMENT OR CLASS TRANSFER**
- **LUNCH DETENTION** Students may be detained during the lunch break by their teacher(s) or other school official(s) for disciplinary or other reasons. Students must be allowed to eat their lunches during the time provided.
- **AFTER SCHOOL DETENTION** Students may be detained in school for disciplinary or other reasons (including tardies) for a maximum of one hour after the close of the school day. Parents will be notified by phone or written notice in advance.

- Wednesday School - 12:30 - 2:30 pm
- Friday School - 8:00 - 12:00 pm (End of Quarter- non-student days)
- Saturday School - 8:00 - 12:00 pm
- In School Suspension - 8:00 - 2:25 pm
- Short Term Optional Placement (STOP) Program - 8:00 - 12:00 pm @ Alternate School Site

- **SATURDAY SCHOOL** Students may be assigned Saturday School for defiance, truancies and excessive tardies. Saturday School is typically held on designated Saturdays, between the hours of 8:00 am and 12:00 pm. Late students will not be admitted.
- **COMMUNITY SERVICE** Students may be assigned a designated number of hours to contribute to the community. Students may choose the activity with which they will become involved. The assignment must be approved by the administration.
- **LOSS OF PRIVILEGES** Students are prohibited from attending or participating in student activities for a definite period of time.
- **REQUEST PARENT ATTENDANCE** Parent(s) may be requested to escort/attend classes) with their child. At the discretion of the administration, parent attendance may be used in lieu of other consequences.
- **RESTITUTION** Restitution (either in payment or in kind) will be expected.
- **POLICE CONTACT** The police will be contacted if drugs, alcohol or weapons or facsimile of said items are brought onto the campus. In addition the police will be contacted when students are in a physical altercation.
- **SUPERVISED STUDY ROOM (SSR)** A student may be assigned to an in-school study program at the discretion of the principal or designee. Students will work on class and/or behavioral assignments while being isolated from their peers.
- **SUSPENSION FROM SCHOOL** (up to five days) The student is informed that he/she is subject to a suspension (up to five days). The student’s parent(s) or legal guardian is notified by telephone, mail, or in person that the student is subject to a suspension. (May be recorded in student file.)
- **EXPULSION** The student will be informed that he/she is subject to expulsion. The student’s parental or legal guardian is notified by telephone and letter that the student is subject to expulsion. Notification to the parent(s) or legal guardian will include clear instructions regarding the due process procedure. The principal will recommend to the Administrative Hearing Panel that the student be expelled.
- **ADMINISTRATIVE HEARING PANEL** The Administrative Hearing Panel will recommend to the Board of Trustees that the student be expelled. The expulsion does not become effective until the due process procedure has been completed. (Recorded in student file.)
**Suspension Under Education Code 48900**

a.1 Caused, attempted to cause, or threatened to cause physical injury to another person. *
a.2 Willfully used force or violence upon the person of another, except in self-defense. *
b. Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object. *
c. Unlawfully possessed, used, sold or otherwise furnished, or been under the influence of a controlled substance. *
d. Unlawfully offered, arranged or negotiated to sell a controlled substance, alcoholic beverage, or intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person an imitation. *
e. Committed or attempted to commit robbery or extortion.
f. Caused or attempted to cause damage to school property or private property. *
g. Stole or attempted to steal school property or private property. *
h. Possessed or used tobacco or products containing tobacco or nicotine products.
i. Committed an obscene act or engaged in habitual profanity or vulgarity.
j. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia.
k. Disrupted school activities, or otherwise willfully defied the valid authority of school personnel.
l. Knowingly received stolen school property or private property.
m. Possessed an imitation firearm.
n. Committed or attempted to commit a sexual assault, or sexual battery.
o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
p. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
q. Engaged in, or attempted to engage in, hazing.
r. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
t. Aided or abetted the infliction of physical injury to another person.

48900.2 Committed sexual harassment. (Grades 4-12 only)
48900.3 Caused, attempted to cause, threatened to cause or participated in an act of, hate violence. (Grades 4-12 only)
48900.4 Intentionally harassed, threatened, or intimidated, creating a hostile educational environment. (Grades 4-12 only)
48900.7 Made terrorist threats against school officials and/or school property (Grades 4-12 only)

The following violations of EC 48915(c) require mandatory suspension and a recommendation for expulsion:

1. Possessing, selling or other wise furnishing a firearm.
2. Brandishing a knife at another person.
3. Unlawfully selling a controlled substance.
4. Committing or attempting to commit a sexual assault
5. Possession of an explosive.

**SEARCH AND SEIZURE:** *

- The principal/designee has the authority to conduct searches when reasonable suspicion exist to suspect that the student has contraband in his possession or control in violation of a rule, regulation or statute. The following regulations apply:
- Personal Search - A personal search shall be defined as any inspection of a student’s purse, pocket, book bag, locker or similar receptacle used for the student’s belongings.
- The school official may request a police officer to conduct or assist in any search.
- A metal detector shall be used when reasonable grounds exist to suspect that the student is in violation of a rule, regulation or statute.
- A Drug Dog comes on campus randomly to visit classrooms and check for controlled substances.

California law requires all children, between the ages of 6 and 18 years to attend a public school, unless exempted by enrollment in an authorized private school, or by virtue of having completed the required course of study and graduated from the public schools. Since students are required to attend school, school personnel therefore act “in loco parentis.” Loco parentis is the act of school personnel serving as the child’s parent during the school day when children are required to be in school. As such, the courts have long held that school personnel have the right to discipline students, including conducting interviews and conducting student searches without the permission, consent, or inclusion of their parents.

*Due process will be followed and the student's civil rights protected at all times.

**USE OF BREATH ANALYZERS:**

In the event a student exhibits any signs of alcohol consumption, the breath analyzer exam procedure will be used. It is not the intent of the District to randomly test students. It is the intent to have the breath analyzer procedure serve as a deterrent to students attending school or school functions after consuming alcohol.

Refusal to submit to the breath analyzer procedure will be considered to be a positive test for the presence of alcohol and the student will be disciplined in accordance with District policy.

Breath analyzer exams will be conducted by school administrators or designees. The procedure will be administered in a secure area away from student traffic whenever possible and the results will be forwarded to the Principal for appropriate action. Parents will be notified when their student tests positive for the presence of alcohol.
HATE VIOLENCE:
- Hate violence is an act that interferes with the exercise of an individual’s civil rights, defacing or damaging personal property, or actions against persons because of the victim’s race, color, religion, nationality, or ancestry. Students are subject to suspension and/or expulsion for hate violence when other means of correction have failed to bring about proper conduct or if the student’s presence causes a continuing danger to physical safety or threaten to disrupt the educational process.
- Articles of attire or the display of symbols, emblems, or signs related to hate groups are strictly prohibited on all campuses.

INTENTIONAL HARASSMENT: Intentional harassment is defined as threats or intimidation directed against a student or group of students that is sufficiently severe or pervasive that it materially disrupts class work, creates disorder, and invades the rights of that student or group of students. It is important for students to tell their teachers or the school administration when this happens. Students are subject to suspension and/or expulsion for harassment when other means of correction have failed to bring about proper conduct or if the student’s presence causes a continuing danger to physical safety or threaten to disrupt the educational process.
- SEXUAL HARASSMENT:
  - Definition of Sexual Harassment: California and Federal laws define sexual harassment as unwanted sexual advances, or unwanted visual, verbal, or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to, the following:
  - Unwanted sexual advances, including propositioning and requests for sexual favors, or repeatedly asking someone out for a date after it is clear that the person is not interested.
  - Explicitly or implicitly offering employment or academic benefits in exchange for sexual favors.
  - Making threatening reprisals after a negative response to sexual advances.
  - Visual conduct leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons, or posters.
  - Verbal conduct; making or using derogatory comments, epithets, slurs, or jokes, making sexually based remarks about another person's own body.
  - Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitation.
  - Physical conduct: Touching, assaulting, impeding or blocking movement.
  - Basing employment or academic benefit on whether or not a person submits to behavior such as described in items (a) through (g) above.
  - Unwelcome behavior as set forth in items (a) through (g) above which has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term “sexual harassment” is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

GANG DEFINITION: A street gang is defined as a group or subgroup of persons who have three or more members who socialize on a continuous basis, have a name, claim a geographic territory and/or who plan or engage in criminal conduct.

GANG PREVENTION REGULATIONS:
- Articles of attire or the display of symbols, emblems, or signs related to gangs or gang affiliation are strictly prohibited on all campuses of the Riverside Unified School District. Gang symbols, signs, and attire which may cause rival gang members to be openly hostile to each other, or create an atmosphere of intimidation, encourage the commission of illegal acts, or disrupt the educational process are prohibited.
- School officials may confiscate any articles related to gang affiliation if the article is found to be disruptive to the educational process. The article will be retained and given to the parent/guardian or to a police officer if the article is known to be evidence of a criminal act. Repeated offenses are grounds for disciplinary action.
- Students whose attire is inappropriate shall be required to call parents to bring a change of clothes or to take the student home to change. When possible, a change of clothes will be offered at the school.

REGULATIONS FOR DRUGS, ALCOHOL, AND TOBACCO:
Possession, use, furnishing, selling or transporting for sale, of drugs and alcoholic beverages, controlled substances, or look-alike substances, is against school and district regulations. Students will not bring or possess matches, lighters, tobacco products or drug paraphernalia onto campus. Consequences are as follows:
1. Using or possessing alcohol, intoxicants, or controlled substances of any kind:
   a. First offense - 5 day suspension
   b. Second offense – 5 day suspension and recommendation for expulsion
2. Selling intoxicants or controlled substances of any kind:
   a. First offense - 5 day suspension and recommendation for expulsion
3. Possession or using nicotine products:
   a. First offense – Saturday School, parent/guardian notified
   b. Second offense - 1 day suspension, parent/guardian notified
WEAPONS:
• Students are subject to suspension and/or expulsion upon a first offense.

REPLICA FIREARMS:
Replica firearms are not allowed on any campus or within the jurisdiction of the Riverside Unified School District. Any student who possesses a replica of a firearm or other dangerous object while under the school’s jurisdiction is subject to suspension or expulsion. A replica is any reproduction of a firearm so constructed as to appear to a reasonable person to be a firearm. Students who threaten another person with a replica weapon shall be reported to law enforcement and are subject to arrest under California Penal Code 417.2.

POLICE NOTIFICATION:
Appropriate law enforcement officials will be notified under, but not limited to, the following circumstances:
• When a weapon, including any firearm, knife, explosive or other dangerous object is taken from a student.
• When any student possesses a replica of a firearm or other deadly weapon.
• When a student possesses, furnishes, or sells drugs, alcohol, controlled substances, or look-alike substances.
• In any case when a student has assaulted, attacked, or menaced a school employee, the employee and the employee’s supervisor are required to report the incident to law enforcement and may result in a fine.
• When an illegal article is taken from a student.
• When a student has caused injury to another student if circumstances warrant such a report, i.e. hate violence, serious injury, attacks, etc.

JURISDICTION: A student may be disciplined by the school for acts related to school activity or attendance that occur at any time, including but not limited to, any of the following: while on school grounds, coming to or from school, during or while going to and from a sponsored school activity.

<table>
<thead>
<tr>
<th>SEVERE OFFENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Arms/Knives/Replica Weapons: 5 days suspension; recommendation for 1 year expulsion. (Police report filed)</td>
</tr>
<tr>
<td>Drugs/Alcohol or “Look-alike” substances: 5 days suspension and maybe a recommendation for expulsion. (Police report filed)</td>
</tr>
<tr>
<td>Second Offense for Alcohol, Drugs, or “Look-alike” Substances, Supplying or inhaling (huffing) substances to become intoxicated: 5 days suspension and recommendation for 1 year expulsion. (Police report filed, $500 fine.)</td>
</tr>
</tbody>
</table>

STATE ZERO TOLERANCE / MANDATORY EXPULSION RECOMMENDATIONS
Any student who has committed any of the following violations while under school jurisdiction shall be immediately suspended and expelled for one calendar year. This expulsion is effective in all schools in the district and in the State of California. The Superintendent or School Board may modify this action on a case by case basis.
• Possession, sale or furnishing of a firearm
• Brandishing a knife
• Unlawful possession and /or sale of a controlled substance
• Committing or attempting to commit sexual assault or battery
Central Middle School - Physical Education

All PE policies are based on a “Safety First” philosophy.

Dress Code
- Students are required to dress out every day.
- All clothing must be worn right side out and facing forward.
- Any logo, other than the “Central” logo are not permitted.
- Last name and first initial must be neatly written in the middle-front of shirt / sweat shirt and in the lower-left corner (above knee) of shorts / sweat pants in permanent black marker.
- Lost clothing without a name are difficult to recover.
- Any writing or coloring, other than your name in the designated area, is not permitted.
- Only one pair of shorts and shirt may be worn at a time.
- PE shirt / shorts must be worn under sweats.
- Shorts and sweats must be worn at the waist – sagging is not permitted.
- **PE clothes/sweats may not have pockets, zippers, hoods, external draw strings, snaps or buttons.**
- No jewelry, head bands, hats, wrist bands and / or watches of any kind may be worn during class.
- Sun glasses are not permitted unless prescribed by a doctor (copy of prescription must be given to teacher / school nurse).
- Students are required to wear **athletic shoes** (shoes must have laces and be tied tightly).

Locker Room Conduct
- All electronic devices must be turned off and put away prior to entering locker room. Not doing so is a violation of someone else’s privacy.
- Food, drinks, and gum are not permitted in the locker room.
- Do not enter PE facilities unless accompanied by a teacher.
- Do not run, chase or horseplay.
- Do not throw any object.
- Glass and aerosol products are not permitted in the locker room.
- Do not change in the bathrooms.
- You may only use your assigned locker.
- Keyed locks are not permitted (unless part of a school accommodation plan).
- Lock combination and serial number must be given to the PE staff prior to using the lock.
- Leave the locker room and sit on your number as soon as you are finished dressing out – No loitering.

Outdoor Conduct
- Do not touch any physical education equipment unless instructed to do so by a teacher.
- Go straight into the locker room to dress out, then report to your number for roll call.
- Stay in PE area behind the red lines at all times.

Absences / Medical & Parent Notes
- Students should see teacher upon returning from any absence to check if any assignments need to be made up.
- Students will be required to make up any graded assignment missed while absent or on a medical / parent note. All assignments (except written tests) can be made up or retaken on Thursdays after school.
  - **A parent note may excuse students from participating in PE for a maximum of three days; however, students are still expected to dress out unless there are special circumstances.**
  - **If the illness or injury persists longer than three days, a medical note is required from a doctor.**
- Medical / Parent notes should be given to students PE teacher immediately upon arriving to class.
- If the medical excuse is less than six weeks:
  - Students who are unable to dress will report to roll call numbers at the beginning of the period
  - It is the students responsibility to make sure all missed assignments are made up

Non-Suits
- Students are required to wear a physical education uniform every day.
- If a student forgets their clothes for any reason, they are required to wear loaners from the PE department.
- Students may pick up loaner clothing from the loaner room door inside the locker room **(students should have their ID card ready for exchange)**.
- Students are allowed to wear loaners from the department once per trimester without consequence.
- Students must wear their own PE clothing. Wearing another student’s PE clothing will result in a non suit and referral for theft.
- Students are not permitted to lend their PE clothing to another student.
<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
<th>Instructional Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>8:00 - 8:49</td>
<td>49 min.</td>
</tr>
<tr>
<td>2</td>
<td>8:53 - 9:42</td>
<td>49 min.</td>
</tr>
<tr>
<td>3</td>
<td>9:46 - 10:35</td>
<td>49 min.</td>
</tr>
<tr>
<td>4</td>
<td>10:39 - 11:28</td>
<td>49 min.</td>
</tr>
<tr>
<td>5A</td>
<td>11:32 - 12:21</td>
<td>49 min.</td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>12:21 - 12:56</td>
<td>35 min.</td>
</tr>
<tr>
<td>or</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Lunch</td>
<td>11:28 - 12:03</td>
<td>35 min.</td>
</tr>
<tr>
<td>5B</td>
<td>12:07 - 12:56</td>
<td>49 min.</td>
</tr>
<tr>
<td>6</td>
<td>1:00 - 1:49</td>
<td>49 min.</td>
</tr>
<tr>
<td>7</td>
<td>(announcements) 1:53-2:25</td>
<td>32 min.</td>
</tr>
<tr>
<td>Period</td>
<td>Time</td>
<td></td>
</tr>
<tr>
<td>--------</td>
<td>--------------</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>8:00 - 8:40</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>8:44 - 9:20</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>9:24 - 10:00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>10:04 - 10:40</td>
<td></td>
</tr>
<tr>
<td>5A</td>
<td>10:44 - 11:20</td>
<td></td>
</tr>
<tr>
<td>2nd Lunch</td>
<td>11:20 - 11:55</td>
<td></td>
</tr>
<tr>
<td>or 1st Lunch</td>
<td>10:40 - 11:15</td>
<td></td>
</tr>
<tr>
<td>5B</td>
<td>11:19 - 11:55</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>11:59 - 12:35</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>12:39 - 1:35</td>
<td></td>
</tr>
</tbody>
</table>
Life Science Concepts

The Scientific Method
1. Ask a Question
2. Form a Hypothesis
3. Test the Hypothesis
4. Analyze the Data
5. Draw Conclusions
6. Communicate the Results

Stages of Mitosis

An adaptation is an anatomical, physiological, or behavioral change that improves a population’s ability to survive. Adaptations can include structures and behaviors for finding food, for protection, and for...

Uniformitarianism is the theory that geologic processes from the past can be explained or understood in terms of the geological processes, forces, or phenomena at work in the present.

Natural Selection is the process by which organisms with favorable variations reproduce at higher rates than those without such variations. It is one of the major influencing factors in the process of evolution.

A cladogram is a diagram that shows the evolutionary relationships thought to exist among a group of organisms.

Law of Superposition states that the oldest layer of dirt is on the bottom.
PHYSICAL SCIENCE

ATOMS
Atoms are made of protons, neutrons, and electrons.

- proton
- neutron

nucleus
The nucleus has an overall positive charge.

electron cloud
The electron cloud has a negative charge.

<table>
<thead>
<tr>
<th>Particle</th>
<th>Relative Mass</th>
<th>Relative Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electron</td>
<td>1</td>
<td>-1</td>
</tr>
<tr>
<td>Proton</td>
<td>2000</td>
<td>+1</td>
</tr>
<tr>
<td>Neutron</td>
<td>2000</td>
<td>0</td>
</tr>
</tbody>
</table>

FORCES
Force = mass x acceleration \((F = m \times a)\)

DENSITY AND BUOYANCY
Density = \(\frac{mass}{volume}\)
Volume = \(length \times width \times height\)

Volume = the measurement of displaced water

Phases of the Moon
The earth and moon spin and orbit together around the sun.

Distance-Time Graph
1. Velocity increases
2. Velocity constant
3. Velocity decreases

Velocity-Time Graph
1. Positive acceleration
2. Zero acceleration
3. Negative acceleration
Middle School Mathematics
Reference Material

Forms of Equations

<table>
<thead>
<tr>
<th>Name</th>
<th>What It Looks Like</th>
<th>Best Way to Graph It</th>
</tr>
</thead>
<tbody>
<tr>
<td>Slope Intercept Form</td>
<td>$y = mx + b$</td>
<td>$m =$ slope</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$b =$ y-intercept</td>
</tr>
<tr>
<td>Point Slope Form</td>
<td>$y - y_1 = m(x - x_1)$</td>
<td>$m =$ slope</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$(x_1, y_1) =$ point on line</td>
</tr>
<tr>
<td>Standard Form</td>
<td>$ax + by = c$</td>
<td>Find $x$ and $y$ intercepts</td>
</tr>
</tbody>
</table>

Factoring Quadratic Expressions

$ax^2 + bx + c$

Systems of Equations

One solution
Infinite solutions
No solution

Graphing Quadratic Equations

$y = x^2 - 2x - 3$

Root $(x + 1) = 0$
$(-1, 0)$

Root $(x - 3) = 0$
$(3, 0)$

Vertex $(-\frac{b}{2a}, y)$

Graphing Inequalities

Non-solution set (False)

Solution set (true)
Integers: positive or negative whole numbers and zero.

Zero pair: an equal amount of positives and negatives.

Inequalities

\(<\) is less than
\(>\) is greater than
\(\leq\) is less than or equal to
\(\geq\) is greater than or equal to

Place Value

1,234.567

Thousands

Hundredths

Tens

Ones

Tenth

Hundred

Thousands

Part
Whole
Percentage

The Coordinate Plane

Quadrant I

Quadrant II

Quadrant III

Quadrant IV

Origin

x-axis

y-axis

Exponents

<table>
<thead>
<tr>
<th>Power</th>
<th>Fraction</th>
<th>Decimal</th>
</tr>
</thead>
<tbody>
<tr>
<td>(10^{-3})</td>
<td>(\frac{1}{1000})</td>
<td>0.001</td>
</tr>
<tr>
<td>(10^{-2})</td>
<td>(\frac{1}{100})</td>
<td>0.01</td>
</tr>
<tr>
<td>(10^{-1})</td>
<td>(\frac{1}{10})</td>
<td>0.1</td>
</tr>
<tr>
<td>(10^0)</td>
<td>(\frac{1}{1})</td>
<td>1</td>
</tr>
<tr>
<td>(10^1)</td>
<td>(\frac{10}{1})</td>
<td>10</td>
</tr>
<tr>
<td>(10^2)</td>
<td>(\frac{100}{1})</td>
<td>100</td>
</tr>
<tr>
<td>(10^3)</td>
<td>(\frac{1000}{1})</td>
<td>1000</td>
</tr>
</tbody>
</table>
### Cornell Notes

**Topic/Objective:** Identify significant literary devices that define a writer's style and use to interpret work

**Date:** Oct. 12, 2009

#### Essential Question:
How does Langston Hughes' poem, "Mother to Son", advice the reader to overcome difficulty and keep from giving up in life?

#### Questions:

<table>
<thead>
<tr>
<th>What is the significance of the speaker in the poem?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Speaker's choice of speaker contributes to the poem's mood/meaning</td>
</tr>
<tr>
<td>- Who speaks is as important as what is said</td>
</tr>
<tr>
<td>- Different points of view regarding the same event (i.e., parent, child, elderly person)</td>
</tr>
<tr>
<td>- The person telling the story gives point of view and affects the message told</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How does Hughes use vocabulary to contribute to and convey his message?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- &quot;Crystal stair&quot; = luxuries (metaphor)</td>
</tr>
<tr>
<td>- &quot;Reachin'&quot; = replace letter at end of word (dialect)</td>
</tr>
<tr>
<td>- &quot;Cause&quot; = because (slang)</td>
</tr>
<tr>
<td>- Vocabulary helps to understand meaning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>How does the choice of speaker affect the mood and meaning of a poem?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Poet's choice of speaker contributes to the poem's mood/meaning</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summary:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The speaker/voice in the poem is important because it communicates the ideas/feelings of the poem. Who the poet chooses as the speaker identifies the point of view and affects the message/meaning. Hughes uses vocabulary and style to convey the message that life is hard when Mothersays &quot;Life for me aint been no crystal staircase.&quot;</td>
</tr>
</tbody>
</table>
### Tips for Taking Cornell Notes

<table>
<thead>
<tr>
<th><strong>Tips for Taking Notes</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Listen for important points</td>
<td></td>
</tr>
<tr>
<td>• Write only important ideas such as names, dates, terms, places, and events</td>
<td></td>
</tr>
<tr>
<td>• Use abbreviations for familiar words</td>
<td></td>
</tr>
<tr>
<td>• Develop study questions and identify main ideas</td>
<td></td>
</tr>
<tr>
<td>• Look up definitions</td>
<td></td>
</tr>
<tr>
<td>• Add symbols or highlight important words and concepts</td>
<td></td>
</tr>
<tr>
<td>• Review overall information</td>
<td></td>
</tr>
<tr>
<td>• Summarize significant ideas in a complete paragraph</td>
<td></td>
</tr>
<tr>
<td>• Write high-level questions on the left side (Costa's levels 2 and 3)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Taking Notes from a Textbook</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Consider how the parts make up the whole—how ideas relate to each other</td>
<td></td>
</tr>
<tr>
<td>• Note what you can learn from pictures and graphs in a given section</td>
<td></td>
</tr>
<tr>
<td>• Be aware of textbook organization - chapters, headings, bold words, and graphics</td>
<td></td>
</tr>
<tr>
<td>• Know where to find the index and glossary</td>
<td></td>
</tr>
<tr>
<td>• Use chapter guiding questions to guide you through the textbook if possible</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Taking Notes from a Discussion</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Use topics and questions introduced by lecturer to guide note-taking</td>
<td></td>
</tr>
<tr>
<td>• Use symbols to identify significant ideas</td>
<td></td>
</tr>
<tr>
<td>• Include your own responses in your notes</td>
<td></td>
</tr>
<tr>
<td>• Develop questions</td>
<td></td>
</tr>
<tr>
<td>• Refer to textbook when connections arise</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Taking Notes from Literature and Poetry</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Include significance of title, publication date, and author information</td>
<td></td>
</tr>
<tr>
<td>• Identify point of view of speaker</td>
<td></td>
</tr>
<tr>
<td>• Identify setting, important characters, plot, conflicts, theme, and any figurative language</td>
<td></td>
</tr>
<tr>
<td>• Highlight significant quotes/passages</td>
<td></td>
</tr>
<tr>
<td>• Identify tone, theme, and poetic devices such as repetition, imagery and allusions</td>
<td></td>
</tr>
<tr>
<td>• Make connections from one chapter/verse to another</td>
<td></td>
</tr>
<tr>
<td>• Predict what might happen next or by the end of the piece</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Taking Notes in Mathematics</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Take notes just as in any other class, with all of the information on the right hand side of the page. Write the problem on the left side and solve it on the right. Then go back and fill in with key terms or example equations</td>
<td></td>
</tr>
<tr>
<td>• As you listen to a lecture, write out any key terms or questions on the left (example: What is the Distance Formula?). Then on the right, give the formula.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Tips for Summarizing Cornell Notes</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Tell what is being summarized (chapter, novel, discussion, lecture)</td>
<td></td>
</tr>
<tr>
<td>• Create one sentence that gives the main idea</td>
<td></td>
</tr>
<tr>
<td>• Include new information learned</td>
<td></td>
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<tr>
<td>• Give several important details that explain the main idea</td>
<td></td>
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<tr>
<td>• Check the summary to make sure the supporting ideas relate to the main idea</td>
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<tr>
<td>• The summary should be several sentences that demonstrate understanding of the learning experience</td>
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</tr>
<tr>
<td>• Any points that still need clarification might also be mentioned in the summary</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Example Summary for Cornell Notes</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• Today in English we learned about the parts of a story. There are several parts of a story: setting, theme, and characterization, and point of view</td>
<td></td>
</tr>
<tr>
<td>• The setting tells when and where the story takes place. The theme is the lesson or main idea of the story. Characterization describes how characters think and feel. Point of view is the perspective from which the story is told. Together all of these pieces make up the whole of the story.</td>
<td></td>
</tr>
</tbody>
</table>
# The Cornell Note-Taking System

<table>
<thead>
<tr>
<th><strong>What are the advantages?</strong></th>
<th><strong>Three Advantages:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. It is a method for mastering information, not just recording facts</td>
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<tr>
<td></td>
<td>2. It is efficient</td>
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<td></td>
<td>3. Each step prepares the way for the next part of the learning process</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>What materials are needed?</strong></th>
<th><strong>Materials:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Loose-leaf paper to be kept in a binder</td>
</tr>
<tr>
<td></td>
<td>2. 2 1/2-inch column drawn at left side of each page to be used for questions or summary statements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How should notes be recorded?</strong></th>
<th><strong>During class, record notes on the right side of the paper:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Record notes in paragraphs, skipping lines to separate information logically</td>
</tr>
<tr>
<td></td>
<td>2. Don’t force an outlining system, but do use any obvious numbering</td>
</tr>
<tr>
<td></td>
<td>3. Strive to get <em>main ideas</em> down. Facts, details, and examples are important, but they’re meaningful only with concepts</td>
</tr>
<tr>
<td></td>
<td>4. Use abbreviations for extra writing and listening time</td>
</tr>
<tr>
<td></td>
<td>5. Use graphic organizers or pictures when they are helpful</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>How should notes be refined?</strong></th>
<th><strong>After class, refine notes:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Write questions in the left column about the information on the right</td>
</tr>
<tr>
<td></td>
<td>2. Check or correct incomplete items such as loose dates, terms, and names; add details to notes that are too brief for recall months later</td>
</tr>
<tr>
<td></td>
<td>3. Read the notes and underline key words and phrases</td>
</tr>
<tr>
<td></td>
<td>4. Read the underlined words. In the left-hand column, write recall cues (key words and very brief phrases that will trigger ideas/facts on the right). <em>These are in addition to the questions</em></td>
</tr>
<tr>
<td></td>
<td>5. At the bottom of the page, write a summary of notes and questions</td>
</tr>
<tr>
<td></td>
<td>6. Compare notes with a study buddy</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>What are the ways to recite notes?</strong></th>
<th><strong>Recite notes three ways:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. Cover up the right side of page. Read the questions. Recite information as fully as possible. Uncover the sheet and verify information frequently. <em>(This is the single, most powerful learning tool!)</em></td>
</tr>
<tr>
<td></td>
<td>2. Reflect on the organization of all the lectures. Overlap notes and read recall cues from the left side. Study the progression of the information. This will stimulate categories, relationships, inferences, personal opinions/experiences. Record all of these insights!</td>
</tr>
<tr>
<td></td>
<td>3. <strong>Review</strong> by reciting, reflecting, and reading insights</td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th><strong>What are the seven steps of this system?</strong></th>
<th><strong>In this system, you:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1. <em>Record</em> legibly and concisely on the right side.</td>
</tr>
<tr>
<td></td>
<td>2. <em>Refine</em> lectures by underlining main ideas, circling key words, and starring important information.</td>
</tr>
<tr>
<td></td>
<td>3. <em>Reduce</em> notes down to just the main ideas and create questions on the left.</td>
</tr>
<tr>
<td></td>
<td>4. <em>Recite</em> Cover the right and recall column on the right.</td>
</tr>
<tr>
<td></td>
<td>5. <em>Reflect</em> Study and draw conclusions about how your notes fit the overall frame of reference for your academic study.</td>
</tr>
<tr>
<td></td>
<td>6. <em>Recap</em> by reviewing all notes and questions and recap the main ideas in a summary section.</td>
</tr>
<tr>
<td></td>
<td>7. <em>Review</em> the notes, questions, and summary using the recite method; experts suggest 10 minutes a day.</td>
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</tbody>
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