

## VISION STATEMENT

Eisenhower Middle School is committed to the continuous improvement of the students we promote. We have established a process that enables students, parents and staff to contribute on a regular basis to the goal of ongoing improvement. USD 265 is an equal opportunity agency. You will not be discriminated against because of race, color, national origin, age, sex or handicap.

## MISSION STATEMENT

The mission of Eisenhower Middle School, in partnership with parents and the community, is to provide a safe, positive learning environment in which all students:

\***Experience** a superior academic curriculum enhanced by a variety of extra-curricular activities.

\***Apply** knowledge acquired to reach their highest potential.

\***Demonstrate** behavior that is responsible, resourceful and respectful.

\***Become** productive citizens who will make positive contributions in the 21st century.

## CHARACTER

Good character involves understanding, caring about, and acting upon core principles such as caring, honesty, fairness, responsibility, attitude, tolerance, citizenship, trustworthiness, leadership, and respect for self and others. EMS believes today's students need to learn life skills to successfully manage tasks, form relationships, solve everyday problems, and adapt to the demands of simply growing up. We stand committed to character development for every student's academic, emotional and social growth.

## SPORTSMANSHIP

The Board of Education and the staff of EMS are committed to a spirit of good sportsmanship as a means to achieve exemplary citizenship and to enhance the image of our school community among students, patrons, and guests of our district. To enhance and promote our sportsmanship and citizenship goals, all students, sponsors, and fans representing our district are expected to display exemplary levels of sportsmanship during all school sponsored events and activities. (JDE)

Sportsmanship may be accomplished in three ways:

1. **TAKE PRIDE** – Eisenhower Middle School is here for the students. Your parents pay taxes that build and maintain the Goddard public school system. Students in the past have taken great pride in maintaining a clean building and creating an atmosphere in which everyone feels welcome. Student ownership is best represented with a very strong and active Student Council. This organization's chief purpose is to be a representative government for the students. The overall goal of any student council should be the betterment of school spirit. If you have any suggestions for the improvement of the school, contact a representative.
2. **BE COURTEOUS** – To receive respect, we must show respect. All students and staff must show respect at all times for each other as well as for our guests.
3. **BE A GOOD SPORT** – Students of EMS have a fine reputation for positive school spirit. The ability to win and lose gracefully is important. School spirit means loyalty shown at all school functions. Loyal students support their scholastic and activity standards at the highest possible level. EMS strives to earn league awards for sportsmanship.

## ACTIVITIES

An activities director is available for scheduling and organizing athletic events, field trips, dances, concerts, and related school-sponsored activities. The activities director also has the necessary forms and information concerning student participation and eligibility for interschool athletics.

A well-rounded program of activities is available for grades 7 and 8. In order to be eligible to participate in school activities an individual must:

1. Demonstrate satisfactory work in all subject matters and be in good standing.
2. Demonstrate proper conduct in and out of school. Your sponsor will explain to you the specific requirements as to proper conduct and citizenship.
3. Have on file in the office a completed physical form, provided by the Kansas State High School Activities Association and signed by both a doctor and a parent. Physical exams must occur after May 1 each year to be valid for the following school year.
4. Have on file in the office a combined insurance and activity form for each sport in which you participate.

**Attending activities is considered a privilege. Students who are asked to leave a school-sponsored activity for violations of the behavior code may not be allowed to attend future activities.**

## **ACTIVITY/ATHLETIC TRIPS**

All students who ride the bus on activity trips must return on the bus unless their parents bring them home. Parents may also come to the office prior to each activity and sign a form granting the school permission to release their students to another designated person. All students who do ride the bus back to school must be picked up at the school within thirty (30) minutes of arriving at school. **Any student that has been suspended from the bus by the transportation department may not participate in any school activity that requires bus transportation.**

## **HEALTH SERVICES**

EMS has the services of a health nurse. During the second semester, all 8<sup>th</sup> grade students will be given an eye examination. This test is mandated by the state.

The school nurse and teachers do not provide medicine, treatments, or make diagnoses. **They only provide first aid and cannot give medication of any kind without a USD 265 Medication Policy completed by a doctor and placed on file in the nurse's office.** Students are not allowed to carry medicine in their pockets or keep medicine in their lockers without a permit signed by the parent. This form is available from the nurse's office. For more information contact the school nurse.

In order to protect from possible serious complications and to protect other students from possible exposure to diseases, students who are ill should not come to school. Please keep students home until they have been fever free for 24 hours without the aid of fever reducers and 24 hours after vomiting has stopped. Students will be sent home if they have a temperature of 100 degrees or higher or 99.6 with symptoms, upon discretion of the nurse. It is the duty of the school to send home any student who appears to be ill or is suspected of having an infection or contagious disease. School health rooms are to care for those students who become ill or injured at school. Students who become ill or injured at school must check out through the nurse's office. **Students should not call parents from a classroom.**

It is the responsibility of the parents to make arrangements to have ill or injured students picked up either by the parents or by persons the parents designate. No student shall be permitted to transport other ill or injured students home.

No child will be dismissed from school until parents or other designated responsible persons are contacted at home or work. Emergency numbers should be made available to the office and updated regularly. Students enrolled in USD 265 schools that are found to be infected with live head lice shall be excluded from school until treatment with an insecticidal shampoo is initiated. Students who are excluded from school must be returned to school by their parents at which time the school nurse will check the student to determine if the live head lice have been eliminated. If the student has been treated with an insecticidal shampoo for head lice, and the school nurse still finds nits (eggs that the head lice has laid in the hair), the school nurse will **highly recommend** that the parent take the student home and remove the nits from the hair so that the student is not reinfested with live lice upon the hatching of the head lice eggs (nits). (Nits left in the hair after treatment, if still viable, can hatch within 7-10 days) Students that have been sent home from school for the presence of live lice **may not** ride school transportation until brought back to the school by the parent and the school nurse has determined that the student has been treated for head lice and that no live head lice are present in the hair. **It will be highly recommended that the parent continue to transport the student to and from school until all nits have been removed.**

## **ACCIDENTS**

The school will exercise every precaution to avoid accidents in class, activities, or transportation. Should students have accidents or injuries, they should report to the supervising teacher or office immediately.

## **STUDENT SERVICES**

**Counseling Services** – A school counselor is available for personal, social and educational counseling, both individually and in groups. The counselor visits with students about concerns, arranges class schedules, keeps student records, and administers and interprets various assessments.

**Special Services** – Students have access to the services of a school psychologist and a social worker. Other services are available to students with an Individualized Education Plan.

**Library** – The library is open from 7:30 A.M. to 3:30 P.M. each school day. Books are checked out for two weeks. After that there is an overdue fine of five cents per day. Magazines, vertical files, cassette tapes, videotapes, encyclopedias and other reference materials and books being used in research are checked out for overnight. Overnight items are due by 8:00 A.M. A fine of five cents per school hour (.35 per day) is charged on late overnight items. Students are charged the replacement cost, plus any fine, for lost books.

**Lockers** – The lockers in the schools of the district shall be under the supervision of the building principal and assigned to the student for the storage of school materials and clothing necessary to school attendance. (JCBA-R) Each student will be assigned a locker. Combination

locks are built into lockers. **Students should not share lockers or combinations. Students are not permitted to switch lockers with other students.** The school reserves the right to search a student's locker to maintain the integrity of the school environment and to protect other students. **Each individual student is responsible for the contents of his/her assigned locker at all times. Students will be held accountable for the contents of their assigned lockers.** If a student is issued a PE lock, the student is responsible for returning the lock at the end of the semester. If it is not returned, the student will need to pay the replacement cost of \$5 per lock.

**Lost and Found** – Anyone who finds an article belonging to someone else should turn it into the office. Lost articles should be reported to the office also. Items that are not claimed and remain in the lost and found for more than 30 days may be disposed of in a manner approved by the administration.

**Pride Card** – The Pride Card is a photo identification card that allows students free admittance into home sporting events at both USD 265 middle schools. The Pride Card may be purchased for \$6.

**Student Photo** – All students will have their individual school pictures taken in the fall and spring. Pictures will be available for purchase, but there is no obligation for students or parents to purchase pictures.

**Telephone Use** – The student telephones are for business only. **We will not call students out of class to take non-emergency telephone calls.** We allow students to receive or make emergency calls to parents. Parents may call the office and leave messages for their students.

**Student Sales** – The sale of any product or the soliciting by any individual or organization that is not school sponsored is prohibited. Only school sponsored organizations and the regular vending machines are acceptable.

**Parties** – No class time will be used for parties of any type without prior consent from the administration.

**Field Trips** – Throughout the year academic teams or other special areas may sponsor field trips. These field trips are considered part of the academic requirements, and it is expected that all students make every effort to attend field trips. Students will be required to return permission slips signed by their parents in order to attend field trips. If permission slips (and money, if required) are not returned by the deadline established, students will not be allowed to attend the field trips. **The school will not accept faxed permission slips or phone calls in place of permission slips.** Permission slips will be made available in the office for parents who want to come in to meet the deadline. Students that are suspended from school or that are in ISS will not be allowed to attend field trips. Students who violate the behavior code while on a field trip may not be allowed to attend future field trips.

## **SCHOOL PROPERTY**

The school grounds, buildings and equipment should be cared for with the greatest of respect. Students will be responsible for the replacement costs on any property damaged or destroyed.

## **TEXTBOOK RENTALS/FEE COLLECTION**

A textbook rental program is offered to all students of the district. The rental program is all-inclusive; books and workbooks are paid for in one fee. Refunds are pro-rated over the four nine-week periods. Replacement of damaged or lost textbooks is the student's responsibility.

Building principals, teachers, or secretaries will attempt to collect the value owed by a student of school property lost, damaged or destroyed by a student. If the amount remains unpaid, a report will be made to the district police department for collection.

## **VISITORS**

Visitors must check in through the administrative office. Students will be called to the office for parents or other family members in emergency situations. If a visitor wishes to see a teacher, the office will check with that teacher before the visitor is sent to the classroom. In an effort to provide a safe environment for our students and staff, we ask that all visitors wear a visitor's pass while in the building.

Parents are cordially invited to visit the school at any time. Should questions or misunderstandings arise, parents are urged to contact the teachers and the administration so that a better understanding and cooperative solution can be reached.

## **INCLEMENT WEATHER – NO SCHOOL**

When inclement weather threatens to cause school to close, please listen to one of the local TV stations. Television stations notified are KSNW-TV 3, KAKE-TV 10, and KWCH-TV 12. All major radio stations are also notified. Information should be on the air after 6:00 A.M., depending on the situation. Information concerning school closings will be sent out through the Skylert system and will be posted on the district website [www.goddardusd.com](http://www.goddardusd.com). If school is closed, school office telephones will have a recording with that information.

## **SCHOOL USE REGULATIONS**

No group may use the building after school hours without the presence of a faculty sponsor. Use of the building must have the approval of

the principal or the athletic director. Any community groups wishing to use any part of the building must make arrangements through the activities director at least one week prior to the date of usage.

## **CHANGE OF ADDRESS**

If a change of address or telephone number occurs, report the change to the office immediately.

## **WITHDRAWAL FROM SCHOOL**

If a student is withdrawing from school, it is necessary for parents to contact the office. This should be done the next to last day of attendance. Checkout procedures will be explained at that time.

## **EMERGENCY DRILL INSTRUCTIONS**

When an alarm for fire or other emergency is given, it is to be considered an emergency, where human life is at stake. All persons should move in an orderly manner to the exits prescribed.

## **TORNADO/SEVERE STORM PROCEDURE**

### **WARNING**

1. An announcement will be made on the intercom system.
2. If electricity is off, the administration will verbally warn the staff and students.

### **GENERAL INSTRUCTIONS**

1. When a class arrives at its assigned area, students should go to the southwestern-most part, remain close to the walls, and assume a position on the floor – either on knees or sitting with head down to the floor.
2. STAY DOWN AND STAY AWAY FROM WINDOWS AND DOORS.
3. Shelter should be taken immediately and all people will remain in their assigned locations and positions until they are notified of the all clear or completion of drill with the ringing of the regular class bell.

## **FIRE PROCEDURE**

### **WARNING**

Loud short beeps and flashing strobes from the fire security system.

### **GENERAL INSTRUCTIONS**

1. In all cases students should move away from the building so those still in the building will not be detained from their exits.
2. Students must not slow down until they are at least 100 feet from the building. This will provide plenty of room for others and plenty of clearance in case of falling debris.
3. Return to the classroom will be signaled with the ringing of the regular class bell.

## **K-8 ATTENDANCE POLICY**

Each regularly enrolled pupil at Goddard USD 265, grades K-8, shall attend school in accordance with the compulsory school attendance law (see JBD-R). Absences, which accompany valid excuses, (see JBD) will be excused. An absence is unexcused without a valid excuse. The principal or assistant principal(s) shall be responsible for determining the validity of offered excuses for absence from school. Unexcused absences may result in disciplinary action appropriate to each grade level, which includes, but is not limited to, detention, in-school suspension, or Saturday School. Unexcused absences may also result in a student being reported to appropriate authorities. Students with excessive absences may be required to provide additional documentation.

The following are deemed as valid excuses within the limits of the attendance policy: personal illness, death in the family, doctor or dental appointments, court proceedings, religious observances, school activities, and other absences which are deemed necessary by the parents and approved in advance by the administration.

Administrators will communicate with parents to ensure every effort is made to encourage regular school attendance by all students. Letters will be mailed, per compulsory school attendance law, when students receive three (3) consecutive unexcused absences or five (5) unexcused absences in a semester or seven (7) unexcused absences in a school year (see JBD-R and JBE). In addition, a letter will be mailed when any student accumulates 10 or more absences, excused or unexcused, in one semester.

## **TARDY POLICY**

Students are expected to be in their assigned seats or location ready to work when the bell rings.

Students arriving late to classes will be excused or unexcused by the classroom teacher.

**1st Tardy** - Teacher warning issued.

**2nd Tardy** - Teacher detention assigned. Student and parent notified by the teacher.

**3rd Tardy** - Office Referral – 1 hour of Saturday detention and letter sent home.

**4th Tardy** - Office Referral – 2 hours of Saturday detention and letter sent home.

**5th Tardy** - Office Referral – 3 hours of Saturday detention and letter sent home.

**6th Tardy** - Office Referral – 4 hours of Saturday detention and letter sent home. Each successive tardy will result in 4 hours of Saturday detention. Tardies will start over at the beginning of the second semester for all classes.

If students fail to serve an assigned Saturday detention, the time will be doubled for the following Saturday. Failure to serve the second Saturday detention will result in ISS.

Students who are not in their assigned classrooms at the beginning of Homeroom are considered tardy. A student tardy remains unexcused without a valid excuse, and once unexcused tardies to Homeroom exceed three or more, they must be made up in Saturday Detention in accordance with the tardy policy. **The main office will not assign a detention for the second tardy.**

## **HOMEROOM**

Homeroom is used for many purposes: taking daily attendance, taking an accurate lunch count, making daily announcements, and allowing students time for completing homework or getting assistance from teachers. Homeroom is part of the students' school day and all students are required to report to school for Homeroom.

Students who are not in their assigned classrooms at the beginning of Homeroom are considered tardy. A student tardy remains unexcused without a valid excuse, and once unexcused tardies to Homeroom exceed three or more, they must be made up in Saturday Detention in accordance with the tardy policy. The main office will not assign a detention for the second tardy.

According to BOE policy, the following are deemed as valid excuses: personal illness, death in the family, doctor or dental appointments, court proceedings, religious observances, school activities and other absences which are deemed necessary by the parents and approved by the administration. Parents must call the school or send a note the day of the tardy stating the reason for the tardy.

## **LATE ARRIVALS OR EARLY DISMISSALS**

Any student arriving late to school should always check in at the office before proceeding to class. Students leaving during the day need to check out through the office and check back in if returning later that same day. Notes pertaining to early dismissals or any absences should be turned into the office during Homeroom.

## **DISCIPLINE PLAN**

Students are subject to each teacher's or academic team's disciplinary plan for that classroom or grade level.

## **BEHAVIOR RULES**

Students are expected to bring the necessary pencils, books, materials and completed assignments to class every day. Students should not expect to return to their lockers during class. All students are expected to show respect for each other, staff, all personnel and school property. Failure to act properly at school and school activities will result in disciplinary action. In case of serious discipline problems, certain steps may be bypassed.

## **STUDENT BEHAVIOR CODE**

### **A. DISRUPTION OF SCHOOL**

A student shall not use any conduct to cause the substantial and material disruption or obstruction of any lawful function of the school. Neither shall a student urge other students to engage in such conduct for the purpose of causing a disruption or obstruction of any lawful function of the school.

The unacceptable conduct shall include but not be limited to: (1) occupying any school building, school grounds or part thereof with intent to deprive others of its use; (2) blocking the entrance or exit of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of, the building or corridor or room; (3) setting fire to or damaging any school building or property; (4) firing, displaying, or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose; (5)

preventing of or attempting to prevent by physical act the convening or continued functioning of any school, class, or activity or of any lawful meeting or assembly on the school campus; (6) preventing students from attending a class or school activity; (7) continuously and intentionally making noise or acting in any manner so as to interfere with the teacher's ability to conduct class; (8) written or verbal threats against self, other student(s) or staff member(s).

A student shall not cause or attempt to cause damage to private property or attempt to steal private property either on the school grounds or during a school activity. (JCDA-R)

## **B. VERBAL/PHYSICAL ASSAULT ON A SCHOOL EMPLOYEE OR STUDENT**

A student shall not cause, attempt to cause, or verbally lead another to believe he/she may cause physical injury or bodily harm to another student, school employees and volunteers, or persons employed by vendors and other providers of contracted services:

- (1) On the school grounds or property during, before or after school hours.
- (2) On school grounds or property at any other time when the school is being used by any school personnel or school group.
- (3) Off the school grounds at a school activity, function or event.

If it is reasonably believed the act was self-defense or an action was necessary to protect some other person, then it will not be considered an intentional act under this rule. Retaliatory, aggressive behavior will not be considered self-defense. (JCDA-R)

## **C. CAMERA USE**

Cameras may be used at school, on school property or at school activities or functions only if they are not disruptive, as determined in the sole discretion of school staff. Cameras shall not be used in the classroom without the permission of the teacher. Cameras shall not be used in such a fashion as to inappropriately invade the privacy of others. No Cameras shall be used in any restroom, dressing area or locker room without the consent of those being photographed. Cameras shall not be used to record confidential material, such as tests, without consent.

Cameras shall include film cameras, movie cameras, digital cameras, video cameras, cellular telephone cameras, videophones, internet web cameras and any other device capable of taking, storing, transmitting or viewing pictures or images. (JCDA-R)

## **D. BULLYING**

Goddard USD 265 will not tolerate behavior that infringes on the safety of any students. A student shall not bully, intimidate or harass another student through words or actions. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assault, such as teasing or name calling; and social isolation or manipulation.

This policy applies to students on school grounds, while traveling to and from school in school provided vehicles, while waiting for the arrival of, or immediately following the departure of any school bus at designated school bus stops and at school-sponsored activities whether on or off campus. (JCDA-R)

## **E. WEAPONS AND DANGEROUS INSTRUMENTS**

A student shall not possess, handle, or transmit any object that can reasonably be considered a weapon:

- (1) At school
- (2) On the school property
- (3) At a school sponsored event

This shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon. (JCDBB)

## **F. ELECTRONIC DEVICES**

The use of electronic communication devices by pupils on school property during the school day is prohibited. This includes, but is not limited to, pagers, cell phones, MP3 players, and any other electronic device that has the potential to be disruptive to the educational process. Items intended to look like or simulate such devices are also prohibited. Pupils found to be in violation of this policy will be subject to the following disciplinary action:

1st Offense – Device confiscated and returned to the student at the end of the school day

2nd Offense – Device confiscated and returned only after a parent conference

3rd Offense – Device seized and returned after a parent conference; student is assigned ISS

Further offenses after the third offense will result in increased ISS time. (JCDA-B)

## **G. USE OF TRAINED DOGS TO PROMOTE DRUG FREE SCHOOLS**

In order to promote a drug free environment, the Board of Education authorizes the use of dogs specifically trained to detect drugs to search the facilities and the grounds of USD #265 including any vehicles on USD 265 property. (JDDA-R)

## **H. NARCOTICS, ALCOHOLIC BEVERAGES, DRUGS AND CONTROLLED SUBSTANCES**

A student shall not possess, sell, use, transmit, distribute, or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, any unprescribed controlled substance, drug look alike, drug paraphernalia, or alcoholic beverage of any kind:

- (1) On the school grounds during, before or after school hours.
- (2) On school grounds at any other time when the school is being used by any school personnel or school group.
- (3) Off the school grounds at a school activity, function or event.

Use of a drug authorized by a medical prescription, for the user from a registered physician, shall not be considered a violation of this rule. It shall be considered a violation of the rule for a student to possess, use or distribute any prescription drug for which the student does not have an authorized medical prescription from a physician. Additionally, it shall be considered a violation of the rule for a student to distribute a drug for which they have an authorized medical prescription from a physician to any other student(s). (JDDA)

## **I. REPEATED SCHOOL VIOLATIONS**

A student shall not fail to comply with a reasonable request of school personnel during any period of time when the student is properly under the authority of school personnel. (JCDA-R)

## **J. TOBACCO**

District property is to be tobacco-free. The Board of Education believes that a tobacco-free policy is important in establishing an appropriate learning and working environment for students, teachers and the public. The use of tobacco products in any form is prohibited at all times in or on all district real estate (including parking lots) or personal property (including vehicles) whether owned, leased or rented, or at any school-sponsored event. Any student who violates the terms of this or any other tobacco policy shall be subject to the following disciplinary action:

- 1st Violation:** Discipline report, mandatory parent conference and appropriate law enforcement officials will be contacted and a citation issued.
- 2nd Violation:** Up to a three-day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A student found in second violation of the tobacco policy may be offered a tobacco cessation program as an option to suspension.
- 3rd Violation:** Up to a five-day out of school suspension, appropriate law enforcement officials will be contacted and a citation issued. A hearing for a long-term suspension will be held.

Any student who violates the terms of this or any other tobacco policy shall be subject to the above discipline in accordance with district policy and Kansas law (K.S.A. 79-3321:3322). Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action that is provided for in Kansas law or district policies. (JDDB)

## **K. FIGHTING**

1st offense: 3 days ISS

2nd offense: 3 days out-of-school suspension.

3rd offense: 3-5 days out-of-school suspension and a hearing may be held for a long-term suspension or expulsion from school.

## **L. SEXUAL HARASSMENT**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited. It shall be a violation of this policy for any employee to sexually harass a student, or for a student to sexually harass another student or school employee. Any student who believes he or she has been subjected to sexual harassment should discuss the problem with the principal, assistant principal, guidance counselor, or another certified staff member and appropriate action will be taken. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure. The filing of a complaint will not adversely reflect upon the individual. Confidentiality shall be maintained throughout the complaint procedure. (JGEC)

## **M. RACIAL HARASSMENT**

Racial harassment will not be tolerated in the school district. Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Title VI and VII of the Civil Rights Act of 1964 and the Kansas Acts Against Discrimination. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited. Racial harassment is racially motivated conduct which: 1) Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school; 2) Is sufficiently severe, pervasive or per-

sistent so as to have the purpose or effect of creating a hostile academic environment; 3) Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school. Racial harassment may result from verbal or physical conduct or written graphic material. Any student that believes he/she has been subject to racial harassment should discuss it with his/her principal, assistant principal, guidance counselor, or another certified staff member. The filing of a complaint or otherwise reporting racial harassment shall not reflect upon the student's status or grades. To the extent possible, confidentiality will be maintained throughout the investigation of the complaint. The district will take prompt corrective action to end the harassment. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant. If the matter is not resolved to the satisfaction of the student, the student may initiate a formal complaint under the district's discrimination complaint procedures. (JGECA)

### **Consequences of Violations**

**Violation of any provision of this behavior code may result in ISS, a short-term suspension of up to 10 days and/or long-term suspension or expulsion. (JDD-R)**

Kansas Law 72-8902 (A-1) states: "A suspension may be for a short term not exceeding 10 school days, or for an extended term not exceeding 90 school days. An expulsion may be for a term not exceeding 186 school days. If a suspension or expulsion is for a term exceeding the number of school days remaining in the school year, any remaining part of the term of the suspension or expulsion may be applied to the succeeding school year."

Students are not allowed at school or at school activities while suspended. Assignments need to be completed so that students will understand the information covered during their absences.

## **ACADEMIC DISHONESTY POLICY**

Academic dishonesty is defined as using someone else's work or answers (on daily work, projects, or tests) rather than your own, or reporting a false score. This may include, but is not limited to, illegally copying, sending or distributing any copyrighted material or software, or plagiarizing any published work. Both the person copying answers and the person supplying answers will be considered as having cheated on work.

1. All work will be collected and both parties will receive zeros on work, including tests.
2. Teachers will fill out an *Academic Dishonesty Incident* letter explaining the incident. Parents will receive a copy of the letter. The letter is to be signed by parents and returned to the teacher. If the letter is not returned, the student and teacher will contact his/her parent to explain the incident.
3. Excessive incidents of cheating will result in an administrative referral.

## **DRESS CODE**

We want students to be dressed and groomed appropriately for the school setting. Because of different interpretations of what is or is not appropriate, the administration reserves the right to ask anyone whose appearance is disruptive and/or not in good taste to make necessary adjustments. All rulings by the administration will be final. Dress codes also apply to any student activities under the direction of the school.

1. Walking shorts that reach to mid-thigh may be worn year round. Short-shorts, gym shorts, boxers with front openings, or swimsuits are not to be worn. Cut-offs may be worn if trimmed appropriately.
2. No mesh, see-through, halter, crop, low cut or tops that expose the midriff are to be worn. Spaghetti strap shirts may not be worn without a shirt under them.
3. Sweat/jogging suits may be worn only if they are neat in appearance. Pajamas and slippers may not be worn.
4. Biking shorts or similar snug fitting shorts or pants may not be worn – even under other loose fitting clothes.
5. Sagging of pants is not allowed.
6. Apparel containing text or graphics that promote or suggest violence or other inappropriate content are not to be worn.
7. In order to maintain a safe school environment, the wearing of clothing color, apparel or accessories in any manner that denotes gang affiliation will not be allowed. Students are to store coats and large equipment bags in their lockers. (JCDB) However, "sling bags" are permissible to carry during the school day.
8. Chains are not allowed. These include, but are not limited to, wallet and watch chains. Jewelry deemed dangerous such as wristbands and neck collars with spikes are not allowed.
9. Hats, bandanas and other head apparel may not be worn in the building.

Students need to take pride in their personal appearance and all attire must be such as to contribute to a neat appearing student body that

promotes a positive atmosphere for learning. (JCDB)

## **LUNCH PERIOD**

It is required that all students remain at school during the lunch period. All students will go to the lunchroom regardless of whether they bring their lunch, eat in the lunch program, or do not eat. If students do check out through the office for lunch with their parents, they are expected to return within the allotted lunch time before class resumes.

## **FOOD SERVICE POLICIES**

1. All lunch business must be addressed and money must be turned in to the office by 9:45 A.M.
2. No charging of food or drinks of any amount to accounts will be allowed.
3. Students will use the last four digits of their student identification number to purchase meals. **Students are not to share their identification number with other students.**
4. If students have a negative balance, they may not be allowed to eat a lunch. The food service staff will provide crackers and peanut butter at the student's request.
5. Students are responsible for keeping track of their lunch account balances. In the middle school, low account balance forms are not sent home with students. Attempts to inform students of low account balances will be made at the registers. Parents can also set-up the low balance email notification system in Nutrikids.
6. Students must be present at the register when they are letting other students use their lunch accounts.
7. Students paying with cash should not bring anything larger than ten-dollar bills.

## **CAFETERIA RULES**

1. Running to lunch, cutting in line, eating in line or climbing under the rail is not permitted.
2. When finished eating, students are to return trays and go back to seats in the cafeteria.
3. No food, drinks, or cafeteria items are to leave the cafeteria. Students are allowed to take "clear" beverages to class with them.
4. Throwing food, or any other items, is not permitted.
5. Students must be in the designated cafeteria area during their lunch periods unless excused by the cafeteria supervisors.
6. Students may go to their lockers and the restroom after being dismissed from lunch.
7. Being disrespectful to the food service employees will not be tolerated.
8. Theft of food service items or use of another student's lunch card without consent will result in ISS.

Violations of these rules will result in students cleaning tables or eating in isolation. Continual violations may result in ISS.

## **BREAKFAST**

EMS offers a breakfast program for all students. Breakfast is served beginning at 7:05 A.M. The kitchen will remain open until 7:35 A.M. Students who eat breakfast are expected to be in homeroom by 7:40 A.M. All breakfast items must remain in the cafeteria and cannot be taken to homeroom. Breakfast can be purchased with the students' lunch cards or with cash.

## **DETENTION**

Detention may be assigned before or after school. Teachers will supervise the students to whom they have issued detentions. After-school detentions will last until the late bus arrives unless otherwise stated. If students fail to serve assigned detentions, the detentions will be doubled. Failure to serve the doubled detentions will result in two hours of Saturday detention. Parents will be notified when detentions are assigned.

## **SATURDAY DETENTION**

Saturday detention is an approved discipline measure to assist in deterring unexcused absences, missed detentions, tardies, truancy and other discipline problems identified in the school. The administrative team will assign Saturday detention as a consequence for identified behavior violations.

1. Saturday detention will be held from 8:00 A.M. until 12:00 noon.
2. Students will be assigned 1 to 4 hours of Saturday detention.
3. Saturday detention starts at 8:00 A.M. sharp! If students are late, they will not be admitted.

4. No food, sleeping, or visiting will be allowed during Saturday detention. **Any disruption during detention will result in time served not being credited.**
5. Students leaving early for any reason will not be credited with time served.
6. Schoolwork or reading materials must be brought to Saturday detention. Failure to bring work will require the teacher to assign work packets to be completed during the time assigned.
7. If students fail to serve an assigned Saturday detention, the time will be doubled for the following Saturday. Failure to serve the second Saturday detention will result in ISS. Students who repeatedly fail to serve Saturday detentions may receive 1-3 days of ISS and/or out of school suspension.
8. Passes will not be issued during Saturday detention.

## **IN-SCHOOL SUSPENSION (ISS)**

The ISS room is designed to provide a reasonable and related consequence for inappropriate student behavior and violation of school rules and policies. Students will generally be assigned to ISS for a maximum of three days. During this time, the student will be under the direct supervision of a certified teacher.

Upon entering the ISS room, students are required to surrender all electronic devices, including cell phones, to the ISS teacher. Electronic devices will be returned at the end of the day. While in ISS, students will complete classroom assignments and homework from regular classes. Any tests given in the regular classroom will be made available for students to complete in ISS. In addition, students may be asked to complete a written assignment related to their inappropriate behavior or rules/policy violation. **Failure to comply with the rules and procedures in the ISS room will result in additional time being assigned or an out-of-school suspension.**

Students will not receive credit for any regular classroom assignments that require their presence for a participation grade, i.e., P.E., shop, music, technology, or band. **Students will not be allowed to participate in any activities on the day(s) they serve an ISS assignment, i.e., no athletic or academic practices, contests, dances, or other school-sponsored activities.**

**Students involved in extracurricular activities that are assigned ISS for the first time will miss the next scheduled competition. Students assigned ISS a second time will be dismissed from their respective team.**

## **TRANSPORTATION**

Students in the Goddard Schools are fortunate to have the privilege of riding the school bus to and from school daily. With this privilege comes the responsibility of proper behavior while riding the bus. Bus rules emphasize cooperation and safety precautions. We expect all students to respect and obey the rules for riding the bus.

Pupils may at any time be denied the privilege of riding the school bus because of failure to follow drivers' instructions. The Transportation Discipline Coordinator will process violations of bus rules, and disciplinary measures will be taken. If you have questions concerning transportation, you may contact the Transportation Department at 794-4291.

Passes will be issued for students riding a different bus after school **on the second route only**. Students riding buses other than their own assigned buses need to bring a note from their parent/guardians to the office during Homeroom in order to get a bus pass. If a student is riding with another student, then we must have written notice from both parents and administrative approval.

Students staying after school for the second route must be under the supervision of a teacher the entire time. A bus pass will not be issued without a teacher pass. It is the students' responsibility to ask a teacher to supervise them.

School busses provide transportation only to addresses within each school's attendance area. Transportation will not be provided to any address outside a student's school attendance area.

A bus will be provided for after school instructional or discipline purposes only as determined by the EMS staff. (JGGR-3)

### **STUDENT RESPONSIBILITIES FOR SAFE & PROPER SCHOOL BUS OPERATION:**

1. The driver and/or sidewalk monitor is in full charge of students when they are riding, loading or unloading the bus. Students must obey the driver and/or sidewalk monitor promptly.
2. Students must remain seated.
3. Rough conduct or fighting will not be permitted. Students will be permitted to converse in a normal tone. Profanity is absolutely prohibited.
4. No running on the sidewalk.
5. No food or drink is allowed on the bus or loading area.
6. The use or possession of any tobacco or alcohol is prohibited.
7. Students will not open or close the bus windows without the permission of the driver.

8. Vandalism of any kind will not be tolerated.
9. Students shall stay out of the driver's seat and shall not tamper with equipment.
10. No animals, firearms, knives, or weapons of any kind are allowed.
11. Any student wishing to ride a different bus must have a note signed by his parent and the principal. Only then may they ride the bus if a seat is available.
12. All aisles, doors, and emergency exits shall remain unobstructed at all times.

## **SCHOOL BUS DISCIPLINE PROCEDURES**

The following procedures will be used on all Goddard USD 265 school buses and in the loading area:

1. If a student breaks one or more of the bus rules, the bus driver will give a verbal warning.
2. 2nd Offense: A "bus discipline notice" will be given to the student to take home.
3. 3rd Offense: The parents will be notified by the supervisor of transportation, and the student will be suspended from riding for one to three days.
4. 4th Offense: Student will be suspended of bus privileges for five days, and the student will not be permitted to ride the bus until a conference is held with the building principal, parent, student, director of transportation, and bus driver.
5. Additional offenses may result in suspension of bus privileges for an indefinite period of time, which could include the remainder of the semester or school year.

## **PERSONAL PROPERTY**

Students should not bring personal items (CD players, pagers, cameras, laser pointers, skateboards, etc.) to school unless a teacher has requested them and they are a useful part of their class work. Such items may be taken from students and kept in the office. Personal items such as CD players or Gameboys that are used during the longer bus routes should remain stored in students' lockers during regular school hours. **The district is not responsible for loss or damage to any personal property even if the personal property is lost, stolen or damaged on school grounds.**

## **ON-LINE SERVICES/INTERNET ACCESS**

Use of the computer network is a privilege, not a right. The fundamental rule for use of district network resources is that all use must be consistent with the district's educational goals and behavior expectations. Compliance with the policies that follow will provide students the opportunity to use on-line services.

1. All use of on-line services or Internet must be in support of education and research.
2. Users will not use the network for anything contrary to law, or to solicit others to break any law.
3. Users will not use the network for purchases on-line, or for commercial or for profit purposes.
4. Use of the network for non-school related communication is prohibited.
5. Students will not use the network for product advertisement or political lobbying.
6. Network accounts are for authorized users only.
7. Communications via the network should not be assumed to be private or privileged information.
8. No use of the network shall serve to disrupt the use or work of others; hardware, software, or files shall not be destroyed, modified, or abused in any way. Students will not make any attempt to harm or destroy the data of any other user or any system on the network, including creating or sending computer viruses or similar computer codes.
9. Malicious use of the network is prohibited. Students must not harass other users or attempt to infiltrate any part of this or other systems.
10. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are prohibited.
11. Students must not illegally copy, send, or distribute any copyrighted material or software or plagiarize any published work.
12. Use of the network to access, send, or publish obscene, objectionable, or pornographic material is prohibited.
13. Students will not use their full names, or give out their home phone number or home address in any internet publication.
14. Students will not attempt to access material or sites that are blocked by the district, or attempt to use the network while access privileges are suspended.

The Goddard USD 265 District reserves the right to log and monitor Internet and computer use. The district reserves the right to remove a user from the network if any of these policies are violated or to prevent further unauthorized activities. Students agree to abide by the

terms of this policy and the district rules for acceptable use. Any violation may result in access privileges being revoked, and school disciplinary and/or appropriate legal action may be taken. (JU)

## **VIOLATION OF CONDITIONS**

Upon receiving notification of a violation of district rules or policies, the administrator may suspend or terminate a user's network privileges. The administrator may access any and all relevant files of the user in attempting to determine the extent of the violation.

Prior to a suspension or termination of network use, or as soon after as is practicable, the administrator will inform the user of the suspected violation and provide an opportunity for explanation. This is not to be construed as permitting any student to have due process rights in connection with the privilege of operating District technology. (JU)

## **PROGRESS REPORTS**

Progress reports for students that have email addresses will be posted in Skyward during each nine-week period grading period. For those families that do not have an email address, a paper copy of the progress reports will be sent home with the student. Parents have access to grades, attendance, and other student information through Skyward. Parents can contact the school for password information.

## **GRADING SYSTEM**

In order to provide some continuity among classes, the following grading system is being used in all Goddard Schools. Incomplete work becomes a failing grade if not made up in sufficient time.

A	95-100	C	73-76
A-	90-94	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

## **HOMEWORK**

EMS encourages homework when it is needed to supplement or strengthen regular classroom work. Classroom teachers may provide class time for students to work on assignments. Assignments not completed during class must be completed at home. It is the student's responsibility to complete all assignments and hand them in on time.

## **LATE WORK/MAKE-UP WORK**

Students are expected to complete and hand in all assignments on time. Assignments that are turned in one day late will receive half credit. After that, no credit will be given for the assignment. If students have an excused absence, they have one day for every day absent to make up work. It is the student's responsibility to turn in and/or pick up assignments prior to missing class for any school-sponsored activities.

If students are absent for two consecutive days with a valid excuse, parents can call the office by 10:00 A.M. to request all homework for students. This homework can be picked up at the office after 2:30 P.M. that day.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences are scheduled once each semester. If parents do not receive a letter requesting a conference, they are welcome to call for a conference appointment. Team plan times are frequently used for parent-teacher conferences throughout the year.

## **HONOR ROLL**

The Honor Roll will be used to recognize academic achievements. Honor Rolls will be compiled after each quarter. The Honor Roll will be figured on a 4.0-point system: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.0. High Honor Roll = 4.0 GPA; Honor Roll = 3.00-3.99 GPA. There will be three recognition assemblies throughout the school year. Bumper stickers are presented to parents and ice cream certificates are presented to students when honor roll status is achieved.

## **ASSESSMENTS**

Throughout the school year, students will be required to take formal assessments. These assessments are important indicators of student progress and may determine future courses students are required to take. The state assessments are administered during the spring months. During the school year, students will complete the math, reading, science, and writing state assessments. These assessments indicate how well students are mastering the Kansas Curricular Standards that make up each subject's curriculum.

# **KANSAS CURRICULAR STANDARDS**

The State Board of Education established standards, benchmarks and indicators for all students in the subject areas of reading, math, science, social studies and writing. The standards and benchmarks are general statements of what students should know and be able to do at various grade levels. The indicators are the specific skills students must master and these vary among grade levels. At EMS, that state curricular standards are taught to all students, and all students participate in state assessments as a means to measure mastery of indicators.

## **MATH**

1. Standard 1: The student uses numerical and computational concepts and procedures in a variety of situations.
  - a. Benchmark 1: Number Sense
  - b. Benchmark 2: Number Systems and Their Properties
  - c. Benchmark 3: Estimation
  - d. Benchmark 4: Computation
2. Standard 2: The student uses algebraic concepts and procedures in a variety of situations.
  - a. Benchmark 1: Patterns
  - b. Benchmark 2: Variable, Equations, and Inequalities
  - c. Benchmark 3: Functions
  - d. Benchmark 4: Models
3. Standard 3: The student uses geometric concepts and procedures in a variety of situations.
  - a. Benchmark 1: Geometric Figures and Their Properties
  - b. Benchmark 2: Measurement and Estimation
  - c. Benchmark 3: Transformational Geometry
  - d. Benchmark 4: Geometry From an Algebraic Perspective
4. Standard 4: The student uses concepts and procedures of data analysis in a variety of situations.
  - a. Benchmark 1: Probability
  - b. Benchmark 2: Statistics

## **READING**

1. Standard 1: The student reads and comprehends text across the curriculum.
  - a. Benchmark 1: The student uses skills in alphabets to construct meaning from text.
  - b. Benchmark 2: The student reads fluently.
  - c. Benchmark 3: The student expands vocabulary.
  - d. Benchmark 4: The student comprehends a variety of texts (narrative, expository, technical, persuasive)
2. Standard 2: The student responds to a variety of text.
  - a. Benchmark 1: The student uses literary concepts to interpret and respond to text.
  - b. Benchmark 2: The student understands the significance of literature and its contributions to various cultures.

## **MTSS –MULTI-TIER SYSTEM OF SUPPORTS**

We are committed to helping all children succeed at EMS. MTSS is a multi-step process that we have adopted to promote the academic and behavioral success of all students. Starting in the 2010-2011 school year, we will implement the MTSS process into our school. MTSS is a flexible process that is designed to address individual student needs in reading and math. Our school will conduct universal screenings of all students three times a year. The data from the universal screenings help us to identify individual students who may need additional academic support or instructional strategies in math or reading. The EMS staff will use research based interventions, strategies and methods to help the identified students. At EMS, we will continue to focus on our school improvement plan and the academic success of all EMS students.

# EMS SCHOOL IMPROVEMENT STRATEGIES

## Reading

**Strategy 1:** All students will increase reading comprehension across the curriculum by using various pre, during, and post reading strategies, and being able to identify the different text types and features.

**Strategy 2:** Students will use a variety of vocabulary strategies such as the study of word parts, context clues, non-linguistic representations, and content specific vocabulary

**Strategy 3:** Students will write using complete sentences. Teachers will provide opportunities for students to use complete sentences by formatting assignments and tests to incorporate complete sentences when appropriate.

## Math

**Strategy 1:** Students will use problem solving skills as related to subject across the curriculum such as scientific method and UPIC.

**Strategy 2:** Students will learn and apply various math computation skills such as decimals, fractions, percents, and integers across the curriculum.

**Strategy 3:** Students will receive individualized instruction.

## COMPLETE SENTENCES

All students will be required to use complete sentences in all classes.

A complete sentence:

1. Begins with a capital letter.
2. Ends with correct punctuation.
3. Expresses a complete thought.
4. Contains a subject and predicate.

### Hint:

Try restating a question when possible to assist with formulating a complete thought.

### Example:

What are the elements of a complete sentence?

The elements of a complete sentence include...

## THE WRITING PROCESS

**Prewriting** - Prewriting is the time when a writer plays with ideas and gathers information to prepare for the actual drafting. It may involve reading, talking, or simply thinking about a topic. This is the brainstorming stage. It is also the point when students begin to clarify the topic, the format, the audience, and the time.

**Drafting** - This is the stage when the writer begins recording ideas in rough form. Students are concerned with getting the writing started, not with neatness, editing, or mechanical correctness.

**Editing** - This is the stage in which the writer sorts, chooses, and critiques ideas. They consider the six traits and the analytical rating guide in guiding the editing process. Writers share the draft with their peers and/or teacher, listen to their responses and act on them.

**Revising** - This is the stage when writers polish the writing to present in final form to a particular audience. Students should revise for all areas of the six-trait writing model.

**Publishing/Sharing** - This is the stage that involves showing finished work to another--a teacher, classmates, parents, etc. It may also be submitted for publication in the newspaper, magazines, contests, etc.

## GRAPHIC ORGANIZERS

### WHAT ARE GRAPHIC ORGANIZERS?

Graphic Organizers are simply ways to organize information visually. They help students organize, explain, and recall complex relationships among elements. Graphic organizers are valuable learning tools for improving reading comprehension and vocabulary development as well as the writing process.

## HOW GRAPHIC ORGANIZERS IMPROVE READING SKILLS

Various graphic organizers can be used to recall directly stated facts, recognize and formulate main ideas, select facts to support main ideas, recognize sequence, interpret and appreciate what is read, evaluate information, determine author's intent, recognize story elements, define and use vocabulary, recognize relationships, solve problems and make decisions.

## HOW GRAPHIC ORGANIZERS IMPROVE WRITING SKILLS

Various graphic organizers can be used to brainstorm a topic, establish relevant details, explore better word choice, organize writing, determine structure (expository, persuasive, descriptive, narrative), show processes (sequence, cause and effect, chronology, comparison and contrast, etc.) and support planning and revision.

## TYPES OF GRAPHIC ORGANIZERS

While the types of graphic organizers are endless, there are some basic graphic organizers that have proven effective again and again. These include: Venn Diagrams, Flow Charts, Outlines, Clusters, Fishbones, Timelines, Concept Maps, Spider Webs, and Various Diagrams, Maps and Charts.

## WAYS TO BUILD A BETTER VOCABULARY

Students' understanding of meanings of words encountered in a text is often crucial to the overall comprehension of the text. There are several ways to figure out the meaning of unfamiliar words. A student's first reaction should be to look at the word itself for familiar word parts. Next, a student should examine the context for clues. Third, a student could see whether word origins might help. Last, a student should utilize a reference material for an exact meaning.

- 1) **Word Parts** - Words can often be "broken down" into smaller parts. If the meaning of the smaller parts is determined, students gain a better understanding of the whole word.
  - \*Prefixes - A prefix is a word part added to the beginning of a base word. Each prefix has a general meaning. (For example, the prefix "pre" means before. Knowing this would help a student determine that *pretest* means "a test before material is taught" or *preschool* means "school attended before public school.")
  - \*Suffixes - A suffix is a word part added to the ending of a base word. Each suffix has a general meaning. (For example, the suffix "ant" means "one who" or "the performer of a task." Knowing this would help a student determine that *assistant* means "one who assists.")
  - \*Roots - A root is a base upon which a word is built. Often students can begin to understand the meaning of an unfamiliar word if they can determine the base root.
- 2) **Context Clues** - These are other words or phrases to help with the understanding of a new word. These words or phrases are built into sentences around the difficult word. If students become more aware of the words around the difficult words encountered in their reading, they will save themselves many trips to the dictionary. Instead, they will be able to make logical guesses about the meaning of words.
  - \*Definitions - The sentence itself defines a word. The tip off for this type of clue is often the form of the verb "be" (am, is, are, was, were).
  - \*Synonyms - A second, more familiar word that is similar in meaning to the unknown word is stated in the text.
  - \*Antonyms - A second, more familiar word that is opposite to the unknown word is stated in the text.
  - \*Comparisons - An unfamiliar word is used in a comparison with a familiar word that has a similarity or likeness to the unknown word. Comparisons are signaled by words such as *like* or *as*.
  - \*Contrasts - An unfamiliar word is used in a contrast with a familiar word that has differences to the unknown word. Contrasts are signaled by words such as *but*, *on the other hand*, *unlike*, *on the contrary*.
  - \*Restatements - An unknown word is restated in other words. Demonstrative pronouns such as *this*, *that*, *these*, *those* may indicate restatements.
  - \*Items in a Series - An unknown word could be part of a series of words that are more familiar to help.
  - \*Cause and effect - When one event triggers, or causes, another event, meaning of unknown words can be gained by studying that cause/effect relationship.
  - \*Inferring Meaning - Not every word in context is signaled by key words or clues. Many times the student must piece together hints in the context. Using the hints, a student can make educated guesses, or inferences, about the meaning of the unknown words.
- 3) **Word Origins** - English began with a prehistoric language called Intro-European. Over a long period of time, several other languages came from this same source causing many similarities between the English language and other parts of the world. Great numbers of words entered English from Latin, Greek, early Germanic languages, and French. If students become more aware of word origins, they can begin to determine the meanings of unknown words.
  - \*Borrowed Words - The process of borrowing words from other languages continues today. For example, the words *canyon* and *ranch*

are Spanish and the word *canary* is African.

\*Words from Names - New words may be based on the name of a person or place. For example, *herculean*, which means "having great strength," comes from the Greek myth about Hercules.

\*Clipped Words - New words are shortened forms of existing words. For example, *cab* was clipped from "cabriolet."

\*Combined Words - Words may be put together from two existing words or word parts. For example, *brunch* is a blend of the two words "breakfast" and "lunch."

\*Words from Sounds - Words can imitate sounds. Examples include *chirp*, *creak*, and *hush*.

- 4) **Reference Tools** - There are many reference tools available to help determine the meanings of unfamiliar or unknown words. Some of these include the thesaurus, glossaries, encyclopedias, etc. The most common tool is the dictionary. By taking a closer look at words through reference materials, a greater understanding of words and the various contexts, connotations and meanings can be gained.

## **THE SCIENTIFIC METHOD**

- 1) **State the question** - Identify a problem and clearly state it in question form.
- 2) **Collect information** - Gather information that may lead to a solution from a variety of sources such as library, Internet, interviews with friends and relatives, prior knowledge, etc.
- 3) **Form a hypothesis** - After studying the information collected, form a hypothesis, an explanation, for the problem.
- 4) **Test the hypothesis** - Perform experiments, tests in which certain conditions are changed, to test the hypothesis. These conditions, or variables, are tested one at a time, usually along with a second experiment, the control, to help determine which variables are responsible for the problem.
- 5) **Observe** - Make good observations, both qualitative, which rely on the skill of the observer, and quantitative, which are measurable using precision instruments.
- 6) **Record and study data** - Carefully record observations with the use of notebooks, tape recorders, videotapes, computers, etc. Study the information you have observed and recorded.
- 7) **Draw a conclusion** - After the experiment, form a conclusion, or judgment that reflects the validity of the hypothesis. If the hypothesis is correct, then the stated problem has been solved. If the hypothesis is incorrect, begin the method again at the appropriate step.