

Northeast Magnet High School



19/20

Northeast Magnet High School

Art, Science, Law

Mission Statement

The mission of Northeast Magnet High School is to provide a program of studies for students interested in science, visual arts, or law and public service. The magnet areas, along with an academic core, present an interdisciplinary, integrated curriculum, utilizing technology and annual magnet projects to create a focused education that empowers students to engage the world creatively, critically, and responsibly.

Vision Statement

Northeast Magnet will be a learning community where students and teachers are driven by inquiry, passion, and reflection.

School Values and Beliefs

At Northeast Magnet, we value student achievement. Teachers will motivate students and increase student achievement through high standards and a commitment to excellence. We believe in having teachers who want to be here.

Northeast Magnet Achievement Goals

- NEM will meet the Standard of Excellence in reading, math, and writing.
- NEM students will average a 25 composite on the ACT.
- All students will complete a Magnet Area Project each year.
- All students will meet the requirements for Magnet Certificate or Transfer Magnet Certificate and USD 259 graduation requirements.

Northeast Magnet High School
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Bel Aire, Kansas 67226
Phone: 973-2300
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THE MAGNET



*Northeast Magnet
High School*
Art ~ Science ~ Law

Student Planner: 2019 - 2020

Name: _____ Grade: _____
Address: _____
City: _____ State: _____ Zip: _____
Home phone number: _____
Cell phone number(s): _____
Emergency contact name and number: _____

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Northeast Magnet High School

Core Values

Northeast Magnet High School believes in the following core values. Students, staff and families will know and support these values, which will guide us each day and help us make decisions for the benefit of our students and our school.

Student Achievement: We value student achievement and make academics our number one priority.

High Standards: Teachers and students will strive to reach higher, go farther and do more than is expected. We hold each other accountable to do our best.

Magnet: We believe in the magnet concept of offering a focused, high quality, magnet-themed curriculum. NE will offer specialized courses, rich activities, and unique opportunities to strengthen and promote the ART, LAW, and SCIENCE magnet programs.

Projects: Students will benefit from rigorous and relevant projects based learning experiences, including short term projects done in class and our extended magnet projects program. Projects will use technology, research, data, and have a written component, creating a product, presentation, or performance in a way that allows students to demonstrate 21st Century Skills.

Respect: At Northeast, we demonstrate respect for each other, understanding that diversity is one of our greatest assets.

Innovation: At Northeast, teachers and students will continuously look for new and better ways of teaching and learning. NE will lead the district with innovative teaching strategies that result in increased student achievement and success in activities and events.

Community: At Northeast, we develop positive relationships with students and families. We know each other by name, and we take care of each other. Parents will be involved in school. Every student and teacher will be involved in community service to improve our school and city.

Guidelines for Success

**EACH DAY, THE SUCCESSFUL PERSON
EXHIBITS A POSITIVE**

ATTITUDE,

MAINTAINS OUTSTANDING

ATTENDANCE,

AND PRACTICES PERSONAL

ACCOUNTABILITY!

NORTHEAST MAGNET HIGH SCHOOL

Bus and Class Schedule

Bus Information

Route/Run #: _____

AM Pick-up Time and Location: _____

PM Pick-up Time and Location: _____

Daily Class Schedule

Hour	Room	Subject	Teacher
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____
7	_____	_____	_____
ADV	_____	_____	_____

Administration

Matt Creasman, Principal – 973-2301
Becky Sailor, Assistant Principal – 973-2303
Dan Manion, Counselor – 973-2310
Carissa Wissman, Counselor – 973-2311
Tina Henderson, College/Career Center – 973-2306

Important Phone Numbers

Main Line.....973-2300
Attendance Office.....973-2305
Bookkeeper.....973-2301
Library.....974-2302
Nurse.....973-2318
Registrar.....973-2304
School Psychologist.....973-2319
School Social Worker.....973-2320
Security.....973-2309
SRO.....973-2300
Transportation.....973-2304

Important Times

6:30 am	Student Services open/Cafeteria opens
6:55 am	5-minute warning bell/Cafeteria closes
2:17 pm	Buses depart
2:25 pm	Activities Bus departs from the south side of building
3:00 pm	Student Services closes, and answering machine is turned on.
4:00 pm	Late bus to base schools departs. Building is secured for the day.

Northeast Magnet Daily Schedule

1 st Hour	7:00 a.m.	-	7:52 a.m.
2 nd Hour	7:57 a.m.	-	8:49 a.m.
3 rd Hour	8:54 a.m.	-	9:45 a.m.
4 th Hour	9:50 a.m.	-	10:41 a.m.
LUNCH	10:41 a.m.	-	11:21 a.m.
5 th Hour	11:26 a.m.	-	12:17 p.m.
6 th Hour	12:22 p.m.	-	1:13 p.m.
7 th Hour	1:18 p.m.	-	2:10 p.m.

Advocacy Friday Schedule

1 st Hour	7:00 a.m.	-	7:44 a.m.
2 nd Hour	7:49 a.m.	-	8:33 a.m.
3 rd Hour	8:38 a.m.	-	9:22 a.m.
4 th Hour	9:27 a.m.	-	10:11 a.m.
ADVOCACY	10:16 a.m.	-	11:03 a.m.
LUNCH	11:03 a.m.	-	11:43 a.m.
5 th Hour	11:48 a.m.	-	12:32 p.m.
6 th Hour	12:37 p.m.	-	1:21 p.m.
7 th Hour	1:26 p.m.	-	2:10 p.m.

Before School: Student arriving before 6:00 a.m. must be under the direct supervision of a teacher, with whom they have made prior arrangements.

After School: Students in the building after 2:20 p.m. must be under the direct supervision of a teacher. Unsupervised students in the building and on school grounds will be subject to disciplinary consequences.

The History of Northeast Magnet High School

Northeast Magnet High School for science and art opened in 1990 as the first magnet high school of USD 259, with 395 students. The school provided specialized programs in science and visual arts with a humanities program. Student magnet projects utilizing technology, block schedules, with a college prep emphasis, and smaller learning committees were significant innovations. In 1995, NEM merged with the Downtown Law Magnet program, and in 1998, the law program moved from City Hall to NEM.

The students of 1990 selected as school colors navy blue and silver. The Griffin was chosen as the mascot to represent the two distinct elements of art and science as represented by the lion and eagle. The Griffin formed one new identity by merging the two. United Way week, spirit week, magnet mania, project fairs, and senior show have been significant events throughout the years that have built school traditions.

NEM has been recognized for academic excellence at the local, state, and national level. In 1999, NEM was identified by the US Department of Education as a New American High School. Through the years, the school has also been recognized by the James Institute for Effective Schools, the Senatorial Award for Excellence in Art, the State Standard of Excellence, the Challenge Award, and more. The students of NEM have consistently performed at very high levels on assessments. Over 85% of any graduating class goes on to attend college. NEM students have excelled in Scholastic Art, Mock Trial, KJAS, and many other magnet-related and academic competitions. As a result of these and other accomplishments, NEM is considered one of the top high schools in the state. In fact, in 2008, Northeast Magnet was recognized by the United States Department of Education as one of the top 8 magnet high schools in the nation.

In 2012, the school board voted to move Northeast Magnet into a new building, which was originally intended to be a comprehensive high school. When the building was constructed, it was built with the colors purple, silver, and black in mind. NE administration held meetings and conducted surveys with all stakeholders, including students, staff and parents. As a result of those meetings and surveys, a switch to the colors to purple, silver, and black was adopted.

ACADEMICS

Academic Progress

Students are expected to maintain passing grades in all subject areas. Students failing classes, failing to complete magnet area projects, and not earning the credits necessary to reach high school graduation will be withdrawn from Northeast Magnet High School and counseled to enroll in an appropriate district program.

Graduation Requirements

1. English: 4 units

English I (Grade 9), English II (Grade 10), English III (Grade 11), are required courses. Students should consult the enrollment guide or consult English teachers or counselors about the fourth unit of English credit, which must be earned in the final two semesters prior to graduation.

2. Social Studies: 3 units

Units must include study in U.S. History I (one unit), U.S. History II (one unit), U.S. Government (one-half unit) and World History (one-half unit).

3. Mathematics (Algebra I and above): 3 units

All students will be required to earn 3 units of math.

4. Science: 3 units

All students will be required to earn 3 units of science in courses numbered 4000.

5. Physical Education Foundations or Modified Physical Education: 1 unit

6. Fine Arts: 1 unit

7. Electives: 7 units

8. Financial Literacy .5 unit and CTE Course .5 unit

All students must take $\frac{1}{2}$ (.5) unit in Financial Literacy and $\frac{1}{2}$ (.5) unit in a accredited CTE course. See counselor for courses that meet this criteria.

Minimum total credits: 23

Kansas Regents Qualified Admissions

Students must meet one of the following requirements to qualify for admission to any of the six Kansas Regents universities (Emporia State University, Fort Hays State University, Kansas State University, Kansas University, Pittsburg State University, and Wichita State University):

- Achieve an ACT composite score of 21 or above, or
- Achieve an SAT score of 980, or
- Rank in the top 1/3 of your high school's graduating class

In addition, students must complete the Qualified Admissions Curriculum with at least a 2.0 grade point average. The following outlines the high school courses that are required to complete the Qualified Admissions Curriculum.

Requirements for College-Bound Students

One of the ways to meet university admission requirements is to complete the pre-college curriculum as outlined by the Kansas Board of Regents. You must complete the curriculum with at least a 2.0 GPA on a 4.0 scale.

1. English: 4 units

College Prep English 4 is recommended.

2. Social Sciences: 3 units

Two units of U.S. History, 1/2 unit of U.S. Government, and one unit selected from one or more courses in other related social sciences courses.

3. Mathematics: Choose option A or B.

Option A: Three credits required and meet the ACT math benchmark of 22.

Option B: Four credits required and one must be taken the senior year.

4. Natural Sciences: 3 units (1 unit required in Chemistry or Physics)

Biology, Chemistry, Physical/Astronomy and/or Physics

5. Electives – Three credits required from the following categories:

- English (additional credits)
- Social Studies (additional credits)
- Math (additional credits)
- Science (additional credits)
- Foreign Language
- Fine Arts
- Computer Courses
- Career and Technical Education Courses

Additional Requirements for KU beginning with the Class of 2016:

- 3.0+ overall GPA and 24+ ACT (1090+ SAT) or
- 3.25+ overall GPA and 21+ ACT (980+ SAT)

Pre-college curriculum for scholarship applicants

As a Kansas high school graduate, you may be eligible for three state-sponsored scholarship programs:

- Kansas State Scholarship Program
- Minority Scholarship Program
- Kansas Teachers Scholarship

Kansas Board of Regents Scholarship Requirements

To be eligible for one of these scholarships, you must complete all the required courses for the pre-college curriculum plus an additional three units as follows:

1. Math: 1 additional unit above Algebra II
2. Foreign Language: 2 units of the same language
3. Natural Science: Biology, Chemistry and Physics

Scholarships

College-bound students should see the college and career coordinator for scholarship questions and opportunities. Students are also encouraged to speak with their college representative about all financial aid options.

NCAA Eligibility

NEM participates in the NCAA clearinghouse for eligibility. See a counselor for details.

Graduation Exercises

In order for students to participate in the Graduation Ceremony, he or she must have completed the 23 required units of credit for graduation. (BOE Policy P1421).

Determining Grade Placement

Students will be classified in high school grades according to their cohort age group. Credits earned determine progress toward graduation requirements in this general format:

Freshman (9th grade)

A student in his/her first year of a four-year senior high school.

Sophomore (10th grade)

A student who has earned at least 4 credits toward graduation and is in their 2nd year.

Junior (11th grade)

A student who has earned at least 10 credits toward graduation and is in their 3rd year.

Senior (12th grade)

A student who has earned at least 15 credits toward graduation and is in their 4th year.

Most required courses such as English, mathematics and science are arranged in a sequence of skills. For this reason, you must successfully complete each level of a course before enrolling in the next level. You may not enroll in two levels of a course concurrently without administrative approval. All courses offered for credit will be graded A, B, C, D, F and will be included in the student's grade point average.

Magnet Certificate Requirements

The goal of all Northeast Magnet students is to receive the magnet certificate. The magnet certificate connects the courses and experiences of Northeast Magnet students to their future success. Students who complete the magnet certificate receive special recognition at graduation.

1) Art

- a. Students must complete a minimum of 25 total credits.
- b. 6.5 credits of art.
- c. Art Survey, Drawing & Painting I, Art History and Senior Project must be completed.
- d. All art credits must be completed with a C or better.
- e. Four annual art projects must be completed with a C or better.
- f. Students must have a minimum cumulative GPA of 2.5 or better.

2) Law and Public Service

- a. Students must complete a minimum of 25 total credits.
- b. Four annual law projects must be completed with a C or better.
- c. Students must complete a minimum of 100 hours of community service.
- d. Students must have a minimum cumulative GPA of 2.5 or better.
- e. Students must complete a minimum of 5 credits in one of the concentrated magnet areas of study.
 - Pre-Law Track---Introduction to Law & Public Service/Research (9th), Practical Law/Sociology (10th), Youth Court/Mock Trial (11th), Foundations in Law (12th), Forensic Science (12th)
 - Fire Science Track--- Introduction to Law & Public Service/Research (9th), Fire Fighter I (10th), Fire Fighter II (11th), Anatomy & Physiology (12th), EMT (12th)
 - MCJROTC Track --- JROTC 1 (9th), JROTC 2 (10th), JROTC 3 (11th), JROTC 4 (12th), Sociology/Leadership Project (12th)

3) Science

- a. Students must complete a minimum of 25 total credits.
- b. 8 credits of science (includes Biology, Chemistry, and either Physics or Anatomy & Physiology).
- c. 3 credits of mathematics (minimum of Pre-Calculus) or 4 credits through Algebra 3.
- d. Algebra 2 and Pre-Calculus (or Algebra 3) must be completed with a C or better.
- e. The science magnet classes must be completed with a C or better.
- f. Four annual science projects must be completed with a C or better.
- g. Students must have a minimum cumulative GPA of 2.5 or better.

Special Circumstances

Students that are missing one of the magnet requirements may petition their magnet department chair to have an exemption that would still allow them to receive the magnet certificate. Students must submit the petition, in writing, to the department chair in December of their senior year. The petition must present a valid reason for the exemption. The final decision of acceptance lies with the magnet department chair. Any student that enters NEM after his/her sophomore year may be eligible for a transfer magnet certificate.

Projects at NEM

All students are expected to complete a magnet area project each year. The NEM projects program is an important opportunity for students to focus their attention, apply their skills, and prepare for post high school experiences. Students in all grades will have an identified magnet area course in which the project is completed. The project will represent a significant percent of that course's final grade.

The projects program for all magnet areas includes research, written paper, product, and presentation. The projects have specific requirements unique to the magnet area, grade level expectations, cross curricular experiences, technology, and presentation. All students are required to attend and display their project at the Projects Fair. Seniors have a special show scheduled for early May. Seniors who complete their project during the first semester are expected to participate in the second semester senior show. For a student to earn a magnet certificate or magnet letter, they must complete the magnet projects program at the level required for the award.

Students who enroll in courses outside their magnet area that require a project as part of the course are expected to complete the project requirements. Students will be presented the magnet project requirements in the designated course as part of the course syllabus.

Grade Cards and Parent/Teacher Conferences

Grades are updated and posted weekly to ParentVue and StudentVue. Semester grades are recorded on the student's transcript and can be viewed on ParentVue or StudentVue. A hard copy will be mailed. Parent/Teacher conferences will be held in the fall and spring each year from 4:00-7:00pm.

Progress Reports via ParentVue

Parents have access to ParentVue, the online gradebook. To gain access or reset your password to ParentVue, call the main office at 973-2300 and ask for Ms. Blades, our registrar.

Transcripts

A permanent academic record is maintained on every student. Transcript reviews will be conducted during Advocacy time throughout the year. Copies of transcripts are available if a parent or guardian signs a release form. There will be a \$2 charge for all official transcripts.

Assessment Program

Several different tests are administered to students throughout the year. Kansas State Assessments in Math and Reading are also given each year to students who have received the opportunity to learn the required skills. Advanced Placement assessments occur in May.

Information is available from the counselors and in the College and Career Center (CCC) about the SAT and ACT, which virtually all colleges require for entrance. These tests are given in the junior and senior years to meet entrance requirements for college and as competition for the National Merit Scholarship. Counselors will contact those students and arrange the testing.

All students are required to complete Academic Assessments during the school year based on grade level.

State Assessments: Reading, writing, math, science and social studies tests developed by the State of Kansas are administered to students by grade level. The scores of students on these tests are used to measure the effectiveness of our school programs. Students receive individual scores that indicate levels of proficiency.

PSAT, ACT, SAT: The PSAT is completed in the fall of 11th grade. The ACT and SAT are completed beginning in the second semester of the 11th grade.

All students planning on attending college should speak with the counselor concerning test registration. Don't delay in speaking with the guidance counselor and be sure to take the appropriate tests for your college choice. NEM's code is 173 -183.

District Common Assessments: Specific end of course exams may be required by the district.

Academic Honors

Honor Roll and Honorable Mention

At the end of each semester, a list is published of all students who have a 3.5 or better GPA. Those students will be recognized as Honor Roll students and students who maintain a 3.0 - 3.49 will be recognized as Honorable Mention.

Academic Letter

Full-time students who have maintained a 3.5 or better GPA (not counting 9000 courses) at Northeast Magnet for two consecutive semesters are eligible to receive an academic letter.

National Honor Society

To be admitted into membership in the National Honor Society, an individual must be a full-time student, have completed 2 semesters at Northeast with a cumulative 3.5 grade point average and must currently be considered a junior. In addition, the student must have completed 35 hours of community service in approved service opportunities, and have faculty approval. Those students who are deemed academically eligible will receive further information on the selection process.

Continued membership in National Honor Society requires that students maintain the standards of scholarship, leadership, citizenship and service. Members must maintain the 3.5 GPA and must complete an additional 30 hours of community service each year.

Learning Center, Extended School, and Summer School

- With administrative approval, Northeast students who have failed required classes can enroll in the Learning Center or other outside agencies to make up credits.
- Learning Centers are located at most USD 259 comprehensive high schools.
- Students/Parents should contact the counselor prior to enrolling in the learning centers.
- Learning Center courses are not for original credit. For a student to enroll in the Learning Center, he/she must have received an F on his/her transcript in the class. A student may not decide to drop a class at school and enroll in one at the Learning Center for any reason other than a failing grade.
- Summer school is offered by the district for make-up credit in required courses. Course selection varies each summer.
- Students/Parents should check with the counselor for summer school schedules.
- Extended School Summer Program opportunities may be offered to students who fail select classes in Math, English, and Science with 50-59%.

SCHOOL POLICIES

Since high school courses are arranged to meet the educational needs of our students, regular attendance is a requirement. Much of the value of any course is obtained by participation in the numerous activities that take place in the classroom. Students benefit from their classes and need to attend them daily in order to share in class discussions, demonstrations, direction for assignments, multimedia experiences, continuity of course work, group activities, lectures, and presentations of other students' work. The following policies are designed to help students realize the maximum benefit from the studies taken.

Academics First Policy

In order to support our core value of Student Achievement, Northeast has implemented an Academics First Policy. Too often students fail to place the proper amount of importance on their academic endeavors until it is too late. At Northeast, academics are first. We want 100% of our students to maintain at least passing grades by the end of each semester. We will monitor their progress by tracking student grades every Monday until the end of each semester. An Academics First List—a list of students with failing grades—will be released to teachers only. The list will NOT be distributed for other students to see. Parents also have an opportunity to monitor their student's grades through ParentVue.

Student Instruction

Students will be educated about this policy through class assemblies at the beginning of each semester.

Academic Support Procedures

Every Friday an Academics First List will be sent via email to the teachers, so they can help and support the students that have a failing grade. This support system includes, but is not limited to, lunch time tutoring and Saturday School tutoring.

Saturday School

Saturday School is from 8:00 a.m. to 11:00 a.m. as calendared in the student agenda. This time is designed to assist students in completing assignments, making up assignments, and receiving additional instructional support. Not all staff is on site during Saturday School. All school rules apply during this time and students are allowed in designated areas only. Students' failure to comply with these expectations will lose the privilege of attending Saturday School.

School Dance Policy

Students with 3 or more failing grades will not be able to attend dances. Students with 1 or 2 failing grades will need to:

- Have the teacher(s) of the class(es) he or she is failing sign off that the student has met with the teacher(s) and that a plan is in place for the student to get late or missing work in or get help to raise the grade.
- Students failing must attend Saturday School or tutoring on a regular basis (50% of the available times) since the student has been failing. The Saturday School supervisor or tutor will sign off on their attendance.
- An administrator will also sign off. This form must be completed and turned in to the sponsor of the dance prior to 11:00 am the day before the dance.

Magnet Days/Magnet Mania

Students with 3 or more failing grades will not be able to participate in Magnet Days or Magnet Mania. Instead, they will be assigned to an Academics First room, which is a study hall designed to help students get caught up on missing or late work.

School Buyouts

Students may not participate in any buyout activity that takes place during a class period that the student is currently failing.

Restrictions are not designed as “punishments.” They are in place to encourage students to take advantage of the supports we provide and to ensure their academic success.

Academic Honesty: Plagiarism

Northeast Magnet has established a policy on academic honesty, which reflects the belief that students should be held accountable for their actions. The faculty and staff assume students are honest until their actions demonstrate intent to deceive or misrepresent themselves or others. Violations of classroom standards include, but are not limited to the following:

- Cheating on formal examinations or classroom assignments. This would include the sharing of screenshots of tests and/or answer keys.
- Plagiarism (purposely attributing the work of another to oneself). This would include copying other students’ assignments or study guides.
- Misrepresentation of the type, amount, or person completing class work/projects (this can include knowingly sharing work without teacher consent) where grades are given. This includes daily assignments, study guides, and homework.
- Falsification, forgery, or alteration of any document or database pertaining to academic, attendance, or other school records.

Students who violate standards of honesty are subject to academic disciplinary action deemed appropriate for the infraction by classroom instructors and/or administration.

Depending on the severity of the violation, penalties could include, but are not limited to the following:

- Being required to redo the assignment before any credit is given. For example, a rough draft of a research paper may have improper documentation of sources. If a student is just learning the skill, the teacher may allow the student to “fix” the problem.
- If the instructor is convinced that academic honesty standards have been compromised, the student will lose full credit for the assignment and will not be permitted to redo the work in question. This academic disciplinary action could cause a student to fail the course.

Attendance Procedures/Reporting Absences

1. Students are to be in daily attendance in each course taken (BOE Policy P4160). Students should understand that any absence, whatever the reason, could affect their grade. Teachers may grade students for daily classroom participation. A STUDENT MUST BE IN CLASS WITHIN THE FIRST 20 MINUTES IN ORDER TO RECEIVE AN ATTENDANCE CREDIT.

2. Students accumulating more than 12 days/96 hours of illness will be considered to have excessive absences and will be required to provide a doctor’s note for all future absences or those absences will be recorded as unexcused.

3. It is the responsibility of the parents or guardians to notify the school of the absence and its cause. (BOE Policy P5100) All absences will be considered unexcused if parents/guardians do not notify the school.

4. Parents are requested to contact the appropriate office to request excused absences within 72 hours of the absence. If a phone is not available for parents to call, we will accept a note upon their return.

5. Students who are gone for less than the entire day: When leaving school, students must check in and check out of the office. Parents and/or legal guardians are required to come into the office to verify validity of excuse.

The following are considered excused absences:

- a. Personal illness or illness in the family, demanding the student stay at home. If you are ill more than three (3) days you must have a doctor’s note in order for the absences to be excused. Parents may request work from teachers after the third absence.
- b. Death in the family or death of a relative.
- c. Medical or dental treatment, examination or recuperation; however, parents are encouraged to schedule ongoing medical and dental appointments outside of the school day.
- d. Absence because of a religious holiday.

- e. Prior approval by school authorities prior to the absence.
- f. Circumstances or conditions which, in the opinion of administration, would not make it reasonable to expect the pupil to benefit from an educational experience.
- g. Parents do not have the authority to excuse any other absences or tardies.
- h. Five (5) free tardies to school are provided to each student, each semester, in their agenda. Parent phone calls are appreciated, but do not excuse a tardy to school.

6. An “excused” absence entitles the pupil to make up the work and receive credit for the make-up work.

7. An “unexcused/truant” absence, this includes any absence which does not meet the categories outlined under an “excused absence” i.e. oversleeping, work, transportation issues, predetermined absence with parent permission but not obtained prior to the absence, or other absences of choice by the student. Repeated trancies will result in disciplinary action such as detention, in-school suspension, parent conference, referral to the to the District Attorney’s office and withdrawal from school.

3, 5, 7 Rule: Inexcusably absent for a substantial part of a school day on either three (3) consecutive school days, or five (5) school days in any semester or seven (7) school days in any school year, whichever of the aforementioned occurs first. A student’s attendance pattern must meet this rule before he/she can be reported to the Office of SRS or to Office of the District Attorney.

8. Truancies and Truancy Program

- a. Students who are absent from school “unexcused” for 3 consecutive days, 5 days in a semester or 7 days in a school year are considered to be TRUANT.
- b. Truancy is not only a violation of school rules but also a violation of Kansas Law and students will be referred to the District Attorney.
- c. When students are truant, they remain responsible for making up all school work missed; however, whether credit is awarded is up to the teacher.
- d. Students participating in “gyp” days and 9th & 10th graders who leave campus during lunch will be considered truant and will be subject to disciplinary consequences.

9. School-related Absence

- a. Students who participate in school-sponsored activities which cause them to miss class(es), will be registered as a school-related excused absence from that class.
- b. Students are responsible for missed work.

10. Pre-arranged absences - When you know you will be absent a number of days, you should:

- a. Have a note or have a parent call the office, stating the reason and the number of days for the absence.

- b. Obtain a “Request to be Absent” form from the office. Have all your teachers and appropriate administrator sign it. Obtain instructions for making up work from your teachers.
- c. Return the completed form to main office. If you have any questions or concerns, see your administrator.
- d. We will only allow 5 consecutive days of principal approved absences.

Signing Out A Student

The security and safety of our students is important to us. A driving age student can be signed out by a telephone call provided that:

- a. He/she is driving a car to school.
- b. Custodial/legal guardian has coordinated in advance with the attendance clerk.
- c. Computer information pertaining to the students’ guardianship has been verified.
- d. All other students will need to be signed out by their custodial/legal guardian through the main office.

Hall Pass

All guests to our building must check in at the front desk in the main office using our District supported “Hall Pass System.” A state issued ID is required for this system.

Homework Policy

Homework requests

To request student homework for extended absences, please contact the office at 973-2300. Parents are also encouraged to contact the teacher via email for more specific information regarding class work. Email addresses can be found at www.northeast.usd259.org or through ParentVue. Students should always contact teachers prior to an anticipated absence for work that will be missed. Please understand that some classroom work cannot be made up.

The Northeast Magnet faculty and staff recognize the importance of homework as one of many high impact teaching and learning strategies used to help students attain academic success. The three purposes of homework are: (1) practice skills, (2) prepare for a new topic, and (3) present evidence of learning on an introduced topic. The following has been developed to clarify for students, staff, and families our building–wide expectations for homework, late work and make-up work.

Staff Expectations

- The purpose of homework will be explained to students.
- The amount and complexity of homework will vary, but, in general, students should expect homework nightly.
- Homework assignments should be designed to provide students an opportunity complete the work with zero to minimal help from parental or other outside assistance.
- Teachers will provide timely and meaningful feedback to students on homework assigned.
- Teachers will use variety in homework approaches and will be structured to ensure high completion rates.

Student Expectations

- Students are expected to complete and turn in homework assignments on time.
- Students are expected to manage their time by regularly scheduling homework time conducive to learning and the completion of assignments.
- Students are expected to be organized and to have proper materials in order to complete assignments.
- Students are expected to do their work with zero to minimal assistance from parents or other outside help.
- Students are expected to participate with the teacher and other students in the feedback process.

Family Expectations

- Families should work with their students to create a regular homework schedule.
- Families should create a quiet, distraction free space for students to complete homework assignments.
- Families should monitor the student homework process and provide minimal assistance.

Make-Up Policy

It is the responsibility of the pupil to make up assignments. The teacher shall make reasonable efforts to encourage and assist the pupil to make up missed assignments, shall give credit for such work, and shall allow the pupil a reasonable period of time to complete such missed assignments (BOE Policy P1472). Students will be given the number of days they were absent plus one day for make-up work to be completed at full credit. Work or assignments turned in after the allotted time will be for reduced credit as outlined in the Late Work Policy. Students that are absent three or more days should contact the main office for make-up work.

In accordance with BOE Policy 1472, students are responsible for make-up work. Upon return from an EXCUSED absence, the student should check with each teacher to collect missing assignment information.

Late Work Policy

Students are expected to complete classroom and homework assignments on a regular basis and deliver the work to the teacher on time. Class work and homework are valuable teaching and learning strategies and should be graded and feedback should be provided to the student. Any assignment that is given two or more school days to complete that is not presented to the teacher on time will result in a 10% reduction in grade each school day it is late. After five school days, the assignment will be worth 50% of its original value. Late work should not be confused with make-up work.

Textbook Policy

Textbook and other materials are the property of USD 259, Wichita Public Schools. They are provided for the use of students who are enrolled in district schools with the expectation they will be returned in the condition they were issued, less reasonable wear and tear. Students who lose or damage instructional materials will be charged the replacement cost or the lost or damaged item(s).

Each student shall return all textbooks issued to the student at the time they withdraw from the school, at the end of the first semester for all classes that do not continue, or at the end of the school year. Students shall write their names inside in the appropriate place, and properly use and care for the textbooks. Each student or their parent or legal guardian shall be responsible for textbooks not returned or damaged by the students. Any student failing to return textbooks or who fails to pay for lost or damaged items may as a result have holds placed on progress reports, report cards and diplomas, be excluded from participation in graduation ceremonies, extracurricular activities, sports and special programs/events. All fines must be paid by no later than the last instructional day of the school year.

Textbooks and other instructional materials are the property of USD 259, Wichita Public Schools. They are provided for the use of students who are enrolled in district schools and centers with the expectation they will be returned in the condition they were issued less reasonable wear and tear. Students who lose or damage instructional materials will be charged the replacement cost of the lost or damaged item(s).

Students are required to pay the replacement cost for damaged textbooks and instructional materials. The costs of books and materials are determined by the district's Textbook Manager System.

Tardies

Late arrivals create unnecessary interruptions to organized class activities that have already begun. It is important that classes are free from interruption and that students be available for organized class activities as soon as the bell rings. A tardy will be defined as any student not in the classroom when the bell rings. Admit slips from administrators, counselors, and teachers will be honored. Consideration in the assignment of tardies will be given during inclement weather or when bells malfunction.

- Students who are late to class will receive a lunchtime tardy detention.
- Students must have a written pass in their agenda to be in the hallways during class time.
- Students must have an admit slip from the previous teacher for entry into the next class if the bell has rung and if the student was detained by the previous teacher.
- Students not serving their original lunch detention will receive an after school detention.
- Students not serving their after school detention will receive a day of Saturday School.
- Students not serving their Saturday School will receive an In-School Suspension.

Final Exams

All students are required to take finals and will be in attendance in all of their classes for the full period. Final exams may not be taken early. Final exams will be comprehensive in nature. Parents and students should arrange vacations, dentist, doctor, and other appointments so they do not interfere with final exams. NEM requires teachers to administer final exams in all courses. Finals may count for as much as 10% of a student's course grade. Failure to take a final or pass a final may cause the student to fail a course. Final exams will be scheduled for the end of the semester.

Dance Policy

- The Academics First Policy will be followed for all dance ticket sales.
- You must have a current NEM ID to buy your ticket and you must have your NEM ID to enter the night of the dance. No exceptions.
- Prom tickets will not be sold at the door.
- All outside guests must have a photo ID. You must also bring the same person you registered when purchasing your ticket(s). All guests must be approved by NEM administration.
- Dances are drug/alcohol free events. Anyone under the influence or in possession of alcohol or drugs will be suspended and face possible legal consequences.
- You must dress appropriately for the dance.
- Anyone dancing in a lewd and/or sexually suggestive manner will not be permitted to stay at the dance.
- No students will be admitted to a dance after the first 90 minutes.

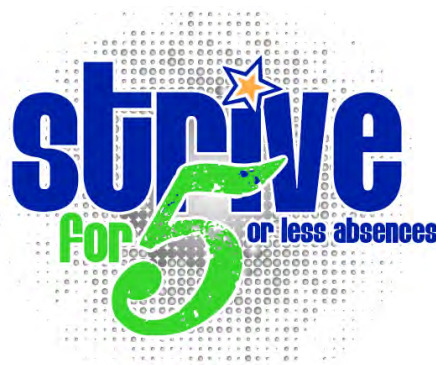
Dress Code

Students are expected to dress in an appropriate manner for school. Dress that is offensive or disruptive to learning will not be allowed. The dress code includes all exterior ways students present themselves. This includes hairstyle, make-up, jewelry, and modesty. All dress code issues are up to the discretion of the Northeast administration.

Specifically:

- No sagging; pants and shorts will be of appropriate size and length, and will be worn at the natural waist; no oversized, baggy, or sagging pants allowed.
- Bandana printed fabric may not be worn on any article of clothing.
- No inappropriate printing, writing, or pictures on clothing such as gang-related signs, symbols, writing, or distinctive method of wearing or placement; foul language or innuendo; tobacco, alcohol, or other illegal substance promotion; anything depicting or promoting violence, or offensive to a religious, ethnic, or other group.
- No hats, bandannas, or other type of head covering are to be worn or carried in the building.
- No dark glasses will be worn in the building unless the nurse records a medical reason.
- Midriffs should be covered when standing straight up.
- Tops and blouses should be appropriate, not cut low. All students should dress modestly with respect to self and others. No spaghetti straps.
- No inappropriate jewelry such as chains, dog collars, or spiked items.
- Shoes must be worn at all times.
- Any items that could be physically harmful will not be allowed.
- No pajama pants/ sleepwear may be worn.
- Other inappropriate ways of dressing as determined by the NEM administration will not be allowed.

Students whose dress does not conform to the dress code as described above will not be allowed to participate in the school day until they meet the specified requirements or receive a lunch detention. Repeated offenses will result in the student being sent home to change or be dealt with through appropriate disciplinary actions (i.e., parent contact, parent conference, detentions, Saturday School and suspensions).



CONDUCT AND CONSEQUENCES

Student Safety and Victims' Rights

Assault and/or battery and intimidation are unlawful behaviors as well as in violation of school rules. You are not to retaliate with similar behavior. You must report any such behavior to any staff member. Staff members will follow the procedure listed below if you make a report to them. They will:

1. Accept your report of violence.
2. Offer you first aid and provide privacy and emotional support.
3. Notify an administrator immediately.
4. Assist you in identifying the perpetrators.
5. Assure you of confidentiality and protection from retribution to the fullest extent possible.

Sexual Harassment/Bullying

Sexual harassment will not be tolerated in USD 259. P1115, Sexual Harassment of Employees and P1116, Sexual Harassment of Pupils define the policy guidelines regarding inappropriate behavior and possible consequences. The establishment of a productive learning and working environment is essential at Northeast Magnet. This environment must be free of intimidating, hostile or offensive behavior linked to any type of sexual harassment. Refer to P1115 and P1116 in the Appendix.

All students will have a separate class assembly at the beginning of the year to go over school expectations and sexual harassment/bullying guidelines and consequences which will include sexual harassment/bullying brochures and handouts being distributed to all students. Each class will have been told that sexual harassment amongst staff and/or students will not be tolerated at Northeast Magnet High School. Any complaint of sexual harassment will be investigated and severe consequences will be taken. All faculty and staff at Northeast Magnet will have an in-service on sexual harassment amongst staff to staff, staff to student, and student to staff before school starts which will include sexual harassment brochures and handouts being distributed to all staff members.

Statement of Bullying, Hazing, Threats or Harassment

Northeast Magnet High School's priority is the individual personal safety of each student. Northeast Magnet High School will not tolerate bullying, (including electronics, social networking, blogging, texting) hazing, threats (verbal, non-verbal), physical assaults, harassment of any kind, or any acts that threaten or endanger a student or staff member.

We strongly encourage all students who are victims or witnesses of bullying, hazing, threats, physical assaults or harassment of any kind to report such incidents to school authorities

immediately (administrator, school security officer, counselor, or any certified faculty member). It is vital to report all such incidents in order to maintain the safe, positive environment needed to optimize learning and safety.

We strongly encourage all students who feel or believe they are victims of bullying, hazing, threats, physical assaults, or harassment of any kind, to report such incidents to school authorities immediately.

Consequences to students who violate the safety of others can range from individual conferencing to expulsion. Youth court, suspension and required de-escalation training/counseling are included in the range of consequences.

Board Policy 1116

USD 259 will not tolerate sexual harassment of a pupil by another pupil, employee, or others. Violation of this policy shall result in disciplinary action against any pupil or employee involved, including possible expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement authorities for appropriate action and may be prohibited from being on school property and/or attending school activities.

Board Policy 1464 AIP #2

Bullying is prohibited in any form on school property, in a school/private vehicle, or at a school-sponsored activity or event. In addition to disciplinary action described in BOE Policy P5113 - Suspension and/or Expulsion of Students, students who violate the bullying prohibition may be reported to local law enforcement, if appropriate.

Board Policy 1119

USD #259 will not tolerate harassment or intimidation of a pupil based on race, color, religion, gender, national origin, or disability by another pupil, employee or others. Pupils and employees who violate this policy shall, after proper investigation, be subject to sanctions including possible suspension and/or expulsion of the pupil and termination of the employee. Others who violate this policy shall be reported to local law enforcement agencies for investigation. Some examples, but by no means an all-inclusive list, of the types of conduct prohibited by this policy are:

- The use of slurs or derogatory remarks referring to a pupil's status in one of these categories.
- Using written material (either printed or in their own handwriting) that is racially, religiously or ethnically divisive or creates ill will or hatred.
- Examples: clothing, articles, material, publications or any item that denotes Ku Klux Klan, Arian Nation, White Supremacy, Black Power, Confederate flags or articles, neo-

Nazi or any "hate" groups (except in purely educational settings, for purely educational purposes).

- Being in possession of items depicting or implying racial, ethnic, religious, or disability hatred or prejudice.

What should students do if they are subjected to sexual harassment, bullying, threats or hazing?

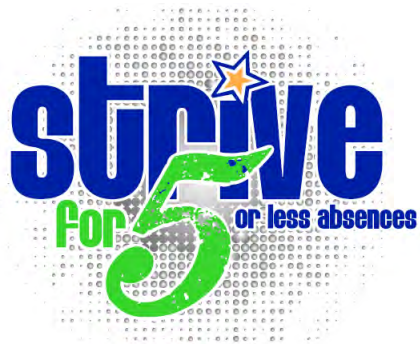
We strongly encourage all students who are victims or witnesses of bullying, hazing, threats, physical assaults or harassment of any kind to report such incidents to school authorities immediately. It is vital to report all such incidents in order to maintain the safe, learning, positive environment needed to optimize learning and safety. If students don't report incidents, adults can't address their concerns.

Pupils should discuss the problem with their administrator, school security officer, grade level counselor, or any certified faculty member. Appropriate action will be taken after investigation and strict confidentiality shall be maintained throughout the complaint procedure. Possible consequences for sexual harassment, bullying, threats or hazing can range from individual conferencing to expulsion.

Possible Consequences for Inappropriate Behavior

All actions contrary to the stated expectations in the Student Code of Conduct shall be considered inappropriate behavior. Any student violating any of the aforementioned expectations is subject to one or more of the following consequences:

- Student/Parent/Teacher Conference
- Community Service
- Lunch Detention
- After School Detention
- Saturday School
- In School Suspension
- Out of School Suspension
- Expulsion Hearing



Consequences for Specific Inappropriate Behavior

Penalties for violating any of the following regulations range from a warning to an expulsion. It is expected that students will treat others and their property with respect and courtesy and that all rules will be obeyed. Below is a list of major infractions and their consequences:

Fighting, Assault, Theft or Major Disruption

- First Offense - Five (5) day suspension and possible disciplinary hearing.
- Second Offense Five-day (5) suspension and possible disciplinary hearing.
- Multiple Offenses – Disciplinary hearing.
- Administration determines a student's involvement and uses discretion deciding the appropriate consequence for the act.

Alcohol and Drugs

- As defined in BOE policy 1465, any pupil that is selling or trafficking (soliciting) drugs, drug paraphernalia and/or other controlled substances at school, on school property, or at a school supervised activity shall receive a recommendation for expulsion from the Wichita Public Schools for 186 school days. To ensure a drug-free environment, the K-9 unit could be used to search randomly for drugs on school property.
- Any pupil who is in possession or uses alcoholic beverages, drugs, drug paraphernalia, and/or other controlled substances at school, on school property, or at a school supervised activity will be:

1. 1st Offense

- a. Placed on an immediate short-term suspension of ten school days and recommended for an extended suspension of 25 additional school days to a district hearing officer who will act on the recommendation at a district level due process hearing.
- b. In lieu of the procedures outlined above, at the time of suspension, parents and/or legal guardians will be afforded the option to have the suspended pupil meet with a community source (which may include mental health agency counseling program, an alcohol and drug service agency, a physician, USD 259 substance abuse specialists, etc.) to discuss the pupil's problem with drugs. Upon receipt of written documentation that the pupil is complying with the agency's recommended action, the suspension shall immediately be revoked and the pupil allowed back in school.

2. 2nd Offense

- a. On second and subsequent offenses, the pupil will be placed on an immediate short-term suspension of five school days and recommended for an extended suspension of 25 school days up to expulsion from the Wichita Public Schools for 186 school days.

Defiance Towards School Official

- Minor Offense- Lunch detention, after school detention and Saturday School.
- Moderate or Second Offense –Three (3) day suspension or possible removal from classroom if directed toward teacher.
- Major - Three to five (3-5) day suspension, removal from class if directed toward teacher and possible disciplinary hearing.
- Repeated Offenses – Five day suspension and possible disciplinary hearing.

Vulgarity

- Vulgarity not directed toward teacher or of a threatening nature toward another student - Referral made on behavior, detention, Saturday School or parent conference.
- Directed toward teacher - Suspension, student may be withdrawn from the class, or possible disciplinary hearing, depending on severity.
- Directed toward other school official or visitor-Three to five-day (3-5) suspension or possible disciplinary hearing.

Weapons on Property

- Real or realistic looking replica, hidden or exposed – five (5) day suspension and recommendation for expulsion. A call to the police will be made.

Search and Seizure - Pupils and their personal possessions

- The pupil has exclusive control over property in his/her immediate possession, but such possession may not be exclusive against the school and its officials. When a reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be made of the pupil's person or personal property.

Insubordination - Disrespect

- Disrespect means disobeying teachers or staff members, not following instructions in regard to conduct, or in any way, by actions or words, showing a defiant attitude. Failure to identify yourself when requested to do so by authorized school personnel is considered insubordination. Detention, Saturday School, or suspension will result from insubordination.

False Fire Alarms/Fires

- All fires will be investigated by the fire marshal and charges filed against any individual(s) responsible for the fire or causing “false” alarms. Safety is our priority. Repair costs will be assessed against guilty parties.

Vandalism and Theft

- Pride and respect for our building, grounds and equipment are characteristics that are expected of Northeast Magnet students. Vandalism and theft will not be tolerated. Charges for damages will be assessed and those responsible will be required to make restitution. Police will be called and charges will be filed. If the vandalism or theft is done by a Northeast student, the student will be placed on a three to five (3-5) day suspension, pending a possible disciplinary hearing.

Internet use

- Inappropriate use of the local area network and/or the internet at Northeast Magnet High School will result in the suspension of network privileges and possible disciplinary consequences, including a possible disciplinary hearing.

Cell Phone, Electronic Device Policy

Northeast Magnet recognizes the school's purpose is to provide an excellent education by promoting an environment conducive to learning. Part of this mission is to prepare students to be technologically savvy citizens. The purpose of this policy is to foster a classroom environment free of Cell Phone and Personal Electronic Device (PED) disruptions, while utilizing such devices to enhance education and improve safety and security for students, staff, and families.

Student use of cell phones and PEDs are restricted to appropriate times during the school day. Cell phones and PEDs may be used before school, during the lunch period, and after the school day. During passing periods students may use their phones except to take and make phone calls. Failure to follow these guidelines will result in the device being confiscated. Cell phones and PEDs are restricted from bell-to-bell during instructional time. When deemed necessary, teachers will designate appropriate times during class for students to record assignments and class activities into their cell phones. Teachers may authorize cell phone use in the classroom for educational purposes. Cell Phone Cameras, Cameras, and Video Devices may be used with teacher/administrator authorization for educational purposes and during specific school wide activities such as Spirit Week assemblies, Magnet Mania, etc. Check with teachers and administrators for permission and additional information about use of these devices for approved events. Cell phones, cameras and video devices are prohibited at all times from restrooms and locker rooms.

Students found using cell phones/PEDs during instructional time will be subject to the following consequences: NEM staff members have the right to confiscate student cell phones/PEDs in accordance with this policy. Student refusal to comply with any staff member's request for their cell phone will be considered defiance of authority and the student will be assigned In-school suspension. Repeated offenses will be subject to progressive discipline.

1st Offense: Two detentions assigned. Device returned to student.

2nd Offense: Parent notified. Saturday School assigned. Device returned to student.

3rd Offense: Parent notified. In-school suspension assigned. Device returned to student.

4th Offense: Parent notified. Two (2) day In School suspension assigned. Device returned to student.

5th Offense: Parent conference. Two (2) day suspension. Device returned to parent. Student cell phone/PED is banned from NEM campus.

Offenses are cumulative through the entire school year and are recorded under the name of the student in possession of the cell phone/PED, no matter who the owner is. Offenses do not start over with the purchase of a new phone/PED.

Warning:

At no time should cell phones or PEDs be used in an inappropriate manner. Examples of inappropriate use include, but are not limited to:

- Cheating by photographing/ recording test or classroom material.
- Cyberbullying, the use of cell phones, internet or other electronic methods to harass, bully or intimidate others is prohibited.
- Texting answers or other information for the purpose of cheating.
- Sexting or other forms of sexual harassment.
- Invasion of student or staff privacy (recording people without their knowledge or permission).
- Used to incite a disturbance.
- Used to communicate inappropriate content to others.
- Using electronic device with the intent of misleading, obstructing or otherwise hindering or impeding official business conducted by school or staff.
- Used to spread rumors.
- Used to communicate to home or families during class.

Emergencies

In case of an emergency, please ask teachers to allow you to visit the office, so we can assist you in contacting home or family. Please follow our procedures of visiting our school nurse, student services or administration for assistance.

Students and parents should realize that cell phones/PEDs are by their very nature and purpose, highly mobile and thus are frequently lost or stolen. Lost or stolen items are the responsibility of the students. NEM staff will not expend resources to recover these items. NEM is not responsible for the loss or theft of these items.

This policy may not address all issues related to the use of cell phones/PEDs. At all times, these devices should not disrupt student learning and/or the ability of a teacher to conduct class. Administration will have the final say in determining what is appropriate use of these devices.

Parents – please do not call or text message your students during the school day. Please call student services at 973-2300 or 973-2305 with all messages or emergencies.

Inappropriate Displays of Affection

Excessive public displays of affection contribute to a negative learning and working environment and could be considered a form of sexual harassment. Students are to refrain from kissing, intimate embraces, and sitting upon one another's laps in the school and on school grounds. Offenses will result in appropriate disciplinary action up to and including a disciplinary hearing.

Student ID and Agenda

Students are expected to be in possession of their school ID card at all times. Students are expected to give their names when asked by a school authority. ID cards are issued at the time of enrollment. Original ID cards cost \$3 and replacement cards cost \$3. ID cards will be required to attend any Northeast Magnet activity. When students are in the hall, they are expected to have their student ID and agenda in their possession and make it available to school staff upon request.

Visitors

Northeast Magnet does not permit students to bring visitors during the school day. Recent attendees and/or graduates who wish to return to campus to visit must do so outside of the school day. All non-students, parents, and community members must report to the office upon arriving to campus.

- All visitors must report to the main office immediately upon entering the building (BOE and Wichita Police regulations). After checking in with a state issued photo ID, they will be granted a Guest Pass that is to be worn during their stay in the building.
- Northeast Magnet students are not to be on another campus during the school day unless they have received advanced approval from the visiting school's principal.
- Being on another campus without permission could result in a three to five (3-5) day suspension.

STUDENT SERVICES

Guidance and Counseling Program

MISSION STATEMENT: The mission of the Wichita Public Schools' Comprehensive Guidance and Counseling Program is to ensure that all students develop knowledge, skills, and attitudes in personal, social, educational, and career areas necessary for academic achievement and responsible living at continuing stages of their lives.

Services Provided:

- Help students find and use information they need to make good decisions.
- Provide students and family members information on educational, career, and occupational planning.
- Assist students, family members, and staff with a wide range of social, emotional, and academic issues.
- Assist students in identifying personal abilities, needs, and interests.
- Advise students on making the school a safe and respectful place.

College Visits and Programs

Juniors and seniors are encouraged to make visits to the colleges that they are interested in attending outside of school time. The summer after the junior year is an excellent time to make college visits. It may be beneficial, however, to visit the colleges when they are in full session. Juniors are allowed one excused absence, and seniors are allowed two excused absences to visit colleges during the school year. These absences must be prearranged through the office.

Planning a college visit

Call the admissions office at the college several weeks ahead of time. Ask the college or contact guidance office for scheduled "visitation days" or "open houses" specifically designed for your interest and grade level.

Preparing for College

We strive for all of our students to be prepared to successfully pursue an education at the college or program of their choice after high school. When a student enters high school, his or her preparation for college begins. Academic course selection, GPA, test scores, involvement in activities, and community service are all important for college success.

College Recruiting Efforts

Many colleges and universities, as well as community groups, will host visitation days designed to encourage students to attend a specific college. Such days include special intent days, leadership symposiums, class days, or any other reason or opportunity for perspective

students. Many of the colleges contact students directly, and the school is unaware of the planned activity. We do not encourage students to miss school for these events. Unless NEM organizes the college event, these days will count as one of the approved visits. All other visits will be unexcused absences. The school will not release or excuse a student to a college site visit for specialty days without prior permission of the parent. Parents are encouraged to contact the guidance office regarding all college invitation days.

Freshman Year:

- Grades start to matter for college admission and scholarships.
- Begin keeping track of all activities, honors, employment, and volunteer work.

Sophomore Year:

- Grades and activities should continue to be a priority.
- Exploration of colleges should begin.

Junior Year:

- Attend the Future's Fair in early November. This event gives students the opportunity to gather information on over 100 colleges and technical schools. This does not count toward their one excused college visit.
- The PSAT test is taken in October in order to qualify for the National Merit Scholarship Competition. It also serves as practice for the SAT.
- The ACT and/or SAT test should be taken this year.
- By the end of the junior year, the list of potential colleges of interest should be narrowed to no more than 3 to 5.
- Sign up through the guidance office to meet with college representatives that visit NEM in the spring.
- Visit college campuses.
- Select challenging courses for the senior year.
- Grades and activities should continue to be a priority.

Senior Year:

- Apply to colleges before their deadlines (Fall).
- Apply for financial aid to colleges before their deadlines. (Fall for scholarships)
- Apply for outside scholarships throughout the year.
- Meet with college representatives that visit NEM in the fall. This can be done during enrollment.
- Submit the Free Application for Federal Student Aid (FAFSA) after November 1.
- Keep copies of all forms you submit.
- Grades and activities should continue to be a priority.

Seniors

Check for updates, deadlines, and opportunities, and meet college representatives. Each year, seniors have an opportunity to meet with college reps during class time. Students will be notified of the college rep's scheduled NEM visit date and will be excused to meet with the representative. During the year, students may schedule, through the guidance office, additional opportunities as they become available.

AP Course Level Guidelines for Students and Parents

All students who wish to accept the challenge of an Advanced Placement (AP) course are welcome to participate in the AP program. As students and parents consider the commitment of enrolling in AP, they should be aware of the rigor in these courses, so they can make informed decisions regarding course selection. The following guidelines are provided to assist both students and parents in their consideration of these courses:

- AP curricula are written two grade levels above traditional curricula.
- AP classrooms are fast-paced and challenging environments, with most lesson preparation done at home.
- Students taking these courses should be self-motivated learners willing to invest time and energy into their activities and assignments.
- Students should be independent learners who have demonstrated prior success in the classroom.

Motivation

There are several reasons why students take AP courses in high school. All AP students should have the desire to do their best, regardless of the effort required or the ability to prioritize their time. Each AP class requires multiple hours of homework per week. Students should be committed to investing the time needed to be successful in their AP coursework, regardless of extracurricular activities or other outside of the school day activities.

A positive attitude toward challenging coursework

Often students find that AP classes require a level of rigor to which they are unaccustomed. When faced with challenges, students should be willing to take necessary steps to succeed in the class (tutorials, study groups, etc.). AP students should approach problem-solving as an adventure and appreciate learning for learning's sake.

A strong work ethic

An interactive environment is critical to a successful AP experience. Student participation requires good attendance and punctuality. Respecting each other's ideas and taking responsibility for one's own actions and work are also crucial components to success. Students should be able to work well, both independently and cooperatively. They should also take pride in their work by completing all assignments on time and creating high-quality products.

Teacher input

The current subject-area teacher is a valuable resource in determining a student's readiness to participate in an AP program. Communicating with that teacher before making a final determination is an important part of the decision-making process.

AP Enrollment Considerations and Commitments

- Enrollment in Advance Placement Course(s) is for the full school year.
- Requests to withdraw from Advanced Placement Course(s) will be denied.
- Students have these options:
 1. Pay the fee for the AP Exam (\$93 full price or \$53 free or reduced price) and have it scored by the College Board.
 2. Pay for dual credit from a local College or University (\$195 approximately) if available at your school.
 3. Pay for both the AP Exam to be scored by College Board and dual college credit.
 4. Take the class for the rigor and preparation for college and pay no additional fee which means not taking the official AP Exam. You will be required to take a final exam which will be a replica/released AP Exam which will be equivalent to the amount of time of the original AP exam.
 - a. The replica/released AP exam scores, given by teachers, can only help student grades if the student completes the exam and does their best.
 - b. If the replica/released AP exam is unattended or not taken by the student, then the student's final grade will be affected.

The scores earned on an Advanced Placement Exam will have no bearing on the grade earned in an Advanced Placement Course.

Schedule Changes

Administration may change student's schedules to balance class size, conserve classroom space and/or adjust a student's courses to meet graduation requirements.

Course changes are NOT made for the following reasons:

- Preference for a different teacher, period or semester.
- Preference to be with friends.
- Change of mind about taking a course.
- Parent request.
- Coach request.

Course changes MAY occur for the following reasons:

- Every period not scheduled.
- Duplication of class.
- Class incorrectly sequenced or student does not meet prerequisite.
- Student lacks a class needed for graduation.
- Inappropriate skill level for class (must be teacher recommended).
- Repeat class can be taken with a different teacher if available.

Cafeteria-Food Service

Meals are served two times during the school day: 6:30 - 6:55 a.m. (breakfast) and during the scheduled lunch period. Food and drink should be consumed during the allotted times and is not allowed in classrooms. Students on free and /or reduced meal plans must have appropriate paperwork on file annually.

Lockers

Lockers and locker combinations will be distributed on the first day of school. The school is not responsible for articles in lockers. It is your responsibility to keep your locker locked at all times. Lockers remain the property of the school and may be inspected at any time. The cost of removing any writing, graffiti or anything that defaces lockers will be charged to the student assigned to the locker. Sharing of lockers is discouraged by the administration. You place yourself at risk of theft by giving your combination to anyone else. Students are expected to check with administration before objects can be attached to the locker, and they are responsible for cleaning their locker at the end of the school year.

School Bus Transportation

If you live two and one-half miles or more from Northeast Magnet, you may ride a school bus. During enrollment, you will be given your bus run/route number. Students are discouraged from requesting parent permission slips to ride home with other students. Administrative approval is required for students to ride a bus other than the one assigned to them.

Arriving Buses

Morning buses will drop off all students on the north side of the building. Parents can drop off students in the circle drive on the south side of building.

Departing Buses

Buses will be located in the south parking lot.

Regular buses will leave seven minutes following school dismissal.

Base school shuttle buses leave immediately at 2:25. These buses will all load on the south side of building in the south bus parking lot.

Late Bus departs at 4:00 from the south side of building in the south bus parking lot. This bus transports students to base schools.

Bus Safety

All students are expected to follow bus rules. Failure to do so may result in a bus suspension or permanent removal from the bus. Riding the bus is a privilege and should be treated accordingly.

Bus Problems

Students and parents should contact Ms. Blades in Student Services with all bus concerns. She can be reached at 973-2304.

Bus Routes

Students should always know their bus route number. This number is how we track buses. Your route number should be written in the front of your agenda.

Health Services

The health room is located on the first floor in main hallway outside of Student Services. If you wish to see the nurse for illness or other emergency, get a pass from your teacher. Students will not be allowed in the health room without a pass. Notify the nurse of health related concerns which may cause excessive absences.

Immunizations

Students must provide the school with current documentation of immunizations or be excluded from attending school by state law.

Medication at school

Proper paper work must be completed and on file with the nurse for any medication to be on school property.

Elevators

The two elevators are for the use of physically impaired students, visitors, and for maintenance staff and faculty. Students needing an elevator pass should request one from the nurse.

Library Media Center

The library is open from 6:50 a.m. to 2:20 p.m. During class time, students will be admitted to the library only if a teacher has signed their agenda.

Pass Cards – Seniors only

Pass Cards assist seniors who wish to attend college classes, perform community service, participate in a magnet area internship or related experience approved by administration. All students with pass cards are to be OFF campus during the designated times.

To be eligible for a pass card, a student must meet the following criteria:

1. Have a 21 composite on the ACT (or be enrolled in a college class)
2. Have a 2.0 cumulative GPA
3. Be on track to graduate

Students may not drop AP classes or magnet classes. In order to drop a math class, students must have a documented score of 22 or greater on the math section of the ACT prior to the end of first semester. Students participating in winter and spring sports must be enrolled in a minimum of 5 courses at NEM to meet KSHSAA requirements. It is the responsibility of the parent and student to verify and maintain eligibility.

Parking

All student vehicles must be registered with NEM Security and have their parking decal on their rear view mirror at all times. Failure to register your vehicle may result in loss of driving privileges. Parking decals cost \$10 and may be purchased at enrollment by any licensed or restricted licensed driver.

The faculty parking lot on the north side of the building is off limits to student parking. A \$10 fine will be imposed on students parking in this area. Parking in designated visitors areas will also result in a \$10 fine. The speed limit is 20 MPH. Excessive speed and/or careless driving will result in a \$10 ticket and/or revocation of your driving privileges. Driving privileges will be revoked upon a third violation, and you may face further disciplinary action.

Drivers and other students may not loiter in the parking lot. At the end of the school day, you are expected to leave the school property. Remember to always lock your vehicle and place valuables in your trunk or out of sight. Always report any accident to NEM security. If you are involved in an accident stop and exchange:

- names
- addresses
- phone numbers
- driver's license numbers
- tag numbers
- insurance information

ACTIVITIES

Clubs

Clubs at Northeast Magnet give students a chance to work with others who have similar interests, extend their knowledge of subject areas, serve the school and the community, and just have fun. The clubs have their own officers and sponsors. They will meet before school, at lunch, or after school which will be established by their club sponsor. Announcements pertaining to meeting dates and activities are made regularly on the daily student bulletin so join a club. It's a good way to get involved in Northeast.

A variety of student organizations meet during the lunch period. The priority for meeting times is for school organized and sponsored programs. Other student initiated community or special interest groups must be approved and placed on the calendar prior to meeting. No group or activity may utilize the school building, classrooms or assembly areas without permission of the administration. To become an approved meeting group with the right to schedule and hold meetings at NEM, please see the administration. Posting notices of meeting times at school can only be done with administrative approval. Some of the clubs and organizations at NEM include:

African American Club	Ms Henderson
Anime Club	Mrs. Simmons
Arts and Crafts Club	Mr. Van Osdel
Asian Club	Mrs. Sayahnejad
Car Club	Mrs. Czechowski
Chess Club	Mr. Criss
Christian Club	Mrs. Ward
Circle of Friends	Mrs. Murphy
Cyber Patriot	Lt. Col. Steffen
District Student Leadership	Mr. Creasman/Ms. Sailor
Feminists Club	Mrs. Simmons
French Club	Mrs. Ward
Gamer's Guild	Mrs. Davis
Girls STEM Club	Mrs. Criss
GSA	Mr. Albers
HOSA	Mrs. Criss
National Art Honor Society	Mrs. Larsen
National Honor Society	Mrs. Witt
National Spanish Honor Society	Sra. Fresh
Scholar's Bowl	Mrs. Diggs
Student Council	

Technical Student Association (TSA)
Thespians and Theater Club
Tri-M Honor Society
UNICEF Club

Mr. Criss
Mr. Taylor
Mr. Martens
Mrs. Gannon

Music

Vocal and instrumental music courses are offered at Northeast. All of the various groups present concerts and may travel to competitions and performances outside of school. If you have ever played an instrument or if you enjoy singing, plan to enroll in music.

Drama

Drama students present a variety of plays throughout the school year and are involved in the all-school musical. Tryouts for all-school productions are announced in the daily bulletin. Students must meet the standards set by the Academics First Policy to participate in tryouts.

Student Council

Students elect the members of the Student Council. The membership is composed of elected representatives from each class and the President and Vice-President of the Student Council. Students must meet the standards set by the Academics First Policy in order to run for and hold a class office.

Class Elections

Sophomore, junior and senior class elections are held in the spring of each year. Election of freshman officers is conducted in the fall. Students must meet the standards set by the Academics First Policy and attend a minimum of 10 class meetings during the current academic year in order to run for and hold a class office.

Athletics/Sports

Northeast Magnet does not have sports on campus. However, sports are offered at the student's base school (the school the student would have attended if not at NEM). To be eligible, the student must meet enrollment, academic, and behavior guidelines set by KSHSAA, NEM and the base school. Bus transportation is provided each day for athletes to travel to their base school for practice. There are numerous athletic teams for both males and females in the district. All students that plan on participating in athletics must have a current physical on file with their base school, must be enrolled in 5 classes per semester, and must have passed 5 classes the previous semester to participate in any sport excluding Advocacy.

NEM Library Policies

The library is here for your learning!

The library clerk is here to help you make the most of the opportunity to be productive!

Passes

- All students who are not with a scheduled class must have a pass to use the library during class periods.
- Students sent to the library during class periods should have a need for library resources.

Resources

- You are expected to treat computers and books with respect. All students at NEM have a right to resources that are in good condition.
- Printers are only to be used for class assignments and college inquiry.
- For multiple copies, students should plan to use a copy machine, not the printer.
- Try to be conservative when using color printing.
- Please do not print off items you do not plan to take. Be aware of the limited resources.

Library Space

- No Food or Drink in the Library!
- Please pick up all trash and your belongings when you leave.

Book Check-out

- Book check-out is two weeks. Books may be renewed for an additional two weeks.
- The library may fine for overdue books; the fine is ten cents per day.
- The library will charge for lost and damaged books.

Computer Use

- Students are expected to adhere to BOE policies and posted requirements for computer use in the library.
- Students are not permitted to share log-ons. Anyone found sharing log-on information may be logged off the computers.
- During class periods, computers are only to be used for class assignments or college inquiry.
- Students may surf the web at lunch and before school.
- No gaming will be permitted in the library.
- Email may only be used for school purposes.
- Computer use will be monitored as required by federal mandate.
- Inappropriate use could result in disciplinary action and loss of computer privileges.

STUDENT RIGHTS AND RESPONSIBILITIES

Wichita Public Schools USD 259

Rights and Responsibilities for Students and Parents/Guardians

The purpose of every school handbook is to help parents/guardians and students in understanding RIGHTS and RESPONSIBILITIES.

When a question or problem arises, the first step in resolving the problem or getting an answer should be where the problem or question exists, i.e., another pupil, teacher/staff or building administration. The school district provides a parental liaison whose primary responsibility is to help citizens resolve problems and get answers if they cannot be resolved at the school building.

Parents/guardians and students have the RIGHT to know of the due process procedures followed by USD 259 if they disagree with the interpretation of school policies. Due process is used to provide a quick and orderly method of resolving school-related conflicts.

Parents/Guardians and students have the RIGHT to be informed about the compulsory attendance policies and the students have RESPONSIBILITY to arrive at school and attend classes on time on a regular basis.

Parents/Guardians have a RIGHT to have access to USD 259 policies and procedures and a RESPONSIBILITY to be aware of the district policies and procedures regarding all policies.

Parents/Guardians and students have the RIGHT to be informed about the zero tolerance policies on weapons, drug trafficking and battery of staff and the RESPONSIBILITY each year to sign a form that indicates awareness of the consequences of violating these policies. (Board of Education Policies 1462, 1465, 1466)

Parents/Guardians and students have the RIGHT to:

1. Be treated with courtesy and respect as individuals
2. Expect a safe and secure learning environment (Board of Education Policy 1359)
3. Grieve any alleged violation of their rights by a staff member (Board of Education Policy 1468)
4. Be informed of school rules and board of education policies and know that the following behaviors are not permitted (Board of Education Policies 1462, 1464, 1465, 1466)
 - a. Fighting in school, on the bus, school property or any school activity
 - b. Smoking
 - c. Actions, words, or gestures that show disrespect to staff members or other students

- d. Dress or appearance that is in violation of published school rules and board of education policies
- e. Vandalism
- f. Loitering in school buildings or on school property
- g. Causing a false fire alarm or a bomb threat
- h. Disrupting regular school activities
- i. Arson, setting off fireworks or chemical devices
- j. Extortion
- k. Possession and/or use of weapons
- l. Possession and/or use of electronic communication devices at school or school activities
- m. Selling, possession and/or use of illegal substances

Parents/Guardians and students have the **RESPONSIBILITY** at all times to be good citizens and to follow the rules and regulations as set forth by the school administration and the school district.

Parents/Guardians and students have the **RIGHT** to know that information contained in educational records is confidential. (Board of Education 5501) Parents/Guardians and students have a **RESPONSIBILITY** to refrain from misleading the school regarding name, address, date of birth and phone number.

Parents/Guardians have a **RIGHT** to know that upon their request the non-custodial parent is entitled to all parental rights to the extent that such rights are not restricted by a court order. Non-custodial parents have a **RESPONSIBILITY** to make a yearly request to the building administration to receive official information regarding their child. (Board of Education Policy 5503)



BOARD OF EDUCATION POLICIES

FOR FULL BOE POLICIES PLEASE VISIT THE DISTRICT WEB SITE

www.usd259.org

P1116 Sexual Harassment of Pupils

USD 259 will not tolerate sexual harassment of a pupil by another pupil, employee, or others. Violation of this policy shall result in disciplinary action against any pupil or employee involved, including possible expulsion of the pupil and termination of the employee.

Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term of the pupil's academic opportunities, (2) submission to or rejection of such conduct by a pupil is used as a basis for academic decisions affecting such pupil, or (3) such conduct has the purpose or effect of unreasonably interfering with the pupil's school performance or it creates an intimidating, hostile or offensive educational environment *whether or not the person engaging in the conduct intends to create that effect.*

P1119 Harassment of Pupils based on race, color, religion, gender, national origin, or disability

USD 259 will not tolerate harassment or intimidation of a pupil based on race, color, religion, gender, national origin, or disability by another pupil, employee or others. Pupils and employees who violate this policy shall, after proper investigation, be subject to sanctions including possible suspension and/or expulsion of the pupil and termination of the employee.

P1232 Acceptable use of computers, networks, internet, electronic mail, and other online services - Students

Students are responsible for good behavior on computers, networks, the Internet, or other online services just as they are in a classroom or a school hallway. General school rules for behavior and communications apply. Administrators, teachers, and other appropriate district employees will decide what inappropriate use is. *Violations of this policy may result in disciplinary or legal action including, but not limited to, restrictions or loss of network access and/or suspension or expulsion from school and/or criminal prosecution under appropriate local, state, and federal laws.*

P1462 Pupil Behavior - Assault and/or Battery of Staff Member

Any pupil, who is found to have committed battery upon any school district staff member at school, on school property, or at a school supervised activity, shall receive a mandatory expulsion from the school district for 186 days.

Any pupil, who is found to have committed assault upon any school district staff member at school, on school property, or at a school supervised activity, shall be subject to disciplinary action up to and including expulsion from the school district for 186 days.

P1464 Pupil Behavior - Regulations

Each pupil is held responsible for his/her personal actions. The right to attend a Wichita Public School carries with it the obligation to maintain acceptable behavior.

The use of Personal Electronic Devices (PED's) by pupils during the school day is prohibited. These devices must be powered off and kept out of sight during the school day. Students shall be personally and solely responsible for the security of their cellular telephones and other PED's. The Wichita Board of Education shall not assume responsibility or liability for the theft, loss, or damage to a cellular phone or other PED, nor does it assume responsibility for the unauthorized use of any device.

A pupil who steals, maliciously destroys, or defaces school property will be expected to make restitution as part of the penalty for such action. Malicious destruction cases may also be referred to the police under the Kansas School Law.

Students who violate this policy and the associated regulations shall be deemed to have created a disruption to the instructional environment and are subject to appropriate disciplinary actions.

P1465 Alcohol, Drugs, Drug Paraphernalia, and other Controlled Substances

Any pupil who intends to or is selling, manufacturing or trafficking (as defined in AIP #1) alcoholic beverages, drugs, drug paraphernalia, inhalants and/or other controlled or uncontrolled substances, such as, but not limited to, over the counter medications or unauthorized prescription drugs, or any pupil who possesses such substances in an amount that exceeds the reasonable personal need of the average user of the substance possessed (as determined in accordance with AIP #2), at school, on school property, or at a school supervised activity shall receive a mandatory expulsion from the Wichita Public Schools for 186 school days.

Students that appear to be under the influence of a controlled substance or are in possession of a controlled substance or any drug paraphernalia may receive a short term 10 day suspension and given the option to meet with a community source to discuss the pupil's

problem with drugs/alcohol. Upon receipt of written documentation that the pupil is complying with such agency's recommended action, a suspension imposed under AIP #1 shall immediately be revoked and the pupil allowed back in school.

P1466 Possession or use of Weapons

Any pupil who is found to have brought or to have been in possession of a weapon, as defined in K.S.A. 72-89a01, including any firearm or replica firearm at school, on school property, or at a school-supervised activity shall receive a mandatory expulsion from the school district for 186 school days.

Any pupil who is found to have brought or to have been in possession of any article (as defined in AIP 1c) or who uses any article (as defined in AIP 1d) to inflict bodily harm or to place a person(s) in fear of bodily harm at school, on school property, or at a school sponsored activity shall be subject to disciplinary action up to and including expulsion from the school district for 186 school days.

P1469 Search and Seizure - School Facilities

The pupil has exclusive control over his/her locker, desk, workstation, and other similar assigned areas of school property as against other pupils; but such possession is not exclusive as against the school and its official. *When a suspicion arises that a pupil is involved in illegal, illicit, or disruptive behavior, the Principal has the authority to conduct a search and confiscate items considered illegal, illicit, disruptive, or a general nuisance to the educational process.*

P1470 Search and Seizure - Pupils and their Personal Possessions

The pupil has exclusive control over his/her locker, desk, workstation, and other similar assigned areas of school property as against other pupils; but such possession is not exclusive as against the school and its official. *When a reasonable suspicion arises that use or possession of a pupil's property is illegal, illicit, disruptive, or a danger to the general welfare of pupils and staff, a search may be made of the pupil's person or personal property.*

Websites

District Website: www.usd259.com

Northeast Website: <http://northeast.usd259.org>

ACT information: www.actstudent.org

SAT information: sat@info.collegeboard.org

Before you...



THINK!!

T = is it True?

H = is it Helpful?

I = is it Inspiring?

N = is it Nice?

K = is it Kind?

Bloom's Taxonomy and Costa's Levels of Critical Thinking

BLOOM'S TAXONOMY	COMMON DESCRIPTION	COSTA'S LEVELS OF CRITICAL THINKING
<p>Knowledge</p> <p>define, label, repeat, record, list, recall, memorize, relate, name</p> <p>Comprehension</p> <p>restate, discuss, describe, recognize, explain, express, identify, locate, report, review</p> <p>Application</p> <p>demonstrate, dramatize, practice, operate, imply, schedule, apply, illustrate, translate, interpret</p> <p>Analysis</p> <p>debate, diagram, distinguish, compare, question, inventory, differentiate, criticize, solve, experiment</p> <p>Synthesis</p> <p>compose, design, propose, arrange, formulate, organize, assemble, prepare, construct</p> <p>Evaluation</p> <p>judge, rate, predict, assess, choose, evaluate, estimate, select, value, measure</p>	<p></p> <p>Gathering Information</p> <p></p> <p>Thinking about the Information</p> <p></p> <p>Applying the Information to New Situations and Making Judgments</p>	<p>Input</p> <p>tell, recall, define, observe, identify, describe, recognize, demonstrate, connect, count, list, match, label, name, select, discuss</p> <p>Process</p> <p>sort, infer, analyze, sequence, organize, distinguish, solve, explain, compare, contrast, group, classify, construct, relate, determine, differentiate, deduce, isolate, specify, characterize, make analogies, reason</p> <p>Output</p> <p>Conclude, criticize, reconstruct, reorganize, justify, judge, evaluate, imagine, predict, speculate, forecast, estimate, create, modify, generalize, theorize, make a model, extrapolate, apply a principle, interpret, hypothesize, if/then</p>

Problem Solving Strategies		
Draw a Diagram, Sketch, or a Picture	Construct a Model	Make a Chart, Table, or Graph
Look for Patterns	Use an Organized List	Guess and Check
Write an Equation	Use Logical Reasoning	Make It Simpler
Act it Out	Choose an Operation	Work Backwards

Draw a diagram

When to use it: When you need help in visualizing the problem

Drawing a diagram allows you to organize the information in a spatial manner, which then allows the visual part of your brain to become more involved in the problem solving process.

Look for a pattern

When to use it: when the problem describes a relationship

Finding a pattern enables you to reduce a complex problem to a pattern and then use the pattern to derive a solution. Often the key to finding a pattern is to organize the information.

Work backward

When to use it: When the answer can be arrived at by undoing the various operations

Working backwards is a strategy that falls into the broad context of changing your focus. You need to change your focus and consider the whole problem in reverse.

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Work of art on the web	Curran, John. <i>Blond Angel</i> . 2001. Indianapolis Museum of Art. <i>IMA: It's My Art</i> . Web. 9 May 2007.

Works Cited Format Checklist

- One inch margins
- Header in upper right hand corner 1/2 inch down from top of page: your last name and the page number
- Title is one inch down from top of page and centered: Works Cited
- All the text should be the same size and font: Calibri, Times New Roman or Arial and 11 or 12 point font
- Entries are alphabetized by author's last name or title if no author
- First line of each entry is left aligned; all other lines in an entry are indented (hit Tab)
- Double space the entire page—no extra spaces in between entries or in between the title and first entry
- Take the blue off of a URL by hitting Backspace after you have typed the URL

The Periodic Table of the Elements

The Periodic Table of the Elements

1 1A (+1)	2 2A (+2)	Key										13 3A (+3)	14 4A (+4) -4	15 5A (-3)	16 6A (-2)	17 7A (-1)	18 8A	
1 H Hydrogen 1.00794	2 He Helium 4.003	Symbol of Element										Atomic Weight						
3 Li Lithium 6.941	4 Be Beryllium 9.012182	Name of Element																
11 Na Sodium 22.989770	12 Mg Magnesium 24.3050	3 3B	4 4B	5 5B	6 6B	7 7B	8 8B	9	10	11 1B	12 2B	13 Al Aluminum 26.981538	14 Si Silicon 28.0855	15 P Phosphorus 30.973761	16 S Sulfur 32.066	17 Cl Chlorine 35.4527	18 Ar Argon 39.948	
19 K Potassium 39.0983	20 Ca Calcium 40.078	21 Sc Scandium 44.955910	22 Ti Titanium 47.867	23 V Vanadium 50.9415	24 Cr Chromium 51.9961	25 Mn Manganese 54.938049	26 Fe Iron 55.845	27 Co Cobalt 58.933200	28 Ni Nickel 58.6934	29 Cu Copper 63.546	30 (+2) Zn Zinc 65.39	31 Ga Gallium 69.723	32 Ge Germanium 72.61	33 As Arsenic 74.92160	34 Se Selenium 78.96	35 Br Bromine 79.904	36 Kr Krypton 83.80	
37 Rb Rubidium 85.4678	38 Sr Strontium 87.62	39 Y Yttrium 88.90586	40 Zr Zirconium 91.224	41 Nb Niobium 92.90638	42 Mo Molybdenum 95.94	43 Tc Technetium (98)	44 Ru Ruthenium 101.07	45 Rh Rhodium 102.90550	46 Pd Palladium 106.42	47 (+1) Ag Silver 107.8682	48 Cd Cadmium 112.411	49 In Indium 114.818	50 Sn Tin 118.710	51 Sb Antimony 121.760	52 Te Tellurium 127.60	53 I Iodine 126.90447	54 Xe Xenon 131.29	
55 Cs Cesium 132.90545	56 Ba Barium 137.327	57 La Lanthanum 138.9055	72 Hf Hafnium 178.49	73 Ta Tantalum 180.9479	74 W Tungsten 183.84	75 Re Rhenium 186.207	76 Os Osmium 190.23	77 Ir Iridium 192.217	78 Pt Platinum 195.078	79 (+1) Au Gold 196.96655	80 (+2) Hg Mercury 200.59	81 Tl Thallium 204.3833	82 Pb Lead 207.2	83 Bi Bismuth 208.98038	84 Po Polonium (209)	85 At Astatine (210)	86 Rn Radon (222)	
87 Fr Francium (223)	88 Ra Radium (226)	89 Ac Actinium (227)	104 Rf Rutherfordium (261.1)	105 Db Dubnium (262.1)	106 Sg Seaborgium (263.1)	107 Bh Bohrium (264.1)	108 Hs Hassium (265.1)	109 Mt Meitnerium (268)	110 Uun Ununnilium ---	111 Uuu Ununtrium ---	112 Uub Ununbium ---	113 Uuq Ununquadium ---	114 Uuh Ununhexium ---	115 Uut Ununseptium ---	116 Uuh Ununhexium ---	117 Uus Ununseptium ---	118 Uuo Ununoctium ---	
Lanthanides																		
58 Ce Cerium 140.116	59 Pr Praseodymium 140.90765	60 Nd Neodymium 144.24	61 Pm Promethium (145)	62 Sm Samarium 150.36	63 Eu Europium 151.964	64 Gd Gadolinium 157.25	65 Tb Terbium 158.92534	66 Dy Dysprosium 162.50	67 Ho Holmium 164.93032	68 Er Erbium 167.26	69 Tm Thulium 168.93421	70 Yb Ytterbium 173.04	71 Lu Lutetium 174.967					
90 Th Thorium 232.0381	91 Pa Protactinium 231.03588	92 U Uranium 238.0289	93 Np Neptunium (237)	94 Pu Plutonium (244)	95 Am Americium (243)	96 Cm Curium (247)	97 Bk Berkelium (247)	98 Cf Californium (251)	99 Es Einsteinium (252)	100 Fm Fermium (257)	101 Md Mendelevium (258)	102 No Nobelium (259)	103 Lr Lawrencium (262)					
Actinides																		

Where the atomic weight is not known, the relative atomic mass of the most common radioactive isotope is shown in brackets

C2M

Common Polyatomic Ions

NH_4^{+1} , ammonium

$\text{C}_2\text{H}_3\text{O}_2^{-1}$, acetate

HCO_3^{-1} , bicarbonate

ClO_3^{-1} , chlorate

ClO_2^{-1} , chlorite

CN^{-1} , cyanide

OH^{-1} , hydroxide

ClO^{-1} , hypochlorite

IO_3^{-1} , iodate

NO_3^{-1} , nitrate

NO_2^{-1} , nitrite

ClO_4^{-1} , perchlorate

MnO_4^{-1} , permanganate

CO_3^{-2} , carbonate

CrO_4^{-2} , chromate

$\text{Cr}_2\text{O}_7^{-2}$, dichromate

$\text{C}_2\text{O}_4^{-2}$, oxalate

O_2^{-2} , peroxide

SO_4^{-2} , sulfate

SO_3^{-2} , sulfite

$\text{S}_2\text{O}_3^{-2}$, thiosulfate

PO_4^{-3} , phosphate

Electronegativity Values for Selected Elements

H 2.1						
Li 1.0	Be 1.5	B 2.0	C 2.5	N 3.0	O 3.5	F 4.0
Na 0.9	Mg 1.2	Al 1.5	Si 1.8	P 2.1	S 2.5	Cl 3.0
K 0.8	Ca 1.0	Ga 1.6	Ge 1.8	As 2.0	Se 2.4	Br 2.8
Rb 0.8	Sr 1.0	In 1.7	Sn 1.8	Sb 1.9	Te 2.1	I 2.5
Cs 0.7	Ba 0.9	Tl 1.8	Pb 1.9	Bi 1.9		

Physics Equations and Constants

Displacement:

$$d = vt = \frac{1}{2} (v_i + v_f)t$$

$$d = v_i t + \frac{1}{2} at^2$$

$$d = \frac{1}{2} (v_f + v_i)t$$

$$d = (v_f^2 - v_i^2) / 2a$$

Velocity:

$$v = \Delta d / \Delta t = (d_f - d_i) / (t_f - t_i)$$

Acceleration:

$$a = \Delta v / \Delta t = (v_f - v_i) / t$$

Force:

$$F = ma$$

$$W = mg$$

$$F_f = \mu F_N$$

Energy:

$$KE = \frac{1}{2} mv^2$$

$$PE = mgh$$

$$KE_i + PE_i = KE_f + PE_f$$

Thermal:

$$Q = mC\Delta t$$

$$Q = mH_f$$

$$Q = MH_v$$

Pressure:

$$P_s = F/A$$

$$F_1/A_1 = F_2/A_2$$

LIGHT:

Intensity: $E = P / (4\pi d^2)$

Index of Refraction: $n = c/v$

Snell's Law: $n_i \sin \theta_i = n_r \sin \theta_r$

Mirrors and Lenses: $1/f = 1/d_o + 1/d_i$
 $m = h_i/h_o = -d_i/d_o$

ELECTRICITY:

Coulomb's: $F_e = kq_1q_2 / d^2$

Ohm's Law: $V = IR$

Power: $P_w = I^2 R$

Series: $R_t = R_1 + R_2 + R_3$

Parallel: $1/R_t = 1/R_1 + 1/R_2 + 1/R_3$
 $E = F/q^1$
 $C = q/v$
 $\Delta v = \Delta PE/q^1$

CONSTANTS:

$$g = -9.80 \text{ m/s}^2$$

$$G = 6.7 \times 10^{-11} \text{ Nm}^2/\text{kg}^2$$

$$k = 9.0 \times 10^9 \text{ Nm}^2/\text{C}^2$$

$$C_w = 4180 \text{ J/kg K}$$

$$c = 3.00 \times 10^8 \text{ m/s}$$

$$V_{\text{sound}} = 343 \text{ m/s @ } 20^\circ\text{C}$$

$$e^- = -1.6 \times 10^{-19} \text{ C}$$

$$m_e = 9.11 \times 10^{-31} \text{ kg}$$

$$m_p = 1.67 \times 10^{-27} \text{ kg}$$

MOMENTUM:

$$p = mv$$

$$\Delta p = m\Delta v = F\Delta t$$

$$p_A + p_B = P_A + P_B$$

TWO DIMENSIONAL MOTION:

$$d_x = v_x t$$

$$d_y = v_y t + \frac{1}{2} gt^2$$

$$v_x = v \cos \theta$$

$$v_y = v \sin \theta$$

UNIVERSAL GRAVITATION:

$$F_g = Gm_1m_2 / d^2$$

WORK, POWER AND EFFICIENCY:

$$W_k = Fd$$

$$P_w = W_k/t$$

$$MA = F_r/F_e$$

$$IMA = d_e/d_r$$

$$\text{eff} = MA / IMA \times 100$$

$$= W_o/W_i$$

WAVES:

$$v = \lambda f$$

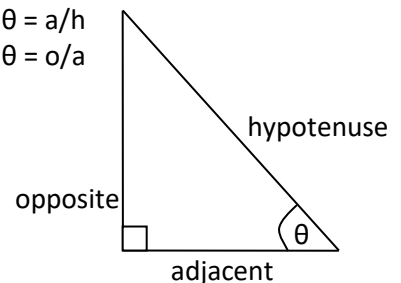
$$T = 1/f$$

TRIGONOMETRY:

$$\sin \theta = o/h$$

$$\cos \theta = a/h$$

$$\tan \theta = o/a$$



Mathematics Formula Sheet

VOLUME

SURFACE AREA

Cube

$$V = s^3 = Bh$$

$$S.A. = 6s^2$$

Rectangular Prism

$$V = lwh = Bh$$

$$S.A. = 2lw + 2wh + 2lh \\ = Ph + 2B$$

Cylinder

$$V = \pi r^2 h = Bh$$

$$S.A. = 2\pi r^2 + 2\pi rh \\ = Ph + 2B$$

Square Pyramid

$$V = \frac{1}{3}Bh$$

$$S.A. = B + 2bs$$

Triangular Pyramid

$$V = \frac{1}{3}Bh$$

$$S.A. = B + \frac{1}{3}Ps$$

Cone

$$V = \frac{1}{3}Bh$$

$$S.A. = \pi r^2 + \pi rs = B + \pi rs$$

Sphere

$$V = \frac{4}{3}\pi r^3$$

$$S.A. = 4\pi r^2$$

Where: l = length

w = width

h = height

s = length of side

r = radius

b = length of base

s = slant height

P = perimeter

B = area of the base

Given:

Ordered Pairs: (x_1, y_1) and (x_2, y_2)

Midpoint Formula: $\text{midpoint} = \left(\frac{(x_1 + x_2)}{2}, \frac{(y_1 + y_2)}{2} \right)$

Distance Formula:

$$d = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$$

Quadratic Formula:

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

Where a is the coefficient of x^2 , b is the coefficient of x and c is the coefficient.

Math

Geometric Formulas

Circumference

Circle cd , in which z is 3.1416 and d the circle's diameter

Area

Triangle: $A = \frac{ab}{2}$, in which a is the base and b is the height.

Square: $A = a^2$, in which a is one of the sides

Rectangle: ab , in which a is the base and b is the heights.

Trapezoid: $A = \frac{h(a+b)}{2}$, in which h is the height, a the longer parallel side, and b the shorter.

Regular pentagon: $A = 1.720a^2$, in which a is one of the sides.

Regular hexagon $A = 2.598a^2$, in which a is one of the sides.

Mean & Median

The mean, also called the average, is determined by finding the sum of the quantities and then dividing by the number of quantities. So, for the quantities, 5, 14, 16, 12, & 8 the mean is 11.

Example: $(5+14+16+12+8) : 5 = 11$ The median is the point that divides a series so that half the quantities are on one side and half the other. So for the above quantities 12 is the median

Example 5, 8, 12, 14, 16

Calculating Grades

Most grades in high school are based on the percentage of points earned in a class. To determine a percentage, divide the number of points earned by the total number of points possible.

For Example

Tom's Grades	Points possible
9	10
40	65
76	100
60	75
<u>20</u>	<u>20</u>
Totals 205	270

Average: $(205-270)/100 = 75.9$

Thus, on the typical 90-80-70-60 scale Tom earned a C

Geometric Formulas

Regular octagon $A = 4.828a^2$, in which a is one of the sides.

Regular octagon $A = 4.828a^2$, in which a is one of the sides.

Circle $A = \pi r^2$, in which x is 3.1416 and r is the radius.

Circle $A = \pi r^2$, in which x is 3.1416 and r is the radius.

Volume

Volume

Cube $V = a^3$, in which a is one of the edges.

Cube $V = a^3$, in which a is one of the edges.

Rectangular prism $V = abc$, in which a is the length, b is the width and c is the depth

Rectangular prism $V = abc$, in which a is the length, b is the width and c is the depth

Pyramid $= \frac{Ah}{3}$, in which A is the area of the

Pyramid $= \frac{Ah}{3}$, in which A is the area of the

Prefixes & Multiples

Prefix	Equivalent	Multiple
Mano	billionth part	10^9
Micro	Millionth part	10^4
Mili	Thousandth part	10^3
Centi	hundredth part	10^2
Deci	tenth part	10^1
Deka	tenfold	10
Hector	hundredfold	10^2
Kilo	thousandfold	10^3
Mega	millionfold	10^6
Giga	billionfold	10^9

Fractions

Fractions are expressed using numerators and denominators like this
3 numerator
4 denominator

Multiplying Fractions
Multiply the numerators, then multiply the denominators. For example

$$\frac{3}{5} \times \frac{1}{2} = \frac{3 \times 1}{5 \times 2} = \frac{3}{10}$$

Adding/subtracting fractions

Only addition or subtraction can be done with fractions of common denominators. For example,

Dividing Fractions
Division is accomplished by multiplying the reciprocal of the divisor. For example
 $\frac{3}{5} \div \frac{1}{2} = \frac{3}{5} \times \frac{2}{1} = \frac{6}{5}$ or $1 \frac{1}{5}$

US Map with State Capitals

