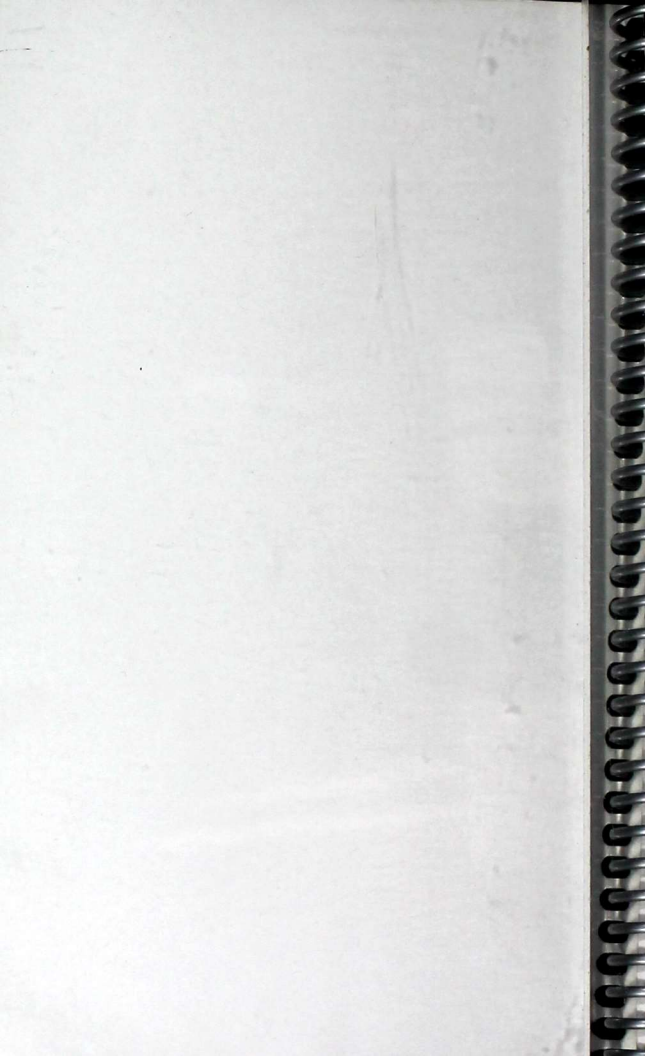


**Grand Forks
Central High School**
"Home of the Knights"



115 North 4th Street
Grand Forks, North Dakota 58203
Telephone # (701) 746-2375
Fax # (701) 746-2387
Web Site - <http://www.gfschools.org/gfc>

School Planner 2005-2006



SCHOOL DISTRICT ADMINISTRATION OFFICE

746-2200

Dr. Mark Sanford
Superintendent

Mr. Ron Gruwell
Ass't. Superintendent

CENTRAL

115 N. 4th Street
746-2375

Principal

Jeff Schatz

Associates

Marcia Fivizzani
Marlon Kasowski

Activities Director

Jean Roise

Counselors

Marjorie Hill
Crystal Jackson
Debra Osowski
Bev Witt

RED RIVER

2211 17th Ave. S.
746-2400

Principal

Jim Stenehjem

Associates

Bob Kulack
Kim Slotsve

Activities Director

Terri Horpedahl

Counselors

Nick Cichy
Marilyn Ripplinger
Gary Schill
Terri Staples

Bell Schedule

Period 1	8:00-8:50 am
Period 2	8:55 - 9:50 am
Period 3	9:55 - 10:45 am
Period 4	10:50 - 11:40 am
Period 5A	11:45 - 12:10 pm (Lunch)
	12:15 - 1:05 pm (Class)
Period 5B	11:45 - 12:35 pm (Class)
	12:40 - 1:05 pm (Lunch)
Period 6	1:10 - 2:00 pm
Period 7	2:05 - 2:55 pm
Period 8	3:00-3:50 pm

This book belongs to:

Name _____

INTRODUCTION

This handbook is intended to serve as a guide. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures, which contribute to the operation of our high schools.

Education is a cooperative venture between parents, teachers and administrators working toward the goal of the betterment of young people and the community. The key to cooperation is communication. The following information is provided to establish communication and an understanding of school procedures and expectations.

GRAND FORKS PUBLIC SCHOOLS PHILOSOPHY

Because civilization continues to become more technical and scientific, because society comes to rely more and more on the correct functioning of technological processes, because democracy becomes more than ever dependent upon well informed and responsible citizens, and because individual self-fulfillment and competence are of paramount importance, it is necessary for all who are associated with public education to review continually the responsibilities of education to the community, the state, the nation, and the world.

Therefore, we, the School Board of the Grand Forks Public Schools, present this statement of our basic beliefs concerning education in order that it might serve as a guide in the formulation of our objectives and, within the legal framework of the State, establishment of programs designed to attain these objectives.

We believe that:

Intelligent, informed citizens are essential for the preservation and improvement of American democracy, and our public schools have a special responsibility in this area.

All individuals, because of their intrinsic worth and dignity, have equal rights, and are entitled to equal freedoms and opportunities regardless of economic, cultural, or intellectual differences.

All children shall have opportunities to participate in varied curricular offerings that enhance the realization of their potential.

Education should develop the intellectual, physical, social, cultural, ethical, moral, and vocational capabilities of the student, improving both the effectiveness and the quality of his or her living.

Educational experiences should be timed to the student's readiness for them. Learning, accompanied by insight and understanding, should be an outgrowth of thinking and doing. The combination of intelligence, interest, and discipline is the key to achievement.

Parents and community are partners with the schools in the process of educating young people. The schools reflect the expectations and support of parents and community. Quality education of our young people should be the top priority and the proudest achievement of our community.

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ACADEMIC

COURSE REQUIREMENTS FOR GRADUATION

The proper selection of courses by students is an important matter. Each course should be carefully selected as an integral part of the student's four-year educational plan. Carefully thought-out course selections are equally important to the school district as commitments for staffing for the ensuing year are based on the student selections. Therefore, changes in student course selection AFTER JUNE 1 will only be made in cases of extreme hardship. All changes must have the approval of the school counselors or administration.

<u>English - 4 1/2 credits</u>	<u>Units</u>
English I	1
English II	1
English III	1
Senior Composition	1/2
Senior Literature	1/2
Speech	1/2
<u>Social Studies - 3 credits</u>	
Global Education	1
U. S. History	1
Government	1/2
Economics	1/2
<u>Mathematics - 2 credits</u>	
Algebra I	1
Elective in Math	1
<u>Science - 2 credits</u>	
Physical Science	1
Elective in Science	1
<u>Physical Education/Health - 2 credits</u>	
9th Grade Phy. Ed.	1/2
10th Grade Phy. Ed.	1/2
10th Grade Health	1/2
11th or 12th Grade Phy Ed.	1/2
<u>Electives</u>	
Grades 9,10,11,12	7 1/2
Total credits for graduation	21

(Graduation requirements are minimum standards. Students are encouraged to take additional credits during the regular school year and summer school sessions.)

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ACCREDITATION

Grand Forks high schools are accredited by the North Central Association of Colleges and Secondary Schools. They are also accredited by the North Dakota State Department of Public Instruction.

FINAL GRADES AND CREDITS

All courses must be given a final grade. If the course is a semester in length, the final grade will be given at semester time. If the course is a full-credit course or a two-credit course, a final grade must be given at the end of the year.

Students failing part of a semester course must make up the entire semester if the final grade is not a passing grade. Those students receiving a failing final grade in a full-year course must take the entire course over, as no partial credit can be given for either a one-credit or two-credit course.

All detention time must be completed to meet each course requirement and receive credit for the class. Time must be completed before the end of the semester for semester classes and before the end of the school year for yearlong classes.

REPORT CARDS

Report cards are issued at the close of each nine-week period to inform both students and parent(s)/guardian(s) regarding pupil progress in each subject. In case of error, any change to be made on report cards must be done within three days after issuance of the card. Parent-teacher conferences are held during the first and third marking periods. We encourage all parent(s)/guardian(s) to attend the conference.

DROP OR WITHDRAW/FAILING CLASSES

To drop a class, the student and parent must contact the counselors or school administrator. The decision to drop or withdraw/fail is based on information obtained from the teacher and counselor. Students must remain in class until permission is granted by the counselor or administrator. Usually, any withdrawal from class after the first three weeks of the semester will result in a withdrawal.

WITHDRAWAL GRADES

Any student who withdraws from a class after the end of the first nine weeks of a course will have the following posted on the permanent records, as well as on the report card: WITHDRAW (plus the grade at the time of withdrawal). The purpose of this policy is to reflect all course work that a student may attempt.

DUAL CREDIT

The dual credit program allows juniors and seniors in North Dakota's public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work.

Students who participate in the dual credit program must be enrolled in at least three credits at the high school. Students interested in participating in this program should see their assigned counselor for more information.

CONDUCT GRADING

Students will be rated on a 1, 2, 3, and 4 scale. Each student is graded on conduct by each teacher he/she has for class work. Interpretation of ratings:

- | | |
|--------------------------|-----------------------|
| 4 - Commendable behavior | 2 - Needs improvement |
| 3 - Acceptable behavior | 1 - Unacceptable |

PROGRESS REPORT

Parent(s)/guardian(s) will be notified by the teachers if a student is doing failing work at the mid-point of the nine-week period. Such a report is valuable because it gives the student and parent(s)/guardian(s) an opportunity to correct the cause of failure at mid-point, thus making it possible to receive a passing grade. Teachers report when students are doing exceptional work as well.

FINAL EXAMINATION

Near the close of each semester, a final examination in each subject is given at the discretion of the instructor. The grade received on this final examination is an important part of the final grade.

HONOR ROLL

At the close of each nine-week period, an honor roll is published. The standards are:

- B Honor Roll - 3.0 average or above
- A Honor Roll - 3.5 average or above
- Student must be enrolled in a minimum of 5 credit hours each semester.
- Students must receive a grade in all classes in order to qualify for the honor roll.

The honor roll will be posted in the school office. It is the student's responsibility to inform the office if they were omitted from this list.

TRANSFER STUDENTS

Students who enroll during the last nine-week period of the year will take the final examination in the courses for which they are registered. The final grade will be based upon the grades received from the previous school plus the teacher's estimate of the quality of the work done during their attendance at the Grand Forks high schools.

INDEPENDENT STUDY PROGRAM

Independent Study is a limited option for students who wish to take more credits than they can fit into a typical schedule. Students may also apply to take a class that cannot otherwise be scheduled.

A student may be denied enrollment in the program due to low scholastic standing. Independent Study is a course taken by arrangement with a teacher.

A committee consisting of the teacher, a counselor, and principal is established to approve course work taken. A maximum of one credit may be earned by Independent Study that will apply to graduation requirements. Please see your counselor for further information.

GUIDANCE

COUNSELING SERVICES

The high school staff is interested in each student as an individual. In order to assist students with problems relating to their choice of subject, their future education plans, their choice of profession or a vocation, and their personal problems, a guidance and counseling service is offered.

When you enter high school, you will be assigned a counselor who will work with you through your high school years. Any question about registration, personal needs, and academic concerns should be referred to your guidance counselor.

COURSE REGISTRATION PROCEDURES

All students plan their four-year courses in cooperation with their parent(s)/guardian(s) and the guidance counselor. This course selection serves as a guide for registration each succeeding year. Students are registered for the next school term during the second semester. **Students should be prepared to make their course selections and remain with these selections without requesting to change classes later.**

COLLEGE ENTRANCE TESTING

Any student planning to enter college should take the American College Test (ACT) and/or the Scholastic Aptitude Test (SAT). While these tests are given five times a year, they may be taken late in the junior year or early senior year if the student is applying to a college for scholarships. Application forms and information are available in the counselors' offices.

POST SECONDARY SCHOOL APPLICATION

Transcripts and recommendations for admission to schools of higher learning are handled through the principal or counselor's office. Scholarship, loan, and application information is available from the counselors. Students should consult the counselors during their junior year. College visitations will be approved by a letter stating a scheduled appointment has been arranged.

College visitations are encouraged through April each year with students using a prearranged absence form to verify appointment date in advance and to verify meeting the scheduled appointment.

SCHOLARSHIPS

Many scholarships are available to students who may need financial assistance to attend college. Students interested in applying for scholarships or other kinds of financial aid should consult the guidance counselors or principal for information. Announcements regarding scholarships are frequently posted on the bulletin board.

ADMISSION REQUIREMENTS FOR BACCALAUREATE CAMPUSES IN THE NORTH DAKOTA UNIVERSITY SYSTEM

Courses at the secondary level in content are required in the following areas regardless of student age or grade when taking the course:

- 4 units of English, including the development of written and oral communication skills
- 3 units of mathematics, Algebra I and above
- 3 units of lab science, including at least 1 unit each in 2 or more of the following: biology, chemistry, physics, or physical science
- 3 units of social studies, excluding consumer education, cooperative marketing, orientation to social science, and marriage/family

The State Board of Higher Education strongly recommends that high school students intending to enroll in baccalaureate universities take Algebra II (Advanced Algebra) and two units of a single classical or modern language, including American Sign Language and Native American languages.

ATTENDANCE POLICIES AND PROCEDURES

Students in any North Dakota public school are governed by state attendance laws. These laws require all children between the ages of 7 and 16 to be in attendance every day school is in session. The law cites illness and certain other incapacities as exceptions to this attendance requirement. The law provides local school boards the authority to establish standards for attendance.

ATTENDANCE

The school board recognizes regular attendance as necessary to ensure continuity in the educational process. Classroom learning experiences are a meaningful and essential part of any educational system. Time lost from class is irretrievable, particularly a student's opportunity for interaction and exchange of ideas with teachers. The absent student loses the benefits of lectures, discussions, and participation with other students. This school district, therefore, considers encouragement of consistent and timely attendance a major responsibility.

Each school will develop procedures to ensure appropriate implementation of the above expectations and will reflect each school's philosophy in meeting the goal of excellent student attendance.

Good attendance in school should be a top priority of our students. Daily attendance is the responsibility of students and their parent(s)/guardian(s). The district attendance policy limits are:

- 16 absences in a one-credit class
- 8 absences in a half-credit class

Absences in excess of these maximums may result in the student's loss of credit for the course.

Absences which count toward the limit are: illness, appointments (including dental, doctor, and court), vacation, truancy, etc. Additional medical absences will be granted if there is a written doctor's excuse stating that the student should not be in school. A written doctor's excuse should be turned in within five (5) days.

Students not enrolled in at least five classes which carry credit, may be dropped from the rolls and will not be allowed to return until the first day of the following semester.

The following regulations apply to student absences:

1. Attendance is the responsibility of the student and his/her parents(s)/guardian(s). In the event of an absence, the parent(s)/guardian(s) should contact the school indicating the student will be absent.
2. Schoolwork missed by the student during an absence shall be made up regardless of the reason for the absence.
3. Students under the age of 16 will be held accountable for their attendance in accordance to *the North Dakota Century Code 15.1-20-01*. Students who are truant from school will be referred to Juvenile Court for violation of the North Dakota attendance laws.

PERMISSION TO LEAVE SCHOOL

When a student needs to leave school during the school day when scheduled classes will be missed, the student should speak with the attendance secretary and get properly checked out with a telephone call and/or a written note from parent(s)/guardian(s). Detention can be earned for failure to check in or out of school.

1. **Illness or Emergency:** If a student does not feel well enough to attend classes, he/she is to report to the principal's office. Arrangements will be made for the student to go home.
2. **Medical or Dental:** Students must have parent/guardian permission to leave school. When the student returns, he/she should have a statement from the doctor's office verifying the length of appointment.
3. **Prearranged Absence:** If a student knows an absence is going to occur (such as a funeral for a family member out of town, leaving town with

parent(s)/guardian(s), special medical appointment out of town, etc.) a special prearranged absence form will be furnished through the attendance secretary.

4. **Attendance and Extracurricular Activities:** Students are required to attend school the morning following any school activity which is held the evening before at the school or elsewhere.

A student must be in attendance the day of a performance or contest or activity to be eligible to participate or attend.

TRUANCY

Truancy is defined as being absent from one or more classes without consent. Class cuts can also be earned for failure to report to the office after being sent there by school personnel, leaving class without a teacher's permission, abuse of pass usage, failure to leave after checking out, and failure to go to class upon return to school.

- 1st Truancy 1 hour of detention for each hour the student missed school
- 2nd Truancy May be dropped from the course

Students not enrolled in at least five hours of class each day may be dropped from the rolls and may not be allowed to return until the first day of the following semester.

Building administrators are granted the right to make exceptions to the attendance regulations.

TARDIES

It is the student's responsibility to be on time for each class period. Students will avoid detention by remaining within the limitations of the school's tardiness policy. All detention time is required to be made up by the end of each grading period. Failure to do so will result in an incomplete grade for the course(s) in which detention is owed.

SCHOOL CONDUCT

All students have the responsibility to assist in maintaining a safe and harmonious environment. Willful conduct such as **bullying, harassment, verbal and/or nonverbal intimidation or threats, stalking, assault, fighting, throwing snowballs, vulgar and indecent behavior, insubordination and any other willful conduct** which materially and substantially disrupts the rights of other students to an education is prohibited. Any student committing such acts shall be subject to appropriate disciplinary action including probation, suspension, or expulsion.

Students have the responsibility to observe the same high standard of conduct described in this section of the handbook when they participate in all school functions/activities including out-of-town foreign exchange trips.

SUSPENSION

The Grand Forks Public Schools operate under two types of suspensions:

1. An in-school suspension will require the student to be in school during class, doing schoolwork, but not attending regular classes.
2. An out-of-school suspension will be given if the violation is deemed severe by the administrator.

The authority to determine initially whether or not a student shall be suspended for a period not to exceed ten days rests with the building principal and can be exercised **after** the student is given:

1. Oral or written notice of the charges against the student,
2. An explanation of the evidence against the student,
3. An opportunity to present the student's side of the story, and

Students will not be allowed to participate in extracurricular functions during the time of suspension.

EXPULSION

If the administration deems expulsion necessary, the following steps will be taken:

1. Parent(s)/guardian(s) notified
2. Hearing Officer is notified
3. Hearing held
4. Decision by Hearing Officer
5. An expulsion may be for the remainder of the current term or twelve months for firearm violations.

DISTURBANCE OF A PUBLIC SCHOOL - PENALTY

Students may be cited for disturbance of a public school under *North Dakota Century Code 15.1-06-16*. It is a Class B misdemeanor for any person to:

1. Willfully disturb a public school that is in session;
2. Willfully interfere with or interrupt the proper order or management of a public school by an act of violence, boisterous conduct, or threatening language; or
3. Rebuke, insult, or threaten a teacher in the presence of a student.

CITATION FOR DISORDERLY CONDUCT

Students may be cited for disorderly conduct under *North Dakota Century Code 12.1-31-01*. An individual is guilty of a Class B misdemeanor if, with intent to harass, annoy, or alarm another person or in reckless disregard of the fact that another person is harassed, annoyed, or alarmed by the individual's behavior, the individual:

- a. Engages in fighting, or in violent, tumultuous, or threatening behavior;

- b. Makes unreasonable noise;
- c. In a public place, uses abusive or obscene language, or makes an obscene gesture;
- d. Obstructs vehicular or pedestrian traffic, or the use of a public facility;
- e. Persistently follows a person in or about a public place or places;
- f. While loitering in a public place for the purpose of soliciting sexual contact, the individual solicits the contact;
- g. Creates a hazardous, physically offensive, or seriously alarming condition by any act that serves no legitimate purpose; or
- h. Engages in harassing conduct by means of intrusive or unwanted acts, words, or gestures that are intended to adversely affect the safety, security, or privacy of another person.

WEAPON POLICY (Policy 5355)

Students are forbidden to knowingly possess any instrument or object in all Grand Forks schools, on school property, at school sanctioned activities, on parking lots and areas regularly utilized for parking during school functions, or when students are being transported in vehicles dispatched by the district or in transportation provided for educational trips, that is a weapon as hereinafter defined. A weapon is defined as any object which may be used to intimidate or inflict bodily harm which has no school related purpose and which shall include but not be limited to the following items: knives of all types, guns, lead pipes, nunchucks, throwing stars, metal knuckles, blackjacks, unauthorized tools, explosives, or other chemicals.

A student violating these rules shall be subject to suspension and expulsion. Such penalty shall be administered in accordance with School Policy 5360. Upon a showing that the student has violated this weapon policy, the student shall be expelled for the remainder of the school year and all grades and credits for classes not completed as of the time of the violation of this policy shall be forfeited.

Upon being informed that a student has violated this policy, the school principal or other acting building administrator shall take the following action:

1. Notify the police department;
2. Confiscate the weapon;
3. Impose an initial suspension period of ten days;
4. Commence the procedure for expulsion of the student.

The building administrators shall have the right to use their discretion in the implementation of this policy.

Punishment may be modified for violations of the weapons policy, including firearms (by superintendent per 15.1-19-10 NDCC), on a case-by-case basis in accordance with the following criteria established by the board.

Lack of Culpability of Student – The culpability of the student for his conduct will be measured by:

- (1) the student's age;
- (2) likely ability to form the intent to use the weapon in any manner, given emotional and mental development;
- (3) the intent in having the weapon on campus, i.e., whether the student had the weapon on campus for display, for self-protection, to transmit it to another student, or to use it as a threat or to assault someone with it.

Lack of Dangerousness of the Student – The dangerousness of the student will be measured by:

- (1) prior school or criminal record related to weapons, threats, extortion, and assaults;
- (2) type of weapon and its capacity to inflict serious injury or death;
- (3) threats or other evidence that the student intended to use the weapon.

Lack of Harm Caused by the Student – The harm caused by the student will be measured by whether:

- (1) anyone was physically injured;
- (2) anyone was directly threatened or property extorted by the use of the weapon;
- (3) school property or personal property of others was damaged;
- (4) students, school employees, or parents were aware of the presence of the weapon on the school campus.

INSUBORDINATION, INSOLENCE, AND FIGHTING

Insubordination is failure to obey rules as directed by those in authority. Insolence is being haughty and contemptuous or vulgar in behavior or language. Fighting will not be tolerated. All three are cause for suspension and citation.

SEARCH

Students are subject to search upon a reasonable suspicion that the search will yield evidence of a violation of a school rule.

VANDALISM AND THEFT

Destruction of school property or theft against school, teachers, or students, may result in suspension, and the proper law authorities may become involved.

ALCOHOL, TOBACCO, DRUGS, AND PROHIBITED SUBSTANCES

Grand Forks Public Schools recognize that the use, possession and distribution of alcohol, tobacco, and other drugs by our students is unlawful, harmful, and wrong. North Dakota state law forbids the use of alcoholic beverages to anyone under 21. Grand Forks Public Schools are guided by Board Policy 5370 which states:

It shall be against school policy for any student:

1. To sell, deliver, give, or attempt to sell, deliver, or give to any person any of the substances listed in this policy or what the student represents or believes to be any of the substances listed in this policy.
2. To possess, procure, purchase, or receive, or to attempt to possess, procure, purchase or receive, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy. A student will be determined to be "in possession" when the substance is on the student's person or in the student's locker, car, or personal property/personal effects, or when he/she owns it completely or partially.
3. To be under the influence of (legal intoxication not required), or to use or consume or attempt to use or consume, the substances listed in this policy or what is represented by or to the student to be any of the substances listed in this policy or what the student believes is any of the substances in this policy.

This policy applies to any student who is on school property, who is in attendance at school or at a school-sponsored activity, or whose conduct at any time or in any place interferes with or obstructs the missions or operations of the School District or the safety or welfare of students or employees.

Prohibited Substances:

1. Alcohol or any alcoholic beverage;
2. Any controlled substance or dangerous drug as defined by *NDCC Sections 19-03.1-05 through 19-03.1-13 and 19-02.1-26* (paraphernalia) or as defined by Section 812, Schedules I-V, of Title 21, United States Code, Section 801, et. seq., including but not limited to marijuana, any narcotic drug, any hallucinogen, any stimulant, or any depressant, any form of tobacco, and all other illicit drugs.
3. Any abusable glue or aerosol paint or any other chemical substance, for inhalation, including but not limited to, lighter fluid, white out, and reproduction fluid.
4. Any prescription or non-prescription drug, medicine, vitamin or other chemical including, but not limited to aspirin, other pain relievers, stimulants, diet pills, multiple or other type vitamins, pep pills, "no-doze" pills, cough medicines and syrups, cold medicines, laxatives, stomach or digestive remedies, depressants and sleeping pills not taken in accordance with the authorized use policy.

VIOLATION

Any student who is observed to be under the influence of a prohibited substance will be taken immediately to the principal's office. The student's parent(s)/guardian(s) will be notified and asked to pick up the student. If there appears to be imminent danger to other students, school personnel, and/or the student involved, the principal may have the student removed from the school by medical, school, or law enforcement personnel.

Disciplinary sanctions will be imposed on any student violating this policy. These sanctions may include:

1. Notification of proper authorities for prosecution. Prohibited substances will be confiscated and illegal substances will be turned over to law enforcement authorities.
2. Suspension or expulsion.
3. Student may be referred for chemical evaluation.
4. Any student who presents reasonable suspicion of having used alcohol may be given a breath test on the school premises.
5. Notification of proper authorities for prosecution.
6. Attendance of a chemical awareness class.
7. Sanctions pursuant to the rules of the North Dakota High School Activities Association Handbook.

CHEMICAL ABUSE ASSESSMENT TEAM

Under Century Code 15.1-24-03, any school may appoint a chemical abuse preassessment team consisting of a school counselor, a social worker, and other appropriately trained individuals or a school may use a building support team to carry out chemical abuse prevention services under this chapter.

Procedures:

1. The team shall review and act upon law enforcement reports of chemical abuse violations by students.
2. Within fourteen (14) days of receiving a report, the team shall determine whether to provide the student, or if the student is a minor to the student's parent or guardian, information regarding chemical abuse and school and community services available to assist individuals who engage in chemical abuse.

CONDUCT AT EXTRACURRICULAR EVENTS AND STUDENT ASSEMBLIES

Red River and Central High Schools believe that good sportsmanship is essential at all extracurricular activities. Students who choose to be disruptive at extracurricular events will be penalized as follows.

- 1st Violation:** Two weeks or two events (whichever is greater) suspension from attending or participating in all after school events at home or away.
- 2nd Violation:** Nine weeks or nine events (whichever is greater) suspension from attending or participating in all after school events at home or away.
- 3rd Violation:** Eighteen weeks or eighteen events (whichever is greater) suspension from attending or participating in all after school events at home or away.

PERSONAL APPEARANCE

Dress and grooming are important to the student body at any school. Clothing styles or accessories that are immodest, reveal a student's undergarments, or can be hazardous in learning situations such as labs or shops may not be worn

at school or to school sponsored activities. Students must wear shoes at all times. Hats, caps, and head scarves/bandannas are not to be worn in school. Students wearing inappropriate attire will be instructed to get it changed, and parent(s)/guardian(s) will be contacted. Inappropriate attire may include, but is not limited to, clothing with rips or holes; clothing with a derogatory saying or double meaning suggestive of sexual, illegal, or derogatory connotations; or any clothing or accessory, including make-up and hair style, that draws excessive attention to an individual student. Clothing that advertises alcohol, tobacco products, or other substance deemed hazardous to one's health is inappropriate. In addition, spiked garments, spiked collars, and spiked bracelets, as well as chains, are not to be worn in school.

GLASS BOTTLES, PLASTIC SOFT DRINK CONTAINERS, CELL PHONES/PAGERS, RADIOS, TAPES, CARD PLAYING, SKATEBOARDS, AND ROLLERBLADES

Glass bottles/glass containers are not allowed to be brought into the school due to safety problems with broken glass. Over-sized plastic soft drink containers are not permitted.

Students are not permitted to use pagers or cell phones during the school day. Anyone not following this guideline may have his/her equipment confiscated.

There will be no playing of radios, tape/CD players, etc. allowed in the building during the school day. Anyone not following this guideline will have his/her equipment confiscated. Also, there is to be no card playing on school property. Skateboards and rollerblades can be stored in school lockers but shall not be used in the school.

LASER POINTERS

Laser pointers are not allowed in school or at school activities. A student found in possession of a laser pointer will be suspended.

18-YEAR OLD STUDENTS

All students will be expected to follow school regulations even if they are 18 years of age or older. This policy will provide consistency and fair treatment of all students.

I.D. CARD

Students should carry I.D. cards at all times. The school will provide an I.D. card for each student. Students may be charged for a duplicate if the original is lost.

POSTERS AND SIGNS

An administrator must approve all posters and signs before being displayed. All such items will be displayed in a designated area unless special permission is granted to display elsewhere.

JUNIOR-SENIOR PROM

The Junior Prom is planned by the Junior Class Committee under the direction of the Activities Director. Chaperones will be three faculty members, four sets of parent(s)/guardian(s), plus administrators, police, and security officers as deemed appropriate.

The Prom is for juniors and seniors. Guests of high school age and older may be invited by upperclassmen. All school regulations and party rules will be strictly enforced.

SCHOOL DANCES/PARTIES

The school approves parties sponsored by various organizations during the year for entertainment of the students. The school board has approved this practice, and all parties must follow the regulations as specified by the board. Parties are normally held only on Friday and Saturday evenings.

The sponsoring organization must consult with the advisor to ensure that these rules are observed:

1. Organizations desiring to schedule social events and meetings must request reservation dates on the school calendar.
2. A party checklist must be completed one week prior to the party date.
3. Tickets will be sold in advance of the event only; tickets will not be sold at the door.
4. Only high school students at their own school and approved guests are to be admitted. In case of doubt, students must present their I.D. cards. An administrator must approve exceptions.
5. Students attending parties are expected to conform to acceptable behavior. Smoking and drinking are expressly forbidden.
6. Parties end no later than 11:30 PM.
7. Students who come to school parties are not allowed to leave the event and later re-enter.

LOCKERS

Metal lockers for clothing and books are provided, and each student is assigned a locker. Rules regarding lockers:

1. The school is not responsible for items taken from lockers.
2. The lockers are the property of the Grand Forks Schools and are subject to inspection/search by authorized school personnel.
3. Students are responsible for the locker assigned to them.
4. Money and valuables should not be left in lockers but should be checked into the office.
5. Report defective lockers to the office immediately so a new one may be assigned.
6. Combinations of locks must not be given to another person.
7. Lockers must be kept in proper order.
8. Report lost items to the Associate Principal's office.
9. Principals may inspect/search lockers in accordance with *Policy 5310*.

TECHNOLOGY USE

The Grand Forks Public School district provides technology resources for staff and students ("users") to support the educational mission of the district. The district encourages efficient, cooperative and creative methods to perform the user's educational, administrative or job related tasks. The successful use of these resources requires adherence to a policy that promotes safety, efficiency and appropriate usage.

Technology resources provided by the district include but are not limited to:

- Computers and related peripherals
- Printers of all types
- File and application servers
- Telephones, fax, and voice mail systems
- Local and wide area networks
- Internet access
- Email accounts
- Video networks
- Televisions, VCR's, and laserdisc players
- Camcorders and cameras
- Copy machines

The efficient application of these resources requires the cooperative effort of district support personnel, staff and students. This policy governs issues unique to technology resources and works in accordance with district policies.

Expectations and Use Requirements

The district expects users to exhibit professional/responsible behaviors when using district technology resources. Use of district technology resources is a privilege that may be revoked if the expectations are not followed.

These expectations include:

- Use of technology resources to support the educational mission of the district in an ethical and professional manner. The Grand Forks Public School District does not allow the use of defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material and does not permit usage of such material at any time in the school environment.
- Adherence to other district policies as they apply to technology resources.
- Compliance with all local, state and federal laws. This includes no computer hacking, software piracy, copyright infringement and other illegal behaviors.

Privacy

Individual privacy is not guaranteed when using district technology resources. Files and communications may be reviewed to maintain system integrity and ensure that users are adhering to the acceptable use policy and guidelines.

Individuals should respect the privacy of other users and not intentionally seek private information. The district will cooperate with local, state, and federal authorities when necessary.

Security

Security systems help maintain the integrity of district technology resources. Any attempts to circumvent, disable, or misuse security systems are prohibited. If users feel they can identify a security problem, they should notify the district technology staff.

Internet Safety and Use of Filters

The district maintains technology protection measures for the safety of minors with respect to its computers with Internet access. The district makes all reasonable attempts to protect against access through such computers to visual depictions that are obscene, child pornography or harmful to minors and it shall maintain the operation of such technology protection measure during the time that any of its computers are being used by minors. Further, the District maintains technology protection measures with respect to its computers of visual depictions that are obscene or depict child pornography and such measures shall be in operation at all times during the use of the District's computers. The terms "obscene", "child pornography", "sexual act", and "sexual contact" are defined as provided in the Child Internet Protection Act. Technology protection measures may be disabled by an authorized administrator, supervisor, or other authorized person in order to provide access for bona fide research or other lawful purpose.

The Internet offers many valuable educational resources for users, but there are also safety issues that should be considered. Internet safety issues include:

- Keep your personal information private. Don't give anyone your name, address, phone numbers, passwords or other personal information about yourself when online and students should always check with an adult before giving out any information online.
- Don't read email or download attachments from people you don't know. It is an easy way to infect your computer with a virus or be lured to an objectionable website.
- Understand that nothing done on the Internet is private. Records exist that document everything you do while online.
- Tell a trusted adult or supervisor if someone says things or sends you something that you consider inappropriate. Do not respond to the person either directly or indirectly.
- Never meet online-only friends in person. The people you meet online may be very different people in person. You have no way to confirm the real identity of someone you meet online.
- Practice proper etiquette while online and avoid conflicts with other users.

Although the district provides a filtering system to limit user access to potentially objectionable material, no filtering system can provide complete protection and it is the users responsibility to use Internet resources appropriately. Staff must supervise students using Internet resources at all times. Problems with the filtering system should be reported immediately to the district technology staff.

Administration will use its discretion on the educational values of Internet resources and may restrict/allow access accordingly. Potentially objectionable material includes, but is not limited to:

- Visual depictions that are obscene or depict child pornography as defined by the Child Internet Protection Act.
- Violence/violent behavior
- Illicit drugs/drug culture
- Gambling
- Alcohol/tobacco
- Excessive email/chat
- Materials harmful to minors
- Hacking

Electronic Mail and Internet Use

The district provides email accounts and Internet access for staff and students. The global and fluid nature of these resources requires unique standards regarding their use in our district. Considerations when using these resources include:

- Users must adhere to the Technology Use Policy at all times when using the Internet and/or email, including after hours, weekend and/or holiday use.
- Users are prohibited from using district email or Internet access for commercial or personal gain.
- Users are prohibited from using district email or Internet access for unethical—or illegal behaviors or activities that are contrary to any district policy.
- Material hosted on district servers and published on the Internet will be reviewed for appropriateness. Criteria will include student safety, student privacy and educational value.
- Materials that represent Grand Forks Public Schools and are hosted on non-district servers should adhere to the Acceptable Use Policy.
- District email accounts will be provided to all employees of the Grand Forks Public Schools on request. Employee accounts may be revoked if used inappropriately as outlined in the Grand Forks Public Schools Acceptable Use Policy.
- Student email accounts will be provided through Sendit Technology Services (STS) on request. Students are not allowed to access non-approved email accounts while in school. Student accounts may be revoked if used inappropriately as outlined in the STS Acceptable Use Policy or Grand Forks Public Schools Acceptable Use Policy.

Vandalism

Vandalism includes any malicious attempt to harm or destroy any Grand Forks Public School district equipment or software or the data of another user on a computer, local networks, or global networks. Vandalism is prohibited and may result in cancellation of privileges or other disciplinary action addressed in District Policy 5330.

Sanctions

The building administrator and/or supervisor are responsible for applying sanctions when the Acceptable Use Policy has been violated. Possible sanctions for any actions that violate the Acceptable Use Policy include but are not limited to:

- Loss of access privileges to technology resources
- Removal of students from classes with loss of credit
- Termination of Employment
- Expulsion
- Restitution for damages to software, hardware, or other technical equipment
- Restitution for costs associated with repair of equipment or software
- Restitution for costs related to improper use of district telephone, fax or voicemail systems
- Involvement of local, state or federal law enforcement
- Disciplinary action deemed appropriate by building administrator/supervisor

Legal Disclaimer

The Grand Forks Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages users may suffer. This includes loss of data resulting from delay, non-delivery, miss-deliveries, or service interruptions; damages to personal property used to access school computers, networks, or on-line resources; or unauthorized financial obligations resulting from use of school accounts to access the Internet. Use of any information obtained via the Internet is at your own risk. Grand Forks Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Since all transactions conducted through district technology resources could be perceived as authorized district activities, users of district technology resources are responsible for respecting and adhering to local, state, federal and international laws. Any attempt to break those laws through the use of district technology resources may result in legal action against the offender by the district, injured third parties and/or governmental authorities. If such an event should occur, the district will fully comply with any requests for information related to the legal proceeding, subject only to prohibitions of law. The Grand Forks Public Schools will not be held liable for the actions of users, which violate the conditions of this document.

GENERAL INFORMATION

EMERGENCY SCHOOL CLOSING

1. Announcements will be made on radio stations:
KNOX-AM 1310 KKXL-AM 1440
KCNN-AM 1590 KFJM-AM 1370
KSNR-FM 100.3
and TV Stations:
WDAZ (Channel 8) KXJB (Channel 4)
KVLV (Channel 11) Base TV (Channel 2)
2. Parent(s)/guardian(s) may always exercise their right to keep students home or to pick them up early during stormy conditions.
3. Parent(s)/guardian(s) should be reassured that if an emergency situation should develop during the time school is in session, children will be cared for in school until the storm condition has abated.
4. If conditions are such that buses are sent home early, the radio and TV stations will make announcements of departure times.

EMERGENCY CRISIS PROCEDURES

The school will follow the procedures outlined in the school district's crisis manual. Parents are asked to listen to the media (radio/TV) for emergency information. Please do not contact the school directly in order to insure telephone lines are available for emergency communication.

SCHOOL BUS PASSENGER RULES

It is the policy of the Grand Forks School District that only the students who are authorized to ride buses, be allowed to ride the bus. The buses are not to be ridden by in-town students or any unauthorized students.

- I. **Waiting to get on the bus**
 - A. Be on time.
 - B. Stay off the road and wait until the bus comes to a complete stop before boarding.
- II. **While on the bus**
 - A. Go directly to your seat and remain seated during the trip.
 - B. Scuffling, leaning out of the windows, or other dangerous conduct will not be tolerated.
 - C. Do not litter the bus; help keep it clean.
 - D. Do not tamper with the bus or any of the equipment.
 - E. Obscene language, smoking, and disrespect will not be tolerated.
 - F. The driver will assign seats if necessary.
- III. **Leaving the bus**
 - A. Exit in an orderly manner.
 - B. Drivers will report all misconduct to school officials.
 - C. Passengers who refuse to follow bus regulations will not be permitted to ride the bus.

- D. Parent/Guardian, Base Commander, Principal, and Superintendent will be notified about all misconduct cases.
- E. Drivers will check student bus passes when necessary.
- F. Students must show I.D. cards upon request.
- G. Bus cancellations due to storm conditions will be made on radio and TV stations.

IV. Extracurricular Trips

- A. The above applies to any trip under school sponsorship.
- B. Students will follow the direction of appointed chaperones.

V. Bus Behavior

- A. Student's safety on buses is of utmost concern. Misbehavior on school buses may result in suspension, detention, or being dropped from school bus roster. All the students riding a bus will follow the following rules:
 - 1. No student will be allowed on the bus without a photo ID card and bus pass.
 - 2. All students will be assigned to a specific bus at a specific time. No switching of buses will be allowed.
 - 3. Special one-day passes need to be secured in advance to ride a different bus at different times. This will require parent and/or teacher permission cleared through the school office.
- B. Violations will be handled as follows:
 - 1. First offense: warning
 - 2. Second offense: off the bus for 3 days
 - 3. Third offense: off the bus for the remainder of the semester

STUDENT PARKING AND CROSSWALK AREAS

Students are asked to follow rules and regulations in regard to parking and crosswalk areas. Students should use appropriate procedures and follow the lighted crosswalk areas when crossing streets.

LOST AND FOUND

The office maintains a lost and found service. All articles found should be brought to the office. Students who have lost articles should report them to the office and reasonable assistance will be given to find the article.

VISITATION

No visitors will be allowed in the high school unless arrangements have been made with the administrator. No student may go into another school in the district unless on official business.

SCHOOL LUNCH PROGRAM

The school cafeteria serves hot lunch and a la carte from 11:30-11:55 and 12:30-12:55. Students may enter money into their lunch accounts daily.

Lunchroom supervisors will enforce the cafeteria rules and policies. All students are encouraged to place garbage in the disposal can and leave their places at the tables clean.

SCHOOL BOOKS

All textbooks, paperback books, or other instructional materials will be provided by the school district. Materials that are supplied to students as part of the separate book and laboratory fees will be distributed by teachers at the appropriate time. Students will be charged for any books damaged or lost.

ACTIVITY PASS

There is an optional charge for an activity pass. Students can purchase a yearly activity pass through the school office for \$25.00 or they can purchase an individual pass for \$3.00 at each event.

IMMUNIZATION LAW

The 1979 Legislature amended *Section 23-07-17.1 NDCC*, the School Immunization Law. Under the new law, no child will be admitted to kindergarten, elementary school, middle school, or senior high school in the public or non-public schools unless he/she has a Certificate of Immunization on

file at the school or one is submitted prior to admission. The law requires that the certificate must be signed by a physician or local health department representative and be presented to the school officials by the parent(s)/guardian(s).

The Certificate of Immunization states that the child has been vaccinated against diphtheria, pertussis, tetanus, measles, rubella, mumps, and polio. The law does allow exemptions for medical and religious reasons. However, when there is danger of an epidemic from any of the communicable diseases for which immunization is required, those children who are not adequately immunized, including those who are exempt, will be excluded from school until the danger of the epidemic is over.

STUDENT ACTIVITIES

N. D. HIGH SCHOOL ACTIVITIES ASSOCIATION

Grand Forks high schools are members of the North Dakota High School Activities Association. This voluntary organization plans, directs, and sponsors competitive activities among member schools.

Rules and regulations for these activities are made by the Association for the best interests of the participating students and the schools. Additional information and clarification can be found in the NDHSAA Constitution and Bylaws.

STUDENT SUSPENSIONS AND ACADEMIC ELIGIBILITY INTERPRETATIONS

Section V of Article XIV of the North Dakota High School Activities Association (NDHSAA) policies states: A student shall be doing passing work in at least twenty (20) hours per week, the passing grade to be computed from the opening of the semester and to relate to such subjects only as severally and individually shall have a credit value of one-half unit per semester.

Section VIII of Article XIV of the NDHSAA policies states: After attending the first semester of the ninth grade, he/she shall have credit on the school records in the unit per year or half unit per semester subjects of at least four half units earned and recorded at the close of the last semester in which he/she was enrolled as a student, thirty days or more of attendance or participation in interscholastic competition within any shorter period being sufficient to constitute enrollment in any semester. Failure to acquire four half units at the end of a semester will make him/her ineligible for a period of four weeks the following semester.

Section XII of Article XIV of the NDHSAA policies states: The use or possession of tobacco, alcohol, or any controlled substance as defined by North Dakota law is prohibited. The following sanctions will apply to a student who is in violation of School Board Policy 5370 and the NDHSAA policies regarding academic and athletic eligibility.

Currently Participating

Penalty shall be six weeks for the first offense and 18 weeks for the second offense, as indicated by the North Dakota High School Activities Association Section XII bylaws. Suspension will start at the time the school is notified of the violation.

Non-Participating

Penalty shall be six weeks for first offense, 18 weeks for second offense, and third offense student will be suspended for the remainder of the school year. Suspension will start at the time the school is notified of the violation. There will also be a two week or two contest suspension, whichever comes first. The two week or two contest suspension starts from the first authorized date of competition for the activity he/she is participating in. To satisfy the two week or two contest suspension, the student must remain with the program in which the suspension was served through the completion of the season.

Leadership Rule

Any participant who has a violation will not be eligible for a leadership role for a period of twelve calendar months from the date the school is notified of the violation.

Recognition – Awards

Any student who has a violation that occurs during the season or prior to the banquet will not be awarded a letter or receive any other recognition/awards for that activity.

A suspension from representing the school means that a student can practice with extracurricular teams while participating in clubs and the like within the school but may not participate in any public events during the suspension. In addition, the student is not eligible to travel with the team or group out of town during the time of the suspension.

NDHSAA regulations and School Board Policy 5370 apply to all students who are affiliated with academic and athletic school-sponsored teams, clubs, and/or organizations.

RENAISSANCE PROGRAM

The mission of Renaissance at Red River and Central is to promote and achieve academic excellence. This excellence will be clearly visible in potentially every student, teacher, administrator, support personnel, and parent. Our mission is not merely a "program" which has an ending, but a "process" which continues and modifies itself to meet the needs of our school, creating a "renaissance" in education at the high schools.

STUDENT COUNCIL

A Student Council is organized in order to provide the opportunity for the students to participate in the operation of the school. It is our belief that the best way to learn democracy is to have actual experience in a democratic form of government. Officers are president, vice-president, and secretary/ treasurer. The Council meets monthly. Special meetings may be called as the need arises.

The function of the Council is to initiate projects, discuss important matters for the improvement of the school, and to make recommendations to the principal. Some of the projects are the homecoming event each fall, the student orientation program, and various other activities for the benefit of the student and school.

NATIONAL HONOR SOCIETY

The Grand Forks high schools have an active chapter in the National Honor Society. The objectives of this organization are to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character. Students who have a 3.5 average or better are considered candidates to National Honor Society.

NATIONAL TECHNICAL HONOR SOCIETY (NTHS)

The high schools have active chapters of the National Technical Honor Society. NTHS honors students who meet high standards in academics, technical or career-related skills, character, and leadership qualities. A student must meet

specific criteria and be nominated by the career and technical education teacher in the program to which the student has been enrolled in for three to four semesters.

PUBLICATIONS

The school papers, *The Rider's Digest and Centralian*, serve to inform the school body of important news, features, editorials, sports activities, and pictures of current interest.

Staff members are generally students from current or former journalism classes. For this reason, sophomores are encouraged to enroll in journalism so that they may participate as staff members for three years of senior high school. A limited number of positions not requiring class training are open to all applicants.

OUT-OF-TOWN TRIPS

Students who are members of athletic teams, musical organizations, debate squads, or other school-sponsored activities are transported by bus or by school cars. Students must travel with the team to the event and back from the event unless parent(s)/guardian(s) assume personal responsibility for the travel home of their own son or daughter. Parent(s)/guardian(s) must consult the coach or the activity supervisor prior to the event to make such arrangements. Students who represent the Grand Forks high schools are required to dress in good taste and to conduct themselves properly at all times.

Coaches and teachers who are in charge have complete authority over the groups under their supervision. They are required to exercise good judgment regarding weather and road conditions and will not take any chances if these conditions are dangerous.

PARTICIPATION FEES

The Grand Forks School Board has instituted the participation fees in athletic, debate, drama, and speech activities sponsored by the Grand Forks School District. The following guidelines will be utilized and followed for the purpose of assessing and collecting the various fees:

1. Students reporting for fall activities will pay the fees at the time of fall registration. Students reporting for activities that begin after the opening of school will pay the fee after they report for the activity. The coach/director of the activity will give the office a roster of the participants involved in the activity. The respective school office will be responsible for the collection of fees.
2. Students unable to pay the activity fee will not be denied the right to participate. The athletic director will make the decision in this area. The free/reduced hot lunch guidelines will be used as a reference.
3. In all activities, students will be expected to pay the fee prior to the start of practice.
4. No participation fees will be charged for statisticians, student managers, cheerleaders, dance groups, and trainers.

5. When injury or illness prevents continuation in a sport or activity, a refund will be made (providing the injury/illness is substantiated by a physician's statement) up until the time of the first scheduled contest or public appearance.
6. After the first contest, public appearance or after one-third of the season, no refunds will be made for any reason due to the fact that the benefits of the sport/activity will have accrued to the amount of the fee to the student.
7. Students who voluntarily drop out of the activity will forfeit their fees.
8. When an athlete in grades 7 and 8 makes a senior high varsity team, he/she must pay the senior high fee.
9. There is a \$50.00 participation fee per activity.
10. Club Sports are programs that are sponsored by private groups. The district does not fund or govern club sports; therefore, the fee is not included in the school participation fees.

ADDITIONAL SCHOOL BOARD POLICIES

TITLE IX POLICY AND GRIEVANCE PROCEDURES

The Grand Forks Public School District No. 1 does not discriminate on the basis of sex in the education programs or activities which it operates.

Any persons who believe they, individually or as members of a group, are being subjected to sex discrimination may file a complaint personally or with representation, as outlined below:

1. An oral complaint may be filed with the department chairperson or immediate superior of a complaining employee.
2. A formal written complaint may be filed with the building principal.
3. A formal written complaint may be filed with the Title IX coordinator or the Grand Forks Public School District No. 1.

Any person lodging an informal oral complaint reserves the right to file a formal written complaint within 60 days of a filing of the oral complaint.

Any student or employee of the Grand Forks Public School District No. 1 shall also be entitled to submit any complaint of alleged discrimination on the basis of sex, directly to the Regional Office for Civil Rights of the United States Department of Health and Welfare, by sending said complaint to:

Office for Civil Rights - Kansas City Office
U.S. Department of Education
8930 Ward Parkway, Floor 2, Suite 2037
Kansas City, MO 64114
(816) 268-0550

SEXUAL HARASSMENT

It is the policy of the Grand Forks School District to maintain a learning and working environment that is free from sexual harassment. The school district prohibits any form of sexual harassment.

It shall be a violation of this policy for any student or employee of the Grand Forks School District to harass a student or an employee through conduct or communication of

a sexual nature as defined by this policy. Sexual harassment is unwelcome behavior to the recipient and may include actions such as:

- sex-oriented verbal "kidding" or abuse;
- subtle or overt pressure for sexual activity;
- physical contact such as patting, pinching, or intentional brushing against another's body;
- demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats;
- obscene notes or graffiti;
- inappropriate clothing implying a double meaning.

The school district will act to investigate all complaints, either formal or informal, oral or written, of sexual harassment and to discipline any student or employee who sexually harasses a student or employee of the school district. For further explanation of the Sexual Harassment Policy, see *Board Policy 4660/5660*.

NOTIFICATION OF NON-DISCRIMINATION POLICY

YOU ARE HEREBY NOTIFIED that in compliance with the Executive Order 11246; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; and all other Federal, state, school rules, laws, regulations, and policies, the Grand Forks Public School District No. 1 shall not discriminate on the basis of sex, age, race, color, national origin, religion, or disability in the educational programs or activities which it operates.

It is the intent of the Grand Forks Public School District No. 1 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parent/guardian, and employees who feel discrimination has been shown by the school district.

Specific complaints of alleged discrimination under Title IX, Title VI, and Section 504 should be referred to:

Personnel Officer and Title IX Coordinator or
Assistant Superintendent of Elementary Education
Title VI Coordinator and Section 504 Coordinator.

Grand Forks School District Ph. (701) 746-2200
P. O. Box 6000
Grand Forks, ND 58206-6000

Complaints can also be filed with the Office of Civil Rights.

All students attending Grand Forks Public Schools may participate in education programs and activities, including but not limited to health, physical education, music and vocational and technical education, (homemaking and consumer education, trades and industrial education, business and office education, etc.), regardless of race, color, national origin, religion, age, disability or sex.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Grand Forks School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the District may disclose appropriately designated "directory information"

without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – name, addresses, and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. If you do not want the District to disclose directory information from your child's education records without your prior written consent, you must notify the student's building principal in writing within 30 days of the beginning of the school term or within 30 days of the enrollment date for families new to the District. The Grand Forks School District has designated the following information as directory information:

- Student's name
- Address
- Telephone Number
- Date and place of birth
- Grade Level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees and awards received
- Photographs and videotapes

Notification of Rights

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the

decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses educational records without consent to officials of another school district in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-5901



Service-Learning and Volunteering

Students are encouraged to become involved in service-learning and volunteer activities to enhance their career and character development skills. Use these two pages to keep an account of the activities you've completed.

WHAT YOU SHOULD DO: Please take time to record your volunteer and service-learning activities and secure your supervisor's signature at the end of each activity. Near the end of the school year, tear these pages out of your planner and turn them in to your second hour teacher. They will be placed in your educational/career portfolio and will be helpful in writing resumes and filling out job, college, and scholarship applications.

Please read the following definitions to get a better understanding of service-learning and volunteering.

Mission of Service-Learning: Service-learning empowers students to grow and learn as citizens of character.

Service-Learning: A teaching and learning method connecting students and community by integrating academic studies with active participation in meaningful service projects and reflective activities.

Volunteer Service: Willingly contributing time and/or talent to help a person or cause without seeking personal monetary reward or profit.

Supervisor: An adult who can verify that a student volunteered for a particular activity.

If I plan to learn,
I must learn to plan.®



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Study Skills

LISTENING

- Concentrate on your instructor.
- Tune out noise and talking.
- Listen for the main ideas.
- Focus on the 5W's and 1H: What? Why? Where? When? Who? How?
- Be alert for the speaker's feelings and style.

TAKING NOTES

- Do not write down everything.
- Write down important ideas and supporting facts.
- Use your own words, not your instructor's.
- Learn different note-taking methods.
 - mapping
 - outlining
- Keep notes organized by dating and numbering pages.
- Keep all notes for a class in one place.

TIP

Listen 80% and write 20% of the time.

REMEMBERING

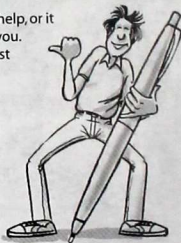
- Quickly review what you're learning in each class daily and weekly.
- Summarize important chapters, lectures, or discussions. Just doing this will help you remember.
- Apply what you're learning as soon as possible.
- Form a study group with friends or classmates. Ask questions, and answer their questions.
- Learn memory aid techniques to trigger recall.

TIP

Short, repeated study periods work better than one long cram session.

WORKPLACE

- Work in the same place as much as possible.
- Keep your workplace clean and uncluttered.
- Make sure you have good lighting to avoid tired eyes and drowsiness.
- Use a firm, straight chair.
- Don't do homework in front of the TV!
- Quiet music may help, or it may just distract you. Choose what's best and stick to it.



GET READY,

- Find out what kind of test you're getting (multiple choice, essay-type).
- Avoid cramming.
- Set up a study schedule to review everything well before the test. Use your planner to keep track.
- Write out likely test questions and answer them.
- Get enough rest the night before.
- Wear comfortable clothing.
- Take all the necessary tools: pens, pencils, erasers, calculator, highlighter, etc.

TIP

When you're well prepared, you experience less stress.

GET SET,

- Don't start writing as soon as you get the test.
- First, skim the exam to make sure you have it all.
- Then, read the instructions.
- Highlight key words like *discuss*, *compare*, *list* ...
- Quickly estimate how much time you have to answer questions.

GO!

- Answer easier questions first to boost your confidence.
- Read questions several times to be sure you understand exactly what is being asked.
- Never rush through questions in a panic. Be calm and pace yourself.
- Try to leave some time before the test is over to review and correct errors.
- If you run out of time on a certain question, leave some room and return to it later.

MULTIPLE CHOICE

- Don't guess unless there is no penalty for wrong answers.
- Before looking at the possible answers, try to form the answer in your mind.
- Don't change an answer that comes to mind unless you're absolutely sure it's wrong.

ESSAY QUESTIONS

- Always write answers in paragraph form unless a list is specifically asked for.
- Answer essay questions this way:
 - 1) Make a rough outline.
 - 2) Begin with a topic sentence that includes the key words of the question.
 - 3) Support your position with specific examples and detailed information.
 - 4) Conclude by very briefly summing up your answer.



Career Prep

CAREER POSSIBILITIES



Work. It's where and how you'll probably be spending 80,000 hours or more of your life. So doesn't it make sense to put some thought into your eventual career now?





What your professional working-self could become has a lot to do with who you are right now. Ask yourself: what gives you a charge, what are you good at? Think about your talents, interests, and accomplishments. Maybe talk to people who know you well. Take an aptitude test.

Now check out the following charts of possible careers to see how your skills and interests match up with different areas of

study and jobs. Does anything catch your eye? Talk to people in the field, or research them on the web, through books and in trade journals. Surf the Net! A few career web sites include careerprep.com and jobfutures.ca.

Need more information? Talk to someone in your school's guidance department. Think of the time you spend exploring and planning now as an investment—one which will pay off in the future by ensuring that you find an enjoyable and challenging way to spend those 80,000 hours!

MAJORS/ FOCUSES OF STUDY	INTEREST PROFILE Do you like to...	IMMEDIATE EMPLOYMENT OR SOME TRAINING	CERTIFICATION, TRADE SCHOOL OR 2-YEAR COMMUNITY COLLEGE	4-YEAR COLLEGE/ UNIVERSITY <small>(Graduate Studies May Be Required)</small>
<p>Business and Information Management</p>  <p>Extracurricular School Activities involving this major/focus of study:</p> <ul style="list-style-type: none"> • Business Club • Debate Club • Technology/Computer Club 	<p>Work indoors? Work with numbers? Be organized and efficient? Convince people of your point of view? Be creative? Take risks?</p>	<p>Bank Teller Cashier Customer Service Rep. File Clerk Radio Dispatcher Receptionist Sales Rep.</p>	<p>Administrative Assistant Bookkeeper Building Contractor Computer Programmer Computer Support Tech. Court Reporter Food Services Manager Hotel Services Manager Insurance Agent Property Manager Real Estate Agent Retail Manager Travel Agent</p>	<p>Accountant Bank Officer Business Manager Business Executive Computer/Information Services Manager Financial Analyst Marketing Specialist Tax Attorney</p>
<p>Communications</p>  <p>Extracurricular School Activities involving this major/focus of study:</p> <ul style="list-style-type: none"> • School Newspaper • Speech and Debate • Photography Club 	<p>Write? Debate? Work with computer graphics? Be creative? Speak in large groups?</p>	<p>Photographer Telecommunications Operator TV Production Clerk</p>	<p>Cartoonist Graphic Artist Radio/Music/ TV Production Tech. Web Designer</p>	<p>Journalist Literary Editor Newspaper Editor Public Relations Consultant Technical Writer Television Anchorperson Television Reporter</p>

MAJORS/ FOCUSES OF STUDY	INTEREST PROFILE Do you like to...	IMMEDIATE EMPLOYMENT OR SOME TRAINING	CERTIFICATION, TRADE SCHOOL OR 2-YEAR COMMUNITY COLLEGE	4-YEAR COLLEGE/ UNIVERSITY <i>(Graduate Studies May Be Required)</i>
<p>Community and Human Services</p> <p>Extracurricular School Activities involving this major/focus of study:</p> <ul style="list-style-type: none"> • Athletics • Foreign Language Club • Math Club • Science Club • Student Council 	<p>Help people? Teach others? Seek answers to everyday questions? Work with young, older, or ill people? Prepare and serve food and beverages?</p>	<p>Bus Driver Child/Pre-school Caregiver Cook Food Services Worker Hospital Admissions Assistant Medical/Dental Receptionist Postal Services Worker Security Guard Truck Driver</p>	<p>Aesthetician Chef Dental Hygienist/Tech. Emergency Medical Tech. Hairstylist Firefighter Licensed Practical/Vocational Nurse Massage Therapist Medical Lab/X-Ray Tech. Medical Records Tech. Paralegal Assistant Pharmacy Tech. Physical Trainer Physical Therapy Assistant Pilot</p>	<p>Attorney Chiropractor Commercial Airline Pilot Dentist Law Enforcement Officer Minister Occupational Therapist Optometrist Pharmacist Physician Psychologist Physical Therapist School Principal/Teacher Social Worker Speech Therapist/Audiologist</p>
<p>Engineering and Technical Sciences</p> <p>Extracurricular School Activities involving this major/focus of study:</p> <ul style="list-style-type: none"> • Science Club • Math Club • Student Government • Technology/Computer Club • Technology Student Association 	<p>Solve problems? Repair things? Work with machinery? Think logically? Do math and science? Program or operate computers? Assemble and build things?</p>	<p>Assembler Construction Worker Floor Covering Installer Forklift Operator Locksmith Machinist Mechanic Plumber Oil Field Worker Road Maintenance Worker Telecommunications Installer Welder</p>	<p>Audiovisual Tech. Draftsman Electrician Electronics Repair Tech. Surveyor</p>	<p>Aerospace Engineer Architect Astronaut Automotive Engineer Chemical Engineer Civil Engineer Computer Systems Analyst Computer Engineer Electrical Engineer Mathematician Mechanical Engineer Petroleum Engineer Physicist Statistician</p>
<p>Environmental and Natural Sciences</p> <p>Extracurricular School Activities involving this major/focus of study:</p> <ul style="list-style-type: none"> • Environmental Club • Outdoor Club 	<p>Study science? Study math? Work with plants? Work with animals? Participate in environmental concerns? Help others with your knowledge?</p>	<p>Agricultural Worker Animal Handler/Trainer Boat Deckhand Fisherman Groundskeeper Horticultural Worker Logger Outdoor Guide Pest Controller Sanitation Worker</p>	<p>Biological Tech. Floral Designer Landscape Veterinary Assistant</p>	<p>Archaeologist Astronomer Biologist Botanist Environmental Educator Forester Geologist Horticulturist Meteorologist Park Naturalist Seismologist Veterinarian Volcanologist</p>
<p>Fine Arts</p> <p>Extracurricular School Activities involving this major/focus of study:</p> <ul style="list-style-type: none"> • Band • Chorus • Dance Team • Drama Club • Literary Clubs • Orchestra 	<p>Write? Perform? Paint? Dance? Be creative? Play musical instruments? Be in plays?</p>	<p>Actor Artist Dancer Makeup Artist Musician Singer Stunt Artist</p>	<p>Author/Writer Dance Instructor Fashion Designer Interior Designer Playwright</p>	<p>Art Therapist Fine Arts Teacher Music Composer Orchestra Conductor</p>

Communication

THE PROCESS OF WRITING

These steps are part of the writing process:

1. TOPIC

Choose what you will write about. Your topic should be clear and well defined.

2. RESEARCH

Gather facts to support your statements or opinions.

3. FORMAT

The requirements for writing a letter, an essay, a speech, or a journal are different. Choose your format and follow its requirements.

4. PURPOSE

Your purpose will focus your writing. Are you writing to inform, to entertain, to instruct, or to persuade your audience?

5. AUDIENCE

Your choice of words and writing style will be shaped by your audience. Are you writing for your peers, younger children, or adults?

6. OUTLINE

Write your thesis (topic) statement clearly. Then write your sub-topics in a logical order that leads to a conclusion.

7. POINT OF VIEW

Determine the point of view (I, he/she, etc.) from which you will write. Your understanding of a topic may increase when you consider different points of view.

8. ROUGH DRAFT

Write a rough draft that follows your outline, keeping your audience and point of view in mind. Each paragraph should deal with only one main idea. Your composition should follow a logical order to a conclusion.

9. EDIT AND REVISE

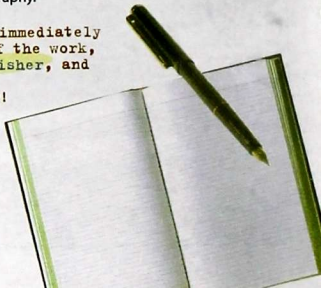
Check your work for spelling and formatting. Revise the content if necessary. Proofread carefully.

10. SOURCES

DO NOT PLAGIARIZE. Give the source for all quotes, facts, and ideas that are not your own. Use footnotes and/or a bibliography.

TIP

When you take notes, immediately jot down the title of the work, the author, the publisher, and the date published. This saves time later!



11. FINAL DRAFT

Prepare a neat, final copy for submission.
Be proud of your work!

REFERENCES

Your "Works Cited" page should have a separate entry for every book, web site, article, or other reference you use. List the entries alphabetically by each one's first word.

Most entries will include:

1. The name(s) of the author(s) or editor(s). Put the last name of the first author or editor first (Leung, Mary). Put the *first* names of any following authors or editors first (Andrew Janowicz).
2. The title. Put book or web site titles in *italics*. Put quotation marks around the titles of articles or encyclopedia entries.
3. The place the book was published, or its address on the World Wide Web.
4. The publisher (a publishing company, magazine, newspaper, or web site sponsor).
5. The date a book or article was published (in print or on the Web), and the date you retrieved it (on the Web).
6. The page numbers of articles in magazines and newspapers.



Here are some sample entries:

A book with one author:

Leung, Mary. *Purcell: The English Orpheus*. London: Heinemann, 2001.

A book with two or three authors:

Fernandez, Diana, and Andrew Janowicz. *Art Deco*. Atglen, PA: Schiffer, 1999.
Burney, Chuck, Tyler Capriotti, and Ann Kovak. *A History of Aviation*. Toronto: Doubleday, 2004.

A book with more than three authors:

Silverstein, Gordon, et al. *The Eleusinian Mysteries*. New York: Penguin, 1999.

A book with an editor, but no author listed on the title page:

Faber, K. R., ed. *Shakespeare's Great Tragedies: Critical Essays*. London: Oxford UP, 1995.

An article in a newspaper:

Kurozumi, T. "How the West was Won." *Los Angeles Times* 14 June 2004: F3.

An article in a magazine or journal:

Wheatley, Meaghan. "Swans in Danger." *Wide World* March 2001: 18-21.

An entry in an encyclopedia:

Theseus. *Encyclopedia of Myth and Legend*. 2000 ed.

A web page:

Kiyanfar, A. "Persian Style." *WMO Online*. 28 Jan. 2003. World Music Organization. 22 April 2003. <http://www.wmo.com/articles/persian_style/>.

Note: There are different citation styles; your teacher may give you guidelines for a different style instead. The examples on this page are based on MLA (Modern Language Association) style, which is commonly used for academic writing in the humanities (literature, philosophy, art, classical studies).

Parts of Speech, Spelling Rules, & Punctuation

EIGHT PARTS OF SPEECH

NOUNS

Common Nouns refer to any place, person, thing, or idea > **EXAMPLE:** woman / country

Proper Nouns refer to any particular place, person, thing or idea > Greta / Israel

PRONOUNS / take the place of a noun.

Nominative case for the subject of a sentence/clause > He went to bed.

Possessive case shows ownership > The waterbed is his.

Objective case receives action, or is after a preposition > They sold him a leaky waterbed.

VERBS / show action or

state of being, and the time of that action or state. > **PAST:** She waited in the car.

..... > **PRESENT:** She needs gas now.

..... > **FUTURE:** She will enjoy her trip.

ADJECTIVES / describe nouns and specify size, color, number, and so on. This is called modifying.

..... > A small light showed in the upper window of the old factory.

ADVERBS / describe verbs, adjectives, or other adverbs, and specify in what manner, when, where, and how much.

..... > He whimpered miserably as the doctor injected the antidote. It hurt much more than he expected.

PREPOSITIONS / show how a noun or pronoun is related to another word in a sentence.

Note: prepositions can also be used as adverbs. > A dog lives in my garage.

..... > **PREP:** The dog jumped up my leg.

..... > **ADV:** The dog jumped up.

CONJUNCTIONS / join words, phrases, or clauses.

Coordinating conjunctions connect elements of the same value > Take the cookie and eat it.

Subordinating conjunctions join a main clause and a dependent (subordinate) clause > The cookie is overdone because the timer was slow.

INTERJECTIONS / are sudden,

interrupting words or phrases that are also known as exclamations. They are often signaled by an exclamation mark. > Aha! There you are.
But then, alas, he tripped and fell.

SPELLING RULES

I before E, Except after C —
Or when sounded as A,
As in neighing and weigh.

Final consonants are not doubled when the word ends in more than one consonant.

EXAMPLE:

conform conformed conforming
help helped helping

When words end in soft ce or ge, keep the g before able and ous.

EXAMPLE:

advantageous changeable chargeable
courageous enforceable manageable
noticeable outrageous peaceable

When verbs end in ie, change the ending to y before adding ing.

EXAMPLE:

die dying (but died) lie lying (but lied)
tie tying (but tied)

Parts of Speech, Spelling Rules, & Punctuation

Drop the final e before a suffix beginning with a vowel.

EXAMPLE:

love + ing = loving

Exceptions: canoe + ing = canoeing

hoe + ing = hoeing

Keep the final e before a suffix beginning with a consonant.

EXAMPLE:

care + ful = careful

Exceptions: true + ly = truly

argue + ment = argument

Final consonants may or may not be doubled when the accent is thrown forward. The American tendency is not to double the final consonant; British and Canadian usage is to double it.

EXAMPLE:

benefit	benefiting	or	benefitting
cancel	canceling	or	cancelled
travel	traveling	or	travelling
	traveled	or	travelled

Note: If in doubt, check it out!

PUNCTUATION

PERIOD / Put a period at the end of a:

- declarative sentence> Rain is wet.
- indirect question> She wondered what was wrong.
- imperative sentence that does not express strong emotion> Sign and return the application form at your convenience.

EXAMPLE:

COMMA / Use a comma to separate words and phrases in a series.

- Most writers now do use a comma before an *and* that connects the last two words of a series.> He's ready to go, but wait for me.
- Some prefer to omit that comma, however.> Her hobbies were reading, watching old movies, driving, and running.

SEMICOLON / Use a semicolon between clauses in a compound sentence when the conjunction is omitted or when the connection is close.

-> The statistical evidence is there; it cannot be denied.

COLON / Use a colon to:

- begin a list> He studied three subjects: Biology, Chemistry, and English.
- formally introduce a statement> She stated: "I never saw the IBM contract."

QUOTATION MARKS / Use double quotation marks around a direct quotation.

- Do not use quotation marks for indirect statements.> He said, "Go away."
-> She said that she was happy.

APOSTROPHE / Use an apostrophe for:

- contractions> It's all right. (for it is)
- the possessive case of a noun> That is Bart's dog.

QUESTION MARK / Use the question mark for ... questions!!

-> What on earth do you mean?

EXCLAMATION POINT / Express strong feeling with an exclamation point.

-> That's crazy!

Ready, Set, Read!

READING FOR UNDERSTANDING

Practice these techniques when reading for understanding:

1. Get a general idea about the selection by skimming the headings, bold words, and illustrations.
2. Read the questions, if any, at the end of the selection and use them as a study guide. If no questions are provided, make up your own. This helps identify key points.
3. Read as quickly as you can to help you stay on task and absorb the main ideas.*
4. Take notes, underline or highlight key phrases and sentences.
5. Answer the questions and study your notes. Clear up anything you don't understand by reading the selection again. If necessary, ask your teacher for an explanation.

**Some students find it better to read an article or a chapter twice – once very rapidly (skimming), and again more slowly, paying more attention to details. Others prefer a single reading, pausing as necessary to absorb main points. Decide which approach is better for you.*

THE DEWEY DECIMAL SYSTEM

Melvil Dewey (1851-1931) provided a convenient classification for non-fiction books, still in use in many libraries today:

Examples:

000 - 099	General works	encyclopedias, bibliographies
100 - 199	Philosophy	psychology, ethics
200 - 299	Religion	world religions, mythology
300 - 399	Social sciences	legends, government, customs
400 - 499	Language	dictionaries, grammar
500 - 599	Pure science	math, chemistry, nature study
600 - 699	Applied science	technology, agriculture, health
700 - 799	Arts	painting, photography, music, sports
800 - 899	Literature	novels, plays, poetry
900 - 999	History and geography	world history, countries, travel



UNITS OF MEASUREMENT

Metric system			English system	
mm	millimeter	.001 m	1 foot (ft) = 12 inches (in)	1 tablespoon (T) = 3 teaspoons (t)
cm	centimeter	.01 m	1' = 12"	1 cup (c) = 16 tablespoons
dm	decimeter	.1 m	1 yard (yd) = 3 feet	1 pint (pt) = 2 cups
m	meter	1 m	1 mile (mi) = 1760 yards	1 quart (qt) = 2 pints
dam	decameter	10 m	1 sq. foot = 144 sq. inches	1 gallon (gal) = 4 quarts
hm	hectometer	100 m	1 sq. yard = 9 sq. feet	16 ounces (oz) = 1 pound (lb)
km	kilometer	1000 m	1 acre = 4840 sq. yards = 43560 ft ²	1 ton = 2000 pounds
			1 sq. mile = 640 acres	

Note: Prefixes also apply to l (liter) and g (gram). Canadian preferred spelling: metre, litre.

CONVERSIONS



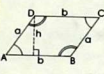





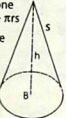

Length / Area				Weight / Volume			
to go from	to	multiply by	to go from	to	multiply by	to go from	to
cm	→	in	0.3937	in	→	cm	2.54
m	→	ft	3.2808	ft	→	m	0.3048
km	→	mi	0.6214	mi	→	km	1.609
m ²	→	ft ²	10.76	ft ²	→	m ²	0.0929
km ²	→	mi ²	0.3861	mi ²	→	km ²	2.59
g	→	oz	0.0353	oz	→	g	28.35
kg	→	lb	2.2046	lb	→	kg	0.4536
t	→	T	1.1023	T	→	t	0.9072
ml	→	fl oz	0.0338	fl oz	→	ml	29.575
L	→	gal	0.22	gal	→	L	4.546
L	→	US gal	0.2642	US gal	→	L	3.785

Common Units used with the International System

UNITS OF MEAS.	ABBREV.	RELATION	UNITS OF MEAS.	ABBREV.	RELATION
meter	m	length	degree Celsius	°C	temperature
hectare	ha	area	kelvin	K	thermodynamic temp.
tonne	t	mass	pascal	Pa	pressure, stress
kilogram	kg	mass	joule	J	energy, work
nautical mile	M	distance (navigation)	newton	N	force
knot	kn	speed (navigation)	watt	W	power, radiant flux
liter	L	volume or capacity	ampere	A	electric current
second	s	time	volt	V	electric potential
hertz	Hz	frequency	ohm	Ω	electric resistance
candela	cd	luminous intensity	coulomb	C	electric charge

GEOMETRY

FORMULAS

 <p>Perimeter = $2(l + w)$ Area = lw</p>	 <p>Volume = lwh</p>	 <p>Area of ABCD = bh</p>	 <p>Area of $\triangle ABC$ = $\frac{bh}{2}$</p>	 <p>Circumference of a circle = $2\pi r$</p> <p>Area of a circle = πr^2</p>
<p>Pythagorean theorem: $c^2 = a^2 + b^2$</p> <p>Area of $\triangle ABC = \frac{ab}{2}$</p> 	<p>Surface area of a sphere = $4\pi r^2$</p>  <p>Volume of a sphere = $\frac{4\pi r^3}{3}$</p>	<p>Surface area of a cylinder = $2\pi rh + 2\pi r^2$</p>  <p>Volume of cylinder = $\pi r^2 h$</p>	<p>Surface area of a cone = $\pi r^2 + \pi rs$</p> <p>Volume of a cone = $\frac{Bh}{3}$</p> 	<p>Volume of a pyramid = $\frac{Bh}{3}$</p> <p>B = area of base</p> 

Math

ANGLES AND TRIANGLES



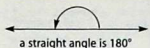
a right angle is 90°



an acute angle is less than 90°



an obtuse angle is more than 90° but less than 180°

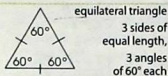


a straight angle is 180°



1 complete angle of rotation = 360°

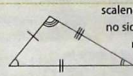
two complementary angles - add up to 90°
two supplementary angles - add up to 180°



equilateral triangle
3 sides of equal length,
3 angles of 60° each



isosceles triangle
2 sides of equal length,
base angles are equal



scalene triangle
no sides equal,
no angles equal

CONGRUENCY CASES



side, side, side
side, angle, side
angle, side, angle



hypotenuse,
side



CIRCLE THEOREMS



$\angle x = 90^\circ$
PQ is a diameter



$\angle a = \angle b$
angles subtended on the same arc AB



C is the center of the circle

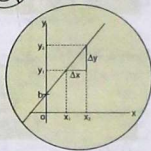
TRIGONOMETRY

SLOPES

Equation of a straight line

$$y - y_1 = m(x - x_1)$$

where $m = \text{slope} = \frac{\text{rise}}{\text{run}} = \frac{\Delta y}{\Delta x} = \frac{y_2 - y_1}{x_2 - x_1}$ or $y = mx + b$ where $m = \text{slope}$, $b = y\text{-intercept}$



TRIGONOMETRIC RATIOS

$$\sin \theta = \frac{y}{r} \text{ (opposite/hypotenuse)} = 1/\csc \theta$$

$$\cos \theta = \frac{x}{r} \text{ (adjacent/hypotenuse)} = 1/\sec \theta$$

$$\tan \theta = \frac{y}{x} \text{ (opposite/adjacent)} = 1/\cot \theta$$



$$\tan \theta = \frac{\sin \theta}{\cos \theta}$$

$$\sin^2 \theta + \cos^2 \theta = 1$$

$$1 + \tan^2 \theta = \sec^2 \theta$$

$$1 + \cot^2 \theta = \csc^2 \theta$$

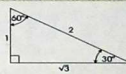
$$\cos^2 \theta - \sin^2 \theta = \cos 2\theta$$



$$\sin 45^\circ = \frac{1}{\sqrt{2}}$$

$$\cos 45^\circ = \frac{1}{\sqrt{2}}$$

$$\tan 45^\circ = 1$$



$$\sin 30^\circ = \frac{1}{2}$$

$$\cos 30^\circ = \frac{\sqrt{3}}{2}$$

$$\tan 30^\circ = \frac{1}{\sqrt{3}}$$

$$\sin 60^\circ = \frac{\sqrt{3}}{2}$$

$$\cos 60^\circ = \frac{1}{2}$$

$$\tan 60^\circ = \sqrt{3}$$

$$\sin(A+B) = \sin A \cos B + \cos A \sin B$$

$$\sin(A-B) = \sin A \cos B - \cos A \sin B$$

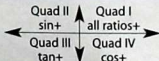
$$\cos(A+B) = \cos A \cos B - \sin A \sin B$$

$$\cos(A-B) = \cos A \cos B + \sin A \sin B$$

$$\tan(A+B) = \frac{\tan A + \tan B}{1 - \tan A \tan B}$$

$$\tan(A-B) = \frac{\tan A - \tan B}{1 + \tan A \tan B}$$

CAST



VALUE OF TRIG RATIO

θ	0	$\frac{\pi}{2}$	π	$\frac{3\pi}{2}$	2π
$\sin \theta$	0	1	0	-1	0
$\cos \theta$	1	0	-1	0	1
$\tan \theta$	0	∞	0	$-\infty$	0

∞ undefined (infinite)



$\theta = 1$ radian
 2π radians = 360°

SINE LAW:

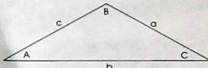
$$\frac{a}{\sin A} = \frac{b}{\sin B} = \frac{c}{\sin C}$$

COSINE LAW:

$$a^2 = b^2 + c^2 - 2bc \cos A$$

$$b^2 = a^2 + c^2 - 2ac \cos B$$

$$c^2 = a^2 + b^2 - 2ab \cos C$$



ALGEBRA

EXPANDING

$a(b+c) = ab+ac$
$(a-b)^2 = a^2 - 2ab + b^2$
$(a+b)^2 = a^2 + 2ab + b^2$
$(a+b)(c+d) = ac+ad+bc+bd$
$(a+b)^3 = a^3 + 3a^2b + 3ab^2 + b^3$
$(a-b)^3 = a^3 - 3a^2b + 3ab^2 - b^3$

FACTORING

$a^2 - b^2 = (a+b)(a-b)$
$a^2b - ab = ab(a+1)(a-1)$
$a^2 + 2ab + b^2 = (a+b)^2$
$a^3 + b^3 = (a+b)(a^2 - ab + b^2)$
$a^3 - 2ab + b^3 = (a-b)^2$
$a^3 - b^3 = (a-b)(a^2 + ab + b^2)$

ROOTS OF A QUADRATIC

The solution for a quadratic equation $ax^2+bx+c=0$ is given by the quadratic formula

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

LAW OF EXPONENTS / If $a, b \in \mathbb{R}, a, b \geq 0$, and p, q, r, s are $\in \mathbb{Q}$, then:

1 $a^p a^q = a^{p+q}$	2 $\frac{a^p}{a^q} = a^{p-q}$	3 $(a^p)^q = a^{pq}$	4 $(ab)^p = a^p b^p$	5 $\left(\frac{a}{b}\right)^p = \frac{a^p}{b^p} (b \neq 0)$	6 $a^0 = 1 (a \neq 0)$	7 $a^{-p} = \frac{1}{a^p} (a \neq 0)$	8 $a^{\frac{1}{p}} = \sqrt[p]{a}$ $a^{-\frac{1}{p}} = \frac{1}{\sqrt[p]{a}}$
------------------------------	--------------------------------------	-----------------------------	-----------------------------	--	-------------------------------	--	---

LOGARITHMS • EXAMPLE:

$\text{Log}(xy) = \text{Log } x + \text{Log } y$	$\text{Log}\left(\frac{x}{y}\right) = \text{Log } x - \text{Log } y$	$\text{Log } x^r = r \text{Log } x$
$\text{Log } x = n \leftrightarrow x = 10^n$ (Common log)	$\text{Log}_a x = n \leftrightarrow x = a^n$ (Log to the base a)	
$\text{Ln } x = n \leftrightarrow x = e^n$ (Natural log)	$\pi \approx 3.14159265$	$e \approx 2.71828183$

PHYSICS EQUATIONS

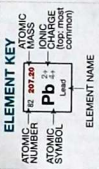
$D = \frac{m}{V}$	D density m mass $\left(\frac{1g}{cm^3} = \frac{1000kg}{m^3}\right)$ V volume	$P = \frac{W}{t}$	P power W (=Watt) W work J t time s
$d = vt$	d total distance m v average velocity $\frac{m}{s}$ t time s	$K.E. = \frac{1}{2} m \cdot v^2$	K.E. kinetic energy J m mass kg v velocity $\frac{m}{s}$
$a = \frac{v_f - v_i}{t}$	a acceleration $\frac{m}{s^2}$ v _f final velocity $\frac{m}{s}$ v _i initial velocity $\frac{m}{s}$ t time s	$F_e = \frac{k \cdot q_1 \cdot q_2}{d^2}$	F _e electrical force N k Coulomb's constant ($k = 9 \times 10^9 \frac{Nm^2}{C^2}$) q ₁ , q ₂ are electrical charges C d separation distance m
$d = v_i t + \frac{1}{2} a t^2$	d distance m v _i initial velocity $\frac{m}{s}$ t time s a acceleration $\frac{m}{s^2}$	$V = \frac{W}{q}$	V electrical potential difference V (= Volt) W work done J q electric charge C
$F = m \cdot a$	F net force N (= Newton) m mass kg a acceleration $\frac{m}{s^2}$	$I = \frac{q}{t}$	I electric current A (= Ampère) q electric charge flowing C t time s
$F_g = \frac{G \cdot m_1 \cdot m_2}{d^2}$	F _g force of gravity N G universal gravitational constant ($G = 6.67 \times 10^{-11} \frac{Nm^2}{kg^2}$) m ₁ , m ₂ masses of the two objects kg d distance between centers m	$W = V \cdot I \cdot t$	W electrical energy J V voltage V I current A t time s
$p = m \cdot v$	p momentum $\frac{kg \cdot m}{s}$ m mass kg v velocity $\frac{m}{s}$	$P = V \cdot I$	P power W V voltage V I current A
$W = F \cdot d$	W work J (=Joule) F force N d distance m	$q = m \cdot c \cdot \Delta T$	q energy transfer J m mass kg ΔT change in temperature $^{\circ}C$ c specific heat capacity $\frac{J}{kg \cdot ^{\circ}C}$

PERIODIC TABLE OF THE ELEMENTS



1	2	13	14	15	16	17	18
1	2	3	4	5	6	7	8
9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24
25	26	27	28	29	30	31	32
33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48
49	50	51	52	53	54	55	56
57	58	59	60	61	62	63	64
65	66	67	68	69	70	71	72
73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88
89	90	91	92	93	94	95	96
97	98	99	100	101	102	103	104
105	106	107	108	109	110	111	112
113	114	115	116	117	118	119	120
121	122	123	124	125	126	127	128
129	130	131	132	133	134	135	136
137	138	139	140	141	142	143	144
145	146	147	148	149	150	151	152
153	154	155	156	157	158	159	160
161	162	163	164	165	166	167	168
169	170	171	172	173	174	175	176
177	178	179	180	181	182	183	184
185	186	187	188	189	190	191	192
193	194	195	196	197	198	199	200

RADIOACTIVE ELEMENTS
 Elements 43, 61, and 84 through 112 are radioactive. Elements beyond 109 have been identified by independent researchers but have not been formally recognized by the International Union of Pure and Applied Chemistry (IUPAC). When recognized, new elements will be added to this chart. The most stable isotope is listed inside parentheses for radioactive elements.



LEGEND

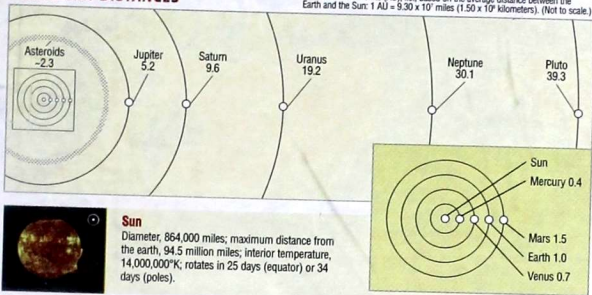
- METALS
- TRANSITION METALS
- INNER TRANSITION METALS
- METALLOIDS/SEMMETALS
- NOBLE GASES
- NONMETALS
- UNKNOWN ELEMENTS

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SOLAR SYSTEM

PLANETARY DISTANCES

The average distances of the planets from the Sun. The numbers in the diagram are astronomical units (AU), (i.e., based on the average distance between the Earth and the Sun: 1 AU = 93.0 x 10⁶ miles (1.50 x 10⁸ kilometers). (Not to scale.)



Sun

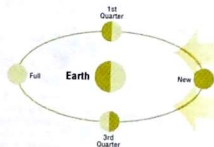
Diameter, 864,000 miles; maximum distance from the earth, 94.5 million miles; interior temperature, 14,000,000°K; rotates in 25 days (equator) or 34 days (poles).

PLANETARY STATISTICS

PLANET	DIAMETER	DISTANCE FROM SUN*	ROTATIONAL PERIOD
 ♀	Mercury 3,031 mi 4,878 km	<i>Inner Planet</i> 36.0 mi 57.9 km	58.64 days
 ♀	Venus 7,521 mi 12,104 km	<i>Inner Planet</i> 67.2 mi 108.1 km	243 days (retrograde)
 ⊕	Earth 7,926 mi 12,756 km	<i>Inner Planet</i> 92.9 mi 149.5 km	23 hrs, 56 min, 4.1 sec
 ♂	Mars 4,217 mi 6,787 km	<i>Inner Planet</i> 141.5 mi 227.9 km	24 hrs, 37 min, 22.3 sec
 ♃	Jupiter 88,730 mi 142,800 km	<i>Outer Planet</i> 483.3 mi 778.3 km	9 hrs, 50 min (equatorial) 9 hrs, 55 min (polar)
 ♄	Saturn 74,900 mi 120,540 km	<i>Outer Planet</i> 886.2 mi 1,427.0 km	10 hrs, 39 min
 ♅	Uranus 31,763 mi 51,118 km	<i>Outer Planet</i> 1,783.1 mi 2,869.6 km	17 hrs, 54 min
 ♆	Neptune 30,775 mi 49,528 km	<i>Outer Planet</i> 2,794.0 mi 4,496.6 km	19 hrs, 12 min
 ♇	Pluto 1,430 mi 2,300 km	<i>Outer Planet</i> 3,666.0 mi 5,900.0 km	6 days, 9 hrs

Note: Photos of planets are not proportionally to scale.

PHASES OF THE MOON



TEMPERATURE CONVERSIONS

• FAHRENHEIT TO CELSIUS:

$$C = (F - 32) \times .555$$

• CELSIUS TO FAHRENHEIT:

$$F = (C \times 1.8) + 32$$

• CELSIUS TO KELVIN:

$$K = C + 273.15$$

Water boils*212°F100°C

Body temperature.....98.6°F37°C

Room temperature72°F22°C

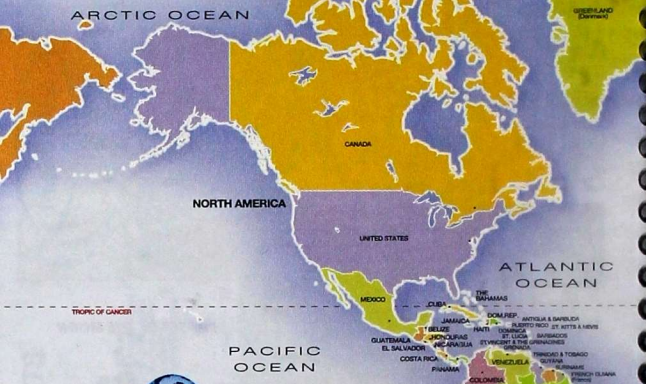
Water freezes*32°F0°C

Absolute zero**-459.67°F-273.15°C

*at sea level

**hypothetically the lowest possible temperature

World Map



NORTH AMERICA

Antigua & Barbuda	St. John's	Guatemala	Guatemala City
Bahamas	Nassau	Haiti	Port-au-Prince
Barbados	Bridgetown	Honduras	Tegucigalpa
Belize	Belmopan	Jamaica	Kingston
Bermuda	Hamilton	Mexico	Mexico City
Canada	Ottawa	Nicaragua	Managua
Costa Rica	San Jose	Panama	Panama City
Cuba	Havana	St. Kitts & Nevis	Basseterre
Dominica	Roseau	St. Lucia	Castries
Dominican Rep.	Santo Domingo	St. Vincent & the Grenadines	Kingstown
El Salvador	San Salvador	Trinidad & Tobago	Port-of-Spain
Grenada	St. George's	U.S.A.	Washington D.C.



ASIA

Afghanistan	Kabul	Israel	Jerusalem
Armenia	Yerevan	Japan	Tokyo
Azerbaijan	Baku	Jordan	Amman
Bahrain	Manama	Kazakhstan	Astana
Bangladesh	Dhaka	Korea North	Pyongyang
Bhutan	Thimphu	Korea South	Seoul
Brunei	Bandar Seri Begawan	Kuwait	Kuwait
Cambodia	Phnom Penh	Kyrgyzstan	Bishkek
China	Beijing	Laos	Vientiane
Cyprus	Nicosia	Lebanon	Beirut
East Timor	Dili	Malaysia	Kuala Lumpur
Georgia	Tbilisi	Maldives	Male
India	New Delhi	Mongolia	Ulan Bator
Indonesia	Jakarta	Myanmar	Yangon
Iran	Tehran	Nepal	Kathmandu
Iraq	Baghdad	Oman	Muscat
		Pakistan	Islamabad

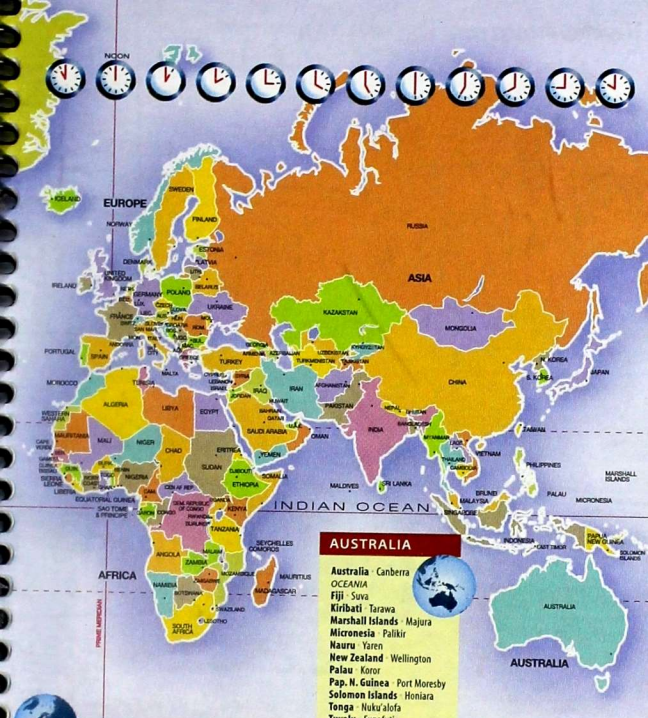


SOUTH AMERICA

Argentina	Buenos Aires
Bolivia	Sucre
Brazil	Brasilia
Chile	Santiago
Colombia	Bogota
Ecuador	Quito
Guyana	Georgetown
Paraguay	Asuncion
Peru	Lima
Suriname	Paramaribo
Uruguay	Montevideo
Venezuela	Caracas



ANTARCTICA



EUROPE

Albania Tirana	Lithuania Vilnius
Andorra Andorra la Vella	Luxembourg Luxembourg
Austria Vienna	Macedonia Skopje
Belarus Minsk	Malta Valletta
Belgium Brussels	Moldova Kishinev
Bosnia & Herzegovina Sarajevo	Monaco Monaco
Bulgaria Sofia	Netherlands Amsterdam
Croatia Zagreb	Norway Oslo
Czech Republic Prague	Poland Warsaw
Denmark Copenhagen	Portugal Lisbon
Estonia Tallinn	Romania Bucharest
Finland Helsinki	Russia Moscow
France Paris	San Marino San Marino
Germany Berlin	Slovakia Bratislava
Greece Athens	Slovenia Ljubljana
Hungary Budapest	Spain Madrid
Iceland Reykjavik	Sweden Stockholm
Ireland Dublin	Switzerland Bern
Italy Rome	Ukraine Kiev
Latvia Riga	United Kingdom London
Liechtenstein Vaduz	Vatican City Vatican City
	Yugoslavia Belgrade

AUSTRALIA

Australia - Canberra
OCEANIA
Fiji - Suva
Kiribati - Tarawa
Marshall Islands - Majura
Micronesia - Palikir
Nauru - Yaren
New Zealand - Wellington
Palau - Koror
Pap. N. Guinea - Port Moresby
Solomon Islands - Honiara
Tonga - Nuku'alofa
Tuvalu - Funafuti
Vanuatu - Vila
Western Samoa - Apia



AFRICA

Algeria Algiers	Gabon Libreville	Niger Niamey
Angola Luanda	Gambia Banjul	Nigeria Abuja
Benin Porto-Novo	Ghana Accra	Rwanda Kigali
Botswana Gaborone	Guinea Conakry	Sao Tome & Principe Sao Tome
Burkina Faso Ouagadougou	Guinea-Bissau Bissau	Senegal Dakar
Burundi Bujumbura	Ivory Coast Abidjan	Seychelles Victoria
Cameroon Yaounde	Kenya Nairobi	Sierra Leone Freetown
Cape Verde Praia	Lesotho Maseru	Somalia Mogadishu
Central African Rep. Bangui	Liberia Monrovia	South Africa Pretoria
Chad N'Djamena	Libya Tripoli	Sudan Khartoum
Comoros Moroni	Madagascar Antananarivo	Swaziland Mbabane
Congo Brazzaville	Malawi Lilongwe	Tanzania Dodoma
Dem. Rep. of Congo Kinshasa	Mali Bamako	Togo Lome
Djibouti Djibouti	Mauritania Nouakchott	Tunisia Tunis
Egypt Cairo	Mauritius Port Louis	Uganda Kampala
Equatorial Guinea Malabo	Morocco Rabat	Zambia Lusaka
Eritrea Asmara	Mozambique Maputo	Zimbabwe Harare
Ethiopia Addis Ababa	Namibia Windhoek	



North America



CANADA

UNITED STATES



MEXICO

CENTRAL AMERICA

	AREA	POPULATION*
CANADA	9,971,500 km ² 3,848,900 sq mi	32,500,000
USA	9,160,454 km ² 3,553,935 sq mi	293,000,000
MEXICO	1,978,800 km ² 763,817 sq mi	105,000,000

*2004 estimates

Canada, United States, Mexico

CANADA



Ottawa

10 Provinces / 3 TerritoriesCapital Pop.

AB	Alberta	Edmonton	3.2 M
BC	British Columbia	Victoria	4.1 M
MB	Manitoba	Winnipeg	1.2 M
NB	New Brunswick	Fredericton	0.76 M
NL	Newfoundland & Labrador	St. John's	0.52 M

NT	Northwest Territories	Yellowknife	0.04 M
NS	Nova Scotia	Halifax	0.94 M
NU	Nunavut	Iqaluit	0.03 M
ON	Ontario	Toronto	12.2 M
PEI	Prince Edward Island	Charlottetown	0.14 M
QC	Quebec	Quebec City	7.5 M
SK	Saskatchewan	Regina	1.0 M
YT	Yukon Territory	Whitehorse	0.03 M

UNITED STATES



Washington, D.C. 0.6 M

50 StatesCapital Pop.

AL	Alabama	Montgomery	4.5 M
AK	Alaska	Juneau	0.6 M
AZ	Arizona	Phoenix	5.6 M
AR	Arkansas	Little Rock	2.7 M
CA	California	Sacramento	35.5 M
CO	Colorado	Denver	4.6 M
CT	Connecticut	Hartford	3.5 M
DE	Delaware	Dover	0.8 M
FL	Florida	Tallahassee	17.0 M
GA	Georgia	Atlanta	8.7 M
HI	Hawaii	Honolulu	1.3 M
ID	Idaho	Boise	1.4 M
IL	Illinois	Springfield	12.7 M
IN	Indiana	Indianapolis	6.2 M
IA	Iowa	Des Moines	2.9 M
KS	Kansas	Topeka	2.7 M
KY	Kentucky	Frankfort	4.1 M
LA	Louisiana	Baton Rouge	4.5 M
ME	Maine	Augusta	1.3 M
MD	Maryland	Annapolis	5.5 M
MA	Massachusetts	Boston	6.4 M
MI	Michigan	Lansing	10.0 M
MN	Minnesota	St. Paul	5.0 M
MS	Mississippi	Jackson	2.9 M
MO	Missouri	Jefferson City	5.7 M

MT	Montana	Helena	0.9 M
NE	Nebraska	Lincoln	1.7 M
NV	Nevada	Carson City	2.2 M
NH	New Hampshire	Concord	1.3 M
NJ	New Jersey	Trenton	8.7 M
NM	New Mexico	Santa Fe	1.9 M
NY	New York	Albany	19.2 M
NC	North Carolina	Raleigh	8.4 M
ND	North Dakota	Bismarck	0.6 M
OH	Ohio	Columbus	11.4 M
OK	Oklahoma	Oklahoma City	3.5 M
OR	Oregon	Salem	3.6 M
PA	Pennsylvania	Harrisburg	12.4 M
RI	Rhode Island	Providence	1.0 M
SC	South Carolina	Columbia	4.1 M
SD	South Dakota	Pierre	0.8 M
TN	Tennessee	Nashville	5.8 M
TX	Texas	Austin	22.1 M
UT	Utah	Salt Lake City	2.4 M
VT	Vermont	Montpelier	0.6 M
VA	Virginia	Richmond	7.4 M
WA	Washington	Olympia	6.1 M
WV	West Virginia	Charleston	1.8 M
WI	Wisconsin	Madison	5.5 M
WY	Wyoming	Cheyenne	0.5 M
PR	Puerto Rico	San Juan	3.9 M

MEXICO



Mexico City

31 StatesCapital Pop.

1	Aguascalientes	Aguascalientes	0.9 M
2	Baja California	Mexicali	2.5 M
3	Baja California Sur	La Paz	0.4 M
4	Campeche	Campeche	0.7 M
5	Chiapas	Tuxtla Gutiérrez	3.9 M
6	Chihuahua	Chihuahua	3.1 M
7	Coahuila	Saltillo	2.3 M
8	Colima	Colima	0.5 M
9	Durango	Durango	1.5 M
10	Guanajuato	Guanajuato	4.7 M
11	Guerrero	Chilpancingo	3.1 M
12	Hidalgo	Pachuca	2.2 M
13	Jalisco	Guadalajara	6.3 M
14	Mexico	Toluca	13.1 M

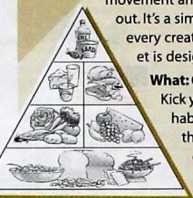
15	Michoacan	Morelia	4.0 M
16	Morelos	Cuernavaca	1.6 M
17	Nayarit	Tepic	0.9 M
18	Nuevo León	Monterrey	3.8 M
19	Oaxaca	Oaxaca	3.4 M
20	Puebla	Puebla	5.1 M
21	Querétaro	Querétaro	1.4 M
22	Quintana Roo	Chetumal	0.9 M
23	San Luis Potosí	San Luis Potosí	2.3 M
24	Sinaloa	Culiacán	2.5 M
25	Sonora	Hermosillo	2.2 M
26	Tabasco	Villahermosa	1.9 M
27	Tamaulipas	Ciudad Victoria	2.8 M
28	Tlaxcala	Tlaxcala	0.9 M
29	Veracruz	Jalapa	6.9 M
30	Yucatán	Mérida	1.7 M
31	Zacatecas	Zacatecas	1.4 M
	Federal District	Mexico City	8.6 M

FOOD

YOU EAT IT; YOU NEED IT.

Why: Energy. Food in = movement and brain power out. It's a simple formula that every creature on the planet is designed to follow.

What: Get "grained." Kick your bad eating habits by replacing them with smarter choices.



Check out the food guide.

When: Start right. Skipping breakfast is like running a race without your track shoes. Eat smaller portions more often, rather than eating larger meals less frequently.

Where: When you follow "What" above, you'll hit the fast food places less and rediscover the vegetable crisper in your and your friend's refrigerator. (Carrots are really good for your eyesight!)

How: No lessons needed here. Save starving for a day that won't come and just chew with your mouth closed!

SLEEP

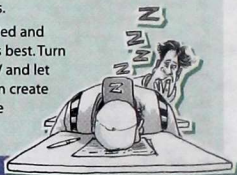
GO TO SLEEP, CLOSE YOUR EYES ...

Why: Growth hormones kick into high gear when your peepers are sleeping. Close them when people (like your teachers) don't mind seeing your eyelids. You'll be in a better mood with more shut-eye too.

What: Sleep makes you more alert. Your body just plain needs a recharge every day. Maybe that's why it gets dark so often...

When: You need your beauty sleep even if you have a shot with a modeling agency. The more hours you sleep before midnight, the better your body recharges.

Where: Bed and blanket is best. Turn off the TV and let your brain create nighttime images.



EXERCISE

JUST MOVE IT.

Why: Bodies were made to move. (If they weren't you probably couldn't make a clean get away from that loud neighbor dog.)

What: Swim, stretch, lift weights, skip, jog, walk, row, you name it. Check out internet sites and the piles of books and magazines on exercising and healthy living.

When: Whenever, as long as "now" is part of it. Why wait?

Where: Wherever. Start a routine or join a team. Whatever gets your heart pumping and body moving is going to be good for your body, heart, soul, and mind. Even if you just increase your pace on things you do every day ... or take the stairs instead of the elevator...

How: However you can. Start big or start small, just don't let yourself NOT start at all. Just move it.



August 05

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1 Civic Holiday (Can.)	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	MAJOR ASSIGNMENTS / TESTS / EXAMS		

September

2005

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 ^{Mo}	24	25	26	27	28	29

MONTHLY GOALS

SUNDAY

MONDAY

TUESDAY

MAJOR ASSIGNMENTS / TESTS / EXAMS

4

5

Labor Day (USA)
Labour Day (Can.)

6

11

12

13

18

19

20

25

26

27

ENTHUSIASM

One can never consent to creep when
one feels the impulse to soar.

— HELEN KELLER



WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	

**At Grand Forks Central,
we provide
opportunities to learn,
build character,
and strive for excellence.**

Trustworthiness

Caring

Citizenship



Respect

Fairness

Responsibility

**Watch your thoughts; they become words.
Watch your words; they become actions.
Watch your actions; they become habits.
Watch your habits; they become character.
Watch your character; it becomes your destiny.**

... Frank Outlaw

