

CHANUTE

Blue Comets

Student Handbook
2010-2011

CHANUTE HIGH SCHOOL MISSION STATEMENT

Success: Every Student, Every Day

CHS BELL SCHEDULE

Regular Schedule

8:00 – 8:47	1 st Period
8:52 – 9:39	2 nd Period
9:39 – 9:49	Break
9:49 – 10:36	3 rd Period
10:41 – 11:28	4 th Period
11:28 – 12:49	5 th Period

11:28 – 11:58 A Lunch

11:53 – 12:23 B Lunch

12:19 – 12:49 C Lunch

12:49 – 1:36	6 th Period
1:39 – 2:09	Comet Time
2:13 – 3:00	7 th Period

CLUB ACTIVITY SUGGESTED SCHEDULE
GET INVOLVED!!!

1 st week	KFEA, FCA
2 nd week	Chess, FBLA, Foreign Language Club
3 rd week	History Club, NHS
4 th week	Stu-Go, TSA, FCCLA

Talent Search and Upward Bound as scheduled by NCCC

<p style="text-align: center;">2010-2011 Important Dates</p>
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AUGUST

- 17 1st Day of School
- 19 Open House 6:30-8:00 p.m.

SEPTEMBER

- 06 Labor Day – No School
- 14 School Pictures
- 15 School Pictures
- 24 Homecoming and Dance

OCTOBER

- 07 Parent's Night – Volleyball
- 15 Parent's Night - Football
- 15 End of 1st quarter – No Students
Teacher In-Service/Collaboration Day
- 19-20 Parent Teacher Conferences 4:30 - 8:00 p.m.
- 21 School Picture Retake Day
- 22 No School
- 26 Group Picture Day
- 26 National Honor Society Ceremony 7 p.m.

NOVEMBER

- 12-13 Musical/Drama Play
- 19 CHS Blood Drive
- 24-26 Thanksgiving Break – No School

DECEMBER

- 06 Band & Vocal Concert
- 17 End of 2nd quarter - Students – ½ day
Teacher Work Day – ½ day
- 20-02 Christmas Break – No School

JANUARY

- 04 Second Semester Begins
- 17 No School

FEBRUARY

- 03 Parent's Night - Wrestling
- 04 Parent's Night – Basketball
- 11 Homecoming and Dance
- 21 No School

MARCH

- 11 End of 3rd quarter - No Students
Teacher In-Service/Collaboration
- 14-15 Parent Teacher Conference 4:30-8:00 p.m.
- 18 No School
- 21-25 Spring Break

APRIL

- 06 Ecology Day
- 16 Prom
- 19 Drama and Forensics Night
- 25 Vocal Concert
- 27 Band Concert
- 25-27 Art Fair

MAY

- 02 Awards Ceremony
- 10 CHS Athletic Physicals @ Ashley Clinic 6:00 p.m.
- 11 Senior Check Out Day
- 13 Graduation Practice
- 15 Graduation
- 17 8th Grade Parent Night at CHS/Club Fair
- 27 Last Day of School: Students–½ day, Teacher Work Day–
½ day

TEACHERS

English

Lucia Ellis	207
Dustin Fox	107
Stacy Henson	102
Sharon Liddell	104
Josh Messer	100
Samantha Reinecke	103
Max Ruark	105
Randy Stoneking	106
Tracy Walker	101

Social Studies

Mike Bruner	205
David Cadwallader	201
Lucia Ellis	207
Hollye Hamm	202
Brent Hoelting	200
Wayne Woodyard	203

Math

Rex Babcock	305
Eric Holmes	310
Beth Jackett	306
Robert Larson	303
Derek Liggett	308
Jeremy Wire	208

Science

Kevin Blair	404
Mandy Duling	407
Tonya Frederick	405
Brian Gahagan	409
Joe Holman	406
Vona Parker	508

Foreign Language

Michele Barbian	204
Randy Stoneking	106
Laurie Ward	206

Library

Felicia Johnson	504
Computer Lab – Teresa Dawes	507

Physical Education

Michelle DiLisio	701
Don Simmons	700
Travis Burk	700

Music

Russ Vallier	706
James Kelso	707

Arts/Vocational

Sherri Bagshaw	908
Rick Bushnell	909
Shannon Hill	906
Deborah Noakes	910
Jill Stevenson	907

Special Services

Cindy Audiss	108
Cathy Buckley	501
Sheila Coronado	511

COMET TIME – PRIORITIES BY DAY
STUDENTS MUST CHECK ALL ASSIGNED LISTS BEFORE GETTING
CHOICE TIME

MONDAY

- **HALLWAY 100 ROOMS CLOSED**
- YOU MUST ATTEND
 - FIRST PRIORITY – **SCIENCE DAY**
 - SECOND PRIORITY - MATH
 - THEN SOCIAL STUDIES AND ELECTIVES
 - CHOICE TIME

TUESDAY

- **HALLWAY 200 ROOMS CLOSED**
- YOU MUST ATTEND
 - FIRST PRIORITY – **ENGLISH DAY**
 - SECOND PRIORITY SCIENCE
 - THEN MATH AND ELECTIVES
 - CHOICE TIME

WEDNESDAY

- **HALLWAY 300 ROOMS CLOSED**
- YOU MUST ATTEND
 - FIRST PRIORITY – **SOCIAL STUDIES OR FOREIGN LANGUAGE DAY**
 - SECOND PRIORITY - ENGLISH
 - THEN SCIENCE AND ELECTIVES
 - CHOICE TIME

THURSDAY

- **HALLWAY 400/700/900 ROOMS CLOSED**
- YOU MUST ATTEND
 - FIRST PRIORITY – **MATH DAY**
 - SECOND PRIORITY – SOCIAL STUDIES AND FOREIGN LANGUAGE
 - THEN ENGLISH AND ELECTIVES
 - CHOICE TIME

FRIDAY

- **ALL HALLWAYS OPENED**
- YOU MUST ATTEND:
 - FIRST PRIORITY –**ELECTIVE CLASSES DAY**
 - SECOND PRIORITY – CORE TEACHERS STAMPED
 - CHOICE TIME

SCHOOL FLOOR PLAN FROM LAST YEAR

SCHOOL FLOOR PLAN FROM LAST YEAR

ACADEMICS

CHS GRADING SCALE

A=	90 – 100
B=	80 – 89
C=	70 – 79
D=	60 – 69
F=	59 & below

GRADING PROCEDURE

- Students are graded on the total percentage semester grade.
- Students must have a total semester percentage of 60 or greater to receive credit.
- Only semester grades appear on the student's transcript.

GRADUATION REQUIREMENTS

- Complete minimum of 25 credits.
- Seniors in good standing who complete the graduation requirements set forth by the Board of Education will be invited to participate in graduation ceremonies.
- Students May Petition for Early Graduation
 - Set appointment with your counselor during grade 11
 - Students wanting to graduate early will need to plan ahead
 - Students petitioning for early graduation must have permission from their counselor, the principal and the legal guardian.
 - The counselor and student will propose and Early Graduation Plan to the principal

REQUIRED COURSES (Credits of each) Total = 25 Minimum

English (4)	Math (3)
Science (3)	Social Science (3)
Fine Arts (1)	Physical Education (1)
Computer and Technology (1)	Electives (9)

SPECIAL CURRICULUM REQUIREMENTS

	<u>Kansas Qualified</u>	<u>Kansas Scholarship</u>
	<u>Admissions Curriculum</u>	<u>Curriculum</u>
English	4 yrs.	4 yrs.
Math	3 yrs.	4 yrs.
Science	3 yrs.	3 yrs.
Social Studies	3 yrs.	3 yrs.
Technology(CHS requires)	1 yr.	1 yr.
Foreign Language	Recommend but not required	2 yrs. Same language

Students entering a four-year Kansas college or university must take the Kansas Qualified Admissions Curriculum or score 21 composite on the ACT or graduate in top 1/3 of class.

NO PASS, NO PROGRESS

Students will not be moved to the next classification until they have a minimum number of required credits.

Freshmen (0-5 ½)

Sophomore (6-11 ½)

Junior (12 – 17 ½)

Senior (18+)

GRADE AND PROGRESS REPORTS

- Grades will be delivered to parents at the end of each 9th week period.
- Parents requesting more frequent progress reports may: telephone instructors during plan time, before, or after school. (Plan time list available at enrollment in August)
- e-mail instructors
- Access PowerSchool from personal PC or other PC access by logging onto powerschool.usd413.org/public and using your confidential ID and password which may be obtained by calling the main office or the guidance office.

OPEN TRANSCRIPT

Students who fail a class may apply to improve their failing grade to passing at the end of the semester if:

- They were in attendance 85% or more of the time
- They scored 50% or higher for the semester
- 1st semester work must be complete by Feb. 11
- 2nd semester work must be complete by Sept 15th of the following semester

FULL TIME STUDENTS/Senior Exception

- All CHS students must be enrolled full-time unless approved by the principal.
- The principal must approve college enrollments and work release programs

- Senior Late Start/Early Release – During the senior year, students who completed the first semester under the 5 day cap with no grades of “F” may qualify to only take 5 classes 2nd semester. Student may start the day late (3rd period) or end the day early (after 5th period).

MINIMUM COMPETENCY REQUIREMENTS

- The counselors will place students approaching Standard Levels on State of Kansas Assessments on individual curriculum plans, including ability specific math classes, English skills classes, and/or additional classes.
- Vocational students whose GPA drops below 2.0 at any time will be required to make arrangements with the Vocational instructor for extra help on open transcript.

HONOR ROLL

Principal's Honor Roll - 4.0 GPA

Scholastic Honor Roll - 3.5-3.99 GPA, No D's or F's

Honor Roll - 3.0-3.49 GPA, No D's or F's

ACADEMIC LETTERS, HONOR GRADUATES, VALEDICTORIAN

- Students who have a GPA of 3.75 or higher after three semesters will earn an academic letter to be given at the Spring Awards Ceremony. The students will receive an academic medal each year if they continue to have 3.75 GPA.
- An honor graduate must have a GPA of 3.5 after seven semesters.
- The Valedictorian must have a GPA of 4.0 or the highest GPA in the graduating class and complete the Kansas Scholarship Curriculum.
 - CHS will select one Valedictorian and one Salutatorian or Co-Valedictorian.

NATIONAL HONOR SOCIETY

- Students with GPA of 3.6 or higher are eligible for faculty review each October. Selection criteria and eligibility is available from NHS sponsor or on the CHS web site.

INCOMPLETE GRADES AND MAKE-UP WORK

- Incomplete grades are marked "I" or "F" on the semester grade report.
- The student with an Incomplete on the grade report has ten weekdays to complete work unless other arrangements have been made with the principal.
 - Students who miss school with an **excused absence** will have two (2) days for each day excused, to make up work. It is the student's responsibility to request make up work from their teacher upon their first day back to regular classes.
 - Students who are **unexcused** will only be able to make up work under the "Zeros Aren't Permitted" (ZAP) policy.

CHEATING - PLAGIARISM

- Students will not receive any credit for work that is copied or plagiarized.
- This includes but is not limited to research paper, daily work, tests, etc.

ACTIVITIES

2010-11 CLASS OFFICERS

	<u>12TH</u>	<u>11TH</u>	<u>10TH</u>
President	Skylar Miner	Abbi Reasor	Sebastian Fairchild
Vice-President	Liz Marsh	Kenna Bideau	Madison Wendt
Secretary	Shelbi Wright	Brandon Bell	
Treasurer	Kristen Chase	Jefferson Holmes	
Stugo Rep	Cydney Coronado	Becca Huerter	Madison Lester
Stugo Rep		Welson Lau	Wyatt Taylor

2010 -11 STUDENT GOVERNMENT OFFICERS

President – Zach Pryor	Vice-President – Morgan Hudson
Secretary – Jessie Pringle	Treasurer – Dalton Noakes

EXTRA-CURRICULAR ATTENDANCE POLICY

- Students missing class for any reason **without prior approval** are ineligible to participate that day.
- This includes practices, games, programs, banquets, etc.
- The exception is when participation is required for a grade.

GRADE/ACTIVITY POLICY

- Students with a D or an F in a class may only miss that class for an activity with the permission of the instructor.
- Instructors should report deficiencies to the athletic director weekly or at agreed upon intervals.
- Prior notice of at least one day should be given to the student before holding him/her from an activity.

SCHOOL SPONSORED ACTIVITIES

Conduct:

- Activities are an extension of the school day.
- All school rules are in effect.

Transportation:

- Students must use school transportation, when provided, to and from school activities.
- Parents may arrange to take a student with them after an activity by stating so in writing.

- Students will not be released to any one other than the parent or guardian.
- The administration must approve all exceptions AND a notarized letter of permission will be required.

Dances and Special Activities:

- All school rules are in effect
- Non-CHS student guests must be registered in school by the assigned deadline.
- Student dress will be modest and appropriate.
- All students attending Chanute High School dances (including the Prom) must be enrolled in a high school and be in good standing at their school. CHS administration will contact schools for information regarding the “standing” of out of school guests. Students who are not enrolled in a 9-12 high school are not eligible to attend CHS school dances, assemblies and other special functions or activities.

Alcohol Detectors Used at CHS:

Chanute High School students may not be in possession of or under the influence of alcohol at any time. The administration reserves the right to lawfully use alcohol detection devices to investigate potential violations of the alcohol policy on the school campus. Additionally, alcohol detection devices may be used to deter participation of students who may attempt to violate the policy while in attendance at Chanute High School functions. The alcohol detection devices may be utilized as follows:

- All students attending school dances will submit to a breath test before entering
- Any students at school or school activities may be requested to take a breath test if there is evidence or reasonable suspicion he/she may be under the influence
- Alcohol detection devices may be used to check beverages and/or beverage containers brought onto the school campus by students.
- Students violating this policy will be subject to the Level 3 Discipline Policy and the Student Activities Policies.

GUIDANCE AND COUNSELING SERVICES

The CHS Guidance and Counseling Program exists to provide opportunities for all students to succeed in areas of personal, social, academic, and career development. This program provides resources, awareness, and support to, parents, families, community members, and staff members, encouraging all to become life-long learners and productive participants in our changing world.

The counseling program will benefit all students through the use of individual and small-group counseling, classroom guidance, consultation, leadership, advocacy, and teaming with collaboration.

Need to see a Counselor?

- Emergency Situations – students should visit with their teacher and obtain a pass to go to the Counseling Office.
- Non-Emergency Situations – students should bring their agenda book to the guidance office to make an appointment to see a counselor. We are **always** there for you.

Confidentiality: School counselors keep information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed.

STUDENTS Important Items To Know

ACCIDENT INSURANCE

- Affordable student insurance is available.
- Policies are available for sports or full-time coverage.
- Check in the main office for details.

AGENDAS/PLANNERS

- Student must carry their own copy of the student planner to each class daily.

- Students are not to leave class without an agenda signed by a staff member.
- Defacing or destroying another student's planner is a violation of the student discipline policy.
- Replacement agendas may be purchased in the Office.

BACKPACKS, Book Bags, All Totes/Bags

Due to health and safety concerns, students may not take any bags into the classrooms at CHS. Bags of all types are limited to the Commons and Locker Areas.

BULLYING

Bullying is when a person or group tries to hurt or control another person. Bullying is aggressive behavior which may

include hitting, shoving, pushing, name calling, shunning, gossiping, or making someone do something they don't want to do. This includes behaviors that are communicated to students electronically via cell phone technology and online/internet i.e. blogging, "sexting", e-mail, social networking such as Facebook/My Space etc. Students participating in these types of behaviors will be subject to the harassment policy in the student handbook and district handbook.

CAFETERIA/FOOD SERVICE

- Breakfast – 7:30 daily
- Morning Break about 9:30 daily – variety of snacks available
- Lunch – 3 Lunch Periods – students may only take lunch when their teacher during 5th period takes lunch.
- Free & Reduced priced meals are available to eligible families.
- All food purchased in the cafeteria must be eaten in the cafeteria.

ELECTRONIC DEVICES - CELL PHONES, MP3'S, PDA'S, LAPTOPS, AND OTHERS

There are specific rules that must be followed when bringing electronics to school:

- During the school day, (8 a.m. – 3 p.m.,) telephones, pagers, texting and e-mailing devices may only be used in the Commons Area and only during the morning break and lunch period
 - All electronic devices must be turned off and/or disabled in the academic areas.
 - Students may only use other devices (non-telephone devices) in class as approved by the classroom teacher. These include, but are not limited to MP3's, i-Pods, laptops, PDA's, etc.
 - Even when use is approved by the classroom teacher, sound is limited to headphones and volume not to exceed an individual student's personal space.
 - Chanute Public Schools will not be responsible for damages, loss, theft, etc. of student's personal electronic devices.
 - Students must request teacher and/or administrator permission to video or audio record classes.
 - Students may not take still or moving pictures of other students or staff without their consent. Student use of cameras of any type is not permitted outside of the cafeteria and commons areas without specific permission by teacher/administration.
 - Use of electronic devices with photo capability are strictly prohibited in restrooms, dressing rooms, and locker rooms at all times.
 - Students using devices to send derogatory messages, photos, etc. will be subject to the harassment policy.
 - If at any time a student is in violation of this policy, the device will be confiscated. The item will then only be released to the parent/guardian. If a student phone is confiscated during the school day he/she may not have possession of a cell phone device at any time during the remainder of the same school day
 - Repeated violations of this policy will result in additional consequences.

COMPUTER LAB - INTERNET SERVICE

- See District Handbook for full usage policy.
- Each student must sign a District 413 Users Agreement to log into the CHS network.

- Students who violate the district computer or internet policy will have the following consequences:
 - 1st Offense = One month without computer/internet use.
 - 2nd Offense = Remainder of the semester without computer/internet use.
 - **It will be the student's responsibility to make up any assignments or projects requiring the use of computers/internet during the time of infraction.

DRESS CODE

- Student appearance should be neat/clean and should not distract from the teaching/learning process.
- Any clothing that distracts or disrupts will be considered inappropriate and proper measures will be taken to maintain the learning environment.
- Specific inappropriate dress includes but is not limited to the following:
 - a) Alcohol or drug related insignia or slogans.
 - b) Sexual intention or double meaning slogans or insignia.
 - c) Racially insulting insignia or slogans.
 - d) Neck lines that display cleavage or undergarments.
 - e) CHS will establish a "fingertip rule" with regard to the length of dresses, skirts, or shorts. Clothing must not be shorter than the reach of the fingertips while arms are straight down against the sides.
 - f) No holes in pants above the short line.
 - g) CHS will establish a "two finger" width rule regarding the acceptable size of shoulder straps on shirts, blouses, dresses, etc. The straps must be wider than two fingers.
 - h) CHS will have an expectation of "NO "B"s on display. That is, at no time should the following be on display – briefs, boxers, breasts, buttocks, bellies, backs.
 - i) No hats of any type.
 - j) Body piercing that distracts or is unclean due to self-piercing.
 - k) Paraphernalia to school such as pacifiers, pop rings, 4/20 clothing, and dew rags.
 - l) Any clothing worn or displayed to be considered gang affiliated as determined by literature or SRO.
- **Warnings will not be necessary. Detention will be assigned for violations.**

EXTENDED SCHOOL

- Students who miss Extended School or are asked to leave will be assigned In-School Suspension until the Extended School is served.
- Students who habitually ignore Extended School assignments will be placed on an individual discipline plan.

FLOWERS AND GIFTS

- Balloons and flowers are not to be taken on school busses
- Deliveries must be taken to the front desk in the high school office
- Valentine's Day deliveries will only be accepted after 2 PM. Due to the potential volume of deliveries, CHS will not handle deliveries.
 - a. Florists and/or others must facilitate the deliveries in the designated area after school.
 - b. CHS will announce names of persons with deliveries if the florist provides a list.

FOOD AND DRINK

- No student may take food and drink outside of the cafeteria and commons area.
- Exception: Students may take water only in clear plastic containers only.
- Students who choose to disregard this policy will have consequences as described in the student handbook for failing to comply with a reasonable request.
- Any food/drink item brought on to CHS property is subject to the search policy and alcohol detection device

FACE/BODY PIERCING

Students who have excessive or inappropriate body/face piercing, make up, etc. will be subject to the student discipline policy in regards to the student dress code. The student dress code states that anything students wear that is distracting to the learning process is not admissible.

ID BADGES

- CHS students and staff are required to **display** the Photo ID at all times while in attendance at CHS.
 - The ID must be worn above the waist on the person's front
- ID's continued...**
- If you forgot your ID you must get a temporary one in the office **before 1st period**. After 1st period detention is issued.
 - Students who repeatedly and routinely request temporary IDs will receive an office detention
 - If your ID is marked, cut, defaced or decorated in any way, the student will have to replace it at his/her own expense.

LEAVING THE SCHOOL BUILDING

- During class times, students are not allowed to leave the building without signing out in the office. No exceptions! Parental permission is required!
- Parking lots and student vehicles are off limits during school hours. (Does not apply to open lunch period)
- Parents should call the office to arrange a "Permit to Leave the Building" if the student must do so during school hours.
- Any time a student leaves the building without signing out; he/she is subject to the discipline policy.
- Students returning to school should sign back in with the main office.

LOCKERS

- Lockers are the property of USD 413 and may be searched at any time by the administration.
- Students are responsible for the contents of the locker assigned to them. Do not share combinations, etc....
- Students are not to use lockers not assigned to them.
- All lockers are subject to search according to Kansas law.
- Drug dog searches will be conducted at random intervals.

LUNCH - CLOSED CAMPUS

All students at Chanute High School will have a closed lunch period as follows:

- All students must remain on campus during the lunch break unless they have been granted exception by the CHS administration. Exceptions may be earned only during the junior and senior year. (#)
- Underclassmen may gain temporary exception ONLY as arranged between parent/guardian and CHS administration (i.e. for appointment, meeting, etc. for single day etc).
- Students who leave campus without prior approval from the office will receive an Extended School Assignment or other appropriate consequence.

Students will be restricted to designated eating areas. No Food or Drink will leave the Commons or Cafeteria at any time!

- Student lunch times will be determined by classroom enrollment, not by grade.
- Underclassmen will have periodic open campus privileges as pre-planned by CHS administration. They must meet the same requirements as upperclassmen to participate (see below).
- Any student leaving the campus without permission is unexcused and subject to the unexcused absence policy.

(#) Upper Classmen May Earn Open Campus Privileges

During the second semester of the junior year and throughout the senior year students may earn open campus lunch privileges. In order to earn this privilege the student must meet the following criteria:

- *No current or previous semester Discipline Referrals resulting in any in or out of school suspension. Night School is considered an In-School Suspension.*
- *No current Referrals for excessive tardiness to individual classes (tardy 3 or more times).*

- *Not over the attendance cap – 5 days without special circumstances currently or in the previous semester.*
- *No Unexcused absences currently or from the previous semester.*
- *No Grades of “D”, “F”, “Fail” or “Incomplete” from the previous or current semester.*
- The office will add and delete students from the Open Campus list as violations exist.
- Students returning late from Open Campus Lunch without parent approval will lose the privilege.

MEDIA CENTER LIBRARY SERVICES

- Open 7:45 a.m. – 3:30 p.m.
- An appropriate atmosphere will be maintained at all times.
- Late fines=5 cents per day.

MEDICATION – Student Self Administrated

The self-administration of medication is allowed for eligible students at CHS. Self-administration is the student's discretionary use of an approved medication for which the student has a prescription or written direction from a health care provider. This practice will be as directed by the Medication Usage Policy in the District Handbook given to all parents in USD #413.

PARKING LOT USAGE

- Available only to licensed faculty, staff, and student drivers.
- Unsafe practices will result in suspension of lot usage and disciplinary infraction.
- There will be no loitering in or around vehicles on USD 413 property.
- All vehicles parked on school grounds are subject to search as determined by local and state law.
- Drug dog searches randomly of parking areas, lockers, and classrooms – anything you bring to school is subject to search.
- Students displaying unsafe driving will lose parking lot privileges for the remainder of the school year.

- Students who fail to obey traffic and parking signs will lose privileges for the remainder of the school year.
- All violations are subject to the “reasonable request” clause in the student handbook.

PUBLIC DISPLAY OF AFFECTION

- Public display of affection between schoolmates is discouraged and will be considered a policy infraction.
- Warnings will not be necessary. Detention will be assigned.

SECURITY CAMERAS

Security cameras are used at CHS to deter vandalism, promote student and faculty safety, and to secure the high school building. Digital cameras are located and installed to monitor various areas at CHS. Any student tampering with or destroying video equipment will be subject to the policies of the student handbook.

SEMINAR/COMET TIME

Students who skip COMET TIME seminar will be assigned an office detention.

SPIRIT BUS TO ATHLETIC EVENTS

- A reasonable charge for ticket and bus ride will apply
- All school and transportation department rules apply.

STUDENT SAFETY – BUILDING SECURITY

- The school doors will be locked from 8:15 – 3:15 daily.
- Students should not allow any person entry through a locked door.
- Anyone entering the building after the doors are locked must pass through the main north doors and through the office.
- Any student allowing another person entry through a locked door will be subject to the “reasonable request” clause of the student handbook.

TEXTBOOK RENTAL

- Students dropping or transferring may receive partial refunds of textbook fees as scheduled.

- Students are responsible for replacing books damaged, lost, or stolen while in their possession.

VISITORS

- All visitors must check in at the office.
- There will be no student visitors allowed during class time.
- Approved visitors are those approved in the office and/or invited to school by faculty.

ZAP POLICY

ZAP stands for Zeroes Aren't Permitted – students will not fail to turn in assignments or work and take a zero.

ATTENDANCE

Students at Chanute High School will be expected to be punctual and regular in their attendance. The most important goal for a student is that of obtaining an education. We believe that regular attendance at school is the primary responsibility of the student and parent.

- Attendance will be recorded each period.
- Parents are requested to call the attendance officer at 432-2510 prior to 10:00 a.m. on the day of the absence to confirm the absence and provide a reason. School authorities will determine whether an absence is excused or unexcused.
- Parents who cannot reach the school by phone should send a note with the student when he/she returns.
- When possible, parents should notify the school before an absence.
- Students needing to leave during the day must check out in the office. No exceptions!
- Parental permission is required to check out. Students who leave the building without checking out are subject to the unexcused absence policy.
- All absences not excused three days after a student returns to school are considered unexcused.
- Parents and students are accountable for all policies and guidelines set forth in the USD #413 District Handbook.

EXCUSED ABSENCE EXAMPLES

The school realizes there are occasions when it is necessary for a student to be absent from school all or part of the day. Absences must be restricted to essential cases. The following are justifiable reasons for an absence and will usually be excused with parental notification.

- Personal illness
- Doctor or dentist appointment
- Serious illness or death of a member of the family
- Family emergency
- Religious observance of the student's faith
- Participation in a school sponsored function

Requests by parents or guardians for reasons other than those listed should be directed to the assistant principal.

UNEXCUSED ABSENCE EXAMPLES

- Working/employment
- Working or attending college classes after having been absent for illness during the regular school day
- Car trouble
- Oversleeping
- Cutting class anytime **(includes students who do not return from lunch). If a student has not arranged to be absent, parent approval must be made the SAME DAY or the student will be unexcused.**
- Remaining on school grounds and not attending designated class or activity. Example: going to library or restrooms rather than going to class
- Being late to class by ten minutes or more
- Leaving the school grounds during school hours and failing to check out in the high school office. This does not apply to open lunch period.

UNEXCUSED ABSENCE POLICY

1-3 Offenses

- 11 minutes up to full class period = double the time unexcused. Office assigned detention.
- More than 1 period = Extended School

More than 3 Offenses

Individual discipline plan and subject to ALC, Extended School, 1-5 days of Out of School Suspension. (OSS)

- For students returning late from break or lunch the tardy and unexcused absence policies apply.

TARDY POLICY

- Students will serve a 60-minute office assigned detention for each tardy to class "after break" and/or "after lunch".
- Students will serve a detention for the third and each subsequent tardy for all other periods. Teachers should send students to the office on the 3rd tardy to their class.
- Students tardy to a class more than five times may be referred to the office for review and placement on an individual discipline plan.

HARASSMENT POLICY

Harassment of any kind is not to be tolerated at school, on school grounds, or at any school sponsored event. Students who feel they are being harassed should report this to a teacher, counselor, or administrator. The USD 413 Board of Education policy will be followed with regard to all forms of harassment.

Harassment is unwanted attention of any nature. Sexual harassment is any unwanted attention of a sexual nature. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Examples of prohibited behavior that is sexual in nature and is unsolicited and unwelcome include: written contact, "sexting", verbal contact, physical contact, visual contact, and sexual blackmail. Harassment also includes, but is not limited to: teasing, racial/ethnic slurs, etc.

DISCIPLINE POLICY

There are two types of detention:

- 1) **Teacher Assigned**—student must serve in teacher's classroom. (Up to 30 minutes or complete task.) Failure to serve a teacher assigned detention will result in an hour detention assigned by the office. (Teacher must allow "today or tomorrow" for detention.)
- 2) **Office Assigned**—must be served in designated detention room from 3:10 – 4:10 p.m.

OFFICE ASSIGNED DETENTION RULES

- Rules posted in Detention Room will be strictly enforced.
- Students must have study materials to be admitted to detention.
- Students must login and log-out or have the supervisor do so for them.
- If the supervisor asks a student to leave for breaking detention rules, the time served will not count.
- Students may be assigned additional disciplinary consequences for negative behavior in detention.
- Students must serve the detention the day it is assigned or the following school day. (Today or Tomorrow)

FAILURE TO SERVE DETENTION

- Failure to serve a teacher assigned detention = 1 hour of office detention.
- Any office assigned detention = ½ of an Extended School for each detention past due.

ALC/ISS POLICY

- Alternative Learning Center/In-School Suspension (ALC/ISS) will be from 8:00 – 4:10 p.m. daily. Students assigned full days must serve until 4:10 p.m. (including a closed lunch period.)
- Students are to bring paper, pens, pencils, and schoolbooks to ALC. Students are required to complete all assignments. Students are not allowed to bring cell phones, i-Pods, or other electronic devices.
- Students will sit in assigned seats.
- Students are not to talk without permission.

- Food, drinks, and candy are not allowed.
- Students must be on task, no sleeping will be allowed.
- Students who do not cooperate will be referred to the office.
- Students who walk out of ALC/ISS without permission or are removed. Time served does not count and an Extended School will be assigned.
- All ALC assigned must be served.
- OSS will not replace ALC/ISS or Extended School time.

SUSPENSIONS AND EXPULSIONS

- All USD 413 Board of Education policies and Kansas Statutes apply.
- When a student interferes with the learning environment of the school, the student may be disciplined by being placed on out-of-school suspension for up to 10 days.
- **Schoolwork missed during suspension must be made up while the student is suspended.** The parent/guardian should make arrangements to get this work from the school the day following any out-of-school suspension. **This is a student/parent responsibility!**
- Students interfering continually or habitually with the learning environment will be subject to long-term suspension or expulsion (see supplemental discipline guidelines for examples of infractions resulting in suspension or expulsion.) **All out-of-school suspensions require a parent conference with an administrator before returning to school.**

EXTENDED SCHOOL POLICY

- The same rules as ALC/ISS apply to Extended School.
- Students must bring their own work.
- Failure to serve. All offenses – student assigned to ALC until Extended School is served.

Students who continue to disrupt school and the learning process will be subject to a Long Term Suspension Hearing. This will be the result of but not limited to:

- Continued refusal to comply with school policies.
- Accumulation of 10 days of Suspension Time (includes all forms: ALC, ISS, OSS, Extended School).
- All level 3 Offenses committed.

DISCIPLINE PROGRESSION

LEVEL ONE OFFENSES

- Dress code
- Excessive talking
- General class disruptions
- Horse play or other unacceptable behaviors
- No classroom materials
- Profanity not directed at people
- Sleeping in class
- Public display of affection
- Hall pass violations
- Using another student's locker
- Loitering in the parking lot
- Cell phone usage

Consequences for the Above Actions

1 or more below depending on severity

- Conference with administrator
- 1 or more periods of ALC (if removed from class)
- Office assigned detention
- In School Suspension*
- Out of School Suspension*
- *ALC and OSS for Level One infractions will only be used if behavior becomes habitual

LEVEL TWO OFFENSES

Activities – Breaking school rules at activities

All>>Suspension from activities, detention based on severity.

False Information (Lying, fake phone calls, fake parent notes)

All>>Extended School and Parents notified.

Harassment/Bullying of any type (sexual, racial, ethnic, etc.) verbal, written, or otherwise

All>>3 days ISS, Extended School. Parents notified, sent home from school for the day (Continued harassment, 3 or more offenses, will be considered a Level Three offense).

Alleged Harassment: Specific warning given to all appropriate parties.

Hazing/Initiations: Kansas law and USD 413 board policy prohibits incidents involving initiations, hazing, intimidations, bullying and/or related activities which are likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, or which affect the attendance of another student. Some actions may be considered Level 3 Offense.

Lewd behavior at school or school activity

All>>Extended School and parents notified. ISS assigned depending on severity.

Pushing/Shoving/Verbal Confrontations

All>>Parents notified, student sent home for the day. ISS assigned as needed to prohibit contact or escalation.

Profanity Directed Toward People

All>>1-3 days ISS, Parents notified, sent home for the day, # of days ISS determined by severity. Extended School if appropriate.

Profanity Directed Toward Staff

1st & 2nd>>5 days ISS, Parents notified, sent home for the day.

Reasonable Request: Failure to comply

1st>>Depending on severity, detention through OSS.

Stealing/Theft

1st>>Must replace or return property. Parents & police notified, 3 days ISS.

2nd>>Must replace or return property. Parents & police notified, 3 days OSS and possible expulsion.

Tobacco: Smoking or Smokeless (Use or Possession)

1st & 2nd>>Extended School. Police and parents notified.

3rd>>3 days OSS, Police and parents notified.

All>>Student under age of 18 will be issued an MIP citation by the City of Chanute as per city code.

Vandalism (Destroying Property)

1st>>replace/pay restitution. Police and parents notified, ISS/OSS depending on severity. Extended School.

Possession of Lighter

Extended School each offense.

All Level One and Two Offenses - The third offense may require an individual discipline plan, which may include probationary status, ISS, OSS, Extended School, etc.

LEVEL THREE OFFENSES

Alcohol (Possession of, on breath of, under the influence of...)
Bodily Harm to Self or Others (Cutting, Burning, Piercing, etc.)
Bomb Threat
Drugs, Paraphernalia (Possession of, under the influence)*
Exposure, Exhibition
False Fire Alarms, Pulling Fire Alarms
Fighting, Violence, Assault to Students or Staff
Fires, Lighting Fires
Internet Offenses: Severe i.e. Bomb Making Materials, Drug Making
Peddling Over the Counter Drugs, Fake Drugs, Illegal Drugs
Threats to Students or Staff
Trafficking – giving or selling illegal or prescription substances, alcohol, or tobacco.
Weapons

** When the school determines reasonable suspicion exists but the student denies being under the influence of drugs or alcohol he/she may be given the opportunity to participate in a drug or alcohol screening. Refusal to participate in the screening will lead to the student being subject to the Level 3 Discipline Policy and the Substance Abuse Policy for student activities.*

****All Level Three Offenses will lead to**

Parent Notification
Police Notification
Probationary Status
OSS 1-10 days depending on severity
Possible long-term suspension or expulsion

Student Athletic and Activities Handbook

Participation in activities at Chanute High School is a privilege afforded to students who want to enrich and enhance the educational experience. The activities program consistently supports the USD#413 mission in that it promotes the “physical, mental, and social development of each individual.” To participate in the activities programs in USD#413, a student must be eligible by building, district, and state policy, and be a student in good standing in the school. Participation in the program is a privilege, not a right.

Activity Participation Requirements

- To participate, students must have passed a minimum of five (5) ½ credit classes the prior semester.
- Students must be enrolled full-time in their building.
- Age—any student 19 on or before Sept. 1 will be ineligible for interscholastic activities*.
- *Students reaching age 19 after Sept. 1 may be eligible by meeting all other school requirements.
- Students must be in “Good Standing” with the school and administration.
- Student may not participate without a Complete/Approved physical form turned in to the athletic director.

Student in Good Standing Policy

All participants in activities in USD#413 must be “in good standing.” This shall be determined by several factors within the school and outside the school. “Good Standing” will be determined by the administration based on:

1. Factors within the school include (but are not limited to):
 - a) discipline and behavior guidelines as stated in the district and student handbooks and sponsors guidelines.
 - b) attendance guidelines as stated in the district and student handbooks and sponsors guidelines.
 - c) academic eligibility as determined by USD#413 and the KSHSAA.
 - d) students who serve consequences of violations may regain “good standing” status.

2. Factors outside the school include (but are not limited to):
- a) student arrested for, entering into an agreement to divert prosecution for, or being convicted of any felony or misdemeanor, or a juvenile offender complaint being filed against the student; the coach, administration, or superintendent may, in their discretion, find that the student is not in "good standing" even if charges are dismissed.
 - b) student engaging in any activity or behavior that may, in the judgment and discretion of the coach, administration, or superintendent, constitute a violation of the philosophy, values and objectives of the USD#413 athletic/activities program.

Chemical Substances/Felony Crimes/Misdemeanor Crimes

USD#413 prohibits the use or possession of alcohol and tobacco products, illegal or non-prescription drugs or steroids. Use or possession pertains any time during the school year at any location on or off of school grounds. USD#413 also has the right to limit participation of students involved in felony or misdemeanor crimes. This policy pertains to students participating in all "non-graded" school sponsored activities. The following procedure shall be followed for policy violations.

A. Arrest, Diversion or Conviction for a Felony

Student shall not participate in USD#413 athletic activities until such time as the charges are dismissed, or the sentence or probation has been completed.

B. Non Felony offenses and/or students NOT in Good Standing

First Offense

- 1) Conference shall occur with administrator, head coach or sponsor, student and guardian.
- 2) If it is determined that a violation has occurred, the student shall be suspended from the activity for the next contest date. The student may continue to practice.
- 3) If a violation of the chemical substance policy exists, appropriate counseling will be required including an assessment by a licensed Drug/Alcohol agency. To continue participation,

the student must comply with the recommendations of the agency. Any cost of this evaluation or treatment is the sole responsibilities of the participant/family.

Second Offense

- 1) Conference shall occur with administrator, head coach or sponsor, student and guardian.
- 2) If it is determined that a second violation has occurred, the student shall be suspended from the athletic activity for the remaining portion of the season. The minimum suspension shall not be less than one month. If an athletic activity ends before the suspension is complete, the suspension shall extend to the student's next athletic activity until the one-month suspension is completed. (Example -Basketball player violates tobacco policy for the second time but there is only one week left in the season. This same athlete plays baseball. The athlete will be suspended for 3 weeks into the baseball season.) (Example 2-A track athlete violates the alcohol policy the second time but only one week remains in the season. The athlete is also a volleyball player. The athlete will not participate the first three weeks of the fall sports season until the suspension is complete).
- 3) Students shall not participate in practice sessions during the suspension period after a second violation.
- 4) If a violation of the chemical substance policy exists, appropriate counseling will be required including an assessment by a licensed Drug/Alcohol agency. To continue participation in activity that year, the student must comply with the recommendations of the agency. Any cost of this evaluation or treatment is the sole responsibility of the participant/family.

Third Offense

- 1) Conference shall occur with administrator, head coach or sponsor, student and guardian.
- 2) If it is determined that a third violation has occurred, the student shall not participate in USD#413 athletic activities for the remainder of the school year. This suspension shall not be less than one month in length (see examples from the second offense above).

Note 1: Except when a suspension is not completed during a current school year, all students have a “fresh” start at the beginning of each school year. Each student will begin at “First Offense” for a violation. (The school year begins the first day of fall practice, etc.).

Note 2: Week = at least 5 school days and one weekend, suspension week begins upon the determination that a violation has occurred and notification has been given to the student and the parent/guardian.

Summer Violations

Students involved in violations of the athletics/activities policy will not be allowed to participate in the off season programs sponsored by Chanute High School such as summer band, weightlifting and conditioning, sports camps, marching camp, etc.

Coaches Rules and Expectations for Athletes

A. Coaches shall provide “rules and expectations” handouts to parents and players.

B. “Rules and expectations” handouts are to be signed and returned to the coach before a student may participate.

C. Students failing to abide by the “rules and expectations” are subject to them. Violations can lead to dismissal from the activity.

D. “Rules and Expectations” will include but are not limited to the following:

- 1) Use of chemical substances including alcohol, tobacco, steroids, and drugs.
- 2) Citizenship on and off the field.
- 3) Attendance and Discipline Codes at school.
- 4) Practice, attendance and participation.

Student Transportation to Activities

1) Students participating in USD#413 activities must travel with sponsors on school-arranged transportation unless prior arrangements have been made with an administrator.

2) Administrator must have written documentation of prior arrangements signed by the parent/guardian.

- 3) If prior arrangements have not been made for alternative transportation, the sponsor will not allow students to leave. The only exception to this is when the parent/guardian physically takes the student from the event.
- 4) BOE policy states that students may only be released to their parents/guardian.
- 5) All exceptions to this policy must be made with the approval of the administration and alternate instructions must be signed by legal parent/guardian and notarized.

Chanute High School Student Activities Drug Policy

Definitions:

Drugs: Any substance considered illegal or controlled by the FDA (prescription medications)

Students in Activities: Any student participating in school activities (extra and/or co-curricular) that falls under the jurisdiction of Chanute Public School District 413.

Dates or Seasons: The student activities Drug Policy is in effect from the first day of school or first day of fall activities practice, whichever is earliest, through the last day of school or end of the spring activities season.

Policy Statement:

- a. In order to better provide for the health and safety of all students in USD #413 Public Schools
- b. In order to provide students additional reason to simply say "no" to drugs
- c. Chanute High School will conduct a mandatory drug testing program for students involved in activities
- d. In order to create a safe and drug free environment

Procedure:

Consent: The parent or guardian and the student athlete are required to sign a written consent for drug testing prior to participating in activities at Chanute High School. Any time the student in activities refuses testing, he/she will be subject to the substance abuse policy in the activities handbook

Medications: When a student is selected for drug testing he/she must provide written medical prescription or actual medications of any substance in which they are currently taking. The prescription or medication is to verify appropriate medical authorization for any drug which they may have taken. Students who can not provide adequate authorization for a drug that is identified during testing will be in violation of the substance abuse policy in the activities handbook.

Student Selection:

- a) The school/district **may** opt to test all students in activities prior to the season of activity
- b) Random testing **will** be conducted during the season of activity.
- c) Student selection will be determined by pulling eligible student's names from a "pool" or "hat" or by electronic random selection. Student selection will always be witnessed by a second staff member to assure that said selection is random.

Positive Test:

- a) Students who test positive will be subject to the substance abuse policy in the student activities handbook
- b) If parent/guardian questions the results of the initial drug screening, they may, at their own expense have a second test conducted. The results of the initial screening will determine student eligibility until further test result data is presented.

CHANUTE HIGH SCHOOL STYLEBOOK

Six Traits of Effective Writing

1. **Ideas**: illustrations, examples, anecdotes, details
To gather **ideas**, read, brainstorm, observe, map, web, and confer with experienced people.

2. **Organization**: topical, chronological, spatial order
To improve **organization**

- Always include a beginning, middle, and end.
- Use effective *introductions, conclusions* and *transitions*.

Introductions

- Point the way for the reader
- Cause the reader to read further
- Set the framework for the paper
- Determine the form of writing
- Commit the writer to a certain voice
- Start with:
 - Question
 - Announcement
 - Bold and challenging statement
 - Quotation
 - Riddle or Puzzle
 - Personal Experience

Conclusions

- bring the writing to a resolution
- leave the reader with a sense of finality
- emphasize the main point(s) of the paper
- include
 - Questions
 - Restatement of the main idea
 - Personal comments
 - Forceful argument
 - Quotation
 - Bold and challenging statement

Transitions

- lead the reader from one idea to another
- include in addition, further, first, second, next, soon, yet, however, though, thus, although, after between on the other hand, also, while, similarly, hence, therefore, in conclusion

Topic Sentences

- A topic sentence contains a limited topic and a specific idea.
- Each paragraph needs a topic sentence.
- Everything in that paragraph must relate to the topic sentence.

Paragraph

- addresses a topic
- communicates a specific idea about the topic
- develops that idea with supporting details.

Change paragraphs when you change subjects, attitudes about your subject, time or place.

Types of Support

Facts, statistics, anecdotes, quotations, definitions, examples, analyses, explanations, summaries, paraphrases, comparisons, contrasts, analogies

Thesis Sentence

- Provides a central thought for your paper.
- Takes a stand, expresses a feeling, or highlights a feature of a subject.
- Contains a subject and an attitude about that subject.
- Every theme must have a thesis sentence.
- Everything in that theme must relate to the thesis.

If a thought does not support your thesis sentence, omit it!

3. Word Choice: vivid descriptions, precise and vivid imagery

To improve **word choice**

- Avoid abbreviations, slang, and contractions.
- Avoid space fillers and dead words:

on account of, in spite of the fact that, needless to say, this paper will, what I really want to say is that, all things being equal, all of a sudden, what I mean is, in the following paragraphs, as I said previously, I intend to prove that, very, get, got, the end, good, lots, well, so, great, a lot.

- Never use two words where one will do.
- Use be verbs sparingly (is, was, were, are, be, being, been, am).
- In other words, avoid the YUK, and KISS your paper (Keep It Simple, Stupid.)

4. Sentence Fluency: “reads” smoothly, variety in lengths and types, to improve **sentence fluency**

- Do not start two sentences in the same paragraph with the same word.
- Vary sentence structures, types, lengths, and beginnings.
- Count the words in each sentence; examine each long sentence for run-ons and each short sentence for fragments.
- Read the paper aloud to see if it flows smoothly.
- Combine, rearrange, subtract, and expand ideas.
- To check for sentence fragments, put the clause, “**I believe that**” in front of every sentence. If it does not make sense, then it is probably a fragment.
- Do not start sentences with “but” or “so.”

5. Voice: heart, personality, individuality, to improve **voice**

- Use words that show emotional involvement in the paper.
- Show your personality.

Remember that voice distinguishes your paper from anyone else’s.

6. Conventions: proper grammar, punctuation, and mechanics

To improve **conventions**

- Know how to use the eight parts of speech.
- To identify the **parts of speech**, if you can ~ ~put “the” in front of it, it is probably a **noun**.

~~see an "ly" on it, it is probably an **adverb**.

*Remember that **prepositions** have objects; **adverbs** do not.

~~put "very" in front of it, it is probably an **adjective**.

~~Put "ed" on it, it is probably a **verb**.

- Know how to write complete sentences with phrases and clauses.
- Know when to paragraph.
- Use third person in a formal paper.
- Avoid first person ("I, we, us, our, ourselves, ours") in a formal paper.
- Avoid second person ("you, your, yours, yourself") in any paper unless you are writing instructions or direct quotations.
- Proofread and correct errors.
- Ask someone to critique your paper.
- Know how to punctuate and capitalize.

Comma Rules

- Put a comma after an introductory element.
- Use two commas to set off interrupting elements.
- Put a comma before an afterthought.
- Use commas to set off three or more items in a series.
- Put a comma after the coordinate conjunction in a compound sentence.
- Use a comma to separate adjectives of equal rank.

Pattern for the Five-Paragraph Essay

Writing a Paper, Simplified

Introduction: Write a paragraph that grabs readers' attention and contains the thesis statement.

Transition

Body: Write at least three paragraphs

~~joined by transitions

~~each making a point which supports the thesis statement.

Transition

Conclusion: Write a paragraph that leaves a final impression on the reader and reiterates the thesis statement.

When you finish your paper, ask, "Would I want to read this?"

Sample Bibliography

Search MLA Citation Style on the web for formatting examples.
<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>

TEXT TYPES

Narrative: often fiction in which the values are used to describe and/or to explain human behavior. It involves a setting and a character or characters that are involved in one or more conflicts (e.g. interpersonal, internal; with society). Theme may be directly stated or implied. The piece makes sense when read from beginning to end.

Examples of narrative text types- Biographies (depending on text structure), drama, diaries, excerpts from novels, fables, fantasies, folktales, historical fiction, mysteries, myths, novels, personal narratives, plays, poetry, mysteries, science fiction, short stories, sitcoms, tall tales, etc.

Expository: nonfiction in which the author seeks to explain or inform. The information can be verified as true. Common structures within expository text include description, comparison/contrast, cause/effect, problem/solution, sequence, or combination of such structure.

Examples of expository text types- ABC books, autobiographies, essays, book reports, brochures, cartoons, catalogs, comics, complaints, definitions, government reports, graphs and charts, interviews, invitations, journals, lists, memoirs (depends on purpose and text structure), newspaper/magazine articles, recounts of an event, research papers, speeches, etc.

Persuasive: is nonfiction in which the author intends to convince the reader to adopt a particular opinion or to perform a certain action.

Example of persuasive text- Advertisements, book reviews, brochures, business letters, charitable campaign appeals, commercials, debates (written), editorials, essays, letters to the editor, movie critiques, political campaign literature, position papers, posters, single editorials or letters, speeches, etc.

Technical: nonfiction text in which the author gives information to the reader that may be used to perform a task, including planning and decision-making. The material to be read may include explicit steps to follow or the steps may be implied in a graphic.

Technical text types- Brochures, classified ads, consumer information, directions, floor plans, forms, graphs and charts, how-to guides, instruction, job preparation manuals, job related materials, maps menus, questionnaires, recipes, regulations, schedules, school forms, syllabi, transcripts, warranties, etc.

READING STRATEGIES

1-2-3

The 1-2-3 worksheet goes along with a reading selection. The selection can be short, medium, or long. The object is to work with the text without relying on close-ended, right there, or think and search questions.

1. **Summarize** the selection
2. **Respond** to a question about the selection
3. **Ask a question** – either that comes from the text or to extend thinking/knowledge.

INFO + 1

Info + 1 is a strategy that allows learners to use what they do know to make inferences about what they don't know. If you want someone to know a vocabulary word, don't just give the definition. Let the word be an integral part of something else they're learning.

1. **Margin Notes-** Identify new/known vocabulary words.
2. **Context clues-** Identify the situation.

3. **Prior Knowledge**- Use what you already know.
4. **Inferencing** - Use the context clues and prior knowledge to understand the new vocabulary.

Fact/Opinion

Propaganda Techniques

Plain Folks- Pretend to be one of the common people.

Bandwagon- Follow the crowd, be with the majority.

Name calling- Do not discuss facts; just give the opposition a bad name.

Glittering generalities- Broad and vague statements.

Transfer- Use symbols to accomplish purposes for which they were not intended.

Testimonial- Endorsement by a celebrity.

Card Stacking- Present only one side of an issue through the distortion and juggling of facts.

Faulty reasoning – The logic of comparisons and analogies is not correct, or not relevant

