

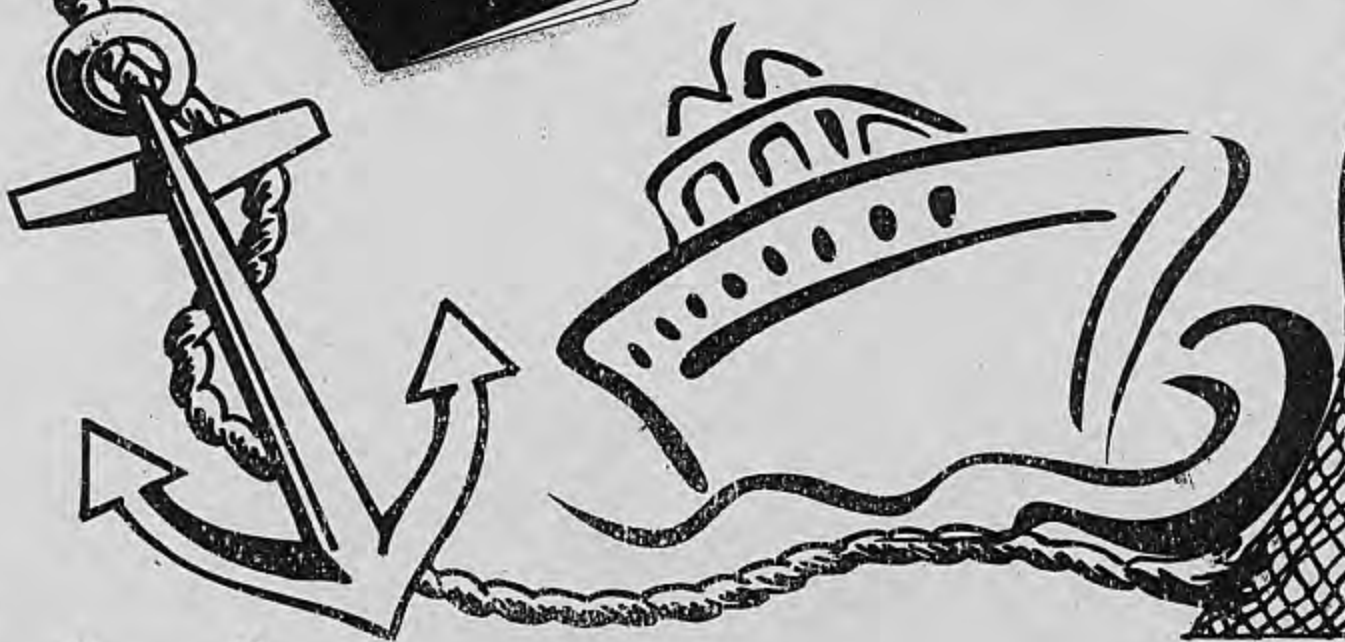
Serrano
Intermediate
School

Your Passport
on the

Sea to Success



Seven Habits of Teens
Common Expectations
Schoolwide Policies
Study Tips



Passenger Name: _____

REV 2007

Dear Parents:

Thank you for taking the time to look over your child's *Passport on the Sea to Success*. It is our goal to provide all students with the **academic tools** they need to be successful as they enter the secondary portion of their education. Middle school can be a challenging, even overwhelming, time for adolescents if they have not developed good organizational habits or **study skills**. We are greatly encouraged by our student survey results that show that 95% of all students at Serrano *want* to be successful in school! A committee of teachers and administrators created the resources found in this booklet. Our entire Serrano staff will teach and reinforce these skills and habits needed for **academic success**, along with the subject matter being taught. As a **Professional Learning Community**, we have agreed to implement consistent practices in all classrooms so that your child has **common expectations** and so that you can monitor your child and reinforce these habits at home. We look forward to working with you this year!

The Staff at Serrano

Dear Students:

The materials in this packet are designed to help you to experience success as you begin your important journey through middle school and high school. Almost all students want to do well in school, but not everyone comes equipped with all of the behaviors and knowledge that support this desire. We want to make it easy for you by helping you develop good academic habits and by showing you how to stay organized. Believe it or not, success in school is really based more on hard work than on being super smart! So listen carefully as your teachers go over your *Passport* and use these ideas to *Navigate the Sea to Success* and arrive at the destination of your goals.

The Staff at Serrano




















CHECK YOUR LOGBOOK, MATEY!

A ship's log must be kept neat and orderly so voyage records are accurate. Likewise, a key study habit for you is to keep a neatly-organized notebook. Have a fellow student complete this checklist on your notebook at the start of each trimester. If you don't get a good report, stop and make repairs!

NOTEBOOK REQUIREMENTS

-  3-Ring binder (2" minimum)
 -  Rings open and close smoothly
 -  Covers are in good shape
 -  Papers are neatly filed
-  Divider tabs with course titles
 -  Tabs are in good shape
-  ASB Student Planner
 -  Assignments are recorded
-  *Passport on the Sea to Success*
-  Pencil pouch or holder
-  Pencils (2) longer than 3", OR mechanical pencils and lead
-  Pens (2) with black or blue ink
-  Eraser
-  Highlighter
-  White, ruled paper (at least 20 sheets)

		TRI 1		TRI 2		TRI 3	
		GOT IT!	FIX IT!	GOT IT!	FIX IT!	GOT IT!	FIX IT!

OVERALL NOTEBOOK GRADE (circle one):

Anchors Aweigh! This boat is sailing on the sea to success!	0 fix-it items!
Swab the deck! It's time for some maintenance!	1-2 fix-it items!
Ahoy, Matey! This boat needs to be hauled to shore!	3 or more fix-it items!
I fixed it! My new grade is...	

A	A	A
B	B	B
C	C	C

PARENT INITIALS: _____

Serrano Citizenship Pledge

Your classroom behavior is closely related to your academic success. Obviously, when you follow directions, bring required supplies to class, and have a good attitude, you will make the most out of your learning experiences. Your good behavior will rub off on every student around you. Make a Serrano pledge to maintain positive behavior throughout this coming school year:



<p>Outstanding Citizenship</p>	<p><i>On a daily basis, without reminders from the teacher, I will:</i></p> <ul style="list-style-type: none"> • enter the classroom quietly • be seated before the bell rings • follow my teacher's directions immediately • observe all school rules and policies • listen quietly while the teacher or another student is speaking • respect school property and the property of others • maintain a good attitude and be cooperative • exhibit mature behavior appropriate in public places • help out the teacher or other students without being asked • leave my desk area clean and throw away all litter • keep all food and drinks inside my backpack • remain seated at my desk until the ending bell rings
<p>Satisfactory</p>	<p>You need one or two reminders to do the above</p>
<p>Needs Improvement</p>	<p>You need several reminders to do the above</p>
<p>Unsatisfactory</p>	<p>You need frequent reminders to do the above</p>

STUDENT PLEDGE

In all of my Serrano classes, I hereby pledge to maintain positive behavior that will earn me an outstanding or satisfactory citizenship grade.

Date: _____ *Student Signature:* _____

Parent Signature: _____



INVENTORY OF STUDY TOOLS

Name: _____ Parent Signature: _____

Student and Parent Activity: Just as a fisherman needs fishing gear, a successful student needs to have an array of study tools. Now is a good time to take stock of your home study area. Go through the following checklist together and see if you have these recommended study tools. You may not need all of these at once, but they will come in handy at some point. If you have any checks in the "Need to Get" column, discuss together the benefit of obtaining the needed item.

STUDY TOOLS	ALREADY HAVE	CAN ACCESS	NEED TO GET
-------------	--------------	------------	-------------

REFERENCE MATERIALS:

• College dictionary (one that shows word origins)			
• Thesaurus			
• Atlas			
• Grammar and Usage Guide (<i>Holt Handbook</i>)	✓		
• Home set of textbooks	✓		

TIME MANAGEMENT:

• Daily planner			
• Hanging calendar or desk calendar			
• Timer or wall clock			

WORK AREA:

• Consistent drop-off spot for backpack and textbooks			
• Consistent work area so homework papers are not lost			
• Large work surface or desk (free of clutter)			
• Work area away from things that distract you			
• Adequate room light or desk lamp			
• Adequate ventilation (air from a window or door)			
• Comfortable chair with back support			
• Calculator			
• Pencil sharpener			
• Stapler and staples			
• Three-hole punch			
• Organizers/bins for easy access to supplies			
• Bulletin board			
• Facial tissues			
• Bookmarks			
• Reading glasses, if needed			

(continue on back)

STUDY TOOLS	ALREADY HAVE	CAN ACCESS	NEED TO GET
-------------	--------------	------------	-------------

SUPPLIES:

● Supply of white, ruled paper			
● Pencils with erasers			
● Lead for mechanical pencils			
● Pens for essays (black or blue ink only)			
● Colored pencils			
● Colored highlighters			
● Permanent marker or thick colored markers			
● Wite-Out or Liquid Paper			
● Post-It Notes (large and small)			
● Ruler (inches and centimeters)			
● Compass			
● Protractor			
● Scissors			
● Staple remover			
● Paper clips			
● Rubber bands			
● Scotch tape			
● Glue stick or school glue			
● Large and medium fastener clips			
● Glitter pens or glitter glue for projects			
● Report covers (3 hole, clear cover)			
● Colored index cards (for flash cards/studying)			
● Index dividers			
● Sheet protectors			
● Project or poster board			

COMPUTER STATION:

● Computer with CPU/monitor/mouse/keyboard			
● Working printer			
● Extra black printer cartridge on hand at all times			
● Internet access			
● CD-RW or USB storage			
● Bookmarked search engine (<i>Google, Yahoo</i>)			
● Reams of white ink jet paper			
● Colored computer paper (for coding study sheets)			
● Word processing software (<i>MS Word</i>)			
● Spreadsheet software (<i>MS Excel</i>)			
● Desktop publishing software (<i>Broderbund's Print Shop, MS Publisher</i>)			
● Presentation software (<i>MS PowerPoint</i>)			
● On-line or CD encyclopedia (<i>Encarta, Britannica</i>)			
● Virus-protection software (<i>MacAfee, Norton</i>)			

How Good Are your Study Habits?



Don't get lost in the seaweed! Let's take an honest look at your **study habits**. Before you can do better in school, you need to understand your study strengths and where you can improve. Start by completing the questions below. Then focus on the "Hardly Ever" areas. How can you make these your *habits*?

	Hardly Ever	Some- times	Most Always
1. Is it your goal to study, concentrate, and learn?	_____	_____	_____
2. Do you have a regular place at home to work and study?	_____	_____	_____
3. Do you study at the same time each day?	_____	_____	_____
4. Is your backpack organized and in good shape (zippers, etc.)?	_____	_____	_____
5. Do you keep a large, three-ring notebook for all of your classes?	_____	_____	_____
6. Is your notebook neatly organized (papers filed inside the rings, not just stuffed in a cover pocket)?	_____	_____	_____
7. Do you carry an adequate supply of paper, pens, and pencils so you do not have to borrow them from other students?	_____	_____	_____
8. Do you keep track of homework assignments in a planner?	_____	_____	_____
9. Do you keep track of upcoming test dates and project due dates in the planner?	_____	_____	_____
10. Do you record your outside activities (sports practice, babysitting, meeting friends, etc.) in the same planner?	_____	_____	_____
11. Do you keep up-to-date with your studies (no late assignments)?	_____	_____	_____
12. Before you begin your homework each night, do you plan out which assignments to do first, second, third, etc.?	_____	_____	_____
13. Do you complete your most difficult homework assignment first?	_____	_____	_____
14. Do you study with friends?	_____	_____	_____
15. If you study with friends, do you do your own work and not simply copy the answers from your friends?	_____	_____	_____
16. Do you have a "study buddy" in each class to call if you need help with assignments?	_____	_____	_____
17. If you need extra help on an assignment, do you meet with your teacher outside of class or go to tutoring or homework clubs?	_____	_____	_____
18. If you are absent, do you access your teachers' web pages to find out what work you missed?	_____	_____	_____
19. Do you regularly check your grades online?	_____	_____	_____

	Hardly Ever	Some- times	Most Always
20. Do you use an organized method of note-taking?	_____	_____	_____
21. Do you find out what each test will or won't cover?	_____	_____	_____
22. Do you start studying several nights before each test?	_____	_____	_____
23. Do you prepare study sheets or flash cards for tests?	_____	_____	_____
24. Do you use memory devices to study material for tests?	_____	_____	_____
25. Do you budget your time on a test so you can finish in time?	_____	_____	_____
26. Do you know how to reduce the stress of test-taking?	_____	_____	_____
27. Do you know how to tackle a long-term project on your own?	_____	_____	_____
28. Do you listen well in class?	_____	_____	_____
29. Do you know what distracts you from learning?	_____	_____	_____
30. Do you look up unfamiliar words in a dictionary or glossary when you come across them while reading?	_____	_____	_____
31. Do you use the table of contents, glossary, and index in each of your textbooks?	_____	_____	_____
32. Do you preview a text before reading it?	_____	_____	_____
33. Do you read accompanying tables, charts, and graphs when reading a chapter of a textbook?	_____	_____	_____
34. Do you vary your reading speed for different kinds of texts?	_____	_____	_____
35. Can you write a proficient essay?	_____	_____	_____
36. Do you support question responses with sufficient details?	_____	_____	_____
37. Do you proofread your assignments for spelling and punctuation errors before you turn them in?	_____	_____	_____
38. Do you key by touch (type without looking)?	_____	_____	_____
39. Do you use computer software (word processing, spreadsheets, multimedia) to complete assignments and projects?	_____	_____	_____
40. Do you know how to locate and use resources in the Library/Media Center?	_____	_____	_____
41. Do you get enough sleep every night (9 to 11 hours)?	_____	_____	_____
42. Do you exercise regularly?	_____	_____	_____
43. Do you feel successful in school?	_____	_____	_____
44. Have you set personal goals for yourself?	_____	_____	_____
45. Have you ever made an effort to improve your study habits?	_____	_____	_____

THE ACADEMIC HABIT

A very important academic habit to have is to do all of your assignments and turn them in on time. Your future employer will also expect you to meet your deadlines, so get into the habit now! Why lose points on an assignment by turning it in late? Or worse, why crush your grade by having a missing assignment? It's tough to work your way back from even one zero. Let's look at an example.

Scenario: You are an average student who earns mostly B's. In one of your classes, you turn-in the first assignment without a problem. On the second assignment, you are tempted to slack off. Let's see what would happen to your grade under these three situations:

#1			#2			#3		
"I'd rather play my new video game than do my homework. It's only one missing assignment."			"I'd rather play my new video game than do my homework. I'll turn my work in late."			"I'll play my new video game later. Turning-in homework on time is important."		
Assign #	Score	Average	Assign #	Score	Average	Assign #	Score	Average
1	85	85% B	1	85	85% B	1	85	85% B
2	→0	43% F	2	→65	75% C	2	→85	85% B
3	85	57% F	3	85	78% C+	3	85	85% B
4	85	64% D	4	85	80% B-	4	85	85% B
5	85	68% D+	5	85	81% B-	5	85	85% B
"Ouch! An immediate 42-point drop in my grade, and I still have a D+ after my 5 th assignment. Even after the 15 th assignment, I'll still have a 79%. I give up."			"Wow, an immediate 10-point drop in my grade. I'll have to work extra hard to get back to where I started. Choosing to play that video game wasn't worth it!"			"I feel great about my grades! I made the right choice to develop a good homework habit. I'm sailing on the sea to success!"		

Serrano Late Policy

Late work will be accepted on the next school day following its due date. It will receive a 20% reduction from the grade it would have otherwise earned. For example, a late assignment that would have earned a grade of 85% will be recorded in the grade book as a 65%.

Make the right choice: Get into the ACADEMIC HABIT!

The 7 Habits of Highly Effective Teens

Habit 1 – Be Proactive

I Am the Force

Name three choices you can make that will bring you success in school:

1. _____
2. _____
3. _____

Habit 2 – Begin with the End in Mind

Control Your Own Destiny or Someone Else Will

Set three goals that you have for this school year.

Habit 3 – Put First Things First

Will and Won't Power

Write your weekly goals and priorities for this week in your planner.

Habit 4 – Think Win-Win

Life Is an All-You-Can-Eat Buffet

Habit 5 – Seek First to Understand, Then to Be Understood

You Have Two Ears and One Mouth...Heh-he!

Habit 6 – Synergize

The "High" Way

Habit 7 – Sharpen the Saw

It's "Me Time"



SETTING ACADEMIC GOALS



Set Your Direction

An important first step in achieving success in school is to set a direction—always **begin with the end in mind**. The content standards in each of your subjects spell out some of your academic goals (what you should know and be able to do by June). Use the following tips as you and your parents work together to set your **individual academic goals** for the coming school year.

Talk It Over Before writing down your goals, have a talk about school: subjects you like and dislike, areas in which you do well or need improvement, rewarding school experiences, and so on. Use the questionnaire below to help guide your discussion.

Set Goals After your talk, set at least three individual academic goals for the year.

Review Goals Throughout the school year, revisit with your parents the goals that have been set, and talk about what progress has been made in meeting them. Reward yourself when goals have been met, and seek advice on how to meet the remaining goals. From time to time, add new goals and remove those that have been achieved.

GOAL-SETTING QUESTIONNAIRE

Which school subject is your best? Why do you think you do so well in it?

Which specific skills do you perform best? (writing poetry, answering study questions, giving oral reports, participating in class, solving equations, having neat work, being a good speller, etc.)?

What areas do you find hard? How could you improve your work in these areas?

What is your general attitude toward school?

Now continue on the back to set your goals for this year!

MY ACADEMIC GOALS FOR THIS YEAR:

1.

<ul style="list-style-type: none"> • In each of my classes, I will: • write all of my homework assignments in my planner. • turn in all of my homework assignments and projects on time • have all materials required by each teacher 	<p>Outstanding Work Habits</p>
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2.

<ul style="list-style-type: none"> • be proud of my work and accomplishments • do all of my own homework and class work • ask questions when I do not understand something • check my teacher's website for assignments when I am absent • earn the highest grade I can • spend an adequate amount of time on each assignment or project • study for all tests and quizzes • use good note-taking strategies • participate in class discussions • be attentive throughout the class period • listen to and follow my teacher's directions 	
--	--

3.

<p>You have the above work habits most of the time</p>	<p>Satisfactory</p>
<p>You have many of the above work habits, but not consistently</p>	<p>Needs Improvement</p>
<p>You have few of the above work habits</p>	<p>Unsatisfactory</p>

STUDENT PLEDGE

Student Signature: _____

Parent Signature: _____

Serrano Work Habits Pledge

Your academic success is closely related to your work habits. Your achievement has nowhere to go but **UP** when you do all of your homework, bring required supplies to class, and use proven study strategies. Make a Serrano pledge to develop and practice good work habits throughout this coming school year:



Put Some Wind in Your Sails

<p>Outstanding Work Habits</p>	<p><i>In each of my classes, I will:</i></p> <ul style="list-style-type: none"> • write all of my homework assignments in my planner • turn in all of my homework assignments and projects on time • have all materials required by each teacher • keep a neatly-organized three-ring notebook • listen to and follow my teacher's directions • be attentive throughout the class period • participate in class discussions • use good note-taking strategies • study for all tests and quizzes • spend an adequate amount of time on each assignment or project to earn the highest grade I can • check my teacher's website for assignments when I am absent • ask questions when I do not understand something • do all of my own homework and class work • be proud of my work and accomplishments!
<p>Satisfactory</p>	<p>You have the above work habits most of the time.</p>
<p>Needs Improvement</p>	<p>You have many of the above work habits, but not consistently.</p>
<p>Unsatisfactory</p>	<p>You have few of the above work habits.</p>

STUDENT PLEDGE

In all of my Serrano classes, I hereby pledge to develop study habits that will earn me an outstanding or satisfactory work habits grade.

Date: _____ *Student Signature:* _____

Parent Signature: _____

**FORMAT FOR
STUDY QUESTIONS**

First A. Last
November 12, 2006
Period 3

Assignment/Chapter Title, Page Number

1. *Place question numbers to the left of the margin line.*

2. *Leave a blank line between each question response.*

3. *Begin each line of text at the left margin line. Avoid writing in the right margin.*

Leave a 1"
right margin



4. *Write your responses in complete sentences. Rephrase the question in each response.*

5. *Support your responses with details, examples, statistics, reasons, or other evidence.*

6. *Write legibly with a pencil or a pen with black or blue ink.*

7. *Do not doodle or draw pictures in the margins—this is an assignment, not a piece of scratch paper!*

8. *Staple together two or more pages.*

9. *File your finished assignment in your three-ringed notebook so it does not become creased, torn, or soiled.*

10. *Be proud of your work!*

Do not write
on this line!



First A. Last

Ms. Teacher

English 8

November 12, 2006

<p style="text-align: center;">FORMAT FOR KEYBOARDED STUDY QUESTIONS</p>

Chapter Title (or Assignment) and Page Number

1. The following format should be used for study question responses that are keyboarded. Use white, letter-sized sheets of paper (8½" x 11"). Use only one side of each page. Make sure that the printer you use produces clear, dark type that is easy to read.
2. Use a 12-point font that is clear, legible, and similar in look to fonts such as Arial, Century Schoolbook, Courier, Georgia, Librarian, Times New Roman, or Tribune.
3. Set one-inch margins for the top, sides, and bottom of each page (*File—Page Setup—Margins*). Immediately set double-spacing (*Format—Paragraph—Line Spacing—Double*).
4. The first page alone has your first and last name, your teacher's name, the course title, and the date. All other pages simply have your last name and page number in the upper right-hand corner. This information can be inserted as a header that appears one-half inch from the top of the page (*View—Header and Footer*).
5. Center the chapter title (or other source of the questions), and the page number of the questions. Double-space after the title to start your first response.
6. Set automatic numbering before you keyboard your first question (*Format—Bullets and Numbering*). All responses should be double-spaced.
7. Remember to do a spell-check on your questions before printing them out. Once printed, always carefully proofread the final copy one more time.
8. Staple the pages in the upper left-hand corner.

First A. Last

Ms. Teacher

History 8

November 12, 2006

**FORMAT FOR A
KEYBOARDED ESSAY**

Essay Title

The following format is based on the guidelines published in the *MLA* (Modern Language Association) *Handbook* for academic papers. Use white, letter-sized sheets of paper (8½" x 11"). Use only one side of each page. Make sure that the printer you use produces clear, dark type that is easy to read. Use a 12-point font that is clear, legible, and similar in look to fonts such as Arial, Century Schoolbook, Courier, Georgia, Librarian, Perpetua, Times New Roman, or Tribune.

Set one-inch margins for the top, sides, and bottom of each page (*File—Page Setup—Margins*). Immediately set double-spacing (*Format—Paragraph—Line Spacing—Double*). The first page alone has your first and last name, your teacher's name, the course title, and the date. All other pages simply have your last name and page number in the upper right-hand corner. This information can be inserted as a header that appears one-half inch from the top of the page (*View—Header and Footer*).

Keyboard the essay title in the regular font and center it. Do not bold it, capitalize it, or put it in large letters. Double-space after the title to start your first paragraph. Tab once at the start of each paragraph (do not use the space bar). The body of the text should be double-spaced. Left-justify the paragraphs (the right margin will not be even).

Remember to do a spell-check on your essay before printing it. Once printed, always carefully proofread the final copy one more time. Staple the pages in the upper left-hand corner or bind into a report cover, per your teacher's directions.

Balancing Your Activities and Schoolwork



Your life seems to be busier than ever these days. You have to balance your homework, after-school activities, hobbies, and time with friends. Use the following tips to help you manage your time and activities so you can accomplish all of your goals.

Long-Range Plan At the beginning of the school year, sit down with your parents and record on a calendar all of the activities that you have planned. Note the number of days per week and hours per session each activity will involve (see sample calendar below). For example, your dance class meets three days a week for an hour each day. Also include the due dates of any long-range school projects. When you finish, estimate how much time you will have left over for schoolwork and play. Consider your interests, academic struggles, ability to handle stress, etc. Revise the calendar, as necessary.

Short-Range Plan A great way to balance your activities and schoolwork is to plan ahead. Sit down with your parents once a week, perhaps on Sunday night, and talk about the upcoming week. If it becomes clear that your activities are taking up too much homework time or free time, have a discussion about how to fix the situation.

SAMPLE CALENDAR						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3 Soccer League 1-4
4	5 Piano Lessons 4-5	6 Science Club 3-4	7	8 Homework Club, 7-8 a.m.	9 Babysitting 7-10	10 Soccer League 1-4
11 Soccer Tournament 10-6	12 Piano Lessons 4-5	13 Chapter 1 Test in Math	14 Church Activity 7-9	15 School Dance 6-8	16 History Project due	17 Soccer League 1-4

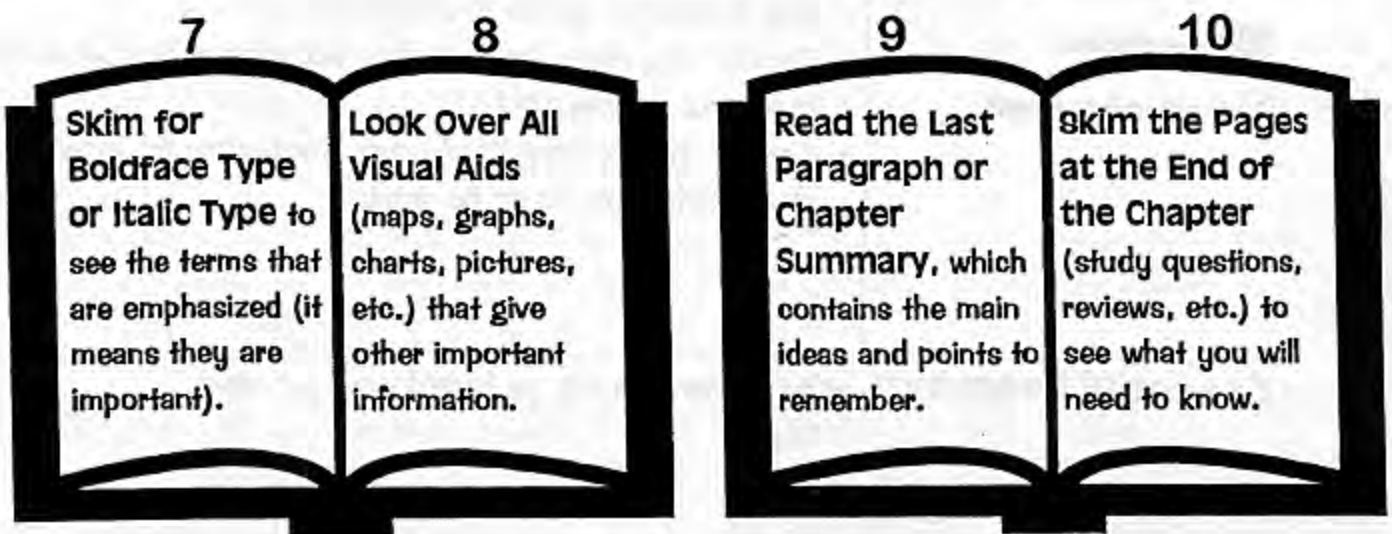
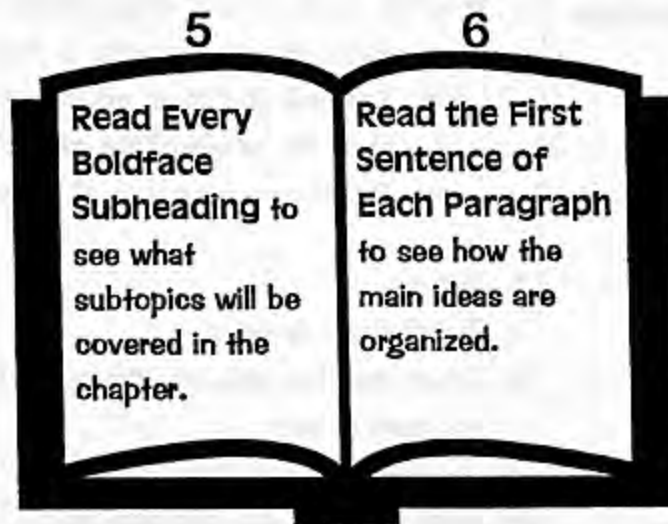
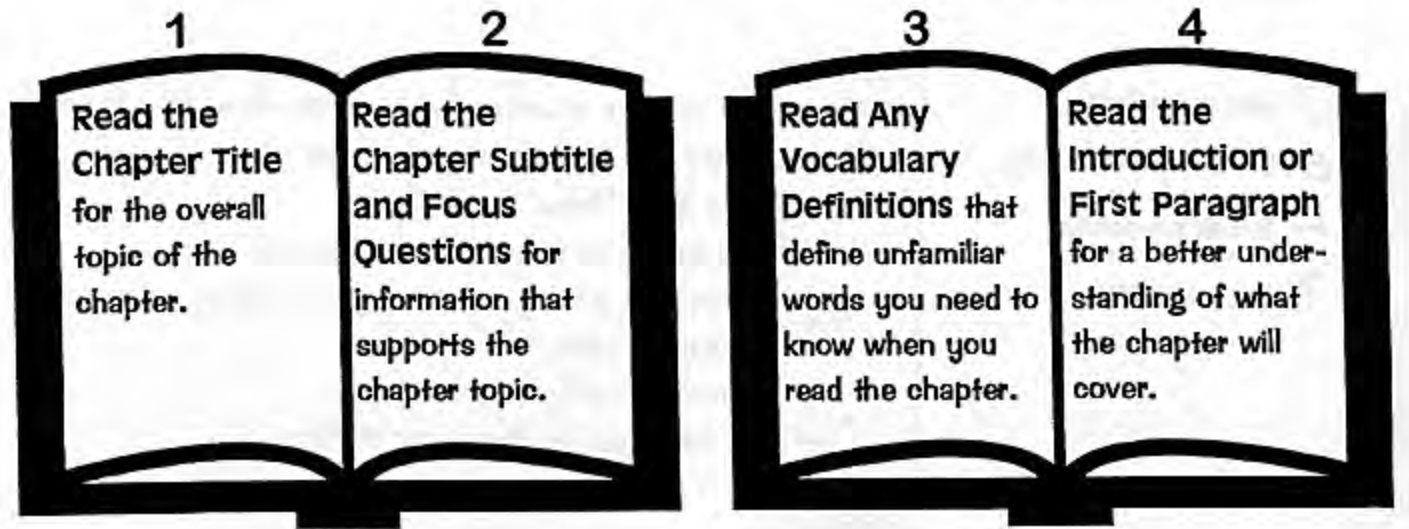
PARENT AND STUDENT ACTIVITY:

With a parent's help, complete a long-range plan of your own. Use the monthly calendars included in your ASB Student Planner. Following the model above, map your known activities and due dates for the months of **September, October, and November**. Include both before- and after-school activities. Then, discuss the calendars with a parent. Is there too much "on your plate" that will cause you to feel stressed? Will this schedule allow you to work on homework (20 minutes per class each night) or study for tests? Adjust your activities, if necessary.

Parents: Please sign your name at the bottom of each calendar to acknowledge your review of your child's time commitments.





WHAT'S IN IT FOR ME?



(HOW TO PREVIEW A TEXT)



Topic: Cornell Notes

Key Word/Recall

-  Take notes first
-  Use informal outlining
-  Recall key points
-  Ask questions

-  Recommended by colleges
-  Good study tool

Underline headings

-  Leave blank lines
-  Use bullets
-  Use colored pencils
-  Draw pictures
-  Don't wait to recall!

Notes

Description:

- Fold a sheet of paper or draw a line two inches from the left margin
- Title your paper with the topic and page number
- Record notes in the "Notes" column first
- Use informal outlining to show relationships between ideas
- After the lecture or reading, use the Key Word/Recall column to:
 - Record key points
 - Connect or clarify ideas
 - Jot down questions to ask your teacher

Benefits:

- It is the preferred note-taking method of colleges
- Key Word/Recall column provides a study tool:
 - Fold back your paper and look at recall items only-can you recall the details of the material?
 - Did you get answers to all of your questions?




Suggestions:

- Underline main headings
- Leave blank lines between main headings in case you need to insert new material later
- Use bullets or dashes to clarify points
- Start each new idea on a new line
- Draw pictures or symbols to assist with recall
- Consider using colors for recall items (key points in blue; questions in red; terms in green, etc.)
- Complete the Key Word/Recall column shortly after the lecture or reading before you forget the details!

Essential Learning: Write the main idea that you learned about your topic.

HOW DO I REMEMBER THAT?

Do you sometimes do poorly on tests, even though you studied? *Reading* your notes or a chapter before a test is not the same as *studying* that material. You need to use specific strategies to *memorize* information. These strategies are called *mnemonic devices* ("mne" is a Greek root that means "remember"). Try out some of these for your next test, and you'll find that your test scores improve!

STRATEGY	HOW TO USE	EXAMPLE
Visual Chain	Draw pictures, arrows, or symbols to show cause and effect, steps in a sequence, etc. On a test, visualize your drawing.	
Acronym	Form a word from the first letter of each word in a list of items. On a test, recall the word and the ideas associated with each letter. This one really works!	Huron Ontario Michigan Erie Superior To remember the Great Lakes, think of "HOMES"
Acrostic	Just like an acronym, but instead, make-up a sentence using the first letter of each item to be memorized.	Every Good Boy Does Fine. (musical scale: EGBDF)
Picture It	Visualize objects in a room that you know well (your living room, classroom, etc.). Attach an item or idea with each object. Or, visualize an activity at each location (<i>in the corner, George Washington is washing his clothes...</i>)	
Word Links	Associate the meaning of an item with another; make up a funny sentence to link the information. Good to use for definitions.	Rat = <u>RODENT</u> (A rat <u>RODE</u> into town.)
Poems, Songs	Using a familiar tune, substitute the information to be learned for the words of the song; or, write an original rhyming poem.	In 1492, COLUMBUS SAILED THE OCEAN BLUE.
Repetition	Write the information repeatedly and say it aloud as you write it.	Write, Write, Write, Write
Mental Pictures	Close your eyes and visualize a group of items, such as the parts of a car. Or, visualize yourself doing an activity and walk through each step.	
Exaggerate It	If you have a hard time remembering an item, write it or draw it in a funny way to exaggerate the part that is giving you trouble. You'll remember it now! Good for spelling words.	sepArate

Remember.....

- ★ Start studying at least three days before a test. Memorize the material, then review and review (and review)!
- ★ Use good note-taking strategies to group information and highlight key ideas.
- ★ Concentrate on the information that you don't know that well.
- ★ Consider all of the materials you need to study—notes, textbook pages, handouts, etc.
- ★ Establish a purpose for your studying. Always ask your teacher how you will be tested on the material.
- ★ Select the best memory devices to learn that particular information (a spelling word versus a list of causes, etc.).
- ★ Stimulate your memory by involving as many of your five senses as possible (read it, hear it, act it out).



What are **Gateway Words**? They are the words that appear most often in textbooks and reference books you use at school. Many times, you will find **Gateway Words** in study questions, test questions, or teacher directions. Your achievement will be higher if you understand the meaning of each **Gateway Word**. Given below are some key **Gateway Words**, their meanings, and how they are used in sentences. Note that the word meanings are in an *academic* sense—there may be other meanings as well. How many of these words do you know?

Gateway Word	Used in a Sentence	Academic Meaning
abstract	Two abstract nouns are <i>humor</i> and <i>love</i> .	Having no concrete existence; complex
academic	What are your academic goals?	Related to school; scholarly
accelerate	Accelerate your pace if you are to finish.	To cause to move faster or happen earlier
access	Access the school's website.	To enter or use (especially a computer)
acquire	Tracy wants to acquire the property.	To gain possession of; to buy or inherit
adequate	Bring an adequate supply of paper.	A sufficient amount; acceptable; enough
alternative	Without a car, my only alternative is to walk.	A choice among several; an option
analyze	Analyze the character of Harry Potter.	To look at the separate parts; examine
approximate	Measure an approximate amount.	Nearly exact; guessed; more or less
aspect	Discuss one aspect of the Reformation.	A way to view something; perspective
assert	I need to assert myself in the group.	To declare; to make an opinion known
assess	Assess the impact of the cotton gin.	To estimate the value or significance
authority	Karen is an authority on birds.	Power to enforce laws; an expert or specialist
benefit	What are the benefits of exercising?	Something helpful, favorable, or profitable
category	Place <i>poodle</i> in the category of "dogs."	A class or group of things; a kind or division
circumstance	Under what circumstance would you lie?	Details surrounding an event; a situation
cite	Cite your references for your report.	To quote an authority to support an argument
clarify	Please clarify your answer.	To make clearer or easier to understand
coherent	Use transition words in a coherent essay.	Connected logically; not rambling; unified
compare	Compare a rectangle to a trapezoid.	To discuss how things are alike
complicate	Keep it simple—do not complicate the issue.	To make complex or hard to understand
comply	You must comply with the rules.	To do as one is asked or ordered; agree to
component	A mouse is a component of a computer.	One part of which a thing is made up
comprehend	I did not comprehend the passage.	To grasp mentally; to understand
compute	Compute the area of the triangle.	To reckon mathematically; to calculate

Gateway Word	Used in a Sentence	Academic Meaning
concept	Explain the concept of evaporation.	An idea; a general notion; a theory
conduct	We will conduct an experiment.	To direct an experiment; to lead (<i>verb</i>)
consequent	The consequent destruction was huge.	Following as a natural result or conclusion
considerable	The fire caused considerable damage.	Fairly great in amount or extent; significant
consist	The project will consist of three parts.	Composed or made up (<i>of</i>); contain; include
constitute	Arnold's actions constitute treason.	To compose or be a part of; to equal
context	In what context does anarchy happen?	The circumstances in which an event occurs
contrast	Contrast a stalactite and a stalagmite.	To discuss how things are different
controversy	A controversy started over the food cost.	A heated discussion with differing opinions
coordinate	Let's coordinate our meeting dates.	To combine for an effect; unify; conform
correspond	A parliament corresponds to a congress.	Similar in character, structure, or function
credible	Cite credible sources in your report.	Able to be believed; convincing; reliable
criteria	What are the criteria for this assignment?	Standards by which to judge something
data	Use the data to make a comparison.	Factual information used for analysis
define	Define the term <i>stereotype</i> .	To tell what something is or means
derive	He derives great pleasure from music.	To obtain from a source; originate; arise
describe	Describe the Mojave Desert.	To give a picture in words using vivid details
devise	Devise a way to collect air samples.	To think up or invent; to form a strategy for
distinct	Draw two distinct shapes.	Definite and unmistakable; seen clearly
distribute	Shauna will distribute the pencils.	To divide and give a share to each
diverse	She owned a diverse collection of toys.	Not like another; different; various; assorted
dominate	Jill dominates the discussion every time.	To control or govern by power; to command
dynamic	Fred is a dynamic speaker.	Having energy; vigorous; active; peppy
economy	The local economy is expected to grow.	A community's system of producing wealth
elaborate	Please elaborate on your proposed plan.	To develop thoroughly; give greater detail
embody	This artwork embodies school spirit.	To express ideas in visible form; to include
emerge	The colonists' patriotism emerged .	To come forth from obscurity; become known
emphasize	In your speech, emphasize the dates.	To give special importance to something
equate	Can you equate these two crimes?	To consider to be equal or equivalent
estimate	Estimate the number of beans in the jar.	To judge a thing's value or amount
evaluate	Evaluate Lee's decision to surrender.	To examine and judge carefully; to appraise
evident	It is evident that you have artistic talent.	Obvious to the eye or mind; understood
explain	Explain how to build a wind tunnel.	To give reasons, examples, or steps
explicit	The teacher gave explicit instructions.	Clearly and fully expressed; precise; definite
factor	Determination is a factor of his success.	An influence that contributes to a result
feasible	Your costly plan is not feasible .	Capable of being done; possible; workable
fluctuate	The war caused oil prices to fluctuate .	To vary irregularly; undulate; hesitate; waver

Gateway Word	Used in a Sentence	Academic Meaning
focus	In your essay, focus on key inventions.	To concentrate attention or energy
formulate	The students had to formulate a solution.	To devise or invent; to state as a formula
function	What is the function of a stapler?	The special activity or purpose of something
fundamental	Free speech is a fundamental right.	Forming the basis of; essential; central
generate	Generate a list of books you have read.	To produce; to bring about; develop
identify	Identify the causes of the Civil War.	To point out specific characteristics; pinpoint
illustrate	Her story illustrates the dangers of drug use.	To make clear; explain by examples
impact	That movie really made an impact on me.	The effect or impression of one thing on another
implement	The school will implement the new policy.	To carry out, perform, practice, or utilize
imply	He implied that my clothes are outdated.	Suggested without being stated outright
incidence	Chicago has a high incidence of crime.	The act of happening; an occurrence
incompatible	Hitler and Gandhi are incompatible .	Things or people that do not go together
indicate	The results indicate the presence of mold.	To point out; to make known; to be a sign of
infer	What can we infer from the statistics?	To conclude from evidence; deduce
instance	Give an instance when you were afraid.	A case or example cited to prove a point
institute	We will institute an after-school program.	To establish, organize, and operate; set-up
integrate	Integrate the data into your computation.	To make into a whole; combine or mingle
interpret	Interpret the symbolism in the story.	To explain the meaning of something
investigate	Investigate the frog's sleeping habits.	To make a careful study of something
isolate	Isolate the whole numbers in the set.	To set apart or cut off from others; separate
issue	We debated the issue of school uniforms.	An important topic for discussion; consequence
justify	Justify your answers on this test.	To show that something is right or reasonable
manifest	Within days, the disease manifested itself.	To show clearly; to give signs of; visible
minimum	Have a minimum of five players.	The lowest possible number or amount
modify	You have to modify your study habits.	To change partially; to make less severe
objective	Our objective is to finish Chapter 3.	A goal; (adj.) not influenced by personal opinion
obsolete	The dictionary lists 47,000 obsolete words.	No longer in use; outmoded in design
occurrence	Let's reduce the occurrence of tardies.	An incident or event that takes place
participate	Always participate in class discussions.	To take part in something; contribute
perceive	He did not perceive the danger he was in.	To become aware of through use of the senses
perspective	Rewrite the story from Joe's perspective .	A point of view; a subjective evaluation
pertinent	Include pertinent details in your discussion.	Having relevance to the matter at hand
phenomenon	Snow is a phenomenon of winter.	Something having real existence; a marvel
policy	What is the grading policy in this class?	An official plan or course of action; procedure
potential	Jay has the potential to be a pro golfer.	Capable of being developed; possible
principle	The Constitution is based on principles .	A basic truth or law to live by; a moral standard
proportion	Its cost is in proportion to its quality.	The correct relation (size, amount) between items

Gateway Word	Used in a Sentence	Academic Meaning
reform	Union workers reformed the textile mills.	To make right what is wrong; amend; remedy
regulate	The government regulates the oil trade.	To control by means of rules and restrictions
relevant	Include relevant details in your essay.	Related to the matter at hand; applicable
research	Research the lives of great composers.	To study thoroughly and accurately present
resolve	Their conflict was finally resolved .	To bring to a conclusion; to solve or decide
resource	The library has great resources .	Something used for support or help
respective	Give the boys their respective earnings.	Belonging to each as an individual
respond	Respond to the following questions.	To give an answer; to make a reply; react
sequence	Follow the steps in the sequence given.	The following of one thing after another in order
significant	A significant event started WWII.	Important; noteworthy; full of meaning
signify	What do these stone markings signify ?	To be of importance; to convey an idea
simultaneous	The swimmers did simultaneous dives.	Occurring at the same time; coincident
specific	Give the specific date of the invasion.	Particular; clearly distinguished; exact
specify	Specify which medicines you are to take.	To mention details clearly and definitely
speculate	I can only speculate about her motives.	To form an opinion without having evidence
spontaneous	A spontaneous uprising occurred.	Resulting from natural impulse; automatic
statistic	One statistic is that 50% of people drive.	An item of information shown in numbers
strategy	The company's marketing strategy failed.	A plan or policy to achieve something
subjective	Judging a writing contest is subjective .	Based on individual judgment or discretion
subtle	I detect a subtle change in your voice.	So slight it is difficult to notice; illusive
summarize	Summarize a chapter of your text.	To retell main points; wrap up; go over
superficial	I have a superficial wound on my arm.	Trivial; insignificant; surface-level; shallow
suppress	King George suppressed the rebellion.	To subdue or curtail; put an end to forcibly
symbol	The heart is a symbol of love.	Something that suggests something else
technical	Write ten technical medical terms.	Abstract; theoretical; used in a special field
technique	The art students used a new technique .	A method of doing or performing something
tentative	The leaders reached a tentative agreement.	Depending on a condition; hesitant; sketchy
terminology	Scientists use complex terminology .	Specialized vocabulary in a field or subject
theory	What is your theory on bird migration?	A set of ideas to explain something by known facts
trace	Trace the history of atomic weapons.	To give the stages of development
tradition	By tradition , a bride wears something blue.	The handing down of beliefs through generations
trait	Sally's best trait is her good study habits.	A characteristic; a distinguishing feature
transform	The duckling transformed into a swan.	To change markedly the nature or form of
transition	Transition from the text to the workbook.	Process of changing from one to another
valid	He made a valid argument.	Sound, logical reasoning; legally acceptable
vary	Opinions vary on this subject.	To make or become different; alter; change
verify	Please verify your math answers.	To check the truth or correctness of; confirm

Serrano Intermediate School

Home of the Seahawks




Mission Statement:

Serrano Intermediate School....A place where the community empowers students to develop their skills and talents to become contributing and successful participants in the changing world of education, work, and life.

Vision Statement:

Serrano Intermediate School is a professional learning community dedicated to the success of all students. A supporting parent and business community, a professional and caring staff, and respectful and responsible students are the essential components of our success.

Guiding Principles:



HIGH EXPECTATIONS: High expectations are set for all students to maximize their potential. **All students have the ability to learn, and no student has the right to fail.** Students needing help in achieving the standards receive support from the entire school community.

POSITIVE, CARING SCHOOL COMMUNITY: The school environment is safe, positive, and caring to support the uniqueness of middle school students. Students are respected and valued by the school community.

QUALITY CURRICULUM: All students are engaged in a rigorous, standards-based curriculum. Strong exploratory and enrichment programs allow students to make informed academic and vocational choices.

MEETING DIVERSE ABILITIES AND CULTURAL NEEDS: Instruction is differentiated to meet the learning needs of students with a wide range of abilities, allowing them to build upon their personal strengths. The school community understands and appreciates the diversity of our students in their talents, personal characteristics, language backgrounds, ethnic or racial heritage, and cultural traditions.