

Mount Si High School

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Snoqualmie, WA 98065
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www.svsd410.org

RANDY TAYLOR

Principal

GREG HART

Associate Principal, Athletic Director

BETH CASTLE

Assistant Principal, Activity Coordinator

CINDY WILSON

Dean of Students

This hall pass and planner belongs to:

Name _____

Address _____

City/Town _____ Zip Code _____

Phone _____

PHILOSOPHY OF MOUNT SI HIGH SCHOOL

We, the educational community of Mount Si High School, believe that all students can learn. Consequently, we value highly the relationship of parents, students, teachers, and community in a partnership of teaching and learning.

We also recognize the importance of a variety of learning experiences. Fostered by a diverse, integrated curriculum, we strive to enable students to identify and realize their potential, to celebrate individual differences, to develop skills and motivation for lifelong learning, and to be knowledgeable, responsible and productive citizens.

The Mount Si High School learning community will thereby continue to provide the education of all students by cultivating and supporting a stimulating, challenging, and nurturing school environment.

ASB OFFICERS 2007-2008

President:	Cailee Olson
Vice President:	Kara Clearman
Secretary:	Nicole Soroka
Treasurer:	Ben Olson
Interhigh Rep:	Brittney Toney
Adviser:	Charlie Kinnune

2007-2008 ASB COMMITTEE CHAIRS

Homecoming & Assemblies:	Jake Tweten
Student Activities:	Caleb Williams
Community Relations:	Katie Woolsey, Quinn Hopkins
Faculty/Staff/Student Recognition:	Brandon Smith
Campus Improvement & Football:	Heather Dalke
Media Consultant/Web Master:	Michael Dell
Spirit Committee:	Ian Brown
Historian/Publicity:	McKinna Little

CLASS BOARDS OF DIRECTORS

Senior Class of 2008	Junior Class of 2009	Sophomore Class of 2010
Sara Hilleary	Amanda Orcutt	Savannah Hunt
Marcella Martinsons	Jennifer Irene Clark	Alisha Palmer
Madison Myers	Sarah Moran	Bailey Woodruff
Jesse Reeh	Daisy Frearson	
Kelcey Simpson		
Advisers: Edina Kescse-Nagy, Linda Wickswat	Advisers: Elaine Harger	Adviser: Jennifer Cha

Freshman Class of 2011—To Be Elected

2007-2008 CHEERLEADERS

Ellie Allen	Suzye Carroll	McKell Cloward
Taylor Dana	Brittany Hake	Melanie Jenckes
Rachel Keizer	Jessica Nicholson	Amanda Swanson
Brittney Toney	Cassidy Will	McKenzie Will

ALMA MATER

Mount Si, Oh Mount Si
 Bonds of friendship here we tie.
 Scarlet and grey our colors,
 Honor they bring.
 Mountains and woodlands,
 This our Cascade Range.
 Hail to our Wildcats,
 This our Mount Si home.

FIGHT SONG

Fight, fight, fight for old Mount Si High
 Win a victory.
 Come on and win this day for Scarlet and Grey.
 Best in the West, we know you all do your best
 So on, on, on, on, on 'til the end,
 Honor and glory we shall see.
 So fight, fight, fight for old Mount Si High
 and victory!

STUDENT SERVICE DIRECTORY: WHOM TO SEE**COUNSELING CENTER**

Records, Progress Reports, Report Cards, Transcripts, Withdrawal/Entry.....Mrs. Kirschner
 Scheduling, Registration, Credit Check.....Counselors
 Graduation Requirements, Educational Information.....Counselors
 Personal Concerns/Counseling.....Counselors
 College/Vocations/VTI Programs/Running Start.....Counselors
 Scheduling Appointments (to see counselors)..... Mrs. Swanson
 Conflict ResolutionMr. Galagan
 Career/Vocational Information/Military..... Career Center
 Career Speakers/College/Post High School Programs Career Center

MAIN OFFICE

Off Campus Lunch Passes, Suspension & Final Grade AppealsMr. Taylor
 Purchasing ASB cards, Yearbooks, Student Fees/Fines, Purchases..... Finance Window
 Lost and Found Items Main Office
 Athletic Eligibility Forms and Final Clearance.....Mr. Hart
 Student InsuranceMrs. Meyers
 ASB Activity Purchase Orders Signed..... Mrs. Baker-Jagla
 Assemblies/Dances, School Events, Scheduling Mrs. Castle
 School Calendar, Facilities Scheduling, Dance Guest Passes.....Mrs. Meyers
 Athletics, Athletic Scheduling, Use of School FacilitiesMr. Hart
 Fundraising Applications/Information and Event Scheduling..... Mrs. Castle
 Buses and TransportationMrs. Meyers
 Theft Reports Security
 Guest Passes (required of all visitors)Any Administrator
 Parking..... Mrs. Castle

STUDENT GOVERNMENT

ASB Activities/Elections.....Mr. Kinnune/Mrs. Castle
 Activity and Fundraisers Approval..... Mrs. Castle

ATTENDANCE OFFICE

Attendance Records & Appeal Requests.....Mrs. Durham/Mrs. McDaniels
 Pre-arranged Absences, Illness, Early Dismissal.....Mrs. Durham/Mrs. McDaniels
 First Aid, Health RoomAttendance Office
 Reduced Price Lunch ApplicationsMrs. Park
 Lockers..... Attendance Office

ACCIDENTS

All injuries should be reported to the Main Office and an accident report completed.

ASSEMBLIES

Assemblies provide a regularly-scheduled part of the curriculum to promote pride and school spirit, as well as to provide alternate educational and enrichment experiences for students. Assemblies provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that students be respectful and appreciative of participants and performers.

ASB CARDS

One of our major means of support for student activities is from the sale of student body cards. The ASB card not only helps the student body, but is an outstanding buy for the individual student because it allows: 1) free admission to all athletic events at Mount Si High School when we are the home team; 2) reduced admission rate to some dances; 3) reduced admission to school plays, talent shows and some other school activities where a fee is charged. All students are encouraged to purchase an ASB card. Cards are mandatory for students participating in any school sport, club, or organization. Proof of payment is non-transferable. Students who loan their cards to others will be required to forfeit their privileges. The ASB card fee is \$35 (non-refundable) and may be purchased at the Finance Window. Students who withdraw from Mount Si High School will be required to turn in their ASB card.

ATHLETIC CODE

Academics

Athletes must meet all academic requirements as established by the WIAA. In addition, each athlete must have passed all scheduled subjects and maintained a 2.0 GPA in the semester immediately preceding that sports season. These grade standards must be maintained during the sports season and the academic performance of each athlete will be monitored by grade checks during the season.

There may be extenuating circumstances beyond the control of the athlete that make a 2.0 GPA an unrealistic expectation. In that event, and subject to the request of the student and/or parents, the principal is authorized to exercise discretionary judgement.

Fines

Students with unpaid fines are not allowed to participate in athletics.

Attendance

In order to participate in a practice or contest, each athlete must attend all classes scheduled for that student. Exceptions will be considered for necessary appointments, field trips, school-related absences, or other unavoidable circumstances deemed reasonable by the coach and athletic director.

Tobacco/Drugs/Alcohol

Athletes may not be in possession, consume, be under the influence, or be with other using these substances. Athletes fall under these guidelines both in and out of season, during the school year and during summer months when actively engaged in athletic activities, beginning with the first participation in athletics at Mount Si High School. These rules are effective both during the athletes's season and year long.

Athletes should refer to the written athletic code policy for specific information about these rules and standards.

ATTENDANCE POLICY & PROCEDURES

The purpose of the attendance policy is to encourage student responsibility for attendance and to keep parents informed. Parents are asked to use discretion in excusing students and to hold them accountable for attendance.

Tardies: Each student has ample time (five minutes) to get to all classes on time. The only excuse acceptable for tardiness is when a teacher detains a student. It is the responsibility of the student to get a pass from the appropriate teacher/staff to verify their tardiness. A student is tardy when he/she is not in the classroom when the

bell rings to start a given period. A student who misses 15 minutes or more of any part of a class will be marked absent.

Each tardy may result in the loss of 1 percent of the student's overall grade in the class. Students will be afforded the opportunity, within one week of being late, to make up the tardy either before or after school. One half hour of make-up time is the equivalent of one occurrence of lateness. Such make-up time will result in the restitution of any points lost for the occurrence. Check your teachers' course syllabi for detailed information regarding their tardy procedures.

Absences: Students are to bring a note from a parent/guardian or have a parent/guardian call the school to excuse an absence. Upon arrival at school following an absence, students must get an admit slip at the Attendance Office designating whether the absence is excused or unexcused. Students are required to present this slip to each teacher for admission to class following an absence. If an absence is not cleared within 2 days, the student may be declared truant. Students with 12 or more excused/unexcused absences will not receive credit for a class unless they have a successful attendance appeal.

All students who wish to appeal loss of credit must petition the Attendance Appeals Committee. Appeals must be submitted by the specified deadline. Only classes with passing grades can be appealed. Students must follow the appropriate course of action as defined in the "Mount Si Attendance Appeal Guidelines and Procedures" guide.

Early Dismissals: UNDER NO CIRCUMSTANCES ARE STUDENTS TO LEAVE SCHOOL WITHOUT AN OFFICE-APPROVED EARLY DISMISSAL. The Attendance Secretary will give the student a skip to dismiss him/her from class at the appointed time. This must be scheduled before school starts. If the student returns to school that day, he/she must sign back in on the master list in the Attendance Office. Failure to comply with regulations could result in an unexcused absence.

Planned Absences/Home Studies/Suspensions: According to School Board policy, parents may request one planned absence per year of not more than 5 and not less than 3 days. Requests must be made in the Attendance Office at least 3 days before the absence. A Home Study may be requested when a student will be out of school for 3 or more days due to illness or accident. The request must be made in advance. Students must complete the homework as verified by teachers.

Absences due to in-school suspension or out-of-school suspension will become informational when students complete the teacher signature sheet indicating they have completed class work for the days of the suspension. The sheet is due to the attendance office within five days of the student's return from suspension. If the work is not completed or the sheet not returned within the specified number of days, the teacher may not accept the work and the absences will count against the 11-absence limit.

Make-Up Work: Students have an opportunity to get assignments during any approved absence. Following a suspension, students will have two days to complete make-up work for any class. Following an excused absence, a student has the same number of days to complete work as he/she was absent, or as arranged with the teachers.

Please be advised that the only informational absences are school-related activities, i.e. field trips. These absences do not count toward the 11 absences allowed per semester.

CAMPUS BOUNDARIES—UNAUTHORIZED AREAS

Any areas not under immediate supervision of a staff member, such as the parking lots, gym foyer, the back of the gym bordering on the athletic fields, all athletic fields, athletic stadium and locker rooms, are unauthorized. Students may not be in the locker room unless it is their scheduled PE class period unless they have explicit permission from an adult (security, administrator, PE teachers). Students are also not to be in the outside areas behind the auditorium, behind the music classrooms, language arts wing, the horticulture building, and the technology wing. You are considered off campus if you are found in any of these areas.

CAMPUS SECURITY

Students, staff and visitors are expected to keep Mount Si High School safe. Numerous security cameras are

CAMPUS SECURITY, CONTINUED

located throughout the school and school grounds. When necessary, these cameras may provide additional information regarding property damage or theft, inappropriate or unsafe student interactions and behaviors as well as student, staff and visitor identification.

Students are expected to report unsafe behaviors to a staff member immediately.

CLOSED CAMPUS

Mount Si is a closed campus. Once you arrive at school, you are to remain at school in appropriately-designated areas until you leave campus to go home after school. If you leave campus without permission once you have arrived for the school day, you are still subject to all school rules including off-campus penalties. Violation of school rules while off campus without permission will result in the same discipline consequences as if they occurred on campus. Exceptions will be granted if you have written permission from a parent or administrator and check out through the Attendance Office. In addition, students will not be allowed to sign out for the purpose of having lunch off-campus.

Consequences for off-campus violations: First offense—2 days ISS, Second Offense—2 days OSS, Third Offense—5 days OSS

Lunch passes are granted only if your primary custodial residence is within three blocks of school, you have written permission from a parent or guardian, and approval from an administrator. Under no circumstances are students to drive on and off campus during lunch or break.

CLUBS AND ADVISERS

Band: Adam Rupert	Japanese Club: Sudeshna Sen
Cheerleaders: Renee McCormick	Key Club: Joe Dockery
Chess Club: Tracy Petroske	Knowledge Bowl: Gene Clegg
Choir: Kim Snavelly	Newspaper (Cat Tales): Susan Fergueson Holihan
Culinary Arts Club: Laura Tarp	Photo Club: James Gibowski
Debate: Diana Young-Blanchard	Rotary Interact: Elaine-Marie Berg
DECA: Elaine-Marie Berg	Ski Club: Kathy Munoz
Drama: Kim Snavelly	Spanish Club: Maria Scott
Eco Explorers: Andrew Rapin	Sports Medicine: Robin Backstrom
FFA: Nick Kurka	Skills USA: Jim Adams
French Club: Sally Chambers	Wildcat Production Club: Thomas Tilton
German Club: Edina Kecse-Nagy	Wildcat Television: Joe Dockery
GSA: Eric Goldhammer	Wilderness Pursuits: Kathy Munoz
Honor Society: Bill Dillon	Yearbook (Tenas Coma): Susan Fergueson HOLihan

COMPUTER USE

Mount Si has three computer labs for general class use and three more labs with classes. There are also computers in the library as well as each classroom. All student use of computers is regulated. In order to use the Internet, a student must have an Internet Agreement Form on file in the office and have paid the \$10 technology fee. Any misuse of the computers (inappropriate sites, installing outside or personal programs, playing games during class, etc.) will result in disciplinary action.

CONTROLLED SUBSTANCES

Use or Possession of Drugs or Alcohol

Possession, use, or being under the influence of drugs, alcohol, or any other controlled substance, or possession of paraphernalia leading to the use of drugs is harmful, illegal and strictly prohibited on or about the school grounds and at all school-sponsored activities, be they at school or at some other location. Students who are in a group of students one or more of whom is in possession of drugs, alcohol, or any other controlled substance, or one or more of whom is using or under the influence of drugs, alcohol, or any other controlled substance, are also violating the drug/alcohol policy.

Sanctions to be imposed:

- The first offense will result in a recommendation for a suspension of 30 days. Up to 25 days may be held in abeyance if the student becomes involved in a drug or alcohol counseling intervention program.
- The second offense will result in a recommendation for a 90-day suspension. Up to 80 days may be held in abeyance pending re-initiation and follow through on a drug or alcohol intervention program. The recommendation of the intervention program counselor will be considered in the decision.
- A third offense will result in a recommendation for expulsion.

The police will be informed in all cases involving drugs, alcohol, or other controlled substances.

These sanctions will be carried over from year to year. For example, if a student experiences his/her first offense with drugs or alcohol in the 10th grade, an offense in the 12th grade would be considered his/her second offense.

Sale of narcotics and/or controlled substances

The first offense will result in a recommendation for suspension for the balance of the semester to a maximum of 90 days. This may result in failure to complete course requirements and a loss of credits. Re-admittance to school will be allowed only after completion of a drug or alcohol intervention program. Up to 70 days of the suspension may be held in abeyance pending participation in an intervention program. The second offense will result in a recommendation for expulsion. Offenses related to the sale of drugs or alcohol will be carried over from year to year. The police will be given full information in all cases of suspected or verified sale of controlled substances. The intent of these sanctions is to increase the probability that students who have drug or alcohol-related problems will be involved in some sort of counseling and/or intervention program. At this point, we have several such programs available locally which have met with marked success for the students who have attended them.

Tobacco Use or Possession

Washington State law prohibits the possession or use of any tobacco product on school property, at school-sponsored events, on school buses or at bus stops, on property adjacent to the school campus, or on property used for a school activity. Students found in violation of this policy will be subject to the following discipline:

First offense:	Two days' suspension plus one day in ISS with completion of a tape program.
Second offense:	Three days' suspension plus two days ISS with completion of a tape program.
Third offense:	Up to 30 days' suspension.

COUNSELING

Guidance services are available for every student in the school. These include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, and/or social concerns, or any questions the student may feel he/she would like to discuss with the counselor.

DISCIPLINE

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be tolerated. Teachers, administrators and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities, or any other aspect of the educational process. School jurisdiction and authority includes student conduct to and from school, at school, at bus stops, on buses, and at any school-sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at the school.

Students are required by state law to give their name to any school official who asks for it. Failure to comply will result in disciplinary action. See page 15 for Rule Violations and Recommended Sanctions.

After-School Detention

The After-School Detention Program has been initiated as a disciplinary tool in lieu of suspension. Students will be assigned detention for school violations ranging from attendance problems to disruptive behavior. Students will be expected to report to a designated location immediately after school and assist with building cleanup duties or work silently on homework. Detention will be one (2) hour on designated days.

DISCIPLINE, CONTINUED

Failure to fulfill the requirements of after school detention could result in the assignment of additional hours, In-School Suspension, or Friday School.

In-School Suspension (ISS)

The In-School Suspension Program developed and implemented at Mount Si High School is an alternative to out-of-school suspension. It provides greater control and more guidance for a student whose disruptive behavior forces their temporary removal from the classroom. ISS is a supervised quiet study area.

Friday School (Disciplinary)

Friday School will be held from 12:30 p.m. to 3:30 p.m. on specified Fridays.

Short Term Suspension (STS)

Denial of attendance from class and any school-related events for up to 10 days.

Long Term Suspension (LTS)

Denial of attendance from class and any school-related events for a period of 11 or more days. Appeals may be made through the superintendent's office.

Emergency Expulsion (EE)

Denial of attendance from school for an indefinite period. Appeals may be made through the superintendent's office.

Make-Up Work

Following a suspension, a student will have two days to make-up work. Assignments may be obtained during the suspension by contacting the attendance office.

Any student who is suspended for the semester or expelled may lose all credits for that specific grading period. Students suspended for short or long-term may be denied entry to school property and school events during that suspension period.

DISRUPTIVE BEHAVIOR

Mount Si is an educational institution. Our primary purpose is the education of our students in a safe and secure environment. Any behavior which is disruptive to the educational function of the school or which creates an unpleasant environment will be dealt with according to the recommended sanctions for rule violations on page 15. Such behavior includes involvement with stink bombs, pranks, loud noises, or inappropriate displays.

DRESS CODE

In order to maintain an appropriate academic environment, students' clothing must not distract from the learning of others. Current fashion trends will not serve as the guideline for acceptable attire in the educational setting. Acceptable dress and appearance is that which is not offensive to others, and is non-disruptive or otherwise detrimental to the educational process, and does not endanger health and/or safety. Students must dress in a modest manner; excessive exposure of skin is inappropriate (e.g., tops must have two straps; halters and spaghetti straps are not acceptable. Skirt/short length must be lower than mid-thigh. No holes in pants from upper thigh to waist band that expose skin or undergarments). Clothes and jewelry may not advertise or promote: prejudice, the use of drugs, alcohol, tobacco, profane language or other obscenities, in either picture(s) or text form. No underwear may be visible. If clothing is deemed inappropriate or unsafe, a student will be required to remove unsafe items or cover up an unacceptable clothing item with an item of clothing that meets the guidelines of appropriate dress. Failure to comply may result in disciplinary action. Classroom teachers have the right to modify expectations regarding dress code guidelines in their individual classrooms.

DROPPING CLASSES

Classes dropped after the first 5 school days of the semester will be dropped with an "F," unless the principal grants special permission. All classes must be formally dropped through a counselor. Students who are absent from a class or classes without having formally dropped the class will be treated as truant. Year-long classes may not be dropped at the semester, unless a student is receiving a failing grade at that time.

ELECTRONIC DEVICES

Students are strongly encouraged to leave expensive electronic devices (cell phones, iPods, cameras...) at home. These devices are extremely attractive to others and are at risk for theft. Students who choose to bring such devices do so at their own risk. In addition to being a theft risk, possession and use of electronic devices unrelated to the instructional program such as pagers, cell phones, MP3 & CD players, radios, electronic games, or laser pointers will be subject to confiscation and/or disciplinary action.

Music (iPods, MP3 and CD players) may be used before school, during lunch, and after school only. Please refer to the discipline policy for consequences related to rules infraction (Rule 5: Electronic Devices)

Cell phones must be turned off and stored in backpacks or lockers from 7:40 a.m. until 2:18 p.m.. Cell phones may be used before school, during passing periods, during lunch, and after school **ONLY** and **may ONLY be used outside of the building**. Please refer to the discipline policy for consequences related to rules infraction (Rule 5: Electronic Devices).

Videotaping Restrictions: Students are prohibited from using video cameras to document, instigate, or support undesirable behaviors, especially fighting. Students who use video cameras in this capacity will receive the same disciplinary punishment as the students would receive that are being videotaped. The showing of videotaped activities that are prohibited will not be allowed in school, whether the activity occurred in school or out of school.

Cameras (Including Cell Phone Cameras): Students should obtain permission from individuals before taking pictures including them. Use of a camera in the classroom is only with permission of the teacher.

FEES

ASB Card: \$35

Athletic Participation Fee: \$75 per season, with a \$150 per student and \$225 per family limit each year

Technology Fee: \$10.00 All students are required to pay a technology fee before receiving access to school computers.

Parking: \$20 per semester (Seniors and Juniors only)

Yearbook: \$62

Note: Individual course fees will be communicated to students through the teacher and the course syllabus. Students should check the course catalog for course fees. After students receive class fee information from their teacher, they should pay the fee at the finance window.

FIGHTING / INSTIGATING A FIGHT

Fighting on or near campus premises will result in immediate discipline of those involved.

FINES

All student fines must be paid during the school year in which they are incurred. Books reported lost cannot be returned for credit against a fine beyond the school year in which they were checked out. Students may not participate in any school activity until all fines from previous years have been paid in full. This includes participating in school-sponsored athletics and purchasing tickets for school-sponsored dances. Parents will be notified of past-due fines.

Fines must be paid at least one week prior to the end of the school year.

Seniors must have all fines/fees paid one week before graduation

FOOD/BEVERAGE/LITTER

Eating should be confined to the Commons. No food or beverages should be consumed in the hallways or classrooms. Students are expected to pick up their own trays and/or litter following lunch. Be proud of your school and place trash and recyclable items in the proper receptacles.

GRADUATION REQUIREMENTS

English	4 credits
Mathematics	2 credits
Science	2 credits
Social Studies	3 credits
Occupational Education	1 credit
Physical Education	2 credits
Health Education	1/2 credit
Fine Arts	1 credit
Electives	6 ½ to 8 ½ credits
Total	22 – 24 credits

Note: One semester class passed equals .5 credit

HALL RULES

Students must have their planner, signed or initiated by their teacher.

No running or horseplay.

Respect the rights of teachers and students who are in their classrooms.

Open food and drinks are prohibited in the halls. Drink bottles must be capped. No cups allowed.

HARASSMENT

To guarantee a physically and emotionally safe, non-threatening school environment, Mount Si has a zero-tolerance policy for harassment and fighting. Zero tolerance means an investigation and consequences according to the recommended sanctions. Students who are persistently annoyed or threatened in any physical or emotional way are encouraged to report it to a teacher, counselor or administrator. Violators of this harassment policy will be subject to immediate discipline.

The no-harassment policy extends to any form of sexual harassment perpetuated against any individual in the school. No one shall be subjected to harassment because of their sex, sexual orientation, or beliefs. Violators will be subject to immediate discipline.

Sexual harassment is any form of unwelcome and inappropriate sexually oriented, visual, verbal, or physical conduct directed at a student or adult or which creates a hostile environment. Students who feel they have been harassed or bullied should speak with an administrator or counselor immediately.

HAZING

Because we believe that all students have the right to attend school with a sense of comfort and security, hazing will not be accepted at Mount Si. Hazing is any activity that submits a student to physical or verbal harassment or humiliating behavior based upon an initiation, class rank, or other qualifier. It will also include “kidnapping” for all-night activities on a school night, requiring others to dress in humiliating or inane outfits, or wearing compromising signs. Hazing will be disciplined in the same manner as harassment.

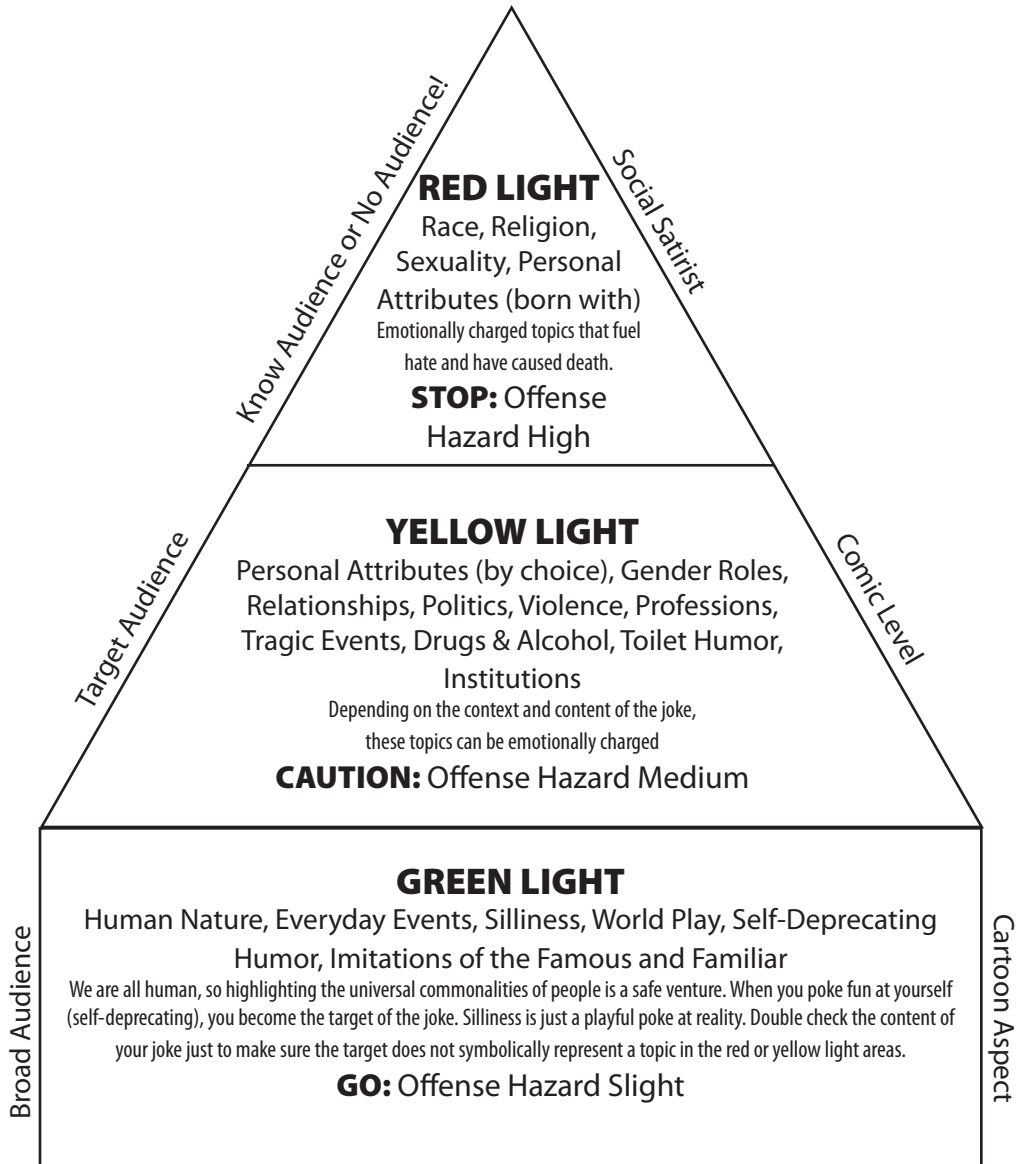
HUMOR AWARENESS

When telling a joke, consider two things: your audience and your comic ability. If your comic sophistication is that of a social satirist—utilizing humor for edification—you probably can joke about topics at the top of the triangle and not offend. You might even be able to change a person’s attitude by showing them the irony of that point of view. Most of us fall well short of being a professional humorist; so sticking to jokes in the “green light” area of the triangle is the best bet. When attempting jokes for a diverse school audience, staying in the lower part of the triangle is especially important because of the broad nature of a school population. All ages, ethnic groups, races, religious affiliations and personal attributes are represented. It is impossible to truly “know” this group of people like you would your family members. A school audience expects to be informed or entertained, but not offended. In the middle of the triangle are topics in the “yellow light” area. It is possible with some thought at the comic level to present a joke to a target audience—a small, specific group of people with a common interest or bond—without offending.

Pre-Performance Humor Checklist

- Identify the actual or symbolic targets (“the butts”) of your jokes. Are these truly things to laugh at in your setting?
- What are the ratings of your jokes? (G, PG, PG-13, R, NC-17)
- Is the rating appropriate for the setting and audience?
- Review your skits (characters, props, dialogue) to make sure they do not perpetuate hurtful stereotypes regarding race, ethnicity, gender, age, religion, sexual orientation, disability, socioeconomic condition, etc.

Pyramid of Humor



ILLNESS AT SCHOOL

If you become ill at school, you must get permission from the teacher to report to the Attendance Office. The office personnel will determine whether you should be sent home, return to class, or permitted to rest in the nurse's office. If a student remains in the nurse's office for more than 15 minutes, it will result in an excused absence for those periods missed. If this procedure is not followed and you have left without properly checking out, you will be given an "unexcused" absence for all classes missed.

INCLEMENT WEATHER

School closure and length of closure are to be determined by the Superintendent. Every effort shall be made to keep schools open. If necessary, due to snow or ice conditions, openings may be delayed one or two hours. Closure or delayed starting time announcements apply to one day only and will be announced on Radio stations: KRKO-AM 1380, KWYZ-AM 1230, KCIS-AM 630, KCMS-FM 105.3, KING-AM 1090, KIRO-AM 710, KMPS-FM 94, KOMO-AM 1000, and TV Stations KOMO-Channel 4, KING-Channel 5 and KIRO-Channel 7.

Staff and parents are asked NOT TO CALL the radio or television stations. All activities in school buildings are canceled or postponed when school is closed. When it is necessary to start school one or two hours late, school buses will also run one or two hours late.

LIBRARY

Library hours are 7:00 a.m. to 4:15 p.m. Monday through Thursday, and 7:00 a.m. to 12:30 p.m. on Friday. All students are welcome to read and study in the library and may use its print and electronic resources, computers and media equipment. The library is both a classroom and a public area. All library users are expected to behave accordingly. Books circulate for 3 weeks, and, although overdue fines are not assessed, users are responsible for all materials and equipment borrowed. Up to 3 books may be borrowed at a time. Students using the library during class time must be accompanied by a teacher or have a library pass from their teacher. Students with passes must sign in and out of the library.

LUNCHROOM RULES

Pick up your own litter.
Do not throw food.
Do not run.
Eat only in the Commons.
Students may not carry food through the halls to classrooms.

MEAL PRICES

Breakfast: \$1.50
Lunch: \$3.00

PHYSICAL EDUCATION

If any limitation is to be placed on participation in physical education, a doctor's written statement should be presented which clearly state the limitations is required. The statement will be made a part of the student's record.

PLAGIARISM/ CHEATING

The definition of plagiarism includes, but is not limited to, 1) "Borrowing someone's ideas, information, or language without documenting the source and/or 2) documenting the source but paraphrasing the source's language so closely without using quotation marks to indicate that words and phrases have been borrowed." (*Hacker, The Bedford Handbook for Writers*). Borrowed ideas must be in the student's own words and context with documentation. Plagiarism includes essays, research papers, projects, assignments, and test answers.

If a teacher determines that a student has intentionally plagiarized an essay or research paper, used the answers of another student on a test or assignment, or cheated on a test or assignment, that student will receive a 0 for the assignment. Parent contact will be made, and the infraction will be included in the student's discipline file. Any subsequent breach determined by the same or another instructor will result in a loss of credit in the course in which the second/subsequent infractions(s) occurs (NC if the student is passing the course; F if not passing at the

time of infraction). Violations are cumulative: an offense one year is a first offense; a subsequent offense the next year is a second offense.

Students who provide another student with test answers or permit the copying of his/her own work will be subject to the penalties as listed above.

POSTERS/ADVERTISEMENTS

All posters and other forms of advertising need prior approval of advisors before they can be put up. Posters can be placed only in approved areas. No flyers, advertisements, or other such material may be distributed on campus unless approved by an administrator.

Posters for non-school-related activities require approval from the SVSD Superintendent's Office

RESTROOMS

You may use the restroom before and after school, between class periods and at the beginning or end of the lunch period. You are expected to keep them clean. Do not loiter, smoke, write on the walls or damage the facilities in any way. If you are feeling ill, report to the attendance office. Do not remain in the restroom.

REPORT CARDS

Report cards are issued at the end of each quarter, or nine-week session. Letter grades are used to designate a pupil's progress.

STUDENT GOVERNMENT

The Mount Si High School Associated Student Body is composed of all students who have purchased a 2007-2008 Mount Si ASB card. The Student Senate, the ASB governmental body, is comprised of four student body officers, and interhigh representative, ASB committee chairpersons, all class officers, all club presidents, editor(s) of the yearbook, editor(s) of the newspaper, and elected first period representatives. Students are invited to become active in the Student Council. Copies of the Mount Si High School Associated Student Body Constitution may be obtained through the ASB advisor.

STUDENT IDENTIFICATION CARDS

In the interest of campus safety students are required to carry their Mount Si High School ID card with them at all times. School staff may ask students to present ID cards at anytime. Failure to do so will be considered insubordination and subject to disciplinary action. Student ID cards are used for admission to athletic contests, dances and for use of Snoqualmie Valley School District computers.

STUDENT RESPONSIBILITIES

Students have the responsibility to:

Pursue their course of studies.

Attend school daily and be on time to all classes.

Be aware of all school rules governing student behavior and to conduct themselves accordingly.

Express their opinions and ideas in a respectful manner as not to libel or slander others.

Dress in a manner that is not disruptive to the educational process nor threatens the health and safety of themselves or others.

Conduct themselves in a manner which will not disrupt their education.

Respect the rights of others and to exercise the highest degree of self-discipline in observing and adhering to established rules and regulations.

Follow established procedures in seeking changes in those policies, rules or regulations which affect them and with which they disagree.

Identify themselves upon request to any school district personnel or authorities in the school, on school grounds, at school-sponsored events or on school buses.

Comply with the requests of school employees in the performance of their duties.

STUDENT RIGHTS

Students have the right to:

- Expect the maintenance of high educational standards in a safe and sanitary building.
- A relevant education consistent with the stated district goals.
- Equal educational opportunity and freedom from discrimination in all phases of the educational process.
- See their cumulative academic folder at reasonable school hour times upon request.
- Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.
- Be free from unlawful interference in their pursuit of an education while in the custody of the Snoqualmie Valley School District.
- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- Expression and assembly consistent with the maintenance of an order and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, etc.
- Advise in the development of rules and regulations to which they are subject and to be instructed on rules and regulations as they relate to their rights and responsibilities.
- Use established channels to voice their opinions in the development of curriculum.
- Representation on advisory committees affecting students and student rights.
- Present petitions, complaints or grievances to school authorities and the right to prompt replies.
- Consult with teachers, counselors and administrators, and other school personnel at reasonable times.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization.

TELEPHONES

The telephones are placed in the main office for business purposes and should be used by pupils for emergencies only. Under no circumstance is a student to use a school telephone without permission from staff.

TRADITIONS/SPECIAL EVENTS

- Freshmen Lock-In:** Traditionally held the first Friday of the school year. It is sponsored by the ASB and allows incoming freshman students to spend time to meet fellow freshmen as well as upperclassmen and leaders of the school. It's a fun night to dance, eat, and to develop leadership skills, teamwork, and school spirit.
- Homecoming and Spirit Week:** Designed to promote school spirit and unity. Activities throughout the week of Homecoming include Hall Decorating, Royalty Assembly, Lunch Activities, Skits Assembly, Parade and Pep Rally, Crowning of Royalty, Homecoming Football Game and Homecoming Dance. (The Homecoming Dance is a semi-formal/formal dance. Guests 21 years of age and older may not attend Homecoming. Guests who are not students at MSHS must present guest passes obtained by MSHS student attending dance. Students must pay all fines before purchasing tickets for the dance.)
- Tolo:** A non-traditional dance sponsored by the junior class where the girls invite the guys. (Dress according to the Tolo theme. Guests 21 years of age and older may not attend Tolo. Guests who are not students at MSHS must present guest passes obtained by MSHS student attending dance. Students must pay all fines before purchasing tickets for the dance.)
- Prom:** Formal dance sponsored by the junior and senior classes. (Only Juniors and Seniors may attend or invited by a Junior or Senior. Guests 21 years of age and older may not attend Prom. Guests who are not students at MSHS must present guest passes obtained by MSHS student attending dance. Students must pay all fines before purchasing tickets for the dance.)
- Last Blast:** End of the year celebration sponsored by ASB where all students are provided a variety of activities including: car show, student/faculty softball game, yearbook signing, food, games, bands, etc.
- Senior Awards Night:** All senior awards and scholarships are presented at an evening assembly to which the public is invited.

TUTORING

Tutoring is available in the library Mondays through Thursdays. Teachers will be available on those days. Private tutoring may be arranged through the counselors or through the National Honor Society.

VANDALISM

Your cooperation will enable us to keep the building in its present condition. "Any pupil who shall cut, deface, or otherwise injure any school house, furniture, fence, or outbuilding thereof, or any books belonging to the district shall be liable for damages" (State Board of Education). Disrespect for or destruction of school property will result

in immediate disciplinary action. Payment for damages incurred will be expected.

VEHICLE OPERATION, REGISTRATION AND PARKING LOT

Failure to follow established rules may result in loss of driving privileges. Under no circumstances are you to drive on and off campus during the day without an early dismissal.

All vehicles parked on campus MUST have a paid parking permit. The parking registration fee is \$20 per semester, renewable in January. Parking spaces/permits are assigned by lottery in September and on a space-available basis after that; a waiting list is held by the Assistant Principal. You are not to park in a numbered spot that is not assigned to you, nor in other locations that are not designated student parking. All vehicles must have a vehicle registration card visible in the front windshield of the car, and parked in the assigned space while it is on campus.

All vehicles must be registered at the Main Office prior to parking anywhere on campus.

VISITORS/GUESTS

Student visitors/guests are permitted on campus only for educational purposes or in emergency situations. Students are discouraged from bringing their friends to Mount Si High School for social purposes. Student guests must have 3-day advance permission, including a note from the MSHS student's parent/guardian, a fully signed permission form, and administrative approval. The visitors/guests may not be from area high schools. No visitors will be allowed during the last week of any quarter or semester or during the month of June. All visitors are required to sign in at the main office upon arrival.

Visitors are required to wear the visitor identification badges provided to them by the main office upon registration.

VISITORS AT DANCES

If you wish to bring a guest to a school dance, you must have your guest pass completed before you purchase your dance tickets. Guest pass forms can be obtained in the Main Office. The guest must be accompanied by you and is subject to the high school rules while at the dance. The visitor must be 14 to 18 years of age and in high school. (Homecoming, Tolo and Prom visitors must be under 21 years of age and able to present a valid ID.) One guest per student is permitted.

WEAPONS

Possession or use of weapons, real or simulated, is prohibited at Mount Si. Items such as mace, pepper spray, toy guns and knives are examples of some kinds of weapons. Knives of any kind are not allowed at school. Violators are subject to expulsion. Possession of laser devices can result in suspension.

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school-provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis.

Feeling Depressed? Worried about a friend? Scared you may harm yourself?

In addition to Mount Si's counseling staff, the following crisis lines are available for teens who need immediate assistance.

Teenlink	1-888-431-8336	Monday-Friday 6-10 p.m.
Suicide Hotline	1-800-273-8225	
Crisisline	1-866-427-4747	

RECOMMENDED SANCTIONS FOR RULE VIOLATIONS

1. **Abusive Communication:** Obscene language, profanity, gestures, art work, etc.

1st Offense	Detention to LTS
2nd Offense	ISS to LTS
3rd Offense	STS to LTS

2. **Arson/False Alarm/Bomb Threat:** Fire on school property; activating the fire alarm without just cause; threats of violence against the school or its staff/students.

1st offense	LTS and possible Emergency Expulsion; Police intervention
2nd offense	LTS and Emergency Expulsion; Police intervention

3. **Assault/Threat of Assault:** Causing or threatening physical violence.

1st offense	STS to EE; Police intervention
2nd offense	LTS to EE; Police intervention

4. **Cheating/Plagiarism:** Conscious effort of trying to improve a grade through inappropriate methods.
(Violations are accumulative)

1st offense	Zero on assignment; Parent contact
2nd offense	Loss of credit in class

5. **Electronic Devices:** Cell phones, headphones and pagers, etc.

1st offense	Item confiscated for the day; Pick up from principal
2nd offense	Item confiscated and released to parent during conference; detention
3rd offense	Item confiscated and released to parent during conference; detention

6. **Dishonesty:** Lying, misrepresentation, or otherwise failing to truthfully represent oneself to a staff member

1st offense	Detention to STS
2nd offense	Detention to LTS
3rd offense	Monday school to LTS

7. **Disruptive Behavior:** Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.

1st offense	Detention to STS
2nd offense	ISS to LTS

8. **Dress Code Violations:**

1st offense	Removal from school program until clothing worn meets proper dress/clothing guidelines
2nd offense	Removal from school program until clothing worn meets proper dress/clothing guidelines; detention to ISS
3rd offense	Removal from school program until clothing worn meets proper dress/clothing guidelines; detention to STS

9. **Disrespectful Behavior:** Insolent, audacious or rude behavior to a staff member or student.

1st offense	Conference to STS
2nd offense	Detention to STS
3rd offense	ISS to STS
4th offense	STS to LTS

10. **Drugs/Alcohol/Paraphernalia, Discussions of:** Discussion (while on campus and not during an approved lesson activity) concerning the use or distribution of drugs/alcohol.

1st offense	Parent contact
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2nd offense Parent contact, Detention to ISS
3rd offense ISS to STS

11. **Drugs/Alcohol/Paraphernalia, Possession, or use:** Possession or use; possession or being under the influence of drugs/alcohol on school grounds or during school sponsored events; including prescription drugs beyond daily dose and over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm. (Violations are accumulated.)

1st offense LTS, assessment/program
2nd offense LTS, assessment/program
3rd offense LTS/Expulsion

12. **Drug/Alcohol, transfer or sale on school ground or during school sponsored events:** Transfer or sale on school grounds or during school sponsored events. Includes illegal drugs, controlled substances, and combinations or amounts of over-the-counter drugs that could be harmful.

1st offense EE/LTS
2nd offense Expulsion

13. **Extortion:** Attempting to obtain an item/information by the use of force or pressure

1st offense LTS; Police intervention; possible expulsion
2nd offense LTS & possible expulsion; Police intervention

14. **Failure to comply with or complete Detention:** Failure to attend or complete detention without prior approval of an administrator, except for a valid emergency.

1st offense Double consequence
2nd offense Friday school to ISS depending on the hours owed
3rd offense STS

15. **Fighting:** Attempting to, or actually causing physical damage to another person.

1st offense STS (up to 5 days) to LTS/possible expulsion
2nd offense STS to LTS
3rd offense LTS to Expulsion

16. **Forgery:** Falsification or misrepresentation, includes but not limited to written or misrepresentation on the phone.

1st offense Friday School to LTS
2nd offense STS to LTS
3rd offense STS to LTS

17. **Gang Related Behavior/Actions:** Committing a school infraction or criminal act as a group of three or more persons or displaying signals, signs, symbols, or wearing clothing that is associated with gang activities.

1st offense ISS to LTS; Police intervention
2nd offense STS to LTS; Expulsion; Police intervention
3rd offense LTS/Expulsion; Police intervention

18. **Harassment/Sexual:** Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, specific to an individual's gender.

1st offense Conflict mediation and/or ISS, STS, LTS, EE
2nd offense STS, LTS, EE
3rd offense STS, LTS, EE

19. **Harassment/Bullying (verbal, physical, visual), Intimidation, Disrespect:** Derogatory remarks, phrases, gestures, teasing, etc. which demeans the race, ethnic background, gender or individuality (e.g. character, sexual preference, physical appearance) of a person, or the touching of inappropriate body parts of others or self; Communicating a message in order to cause fear or anxiety in another person(s).

1st offense Conflict mediation and/or ISS, STS, LTS, EE
2nd offense ISS, STS, LTS, EE

3rd offense STS, LTS, EE

21. **Immediate Danger and Disruption:** If a student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process: that presence is not permitted.
- | | |
|-------------|--|
| 1st offense | EE, STS to LTS, or expulsion; Police contact |
| 2nd offense | EE, LTS or expulsion; Police contact |
22. **Interfering with an investigation:** Misrepresenting, falsely accusing, concealing evidence, or otherwise hindering an investigation of an infraction or crime on campus.
- | | |
|-------------|------------|
| 1st offense | ISS to STS |
| 2nd offense | STS |
| 3rd offense | STS to LTS |
23. **Instigating a fight:** Communication in a manner or taking some action to contribute to the likelihood of a fight developing.
- | | |
|-------------|--------------------|
| 1st offense | STS; LTS/expulsion |
| 2nd offense | STS; LTS/expulsion |
| 3rd offense | LTS; Expulsion |
24. **Lewd/Lascivious Behavior:** Behavior of a sexually licentious nature at school or at school sponsored events. Can include, but not limited to, public displays of affection.
- | | |
|-------------|----------------------|
| 1st offense | Detention or LTS |
| 2nd offense | Detention to LTS |
| 3rd offense | Friday School to LTS |
25. **Littering:** Leaving or disposing trash in a place on campus other than trash cans. (Appropriate recycling containers may be used for depositing recyclable items)
- | | |
|-------------|-----------------------------|
| 1st offense | Detention |
| 2nd offense | Detention and Monday school |
| 3rd offense | Community service |
26. **Negative community actions:** School authority and discipline may apply away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students.
- | | |
|-------------|--------------|
| 1st offense | EE/Expulsion |
|-------------|--------------|
27. **Off-Campus:** Leaving or attempting to leave campus at any time during school day without express prior permission.
- | | |
|-------------|---|
| 1st offense | 2 days ISS |
| 2nd offense | 2 days OSS; parent conference |
| 3rd offense | 5 days OSS; parent conference |
| 4th offense | 10 days OSS; parent conference and contract |
| 5th offense | LTS |
28. **Parking Violations:** Parking in unauthorized areas- fire lane, bus zones, staff, handicapped or visitor's spaces, curbs, etc. Permit not displayed. Parking on campus without authorization.
- | | |
|-------------|--|
| 1st offense | Warning to parking fine (\$15) |
| 2nd offense | Second fine (\$20); confiscation of pass |
| 3rd offense | Loss of parking privileges/towing |
29. **Possession of stolen goods:** Having goods in one's locker or on one's person that have been identified and reported as belonging to another person.
- | | |
|-------------|----------------------|
| 1st offense | STS to LTS/expulsion |
| 2nd offense | LTS/expulsion |
| 3rd offense | EE and LTS/expulsion |

30. **Smoking/Chewing Tobacco or Paraphernalia:** The possession of tobacco or a lit tobacco product, lighter, papers, smoke seen coming from the nose or mouth, throwing a burning cigarette away or tobacco in the mouth. (Violations are accumulative.)
- | | |
|-------------|---|
| 1st offense | 2 days OSS and 1 day ISS with completion of tape program |
| 2nd offense | 3 days OSS and 2 days ISS with completion of tape program |
| 3rd offense | Up to 30 days OSS |
31. **Speeding, reckless driving, misuse of vehicle:** Exceeding 10 mph on school grounds, exhibition of power, as well as other negligent/dangerous driving practices.
- | | |
|-------------|---|
| 1st offense | Suspension of parking privileges (1 week) to LTS or Expulsion |
|-------------|---|
32. **Tardiness:** Arriving to class up to 15 minutes late.
- | | |
|--------------|---|
| All Offenses | Each tardy will result in a loss of 1% of grade |
|--------------|---|
33. **Theft:** Taking property knowing it does not belong to you.
- | | |
|-------------|--|
| 1st offense | Restitution and STS; Police intervention; possible expulsion |
| 2nd offense | Restitution; LTS; Police intervention; possible expulsion |
| 3rd offense | LTS; possible expulsion; Police intervention |
34. **Truancy:** Not attending regularly scheduled classes.
- | | |
|-------------|---------------|
| 1st offense | Detention |
| 2nd offense | Detention |
| 3rd offense | Monday school |
| 4th offense | ISS |
| 5th offense | STS |
| 6th offense | LTS |
35. **Unauthorized Technology use, misuse of technology:** including computers, machinery, science equipment, and laser pens.
- | | |
|-------------|--|
| 1st offense | Detention to LTS; Restriction of technology privileges |
| 2nd offense | STS to LTS; Restriction of technology privileges |
| 3rd offense | LTS and possible expulsion |
36. **Vandalism:** Destruction or defacing of school or personal property.
- | | |
|-------------|--|
| 1st offense | STS to LTS; Restitution; Police intervention; possible expulsion |
| 2nd offense | LTS; restitution; Police intervention; possible expulsion |
| 3rd offense | LTS; restitution; Police intervention; possible expulsion |
37. **Weapons and Explosives:** Possession, threat to use or use of other dangerous weapons i.e. knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser device or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon.
- | | |
|-------------|--------------------------------|
| 1st offense | EE, Conference; Police contact |
|-------------|--------------------------------|
38. **Weapons Firearms, Possession of:** a firearm loaded or unloaded on any school grounds, school provided transportation, school facility or at any school sponsored activity. Possession, threat to use or use of a firearm.
- | | |
|-------------|---|
| 1st offense | EE, Permanent expulsion from SVSD, Conference, Police contact |
|-------------|---|
39. **Willful Disobedience:** Disregard or defiance of specific, lawful, and/or legitimate instruction of a staff member given to students individually or in a group.
- | | |
|-------------|------------------------------------|
| 1st offense | Detention to Suspension/ expulsion |
| 3rd offense | STS to LTS/ expulsion |

Accumulated Offenses: Students who accumulate infractions, even those of minor importance, may be subject to consequences including, but not limited to, Long Term Suspension, with loss of academic credit.

MLA BIBLIOGRAPHY GUIDELINES: PRINT, ELECTRONIC & OTHER RESOURCES, updated 21 May 2006

The Modern Language Association does not mount its citation guidelines on the internet. If you need guidance in citing a publication format not listed here, see the *MLA Handbook for Writers of Research Papers* located in the library's reference section, REF 808 Gib.

A generic format is provided in **bold** for each type of citation, followed by an example. Note that all citations are double spaced on the Works Cited page. If an entry runs over one line, subsequent lines are indented one tab.

PRINT RESOURCES

BOOKS

One author:

Last name, First name. **Title of Book**. Place of publication: Publisher, year of publication.
Jones, Royce. Anatomy of Criticism: Four Essays. Chicago: MacMillan, 1988.

Two authors:

Last name of 1st author, First name of 1st author, and First name of 2nd author Last name of 2nd author. **Title of Book**. Place of publication: Publisher, year of publication.
Neal, Sandra Ann, and Susan Gray. The Women of Florence. New Haven: Yale University Press, 1989.

More than two authors (et al. means "and others" in Latin):

Last name of 1st author, First name, et al. **Title of Book**. Place of publication: Publisher, year of publication.
Ottoman, James, et al. Exploring Architecture. New York: Bantam, 1998.

One editor, but no author:

Last name of editor, First name, ed. **Title of Book**. Place of publication: Publisher, year of publication.
Sanders, Ann, ed. Diary of a Friendship. Cambridge: Harvard University Press, 1994.

No author or editor, but new edition:

Title of Book. Edition. Place of publication: Publisher, year of publication.
Primary Reference Books. 2nd ed. New York: Bowker, 1995.

COLLECTIONS OR ANTHOLOGIES

A poem, short story, essay, or a chapter from a book that contains works by several authors:

Last name of poet, First name. "Title of Poem/Story/Essay/etc." **Title of Anthology or Collection**. Ed. Editor's name. Place of publication: Publisher, year of publication. Page/s.
Welty, Eudora. "At the Corner Store." American Poets. Ed. Gerald Levin. New York: Harcourt, 1995. 20-23.

A poem, short story, essay, or a chapter from a collection of works by one author:

Last name, First name. "Title of Poem/Story/Essay/Chapter." **Title of Collection**. Place of publication: Publisher, year of publication. Page/s.
Anson, Margaret. "My Mama." Poems. New York: Doubleday, 1989. 11-12.

ENCYCLOPEDIA ARTICLES

An encyclopedia article or entry with no author indicated:

"Title of article/entry." **Title of Encyclopedia**. Edition. Year of publication.
"The Dinner Party." Masterplots. 10th ed. 1976.

An encyclopedia article with an author:

Last name, First name. "Title of article/entry." **Title of Encyclopedia**. Edition. Year of publication.
McKay, Nellie Y. "Angelou, Maya." The World Book Encyclopedia. 2nd ed. 2006

MAGAZINE, JOURNAL AND NEWSPAPER ARTICLES

A magazine or journal article:

Last name, First name. "Title of Article." Title of Magazine/Journal. Date of issue: page/s.

Cain, William. "Big Business of the Nineties." Business Week. 16 Aug. 1998: 19-21.

A newspaper article:

Last name, First name. "Title of Article." Title of Newspaper Date of paper, edition: section page/s.

James, Noah. "The Book Everyone Loves to Hate." New York Times. 22 Jan. 1998, national ed.: C12.

ELECTRONIC RESOURCES

VIDEOTAPES, DVDS, SLIDESHOWS, FILMSTRIPS

With attributions:

Title of film. Director's name. Performers' names. Year of original film's release. Format. Name of distributor, year video/DVD/etc. produced.

Young Frankenstein. Dir. Mel Brooks. Perf. Gene Wilder, Peter Boyle, Marty Feldman, Cloris Leachman, Teri Garr, Kenneth Mars, and Madeline Kahn. 1974. DVD. Fox, 2004.

Without attributions:

Title of Film. Format. Name of Distributor, year video/DVD produced.

Elusive Giant: The Blue Whale. Videocassette. American Educational Services, 1997.

CD-ROMS

Article from a CD-ROM encyclopedia:

"Title of Article/Entry." Title of CD-Rom Encyclopedia. Format. Place of publication: Name of Publisher, year of production.

"Rhinceros." Multimedia Animals Encyclopedia. CD-ROM. Westchester PA: Applied Optical Media, 1994.

SUBSCRIPTION DATABASES

Article found through a library's subscription database (examples: ProQuest, eLibrary, Lexis/Nexus, etc.):

Last name of author, First name [see above "Books" for more than one author format]. "Title of Article." Title of original publication. Date of original publication: page number. Name of database. Name of subscriber to database, Place. Date article was accessed <URL>.

Demore, Kelley, and Charlotte Dunlap. "Compaq Targets the Internet." Computer Reseller News. 25 Sept. 1995: 307. ProQuest. Mount Si High School, Snoqualmie. 25 Jan. 1996 <<http://proquest.umi.com>>.

INTERNET SOURCES

A website with an author's name listed:

Last name of author, First name. Title of Website. Date of website. Date website was accessed <URL>.

Carroll, Robert Todd. The Skeptic's Dictionary: Witches. 21 Dec. 2004. 7 Mar. 2005 <<http://www.skepdic.com/witches.html>>.

An article from an online encyclopedia:

"Title of Article/Entry." Title of Online Encyclopedia. Date article was accessed <URL>.

"Zygotes." Britannica Online. 14 Mar. 1999 <<http://www.eb.com:180>>.

An internet website maintained by a professional organization:

Title of Website. Date of website. Name of organization sponsoring site. Date of access <URL>.

Einstein: Image and Impact. Aug. 1998. American Institute of Physics. 13 Mar. 1999 <<http://www.aip.org/history/einstein>>.

An article from an online magazine, newspaper, or journal:

Last name of author, First name. "Title of Article." Title of Online Publication. Date of publication. Date of access <URL>.

Sklaroff, Sara. "E-mail Nation." U. S. News Online. 22 Mar. 1999. 31 Mar. 1999 <<http://www2.USNews.com/usnews/issue/990322/22emai.htm>>.

An online government publication:

Name of Country. Name of government agency. Office responsible for publication. Title of Website. Title of linked resource. Date of website. Date of access <URL>.

United States. Center for Disease Control. National Center for Chronic Disease Prevention and Health Promotion. Diabetes Public Health. Resource: FAQ About Diabetes. 29 June 2000. 25 Feb. 2001 <<http://www.cdc.gov/diabetes/faqs.htm>>.

A personal web page:

Last name, First name. Home page. Date of website. Date of access <URL>.

Lawson, Anne. Home page. 1 Mar. 1998. 7 Mar. 2005 <<http://www.targert.net:8080/-alaw/index.html>>.

OTHER TYPES OF RESOURCES

INTERVIEWS

Last name of person interviewed, First name. Position/relation of person. Personal interview. Date of interview.

Mason, Robert. President, Commercial Bank. Personal interview. 26 Jan. 1999.

MUSICAL COMPOSITIONS

Last name of composer, First name. Title of piece, form, number, or key.

Berlioz, Hector. Symphonie fantastique, op. 14.

PAINTINGS, SCULPTURES OR PHOTOGRAPHS

Last name of artist, First name. Title of Work of Art. Year work was created. Owner of work, place of owner.

Evans, Walker. Penny Picture Display. 1936. Museum of Modern Art, New York.

COMIC STRIPS

Last name of cartoonist, First name. "Title of Comic Strip." Comic strip. Title of Newspaper/Magazine [Place of publication] Date of publication: page/s.

Trudeau, Garry. "Doonesbury." Comic strip. Star-Ledger [Newark] 4 May 2002: 26.

updated 5/21/06
Mount Si High School
Snoqualmie WA