



# Mount Si High School

8651 Meadowbrook Way SE

Snoqualmie WA 98065

425-831-8100

[www.mountsihighschool.com](http://www.mountsihighschool.com)

[www.svsd410.org](http://www.svsd410.org)

**RANDY TAYLOR**

Principal

**GREG HART**

Associate Principal, Athletic Director

**BETH CASTLE**

Assistant Principal, Activity Coordinator

**CINDY WILSON**

Dean of Students, Assistant Principal

*This hall pass and planner belongs to:*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

## PHILOSOPHY OF MOUNT SI HIGH SCHOOL

It is the mission of the Mount Si High School educational community 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.

We believe that all students can learn. We recognize that learning is accomplished through a variety of learning experiences fostered by a diverse and integrated curriculum. It is the relationship of parents, students, teachers, and community—in a partnership of teaching and learning—that provides a high quality educational experience for each student. Mount Si High School strives to cultivate and provide all students with a stimulating, challenging, and nurturing school environment.

### ASB OFFICERS 2008-2009

President: Zac Pearlstein  
Vice President: Brooks Malberg  
Secretary: Megan Past  
Treasurer: Marley Robbins  
Interhigh Rep: Taylor Mermel  
Executive Assistant: Trey Botten  
Advisor: Charlie Kinnune

### 2008-2009 ASB COMMITTEE CHAIRS

Homecoming & Assemblies: Emily Beekman, Robyn Schirmer  
Student Activities: Karly Thompson  
Community Relations: Brielle Buhner, Sam Jocelyn  
Student Relations: Meghan Travis  
Student/Staff Recognition: Tricia Prewitt  
Campus Improvement & Foodball: Molly Meyers  
Publicity / Communications: Shayne Allen, Zach Pearlstein, Brooks Malberg  
Spirit/ History: Brett Duncan, Patrick McEldowney

### CLASS BOARDS OF DIRECTORS

#### Senior Class of 2010

Kelly Besmer  
Trey Botten  
Alex Rudd  
Anna Sprouse  
Bailey Woodruff  
Advisors: Jessica Easthope  
Elaine Maimon

#### Junior Class of 2011

Shayne Allen  
Advisors: TBD

#### Sophomore Class of 2012

Tina Eck  
Morgan McCulley  
Advisors: Kevin Knowles  
Linda Wickswat

#### Freshman Class of 2013

To Be Elected  
Advisors: Kim Sales  
Toni Canady  
Karen Howland

### 2009-2010 CHEERLEADERS

#### Red Squad

Jovonne Benedict  
Suzye Carroll  
Devon Clemens  
Katrina Cranford  
Allyson Evers  
Melanie Jenckes  
Taylor Mermel  
Stephanie Milks  
Jerrica Navarre  
Lindsey Theda  
Melissa Thomson  
Chloe Villanueva

#### Silver Squad

Katy Black  
Marissa Busby  
Taylor Davis  
Megan Ferkovich  
Meg Krivanec  
Kelsey Larson  
Natasha Montgomery  
Dana Pecora  
Breanne Radosevich  
Becky Rodriguez  
Cassady Weldon  
Mackenzie 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/Mrs. Seydell
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. Nelson
Conflict Resolution.....	Mr. 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 Appeals.....	Mr. 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 Insurance.....	Mrs. Meyers
ASB Activity Purchase Orders Signed.....	Mrs. Keri Wheeler
Assemblies/Dances, School Events, Scheduling.....	Mrs. Castle
School Calendar, Facilities Scheduling, Dance Guest Passes.....	Mrs. Meyers
Athletics, Athletic Scheduling, Use of School Facilities.....	Mr. Hart
Fundraising Applications/Information and Event Scheduling.....	Mrs. Castle
Buses and Transportation.....	Mrs. 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 Room.....	Attendance Office
Reduced Price Lunch Applications.....	Mrs. Keri Wheeler/Ms. Deb Baker-Jagla
Lockers.....	Attendance Office

### ***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 that 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	

## ASSEMBLIES

Assemblies are used to promote school spirit; provide alternative educational and enrichment experiences; and teach and promote respectful and appropriate audience behavior. Everyone attending an assembly is expected to be courteous and respectful in their behavior.

## ASB CARDS

The sale of ASB cards supports student activities and provides numerous benefits for individual students. Students with an ASB card receive free admission to all Mount Si home team athletic events and reduced admission to some other school activities where a fee is charged (e.g. school plays and some dances). All students are encouraged to buy an ASB card. The cards are mandatory for students participating in any school sport, club, or organization. The cards are non-transferable and may not be loaned to another student. Students who loan their ASB card to others forfeit their ASB privileges. The ASB card fee is \$45 and may be purchased at the Finance Window. The fee is non-refundable. Students who withdraw from Mount Si High School are 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 pass all scheduled subjects and maintain a 2.0 GPA during the semester immediately preceding that sport's season. These grade standards must be maintained during the sport's season. 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, parents and/or guardians, the principal is authorized to exercise discretionary judgment about participation.

**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 day. Exceptions would include schools hours affected by travel time needed to arrive at an away game. 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:** Student athletes may not be with others who are or themselves be under the influence of or in the possession of tobacco, drugs, and/or alcohol. These guidelines apply both in and out of season once a student becomes involved with athletics at Mount Si High School.

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

## ATTENDANCE POLICY & PROCEDURES

**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/staff to get a pass from the appropriate teacher/staff to excuse their tardiness. Students are tardy when they are not in the classroom when the bell rings to start a given period. A student who misses 15 minutes or more 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 have the opportunity to make up a tardy and regain the lost points by spending one half hour before or after school within one week of the tardy. 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. Make-up work is allowed for excused absences.

**Students with 12 or more excused and/or unexcused absences in a semester 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 excused absences in 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 slip 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:** A note is the preferred way to let the school know about planned absences. Planned absences are excused absences and count toward the 11 absence limit per semester.

**Home Studies:** A Home Study may be requested when a student will be out of school for 3 or more days due to illness or accident. Students must complete make-up work as required by teachers.

**Suspensions:** Absences due to in-school suspension or out-of-school suspension are considered excused and make-up work is allowed.

**Make-Up Work:** Students have an opportunity to get assignments during any excused absence. Assignments may be obtained during an absence by contacting the attendance office. Students are ultimately responsible to make sure they have obtained and completed all missed work. Students should check your teachers' course syllabi for detailed information regarding their make-up work policies. 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. Following a suspension, students will have two days to complete make-up work for any class or as arranged with the teachers.

Please be advised that the only informational absences are for school-related activities, (e.g. field trips, ASB meetings). 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. 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 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 faculty/staff member immediately.

### **CLOSED CAMPUS**

Mount Si is a closed campus. Once you arrive at school, you are to remain at school in designated areas until you leave campus to go home after school. Students may leave campus during the school day only if they have written permission from a parent/guardian or administrator and check out through the attendance office. Under no circumstances are students to drive on and off campus during lunch or breaks. Lunch passes are granted only if your primary custodial residence is within three blocks of school; you have written permission from a parent/guardian; and you have approval from an administrator.

If you leave campus without permission once you have arrived for the school day, you are still subject to all school rules. Violation of school rules while off campus without permission will result in the same discipline consequences as if they occurred on campus. Those consequences will be in addition to the consequences for leaving without permission.

### **CLUBS AND ADVISORS**

Amnesty International: Bill Dillon  
Art Club: Bryce Meserve  
Band: Adam Rupert  
Cheerleaders: Jessii Stevens  
Chess/Cube Club: Tracy Petroske  
Choir: Kim Snavelly  
Culinary Arts Club: Laura Tarp  
Debate: Diana Young-Blanchard  
DECA: Elaine-Marie Berg  
Drama: Kim Snavelly  
FFA: Nick Kurka  
Firm In Faith: Ryan Hill  
French Club: Sally Chambers  
Green Club: Andrew Rapin  
German Club: Edina Kecse-Nagy  
GSA: Eric Goldhammer  
Honor Society: Bill Dillon

International Club: Sudeshna Sen  
Japanese Club: Sudeshna Sen  
Key Club: Joe Dockery  
Knowledge Bowl: Gene Clegg  
Natural Helpers: Joe Galagan  
Newspaper (Cat Tales): Susan Holihan  
Photo Club: James Gibowski  
Spanish Club: Maria Scott  
Sports Medicine: Robin Backstrom  
Ski Club: TBD  
Skills USA: Jim Adams  
Student Conservative Club: Leann Stewart  
Video Game Club: David Ramseyer  
Wildcat Television: Joe Dockery  
Wildcat Production Club: Thomas Tilton  
Yearbook (Tenas Coma): Susan Holihan

## COMPUTER USE

Mount Si has three computer labs for general class use. 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. The police will be given full information in all cases of suspected or verified sale of controlled substances. Offenses related to the sale of drugs of alcohol will be carried over from year to year.

**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 who are in a group of students one or more of whom is in possession of tobacco products or one or more of whom is using tobacco products, are also violating the tobacco use policy. Students found in violation of this policy will be subject to the sanctions found on pg. 15, #29.

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. You may contact the Counseling Center for more information.

## 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 students may feel they would like to discuss with the counselor.

## DISCIPLINE

We believe that an orderly atmosphere of mutual respect is critical to a successful learning environment. Teachers, administrators and staff will not tolerate any behavior that physically interferes with or is detrimental to the orderly operation of school and/or school-sponsored activities, or any other aspect of the educational process. The school has the jurisdiction and authority to discipline students based on student conduct while going to and from school, at school, at bus stops, on buses, and at any school-sponsored activities. The school also has jurisdiction to discipline students for 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 Recommended Sanctions for Rule Violations.

## **Detentions**

Detention is a disciplinary option for school violations ranging from attendance problems to disruptive behavior. There are two types of detention: After-school detention on designated days and Friday School on Fridays. For after school detention, students report to a designated location immediately after school and assist with building cleanup duties or work silently on homework for one hour. Failure to fulfill the requirements of after school detention could result in the assignment of additional hours of detention or the requirement to attend Friday School. Friday school is held from 12:30 p.m. – 3:30 p.m. If the problem continues students may be given a suspension.

## **Suspensions**

**In-School Suspensions (ISS)** is a discipline option that provides greater control and more guidance for a student whose disruptive behavior forces their temporary removal from the classroom. ISS takes place in a supervised quiet study area.

**Out-of-School Suspensions (OSS)** are reserved for more serious and/or repeated rule violations. During an OSS the student is denied entry to school property and school events. A short term suspension (STS) is up to 10 days; a long term suspension (LTS) may be 11 or more days.

## **Expulsion**

In more extreme situations that involve safety issues and/or illegal activities, students may be expelled for an indefinite period of time. The student is denied entry to school property and school events. 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 has been expelled or suspended for the semester may lose all credits for that specific grading period.

## **DRESS CODE**

In order to maintain an appropriate academic environment, students' clothing must not be offensive, distract others from the learning, or endanger the health and safety of others. Current fashion trends will not serve as the guideline for acceptable attire in the educational setting. Students are expected to dress appropriately and modestly.

- Excessive exposure of skin is inappropriate. There should be no exposed cleavage. (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. (e.g. hats and hoods)

## **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.

## **eFOLIO**

The eFOLIO system is used at Mount Si High School as a tool to store electronic versions of class projects that will help you show, in a culminating project and presentation during your senior year, that you have mastered the basic skills of subjects you studied in high school. You should work hard to gather high quality work samples in your eFOLIO throughout your high school years, grades 9-12. During your senior year, you will select your three strongest competencies, write an expository reflection showing what you have learned, then make a presentation of your culminating project. This culminating project is a Washington State graduation requirement. You can obtain a brochure further explaining how to use the eFOLIO system from the Library or make arrangements to see the eFOLIO manager, Ms. Lucking.

## **ELECTRONIC DEVICES**

Students are encouraged to keep in mind that expensive electronic devices (e.g. pagers, cell phones, iPods, cameras, lap top computers, electronic games, laser pointers, etc.) are at risk for theft. **Students who choose to bring such devices to school do so at their own risk.** Inappropriate use of electronic devices during the school day may result in their confiscation and/or disciplinary action.

**Music** (iPods, MP3 and CD players) may be used before school, during passing periods, during lunch, and after school only.

**Cell phones** may be used outside the buildings before school, during lunch, and after school. They must be turned off and stored out of sight at all other times.

**Camera and Recording restrictions:** Students are prohibited from using cameras to document, instigate, or support undesirable behaviors; especially fighting. Students who use cameras for those purposes will receive the same disciplinary punishment as the students engaging in the undesirable behavior. No recordings (video or audio) or images of prohibited activities or inappropriate content may be shown at school. Students should obtain permission from individuals before making recordings or taking pictures including them. Teacher permission is required for use of any camera or recording device in the classroom.

## **FEES AND FINES**

**ASB Card:** \$45

**Athletic Participation Fee:** TBD

**Technology Fee:** \$10 All students are required to pay a technology fee before receiving access to school computers.

**Parking Fee:** \$30 per semester (Juniors and Seniors only)

**Yearbook:** \$62

**P.E. Locks:** \$5 Students buy a lock to use during their entire high school career.

Note: Individual course fees will be communicated to students through the teacher, the course syllabus and the course catalog. Students can pay course fees at the finance window.

All student fees and fines must be paid during the school year in which they are incurred. Students may not participate in any school activity until all fines from previous years have been paid. This includes participating in school-sponsored athletics and purchasing tickets for school-sponsored dances. Books reported lost cannot be returned for credit against a fine beyond the school year in which they were checked out. Parents will be notified of past-due fines. The district is required to make every effort to collect delinquent fees and fines. Consequently, fees and fines that remain unpaid after the end of the school year may be turned over to an attorney and/or collection agency.

Seniors must have all fines/fees paid one week before graduation. Seniors with unpaid fees/fines will not be allowed to participate in the graduation ceremony.

## **FIGHTING / INSTIGATING A FIGHT**

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

## **FOOD SERVICES**

MSHS provides breakfast from 7:00 to 7:40 and lunch is served during three shifts. Breakfast is \$1.90 and the basic meal price is \$3.50. Students may pay into a lunch account. Students must enter their student ID number whether paying with cash or charging. No charges may be made that will cause a negative balance.

### **Lunch Rules**

Eating should be confined to the Commons and designated hallways.

Do not throw food.

Students are expected to pick up their own trays and/or litter following lunch.

Place trash and recyclable items in the proper receptacles.

## **GRADUATION REQUIREMENTS**

For graduation requirements see your assigned counselor for an updated list of requirements.

## **HALL RULES**

Any student in the hall during class times must carry their planner, signed or initialed by their teacher. The student planner serves as a hall pass.

Respect the rights of teachers and students who are in their classrooms by moving quietly through the halls once class starts.

## HARASSMENT

To guarantee a physically and emotionally safe, non-threatening school environment, Mount Si has a zero-tolerance policy for harassment, fighting, and cyber bullying. 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

Humor can be a powerful and effective tool for communication. Dignity and respect for self and others should be your guide when using humor.

In personal interactions avoid teasing in hurtful ways. At times, teasing that is intended to be good-humored may be perceived or interpreted as hurtful. It is every student’s responsibility to make sure they are not inciting, encouraging, or participating in hurtful teasing. When using humor for performance it is important to review your performance’s characters, props, and dialogue to make sure they do not perpetuate hurtful stereotypes regarding race, ethnicity, gender, age, religion, sexual orientation, disability, socioeconomic condition, etc. Use the Pyramid of Humor to help you evaluate the appropriateness of the humor you plan to use. It is the performers’ responsibility to use humor in ways that inform, provide insight and entertain without being offensive.

### Pre-Performance Humor Checklist

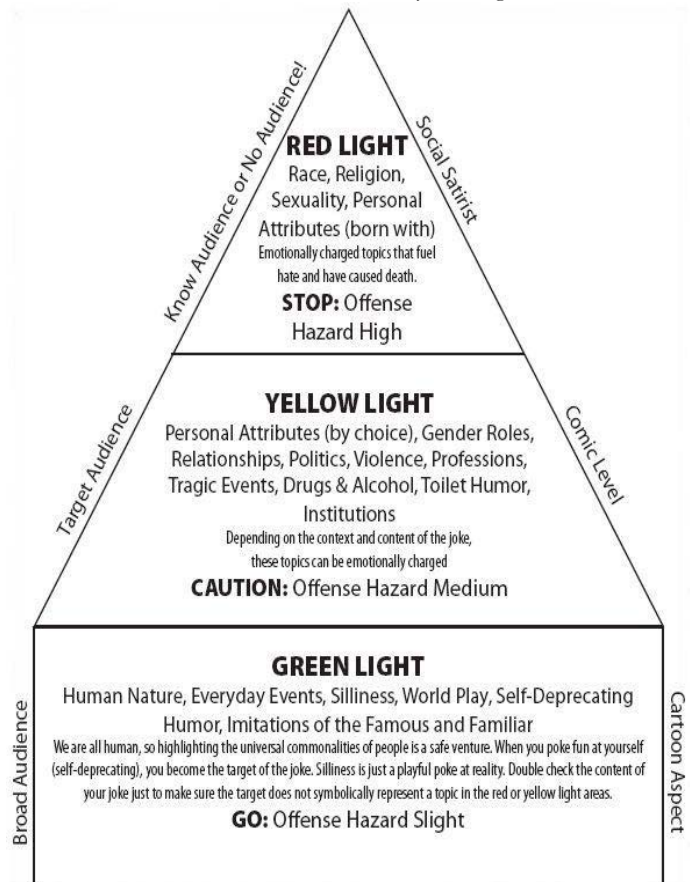
- Identify the actual or symbolic targets (“the butts”) of your jokes. Are these truly things to laugh at in your setting?
- What are the ratings of your jokes? (G, PG, PG-13, R, NC-17)
- Is the rating appropriate for the setting and audience?

## 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. Closure or delayed starting time announcements apply to one day only and will be announced on local TV and Radio stations; on the Internet at schoolreport.org; or you may call 425 831-8494. All activities in school buildings are canceled or postponed when school is closed. When it is necessary to start school two hours late, school buses will also run two hours late.



## **INJURIES**

All injuries should be reported to the Main Office and an accident report completed. A parent/guardian will be notified if an injury reported during school hours requires further medical attention. The school will call 911 if the student requires immediate medical attention.

## **LIBRARY**

The library is open only during regular hours. 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. 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.

Up to 3 books may be borrowed at a time. Books circulate for 3 weeks. No overdue fines are assessed. However, users are responsible for all materials and equipment borrowed. If materials and equipment are damaged or not returned, the student will be charged a replacement fee.

## **PHYSICAL EDUCATION**

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

## **PLAGIARISM/ CHEATING**

Plagiarism and cheating are forms of academic dishonesty. A student should respect a teacher's expectation that all work done is original. In determining what is meant by original, the following definition is provided as a guideline:

*Plagiarism, cheating, copying and/ or forging or using all or part of another person's work, answers, or name as your own without getting permission and without giving the person full credit for his/ her work, answers or name. Additionally, cheating includes giving answers to others and using outside information of any kind for an assessment.*

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 for school related activities need prior approval of the Activity Coordinator before they can be put up. Posters can only be placed in approved areas. No flyers, advertisements, or other such materials may be distributed on campus unless approved by the Activity Coordinator.

Posters, flyers, advertisements, or other material 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 student's progress.

## **STUDENT GOVERNMENT**

The Mount Si High School Associated Student Body (ASB) is composed of all students who have purchased a Mount Si ASB card. The Student Senate, the ASB governmental body, is comprised of four student body officers, an interhigh representative, ASB committee chairpersons, each class' board of directors, 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 government. Copies of the MSHS ASB 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 to the best of their abilities.

Attend school daily and be on time to all classes.

Be aware of and obey all school rules governing student behavior.

Respect the rights of others and themselves by conducting themselves in a manner that will not disrupt the education process.

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

Follow established procedures in seeking changes in policies, rules or regulations which affect them.

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

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 bias and prejudice in all phases of the educational process.

See their cumulative academic folder upon request during reasonable school hours.

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.

Be secure in their persons, papers and effects against unreasonable searches and seizures.

Choose whether to stand and say the Pledge of Allegiance, or remain seated and silent during the Pledge.

Expression and assembly consistent with the maintenance of an efficient educational process and the limitations imposed by laws governing obscenity, libel, slander, etc.

Be instructed on rules and regulations as they relate to their rights and responsibilities.

Advise in the development of rules and regulations to which they are subject.

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.

Abstain from participating in an educational process that, in their judgment, constitutes an invasion of privacy, or an abridgement, of their social or religious belief.

The right to study controversial issues which have political, economic, or social significance.

Access to all information freely available in the school.

## **TELEPHONES**

The telephones are placed in the main office for business purposes and should be used by students 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 in September. It is sponsored by the ASB and allows incoming freshman students to spend time meeting fellow freshmen as well as student and administrative leaders of the school. It's a fun night to dance; eat; and develop 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; Crowning of Royalty, Homecoming Football Game and Homecoming Dance. The Homecoming Dance is a semi-formal/formal dance. Students must pay any outstanding 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. Students must pay any outstanding fines before purchasing tickets for the dance.

**Prom:** A formal dance sponsored by the senior classes. Only seniors and their invited guests may attend. Students must pay any outstanding fines before purchasing tickets for the dance.

**Wildcat Blast:** End of the year celebration sponsored by ASB featuring 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.

**Dancing Guidelines:** The dance guidelines include:

- All dancers need to face their partner
- No bump and grind
- No freak dancing or “dirty dancing”
- No moshing or slam dancing

**Guests at Dances:** A guest pass must be completed before purchasing dance tickets if you want to bring a guest who is not a student at MSHS to Homecoming, Tolo or Prom. Guest pass forms can be obtained in the Main Office. Visitors must be at least high school age and under 21 years of age. The visitor must be able to present a valid ID. The guest must be accompanied by you and is subject to the high school rules while at the dance. One guest per student is permitted. For all other dances no visitors are allowed from outside MSHS.

## **TUTORING**

Teachers will post the times and opportunities for tutoring. Private tutoring may be arranged through the counseling office.

## **TRANSPORTATION**

You can find specific information about bus routes, schedules, and emergency routes on the district website ([www.svsd410.org](http://www.svsd410.org)). You can contact the transportation department directly at 425-831-8020. The best way to get up to date information about changes due to weather or other emergency situation is to check the district website or call the 24-hour hotline 425 831-8494. Decisions are usually made by 5:00 a.m. Limited transportation is announced by areas. You can find out your area by checking on the district website.

## **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**

All vehicles must be registered at the Main Office prior to parking anywhere on campus. All student vehicles parked on campus MUST have a paid parking permit visible through the front windshield of the car. The parking permit fee is \$30 per semester and permits are available in September and renewable in January. Failure to follow established rules will result in a \$20 fine and repeated violations may result in the loss of driving privileges. Under no circumstances are you to drive on and off campus during the day without an early dismissal.

## **VISITORS/GUESTS**

Students are discouraged from bringing friends to Mount Si High School for social purposes. Visitors are permitted on campus only for educational purposes or in emergency situations. The following are required at least three days prior to a visit:

- A fully signed permission form from the administration and teachers
- A note from the MSHS student’s parent/guardian

No visitors will be allowed during the last week of any quarter or semester or during the month of June.

## **WEAPONS**

Possession or use of weapons, real or simulated, is prohibited at Mount Si High School. 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.

## 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 Expulsion; Police intervention
  - 2nd offense LTS to Expulsion; 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 Friday school to LTS
7. **Disruptive Behavior:** Behavior that 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
  - 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 Expulsion/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 Police intervention; possible expulsion
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, Expulsion
- 2nd offense STS, LTS, Expulsion
- 3rd offense STS, LTS, Expulsion
19. **Harassment/Bullying (verbal, physical, visual, cyber), 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, Expulsion
- 2nd offense ISS, STS, LTS, Expulsion
- 3rd offense STS, LTS, Expulsion
20. **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 Expulsion, STS to LTS, or Expulsion; Police contact
- 2nd offense Expulsion, LTS or Expulsion; Police contact
21. **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
22. **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
23. **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 Friday school
- 3rd offense Community service
24. **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 Expulsion
25. **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 STS; parent conference
- 3rd offense 5 days STS; parent conference
- 4th offense 10 days LTS; parent conference and contract
- 5th offense LTS

26. **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
27. **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      Expulsion and LTS
28. **Public Display of Affection:** Behavior between a couple (e.g. kissing, lengthy hugging) that should be conducted in private, not at school.
  - 1st offense      Detention to STS
  - 2nd offense      Detention to STS
  - 3rd offense      STS - LTS
29. **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 STS and 1 day ISS with completion of tape program
  - 2nd offense      3 days STS and 2 days ISS with completion of tape program
  - 3rd offense      Up to 30 days LTS
30. **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
31. **Tardiness:** Arriving to class up to 15 minutes late.
  - All Offenses    Each tardy will result in a loss of 1% of grade
32. **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
33. **Truancy:** Not attending regularly scheduled classes.
  - 1st offense      Detention
  - 2nd offense      Detention
  - 3rd offense      Friday school
  - 4th offense      ISS
  - 5th offense      STS
  - 6th offense      LTS
34. **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
35. **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
36. **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      Expulsion, Conference; Police contact
37. **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      Expulsion, Permanent expulsion from SVSD, Conference, Police contact
38. **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
  - 2nd 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.

# BELL SCHEDULES

## Schedule 1: Regular (Mon. – Thur.)

Period 0	6:30 – 7:25
Break	7:25 – 7:35
Period 1	7:40 – 8:35
Period 2	8:40 – 9:40
Period 3	9:45 – 10:40
Period 4	10:45 – 12:15
1 <sup>st</sup> Lunch	10:40 – 11:10
2 <sup>nd</sup> Lunch	11:15 – 11:45
3 <sup>rd</sup> Lunch	11:45 – 12:15
Period 5	12:20 – 1:15
Period 6	1:20 – 2:18

## Schedule 2: Early Release Friday

Period 0	6:30 – 7:25
Break	7:25 – 7:35
Period 1	7:40 – 8:15
Period 2	8:20 – 9:00
Period 3	9:05 – 9:40
Period 4	9:45 – 10:20
Period 5	10:25 -11:35
1 <sup>st</sup> Lunch	10:20 – 10:50
2 <sup>nd</sup> Lunch	11:05 – 11:35
Period 6	11:40 – 12:18

## Schedule 3: One Hour Late (M-Th)

Period 0	7:30 – 8:25
Break	8:25 – 8:35
Period 1	9:30 – 10:20
Period 2	10:25 – 11:10
Period 3	11:15 – 12:40
1 <sup>st</sup> Lunch	11:10 – 11:40
2 <sup>nd</sup> Lunch	11:40 – 12:10
3 <sup>rd</sup> Lunch	12:10 – 12:40
Period 5	12:45 – 1:30
Period 6	1:35 – 2:18

## Schedule 4: Two Hours Late (M-Th)

Period 0	8:30 – 9:25
Break	9:25 – 9:35
Period 1	9:40 – 10:10
Period 2	10:15 – 10:50
Period 3	10:55 – 11:25
Period 4	11:30 – 12:55
1 <sup>st</sup> Lunch	11:25 – 11:55
2 <sup>nd</sup> Lunch	11:55 – 12:25
3 <sup>rd</sup> Lunch	12:25 – 12:55
Period 5	1:00 – 1:35
Period 6	1:40 – 2:18

## Schedule 5: AM Long Assembly

Period 0	6:30 – 7:25
Break	7:25 – 7:35
Period 1	7:40 – 8:25
<b>Assembly</b>	<b>8:30 – 9:20</b>
Period 2	9:25 – 10:15
Period 3	10:20 – 11:05
Period 4	11:10 – 12:35
1 <sup>st</sup> Lunch	11:05 – 11:35
2 <sup>nd</sup> Lunch	11:35 – 12:05
3 <sup>rd</sup> Lunch	12:05 – 12:35
Period 5	12:40 – 1:25
Period 6	1:30 – 2:18

## Schedule 6: PM Assembly

Period 0	6:30 – 7:25
Break	7:25 – 7:35
Period 1	7:40 – 8:30
Period 2	8:35 – 9:30
Period 3	9:35 – 10:25
Period 4	10:30 – 11:55
1 <sup>st</sup> Lunch	10:25 – 10:55
2 <sup>nd</sup> Lunch	10:55 – 11:25
3 <sup>rd</sup> Lunch	11:25 – 11:55
Period 5	12:00 – 12:50
Period 6	12:55 – 1:45
<b>Assembly</b>	<b>1:50 – 2:18</b>

## Schedule 7: One Hour Late (Friday)

Period 0	7:30 – 8:25
Break	8:25 – 8:35
Period 1	8:40 – 9:10
Period 2	9:15 – 9:45
Period 3	9:50 – 10:15
Period 4	10:20 – 10:45
Period 5	10:50 – 11:45
1 <sup>st</sup> Lunch	10:45 – 11:15
2 <sup>nd</sup> Lunch	11:15 – 11:45
Period 6	11:50 – 12:18

## MLA BIBLIOGRAPHY GUIDELINES: PRINT, ELECTRONIC & OTHER RESOURCES

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,

*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.**

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

### SUBSCRIPTIONS 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:*

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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>>.

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**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.

### **COMICSTRIPS**

**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.

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