



## Regular Schedule

<u>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</u>			<u>6<sup>th</sup> Grade</u>		
8:05-8:32	Team Room	25 m	8:05-8:32	Team Room	25 m
8:34-9:19	1 <sup>st</sup> Pd.	43 m	8:34-9:19	1 <sup>st</sup> Pd.	43 m
9:23-10:06	2 <sup>nd</sup> Pd.	43 m	9:23-10:06	2 <sup>nd</sup> Pd.	43 m
10:10-10:53	3 <sup>rd</sup> Pd.	43 m	10:10-10:53	3 <sup>rd</sup> Pd.	43 m
10:57-11:40	4 <sup>th</sup> Pd.	43 m			
11:40-12:10	5A Lunch	30 m	10:57-11:27	Lunch	30 m
11:44-12:28	5A Class	44 m			
12:28-12:58	5B Lunch	30 m	11:32-12:12	4 <sup>th</sup> Pd.	40 m
12:15-12:59	5B Class	44 m	12:15-12:59	5 <sup>th</sup> Pd.	44 m
1:03-1:46	6 <sup>th</sup> Pd.	43 m	1:03-1:46	6 <sup>th</sup> Pd.	43 m
1:50-2:33	7 <sup>th</sup> Pd.	43 m	1:50-2:33	7 <sup>th</sup> Pd.	43 m
2:37-3:20	8 <sup>th</sup> Pd.	43 m	2:37-3:20	8 <sup>th</sup> Pd.	43 m

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## One-Hour Delay Schedule

<u>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</u>			<u>6<sup>th</sup> Grade</u>		
9:10-9:49	1 <sup>st</sup> Pd.	39 m	9:10-9:49	1 <sup>st</sup> Pd.	39 m
9:53-10:32	2 <sup>nd</sup> Pd.	39 m	9:53-10:32	2 <sup>nd</sup> Pd.	39 m
10:36-11:15	3 <sup>rd</sup> Pd.	39 m	10:36-11:15	3 <sup>rd</sup> Pd.	39 m
11:19-11:58	4 <sup>th</sup> Pd.	39 m			
11:58-12:28	5A Lunch	30 m	11:15-11:45	Lunch	30 m
12:02-12:39	5A Class	37 m			
12:39-1:09	5B Lunch	30 m	11:49-12:27	4 <sup>th</sup> Pd.	38 m
12:33-1:10	5B Class	37 m	12:31-1:10	5 <sup>th</sup> Pd.	39 m
1:14-1:53	6 <sup>th</sup> Pd.	39 m	1:14-1:53	6 <sup>th</sup> Pd.	39 m
1:57-2:36	7 <sup>th</sup> Pd.	39 m	1:57-2:36	7 <sup>th</sup> Pd.	39 m
2:40-3:20	8 <sup>th</sup> Pd.	40 m	2:40-3:20	8 <sup>th</sup> Pd.	40 m

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## Two-Hour Delay Schedule

<u>7<sup>th</sup> &amp; 8<sup>th</sup> Grade</u>			<u>6<sup>th</sup> Grade</u>		
10:10-10:44	1 <sup>st</sup> Pd.	34 m	10:10-10:44	1 <sup>st</sup> Pd.	34 m
10:48-11:19	2 <sup>nd</sup> Pd.	31 m	10:48-11:19	2 <sup>nd</sup> Pd.	31 m
11:23-11:54	3 <sup>rd</sup> Pd.	31 m			
11:54-12:24	5A Lunch	30 m	11:19-11:49	Lunch	30 m
11:58-12:29	5A Class	31 m			
12:29-12:59	5B Lunch	30 m	11:54-12:25	3 <sup>rd</sup> Pd.	31 m
12:29-1:00	5B Class	31 m	12:29-1:00	4 <sup>th</sup> Pd.	31 m
1:04-1:35	4 <sup>th</sup> Pd.	31 m	1:04-1:35	5 <sup>th</sup> Pd.	31 m
1:39-2:10	6 <sup>th</sup> Pd.	31 m	1:39-2:10	6 <sup>th</sup> Pd.	31 m
2:14-2:45	7 <sup>th</sup> Pd.	31 m	2:14-2:45	7 <sup>th</sup> Pd.	31 m
2:49-3:20	8 <sup>th</sup> Pd.	31 m	2:40-3:20	8 <sup>th</sup> Pd.	31 m

# Richland Middle School Student Handbook 2010-11

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## MISSION STATEMENT

The mission of our Middle School is to provide an educational experience based on the developmental characteristics and needs of the young adolescent. We believe that responsibility, respect, and resourcefulness are the cornerstones of our program, and by providing a challenging curriculum, these can be achieved. We also believe that the development of the young adolescent's self-esteem, organizational, and citizenship skills are positive outcomes of an appropriate middle level program.

## GUIDANCE PROGRAM

The Guidance Office is open to all students for any reason. Students may schedule appointments with the counselor or stop in on a walk-in basis.

The primary function of the guidance center is to serve as a source of assistance for any student with any need. A student's need may be related to one of the following three general categories:

Educational need might include problems involving a student's course progress and grades. It might be concerned with the selection of classes. Perhaps a student is interested in education after high school. There is much information about colleges and technical schools. This interest may include financial support for post-high school education. In order to help students learn more about their educational progress and interests, standardized tests may be administered.

Perhaps a student's need is primarily vocational. The guidance department has a host of information available concerning jobs and required training. Students may look through files at leisure and study any material they find interesting.

The third category includes problems or questions of a personal nature. Examples are problems with relationships with parent, teachers, or friends. Counseling is most commonly associated with this problem-solving part of guidance and it is ordinarily most successful when it is sought by the student. Nevertheless, students may see the guidance counselor concerning any problem.

## First Step Assistance

The First Step Assistance Program is available to students who are experiencing difficulty in school because of social problems. If you are concerned about yourself, a friend, or a family member, this program may help. If assistance is needed, please see the guidance counselor.

## Peer Mediation Program

Peer Mediation is a process or series of steps that two student (disputants) go through to resolve a conflict. The disputants are guided through these steps by another student who has received specific training in the peer mediation process and has developed skills needed to be a successful mediator. The Peer Mediation Program is designed to provide students with an opportunity to resolve conflicts without adult intervention. By resolving conflicts in a cooperative, non-violent manner, students will learn a valuable skill to use throughout their lives and our school environment will be safer.

## ACTIVITIES PROGRAM

The Activities Program of the Richland Middle School is regarded as an important part of our total educational program. It is important because it not only supplements the regular classroom offerings of the school, but it also provides experiences of leadership and participation in democratic living.

It is our belief that it should be considered a privilege and an honor for students to participate in any phase of the activity program, whether it be in athletics, in music, in dramatics, or in the other various clubs and organizations sponsored by the school. We consider it especially important that students who accept positions of leadership in the school such as the student council or its committees, in class organizations, or in clubs and projects of various kinds shall accept the responsibility for having good behavior. Setting an example of good citizenship in school and out of school gives our middle school a good reputation. Students who are representatives of the school in any of its many activities should recognize that their behavior in or out of school reflects with credit or dishonor upon the entire school.

## Student Membership in Co-Curricular Activities

1. Students who are consistent discipline problems may forfeit all rights to participate in any co-curricular activities.
2. To participate in any co-curricular activity, a student must maintain a minimum grade standard. Failure (F) of any subject at any grading period will cause the student to be ineligible. This may be reviewed after 10 days or at the next grading period. All subjects will be considered when reviewed.
3. It is understood that after a student has been suspended from an activity, continuation in that activity will be on a probationary basis.

## SERVICES PROGRAM

### Building Regulations

The school will open at 7:50 a.m. Students who must arrive before that time are asked to wait in the main foyer.

No unsupervised student will be allowed in the building evenings or weekends.

Our citizenship is reflected in the way we keep the hallways, room, desks, lockers, restrooms, and lawn. Let's all help in keeping them neat and clean. Remember--a school needs to be loved, too.

The office must approve the posting of any notices, displays, etc.. Please check with the office where to post these items.

### The Office

The office is the clearinghouse of the school in which a wide range and variety of activities demand attention. Students can cooperate in increasing its efficiency by:

1. Being considerate of others when in the office.
2. Requesting your parents not to telephone you during school hours unless it is necessary. Messages will be taken at the office and conveyed to the students. (Students will not be called out of class unless it is an emergency.)
3. **Using the office telephone only in an emergency.** (Exceptions: Before school, after school, or during lunch breaks) However, permission must be granted by office personnel.

### Leaving School Building or Grounds

If a student must leave school during the school day, he/she must secure a **PASS** from the office. All students **must sign out from the office when leaving the school and sign in if they return the same day.**

No student will be permitted to be transported from school other than by school bus or by parent or guardian unless a note or call is received from the parent or guardian before dismissal indicating who will be picking up the student.

### Missing School on the Day of an Activity

Students may NOT attend or participate in any school activity on the day of their absence from classes. An exception will be made in special cases when permission was granted ahead of time by the principal or if you return to school by noon on the day of the event.

### Lost and Found

Articles which are found should be turned in at the office. Students may inquire there for lost items.

## **Cancellation of School**

In case of snow or other emergency, listen to Radio Station WRCO or view on television stations WISC-TV—channel 3, WKOW—channel 27, or WMTV—channel 15, for information as to whether school has been canceled, delayed, and/or other pertinent information.

## **Food Service Program**

Students will have the opportunity to participate in the school breakfast program. A breakfast meal will be served from 7:50 a.m. until 8:05 a.m. Students may use money deposited in their “bank account” to purchase this meal.

Students will be required to remain at school during lunch periods unless special arrangements have been made with the office in advance. There are three lunch sessions, 30 minutes in length.

Hot lunches are served daily and students may also purchase lunch from an ala carte line. Students purchasing hot lunches or the “ala carte special lunch” may deposit money in a “bank account” and withdraw from it when they are served a lunch.

The regular ala carte line is a cash line, or students may use their “bank account” with written permission from their parent or guardian.

Students may also bring a sack lunch. Also available to all students is a snack machine and a milk machine.

## **Student Health and Wellness Policy**

The Board of Education believes that good student health helps student academic performance. Hence, each student should be provided an education that will promote student health and wellness through healthy dietary lifestyles, regular ongoing physical activity and an atmosphere that promotes a lifelong practice of wellness behavior. (For complete details of Policy 547 contact the Middle School Office.)

## **Accident Benefit Plan**

The Richland School District will offer an accident insurance program. Information folders describing the benefit plan and the cost may be obtained in the office.

Be sure to report any injury immediately to the teacher/coach in charge or to the office. Injury claims not reported promptly may not be collectible from the plan.

A doctor’s written permission may be needed to reenter practice or competition if the injury is in athletics.

## **Student Health Service**

The Richland Middle School Health Service Program is supervised by the school district nurse. Procedures for using the service are explained below:

### ***Sick Rooms***

Sick rooms are located in the office area. Students that become ill in school should get a pass from the teacher and

report to the office. Students should not spend more than one class period in the sick room. If a child is too ill to attend class after one class period, parents will be notified and asked to take the child home. Students will also be asked to go home if we find the child has a fever, has head lice, or any other illness that may be contagious.

### ***Excuses from Physical Education***

Students may be excused temporarily from physical education by written permission from a parent or for an extended period of time by written permission from a physician. If you go to a doctor, be sure to bring back a permission slip indicating when you can return to physical education or return to a sport. These permission slips must be presented to the office.

### ***In An Emergency***

We reserve the right in an extreme emergency to have a student transported to the clinic or hospital. The parents will be notified as soon as possible.

### ***Medications***

The school must have written authorization to administer medication at school. A medication form is available at the RMS office. This needs to be completed by the parents and/or doctor. Prescription medication must have the prescription label on the bottle. Non-prescription medication must be in its original container. Medications are kept in a locked cabinet in the office and school personnel will dispense the medications following the directions on the medication form. If you have questions, contact the RMS office or the school nurse.

## **Grading**

Grading at the Middle School will be done at the end of each 9-week period. Mid-term grades will be sent to all parents during each nine-week period. When classwork is required, it is to be completed and handed in on time. Those students who are late in handing in classwork will lose part of their grade—reduction of 30% the first day, 50% the second day, and zero credit the third day and later. Students who have an excused absence from school for less than five (5) consecutive days will have an extra day for each day absent to make up classwork (with no penalty). Those students that miss five or more consecutive days will be dealt with on an individual basis by their teachers.

The teaching staff will use the following grading scale:

A+	99-100	B-	85-86	D	71-74
A	95-98	C+	83-84	D-	69-70
A-	93-94	C	79-82	F	68 and Below
B+	91-92	C-	77-78		
B	87-90	D+	75-76		

A “P” grade is sometimes used to indicate that the student is trying but is not able to do the minimum work necessary to pass the course. Parent contact and/or an explanation will be made when this evaluation is made.

## Honor Roll

The Middle School has an Honor Roll which is based on the quarterly grades in all classes. A student must have a 9.5 grade point average to be named to the Honor Roll. This is figured using the following point scale:

A+	12 points	C+	6 points
A	11 points	C	5 points
A-	10 points	C-	4 points
B+	9 points	D+	3 points
B	8 points	D	2 points
B-	7 points	D-	1 point

## Student Retention

Student retention will be evaluated using the following criteria:

1. Achievement ability
2. Semester final grades
3. Student attendance

Consideration will also be given as to age, maturity, and previous retention(s). Counseling and parent contact will be made as early as possible in the year and continue throughout the year. Students who are failing two (2) or more basic subjects will be under consideration.

Alternatives to retention might be taking a failed class again during the following year. Also, when available, the student may be required to take summer school.

## Incomplete School Assignments

It is the responsibility of the student to have all work completed by classtime. From time-to-time, students may be asked to stay after school to complete unfinished class assignments. A supervised work area will be provided for students staying after school. Students who are asked to stay after school need to make arrangements with parents for transportation home.

## Late Assignments – RMS Learning Lab

The Richland Middle School feels that any homework worth assigning is also homework worth doing. Completion of homework is essential to assure optimal learning. Unfortunately we have students who do not share that sentiment. We feel that students should not have the “option” of not doing their assignments in the first place by accepting a zero. Our goal is to promote learning; every assignment that is not done represents learning that has not taken place. The following is how the Learning Lab works and how late assignments are graded.

- When a student comes to class without an assignment completed a note is issued to his/her parents. The note informs the parent that the child did not have homework completed for the class. It also states that the child **must** attend the **Learning Lab** the next day, or longer, until the work is completed and turned in by 8:30 a.m. on a school day. Parents are notified that transportation is their responsibility when their child must stay for the **Learning Lab**. The grade for the late work is automatically reduced by 30% on the first day, 50% the second day, and zero credit on the third day or later.

- The student is expected to return the note after the parent signs it. In this way, school officials are assured that parents were properly notified of the child’s late work. If the parent notification is not signed, the student must call the parent in the presence of the teacher to inform the parent of the late work.
- If the child returns the next day with the work completed, he/she does not have to attend the **Learning Lab**.
- If the student returns the next day without the work completed, he or she will remain for as many **Learning Lab** sessions as needed to complete the work. Each **Learning Lab** is scheduled from 3:30 p.m. to 4:30 p.m. Monday through Thursday. Teachers supervise the **Learning Lab** with the help of high school and middle school student volunteers.
- Students participating in Extra-Curricular activities will not be exempt from the **Learning Lab**. If a student has not completed their work and has been assigned to the **Learning Lab**, he/she **must** complete his/her work before going to the activity.
- The **Learning Lab** is also available to any student wishing to receive extra help with their work. Any parent may request to have their student attend the **Learning Lab** as well. Transportation is the responsibility of parents/guardians.

## Pass Regulations

A student is to secure a hall pass from the classroom teacher before leaving the class. No student is allowed to be missing from a class without the teacher’s permission. If you have to use the restroom or need to go to the office between class periods, get your next period teacher’s permission beforehand. If you are detained by a teacher, be sure to get a corridor pass from that teacher before leaving for your next class.

A pass section (in the assignment book) has been provided for each semester. The room numbered wooden pass is to be used when going to your locker or to the restroom; for all other destinations, the assignment book should be used.

## I.M.C. Guidelines

Richland Middle School has an Instructional Material Center, or I.M.C., which contains books, magazines, computers, and audio-visual media (such as recordings, tapes, filmstrips, etc.) that have been carefully selected. These materials cover many subject areas and reading levels.

Students may have some scheduled periods in the I.M.C. with their classroom teachers for book selection and research assignments.

## I.M.C. Regulations

1. Students visiting the I.M.C. must have a signed pass. The pass should include the student’s full name and reason for using the I.M.C

2. Books must be checked out to be removed from the I.M.C. A student may check out two (2) books at a time for a period of two (2) weeks. The books may be renewed after the two-week period if no one else has requested them.
3. Students should return books promptly as others may be waiting for them. Students who do not return their books on time may not be allowed to use the library.
4. Students are responsible for material they have checked out from the I.M.C. and must pay the cost of replacement if any materials are lost or damaged.
5. Students who are on the late homework list or on the D-/F list for the grading period will have restricted use of the I.M.C. Students that fall into this category must have a pass from a teacher for a specific assignment that needs to be done using the I.M.C. (Free reading, magazine use, or library browsing will not be permitted.)

### Computer Usage

Students have access to computers throughout the building. The guidelines below should be followed on all computers in the building.

- The computers, related peripherals, and computer facilities are to be used for educational purposes only.
- Any willful act that causes loss of service or interference with the work of another shall be subject to disciplinary action.
- Anything that is considered inappropriate for school is inappropriate for computer use and may be subject to disciplinary action.
- Disciplinary action may result in loss of computer privileges.

## RIGHTS AND RESPONSIBILITIES

### Student Rights

Local school boards have rule-making authority regarding student behavior. Rules can be established to maintain order. Students may lose their rights or be disciplined if the rights of others are violated. The following list of rights is basic and seems to sum up the rights of students.

1. Each student has the right to an education
2. Each student has the right to be free from physical abuse or threats.
3. Each student has the right to use the assigned school facilities and programs.
4. Each student has the right to expect courteous behavior from other students and school personnel.
5. Each student has the right to form, hold, and express opinions and beliefs so long as the expression does not disrupt the normal operation of school.
6. Each student has the right to participate in establishment of an elective student council.

7. Each student has the right to due process.

### Pupil Nondiscrimination and Complaint Procedure

The Board of Education believes that all students should be afforded equitable participation in any curricular or co-curricular program, pupil services, recreational, and other programs and shall not be discriminated against based on the student's sex, race, religion, natural origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability. The District's position and beliefs shall be communicated to the general public. The Board directs the District Administrator or Designee to develop administrative regulations for this policy. The Board shall designate an Equity Coordinator to receive pupil nondiscrimination complaints regarding discrimination.

Any student who believes (s)he is a victim of, or has witnessed, discrimination, harassment or equity issues should report the complaint to the appropriate individual. This may include the guidance counselor, teacher, building principal, District Administrator, or the Equity Coordinator. If the complaint is based on a special education categorical disability, the complainant will be informed of his/her right to have the complaint processed through Chapter 115 Wis. Stats.

The person receiving the complaint should discuss the issue with the aggrieved to determine whether the complaint is to be resolved through informal or formal procedure.

If the concern is considered informal, involved parties will work together. The school official will document efforts to resolve the problem and shall follow-up to determine effectiveness of the procedure.

If the concern is considered formal, a complaint, in writing, should be submitted to the Equity Coordinator. The complaint should include date, time and place of incident, what happened, names of witnesses, how it affected the complainant, what action complainant would like taken, and should be signed and dated.

As soon as possible but within 45 days, the District will acknowledge receipt of the complaint. An investigator will maintain records, inform complainant of rights, and will review pertinent documents and evidence, including interviewing the complainant, perpetrator, and witnesses. The investigator will protect the privacy and confidentiality of all individuals. No later than 60 days after receipt of written complaint, the investigation will conclude with a summary report and recommendations for resolution. At conclusion, written results of investigation will be given to complainant and he/she will be informed of his/her right to appeal to the Board of Education within 30 days of the investigation. (*Per School District Policy 525-01-20*)

### Responsibilities of Students

The word "responsibility" refers to the individual's obligation to self and others. In other words, while an individual does have rights to pursue self-fulfillment, those rights must end at that point where they begin to impose upon the rights of others. The more responsibility a student exhibits, the greater the freedoms enjoyed. Failure to live up to responsibility will result in the loss of these freedoms or rights.

The following are basic responsibilities of students. Each student should:

1. Be responsible to achieve as much as possible.
2. Be in class on time
3. Be prepared for class
4. Be courteous and considerate to others.
5. Accept others as they are; do not ridicule.
6. Not use profanity (bad language--verbal or written).
7. Make our school a safe place to be.
8. Work towards greater self-control.

### Attendance Policy

1. State law requires regular attendance at school unless a student has an excused absence.

Excused absences:

- a. The student's illness or injury
- b. Serious illness, injury or death of a family member
- c. Prearranged medical or dental appointment
- d. Court appearance
- e. Religious holiday
- f. Approved school activities during class time (See Field Trips, #6 below)
- g. Extenuating circumstances approved by an administrator
- h. Pre-arranged day(s) allowed for family vacations, day trips, hunting, etc.

2. A parent or guardian is required to call the school and report the absence. Parents, please call before 9:00 a.m. If assignments are desired, parents should request them when reporting the absence. Assignments will then be collected from the teachers and are usually ready to be picked up or sent home after 2:30 p.m.
3. If parent or guardian has not made contact on the day of absence, the school will be calling home. If contact still is not made with either parent or guardian, the student must bring a written note from the parent or guardian explaining the absence. **Failure to do so will cause an unexcused absence.**
4. **Upon returning to school, a student must report to the office for a make-up slip.** The make-up slip is to be shown to each teacher for the classes missed. A make-up slip is required even though assignments may have been sent home previously.
5. Each student is allowed up to ten pre-arranged absent days during the year. **Parents/guardians must pre-arrange these absences, in writing, prior to the day of the absence.** Schoolwork is to be completed either before the absence or arrangements must have been made to have all responsibilities completed upon return. (This could include overnight trips, hunting/fishing trips, shopping trips, vacations, etc.)
6. Field Trips - Students will not be considered absent while on a school-sponsored field trip.

7. Pre-make-up slips (prearranged) may be obtained by bringing a note from parent or guardian to the office in advance of the absence.
8. Truancy (Unexcused Absence) - "Truancy" means any absence of part or all of one or more days from school during which the school has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. This also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15. An habitual truant is a student who is truant 10 or more days in any semester or is truant 5 days in a 10-day period. Parents will be notified by telephone and by letter regarding unexcused absences (truancy). The complete attendance law is available at the Middle School office upon request.

When a student is truant (unexcused) from school (or has skipped school), the following policy is in effect:

- a. Cannot compete in extra-curricular activities for ten school days but is expected to practice with the team until reinstatement.
- b. No dances or school-sponsored parties during the grading period of the truancy.
- c. Must make up the schoolwork missed.
- d. Will make up time missed because of truancy after regular school hours or some agreed alternative.
- e. The possibility of repeating the grade.
- f. Legal action under Wisconsin Statutes 118.15 and 118.16. (A student will be issued a citation after the third unexcused absence. The citation is \$10; and with mandatory court costs, it totals out to a minimum of \$101.30. If there are more unexcused absences, more citations will be issued, but will increase in cost. Driver's licenses may also be delayed until age 18 for repeated unexcused absences.)

### Dropping/Changing a Class

Anyone wishing to drop band or choir may do so at the end of the grading period. A drop form should be obtained from the office prior to the last day of the grading period and returned to the office. Anyone wishing to change an exploratory class should make this request to the principal as soon as possible. Changes will only be made because of a justifiable reason and available class space.

### Bus Transportation Policy

The bus rules will be posted on each school bus. The bus driver will explain the rules and students will be expected to follow them.

#### School Bus Rules

1. Students are not to interfere with the health and safety of others.
2. Students are to remain seated at all times.
3. Loud noise levels are not permitted.

4. Swearing and the use of profanity are not permitted.
5. School rules written in this handbook are for bus behavior, too.

Violation of bus rules will result in the following action:

1. Immediate disciplinary action by bus driver.
2. Parents will be notified by the driver.
3. Written notification to principal by bus driver/bus contractor. (This may result in loss of bus privileges.)
4. Student-principal conference and written notification to parents by principal.
5. For more serious offenses, suspension of riding privileges for a determined period of time and/or revocation of bus privileges for remainder of year. (The latter must have School Board approval.)

### **Bus Pass Procedure**

If a student, on occasion, needs to ride a different bus than the one assigned to him/her or to get off the bus at a different location than usual, the parents should send a note or call the school office with this request. A bus pass is then issued to the student for that date and location. Without a bus pass, the drivers may not allow the student to ride the bus or to get off the bus other than the usual drop-off point.

### **Dismissal Time Pick-up**

If a student is to be picked up at dismissal time, the parent (or designated person) should park and wait for students in the parking lot at the south end of the building. (Buses park along the front of the building, and, due to safety reasons, students are not allowed to cross in front of them to the faculty parking area.)

### **Cafeteria/Commons**

Student behavior in the commons area is in keeping with school expectations. Students are expected to wait in line courteously, clean up their eating area, return trays to the window, and not take any food out of the commons area. After eating, students go out onto the playground until the end of the lunch period. We go outside even in the winter so students should bring coats to the lunchroom when weather dictates. Behavior expectations during lunch recess focus on playground safety (for example, tackle football is not permitted) and cooperation with other students and playground supervisory staff. If students cannot stay within behavior perimeters, their lunch hour will be restricted.

### **Dress and Grooming**

A reasonable cleanliness of person and of wearing apparel is expected. Some specifics concerning dress and appearance include, but not limited to:

Footwear must be worn in the building except as dictated by the educational program. Outdoor clothing, **such as coats and hats**, are not to be worn during the school day (other than lunch period) and should be kept in the student's locker. Special equipment or protective clothing must be worn when required in a class or activity for the health and safety of students.

Students are encouraged to dress appropriately for school. The limits that are imposed have to do with cleanliness, safety, and with clothing considered distracting or indecent. School officials may prohibit wearing specific articles of clothing; examples: hiking boots or shoes that mark or damage floors including "wheelies", shirts or hats that advertise alcohol, drugs, nudity, or tobacco products, beach or swim wear and midribs, spaghetti strap tops, "short" shorts, etc. A student may be asked to change or refrain from wearing this type of clothing. If a student does not comply with these requests, he/she may be sent home.

### **Backpacks/Duffel Bags**

Backpacks/duffel bags are a great way to carry your school supplies to and from school. However, during the school day, backpacks/duffel bags are to be kept in your lockers.

### **Incidents of Violence - Harassment**

Physical threat, harassment, or violence to persons in school and at school sponsored functions is not allowed. This includes verbal harassment as well as verbal and physical threats. (Examples, but not limited to: shagging pants/shorts, spreading sexual rumors, obscene t-shirts/hats/pins, inappropriate touching, inappropriate gestures with hands and body, sexual comments or jokes.) Disruptions and intimidation caused by gangs, gang symbols or gestures, or gang posturing to provoke altercation or confrontations are not allowed. Students can be suspended and police and/or social services called on the first offense.

The assault of a student or school employee will result in an immediate suspension. A district employee will notify the parents, police, Department of Social Services, and the District Attorney's office to report instances of assault. Students should be aware that expulsion as well as criminal and/or civil action may also result from an assault. A student causing bodily harm is guilty of a felony or misdemeanor, depending upon the severity.

### **Stealing or Destroying Property**

No persons may steal, deface, or destroy another person's property or public property. The responsible student will be expected to pay for repair or replacement as a result of such damage. Students may be suspended and police and/or social services called on the first offense.

### **Electronic Communication Devices, C.D. Players, Walkmans, I-Pods, Video Games**

Students are prohibited from using or possessing an electronic paging or two-way communication device (cell phone, walkie-talkie, etc) while on school premises owned, rented, or under the control of a public school. (This is a state law.)

C.D. players, walkmans, i-pods, and video games are also not allowed in school.

### **Surveillance Equipment (Board Policy #287)**

According to policy, cameras may be placed in public areas such as entrances, hallways, commons, gymnasiums, parking

lots, athletic fields, and exteriors of buildings to maintain safety, minimize theft and vandalism, and enforce district policies and rules. These cameras are not continuously monitored, and only authorized individuals may view recordings.

### **Fire Safety Equipment**

The unlawful discharging of a fire extinguisher or activating the fire alarm system is not permitted. Violators will be suspended from school and reported to the Police Department.

### **Profanity**

Profanity, swearing/bad language (verbal, written, or gesturing) is not tolerated. Students may be suspended from school on the first offense.

### **Tobacco, Alcohol and Other Illegal Substances**

1. The unlawful manufacture, possession, use or distribution of illegal drugs, alcohol, or tobacco by a student on school property, in school vehicles, or at school-sponsored activities is prohibited. The abuse of over-the-counter or prescribed medication to self or other students is also prohibited. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion from school. Such disciplinary action shall be done in accordance with state law and School Board policy. Violation of this policy will result in referral to law enforcement officials for prosecution under specific state or local laws.
  - a. For the first violation, parents will be notified and the student will be referred to the police. Student may be suspended with the first violation.
  - b. Recurring violations shall result in police referral and suspension or other disciplinary action as may be determined by the principal or designee, including a recommendation to the School Board for expulsion.

### **Dangerous Items**

The possession, use, or misuse of dangerous weapons such as knives, guns, bombs, lighters, matches, or hazardous combustible materials (such as smoke bombs or fireworks) is not permitted. Violation may result in suspension, expulsion, and/or police referral.

### **Student Lockers**

Each student will be assigned a locker. Students will be expected to use the lockers to which they are assigned. Any locker changes must be approved by the office.

1. Lockers are for the student to use but remain the property of the school. All rights to search and seize suspect items remain with the school administration or its designated personnel. Students will be responsible for any damage to their locks/lockers.
2. Occasionally locker searches may be conducted by

school staff. Students are advised NOT to bring items into the school or on the grounds if discovery of such items in the student's locker or on school premises will cause embarrassment or result in a violation of school rules.

3. All locks will be provided by the School District. Non-district locks will be removed.

### **Search and Seizure**

Everyone is entitled to a safe school environment. In order to maintain a safe school environment, searches may be performed at any time without prior notice or consent.

School officials may initiate limited random, unannounced searches when reasonable suspicion exists. The search may include inspection of the student's person, purse, coat, backpack, duffel bag or similar articles. The search may take place while the student is on school property, on school transportation, or at school sponsored activities. Those found in possession of dangerous weapons, illegal drugs, or illicit items may be referred to law enforcement. The students will be disciplined according to school procedures.

Students refusing search/test procedures are subject to school disciplinary procedures based on insubordination of school authorities. If the school requests law enforcement assistance, the student's parents will be notified.

For a more detailed description of this policy, refer to Board Policy 521, 01-07.

### **Gambling/Card Playing**

The playing of card games will not be allowed at school. However, student incentive programs relating to card playing may be approved on an individual basis. Gambling will not be permitted on school premises or at any school-sponsored functions

### **Throwing Snowballs or Ice**

Throwing of snowballs or ice is not permitted on school property or at school bus stops. Students can be suspended for infraction of this rule.

### **Gum and Soft Drinks**

Students may bring soft drinks to consume with their lunch meal. Soft drinks may be taken away if consumed at other times during the school day. Gum chewing will be allowed at the discretion of the individual teacher.

### **Student Behavior Policy**

A misbehavior is any behavior that disrupts normal classroom routine. Teachers may have specific requirements for their classes, but general rules that are followed in all classrooms are:

- a. In assigned seat when the bell rings.
- b. Keep hands, feet, and other objects to self.
- c. Be prepared for class and complete assignments on time.

Behavior rules, at any Middle School function whether it be in the hallway, classroom, cafeteria or gym/playing field, also include:

- a. Students are expected to show courtesy and respect to all staff and to other students. (This includes no running, pushing or shoving in the hallways.)
- b. There is to be no food or drink outside the cafeteria except with teacher or principal permission.
- c. Students must remain on school grounds during the day. Leaving the school grounds is allowed reinstatement. only by written parental permission and approval from the office or with a parent/guardian or their designee if attending an after-school program.
- d. Students are not to display acts of affection such as hugging, handholding, kissing, etc.

Where specific actions for student misbehavior have not been indicated previously, the following procedures will apply:

#### **General**

1. A reprimand may be imposed by all authorized school district personnel.
2. The restriction of privileges and/or detention and/or parental contact and/or a conference with principal.
3. Repeated misbehavior may result in being suspended from school.
4. When appropriate, a problem may be referred to the Department of Social Services or the Police Department.
5. For severe and/or repetitious acts, removal from school for special placement or expulsion. (This must have School Board approval.)

#### **Classroom**

Student misbehavior will be handled using a five-step discipline procedure.

- |          |  |
|----------|--|
| Step I   | In class warnings. (Teachers may adjust to fit special circumstances.)   |
| Step II  | If misbehavior continues, a teacher-student discussion will be held.   |
| Step III | If misbehavior still persists, a teacher-student conferences will be scheduled (usually in private).   |
| Step IV  | If the above three steps do not solve the misbehavior, parents will be telephoned. (The first four (4) steps could be done in one day depending on the extent of the misbehavior. School detentions may also be assigned in Steps 2,3, and 4.) |
| Step V   | If the misbehavior continues, the student will be sent to the office. Alternatives at this time will be parent conference, time-out room, suspension, and/or exclusion from extra-curricular activities.                                       |

### **Suspension from School**

1. A suspension from school is based upon the discretion of the principal (usually after several rule infractions, when parents have been notified, and when the discipline form has been completed).
2. Suspension may be 1-5 days from classes and/or school. Suspension may also result in referral to other school district personnel and/or community agencies.

When a suspension occurs, a student will:

- a. Not be able to compete in non-graded extra-curricular activities for 10 school days but is expected to participate in practice until reinstatement.
  - b. Not be able to participate in school dances or other school-sponsored parties for 9 weeks after the suspension.
  - c. Will make up the schoolwork missed.
  - d. May make up the time missed because of suspension after regular school hours or an appropriate alternative. (Class make-up time after school is usually a portion of the time missed and left up to the discretion of the principal.)
3. Upon the decision of the principal, a student may be sent home for part of a day but will not be considered suspended. The consequences for this may be to make up the time after school or an appropriate alternative. (This will be used to cool down tempers and related emotional disturbances.)

### **Appeal or Complaint Procedures**

A student or a group of students who think the regulation procedure has been wrongfully interpreted or applied may appeal a decision. Also, a student or a group of students may file a complaint against other students for violation of the regulations, provided the student(s) witnessed them or are victims of them. The above appeal or complaint shall be made to the building principal. The following procedure will govern all appeals or complaints.

1. Upon request, a meeting will be set up by the principal to hear and discuss the appeal or complaint. If appeal or complaint cannot be resolved, a principal's committee will be set up. This committee will consist of the guidance counselor, a teacher, and an appropriate student.
2. The principal's committee will decide the disposition of the case and inform the parties involved as soon as possible after the meeting.
3. A student or group of students who are not satisfied with the decision of the principal's committee may appeal to the District Administrator.

# **RICHLAND MIDDLE SCHOOL ATHLETIC/ACTIVITY HANDBOOK**

## **MISSION STATEMENT**

The mission of middle level activities is to provide an enjoyable educational experience based on the developmental characteristics and needs of the young adolescent. The development of the young adolescent's self-esteem, citizenship, responsibility and skills in cooperation and leadership are positive outcomes of appropriate middle level activity programs. These programs should be enjoyable, vigorous, and safe, while occurring in a positive climate with appropriate adult leadership and support. Effective middle level activity programs are coordinated with other community activities to offer additional opportunities for young adolescents to explore varied interests. Middle level activities are an essential part of the total educational process and an excellent opportunity for the home, school, and community to come together.

## **GOALS OF RICHLAND MIDDLE SCHOOL ACTIVITY PROGRAMS**

The interscholastic activity programs are an integral part of our educational curriculum. They provide opportunities for learning experiences outside the classroom. Interscholastic activities have the following major objectives.

- To help students realize that participation in interscholastic activities is a privilege with accompanying responsibilities.
- To provide opportunities for interscholastic competition.
- To provide activities that help to create school unity.
- To help students learn good health habits.
- To promote friendships, both with teammates and opponents.
- To provide opportunities to learn and observe good sportsmanship.
- To provide activities for learning self-discipline, loyalty, team play, personal pride, pride in the school, and respect for the rights of others.
- To place the team, squad, class, and school above personal wants.
- To provide every team member an opportunity to participate.

## **CODE FOR PARENTS AND SPECTATORS**

Parents are reminded:

- Children have more need of example than criticism.
- To attempt to relieve the pressure of competition, not increase it. Most children are easily affected by outside influences.
- To be considerate of your child's coach and officials. These persons have put in a lot of time and effort in working with and for your child.
- That the opponents are necessary participants. Without them your child could not participate. Treat them with respect.
- Applaud good plays by your team and by members of the opposing team.
- Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
- Accept the results of each competitive event, encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.

## **A CREED FOR RICHLAND MIDDLE SCHOOL PARTICIPANTS**

I recognize that my participation in Richland Middle School activities places me in a unique position among other students. My behavior, conduct, and attitudes reflect upon my teammates, my school, my community, and my family.

I agree, therefore, that as a Richland Middle School participant, I must follow these rules. I will . . .

- Follow the training rules prescribed by the coach and the behavior rules in the Student Handbook.
- Show good behavior in or out of school including respect for the rights, property, and opinions of others and the duty to cooperate with those of authority.
- Refrain from using activity supplies or equipment improperly.
- Realize that I am attending school to learn to become an effective citizen of Richland Center. Important as my co-curricular activities may be, I acknowledge that first and foremost I must keep up in my studies.
- Play according to the rules of the event. Good sportsmanship is to be observed at all times both on and off the site of competition.
- Place team, class, and school above personal interests.

## GENERAL INFORMATION

A. Before any student will be allowed to report for practice, the child must first have the following information on file:

1. W.I.A.A. physical card signed by a physician and parent or an alternate year card signed by a parent. **(Required for athletic activities only.)**
2. An activity participation agreement signed by the student and a parent.

B. Should an injury occur:

1. The participant is to report the injury to the coach immediately. Parents will be notified depending upon the severity of the injury.
2. Reporting an accident is the participant's responsibility, not the coach's if benefits of the First Agency are sought.
3. When injured in athletics, a participant is not to re-enter practice or competition until permission by the coach and/or physician is given.

C. A participant who is having problems in maintaining academic standards or has late homework may report to the Learning Lab from 3:30-4:30 p.m. and then report to practice with no penalty.

D. After the second week of practice, a participant is expected to complete that activity unless an emergency arises.

E. Procedure to Drop from a Squad

A participant who finds it necessary to quit a sport should do the following:

- a. Bring a note to the office from parent or guardian requesting the student be dropped from the activity.
- b. An "Activity Drop" form will be issued to the student to be filled out and returned to the office.
- c. Turn in all issued equipment/supplies within three days of quitting the activity.

## BEHAVIOR RULES

A. The participants will be expected to follow the training rules prescribed by the coach and the activities code.

B. Failure to follow the behavior rules and responsibilities stated in the Richland Middle School Activity Handbook and the Student Handbook will result in disciplinary action and could result in the participant being dropped from the team.

C. Attendance in School

Participants will be allowed to participate in practice and contests only if they are in school by noon on the same day. Individual exceptions may be approved by the principal, only when arrangements are made in advance.

D. Illegal Substance Use: (including alcohol and tobacco)

First Violation: Out of activities for 10 days. If in athletics, students are to practice but not participate in games/matches.

Second Violation: Out of activities for nine (9) weeks. The student will attend practices but will not be allowed to participate in any games or matches until after the nine-week period. [If the student can show proof of being in counseling, the coach, athletic director, and principal may reduce the second violation time by two (2) weeks (7 weeks rather than 9 weeks).]

Third Violation: Out of Middle School activities for the rest of the year.

E. Activity Eligibility

A participant must maintain a minimum grade standard. Participants failing any subject at the mid-term, quarter, or semester will be ineligible to participate until the grade(s) have been raised to passing. Grade evaluation will be done after 10 days, again after 15 days. At the mid-term or quarter, the process starts over. Students may be reinstated if passing all subjects at any of these evaluation dates. Ineligible participants are expected to practice with their teams; however, they cannot compete until they have been reinstated.

When a student is truant from school (or has skipped school), a student cannot compete co-curricular activities for ten school days but is expected to practice with the team until reinstatement.

When a suspension from school occurs, a student cannot compete in co-curricular activities for ten school days but is expected to practice with the team until reinstatement.

Students who have been truant, suspended, and/or are academically ineligible will not be allowed to travel with their teammates when students are dismissed before the school day has ended. The other occasions, these students are expected to be with the team.

Exception: If a student becomes ineligible while participating in a non-graded fifth hour activity, there will be no reinstatement once a program begins and fees will not be refundable.

Year-long clubs or groups such as S.A.D.D. and Student Council will have eligibility determined for their representatives at each 9-week grading period or according to each club's constitution or by-laws.

The RMS Activities/Athletic Director is responsible for identifying students' ineligibility. The 10-15 day timeline for non-competition will start from the date that the report cards are completed in the office. (S.A.D.D. and Student Council are to be monitored by the advisors of those programs.)

#### F. Reporting for Practice

Practice is required for all participants; two (2) unexcused absences from practice will result in being dropped from the team. If participants are in school, they are expected to be in practice. If a participant should leave school for any reason, they should contact their coach before leaving. Missing practice because of a suspension/ truancy from school is considered an unexcused absence.

Generally, practices run from 3:30 until 5:30 p.m. unless indicated differently by the coach. Parents should pick up students no later than 5:45 p.m.

#### G. Transportation to and from Events

The school district will provide transportation for the students to attend co-curricular events. Students riding to such events shall return via the transportation provided unless:

1. The parent attends the event and signs the pupil transportation release for his/her child.
2. The parent does not attend the event, but sends written permission to the school at least one day prior to the event. The note must include the student's name, the date, the event, and the name of the person who will be driving. The person who drives must sign the pupil transportation release at the event.

#### H. Return of Equipment/Uniforms

Equipment/uniforms will be collected immediately following the last scheduled event. If your child does not return with the team following this event or leaves early from the last home event, the athlete should return the equipment/uniform the following school day. (School personnel will be responsible for cleaning/washing the equipment /uniforms.)

#### I. Dress on Trips

Participants will be neatly dressed on all trips.

#### J. Conduct Outside of School

Participants are considered as "Good Will Ambassadors" of Richland Center and the Richland Middle School. Students' misconduct and involvement in illegal activities off school premises are in violation of the Student Activity Creed.

##### Penalties:

Written warning given to the participant. Parents will be notified and a copy of the written warning will be sent home. Exceptions: If illegal substances are involved, student will be out of the activity for 10 school days.

### APPEALING A DECISION

Refer to the Student Handbook, "Appeal or Complaint Procedure."

The above rules are considered minimum. Parents should discuss these rules with their child. Individual coaches, with the approval of the principal, may establish additional rules for their activity and distribute those rules to the participants.



### **RAIDERS FIGHT SONG**

*On you, Raiders, On you, Raiders.  
Show those guys your speed.  
With your colors flying high, you'll always  
take the lead!*

**RAH! RAH! RAH!**

*On you, Raiders. On you, Raiders.  
Fight for future fame.  
Fight, Raiders, **FIGHT! FIGHT! FIGHT!**  
And win this game!*

*The Richland School District is an equal opportunity  
employer/educator.*

## Hall Pass

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## Works Cited Format Guide

TYPE OF SOURCE	CITATION
<p><b>Book by One Author</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. <u>Title of Book</u>. City of Publication: Publisher, Year of Publication.</p> <p>Blande, Thomas. <u>The Life of an English Teacher</u>. New York: Cambridge Press, 1999.</p>
<p><b><u>Book by Two Authors</u></b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name and First Name Last Name. <u>Title of Book</u>. City of Publication: Publisher, Year of Publication.</p> <p>Kohler, Pete and Brian Kinny. <u>Wrestling Builds Character</u>. San Francisco: Pi Press, 2000.</p>
<p><b>Book by Three or More Authors</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name, First Name Last Name, and First Name Last Name. <u>Title of Book</u>. City of Publication: Publisher, Year of Publication.</p> <p>Fortne, Mary W., Georgia Langmeier, and Edward J. Raush. <u>The Healing Power of Classical Music</u>. Milwaukee: Gregory Press, 2004.</p>
<p><b>Photo or Painting</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. <u>Title</u>. Institution or Owner, City. <u>Source</u>. By First Name Last Name. City of Publication: Publisher, Year of Publication. Page/Slide Number.</p> <p>CeCelia, Cally. <u>Ragdolls</u>. Nanda Art Museum, Wichita. <u>Photos of Americana</u>. By Randy Tems. Sacramento: Ward Press, 1988. 275.</p>
<p><b>Encyclopedia Article</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. "Title of Entry." <u>Title of Encyclopedia</u>. Year of ed.</p> <p>Fraster, Rena. "Ligers." <u>Encyclopedia of Cats</u>. 1994 ed.</p>
<p><b>Book by Editors</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name, First Name Last Name, and First Name Last Name, eds. <u>Title of Book</u>. City of Publication: Publisher, Year Published.</p> <p>Crist, Larry, Jeffrey Rote, and Ellen Wall, eds. <u>No Question About This: Obesity Kills</u>. Miami: Tonkin Press, 2005.</p>
<p><b><u>Work in an Anthology</u></b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. "Title of the Piece Used." <u>Title of Anthology Book</u>. Ed. First Name Last Name. City of Publication: Publisher, Year Published.</p> <p>Plase, Linda E. "Thoughts of a Southern Belle." <u>Poems of the South</u>. Ed. Anne Hopper. New York: Northland, 1997.</p>
<b>TYPE OF SOURCE</b>	<b><u>CITATION</u></b>

Continued on next page



<p><b>Magazine Article</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. "Title of Article." <u>Name of Magazine</u> Day Month Year: Page(s).</p> <p>Pechan, Marjorie. "What Made Nick Tick." <u>Time</u> 23 Apr. 1999: 17-19.</p>
<p><b>Interview</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. Kind of interview—Personal/Telephone/E-mail. Day Month Year.</p> <p>Kachel, Karen. Personal interview. 8 Dec. 2004.</p>
<p><b>Badgerlink Citation</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. "Title of Article." <u>Name of Magazine</u> Day Month Year: Page(s).</p> <p><u>Database name</u>. Sponsoring site. Name of Lib. accessed Day Month Year&lt;<a href="http://web address of main page">http://web address of main page</a>&gt;.</p> <p>Day, Mel. "Freeze." <u>Elle</u> 8 May 2001: 42-44. <u>Middle Search Plus</u>. Badgerlink. Richland Middle School Lib. 15 Aug. 2005&lt;<a href="http://www.badgerlink.net">http://www.badgerlink.net</a>&gt;.</p>
<p><b>Personal Web Site</b> <i>Format</i></p> <p><i>Example</i></p>	<p>Last Name, First Name. <u>Title of Web Site</u>. Day Month Year of Update. Day Month Year of Access&lt;<a href="http://web address">http://web address</a>&gt;.</p> <p>Grant, Wanda. <u>Hoosier Cupboards</u>. 2 Feb. 2003. 17 July 2004&lt;<a href="http://antiquesgalore.com">http://antiquesgalore.com</a>&gt;.</p>
<p><b>Professional Web Site</b> <i>Format</i></p> <p><i>Example</i></p>	<p><u>Title of Site</u>. Ed.'s First Name Last Name. Day Month Year of Last Update. Name of Sponsoring Organization. Day Month Year Accessed&lt;<a href="http://web address">http://web address</a>&gt;.</p> <p><u>History Channel.com</u>. Ed. Daniel Carl. 12 Dec. 2004. Grumal Research Collection. 2 Jan. 2005&lt;<a href="http://historychannel.com">http://historychannel.com</a>&gt;.</p>

## TIPS AND HELPFUL HINTS

- \* Alphabetize by the first word in the entry
- \* Indent all lines after the first line
- \* Double space entire citation page
- \* No bold printed words; all in size 12 type
- \* **Entire page** (including title) in Times New Roman Font
- \* End **every** citation with a period
- \* If a web address continues onto the next line, split only after a colon or a slash
- \* Abbreviate all months with three letters and a period **except for** May, June, and July
- \* If information is not given, go onto next item in the entry
- \* Title the page Works Cited

**\*If the citation for your source is not given in the examples above, contact Mrs. Elder in the IMC or Mrs. Kretchmer in room 106 for correct citation form**