



Paulding High School

2018-2019

STUDENT HANDBOOK

CHRIS ETZLER

PRINCIPAL

LESA MANSFIELD

SECRETARY

Welcome to the Paulding High School. The staff and I are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.

Parents are encouraged to take a few minutes to review and discuss the information in this handbook with their school-aged children. Teachers will also review this handbook with students at the beginning of the year.

Property of: _____	
Address: _____	
Phone #: _____	Email: _____
In case of emergency, please notify:	
Name: _____	Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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LET US DO THE WORK FOR YOU!

No need to update this page, we will do it for you!
When you're finished with your handbook updates,
we'll make sure your Table of Contents matches.

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PAULDING HIGH SCHOOL

Handbook Acknowledgement

I hereby acknowledge that I have read the Paulding High School Handbook and agree to abide by its terms and conditions.

Student Signature

Date

Parent or Guardian Signature

Date

Student Internet Access Consent Form

By signing below, I agree to follow the Internet Use Agreement and NOACSC Acceptable User Policy. I understand that I will be responsible for my use of the school district network. I understand that the school district may restrict my use of the network. I understand that the school district may restrict my use of the network.



Student

It looks like this is the front of a TEAR-OUT PAGE.

When you have completed updating your entire handbook, please be sure of a few things:

- You intend for this page to be torn out of your datebook.
- This is an odd-numbered page.
 - Ensure the page number below is an **ODD** number.
- The next page is blank or contains only a logo or picture.
- Delete this box once you've reviewed the above so it doesn't appear in your handbook.

I give my consent to the school district's acceptable use of the network. I understand that the school district may restrict my use of the network.

acceptable use of the network. I understand that the school district may restrict my use of the network.

Parent S



It looks like this is the back of a TEAR-OUT PAGE.

When you have completed updating your entire handbook, please be sure of a few things:

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PAULDING HIGH SCHOOL

“HOME OF THE PANTHERS” STUDENT HANDBOOK 2017 - 2018

PEVS VISION STATEMENT

PEVS will be an interactive learning community enhanced through technology and curriculum that emphasizes academic excellence, community service, and interpersonal skills.

The school, community, and families will be partners to promote a safe and accepting environment, encouraging mutual respect, open communications, and a sense of belonging, thereby enabling teaching and learning to flourish.

Paulding Exempted Village Schools recognize that each student is a unique individual. We believe that it is our mission to provide students with opportunities and encouragement that permit students to develop their full potential as citizens of tomorrow. The interaction within a school system should provide students with concepts of respect, responsibility, courtesy, and individuality. The interaction within the school community should provide students with acceptance of other's ideas, beliefs, and opinions. As our students leave and enter society, they will have the skills to become an integral part of the global community.

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides.

[] unless enrolling under the District's open enrollment policy.

[] unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)

Custody documentation on file must be court approved.

- C. proof of residency
- D. proof of immunization

ATTENDANCE POLICIES AND PROCEDURES

The State of Ohio (Ohio Revised Code 3321.01) states that all persons between the ages of six and eighteen must attend school. Since school attendance is vital to the academic success of each pupil, we believe that 100% attendance should be the goal of each student and his/her parents and/or guardians. The Missing Child Act requires that parents notify the school if their child will not be in attendance, and requires schools to notify parents if the child is not in school. In the event of an absence:

1. The parent or guardian is to call the school prior to 9:00 a.m. at 399-4656 (ext. 1111) to report the absence.
2. Upon returning to school, the student must bring a signed excuse from parent/guardian, stating the reason for the absence. The note is to be taken to the school office between 7:45 and 8:00 a.m. Failure to do so may result in an Unexcused Absence.
3. A written parental excuse or verification (see descriptions) will be honored for up to five school days after the absence. Failure to submit a note within the five days may result in the absence being considered as unexcused or truancy. The legal guardian or parent, regardless of the student's age, must write all notes.

4. Absences fall into three categories:

Excused Absence: Written parental excuse or parent call required.

- a. Personal illness
- b. Illness in immediate family
- c. Family emergency
- d. Family Vacation (ask for the Vacation Request Form available in the office)
- e. Any Excluded Absence without verification

Excluded Absence: Verification required.

- a. Doctor or medical appointment for student for student (verified by doctor's excuse). Written verification must be received within five school days after the absence.
- b. Personal Illness for student (must be verified by a doctor's note specifying the time/date the student is not medically able to be in attendance at school)
- c. Required court or legal appearance (verified by court officer)
- d. Funeral of immediate family member or close relative
- e. College visitations -- if proper procedures are followed; ask for Visitation Form in the office.

Unexcused Absence: May be considered **truancy** (see note below)

- a. Any absence which does not fit into the above categories (e.g. oversleeping, missed bus, etc.)
- b. An absence for which there is no written parental excuse or verification
- c. Any absence over ten total days (without verification as an Excluded Absence)
- d. Tardies to school may be considered truancy if chronic or habitual.

Definition of Truancy: unauthorized and/or unexcused absence from class or school. Habitual Truants and their parent/guardian will be referred to the Juvenile Court after efforts to gain compliance are exhausted. Also, the student's driver's license may be suspended for excessive absences (ORC 3321.13). Specific definitions as per Ohio Revised Code 2151.011 are as follows:

Habitual Truancy- "habitual truant" is defined as any child of compulsory school age who has been absent without legitimate excuse for:

- 30 or more consecutive hours
- 42 or more hours in a school month, or
- 72 or more hours in a year

IMPORTANT NOTES ON ATTENDANCE:

- Final decisions regarding absences will be made by the Principal. Administrative approval is necessary for special or unusual situations.
- **ATTENDANCE OFFICER:** When any child of compulsory school age does not attend school and is not properly excused from attendance, the attendance officer must notify the parent or guardian who must thereafter cause the child to attend the proper school. (ORC 3321.15)
- If an absence is not excused or excluded, the student will **may** be allowed to make up any work missed. An unexcused absence may be viewed as truancy. Only ten absences without verification will be excused during any school year. Any exception to this rule must be cleared through the Principal's office prior to the absence.
- Make-up work is the responsibility of the student, and will involve teacher/pupil cooperation. Students will be allowed the same number of days to make up their work as the number of school days missed. If make-up work is not completed, no credit will be given. In the case of an extended illness, special arrangements will be made.
- Students arriving at school more than 2 periods after school begins will be counted absent for one-half day. Students leaving school more than 2 periods before the end of the school day will be counted absent for one-half day.
- A student must be in attendance 1/2 day in order to participate in or attend an extracurricular activity that day, unless prior arrangements have been made with the school principal.
- Four full periods of school constitute 1/2 day of school for attendance purposes.
- The suspension of driving privileges for excessive absences may be imposed according to Ohio Revised Code 3321.13 and Board policy.

Attendance Awards

Students with outstanding school attendance will be recognized at the end of the year. Days absent for any reason, even when the absence is excused, will be counted as an absence for a perfect attendance award. Students on a school field trip will not be counted absent.

Leaving During the School Day

Permission to leave during the school day, for any reason, must be secured from the Principal. Students who leave **MUST** sign out in the high school office, and sign back in if they return during the same school day. *No student will be allowed to sign out without parental permission, regardless of the student's age.* If a student must leave school due to illness or emergency, parents will be notified at once. Permission must be granted by parent/guardian for the student to leave school. Failure to comply with these rules may result in a charge of truancy.

Any student who will be leaving school during the day due to a scheduled appointment must present a note (signed by parent) to the office in the morning before school. The note must state the nature and time of the appointment, and a parent signature. You will be given an Early Release Pass, and you must sign out in the office at the designated time.

We urge parents to put forth every effort to schedule medical, dental, and optometric appointments outside of school hours whenever possible.

We do not operate a medical clinic at school. If a student is ill, a parent will be called for permission to go home. Any student who is ill and does not notify the office of his/her whereabouts will be subject to disciplinary action.

TARDINESS

Promptness to class is very important. A student is tardy when he/she fails to be in the assigned class when the bell rings to begin class. If you are tardy to school, you must sign in at the office and receive a Tardy Slip. After the fifth tardy to school each quarter, you will receive a Prime Time Friday assignment for each day you are tardy. Failure to serve the Prime Time Friday assignment may result in a suspension from school. Excessive tardiness will be considered truancy. The classroom teacher will handle classroom tardiness. After the fifth tardy to class each quarter, you will receive a Prime Time Friday assignment from the Principal or Dean of Students for each class you are tardy. Failure to serve the Prime Time Friday assignment may result in a suspension from school.

STUDENT CODE OF CONDUCT

Legal Refs: 3313.20, 3313.66, 3313.661, 3313.662, 3313.534

The Board of Education has zero tolerance for violent, disruptive, or inappropriate behavior. Board policy outlines specific information.

NO STUDENT SHALL:

Bullying and other forms of aggressive behavior

1. Harassment, intimidation, or bullying means any intentional written, verbal, graphic, or physical act that a student or group of students exhibit toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s). A student shall not by the use of violence, force, coercion, threat, harassment, or insubordination cause material disruption or obstruction to the educational process, including all curricular and extracurricular activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school approved or school-related activity or function such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. Physical, verbal and psychological abuse is prohibited. Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, and menacing, coercion, name-calling, comments, gestures, taunting, or actions which cause or threaten to cause bodily harm or personal degradation and hazing. Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated and may result in disciplinary action.
2. A student shall not cause or attempt damage to school property, or use the building or property without proper authorization or be in an unauthorized area during the school day, or after school hours.
3. A student shall not cause or attempt damage to private property on school premises during a school activity or event off school grounds while under the jurisdiction of school personnel.
4. A student shall not assault, threaten to assault, or behave in such a way as could cause physical injury to any student, member of the professional or classified staff of the school system, or other person. This would include fighting, horseplay, or any immature, mischievous acts.
5. A student shall not possess, handle, transmit, or conceal any object that could cause injury or fear of injury. A student shall not possess any inappropriate materials that may cause disruption to the educational process.
6. A student shall not possess, use, be under the influence of, transmit, or sell any illegal or illegally used chemical drugs, including steroids, or counterfeit controlled substances, either prescribed or patented, look-a-like drugs, or alcoholic substances, nor have any drug-related paraphernalia in their possession. Students using or possessing alcohol, drugs, stimulants, or look-a-like drugs and alcohol prior to attending school or school-sponsored activities will be disciplined.
7. A student shall not fail to comply with directions of teachers, teacher aides, principal, or other authorized school personnel during any period of time when student is properly under the authority of school personnel. Repeated violations of any minor rule, directive or discipline procedure shall constitute insubordination.
8. A student shall not fail to comply with the attendance rules as established by the State of Ohio and the Paulding Exempted Village Board of Education.
9. A student shall not steal, cause to be stolen, or possess property that has been stolen which belongs to the school or to any individual within the school.
10. A student shall not possess, handle or transmit any object that can reasonably be considered a weapon, including but not limited to a firearm, knife, explosive or dangerous instrument while on school property or under the authority of school personnel. Students may not possess a "look-alike" weapon, which is any object a reasonable person might consider under the circumstances to be a weapon while on school property, within 100 feet of the school, or under the authority of school personnel.

11. A student shall not possess, use or transmit cigarettes, cigars, tobacco of any kind, or paraphernalia associated with tobacco (including lighters or empty pipes) while on school property, or within 100 feet of the school.
12. A student shall not be permitted in school facilities or on school property after school hours if such student is not under direct supervision of authorized school personnel.
13. A student shall not violate any law or ordinance while under school authority.
14. A student shall not abuse or improperly use school property, including computer equipment and other technology, in violation of the Acceptable Use Policy.
15. A student shall not harass, intimidate, degrade, disgrace, show disrespect, disparage, incite, provoke, threaten, or discriminate against any other student or school employee or otherwise disrupt the school environment. Students shall not retaliate against a person who has made a report or filed a complaint alleging harassment, or who has participated as a witness in a harassment investigation. A student shall not make unwanted sexual advances upon another person, either verbal, written, or physical.
16. A student shall not be late or absent from school or any portion of the school day without proper authorization.
17. A student shall not, orally or in writing, engage in misrepresentation, forgery, plagiarism, or any other form of cheating.
18. A student shall not use profanity, give obscene gestures, be verbally abusive, or possess materials that may be deemed obscene.
19. A student shall not violate the school dress code or disregard the directions of school authorities with regard to this policy.
20. No student shall plan, encourage, or engage in hazing.

Hazing is defined as performing any act or coercing another, includes the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. **Gangs** that initiate advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated. Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

21. Because no list can include every instance of prohibited conduct, students may also be disciplined for conduct not specifically set forth herein and which substantially and materially disrupts or interferes with the good order, discipline, operation, academic or educational process taking place within the school or at a school event, or which substantially and materially is or poses a threat to the safety of persons or property.

DISCIPLINE

At Paulding High School, all students are required to behave in a socially and legally acceptable manner at all curricular and extracurricular activities. Students who choose behavior which violates the rules of our school will face the consequences of their actions. In addition, students who damage property, either accidentally or purposefully, will be held responsible for paying for the damage. The Paulding Village Police and/or other law enforcement agencies may be called when a student has violated a law which governs the citizens of Paulding, Ohio.

Disciplinary action(s) may include:

1. **Denial of Privileges:** Students have many opportunities to participate in activities in addition to the regular school curriculum. Privileges will be denied if students fail to adhere to the Code of Conduct. Students may be removed from participation in, or attendance at, extracurricular activities.
2. **Detention:** As a correction for misconduct, the Principal, or a teacher may assign a detention to any student. The student will be required to stay after school or come before school for a designated amount of time. Lunch detentions may also be assigned; students will eat lunch in an assigned room or area. Detentions are handled by the teacher or administrator who assigns the detention. Detentions will be a study time with no sleeping or talking. A student who skips a detention will have the punishment doubled and/or receive a Prime Time Friday assignment.
3. **In-School Detention:** The Principal may assign an In-School Detention to students. The student will be removed from class(es) and will spend the time in the office. School work will be made up. Assessments that are done in class will be made up at a time determined by the instructor.

4. **Justified Removal:** Emergency removal from a class will place the student temporarily in the In-School Suspension room. The student will be unexcused from the class he or she misses.
5. **Time Out:** Emergency removal from class for more than one class period. The student may be unexcused from the class(es) missed.
6. **Prime Time Friday:** The Principal may assign a student to additional school time on Fridays from 3:00 - 5:45 p.m. Students must bring materials to study, and be prompt. Non-attendance at an assigned Prime Time Friday may result in suspension from school.
7. **In-School Suspension:** This disciplinary action results in the denial of participation in the student's regular classes, or any school activity for that day. The Principal will assign the student to a monitored room where he or she will spend the school day studying and working exclusively on school work. Credit for school work is given while the student is assigned to I.S.S. The student will also eat lunch in the In-School Suspension room.
8. **WBESC Opportunity School:** This suspension results in the denial of participation in the student's regular classes, or any school activity for that day. The Principal will assign the student to be monitored at the WBESC Opportunity Center in Van Wert. Students will have transportation provided and leave at 7:45 and return by 3:00 PM
9. **Out-of-School Suspension:** This suspension results in the denial of attendance and participation of any school class or activity. A student may be suspended for one to ten (1-10) days at a time by the building Principal. Progressive suspensions may be given to students who habitually or continually violate our school rules.

This penalty is considered very serious because days missed out of school due to a suspension are considered unexcused days. In the event that an out-of-school suspension is necessary:

- a. Parents will be notified.
 - b. Credit may not be given for schoolwork on the days of suspension.
 - c. The student may not attend classes or any school activity or function.
10. **Driver License Suspension:** The suspension of driving privileges for excessive absences may be imposed according to Ohio Revised Code 3321.13 and Board policy.
 11. **Expulsion:** A student may be expelled by the Superintendent of Schools for continual or extreme breach of school policy. Expulsion is the removal from school for no more than 180 days. If expelled, students will not be allowed to make up work (no credit), be assigned alternative placements (i.e. ACE, internet classes, etc.), or be on school property.
 12. **Exclusion:** Expulsions may be extended if the student is convicted of a crime. State law provides for the permanent exclusion of a student,
 - 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:
 - A. Conveying or possessing deadly weapons or carrying a concealed weapon onto school property or to a school function;
 - B. trafficking in drugs onto school property or at a school function;
 - C. Assault or aggravated assault, murder, aggravated murder and voluntary or involuntary manslaughter on school property or at a school function
 - D. Rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;
 - E. Complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

STUDENT DRESS AND APPEARANCE AT SCHOOL

The spirit of the dress code is to encourage an appropriate atmosphere for school. Apparel worn to school should be clean, in good state of repair and not torn or tattered. The appearance of Paulding High School students is to be a reasonable reflection of our school and community. The mission of our school is to prepare our students for the world of work and for life after high school; our dress code reflects that of a typical professional work environment.

PHS DRESS AND APPEARANCE CODE

1. All clothing, patches, decals, belt buckles, buttons, or accessories must be in good taste, modest, and modestly worn.
2. Any insignia or clothing depicting alcohol, drugs, foul language, or other offensive symbols is prohibited.
3. Any pictures, photographs, or writing on clothing, which is offensive, or demeaning to another person, will not be allowed.
4. The American Flag may not be worn inappropriately.
5. Clothing or jewelry that may cause injury to the wearer or others, in class, shops, or labs, or that may damage the building or equipment is not permitted.
6. Students may not wear inappropriate chains to school, including choker chains.
7. Shorts, skirts or dresses must be of an acceptable length (not above the end of the extended fingertips). Spandex like material overly revealing pants are prohibited unless covered skirts or dresses of appropriate length.
8. Students may not wear "spaghetti strap" shirts, clothing which reveals undergarments, or clothing that is excessively revealing this includes bare shoulder, tank tops or muscle shirts.
9. Mesh shirts, biker shorts, boxer shorts, swimwear and midriff shirts are not acceptable.
10. Students may not wear caps, hoods, bandanas, hats, coats, jackets, gloves, or sunglasses at school.
11. Apparel worn to school is to be clean, in a good state of repair, and not excessively torn or tattered.
12. All dress, including footwear, must comply with health and safety standards. Slippers are not to be worn to school.
13. Students are not to wear underwear or pajamas as outerwear.
14. Body piercing to visible parts of the body is limited only to pierced ears and nose stud. In addition, piercings which become a distraction or a disruption will not be allowed.
15. Hair color is limited to natural colors this includes hair extensions. No spiked hair is permitted.
16. Any clothing or appearance that causes a disruption in the orderly function of the school is not permitted.
17. No shoes with roller blades in them are permitted at school.

If a student violates the dress code, the student may be asked to turn an objectionable shirt inside out (if applicable), or remove the objectionable item (if applicable). If a change of clothing is required, a parent or guardian will be called to bring in proper clothing. Students who are not willing or able to correct the dress code violation will not be allowed to return to class (unexcused) until the violation has been corrected. It is the student's responsibility to come dressed appropriately for school, and he or she will be expected to make every effort to follow the dress code of the school. The administration reserves the right to change the dress code to reflect changes in style.

SCHOOL PROCEDURES

AUTHORIZED AREA BEFORE SCHOOL

All High School students (grades 9-12) will enter the school building through the main entrance. Students are to report to their first period class when the warning bell sounds at 7:55 a.m.

STUDENT AGENDAS

All students will be issued a Premier Agenda at the beginning of the year. You are responsible for your own agenda, and must have your name written in it. Our agenda should be carried with you at all times, and will serve as your pass in the hallways. Agendas must be signed by your teacher to gain permission to leave class. Your teacher may deny your request to leave class. Agendas must not be altered, shared, or used by anyone but the legitimate owner.

You must fill out the destination and time/period before the teacher initials it. No student will be allowed to leave class for any reason without a signed agenda. Teachers or administrators may confiscate any agenda, which is being used inappropriately. If your agenda is lost, you must pay \$6.00 in the high school office to receive a new one.

MEDICATION

If it is medically necessary for a student to take any form of medication at school, a Medication form must be completed by the student's doctor and placed on file in the office. All medication must be in its original container, and will be stored securely in the office. An adult office staff member or the school nurse will dispense the medication in the office. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other students for their use or possession. Any medication who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined.

STUDENT CHEATING

Each student is expected to do his or her own work on homework, quizzes, and tests. Copying homework, plagiarizing, or cheating of any kind will NOT be tolerated. No credit will be given on any test, assignment, or quiz where cheating has taken place. Instances of cheating will be subject to further disciplinary action. Parents will be notified. Teachers' Gradebooks, desks, and papers, and computer terminals are to be respected as private property.

STUDY HALLS

A Study Hall period is to be used to complete homework, study school-related material, prepare for tests, or reading. Students will not be allowed to sleep, play games, or leave class except for emergencies. Students assigned to Study Hall who will be working in the office, helping in the library, or assisting a teacher, must obtain a Re-Assignment Form in the office. The student will attend Study Hall until the reassignment form is signed and returned.

BOOK & DUFFEL BAGS

Students may carry their books and belongings to school in a bag. For safety and security reasons, book bags or duffel bags may not be carried to classes. Bags are to remain in your assigned locker. Girls may carry a small purse if necessary, but not large enough to hold a book(s).

LOCKS AND LOCKERS

Assigned lockers are the responsibility of each student (school and gym). Students are responsible for everything in his or her locker, and for keeping the assigned locker clean both inside and outside. Students who write, mark, deface, or inappropriately decorate their lockers will repair or be billed for the damage. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safe-keeping. Students are NOT allowed to make any locker changes. All changes must be made in the office with administration approval. Signs and banners may NOT be taped to the lockers. Tape or glue may not be used on the inside or outside of the lockers. School is not responsible for lost / stolen items out of lockers.

Combination locks are on the lockers. There is no initial charge for the lock, but the student will pay for lost locks. Lockers should be kept clean at all times. **Student Lockers are the property of the school district and students have no reasonable expectation of privacy in their contents or in the contents of any other district property including desks and other containers. The administration reserves the legal**

right to search lockers at any time to insure a safe and healthy school environment *Unannounced and random canine searches may also be conducted.*

SEARCH AND SEIZURE

Administrators may search a student or his / her property (including vehicles, purses, knapsacks, gym bags etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice.

PUBLIC DISPLAY OF AFFECTION

School is a place to work and learn. Publicly displaying affection is not acceptable behavior, and will not be tolerated. Disciplinary action will be taken if this rule is blatantly or repeatedly broken.

DANCES

All High School (grades 9-12) dances are closed to younger students. The Homecoming Dance, Prom, and other dances sponsored by high school groups are specifically for the enjoyment of High School students. Younger pupils and those 21 and older will not be allowed to attend. All dances will be chaperoned by parents and faculty. Students are expected to conduct themselves in a respectable and appropriate manner.

TOYS AND GADGETS

1. Radios, cassette or CD players, headphones, games, toys, beepers, cellular phones, Smart Watches or other electronic gadgets of any type are NOT to be brought to school. Skateboards, rollerblades, scooters, etc. are not allowed at school. Students are not to use them on school property. Use of a cellular telephone or other ECD (prohibited ECDs include laser pointers and attachments, paging devices / beepers, and other devices designed to receive and send an electronic signal) in an unauthorized manner or in violation of these rules may result in loss of this privilege, additional disciplinary action (e.g., warnings, parental notification and conferences, suspension, expulsion), confiscation of the cellular telephone and/or ECD. If a cellular phone or ECD is confiscated, it will only be released / returned to the student's parent / guardian after the student complies with any other disciplinary consequence that is imposed, and / or referral to law enforcement if the violation involves an illegal activity.

Due to the popularity and instructional nuisance that Fidget Spinners have become, we will not be allowing students to have Fidget Spinners out during class time at Paulding High School. While well intentioned in purpose, Fidget Spinners have become quite problematic for teachers as the spinners are a massive distraction to students. If your student needs a fidget toy and is permitted to have one as provided by the student's IEP or 504 plan, we certainly will accommodate and permit if that is stated within that legal document.

2. **"Sexting" is prohibited at any time on school property or at school functions.** Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the WCD.
3. The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use electronic equipment on school property without the permission of teachers and administration. Examples of prohibited devices include but are not limited to radios, "boom boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

SIGNS OR BANNERS IN SCHOOL

Any student or adult wishing to hang or post a sign or banner in the Paulding High building must receive the express permission of the Principal or Assistant Principal. Individuals or groups hanging signs are responsible for removing them in a timely manner.

MASTER CALENDAR OF EVENTS

All extracurricular or curricular events must be approved by the Principal, and entered onto the Master Calendar located in the Principal's office. Fund-raisers, meetings, dances, athletic events, concerts, field trips,

guest speakers, assemblies, and any other school-related activity must be authorized and recorded. Failure to do so will be considered an unauthorized use of the building and school facilities.

AUTOMOBILES

High school students who drive to school must park their cars in designated parking spots in the school parking lot and may not move their cars without consent from the office until dismissal time. Students are NOT to park in areas designated for faculty use. Violators may be towed. Students must vacate their cars immediately upon arrival at school and shall not return to them until dismissal. Designated parking areas for Visitors and Handicapped individuals are to be respected at all times. Students must adhere to safe driving and parking regulations. No one is to park outside the marked lanes. The privilege and permission to park on school property may be withdrawn at any time.

TELEPHONE USE BY STUDENTS

Telephone calls by students may be made only before school, at lunch, or after school, with permission. In case of an emergency, the Principal, Assistant Principal or adult office staff member may grant permission for students to use the office telephone.

BREAKFAST PROGRAM

The cafeteria offers a breakfast program before school. All food and drink is to be consumed in the cafeteria. There is to be no food or drink in the halls or classrooms.

LUNCH

Paulding High School students must eat in the school auditoria. Students will be dismissed to lunch in an orderly and quiet manner. Respect and pride for our school, teachers, cafeteria staff, and fellow students must be demonstrated at all times. Inappropriate behavior during lunchtime will result in disciplinary action.

Lunch period and breakfast before school are the only times during the day that students are allowed to eat or drink in the school building (only in the auditoria), unless permission is obtained for special events scheduled by teachers, staff, or administration.

Food is NOT to be carried in or delivered to the school and no outside visitors unless permission is granted in advance from the principal or assistant principal.

VISITORS

For the protection of our students, all visitors (including parents) are to stop at the school office to sign in immediately upon entering the school premises. Young people of school age who wish to visit our school must complete a Visitor Request Form in the office. The principal prior to the visit must approve the form. Visitor's badges must be worn.

ASSEMBLIES AND PROGRAMS

Assemblies will be held periodically to provide various programs for students. Students should move quickly and quietly to their assigned places in the gymnasium. Everyone attending the assembly is expected to conduct themselves as mature young adults. Your behavior is a reflection upon you as an individual, your parents, and our school. Common courtesy demands the full attention of all students. Improper actions, talking, noise, etc. will result in loss of assembly privileges or other disciplinary action. A student who requests to be excused from the assembly must ask permission from the principal in advance.

ACADEMIC POLICIES

REQUIREMENTS FOR A HIGH SCHOOL DIPLOMA:

1. Completion of 21 Carnegie Units of academic credit. Refer to your High School Class Registration, or see your Guidance Counselor for further details.
2. Pass all sections of the required Tenth Grade Ohio Graduation Test.
3. Completion of eight (8) semesters of high school experience or the equivalent.
4. All requirements of the Ohio State Board of Education and the Paulding Exempted Village Board of Education for graduation must be completed by the last day of the current school year before a student may graduate from Paulding High School and participate in the graduation ceremony for that particular school year.
5. In order to graduate from PHS, students must not have any outstanding fees or fines. Students also must have successfully completed all disciplinary actions, attend the mandatory graduation rehearsal, and adhere to the graduation dress code.

VANTAGE CAREER CENTER

Paulding Students who choose to attend Vantage will be allowed to return to Paulding only after an agreement has been made between the student, parents, home school officials and Vantage officials. A student must decide to return within the first two weeks of classes.

EARNING HIGH SCHOOL STATUS

In order to earn the 21 credits required for a high school diploma, students must demonstrate appropriate progress toward those credits over the prescribed four -year high school curriculum. Failure to do so will result in deficiencies which will require the student to complete more than four years to achieve his/her diploma.

In order to be considered for assignment to the next grade level, students must earn the following minimum number of credits each year:

To be considered a Sophomore, Freshmen must have earned a minimum of five (5) credits.

To be considered a Junior, Sophomores must have earned a minimum of ten (10) credits.

To be considered a Senior, Juniors must have earned a minimum of fifteen (15) credits.

To receive a high school diploma, Seniors must have earned twenty-one (21) credits.

GRADING SYSTEM

Grade Point Averages are determined on Semester Grades, and are calculated as follows: 40% for each nine weeks grades and 20% for the Semester Exam. Students must pass two of these three grades to pass for the semester. PHS uses a Modified 4.0 scale to calculate Semester Grades:

	<u>Regular</u>	<u>Honors</u>	<u>AP</u>
A+	4.0	4.5	5.0
A	4.0	4.2	5.0
A-	4.0	4.0	5.0
B+	3.3	3.8	4.3
B	3.0	3.5	4.0
B-	2.7	3.0	3.7
C+	2.3	2.8	3.3
C	2.0	2.5	3.0
C-	1.7	2.2	2.7
D+	1.3	1.8	2.3

D	1.0	1.5	2.0
D-	0.7	1.2	1.7
F	0.0	0.0	0.0

UNIFORM GRADING SCALE

90 - 100%	A
80 - 89%	B
70 - 79%	C
60 - 69%	D
59% and below	F

HONOR ROLL

To be on the Honor Roll, a student must have earned a Grade Point Average of 3.0 or higher, with no letter grade lower than a "C".

VALIDICTORIAN/SALUTORIAN AND SENIOR AWARDS

Students wishing to be the Valedictorian will need to be aware that scheduling classes that are more weighted are calculated higher on the GPA as they are based on a 5 point schedule (i.e. College Credit Plus, AP courses and honors classes). At the conclusion of the 7 Semesters, the Senior Guidance counselor and the HS Principal will look at the final GPA calculations for determining class rank and for award preparation purposes, and if there is a situation where more than one student has taken a rigorous course load and where there is the possibility of near exact grade point averages, a determination to go the direction of Co-Valedictorians will be made by the HS Principal.

College Credit Plus

Students and parents must attend the mandatory College Credit Plus meeting set each year to participate in the program. By April 1st, students must turn in a completed Letter of Intent form to the school counselor if you plan to participate in College Credit Plus. After April 1st, you will need permission from the school principal before April 15th to participate.

INCOMPLETE GRADES

If a student has incomplete course work, which results in an incomplete grade for a grading period, they will be allowed the same number of days to make up their work as the number of school days missed. Students who fail to make arrangements with their teachers to complete the work will receive a failing grade.

SCHEDULE INFORMATION

All students will register in the spring for the fall semester. Counselors and/or administrators will carefully explain information concerning scheduling and registration. All students are required to schedule a minimum of seven periods of classes each semester leading to a minimum of five credits toward graduation. Students must keep graduation requirements in mind when registering.

Schedules may be changed only with the recommendation of the counselor and/or principal, working with the student and parent. Changes to first semester schedule may be made in the Guidance office by the announced deadline. After that date, a charge of \$20.00 per change will be charged unless the school initiates the schedule change. All subjects dropped after the second full week of the semester may receive a "Withdrawal Failure" for the term.

WORK-STUDY PROGRAMS

Only students who qualify for a state-approved Work-Study Program may be excused from school for work purposes. These Work-Study Programs are approved and administered by PEVS.

EIGHTEEN YEAR-OLD STUDENTS

As long as a student is enrolled in school, he/she must comply with all of the rules and regulations governing the school, regardless of his/her age. Students 18 years of age or older must comply with all rules and

regulations of the school, or be subject to disciplinary actions. In order to remain enrolled in high school, students must continue to adhere to the policies and procedures regarding verification of attendance, notes from parents, etc.

FINES AND FEES

Each year, students are assessed fees for consumable supplies used in some of their classes. Please pay student fees in the HS office before the end of the first nine-week grading period. Also, fines may be assessed for overdue library books, misuse or loss of books, locks, property, equipment, or furniture. **No students with outstanding fees or fines may participate in any extra-curricular events, get a transcript or participate in Commencement exercises.** Parents and students are encouraged to make regular payments toward the school fees.

WITHDRAWAL FROM SCHOOL

In order to withdraw from school, the following procedures must be followed:

- a) Written notification from parents of the withdrawal is to be given to the Counselor or Principal.
- b) Withdrawal forms, which are available in the school office, are to be signed by each of the student's teachers and then by the Principal.
- c) Books must be returned to each teacher.
- d) Fines and fees must be paid in the office.

Transcripts of grades may not be forwarded to the student's new school until all financial responsibilities are fulfilled for Paulding Schools. The Principal has the authority to withdraw a student 18 years of age or older from the high school for attendance reasons.

MEDIA CENTER INFORMATION

A. Hours: 8:00 a.m. – 3:00 p.m.

B. Conduct:

1. Little or no talking
2. No damaging library materials
3. Misbehavior will result in loss of library privileges
4. No gum or candy allowed.

C. Checking out library materials:

1. A maximum of 4 items may be checked out at one time.
2. Materials are due in 2 weeks.
3. Materials may usually be renewed.

D. Overdue, lost, and damaged materials:

1. Materials not returned on time will result in a fine to the student; a grace period of four school days is given.
2. Students will pay the cost of replacement for lost or damaged materials.

E. Library use:

1. Each student may use the library each week to do school work during Studyhall provided they sign up at the beginning of the day. Additional privileges may be granted to students for school assignments.
2. Students may use the library computers for word processing, to access the online catalog, or to access electronic databases provided through INFOhio. A permission form signed by a parent or guardian and the student must be presented to use the Internet. Internet access is provided for school use only. Printing must be pre-approved.
3. Students in the library will not be allowed to leave to go to the office, lockers, restrooms, etc.
4. Teachers can arrange to bring their entire class for work requiring the use of library materials. This means the library may be closed to other students at that time.

ATHLETIC ELIGIBILITY

Paulding High School is a member of the Ohio High School Athletic Association (OHSAA). All athletes shall meet all requirements in the OHSAA bylaws and the Paulding Board of Education rules affecting athletes in order to be eligible to participate in interscholastic competition.

ATHLETIC PARTICIPATION

1. In order to participate on any athletic team, the athlete must have:
 - a. A record of a current medical physical examination on record.
 - b. Adequate insurance to cover him/herself in the event of an injury.
 - c. Parental consent to participate.
2. An athlete must be in attendance for a minimum of four full periods of school in order to be eligible to practice or participate in a contest that day.
3. All athletes and their parents will sign the Paulding High School Athletic code, agreeing to follow the policies and procedures of the athletic department and the school.
4. **Academic Eligibility** – Eligibility for each grading period is determined by grades received the preceding nine-week grading period. Semester averages and yearly averages have no effect on athletic eligibility. Summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year.

High School students must meet these two criteria each nine weeks (each quarter) in order to be eligible the next quarter: Pass 5 one-credit courses (or equivalent)

AND

Earn a minimum 1.00 GPA

5. It is the position of the Paulding Exempted Village School Board of Education that satisfactory grades are necessary for interscholastic extracurricular participation. Such programs include: All Athletic teams and cheerleaders grades 7-12; academic groups that participate in competition with other schools (e.g.: Quiz Bowl, Science Olympiad, FHA and FCCLA).

We are proud of the athletic program that is offered to our students. **Being a part of that program is an honor and a privilege. Coaches and administrators have the right to deny this privilege to students if the student's actions or behaviors warrant removal from the team or event.**

The Paulding High School Athletic Department may field the following approved teams:

Fall: Football, Boys and Girls Cross Country, Golf, Volleyball

Winter: Boys and Girls Basketball, Wrestling

Spring: Boys Baseball, Girls Softball, Boys and Girls Track

SCHOOL ACTIVITIES

The Board of Education, faculty, and staff recognize that a complete extracurricular program is an important part of a quality educational experience for students. Your school provides many opportunities for you to participate in a group, club, or team of your choice based on your interests and abilities. Participation in extracurricular activities is a privilege of every student, and excellent behavior is expected as you represent our school. Advisors/coaches and administrators have the right to deny this privilege to students if the student's actions or behaviors warrant removal from the team or event. In order to participate in any extracurricular activity, a student must be in attendance for a minimum of four full periods of school that day and meet academic requirements.

COMPUTERS AND TECHNOLOGY

As a member of the NOACSC, Paulding High School is able to provide its students Internet access, connecting computers all over the world. Along with the privilege of accessing the Internet, goes the responsibility of following strict guidelines of proper conduct and use.

Paulding schools reserve the right to limit access to materials on this network, which may not have educational value within the school setting, and have taken available precautions to restrict student access to inappropriate materials.

Use of the NOACSC network is a privilege, not a right. Students and parents must sign an agreement acknowledging the Guidelines for Acceptable Use before students are allowed to use the system. Any violation

of this agreement or the rules governing the use of computers of the network will result in denial of privileges.

BASIC RULES OF TECHNOLOGY USE:

1. Do not gain or attempt to gain access to someone else's account or files.
2. Do not write, obtain, or pass on any swearing, vulgarities, suggestive, pornographic, obscene, or threatening language or material.
3. Do not send or pass on any rumors or use the system to annoy or harass others.
4. Do not search or visit sites that may be considered by School personnel to be pornographic, dangerous, or inappropriate.
5. When using the computers, terminals, network, or other school equipment, students must follow the teacher's direction and/or school policies.

SCHOOL BUS RULES FOR STUDENTS

With nearly 1500 students riding over 20 buses daily, it is important that a common set of rules for safety be maintained. The safety of students while riding the bus is a tremendous responsibility. The PEVS safety record is an enviable one, and we hope that students and parents will join us in keeping it that way.

Ohio laws do not require that any High School student be transported to school by bus. Since riding the school bus is a privilege, each student is obliged to read and obey the following regulations to insure his or her safe and orderly transportation:

1. Parents are responsible for the safety of pupils before entering and after exiting a bus. The bus arrival time before and after school may vary from day to day.
2. School employees will not enter disputes involving parents and students prior to pick up, or after return from pick-up points.
3. Busses operate on a time schedule as outlined by the Transportation Supervisor. The schedules do not allow enough time to wait for tardy students. Students must be at the bus stop before the bus arrives.
4. Students must cross all roadways at least 10 feet in front of the bus.
5. All passengers must maintain absolute quiet while at railroad crossings.
6. Pupils will ride assigned buses only. Parents may ask for a bus change for individual days. A note from the parent is required for such a change. The principal or supervisor must approve each request. Without a note, the pupil will be sent home on his/her regular route.
7. One stopping place per family is all that is allowed. This means that all children must be dropped off and/or picked up at the same stop each day. The Transportation Supervisor must authorize any changes.
8. Discipline procedures that go beyond the bus driver will be handled according to the policy of the building principal.
9. The Ohio Pupil Transportation Operation and Safety Rules will be followed.

In addition to these Safety Rules, a set of 11 Rules of Conduct has been established for students while on the bus. These rules, which are posted on the bus, are to insure that courtesy and order are maintained.

- Observe the same code of conduct as in the classroom.
- Students must be courteous to the driver and other students.
- No profane language will be tolerated.
- No eating or drinking is allowed while riding the bus.
- The bus must be kept clean.
- Cooperation with the driver is required.
- No smoking or tobacco use is allowed on the bus or at the bus stop.
- Destruction of property is forbidden. Parents will be responsible for any damage inflicted on a bus by their child.
- Students must be in their seats while the bus is moving.
- Heads, hands and feet must be inside the bus at all times.
- The bus driver is authorized to assign seats.

VANTAGE SCHOOL TRANSPORTATION

High School students who attend Vantage Career Center are allowed the privilege of school transportation to and from Vantage. All school transportation rules as well as all PEVS school policies are in effect for

students who take advantage of this privilege.

WEATHER RELATED ANNOUNCEMENTS

In case of severe weather (snow, ice, fog, etc.) the official announcement for school delays or closing may be heard over local radio stations. Listen to WONW, WBNO, WDFM, WOWO, WMEE, WAJI, WERT, WBTU, or WBCL. Announcements are also made on the following television stations: Fort Wayne Channels 15, 21, 33, and Lima Channel 35.

EMERGENCY MEDICAL FORMS

Ohio State law requires that Emergency Medical Forms be kept on file for immediate access in case of injury. These must be on file in the office by Friday of the first week of school. Students may not participate in any field trip or out of school activity without an emergency medical form. Athletes must have two copies on file; one in the Principal's office and one in the Athletic Director's office.

WORK PERMITS

Paulding school district residents (ages 14-17) need to have work permits on file if they are employed. Work permit application forms may be picked up in the high school office. Completed forms are to be returned and a Birth Certificate or Baptismal Certificate is to be presented. A work permit will be prepared and presented to the student, or mailed to the workplace.

ACCELERATION AND CREDIT FLEXIBILITY

Acceleration and Credit Flexibility are educational options available to Paulding Exempt Village School students for the 2013-2014 school year. Acceleration allows students who qualify to take academic offerings at least one grade level above their current classification. Credit flexibility allows students to earn credit for courses without meeting the required "seat-time" hours. More information about these programs can be obtained by contacting the high school office.

EMERGENCY DRILLS

FIRE DRILL: Know the exits from all rooms in which you might be attending classes. Our aim is to leave the building in a quiet and orderly fashion and in a minimum amount of time. The first student to reach an exit door should hold the door open until the group is out. Exit without excessive noise and with no running or shoving.

TORNADO DRILL: Learn the procedures for a tornado drill in each of your classrooms. As a general rule, inner halls and locker rooms are the best place to be. Stay away from doorways and windows. Students should crouch on their knees, and cover their heads with their hands.

EVACUATION DRILL: In the event of a threat from inside the building (explosive, chemical spill, etc.) students will exit the building quickly and quietly following the same procedures as the fire drill.

SAFE SCHOOLS DRILL: In some cases, a danger may be present from within the building (hostage situation, intruder alert, etc.). Students are to remain in, or go to, the closest classroom. Teachers will close, secure, and cover all exterior doors and windows and move students away from the exits.

ALICE DRILL: This drill is included in the **Safe Schools Drill** and is a process of removing students in the event of a threat within the building determined by the location of the threat. Teachers will provide specific instruction on the appropriate procedure to follow in situations where students must be secured in their building rather than evacuated.

2018-19 BELL SCHEDULE

(3 HOUR DELAY)

Warning Bell 7:55 a.m.		Warning Bell 10:55 a.m.	
Period 1	8:00 – 8:42	Period 1	11:00-11:23
Period 2	8:45 – 9:25	Period 2	11:26 -11:49
Period 3	9:28 – 10:12	Lunch	11:49 –12:21
Period 4	10:15 – 10:55		
AAA	10:58 – 11:28	Period 3	12:24 – 12:50 Announcements 12:47
Lunch	11:29 – 12:09	Period 4	12:53 -1:16
Period 5	12:11 -12:51	Period 5	1:19 - 1:42
Period 6	12:54 – 1:34	Period 6	1:45 – 2:08
Period 7	1:37 – 2:17	Period 7	2:11 – 2:34
Period 8	2:20 – 3:00	Period 8	2:37 – 3:00

TWO-HOUR DELAY SCHEDULE

Warning Bell	9:55 a.m.
Period 1	10:00 – 10:32
Period 2	10:35 – 11:05
Period 3	11:08 – 11:38
Announcements	11:41 – 11:45
Period 4	11:45 – 12:15
Lunch	12:18 – 12:48
Period 5	12:51 – 1:21
Period 6	1:24 – 1:54
Period 7	1:57 – 2:27
Period 8	2:30 – 3:00

AAA SCHEDULE

Monday	Tuesday	Wednesday	Thursday	Friday
Social Studies	Math	Science	English Lang. Arts	Meetings Clubs

2018-2019 CALENDAR

August 21	1st Day for Students
September 3	No School – Labor Day
September 4	No School –Professional development day
October 19	End of 1st Grading Period
October 22	No School Quarter Break
November 15 & 19	Parent-Teacher Conferences
November 21	No School for Students
November 22 - 23	Thanksgiving Break
December 20	End of 2 nd Quarter (1:30 dismissal)
December 21	1st Day of Christmas Vacation
January 3	School Resumes
January 21	M. L. King Day – No School
February 18	President’s Day – No School (or make-up)
February 19	Professional Development Teachers
March 15	End of Third Grading Period
March 18	End of Quarter Break (or make up)
April 19 – April 22	Spring Break
April 23	Professional Development Teachers
April 24	Classes resume
May 23	Last day of school
May 26	Commencement

MAKE UP DAYS/HOURS

Any hours of instructional time missed over 47.5 hours will be made up, except for residual hours at the end of the year. This includes some hours due to 2 and 3 hour delays, as well as all day closings. A school day missed is 6.5 hours lost.

Make up days/hours can be:

Feb. 19, Mar 16, Mar 29, Apr 3, and May 25th. If more days/hours are needed, the Superintendent has the discretion to schedule make up time including make-up time beginning May 29.

SCHEDULED INSTRUCTION HOURS

1147.5 hours of student instruction, with up to 47.5 hours excused due to school closures and delays.

MLA DOCUMENTATION

Paper Formatting

Your paper must be in the following format:

- Double-spaced Times New Roman 12 point font.
- Have one-inch margins on both sides of the page
- Your last name and the page number go in the Header
- In the top left corner, list your name, your teacher’s name, the class, and the date. Remember that the date is listed as the day, the month, then the year.
- The title of your paper should be centered. Remember that the title is NOT underlined, italicized, in bold, or in quotation marks.
- Each new paragraph must be indented. Hit the Tab button to indent.

In-Text Citations:

Any time you quote, paraphrase, or summarize information you took from a source, you must create an in-

text citation.

An in-text citation can take two forms:

1. Using a signal phrase with the author's last name or the name of the organization and listing the page number at the end of the sentence in parentheses marks. [Example: According to Edwards, . . . (321).]
- OR
2. Listing the author's last name or the organization and the page number in parentheses at the end of the sentence. [Example: (Edwards 321).]

FORMATTING AN IN-TEXT CITATION

1. **Author named in a signal phrase.** The MLA recommends using the author's name in a signal phrase to introduce the material and citing the page number(s) in parentheses.

Lee claims that his comic-book creation, Thor, was "the first regularly published superhero to speak in a consistently archaic manner" (199).
2. **Author named in a parenthetical reference.** When you do not mention the author in a signal phrase, include the author's last name before the page number(s) in the parentheses. Use no punctuation between the author's name and the page number(s).

The word *Bollywood* is sometimes considered an insult because it implies that Indian movies are merely "a derivative of the American film industry" (Chopra 9).
3. **Two or three authors.** Use all the author's last names in a signal phrase or in parentheses.

Gortner, Hebrun, and Nicolson maintain that "opinion leader" influence other people in an organization because they are respected, not because they hold high positions (175).
4. **Four or more authors.** Use the first author's name and *et al.* in a signal phrase or in parentheses.

Examining the lives of women expands our understanding of human development (Belenky, *et al.*).
5. **Organization as author.** Give the organization's full name or a shortened form of it in a signal phrase or parenthetical reference.

Any study of social welfare involves a close analysis of "the impacts, the benefits, and the costs" of its policies (Social Research Corporation).
6. **Unknown author.** Use the full title of the work or a shortened version in a signal phrase or parenthetical reference.

"Hype" by one analysis, is "an artificially engendered atmosphere of hysteria" ("Today's Marketplace").
7. **Author of two or more works cited in the same project.** If your list of works cited has more than one work by the same author, give the title of the work you are citing or a shortened version in a signal phrase or parenthetical reference.

It can be determined that Grendel is a "pointless, silly monster, crouched in the shadows, stinking of dead men" (Gardner a).
8. **Two or more authors with the same last name.** Include the author's first *and* last names in a signal phrase or first initial and last name in a parenthetical reference.

Children will learn if they are allowed to choose their own subjects (James Britton).
9. **Indirect source (author quoting someone else).** Use the abbreviation *qtd. in* to indicate that you are quoting from someone else's report of conversation, interview, letter, or the like.

Arthur Miller says, "When somebody is destroyed everybody finally contributes to it, but in Willy's case, the end product would be virtually the same" (qtd. in Martin and Meyer).
10. **Electronic source.** Give enough information in a signal phrase or in parentheses for readers to locate the source in your list of works cited. Many works found online lack page numbers; you will have to omit the page number from the parentheses. However, if you are citing a work with a stable pagination, such as an article as a PDF file, include the page number in parentheses.

As a *Slate* analysis has noted, "Prominent sports psychologists get praised for their successes and don't get grief for their failures" (Engber).

WORKS CITED PAGE

The works cited page must be in the following format:

- Double-spaced Times New Roman 12 point font.
- One-inch margins on both sides of the page.
- Your last name and the page number go in the Header
- The title Works Cited. The title should be centered and NOT underlined, italicized, in bold, or in quotation marks.

The works cited list must follow the following format:

- Sources are listed in alphabetical order by the first word. Start with the author's last name, if available; if no author is given, start with the title.
- The first line of each entry is flush with the left margin. All lines that follow the first line for each entry are indented by hitting Tab once.
- To cite a source for which you cannot find a model, collect as much information as possible. Then look at one of the following models to see which one closely matches the type of source you are using.

Formatting a Works Cited page entry:

1. **Basic Format—Print Source.** List the last name of the author first. Place a comma between the last name and the first name. End with a period. Next list title in *Italics* and end with a period. List the city of publication and end with a colon. List the publisher and end with a comma. List the year of publication and end with a period. List the word Print.

Twitchell, James. *Living It Up: America's Love Affair with Luxury*. New York: Simon, 2002. Print.

2. **Basic Format—Electronic Source.** List the last name of the author first. Place a comma between the last name and the first name. End with a period. Next list title in *Italics* and end with a period. List the update day (the day, the abbreviated month, and the year) and end with a period. List the word Web and end with a period. Finally, list the day you located the source the day, the abbreviated month, and the year) and end with a period.

Brown, Kevin. "Growing Your Own Vegetable Garden." 11 Feb. 2012. Web. 24 Apr. 2012.

3. **Unknown Author.** When the author is not identified, begin the entry with the title. *Italicize* title of books and long works, but put titles of articles and other short works in quotation marks.

"California Sues EPA over Emissions." 8 Jan. 2011. Web. 22 Jul. 2011.

4. **Two or more works by the same author.** Arrange the entries alphabetically by title.

Chora, Anupama. "Bollywood Princess." *New York Times*. 10 Feb. 2008. Web. 13 Feb. 2008.

Chora, Anupama. *King of Bollywood*. New York: Warner, 2007. Print.

Sample Heading:

(Running header ½ from top)

Perry 1

Angel Perry
Mrs. Perry
English 12
18 April 2013