

**FAIRMONT JUNIOR HIGH SCHOOL
HOME OF THE FALCONS**

**2121 NORTH COLE RD.
BOISE, ID 83704
(208) 854-4790
FAX 854-4791**

**WEBSITE: WWW.BOISESCHOOLS.ORG/SCHOOLS/FAIRMONT
BUS COMPANY: 854-5230**

Principal – Amy Kohlmeier
Assistant Principal – Camille Fraley
Registrar – Jan Way
Attendance Secretary – Jo Castleman
7th Grade Counselor – Joan Parsons
8th Grade Counselor – Jason Adams
9th Grade Counselor – Rita Romberg
Nurse – Elsie Lee McKlveen
Athletic Director – Chad Wright

This Tracker Belongs To:

Name: _____

Address: _____

City/Town: _____ Zip Code _____

Phone _____

Student Number: _____ Team: _____

FAIRMONT JUNIOR HIGH BELL SCHEDULE

Entry Bell	7:20 a.m.	
Warning Bell	7:41	
Period 1	7:43-8:32	49 minutes
Period 2	8:36-9:26	50 minutes
Period 3	9:30-10:17	47 minutes
Period 4	10:21-11:08	47 minutes
Period 5	11:12-11:59	47 minutes
Period 6	12:03-12:50	47 minutes
Period 7	12:54-1:41	47 minutes
Period 8	1:45-2:32	47 minutes

2008-2009 SCHOOL YEAR CALENDAR

August 25	First Day of School (12:00 Release)
September 1	Labor Day (No School)
September 12	District Inservice Day (No School)
October 2, 3	State Inservice Days (No School)
October 31	End of First Quarter (2:32 Release)
November 7	Professional Staff Development (No School)
November 26	12:00 Release
November 27, 28	Thanksgiving Vacation (No School)
December 19	12:00 Release
December 22-January 2	Winter Break
January 14, 15	End of Semester Testing (1:15 Release)
January 16	End of First Semester (12:00 Release)
January 19	Martin Luther King Jr. Day (No School)
February 13	District Inservice (No School)
February 16	Presidents' Day (No School)
March 6	Building Professional Activities (12:00 Release)
March 20	End of Third Quarter (2:32 Release)
March 23-27	Spring Break
April 10	Professional Staff Development (1:15 Release)
May 1	Building Professional Activities (12:00 Release)
May 25	Memorial Day (No School)
June 2, 3	End of Semester Testing (1:15 Release)
June 4	Last Day of School (12:00 Release)

FAIRMONT'S MISSION

In partnership with families and the community, we support each individual physically, emotionally and academically. Through rigorous curricula, we collaborate with diverse learning communities and apply strategies for continuous success and excellence.

FAIRMONT'S VISION

Welcome to Fairmont where teachers inspire, students thrive and individuals connect in a safe place where all can take the risk to grow.

FAIRMONT'S VALUES

Respect, Responsibility, Integrity, Compassion and Teamwork

ATTENDANCE

ABSENCES

Students are considered absent if they are 20 or more minutes late for a class. A call or letter to the main office within two days of an absence is required to excuse that absence. In the event that communication cannot be made during school hours, parents may call 854-4790 and leave a message. The answering machine is available 24 hours a day, 7 days a week. Students who are not excused by a parent within two days of an absence may be marked truant and serve an in-house detention.

NOTE: Students who come to school after school has started must report to the main office.

TARDIES

Tardies disrupt classes that are in session. For this reason, tardies will not be tolerated. A student is tardy if he/she is less than 20 minutes late for a class. This is the case even with a parent excuse for tardiness. Six tardies in one class during a semester will result in attendance at Evening School. A seventh tardy may result in the withdrawal and loss of credit for the course.

PERMIT TO LEAVE

Since Fairmont is a closed campus, any students leaving the school grounds during the school day must first secure a Permit to Leave (PTL) from the office. Students should bring a note from parents on the day of the appointment or have parents phone the office prior to the appointment and we will issue them a PTL for the appropriate time. Leaving campus without a PTL constitutes truancy.

PHONE NUMBERS, E-MAIL ADDRESSES

Please report any change of address, telephone number or e-mail address to the office immediately. This is the only way that we can keep our records current and guarantee that you receive school mailings.

DISCIPLINE PROCEDURES

PHILOSOPHY

We want Fairmont Junior High School to be a safe place for all students in our school. If a problem develops for students in a classroom, the hallway, the cafeteria or on the school grounds, we want students to go to any adult in the building for help; a teacher, counselor, administrator, nurse, social worker, secretary or custodian, can either help students or direct them to a person who can. We call all of these people your backup system at school. For your backup system at home you have your parents. All of us are here to help you, and we hope you will make the choice to get help rather than make other inappropriate choices such as fighting, threats, or disruptive behavior.

Remember, life is a series of choices. Once students make a choice, they face the consequences of that choice. It is our hope students will choose to behave responsibly and respectfully at Fairmont because we are about keeping students in school and not about kicking them out. We also believe that discipline is teaching and done for the students rather than to the student. We believe that all students are entitled to have an opportunity to learn in a safe learning environment. And finally, we believe that if students know the consequences of negative behaviors, they will choose to behave responsibly and positively.

With consistency and fairness as our guidelines, what follows then is a list of common inappropriate behaviors in school and the consequences we choose to enforce at our school for those behaviors. All negative behaviors are not listed; however, generally those behaviors which interfere with the educational process or conduct which infringes upon the rights, property, or safety of others are prohibited. The District Attendance Discipline and Transportation policies serve as an additional source of information and guideline.

Behavior	Consequence
Cheating – 1 st Offense	Loss of credit for the assignment.
– 2 nd Offense	Student withdrawn from class and loss of credit. "F" stored on the transcript.
Disruptive Behavior –	Student behavior will be

Behavior	Consequence
(Behavior that interferes with the teacher's teaching and the students' learning.)	recorded on the Fairmont Student Discipline Log. Depending upon the step, students can be placed in in-house detention, evening school or on a behavior contract signed by the parents and student. Students can also be removed from class with no credit.
Drugs, Alcohol, Tobacco – Use, Distribution or Possession	Students will be ticketed by the police. Out of school suspension will result. Student will be referred to Student Assistance Team for counseling. Students involved in activities (i.e. sports, government) will receive additional consequences.
Fighting – 1st Offense	A Major Disciplinary Violation (MDV) will be issued for suspension or in-house detention for three to five days. Students may be arrested for assault or battery.
– 2 nd Offense	Students will receive a MDV and suspension.
All types of Harassment, Threats, or Intimidation.	Students may receive after school, Evening School, In-house detention or suspension, depending on severity of the situation.
Out of Classroom Behaviors – (Minor or inappropriate behaviors in the building or outside on the grounds observed by a staff member.)	Students will be asked to sign a form indicating the appropriate misbehavior; students will serve after school detention for 30 minutes. Students with five or more violations will be assigned to Evening School; students with seven or more will receive a MDV and be assigned in-house detention or suspension.
Tardies –	(Tardiness interrupts the educational process for <u>all</u> ; consequently, the problem is taken very seriously.)
Tardies 1 - 3 in a particular class	Consequences will vary with individual teachers.
Tardies 4 and 5	Parents will be informed in writing. Consequences will vary with individual teachers.
Tardy 6	Evening School.
tardy 7	Students may be removed from class with no credit.
Truancies – (Being off school grounds	Students must have a Permit to Leave <u>before</u> leaving

Behavior	Consequence
without parent permission). A parent must excuse each absence within 48 hours.	school during the day. Not only do truancies disrupt the educational process for the individual student, but they also may impact others, especially in group activities. Students will receive an MDV and make up missed time at Evening School.
1 st Offense	
Additional truancies	Additional MDV's and additional detention time. Three major disciplinary violations (MDV's) in one semester could result in an extended suspension. Students may also be referred to law enforcement who will file on the student with juvenile court.
Weapons – (Actual weapons or look-alike weapons brought to school. Also, any object or substance used as a threat to the health and safety of the students.)	Students will receive suspension, extended suspension or expulsion from school or from the Boise School District.

BEHAVIOR CONTRACT

A behavior agreement may be initiated by a teacher or an administrator. Usually the inappropriate behaviors are highlighted and formal consequences are listed if those behaviors continue. Students, their parents, teachers and/or administration are expected to sign the contract.

DETENTION

Teachers or administrators may assign detention. Students will be detained either before school (7 a.m.), during their lunch period, or after school (after 2:32 PM). Students kept before or after school will receive a 24-hour notice and will be expected to make arrangements for transportation, etc.

MAJOR DISCIPLINARY VIOLATION (MDV)

This is a major warning that the behavior must stop. If a student receives three major violations in one semester, suspension from school for the remainder of the semester could be the result. These violations are cumulative during the three years of junior high school; therefore, a combination of two violations in seventh grade and two in ninth grade could also result in a suspension for the semester. Keep in mind that ninety percent (90%) of our student body never receives one violation during their entire three years of junior high.

IN-HOUSE DETENTION

Students who are assigned in-house detention will report to the in-house room first period and remain there until the

end of the school day. They will be able to complete work there and the assignments will receive credit from teachers. Students will not be counted absent.

EVENING SCHOOL

Students are assigned Evening School for obtaining six tardies in a particular class, to make-up truancy time, or for disruptive behavior consequences. When students are assigned Evening School, they receive information about the expectations and meeting place which they are expected to take home and share with parents. Evening School is in session from 2:35 PM to 5:30 PM; students are expected to bring work to complete and to stay on task during this time period. Failure to show up to Evening School or removal from Evening School for disruptive behavior will result in a Major Disciplinary Violation.

STUDENT EXPECTATIONS

GENERAL STUDENT RULES

In addition to the rules below, students are expected to follow the procedures outlined in the Boise School District's Policies and Procedures.

1. Be courteous, safe, and reasonable.
 - a. No verbal or physical abuse of other students, school employees, or visitors.
 - b. No sexual harassment of other students, school employees, or visitors. This includes conduct such as profane language or telling off-colored jokes. It also may include using sexist terms such as "babe, slut, sleeze, faggot, queer, etc." or making comments about private body parts. Behavior of a sexual nature includes leering, staring, and any kind of unwanted touching such as patting, hugging, and pinching.
 - c. We have a "no touch" policy for all students. This means students should not tackle, hit or grab other students even if they do not mean it maliciously.
 - d. Walk, don't run.
 - e. Don't fight. According to the law, if someone tries to fight with you, you have the right to create distance between you and the other person and to get help. You do not have the right to hit back.
 - f. No open food containers or drinks in the halls, gym or outside during lunch are allowed. Open food containers or drinks will be confiscated.
 - g. Follow fire evacuation or any other emergency procedures outlined in the classroom or explained by the teachers.
 - h. No public displays of affection. Hugs should be given from the side.

- i. Laser points are strictly forbidden. If a student is caught with one, it will be confiscated until the end of the year or until a parent comes to pick it up.
2. Possession or use of illegal substances is prohibited.
3. Lunches, including foods purchased outside the cafeteria, will be eaten in the cafeteria only.
4. Students must show a pass to be in the halls before school, during class hours, and at lunch time.
5. Only one student per locker. Students are to remain in their assigned lockers for the entire school year.
6. Students should refer to the map included for lunch time playing areas.

DRESS CODE

The schools in the Boise District are charged with establishing a school culture that enhances the teaching-learning process. The need for some sense of structure and formality in educational settings requires that student behavior and attire are compatible with the stated purpose and function of the educational institution.

Students who do not adhere to the dress standards stated below will either have to call their parents to bring appropriate clothing or wear clothing the school provides for the remainder of the day. Students who receive three or more dress code violations during the year will receive a Major Disciplinary Violation for insubordination and will be assigned to in-house detention.

1. No clothing or other items are allowed with illustrations or language that is profane, obscene, encourages the use of drugs, alcohol, tobacco, or promotes gang activity. The Boise Police Department's Gang Task Force updates us about current gang attire trends. A couple of examples of clothing items currently promoting gang activity are colored shoe laces and hanging belts.
2. No sexually suggestive clothing or other items are allowed.
3. No headwear (hats, bandanas, scarves, berets, etc.) are allowed.
4. No "spaghetti" straps, halter tops, tube tops, or shirts exposing one or both shoulders are allowed, even under overalls. Straps must be at least two adult fingers in width and bra straps must be covered. Males cannot wear "muscle" tank tops. No shirts are allowed that expose cleavage or expose the top outline of the bosom.
5. No shirts that expose the midriff are allowed. Shirts must be long enough to cover the abdomen and lower back at all times.

6. No low-riding pants or shorts/skirts that do not reach midway down the thigh are permitted.
7. Footwear must be worn at all times. Shoes without hard soles, such as slippers, are not appropriate.
8. No accessories that could be used as weapons, such as chains or spikes, are allowed.
9. Overly casual clothing such as pajamas or torn clothing is not appropriate.
10. Clothing that suggests racial, ethnic or lifestyle superiority can disrupt the educational process and is not appropriate. Examples are "White Pride" or "Brown Pride."

Students are asked to follow these general principles:

1. Personal cleanliness calls for comb and brush, frequent bathing, changes of clothing and dental hygiene.
2. Personal attractiveness calls for moderation in voice, posture and manners.

Implementation of the above standards will be guided by the procedures outlined in the District's Attendance, Discipline, and Transportation Policies.

PERSONAL STEREOS, BEEPERS, CELL PHONES OR ELECTRONIC GAME EQUIPMENT

Students are permitted to bring cell phones and other electronic equipment, but they do so at their own risk. All such equipment must not be seen and silent during the day. Electronic equipment can only be used outside the building before or after school. It cannot be used at lunch or between classes. **If a student's phone rings in class or if a student is caught text-messaging in school, the phone will be confiscated and sent to the office. The second time, a parent will be notified of the issue. If it happens again, the student will receive a MDV for insubordination and will be placed in in-house or suspended.**

LOCKERS:

Lockers are assigned at the beginning of the year; combinations will also be given at that time. Students are assigned lockers individually and they are not permitted to move to a different locker. Students are also not allowed to share a locker with another student. Lockers are provided as a special service; however, students can choose not to have a locker, if they desire. We charge a \$5 locker fee for those students wanting a locker. Locks are built-in. PE/Athletic lockers will be assigned by PE teachers or coach. Specific rules for those lockers will be explained by those supervising the activity.

MEDICATION

Our school nurse follows a special procedure when it is necessary for a student to take prescribed medication. Please notify her when the situation arises. She is available five days a week during regular school hours. Students are not permitted to keep any medication, including aspirin, on their person or in their lockers.

SPECIAL DELIVERIES

We are not equipped to handle special deliveries such as flowers and other gifts to our students, and students have no place to store such items. We encourage parents to refrain from sending any type of gifts to students at school.

TRANSPORTATION

Buses will load and unload in the rear of the building. Rules governing bus students are discussed in the District's Attendance, Discipline, and Transportation Policies.

Because parking space is limited, students must obtain permission from the administration to drive to school.

Bicyclists will park and lock their bicycles at the racks provided.

Skateboarders and rollerbladers must store their boards or skates in their lockers until after school.

Students who choose not to follow school rules regarding the above mentioned forms of transportation could receive Major Disciplinary Violations and/or lose their privileges to ride them to school.

OUTSIDE BOUNDARIES

Students are to abide by the boundary rules when outside during the lunch period. On the north side of the building near the basketball courts a line has been painted on the ground. This indicates that students are not allowed to go beyond this line while outside during lunch. At no time are students to be between the relocatable classrooms. The first football field is the boundary to the west; students are not to go beyond the first field while at lunch. As mentioned above: **Playground monitors have the right to restrict the playground area as they see necessary to provide adequate supervision.**

ACADEMICS

GRADES

Report cards are distributed to the students at the end of each quarter and mailed home at the end of the year. All students also receive a progress report in the middle of each of the grading periods. These should be arriving home around the fifth week of the quarter.

Students who wish to drop a class during weeks 1-4 and have a passing grade will receive an N on their transcript; students withdrawing with a failing grade will receive an F on their transcript and the F is computed into the GPA. Students who drop a class during weeks 5-18 receive an automatic F on their transcript that is computed into the GPA.

HOMEWORK

At Fairmont Junior High, we consider homework to be an important ingredient of a good education. It is school policy to assign homework on a regular basis throughout each grading period.

Students at Fairmont are expected to record daily assignments and homework in their Student Planners. These should be monitored by parents and may be checked by teachers on a regular basis.

LUNCH CLUB

Students with one or more failing grades in any of their core classes (math, science, social studies, English or reading) will be assigned to **Lunch Club**, a mandatory study hall three days a week. During 5th period lunch, Lunch Club begins at 11:30 and during 6th period lunch, it begins at 12:20. Student grades will be evaluated at least once a quarter; students who bring their grades up to passing will graduate from Lunch Club.

GETTING INVOLVED

ACTIVITIES

Fairmont provides a variety of activities to appeal to the various interests of students. In addition to our fine athletic and music programs, we have excellent noon activities and organizations such as Builders' Club, Chess Club and Science Club.

Announcements are made regularly over the PA or the TV monitor and on the reader board about meeting times. Students are encouraged to take advantage of the opportunities available and broaden their junior high experiences by participating.

Certain activities such as leadership class, cheerleading and National Junior Honor Society have special requirements for membership or participation. Some of those are minimum GPA's, no major disciplinary violations and other behavior guidelines. See the appropriate school advisors to learn specific requirements.

DANCES

We have dances regularly at Fairmont. It is necessary to charge for the dances because of the costs to our school; while the costs may vary, students who purchase an activity card will receive a discount on dance tickets.

Students must be in good standing to attend the dances. Those who have been suspended or placed in in-house detention may be placed on a non-privileged list and be unable to attend. Also, students must attend school the day of the dance or they will not be admitted.

Students may not leave the building during a dance. If students are not picked up by parents or off campus within 20 minutes of the end of the dance, they may not be permitted to attend the following dance. Students must follow the dress code, dance safely (no moshing) and modestly, and be courteous to other students and staff members. If a student is asked to leave for unacceptable behavior, he /she will not be able to attend dances for the rest of the year. **We do not allow visitors from other schools to attend our dances.**

DAILY ROUTINES

MORNING PROCEDURES

The bell to enter the hallways rings at 7:35 AM, and first period begins at 7:43 AM. Students planning to eat breakfast may enter the cafeteria prior to 7:20 by using the outside east entrance of the cafeteria. Other students must enter the building at 7:20 and report to the gym. Once students are in the gym, they must remain in the gym until 7:35. Students who want to use the restroom must ask for a pass to leave the gym and will have a time limit.

NOON PROCEDURES

Each lunch period is 47 minutes long. All eating will be done in the cafeteria. If students choose to purchase items from the machines, that food also must be eaten in the cafeteria.

Students are expected to clean up after themselves and to use table manners and courtesy to others while in the cafeteria.

Students will not be allowed outside until 11:25 during 5th period lunch and 12:15 during 6th period lunch. In addition, students must obtain a hall pass to go to lockers, classrooms or the restrooms.

All behavior and electronic device rules apply during the lunch hours.

Students are not permitted to go or play beyond the first football field in the back. Please refer to the section on outside boundaries. Since classes are in session during the lunch periods, students are not permitted near the

relocatable classrooms, or near the door wells and classroom windows. Students are also required to stay away from all vehicles in the area as well as the bicycle racks.

While participating in intramural playground activities, all rules regarding good sportsmanship apply. Additionally, students are not permitted to play tackle football, throw or kick snow, or engage in other rough play.

During inclement weather, students are allowed into the gymnasium. The following rules apply:

- Once you are in the gym, stay in the gym.
- Sit on the west bleachers, not on the stage.
- Exhibit good sportsmanship for intramurals.

Remember, Fairmont is a closed campus which means that students are not permitted to leave campus without parental approval and a Permit to Leave from the office. If students live close to the school and their parents would prefer that they ate lunch at home, they will need to see the assistant principal and obtain special permission.

AFTER SCHOOL PROCEDURES

School dismisses at 2:32 PM, and students are expected to clear the building by 2:40 unless they are meeting with a staff member or participating in an after school extra-curricular activity. Students must be off the school grounds no later than 2:45 PM if they are not involved in a sport, club or tutoring.

STUDENT BEHAVIOR LOG

FAIRMONT STUDENT BEHAVIOR LOG

Teacher: _____ Room #: _____ Grade: _____ Period: _____
 Student's Name: _____ Phone Number: _____

Fairmont Behavior Expectations
 1. I will be in class on time and remain until dismissed by the teacher.
 2. I will bring proper materials to class.
 3. I will keep hands, feet, and objects to myself.
 4. I will abide by the established rules of this classroom teacher.
 5. I will respect other students, the teachers and school property.
 6. I will not create a situation which prevents learning.

CONSEQUENCES	DESCRIPTION
STEP ONE – VERBAL WARNING Student Signature: _____ Date: _____	_____
STEP TWO – OBLIGATED TIME WITH TEACHER Student Signature: _____ Date: _____	_____
STEP THREE – PARENT CONTACT, DETENTION ASSIGNED Student Signature: _____ Date: _____ Parent Contact Made: _____ Attempts: _____ (Date) (Date/Time)	_____
STEP FOUR – MAIN OFFICE REFERRAL Student Signature: _____ Date: _____ Parent Contact Made: _____ Date/Time: _____	Office/Parent Contact Consequence: Typically, two days out of class
STEP FIVE – MAIN OFFICE REFERRAL Student Signature: _____ Date: _____ Parent Contact Made: _____ Date/Time: _____	Principal or Assistant Principal/Parent Contact Consequence: Typically two days in IH Detention
STEP SIX – MAIN OFFICE REFERRAL Student Signature: _____ Date: _____ Parent Contact Made: _____ Date/Time: _____	Principal or Assistant Principal/Parent Contact Consequence: Parent conference required and student behavior contract signed

THE LIBRARY

LIBRARY ORIENTATION

Hours of Operation: 7:15 am – 3:30 pm

CHECKOUT PROCEDURES:

- A maximum of two books may be checked out at a time.
 - An additional magazine may also be checked out.
- Have your Student ID card ready to present.
 - Have your book processed at circulation desk.
 - Your book will be due two weeks from the check out date.
 - Magazines will be due one week from the check out date.
 - Books may be renewed for two more weeks unless someone else has a HOLD on the book.

OVERDUE BOOKS

- Fines begin on the fourth day after the book was due.
- Once your name appears on the fine list, you may not check out any items until the fine is paid.
- If the fine is not paid at the end of semester, report cards and yearbooks will be withheld.

COPIES AND COMPUTER PRINTS

- Copies are 5 cents each page.

Fairmont Junior High Library Research 24/7

Access through Library Web Page:

http://www.boiseschools.org/schools/fairmont/library05_06/libraryweb/index.html

Passwords to Online Data bases are as follows:

Country Report

Login: boiseschool

Password: library

E library

User name: lilischools

Password: Idaho

EBSCO

User ID: Fairmont

Password: Falcons

Student InfoTrac

User ID: Fairmont

Junior InfoTrac

Password: Falcons

Gale Biography Resource

Password: bois_log

Opposing Viewpoints

Password: bois_log

World Book Online

Username: boisewb

Password: Idaho

United Streaming:

Username: Fairmont07

Password: student

Source Documentation

MLA (Modern Language Association) Documentation for Works Cited
(Based on MLA Handbook for Writers of Research Papers, Sixth Edition)

Citing a Book

Last Name, First Name. Name of book. City of publication: Publisher's name, YYYY.

Citing a Book or Reference Book with an Editor rather than an author

Last Name, First Name, ed. Name of book. City of publication: Publisher's name, YYYY.

Citing a Reference (Encyclopedia) Book

Last Name, First Name. "Title of Article or Entry." Name of Reference Book. YYYY Vol.: pages.

Citing a Periodical (Magazine) Article

Last Name, First Name. "Title of Article." Name of magazine. DD Mon. YYYY: Page numbers.

Citing a Periodical (Newspaper) Article

Last Name, First Name. "Title of Article." Name of Newspaper. DD Mon. YYYY, edition: Pages.

Citing an Online Database

Last Name, First Name. "Title of Article." Name of Magazine. DD Mon. YYYY (when published):page numbers (if given). Name of online database. Database Publisher. Subscribing Library. DD Mon. YYYY (date when you accessed it) <URL> .

Citing an Interview Conducted by You

Last Name, First Name. Kind of Interview. DD Mon. YYYY.

Citing a Professional Web Page

Last Name, First Name. "Title." Group Title (Title of Project, Database or Site). DD Mo. YYYY (when published or last updated). Sponsoring Institution. DD Mon. YYYY (date when you accessed it).<URL>.

Citing a Personal Web Site or Home Page

Last Name, First Name. Home Page. DD Mon. YYYY (when published or last updated). DD Mon. YYYY (date when you accessed it) <URL>.

PUNCTUATION RULES FOR WORKS CITED

Remember:

- Alphabetize by the author's last name.
- If there is no author, alphabetize by title.
- Always underline the title of the work cited.
- Always use a half inch hanging indent when two or more lines are in your citation.
- Always leave 1 space after commas and colons and 2 spaces after periods.

Example:

Last name, First name. Title of book, underlined. Place of Publication: Publisher, Date.

Gilbert, Martin. The Second World War: A Complete History. New York: Henry Holt, 1989.

First Last
Teacher Name, Period ?
Name of Class
Topic
Insert date (from Menu Bar)

Name + in header. In Menu Bar, click on View, Header and Footer. Key in as shown.

Tap Enter one time under header and one time under Works Cited

Works Cited

Center aligned

Use Times New Roman Font, size 12. Double-spaced

Align left

Altorfer, Paul. A Practical Guide to Distance Learning. Englewood Cliffs, NJ: Education

½ inch hanging indent

Technology Publisher, 1993.

Sample entry: A book by one author

Canavan, Pamela S. "Be Wary of Fraud." U.S. News and World Report 15 Oct. 2006: 68 - 70.

Sample entry: An article in a periodical (magazine)

Godfrey, Vicky. "Graduate Degrees Under Attack." Graduate Schools. Spec. issue of U.S.

Date of access and URL

News and World Report 28 Oct. 2005: 6-10. Jones International University. Home page. 1 Apr. 2008 <<http://www.jonesinternational.edu>>.

Sample entry: Web page

Louderback, John. "Speech." World Book Encyclopedia. 1979 vol. 18: 602.

Sample entry: Reference book

Morgan, Emily S. "Attitude." Idaho Statesman 15 Jan. 2005: Main: 27-28.

Sample entry: Newscaster

Phillips, Stephanie Hart. "The Diary of Anne Frank." Junior Scholastic. 05 Apr. 2004. 18.

eLibrary. Proquest CSA. Fairmont Junior High School. 30 Mar. 2008.

Sample entry: Online database accessed through school library website

<<http://elibrary.bigchalk.com/>>.

Note: not a period, but a comma after name

McNulty, Theresa, ed. "A. A. Milne." Something About the Author. 1999 Vol. 100: 175 -

180.

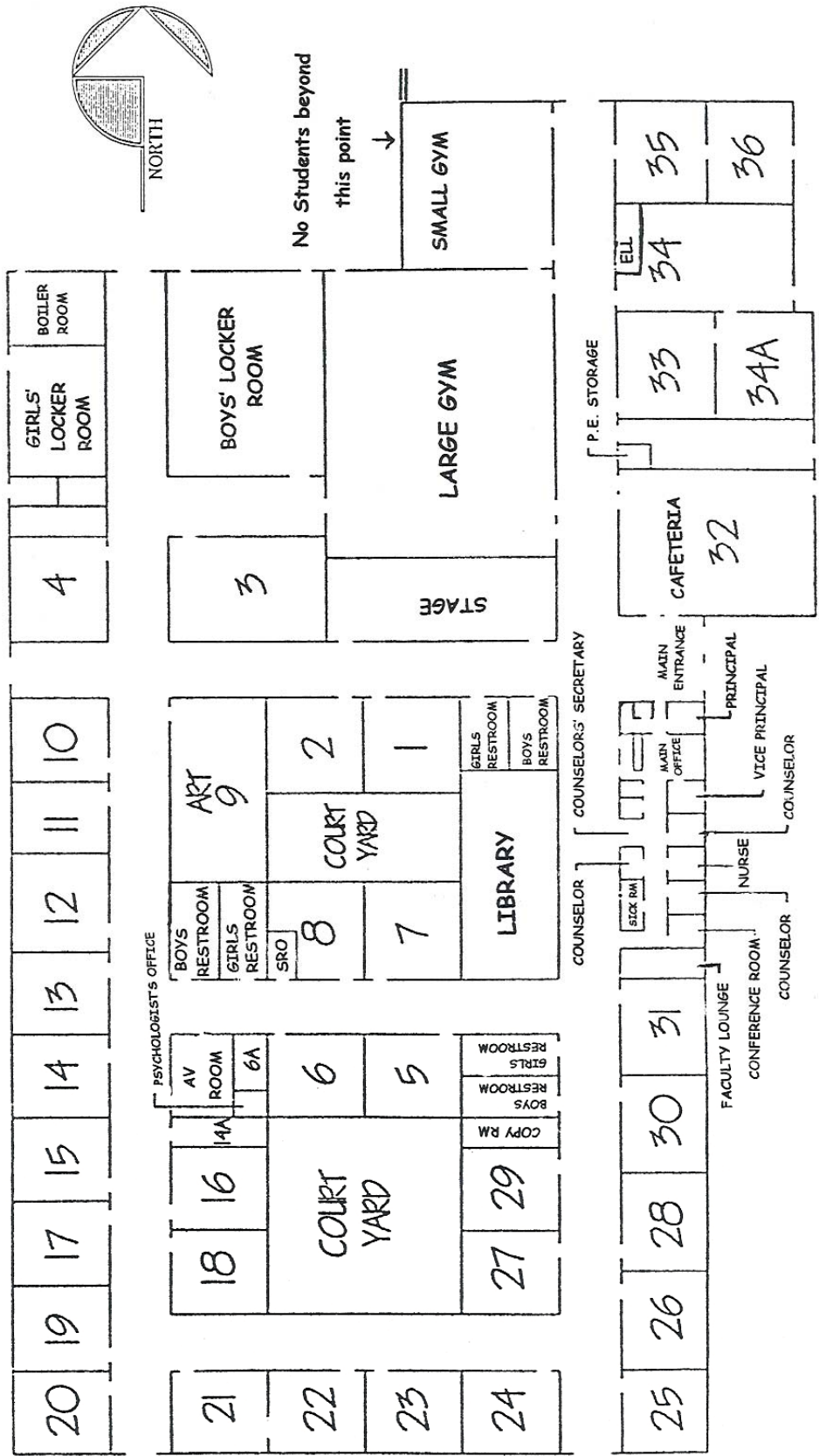
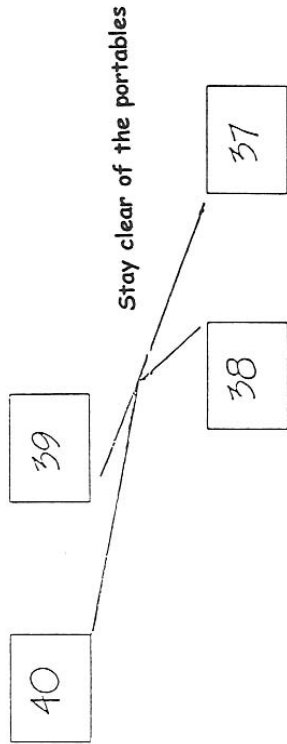
Sample entry: Reference book with an editor rather than author

Weston, Herb. Telephone interview. 07 Mar. 2008.

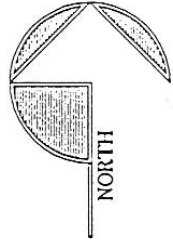
Sample entry: Personal interview

FAIRMONT

JUNIOR HIGH SCHOOL



South Side - Off limits



No Students beyond this point