



PINE-RICHLAND HIGH SCHOOL

STUDENT HANDBOOK
2008-2009

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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PINE-RICHLAND HIGH SCHOOL

700 Warrendale Road

Gibsonia, PA 15044

724.625.4444

www.pinerichland.org

Listed below are contact names and their telephone extensions. To email these contacts, use their first name initial and their last name with the district's web address. For example, emailing Cathy Dankmyer would be cdankmyer@pinerichland.org.

DISTRICT ADMINISTRATION

724.625.7773

Cathy Dankmyer (x6000) Receptionist
Dr. James Manley (x6100) Superintendent
Dr. Bille Rondinelli (x6111) Assistant Superintendent/Secondary
Dr. Mary Bucci (x6110) Assistant Superintendent/Elementary
Douglas McCausland (x6301) Fiscal/Management Services Director
Dana Siford (x6303) Business Manager
Anthony DiTommaso (x6201) Human Resources Director
Rachel Hathhorn (x6202) Schools/Community Relations Coordinator
Michael Loughhead (x6500) Pupil Services Director
Dr. Maura Paczan (x6500) School Psychologist
Paula Schmitt (x6501) Special Education Director
Dr. Ronald Meisberger (x6401) Technology Coordinator
Dr. Albert Wille (x6601) Special Programs Coordinator
Gary Zang (x6750) Buildings and Grounds Director

HIGH SCHOOL ADMINISTRATION

724.625.4444

TBD (x1000) Receptionist
Dr. Laura Davis (x1601) Principal
John Mayberry (x1604) Assistant Principal for Grades 11-12
John Pietrusinski (x1603) Assistant Principal for Grades 9-10
John Skiba (x1607) Campus Security
Jim Miller (x1608) School Resource Officer
Bev Engbarth (x1625) Nurse
Kathy Morrow (x1600) Principal's and Building Secretary
Margie Becker (x1602) Attendance Secretary

HIGH SCHOOL GUIDANCE SERVICES

724.625.4444

Jen Bowers (x1652) School Counselor/Students A-G
Toni Filipowski (x1653) School Counselor/Students H-M
Dave Santory (x1655) School Counselor/ Students N-Z
Barb Williams (x1651) Guidance Secretary/Students A-M
TBD (x1650) Guidance Secretary/Students N-Z
Jean Whalen (x1658) College Information Coordinator
TBD (x1659) College Information Secretary

HIGH SCHOOL DEPARTMENT CONTACTS

724.625.4444

Lisa Erb (x1821) Language Arts
Michelle Switala (x1874) Mathematics
Bob Wiskemann (x1881) Social Studies
Patti White (x1879) Science
Debbie Maguire (x1838) Business and Computer Applications
Val Orwig (x1923) Computer Science
Heidi Davis (x1803) Family and Consumer Science
Jeff Maple (x1840) Technology Education
Lil Glaser-Golin (x1827) Spanish
Lauren Poetain (x1871) German
Tom Joyce (x1832) French
Ramon Riley (x1852) Art
Brian Scott (x1896) Band
Lee Rickard (x1898) Chorus
Dave Belchick (x1925) Orchestra
Beth Sipe (x1868) Learning Support
Rachel Kittenbrink (x1938) Life Skills
Mark Schweers (x1907) Life Skills
Marnee Dobrowski (x1927) ESL
Jeanine Esch (x1802) GATE Grades 9-10
Ron Schmiedel (x1864) GATE Grades 11-12
Dave Fiore (x1936) PRIDE
Chris Koss (x1834) Physical Education
Jeanette Burgess (x1809) Health
Cindy Boyer (x1553) Librarian
Sue Baillie (x1801) Technology Resource

ACTIVITIES AND ATHLETICS CONTACTS 724.625.4444

Clair Altemus (x6801) Athletic Director
Lynn Campbell (x6800) Athletic Department Secretary
Mary Seaman (x6802) Athletic Department Secretary
Pete Barry (x1578) Aquatics Director
Athletic Trainers (x6825)
Marty Trombetta (x1660) Student Activities Coordinator
TBD (x1659) Facilities Use and Activities Secretary
Steve Karpinski (x1895) PRTV and PRHS Stage Manager

2008-2009 SCHOOL CALENDAR

Staff Clerical Day	August 25
In-Service Day	August 26
First Day for Students	August 27
Labor Day (<i>School closed</i>)	September 1
In-Service Day (<i>Columbus Day</i>)	October 13
Half Day (<i>Parent conferences</i>)	November 13
Act 80 Day (<i>Parent conferences</i>)	November 14
Thanksgiving Break (<i>School closed</i>)	November 27, 28 and December 1
Winter Break (<i>No classes for students</i>)	December 24 – January 2 (School resumes: January 5)
Staff Clerical Day	January 16
In-Service Day (<i>Martin Luther King Day</i>)	January 19
Presidents' Day (<i>School closed</i>)	February 16
Spring Break (<i>No classes for students</i>)	April 9, 10, and 13
In-Service Day	May 8
Memorial Day (<i>School closed</i>)	May 25
Class of 2009 Commencement	June 5 (Rain date: June 6)
Last Day for Students	June 11
In-Service Day	June 12
<i>Weather emergency make-up days: February 16, April 13</i>	<i>June 11 may become a half day for students.</i>

FULL DAY BELL SCHEDULES

REGULAR SCHEDULE

First Warning Bell	7:15
Second Warning Bell	7:19
Period 1	7:20 to 8:09
Period 2	8:14 to 8:56
Period 3	9:01 to 9:43
Period 4	9:48 to 10:30
Period 5 (Lunch A)	10:35 to 11:17
Period 6 (Lunch B)	11:22 to 12:04
Period 7 (Lunch C)	12:09 to 12:51
Period 8 (Lunch D)	12:56 to 1:38
Period 9	1:43 to 2:26
Last Early Dismissal, Parent Pick-up, and Athletic Bus Dismissal	2:00
Busses Dismissed	2:36
Student Drivers Dismissed	2:40

2-HOUR DELAY SCHEDULE

First Warning Bell	9:15
Second Warning Bell	9:19
Period 1	9:20 to 9:53
Period 2	9:57 to 10:27
Period 3	10:31 to 11:01
Period 4	11:05 to 11:35
Period 5 (Lunch A)	11:39 to 12:09
Period 6 (Lunch B)	12:13 to 12:43
Period 7 (Lunch C)	12:47 to 1:17
Period 8 (Lunch D)	1:21 to 1:51
Period 9	1:55 to 2:26
Last Early Dismissal, Parent Pick-up, and Athletic Bus Dismissal	2:00
Busses Dismissed	2:36
Student Drivers Dismissed	2:40

10-PERIOD ASSEMBLY SCHEDULE

An assembly can be scheduled for any period throughout the day. Lunch periods will vary, depending on when the assembly occurs. Typically, lunches are served no earlier than 10:00.

First Warning Bell	7:15
Second Warning Bell	7:19
Period A	7:20 to 8:04
Period B	8:09 to 8:46
Period C	8:51 to 9:28
Period D	9:33 to 10:10
Period E	10:15 to 10:52
Period F	10:57 to 11:34
Period G	11:39 to 12:16
Period H	12:21 to 12:58
Period I	1:03 to 1:40
Period J	1:45 to 2:26
Last Early Dismissal, Parent Pick-up, and Athletic Bus Dismissal	2:00
Buses Dismissed	2:36
Student Drivers Dismissed	2:40

ATTENDANCE AND ABSENCES

Attendance (x1602)

- ✓ Students must report to school and to all classes on time each day.
- ✓ A written excuse, signed by a student's parent or guardian, is required for each absence or incidence of tardiness within 5 school days. **Without the written excuse, the absence is considered unexcused.**
- ✓ According to Title 22, PA Code, Chapter 11, only five reasons are considered valid excuses for absences from school. These reasons include the following:
 1. Observation of religious holiday
 2. Health care

3. Illness or other urgent reasons
 4. Educational trips (NOTE: A completed District Trip Request Form must be submitted to attendance two weeks prior to the trip.)
 5. Other approved absences (for example, tutoring, homebound instruction, work study)
- ✓ After the 20th day of cumulative absence or tardiness, the school requires that the student verify any future illness by a written statement from a physician. A parent or guardian note will not be accepted to excuse the absence.
 - ✓ For each day of absence or tardiness from class judged as unexcused or illegal by school administration, the student receives a failing grade for the day in that class. **Students will not be permitted to make up any written work, or to take any tests missed during the unexcused absence.**
 - ✓ Students are expected to be in attendance a minimum of four periods during the regular school day in order to participate in after school athletic or special events or any curricular or extracurricular activities.
 - ✓ Unexcused absences or tardiness will result in CSA assignments.
 - After the 3rd unexcused absence, each additional unexcused absence will result in 1 hour of detention.
 - After the 3rd unexcused tardy, each additional unexcused tardy will result in 2 hours of detention

Truancy

- ✓ Truancy is chronic absence from school. After the school has exhausted all attempts to improve student attendance, the school files charges with the magistrate.
- ✓ Truancy laws of the Commonwealth of Pennsylvania provide for a \$300 per day fine and allow the court to impose parent education classes and community service sentences for parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance.
- ✓ When truancy charges are filed, both the parent and child must appear at a hearing before the district magistrate.
- ✓ Truancy law also provides that truant students can lose their driver's license for 90 days for a first offense and 6 months for a second offense.

Early Dismissal

- ✓ Should an appointment during school hours be imperative, the parent must write a request for an early dismissal which the student must **present to the attendance office no later than the beginning of 1st period on the day of the early dismissal.**
- ✓ The note should include the following:
 - Student's full name,
 - Date of dismissal,
 - Time of dismissal,
 - Name of doctor treating student (if applicable),
 - Signature of parent/guardian, and
 - Phone number where parent/guardian can be reached to verify the early dismissal.
- ✓ When a phone in early dismissal is made the parent must personally sign the student out in the attendance office.
- ✓ Parents picking up students for early dismissals after 2:00 will use the bus lane parking lot at the middle school. After 2:00 students will walk to the middle school to meet their parents there for an early dismissal.

Automated Call System

- ✓ Pine-Richland High School operates a computerized voice mail attendance notification system. If a student is absent or tardy and the attendance secretary did not receive a note or phone call reporting the child absent or tardy for that day, the system calls home informing the parent of the absence and stating that the student has five school days to bring in a written parental excuse for being absent or tardy.

Educational Trip Requests

- ✓ A special **Absence Request Form** has been developed for the purpose of requesting a student's extended absence from school.
- ✓ It must be understood that the student is responsible for completing any assigned work within a specific time, usually the time period equal to the absence plus one additional day.
- ✓ A written request giving the dates and reason for the absence should be brought to the attendance office two weeks prior to the intended absence.

- ✓ The request for absence is reviewed by the principal for approval.
- ✓ Once approved, the Absence Request Form is given to the student for completion and return to the Attendance Office.

Extended Absences

- ✓ Whenever students are absent for several days, it is very important for them to keep up with their schoolwork. The best way to accomplish this is by making arrangements to have assignments sent home.
For absences of **three days or more**, the best way to accomplish this is to ask one of the student's friends to get assignments. Otherwise, call the attendance office for help in getting short-term homework assignments.
- ✓ If a lengthy absence is anticipated (**two weeks or more**), contact the guidance office for assistance. Arrangements can be made to have assignments sent home.

**PINE-RICHLAND SCHOOL DISTRICT
DISCIPLINE CODE**

Discipline Structure

- ✓ Misbehaviors and their interventions are categorized by levels according to degree of seriousness and frequency of occurrence.

Level I

- ✓ **Level I** offenses include minor misbehaviors on the part of the student which are disruptive to the normal teaching environment and which interfere with the orderly operation of the school. While these misbehaviors are handled by the individual staff member who observes the incident, they may require the intervention of other school personnel. **Repeated instances of misbehavior at this level raise the offense to a higher level.**
- ✓ **The following list includes, but is not limited to behaviors that will result in Level I consequences:**
 - Swearing
 - Cafeteria misbehavior
 - Unapproved use of iPods or radios

- Field trip misbehavior
 - Hygiene issues
 - Classroom tardiness
 - Not displaying parking permit
 - Dress code violations
 - Not following the school's procedure for arriving tardy to school
 - Unlawful harassment
 - Engaging in horseplay
 - Hall roaming
 - Damaging school property
 - Public display of affection
 - Littering
 - Off-task behaviors
 - Excessive talking
 - Eating/drinking in classrooms or hallways
 - Misbehavior in assemblies
 - Not following the school's procedure for early dismissal
 - School bus misbehavior
 - Possession or use of laser pens or pointers
 - Unapproved use of electronic devices
 - Unapproved use of cellular telephone
- ✓ **Examples of Level I consequences are, but are not limited to:**
- Helping dialogue
 - Verbal warning
 - Improvement plan
 - Written record of offense
 - Detention
 - Phone call home
 - Denial of privileges
 - Confiscation
- ✓ **Consequences of Level I School Bus misbehavior:**
- Driver/student conference and warning
 - Assigned seats
 - Principal/student conference and warning
 - Parent/Principal conference
 - Bus suspension, one or more days

Level II

- ✓ **Level II** offenses are misbehaviors whose frequency or seriousness disrupts the learning climate of the school or classroom. These infractions can result from the continuation of Level I misbehaviors or include new offenses. The educational consequences are serious enough to require disciplinary action taken by administrative personnel. **Repeated or more serious instances of misbehavior at this level raise the offense to a higher level.**
- ✓ **The following list includes, but is not limited to behaviors that will result in Level II consequences:**
 - Persistent Level I behaviors
 - Lying
 - Cheating
 - Misrepresentation of parent or guardian
 - Disrespect
 - Defiance of authority
 - Insubordination
 - Driving to school without a parking permit
 - Use or possession of tobacco
 - Unlawful harassment
 - Not serving detention
 - Unwanted physical contact
 - Violation of technology agreement
 - Forgery (ex: signature on a permission slip)
 - Cutting class
 - Leaving school building without permission
 - School bus misbehavior
- ✓ **Examples of Level II consequences are, but are not limited to:**
 - Helping dialogue
 - Warning
 - Phone call home
 - Improvement plan
 - Assignment to Center for Student Assistance room
 - Letter sent home
 - Written record of offense
 - Denial of privileges
 - Detention

- In school suspension
- Out of school suspension
- Referral to Police or District Magistrate
- ✓ **Consequences of Level II School Bus misbehavior**
 - Principal and parent notified of first offense
 - Restitution for property damage
 - Bus suspension, one or more days
 - Report filed with local Police

Level III

- ✓ **Level III** offenses are acts whose frequency or seriousness disrupt the learning climate of the school and are directed against persons or properties. These misbehaviors could endanger the health or safety of those in the school. **Repeated, or more serious instances of misbehavior at this level raise the offense to a higher level.**
- ✓ **The following list includes, but is not limited to behaviors that will result in Level III consequences:**
 - Persistent Level II behavior
 - Disrespect
 - Defiance of authority or insubordination
 - Theft
 - Threats
 - Extortion
 - Bribery
 - Fighting
 - Vandalism
 - Smoke bombs
 - Unsafe driving in the parking lot
 - Involvement with alcohol and/or drugs
 - Sexual harassment
 - Possession/use of gambling, paraphernalia
 - Possession/use of drug paraphernalia
 - Leaving school grounds without permission (ex: cutting school)
 - School bus misbehavior
- ✓ **Examples of Level III consequences are, but are not limited to:**
 - Multiple days of in-school suspension
 - Multiple days of out of school suspension

- Parent conference required prior to a return to classes
- Referral to the Superintendent
- Referral to police
- Possible referral by the Superintendent to the Board of School Directors for consideration of expulsion from school
- ✓ **Consequences of Level III School Bus misbehavior**
 - Principal and parent notified; bus suspension to run concurrently with other disciplinary penalties

Level IV

- ✓ **Level IV** misbehaviors disrupt the learning climate of the school by posing a threat to the health, safety and welfare of others in the school. These criminal acts always require administrative actions and may require the removal of the student from school, the intervention of law enforcement authorities and possible action by the School Board.
- ✓ **The following list includes, but is not limited to behaviors that will result in Level IV consequences:**
 - Persistent Level III misbehavior
 - Terroristic threats or acts
 - Bomb threats
 - Weapons or look-alikes
 - Unlawful harassment
 - Arson
 - Assault
 - Tampering with fire extinguishers or fire safety systems
 - False fire alarms
- ✓ **Examples of Level IV consequences are, but are not limited to:**
 - Out of school suspension
 - Possible referral by the Superintendent to the Board of School Directors for consideration of expulsion from school
 - Referral to the Police or District Magistrate.

The Pine-Richland School District Discipline Code K-12 is based on adopted Board Policy and is subject to change, based on adopted, revised or amended policies. All policies of the Pine-

Richland Board of Education are available on the district web site and in printed form in each school building office.

GENERAL INFORMATION

Cafeteria

- ✓ Free and reduced lunches are available for students who qualify.
- ✓ Breakfast is available before the warning bell each day.
- ✓ All cafeteria purchases are made using the Point of Service (POS) system.
- ✓ Student POS Personal Identification Numbers (PINs) do not change from year to year.
- ✓ Students may not charge in the cafeteria.
- ✓ Money can be deposited in student accounts by cash, check or pay-on-line services accessed through the district website.
- ✓ Questions, concerns, comments can be made to Cherry Cerminara, Food Service Director, at 724.625.3550.

Detention

- ✓ Detentions are served in the Social Studies area on Tuesday and Thursday from 2:30 to 3:30 and in the CSA room on Saturday from 8:00 to 12:00.
- ✓ Students have 2 weeks to make up detention or they will be assigned In-School Suspension.
- ✓ Seniors with unfilled detention hours are not allowed to participate in graduation.
- ✓ Students with detention hours from the year before will not be allowed to apply for a permit to drive to school.

Damaged Books, Property, Materials or Furnishings

- ✓ Students are required to pay for damages resulting from malicious behavior or not exercising reasonable care to school property.
- ✓ Students will be charged for damage to lockers, classroom furnishings and for any lost or damaged items.
- ✓ Parents are notified of any unpaid charges.
- ✓ Students with outstanding charges at the end of a school year will not be issued a parking permit for the next school year.

- ✓ Seniors with unpaid fines are not allowed to participate in graduation.

Dress Code

- ✓ Headgear, sunglasses and heavy chains are not permitted.
- ✓ Clothing may not contain letters or symbols that display sexual innuendo, profanity, gore, depictions of violence or obscenities, advertise alcohol, drugs, or tobacco, or display death or satanic symbols.
- ✓ Outerwear (coats and jackets) must remain in lockers.
- ✓ Revealing clothing (halters, thin straps) or clothes that expose the midriff or back are not permitted.
- ✓ Dresses, skirts and shorts must be fingertip length. Tight fitting pants must be worn with a top that is fingertip in length.
- ✓ Clothing with holes or slashes is not permitted.

Driving to School

- ✓ Driving in personal vehicles to and from school is limited by school policy to special circumstances and is by permit only.
- ✓ The school district assumes no responsibility for student safety or for personal property damages.
- ✓ Driving privileges are limited to junior and senior high school students who possess valid Pennsylvania drivers' licenses (not PA Learners' Permits) and agree to the student driving regulations
- ✓ In certain circumstances, a temporary (daily) parking permit may be needed. In this instance, a student must bring in a note from a parent stating that the student has permission to drive to school. The note should be brought to the main office on the morning the temporary permit is needed. Only 5 temporary (daily) parking permits will be issued to a student each year.
- ✓ Students who wish to transport other riders must have the proper permission slips from their parent or guardian and the rider's parent or guardian on file with the main office.
- ✓ Students should be aware that their cars are subject to search while on school grounds.
- ✓ Any student driving off school grounds without permission will lose their driving privileges for 30 days. Any additional violation will result in permanent suspension of driving privileges for the school year.

- ✓ Any student who accumulates 3 hours of detention for unexcused absences or tardies and does not serve their time within 2 weeks will have driving privileges suspended for 30 days. If the hours are not served within 30 days, the driving suspension will continue until the detention time has been served.
- ✓ No student will be issued a parking permit who has unserved detention from the previous school year until the hours have been served.

Employment Certificates (Work Permits)

- ✓ Employment certificates are required for all students under the age of 18 before they may begin to work. **To receive a work permit, the student must have a parent sign the permit application in the presence of the school secretary.** One form of identification (birth certificate, passport, or driver's license) indicating the student's birth date is also required at this time. If a parent cannot sign the application in the presence of the school secretary, the parent must take the application to a notary public. The permit can then be taken to the employer and physician for completion of his/her section. Once these two sections are completed, please return the form to the main office to receive the work permit. The school district will pay for physical examinations for working papers if performed by the Board approved school doctor. If students choose to have their physical examination elsewhere, it will be at their own expense. Please contact the school office for further information at (724) 625-4444, x1000.

Lockers and Gym Lockers

- ✓ Students are assigned lockers with built-in combination locks.
- ✓ The student's locker number and combination are noted on the student's schedule.
- ✓ **It is strongly advised that students do not put expensive items (e.g., money, rings, cameras, iPods) in lockers.**
- ✓ The school is not responsible for items stored in lockers.
- ✓ Each student is responsible for and held accountable for the contents stored in the locker. Do not give out your combination.

- ✓ It is expected that students will keep their assigned locker neat, clean, and locked.
- ✓ Lockers are the property of the school and are periodically checked and inspected.
- ✓ Students have no expectation of privacy with their lockers.
- ✓ It is against the law to write or draw on lockers with indelible markers or similar marking devices.
- ✓ Students are charged a \$25.00 fee for lockers that are either damaged or not cleaned out.
- ✓ Gym lockers are available on a daily basis in the gym locker room.
- ✓ **It is highly encouraged that students lock all personal and valuable items during a gym class.**
- ✓ Students must see their PE teachers with concerns about the security of their valuables in gym locker rooms.

Nurse's Office

- ✓ **Medicine and Medication:** School personnel will not make non-prescribed oral medication, including aspirin or other over-the-counter medications, available to students or staff members. Prescribed medication should be taken at home. If necessary, by doctor's order, designated school personnel may administer a medicinal prescription that is accompanied by a physician's order and the parents' written permission. The physician's order shall specify, in writing, the name of the drug, the dosage, the administrative directive (such as three times per day) and the duration of the order. All prescribed medication must be brought to the school in the original prescription bottle with proper pharmaceutical labeling of medication name, dosage, and administrative directive and pharmacy identification. Unlabeled medication will not be given at school and will be held for the parent to pick up. If a parent wishes an over-the-counter medication to be given at school, the medication must be accompanied by a physician's order and parent permission slip. We recommend that all medication be submitted by the parent/guardian. (See Board Policy #210).
- ✓ **Reporting of Accidents to Parents:** In the event of a student-involved accident, the school nurse will provide the

necessary medical treatment, contact the parents or emergency contact, and call the paramedics if needed.

School Delay/Closing

- ✓ In the event of a two-hour delay, the warning bell will ring at 9:15AM. School delays or cancellations due to poor weather conditions or other emergencies are listed with Pittsburgh's major local television stations. Notification can also be found on PRTV (Armstrong Cable channels 50 and 211) and the district's website, www.pinerichland.org. Pine-Richland School District uses an automatic phone dialing system for district-wide communication as well.

School Insurance

- ✓ Student accident insurance can be purchased at the beginning of each school year. Information forms are included in the back to school mailing.

Security and Visitors

- ✓ During school hours (7:20-2:40) entry to the building is through the front doors only.
- ✓ During school hours, visitors must be buzzed into the building.
- ✓ Visitors are required to check in at the front office of the school upon entering the building.
- ✓ A pass will be given which visitors must wear visibly as a means of identification.
- ✓ Persons failing to follow this procedure shall be considered trespassers and treated accordingly.
- ✓ For security purposes video surveillance equipment is deployed throughout the building and grounds. This equipment may not always be monitored live.
- ✓ Visiting students shadowing other students is not permitted.

Miscellaneous

- ✓ Glass bottles are not permitted on school property.
- ✓ The use of drugs, alcohol, and tobacco is prohibited.
- ✓ Backpacks may be used to transport materials to and from the building but not within the building from class to class.
- ✓ Radios/recorders/headphones/iPods may not be used during the school day.
- ✓ The use of cell phones during school hours is not permitted.

ACADEMIC INFORMATION

Please see the Program of Studies on the district's website for more information about curriculum, courses, and academic life.

Grading System

- ✓ Students' grades are the result of their efforts as evaluated by their teachers. Grades are based on the quality of students' academic progress in class as measured by their class participation, written work, examination, projects and other assignments. Grades students earn each quarter appear as percentages on report cards four times a year. Final grades for courses appear only as letter grades on student transcripts. The grading scale is as follows:

Percentages	Letter Grade
90 – 100 %	A
80 – 89 %	B
70 – 79 %	C
60 – 69 %	D
0 - 59 %	F

Graduation Requirements

- ✓ All graduation requirements are established by the Board of Education for the Commonwealth of Pennsylvania and the Board of Directors for the Pine-Richland School District.
- ✓ Graduation requirements include: 4 credits in English; 4 credits in Social Studies; 3 credits in Math; 3 credits in Science; 8 elective credits which must include one Fine or Applied Arts course; Health in ninth and eleventh grades; Physical Education in every year; and the Graduation Project.

Incomplete Grades

- ✓ When an incomplete grade is given on a report card, the student will have two (2) weeks to make up the missing work for that grading period. After the two-week period, credit will not be given for any work that was not completed.

Mid-term and Final Exams

- ✓ Mid-term and final exams are given in year-long classes as a means of assessing how much knowledge has been retained and how much knowledge can be applied. Mid-term and final exam scores appear separately on the report card and are each worth 10% of the final course grade. Semester courses give final exams which are worth 20% of the final course grade.

External Courses

- ✓ Students may take courses outside of Pine-Richland High School for different reasons, such as enrichment, acceleration, and credit recovery. These courses may take place on-line, through correspondence, or in other educational settings. They may be used to meet graduation requirements. The grades students earn through these courses will appear on the Pine-Richland transcript but will not be calculated into the student's grade point average. These courses must be pre-approved by the student's parents/guardian, the school counselor and high school administrators.

Progress Reports

- ✓ Any student who has a "D" or "F" grade will receive a progress report in the given subject area by the teacher at the midpoint of the grading period. These reports will be mailed to the parent. Progress reports may also be given to indicate positive progress in a given course.

Report Cards

- ✓ Report cards are distributed to students shortly after the end of quarters one, two and three. The end of the year report card for fourth quarter is mailed home.

Cheating/Plagiarism

- ✓ It is the responsibility of each student to submit work, assignments, and projects that represent his/her own work. Cheating and plagiarism could include copying, providing or receiving answers, or theft of any of the following: papers, tests, homework, etc. While consequences for cheating and plagiarism may vary, students typically do not receive any credit or points for assignments on which they cheated or plagiarized.

Athletic Eligibility

- ✓ Grades are checked weekly on student athletes to ensure they are eligible to participate. Students who fail 2 or more classes are not permitted to participate on their teams.
- ✓ Missing 20 or more days in the second semester of one year impacts a student's ability to participate in fall sports the following year.
- ✓ Eligibility in the fourth quarter of one year impacts eligibility for the first quarter of the next.

Honor Roll

- ✓ Every quarter, students earn their place on an honor roll with the following grade point averages:

3.25 to 3.49	Honor
3.50 to 3.74	High Honor
3.75 to 4.0 and above	Highest Honor

BlackBoard and PARENTConnect

- ✓ Many teachers post course materials electronically using an on-line instructional management system called BlackBoard. Teachers instruct students how to use BlackBoard to access course materials in the fall.
- ✓ Parents have on-line access to information about students' demographics, attendance, discipline, and grades through PARENTConnect. Information about how to sign up for PARENTConnect is included in the back to school mailing and on the district website.

Summer Reading Program

- ✓ All students are expected to read over the summer in preparation for their English courses in the fall.
- ✓ Students enrolled in Honors/Pre-AP English courses must read three required books. Students taking College Prep English courses read two titles: one required book and the other of the students' own choice.
- ✓ Information about the English Department's Summer Reading Program is found on the district website.
- ✓ Copies of the required titles are available in the central administrative offices of Pine-Richland School District.

- ✓ Students enrolled in Advanced Placement English courses have a separate summer reading list.

Apprenticeships

- ✓ Any tenth, eleventh, and twelfth grade student may apply for an apprenticeship opportunity sponsored by the Allegheny Intermediate Unit. Apprenticeships are available in a variety of fields in the arts and sciences. Applications for the next school year are available in the GATE room late in March. To repeat, apprenticeships are open to all tenth, eleventh, and twelfth grade students.

College Planning

- ✓ Representatives from various colleges meet with interested juniors and seniors at Pine-Richland High School.
- ✓ The dates the representatives will be at our school are announced and posted in the guidance office and on the district website.
- ✓ Please check with the guidance office to obtain the necessary permission forms in order to attend a college admissions visit.
- ✓ Throughout the year, informational meetings for parents and students are held in the evening. These meetings cover such topics as understanding the college application process and applying for financial aid.
- ✓ Students in ninth, tenth, and eleventh grade take a series of on-line career interest inventory tests to help students understand their own interests, talents, and skills and to explore potential careers. This career information may be useful in determining college application plans.

Report of a Change of Address

- ✓ Any change in demographic information such as a home address, home phone number, or work phone number should be reported to Mrs. Dankmyer, the receptionist in the district office.

Student Assistance Team (CORE)

- ✓ The Student Assistance Program provides students, parents, and teachers a link to school and community based services for students who might be having difficulty succeeding in school for a variety of reasons, such as:
 - Physical and mental abuse
 - Eating disorders

- Pregnancy
 - Depression
 - Academic problems
 - Uncharacteristic behaviors
 - Suicidal thoughts
 - Drugs/alcohol
 - Chronic discipline problems
 - Family problems
 - Attendance issues
 - Other issues affecting a person's well-being
- ✓ The student assistance team process is a confidential referral process that begins with a request for student assistance services, i.e. a name of a student who may need some special help.
 - ✓ Parents, teachers and friends usually are the first to notice that something may be wrong, e.g. grades dropping, poor attendance, uncharacteristic behavior, and so on.
 - ✓ Requests for student assistance services can be made by contacting anyone on staff.
 - ✓ For more information on the Student Assistance Program, contact the guidance office.

PSAT, SAT, and ACT Tests

- ✓ The PSAT is a good practice test for tenth and eleventh grade students planning to take college boards (SAT).
- ✓ All college-bound eleventh and twelfth grade students should take the SAT. Juniors usually take this test in March or April. Seniors usually take the SAT in October or November of their senior year.
- ✓ Students are encouraged to take SAT tests in individual subject areas as well. Students are advised to understand the testing requirements of the colleges to which they are seeking admission.
- ✓ The ACT is taken at the completion of eleventh grade.
- ✓ Further details, sign-up information, and registration packets regarding the PSAT, SAT, and ACT are available in the guidance office.

PSSA Tests

- ✓ Grade 11 Writing tests are given in the month of February.
- ✓ Grade 11 Reading and Math tests are given in March.
- ✓ Grade 11 Science tests are given in April

- ✓ Grade 12 re-tests are given in October.

AP Tests

- ✓ Students enrolled in Advanced Placement courses are required to take the AP test for the course.
- ✓ Students are reimbursed 50% of the cost of the test when they earn a score of 3 or above.
- ✓ AP tests are administered at the high school in May.

Student Clubs and Activities (2007-2008)

Art Club: Mrs. Andreassi and Mr. Riley, two art teachers, sponsor an after school art club in room 3.

Audio/Visual Club – PRTV: PRTV, which airs on Channels 50 and 211, is a student operated TV station for the school district covering sports, concerts, and district events. No experience is necessary and on-site training is available. The club meets in room 5 and is sponsored by Mr. Karpinski.

Band: Each of our bands is a co-curricular activity. To play in one of our bands, you must elect to take its corresponding class. There are three bands at the high school: Band (which splits into either Wind Ensemble or Concert Choir after the end of marching band season), Jazz Band, and Jazz Ensemble. Please note that students in Jazz Band and Jazz Ensemble must also be concurrently enrolled in Band. Mr. Scott is our high school band director.

Best Buddies: Through this club, regular education students are paired with “buddies” in the life-skills education program. The only requirement for membership is a willingness to make friends. Meetings are held twice a month in room 112 with Miss Kittenbrink.

Chorus: All of our choruses are co-curricular activities. To sing in one of our choruses, you must elect to take its corresponding class. There are four choruses at the high school: Freshman Choir, Concert Choir, Chamber Singers, and Women’s Ensemble. All are directed by Mr. Rickard.

Cultural Fusion: Students in this club seek to understand, embrace, and celebrate cultural diversity. Ms Poulakos is sponsor.

Forensics: Designed to promote competitive speech activities, students are required to participate in three tournaments a year. Practice sessions are held every day after school in room 110 with Mr. Byko.

Foreign Exchange Program (AFS): This is a club for students who are interested in foreign study. Meetings are spent discussing cultural differences, sharing films, foods, and ideas from many countries. Mr. Joyce is the sponsor.

Future Business Leaders of America (FBLA): This is the Pine-Richland chapter of the national organization. Meetings are held once a month and anyone with an interest in business may be a member. The sponsor is Mr. Domagala.

Interact Club: This club is the youth version of Rotary International and completes service projects for local and global communities. Interact sponsors our blood drives and recycling program. Meeting times and club sponsor will be determined.

Key Club: This is a student run national organization that focuses on community service and leadership. Meetings are held once a month with sponsor Mrs. Owens.

Inkwell: Producing our literary magazine, this student-run club meets twice a month with Mr. Oliverio in room 111. Members are responsible for soliciting and editing submissions for publication.

Model United Nations: Model UN is a competition in which students from the Pittsburgh area gather twice a year to debate global issues using the United Nations as model. Meetings are held with sponsor Mr. Joyce as necessary to prepare for competition.

National Honor Society: NHS is a club that recognizes students who demonstrate outstanding scholarship, character, leadership, and service. To be considered for membership, a student must have a cumulative grade point average of 3.75 or above at the end of either sophomore or junior year. Students who meet this requirement and wish to join must then complete an application describing their character, leadership, and service qualities. A faculty council reviews applications and new members are inducted into the organization in the fall. Once inducted, students must maintain a grade point average of at least 3.75, attend monthly meetings, and complete fifteen hours of community service each semester to maintain membership. Mrs. Esch is the club sponsor.

Orchestra: Orchestra is a co-curricular activity and to play in our orchestra you must be enrolled in the class. Mr. Belchick is the conductor.

Rambler: This is our yearbook and is a co-curricular activity. To work on yearbook, students must be enrolled in the yearbook class. See Mrs. Orwig if you have questions.

Rampage: This is our newspaper and is a co-curricular activity. To work on the newspaper, students must be enrolled in Journalism class. See Mrs. Erb if you have questions.

Spring Musical: We put on a musical every spring and are always looking for students who can sing, dance, act, play musical instruments, sew costumes, construct sets, run lights, manage sound, keep track of props, etc. Auditions are in the fall and rehearsals start in the winter. The person to contact with questions is Mrs. Rost.

Students Against Destructive Decisions (SADD): This is a school-based group dedicated to addressing destructive decisions such as underage drinking and impaired driving. Meetings and activities are planned monthly and the sponsor is Mrs. Bruno.

Technology Student Association (TSA): Our local chapter of a national organization, students in this club prepare for technology competitions throughout the year. Mr. Clark is the sponsor.

World Languages: This club is for students who love to learn other languages and explore other cultures. Its sponsor is Ms. Batouyios.

Student Government: The largest student club at the high school, this organization focuses on developing student leaders, creating positive school spirit, and giving back to the community through service projects. Please refer any questions to Mrs. Trombetta (x1660). Student representatives will be elected in the fall. Last spring the following officers and senators were elected:

Officers:

President, Arielle Katcher; Vice-President, Tori Pikur;
Secretary, Natalie Affinito; Treasurer, Caitlin Molloy

Senior Senators:

Carly Krystyniak, Emily Loughead, Mallory Miller, Ryan
Nussbaum, Gabby Szewcow, Katie Wise

Junior Senators:

Sean Bogosta, Maggie Hutchison, Michelle Lattner, Maria
Rivero, Molly Marra, Pat Nowak

Sophomore Senators:

Anthony Dellaria, Natalie Ficco, Samantha Lang, Danny
Nigh, Jen Rausch, Tara Trombetta

Technology Use Agreement

- Technology resources are to be used only for learning within the district's approved curriculum.
- Accounts are to be used only by the authorized student owner. Passwords are not to be shared.
- Technical or security problems must be reported immediately to the teacher.
- Outside disks may not be used without prior teacher approval.
- Personal information (name, personal address, social security number, phone number, credit card number) is not to be shared over the Internet.
- Use of resources to access or process inappropriate material is prohibited.
- Downloading files which may be dangerous to the integrity of the network is not permitted.
- Transmission of material, information or software in violation of district policy or federal, state or local law or regulation is prohibited.
- Network users may download educationally appropriate materials for their own use. Copyrighted materials must be used in accordance with district policy and applicable law.
- No one is permitted to change the setup of a school district computer.
- Vandalism (a malicious attempt to harm or destroy equipment, materials or systems) may result in the cancellation of a user's privileges and assessment for damages.
- All information stored on district resources is the property of the Pine-Richland School District.

NOTE: Access to the Internet, via school equipment, is a privilege, not a right. Inappropriate, unauthorized or illegal use will result in cancellation of that privilege and application of appropriate disciplinary action.

Pine-Richland High School Style Manual

Guidelines for Documenting Resources

Developed by the staff of the Storkel Learning Center
in consultation with the High School English Department

With special thanks to everyone who contributed their
time, talents, and support to this publication

INTRODUCTION

This style manual serves as a tool for documenting all research in the Pine-Richland High School. It is based on the *MLA Handbook* (6th edition) format with modifications to better serve our students.

The purposes of documentation and bibliography are to:

- identify resources consulted for a project,
- give credit for information, ideas, opinions, and words from another source,
- assure credibility of the researcher and the project by demonstrating the accurate use of authoritative resources, and
- provide information about resources consulted in a standard comprehensible format so that others may identify and locate those resources.

Teachers, students, and parents may use this manual during the research process, and all comments and suggestions for improving the manual are welcomed. You may also consult the following works for more information about writing and study skills, the research process, and documentation:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*.

6th ed. New York: The Modern Language Association, 2003.

dianahacker.com/writersref

<http://owl.english.purdue.edu/owl/resource/557/01/>

Copies of the *MLA Handbook* are available from teachers and in the school library, public libraries, and bookstores.

AVOIDING PLAGIARISM

Plagiarism is the act of unintentionally or intentionally treating someone else's work as though it were your own. Use the following guidelines to avoid even the possibility of plagiarism:

- ✓ As you take notes, **distinguish between your own thoughts or reactions and those in the resource.**
- ✓ As you take notes from a resource, **write the page number** where information, idea, or quotation is located.
- ✓ **Document exact words** and put them in quotation marks.
- ✓ **Document information, ideas, and opinions.**
- ✓ **Document a summary of a passage.**
- ✓ **Document statistics.**
- ✓ **Print online articles and web pages on websites** so that you have a hard copy of the information, the citation, and the date of access; you may lose this information if you copy to a notepad.
- ✓ **Common knowledge does not have to be documented,** such as, "George Washington was our first president."

When in doubt, cite your source!

CITATION AND SOURCE CARDS

Create a Citation Card when you first find information, ideas, or words of value in a resource. Citation Cards, which are available in the library, indicate the information needed to create a bibliographic citation from a variety of types of resources. Here is a sample card:

CITATION CARD	
Fill in the appropriate information for each resource. Transfer the information to a source card or bibliography.	
PRINT RESOURCES	
<u>BOOK OR ARTICLE IN A BOOK</u>	CALL # _____
Article author : _____	
Article title: _____	
Book author(s)/editor(s): _____	
Book title: _____	
Series: _____	
Edition, if other than 1 st : _____	
Translator, if any: _____	
City of publication: _____	
Publisher: _____	
Copyright date: _____ pp. _____	
<u>ARTICLE IN A PERIODICAL ISSUE</u>	
Article author(s): _____	
Article title: _____	
Periodical title: _____	
Issue date or volume number (year): _____	
Pages: _____	
<u>GOVERNMENT DOCUMENT</u>	
State, nation, or organization: _____	
Specific department: _____	
Title: _____	
Author/editor, if any: _____	
City of publication: _____	
Publisher, copyright date: _____	

<p>ELECTRONIC RESOURCES</p> <p><u>ITEM IN A SUBSCRIPTION DATABASE</u></p> <p>Item author(s): _____</p> <p>Item title: _____</p> <p>Source title: _____</p> <p>Date of original publication/issue date or volume # (year): _____ Pages: _____</p> <p>Database: _____</p> <p>Library where accessed: _____</p> <p>Date of access: _____</p> <p><u>WEBSITE</u></p> <p>Web page author: _____</p> <p>Web page title: _____</p> <p>Web site title: _____</p> <p>Date created or last updated: _____</p> <p>Web site sponsor (organization): _____</p> <p>_____</p> <p>Date of access: _____</p> <p>Web page URL: _____</p> <p><i>Works originally in print: Poetry, fiction, and books on the web require the following original publication information inserted before the website title in the citation:</i></p> <p>Author of short work/book: _____</p> <p>Title of short work: _____</p> <p>Title of book: _____</p> <p>Editor of compilation: _____</p> <p>Publication information for print version: _____</p> <p>_____</p> <p>Title of scholarly project: _____</p>

Find the citation information for a book on the title page and verso, for an article on the printed copy or on the article itself and the periodical issue cover, and for a website on the web pages consulted and the homepage of the website.

If source cards are needed, transcribe the information from the Citation Card to a source card using the correct format from the examples included in this style manual, the MLA, or any teacher-recommended coding.

To create a bibliography or works cited, arrange the citation or source cards in alphabetical order by the first element in the citation (i.e., author or title). Transfer the information on the cards into the bibliography or works cited using correct MLA format from the *P.R.H.S Style Manual* examples below. There should be an entry in the bibliography or works cited for each resource documented in the text.

DOCUMENTING WORDS, INFORMATION, AND IDEAS

PARENTHETICAL DOCUMENTATION

Parenthetical documentation in the text is the most common method of citing sources and has largely replaced the use of endnotes or footnotes. Its goal is to identify briefly the source, which is identified completely in the bibliography, and it contains just enough information to do so.

Parenthetical documentation consists of the first element of the citation in the bibliography (usually the author or first word/s of the title) followed by a page number or section number, all enclosed in parentheses just before the period at the end of the sentence. If the first element of the citation, usually the author, is mentioned in the sentence, it may be omitted in the documentation.

Author not mentioned in sentence:

Some have already made this point (Tannen 178-185).
Others have the opposite view (Jones 3:210-215).

Author mentioned in sentence:

Tannen has argued this point (178-185).
Jones holds the opposite view (3:212).

Author and title mentioned in sentence:

In his Autobiography Benjamin Franklin ... (135-137).

Quotations must always be documented:

Gibaldi says that "you may present the material if you cite your source" (31).

Authorities note that "you may present the material if you cite your source" (Gibaldi 31).

BIBLIOGRAPHY OR WORKS CITED

The bibliography, or works cited, is an alphabetical list of resources on a separate page at the end of the project. It includes complete citations for all the works consulted in writing, creating, or giving a presentation: books, magazine articles, videotapes, artwork, pictures, interviews, recordings, and web pages. Bibliographies protect the researcher from plagiarism or copyright infringement.

Each item in the bibliography is a citation that contains all the elements needed to identify specifically the resource consulted. There are separate rules for different types of resources (books, articles, databases, websites, recordings, videos), and there are also individual rules within the type of resource that allow for variations such as multiple authors and subsequent editions.

It is very important to be accurate and precise when creating a bibliography. All rules need to be followed in order to create a correct citation that clearly identifies the source and can be understood by others. Consult your school librarian, teacher, the following examples, the *P.R.H.S. Style Guidelines* sheets in the library, or the *MLA Handbook* if you have questions.

Use a hanging indent format and alphabetize the items in a bibliography by the first element in each citation (excluding a, an, and the). See the Sample Bibliography at the end of this section. ***In the bibliography or works cited, all citations must be double-spaced.***

The following guidelines and examples have been adapted from the *MLA Handbook for Writers of Research Papers* (6th ed.).

PRINT RESOURCES

BOOKS

Anonymous Author

Literary Marketplace: The Dictionary of American Book Publishing.
New York: Bowker, 1997.

One Author

English, Carol. The Cliffs Won't Do: Read the Book. Philadelphia:
McGraw-Hill, 1997.

Two or Three Authors of a Title in a Series

Proposalle, April, May Plannir, and June Krysis. How to Survive Your
Wedding. Life's Major Events 3. New York: Simon and Schuster,
1997.

Translated Work

Hugo, Victor. Les Miserables. Trans. Charles E. Wilbour. New York:
Knopf, 1997.

Multiple Citations by the Same Author

Small, Chris. Don't Measure a Chemist By Her Size. New York:
Feminist, 1993.
---. Please, Help Me Carry My Keys!. Topeka, KS: Rand, 1993.

Corporate Author

Wissahickon Home Economics Department. Cooking with Spice. New
York: Scribners, 1993.

Government Publications

New York State. Commission on the Adirondacks. The Adirondack
Park. Albany: State of New York, 1990.

United Nations. Population Growth in Developing Countries. New
York: Taylor, 1991.

United States. Congress. House. Committee on the Judiciary.
Immigration and Nationality Act with Amendments and Notes on
Related Laws. 7th ed. Washington: GPO, 1980.

---. Dept. of Labor. Child Care: A Workforce Issue. Washington: GPO,
1988.

---. Library of Congress. India: A Country Study. Eds. James Heitzman and Robert L. Worden. Area Handbook. Washington: GPO, 1996.

Editor(s) of a Title in a Series

Coffing, Charles B., and Tamara Dize, eds. Smoking. Current Issues. San Diego: Greenhaven, 1998.

Valenza, Joyce, ed. Bagels and Books: An Anthology. Good Habits 2. Brooklyn, NY: Random House, 1991.

Edition Other Than the First

Peters, Michael. Everything You Always Wanted to Know about Keeping Your Classroom Neat and Clean. 4th ed. Philadelphia: Lysol, 1995.

Reference Book or Anthology: Signed Article or Work

Howe, Barbara J. "Housing." Encyclopedia of the United States in the Nineteenth Century. Ed. Paul Finkelman. 2nd ed. Vol. 2. New York: Scribner's, 2001. 37-41.

Smith, James. "The Physics of Sushi." The Fabulous Physics Paper. Ed. Samuel Klein. Rome, GA: Cambridge UP, 1954. 46-59.

Reference Book or Anthology: Unsigned Article or Work

"Musical Comedy." The Oxford Companion to the Theatre. Ed. Phyllis Hartnoll. New York: Oxford UP, 1996. 570.

"Twiggy." Current Biography Yearbook, 1968. Ed. Charles Moritz. New York: Wilson, 1969. 407-409.

GENERAL ENCYCLOPEDIAS

Signed Article

Copaset, Sandra. "Zen and the Art of Wearing Blue and Khaki." Encyclopedia Americana. 1996 ed.

Unsigned Article

"Halite." Academic American Encyclopedia. 1998 ed.

PAMPHLETS

Berlin, London, and Paris. New York: Trip Builder, 1997.

Renoir Lithographs. New York: Dover, 1994.

PERIODICALS

Journal with Continuous Pagination

- Lyons, Christina L. "Adoption Controversies: The Issues." CQ Researcher, 1999: 779-788.
- Nast, Jane C. "Should Birth Records of Adopted Children Be Unsealed? Yes." CQ Researcher, 1999: 793.
- Skater, Andrew. "Rollerblading on a Secondary Level." Secondary Education 54 (1990): 113-25.

Journal without Continuous Pagination

- Seely, Bruce. "The Saga of American Infrastructure: A Republic Bound Together." Wilson Quarterly 17.1 (1993): 19-39.

Magazine: Article, Cartoon, or Interview

- Berry, John. "Berry's World." Cartoon. New Yorker 3 Jan. 1967: 31.
- Csikszentmihalyi, Mihaly. "The Creative Personality." Psychology Today July-Aug. 1996: 6-11.
- Ellison, Ralph. "Indivisible Man." Interview. By James Alan McPherson. Atlantic Dec. 1970: 45-60.
- Trillin, Calvin. "Culture Shopping." New Yorker 15 Feb. 1993: 48-51.

Newspaper: Signed and Unsigned Articles

- Alaton, Salem. "So, Did They Live Happily Ever After?" Globe and Mail [Toronto] 27 Dec. 1997: D1+.
- Hall, Trish. "IQ Scores Are Up, and Psychologists Wonder Why." New York Times 24 Feb. 1998, late ed.: F1+.
- "Infant Mortality Down: Race Disparity Widens." Washington Post 12 Mar. 1993: A12.

ELECTRONIC RESOURCES

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- "Albatross." The Oxford English Dictionary. 2nd ed. CD-ROM. Disc 1. New York: Oxford UP, 1992.
- Kline, Hibberd B., Jr. "Nile River." Microsoft Encarta Reference Library 2002. 2002 ed. CD-ROM.
- Rodes, David S. "The Language of Ambiguity and Equivocation." Macbeth. By William Shakespeare. Ed. A.R. Braunmuller. CD-ROM. New York: Voyager, 1994. 5 pp.

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Generic Format

Author. "Article, Photo, or Poem Title." **Source Title** **Date of original publication.** **Database Name.** **Library where accessed.** **Date of access.**

AccuNet/AP Multimedia Archive

Kraychyk, George. "Golden Globes: Denzel Washington." Photograph. 20 Dec. 1999. AccuNet/AP Multimedia Archive. Pine-Richland High School Library. 1 November 2002.

A Matter of Fact

Clark, Kim, and Nancy Shute. "The Adoption Maze." U.S. News & World Report 12 Mar. 2001: 60-66+. A Matter of Fact. Pine-Richland High School Library. 6 Nov. 2001.

Biography Reference Bank

Bennett, Lerone. "Free for Christmas" [excerpt from Great Moments in Black History 1979]. Ebony Dec. 2002: 68+. Biography Reference Bank. Pine-Richland High School Library. 13 Jan. 2004.
"Tubman, Harriet." American Reformers 1985. Biography Reference Bank. Northern Tier Regional Library. 13 Jan. 2004.

Contemporary Authors

"Peter (Gregg) Arnett." Contemporary Authors 2004. Contemporary Authors Online. Pine-Richland High School Library. 26 Apr. 2004.

LitFINDER

Bierce, Ambrose. "A Bottomless Grave." LitFINDER. Pine-Richland High School Library. 26 Apr. 2004.
Cummings, Edward Estlin. "Chanson Innocente: 1." Complete Poems, 1913-1962 [n.d.]. LitFINDER. Northern Tier Regional Library. 25 Mar. 2004.
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Pittsburgh Post-Gazette

Kovacevic, Dejan. "NHL Rule Changes Will Affect Goalies Puck Handling." Pittsburgh Post-Gazette [Pittsburgh, PA] 11 Feb. 2004: C-1. Pittsburgh Post-Gazette. Northern Tier Regional Library. 2 Feb. 2004.

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Benson, Carole, ed. "America's Children: Key National Indicators of Well-Being, 2000." Federal Interagency Forum on Child and Family Statistics 1 July 2000. ED 427897. Abstract. Professional Development Collection ERIC. Pine-Richland High School Library. 15 Nov. 2001.

Hanson, Tom. "Ionscanner at the Ottawa International Airport." Photograph. 12 Dec. 2001. MasterFILE Premier Image Collections. Pine-Richland High School Library. 17 Jan. 2003.

Keegan, John. "Who Should Be Person of the Century?" Time 30 Aug. 1999: 15+. MAS Online Plus. Pine-Richland High School Library. 25 Mar. 2002.

Ridgeway, James. "The French Connection." Village Voice [New York, NY] 8 Jan. 2002: 27. Newspaper Source. Pine-Richland High School Library. 5 Apr. 2002.

FACTS.com databases:

"Malaysia: Foreign Immigrants Deported." World News Digest 9 Apr. 1998. FACTS.com. Northern Tier Regional Library. 2 Jan. 2001.

"Music and the Internet." Issues & Controversies 11 Aug. 2000. FACTS.com. Northern Tier Regional Library. 8 Apr. 2002.

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"Eleanor of Aquitaine." Encyclopedia of World Biography 1998. Biography Resource Center. Northern Tier Regional Library. 13 Apr. 2005.

Gedo, John E. "The Enduring Scientific Contributions of Sigmund Freud." Perspectives in Biology and Medicine 45 (2002): 200-212. Expanded Academic ASAP. Northern Tier Regional Library. 8 Apr. 2005.

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- Baker, Christopher. "Vermeer, Jan." Oxford Companion to Western Art, 2005. Grove Art Online. Pine-Richland High School Library. 14 Apr. 2005.
- "Beatles." Grove Music Online. Northern Tier Regional Library. 14 Jan. 2002.
- Vermeer, Jan. Girl With a Pearl Earring. c.1665-6. Mauritshuis, The Hague, Netherlands. Grove Art Online, Bridgeman Art Library. Northern Tier Regional Library. 22 Apr. 2005.

SIRS Knowledge Source databases:

- "NHTSA Survey Shows Air Bag Cutoff Switches Not Being Used Properly." U.S. Department of Transportation News 2 Aug. 2001: 7-10. SIRS Government Reporter. Pine-Richland High School Library. 13 Dec. 2001.
- "REP Melissa Hart--Pennsylvania." Congressional Members Directory 2000. SIRS Government Reporter. Pine-Richland High School Library. 10 Jan. 2002.
- Rodnitzsky, Jerome L. "The Sixties Between the Microgrooves: Using Folk and Protest Music to Understand American History, 1963-1973." Popular Music and Society Winter 1999: 105-122. SIRS Renaissance. Pine-Richland High School Library. 15 Jan. 2002.
- "Tilting at Pisa Tower's Problem." Newsday [Long Island, NY] 19 Jan 1999: A7. SIRS Researcher. Pine-Richland High School Library. 26 Oct. 2001.

WEB SITES

Generic Format

Author or webmaster (if available). "Title of Web Page." Title of Web Site. Date created or last updated. Organization sponsoring the site. Date of access <URL of web page>.

- "Al Capone." History Files. [n.d.]. Chicago Historical Society. 16 Mar. 2002 <<http://www.chicagohs.org/history/capone.html>>.

Encyclopedias

- "Fresco Painting." Encyclopaedia Britannica Online. 2002. Encyclopaedia Britannica. 8 May 2002 <<http://www.eb.com:180>>.

Government Publications

- United States. Dept. of Justice. Office of Juvenile Justice and Delinquency Prevention. Law Enforcement and Juvenile Crime. By Howard N. Snyder. Dec. 2001. 2 June 2002
<<http://sss.ncjr.org/pdffiles1/ojjdp/191031.pdf>>
- . Los Alamos National Laboratory. "Gold." Chemistry Division. 2003. CRC Handbook of Chemistry and Physics [n.d.] and American Chemical Society. 5 May 2004
<<http://pearl1.lanl.gov/periodic/elements/79.html>>.

Still Images (Paintings and Photographs)

- "Ionizer." Photograph. 15 Mar. 2002. Oregon Military Department. 2002. State of Oregon. 24 Jan. 2003
<<http://www.mil.stat.or.us/counterdrug/ION.htm>>.
- Vermeer, Johannes. A Lady Writing. c.1665. National Gallery of Art, Washington, DC. 10 Jan. 2003
<<http://www.nga.gov/collection/gallery/gg51/gg51-46154.0.html>>.

Media (Films, Sound Recordings, and Transcripts)

- Komando, Kim. "Password Security." WCBS News Radio. WCBS, New York. 20 May 2002. Transcript. 23 May 2002
<http://wcbs880.com/komando/StoryFolder/story_1002173851.html>.
- Murnau, F.W., dir. Nosferatu. 1922. The Sync. 16 June 2002
<<http://www.thesync.com/ram/nosferatu.ram>>.
- Roosevelt, Franklin D. "Americanism." 1920. American Memory. Lib. of Congress, Washington. Sound recording. 19 Mar. 2002
<<http://lcweb2.loc.gov/mbrs/nforum/9000024.ram>>.

Newspapers or Newswires

- "Endangered species Act Upheld." AP Online 5 June 1999. 3 Feb. 2003 <<http://nytimes.com/aponline/w/AP-Court-Engangered-Species.html>>.
- Reid, T.R. "Druids Return to Stonehenge." Sunday Sun [Baltimore, MD] 22 June 1998. 13 Jan. 2002 <<http://www.sunpapers.com/wp-srv/WPlate/1998-06/22/0451-062298-idx.html>>.

Professional Sites

- "MLA Style." Modern Language Association. 11 Jan. 2002. Modern Language Association of America. 8 Apr. 2002
<<http://www.mla.org/>>.

Scholarly Projects

- "Catalan." Si, Espana. Ed. Jose Felix Barrio. Vers. 2.0. Oct. 1996.
Embassy of Spain, Ottawa. 3 Feb. 1998
<<http://docuweb.ca/SiSpain/spanish/language/language/catalan.html>>.
- Project Bartleby. Ed. Steven van Leeuwen. May 1998. Columbia University. 5 May 2002 <<http://columbia.edu/acis/bartleby/>>.

WEBSITE WORKS ORIGINALLY IN PRINT

Generic Format

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