

Kaimuki Middle School Student Handbook SY 2014-2015

The 4Rs

❖ **Respect**

Caring for self, others and surroundings

❖ **Responsibility**

Being accountable for one's actions

❖ **Resiliency**

To overcome or cope with challenges in your life

❖ **Relationships**

Building positive connections with others

General Learner Outcomes

• **Self-directed Learner**

Ability to be responsible for one's own learning

• **Community Contributor**

Understanding that it is essential for human beings to work together

• **Complex Thinker**

Ability to demonstrate critical thinking and problem solving

• **Quality Producer**

Ability to recognize and produce quality performance and quality products

• **Effective Communicator**

Ability to communicate effectively

• **Effective & Ethical User of Technology**

Ability to use a variety of technologies effectively and ethically

Promotion Requirements

Each student needs/is required to have a minimum of 15 credits to be promoted to high school: three (3) in Language Arts, three (3) in Science, three (3) in Mathematics, three (3) in Social Studies, and three (3) in Elective courses.

Help Chart:

NEED	WHERE TO GO	WHO TO SEE
General information, homework request pick up, locker requests/contracts	Main office	Office Staff 733-4800
Absenteeism, tardy passes (after 8:15am) , admit/off campus passes	Main office	Attendance 733-4803 ext. 227
Security assistance, lost and found	Safety Manager's office/ Back of main office building	Mr. Cockett 733-4800
Scheduling, registration, records, admittance, releases	Registrar's office/ Back of main office building	Mr. Choy 733-4803 ext. 226
Academic, personal and social concerns, tardy passes (before 8:15am) , homework requests, emergency telephone use, uniform loaner shirts	Counselor's office/ R Building	Team Counselor 733-4803
Illness, accidents, medication, meal deposits, replacement identification/meal cards	Health Room/ Side of main office building	Mrs. Navarro, 733-4803 ext. 225
Concerns about grades, homework or classwork, fieldtrips and team activities	Team Teachers	Student's Homeroom/ Individual teachers

Counselors

Counselors assist students in areas of academic, social, career and personal guidance. Students are encouraged and invited to seek counseling services. Teachers may refer students to the counselor for follow up concerns. Conferences are available by appointment. Students who want to see their counselor should make an appointment or get a pass from their teacher.

Report Cards

Quarterly report cards are distributed for the students to hand carry home, except for year end reports, which will be mailed home. Letter grades (A, B, C, D, F) indicate academic progress and numbers indicate teacher comments. Attendance is also reported.

Honor Roll List

The Grade Point Average (GPA) is a means of indicating the overall academic progress of a student and is used to determine the Honor Roll List. Certificates are given to students who attain a GPA of 3.5 or higher. (A=4; B=3; C=2; D=1; F=0).

Deficiency Notices

Deficiency notices are given to students to take home when grades are bordering on a D or F. These notices are usually given halfway through each quarter and hand carried home by the student. Parents are asked to sign the notice, the student then returns the notice by the next class to their respective teacher(s). A follow up letter is mailed by the counselor, if a deficiency is not returned signed. Furthermore, contact with parents/guardians can also occur anytime after the mid-quarter, but before the quarter ends, via the deficiency notice or other means of communication.

Safety & Health

Safety and Security

Safety and security is important to us. Please assist by: keeping away from prohibited areas during school hours (refer to the campus map on page 12); following safety procedures by observing signs, taped and/or coned off areas; being prompt and courteous when dropping off/picking up your child; notifying and checking in at the main office when visiting campus.

Students are encouraged not to be on campus any earlier than 7:15am and to leave the school grounds by 3:00pm unless under direct supervision of a KMS staff member. Any students dropped off prior to 7:15am or that stay after 3:00pm should wait in the front of the campus, near the library.

Telephone/Cell Phone Use

Students with permission during recess, lunch, before and after school may be allowed to use the counselors' telephones for emergency purposes only. Parents and students are to make arrangements for after school activities, lunch, or forgotten materials beforehand. If parents need to get in touch with their child, please call the office, and we will do our best to get the message to the student. Cell phones are not permitted for use during school hours. If brought to school, cell phones must remain off (not on silent/vibrate) during the school day.

Lockers

Lockers are available to students through a locker contract. Locker contracts are available via our website and a date will be shared at the beginning of the school year as to when contracts will be accepted. Students are to provide their own combination locks and are cautioned against storing valuable items in lockers. The school will not be responsible for damages or losses due to theft or vandalism of lockers. Sharing of lockers and/or locker combinations is prohibited. A comprehensive list of the Locker Rules will be shared on the locker contract. Due to safety and health concerns, the school reserves the right to open lockers, as stated on the locker contract

Medications

ALL medications including over the counter medications brought to school must be stored in the health room and must be accompanied with a completed and signed authorization form (PHN/SH 36). Over the counter drugs are not allowed to be taken by or given to a student without clearance from our school health aide.

Emergency Card

The emergency card is very important in case a parent/guardian needs to be immediately contacted.

Be sure to list three additional contacts that are authorized to pick up student from school in case a parent/guardian cannot be reached. Please notify the school of any changes, especially phone contact updates.

Student Health Record

Keep student health records up to date by informing our school health aide of any additions such as TB tests, physicals, and/or immunizations.

Current physical for the school year must be on file for student to participate in KMS extramural sports. Completion of the HepB, MMR and Varicella immunizations are required for Grade 7 entry.

Illness

After an absence of five or more days due to illness or if student has medical restrictions from a physician, the student must report to the health room before school begins with a written statement from a doctor indicating the illness, the treatment, and directions for follow up and activities.

Without a doctor's note, student absences are considered unexcused.

Injury

If the student becomes ill or injured during class, he/she should get a pass from that period's teacher to go to the health room. If injury or illness occurs during recess, before or after school, the student should report directly to the health room or main office.

If student has been out due to injury and has medical restrictions from a physician, the student must report to the health room before school begins with a written statement from a doctor indicating the injury, the treatment, and directions for follow up and activities.

Non-Admission of Ill Students

If sick, please keep student at home. If fever is 100 degrees or above, do not return to school until fever has subsided for at least 24 hours without medication. We are concerned with the health and well being of the student as well as the other students in the classroom.

Equal Educational Opportunity: As a matter of commitment, policy, and compliance with Federal and State nondiscrimination laws, the Hawaii Department of Education does not discriminate on the basis of a person's race, color, national origin, disability, sex, religion, or age in any educational program or activity conducted by the department, including vocational education. Harassment based on these protected categories, including sexual and racial harassment, is a form of discrimination and is prohibited in our schools.

Classroom Behavior Program

Kaimuki Middle School's Behavior Program sets forth common classroom expectations, recognition and consequences. This program enables us to:

- ▶ **Utilize a caring, positive approach consistent with a place with heart**
- ▶ **Challenge and strengthen students to display appropriate classroom behavior**
- ▶ **Be mindful of students' academic, emotional, social and physical needs**
- ▶ **Ensure the primacy of learning in each of our classrooms**

Classroom Expectations

- Be on time to class
- Have appropriate and necessary supplies for learning
- Refrain from eating, drinking, and chewing gum
- Engage in classroom behavior that does not interfere with instruction and learning
- Follow teacher directions

Demerit Schedule

Range of demerits that may be assigned during the class period:

- Tardy to class (1)
- Without appropriate supplies (1-2)
- Food/Drinks/Gum (1-2)
- Behavior that interferes with instruction/learning (1-4)
- Not attending to teacher directive (1-5)

Consequences

- Warning issued
- Assigned appropriate demerits
- Counseled by teacher (1-5 demerits)
- Counseled by teacher and counselor, and parent is notified (5-10 demerits cumulative)
- Not permitted to attend recognition activity with demerits 11 or more, or if demerits are not worked off during the allotted time period
- May be subject to detention and/or suspension

Recognition

Students begin each tracking period with a demerit count of zero.

Students can attend a monthly recognition activity planned by the Student Council or Teams if:

Student has not received a demerit; or student has kept his/her demerit total for the tracking period under 11 AND removed all assigned demerits during the week received.

Students who receive even ONE day of In-School and/or Out-of-School Suspension will NOT be able to attend the recognition activity.

Students assigned demerits

Students are expected to remove all assigned demerits within the week received. For example, if given on Tuesday, the student must remove the demerit by Tuesday of the following week.

However, if a student receives demerits in the last week of the tracking period, those demerits must be worked off before the end of the tracking period. For example, if a student received a demerit on Tuesday and the tracking period ends on Wednesday, the student must remove the demerit by Wednesday.

Students are expected to remove demerits by performing service to our school with the teacher who assigned the demerits. This teacher will determine the necessary service (which could include academic assignments, cleaning desks/white boards and the like).

Students are expected to provide 15 minutes of service per demerit.

Students with 11+ demerits

Students with a demerit count above 10 will not be permitted to attend that tracking period's recognition function; will remove any demerits with the teacher who assigned the demerits (15 minutes per demerit), and will be placed on probation.

Students with:

- two tracking periods of demerits 11 or more will be assigned one day of ISS
- three tracking periods of demerits 11 or more will be assigned two days of ISS
- four tracking periods of demerits 11 or more will be suspended from school

Detention may be used in lieu of demerits because of multiple incidences and/or severity of misbehaviors.

Attendance Policy & Procedures

School Attendance Policy

In line with the Hawaii State Compulsory School Attendance Law, Kaimuki Middle School expects students to attend school daily and be in class on time so that optimum benefits of their education can be achieved. Unexcused and/or excessive absences and tardies are unacceptable and impinge upon a student's education and academic performance.

School Guidelines on Absences

1. In order to ensure students' accountability for their attendance and to ensure consistent data collection, the school will process and maintain attendance on a daily basis and as required.
2. The school will only excuse absences when written documentation (note) is submitted or verbal notification is received from a student's parent or legal guardian, and absences are for one of the following reasons:
 - a. Medical or dental related reasons, injury, or quarantine (i.e. chicken pox, measles, etc.).
A verifiable doctor's or dentist's note for five (5) days or more of consecutive absences.
 - b. Death in the family.
3. Excused absences involving school authorized activities may include, but are not limited to:
 - On campus activities, such as: appointments with a teacher, counselor, or administrator, treatment in the health room, assigned detention or in-school-suspension
 - Off campus activities, such as student council related activities and team field trips
 - Other activities approved by the Principal or designee prior to the activity and absence
4. Written documentation (note) should include the following information:
 - a. Date note was written
 - b. Child's first and last legal name (name listed in school's records)
 - c. Grade level
 - d. Date(s) of absence
 - e. Reason for absence
 - f. Name & phone number(s) of parent/guardian
 - g. Parent/legal guardian's signature
5. Verbal notification can be made by contacting the school main office attendance line at 733-4803, ext. 227, before 8:15am and should include the following information:
 - a. Child's first and last legal name (name listed in school's records)
 - b. Grade level
 - c. Date(s) of absence
 - d. Reason for absence
 - e. Name & relationship of person placing phone call (Mother, Father, etc.)
 - f. Phone number(s) of parent/guardian
6. Unexcused absences may include, but are not limited to the following situations that might occur during a school day:
 - a. Babysitting siblings or other children
 - b. Caring for the elderly or family member
 - c. Entertaining visitors/guests
 - d. Kept at home for household needs such as cleaning, moving residences, etc.
 - e. Family vacations *
 - f. Parent request without explanation
 - g. Personal business
 - h. Youth Camp*
 - i. Sports competition events*

***Note:** Parents/guardians must notify the school in writing as soon as plans for any extended absences due to family vacations, youth camps, and/or sports competition events (i.e. Little League World Series, etc.) have been made by the parents/guardians.
7. Teachers are required to provide make-up work for excused absences only.

Homework for Absences

If a child is absent from school for two (2) or more consecutive days, the parent/guardian may request for homework by calling their child's team counselor. Homework requests must be made by 8:15am to allow counselors and teachers sufficient time to complete the request. Parents/guardians must pick up homework on the day of request at the main office between 3:00pm and 4:00pm. **Please call the main office to confirm that there are assignments for your child before coming to the school.**

Homework must be completed upon student's return to school or as directed by teacher.

Tardies

1. Students who arrive at school **between 8:05am and 8:15am** must report to the **Counseling Office** (R Building) see a counselor to check in and receive a **TARDY PASS** to class.
2. Students who arrive to school **after 8:15am** must report to the **school main office** to check in and receive an **ADMIT PASS** to class.
3. The school will only excuse tardies when written documentation (note) is submitted or verbal notification is received containing the same required information indicated for absences, and are for one of the following reasons:
 - a. Medical/dental appointment
 - b. Student detained by teacher/school official with note from person who detained student
 - c. Delayed school bus (not city bus)
 - d. All excused absence reasons apply

All other reasons must be reviewed by a counselor before a tardy is excused.

Unexcused Tardies

1. Unexcused tardies include:
 - a. Overslept/late start
 - b. Car trouble
 - c. Missed the bus
 - d. Babysitting
 - e. Personal business
 - f. Traffic

Further Action

Unexcused and excessive absences will be considered cases of truancy.

When a student is found to be truant:

- In-school-suspension (ISS) will be assigned
- Police notification may take place

Unexcused tardy consequences:

1-3	Student counseled and warned
4-6	Student counseled, assigned lunch detention for each offense
7-9	Student counseled, lunch detention (may be multiple), and parent contact (via letter and/or phone)
10-12	Student counseled, lunch detention (may be multiple), parent contact and school plan by counselor
13+	Student counseled, school plan review by counselor, parent contact by administrator, lunch detention and/or in-school suspension, police and/or court initiations may take place

Uniform & Dress Code Policy

This policy supports Kaimuki Middle School's mission to provide a positive learning environment that meets the unique needs of adolescents and their supporters.

This policy will support students, teachers and families in the following ways: ensuring that the standards of excellence are upheld at KMS; promoting school pride and unity; improving student behavior and safety; helping students focus on work and increasing their academic achievement; identifying non-KMS student visitors on campus; identifying KMS students on excursions and off-campus activities; reducing dress competitiveness, cliquishness and gang affiliation.

KMS School Uniform

- All students attending Kaimuki Middle School are required to wear the school uniform shirt effective the first day of school.
- Students are required to wear a clean school uniform shirt daily.
- Uniform shirts will be worn as designed. NO tying of uniform shirts.
- The form and design of these shirts shall not be changed or altered in any way. NO cut, washed-out and/or bleached shirts allowed.

The following Dress Code also applies:

- All clothing and accessories must be free of messages relating to drugs, gangs, sex or profanity.
- All gang related fashion is prohibited.
- Only jackets and sweaters with open front top-to-bottom buttons or zippers may be worn over uniform shirts. These outer garments are not to be worn in place of, but must be worn with a uniform shirt, which must be visible. Hoods of outer garments must not be worn during school.
- Stocking caps or head covers, hoodies, wristbands, sweatbands, headbands and leg bands of any kind are not to be worn on campus.
- Hats, caps and visors may be worn outdoors only.
- Discrete and appropriately sized pants, shorts and skirts, (NO SHORTER than mid-thigh) must be secure at the waist with no under garments or posteriors showing.

Alternate Uniforms for Team, PE, Band, Orchestra and Extramural Sports

Alternate uniforms should be worn only in their respective activity. Students should be in school uniform when attending classes and while on campus (before, during or after school).

Exceptions are if the activities occur at the start/middle/or end of the school day, in which the alternate uniform can be worn. If students are returning to the school campus and attending classes, students are to change into their school uniform. If there are no classes to attend, students may remain in their alternate uniform.

Loaner Uniform

Any student not wearing a school uniform will be sent to the counselor's office to borrow and sign out a school loaner uniform. Student will be expected to wear the loaner uniform for that day.

Uniform violation consequences:

- 1 Student counseled and warned
- 2 Student assigned recess detention
- 3 Student assigned lunch detention
- 4 Parent notified, student assigned recess and lunch detention
- 5+ Referral to administrator, in-school suspension assigned

Free Dress Days

There will be designated "Free Dress Days" that will be announced and determined by the uniform committee yearly when students are not required to wear school uniform shirts. However, students are expected to wear appropriate clothing to school and any school-sponsored activities. The Dress Code will still apply.

The following additional rules apply to student attire on "Free Dress Days":

- All tops shall not be low-cut and must cover the midsection of the body.
- All tops must have straps and be fitted under the arms; no strapless tops are allowed.
- All undergarments (including camisoles) shall not be visible nor show through clothing.

School Uniform Waiver

Parents wishing to exempt their student from the school uniform policy because of medical, religious or other serious concerns must submit a Uniform Waiver Form to the main office within five school days of student's start date. Approval by Administration will be done on a case-by-case basis and valid only for the current school year and must be renewed at the beginning of school each year. Forms are available in the main office.

School Uniform Assistance

Families needing assistance for purchasing school uniforms due to financial hardship may apply in person at the main office. Uniform assistance is for families with financial need. Financial eligibility will be determined based on Free/Reduced Lunch eligibility.

School Meal Procedures

Kaimuki Middle School utilizes Meal Tracker, a computerized system for purchasing school meals. Each student will be issued a student identification/meal card at the beginning of the school year. Each card will include the student's picture, name, and barcode representing his/her unique personal identification number (PIN). Student meal eligibility status is kept confidential at all times and will not be identified on the individual student card. Free and reduced lunches are provided to families who meet federal criteria. Applications must be filed each school year with the main office or through School Food Services.

Meal Price List

Student lunch	\$2.25
Student second lunch	\$5.00
Second Entrée Only	\$1.85
Adult lunch	\$5.00
Student breakfast	\$1.00
Student second breakfast	\$2.20
Adult breakfast	\$2.20
Extra milk	\$0.50
Snacks	\$0.50-\$1.00

Prices based on SY 2013-2014 and are subject to change

Cafeteria Rules & Procedures

- ❖ Behavior should support a pleasant dining environment.
- ❖ Be polite and courteous.
- ❖ Loud, disorderly conduct is not appropriate.
- ❖ Food (including home lunch) is to be eaten in the cafeteria.
- ❖ Food may not be taken out of the cafeteria (with the exception of bottled water).
- ❖ Take off hats/caps when entering cafeteria.
- ❖ If not eating, please do not enter cafeteria.
- ❖ Upon completion of a meal, throw trash in the proper receptacle and exit through designated door.
- ❖ Due to health concerns, sharing of food is prohibited.
- ❖ Cutting in the meal line is not permitted.
- ❖ Place bags/backpacks under the dining table or under the dining table bench.
- Students must obtain written permission from their teacher to take and/or eat meals in the classroom.
- Students are allowed to buy only one (1) meal at a time.
- Students are NOT ALLOWED to buy meals or snacks for other students.
- Please have your ID card with you OR obtain a replacement card BEFORE you arrive to the cafeteria to purchase a meal.
- Designated 'Peanut-Free' tables are provided.

Meal Deposits

Deposits are accepted in our health room before school from 7:30am-8:00am and during morning recess.

No deposits are taken during lunch periods.

Students are to complete a deposit form (which is available in the Health Room or on our school website) and submit it with payment. Check payment payable to Kaimuki Middle School is preferred. Cash payment is also accepted. Please note, bank return check fees do apply.

Replacing lost or damaged identification/meal cards

If you do not have an ID card, you may not purchase a meal. Cost is \$5.00 per replacement card and can be obtained in our school health room before or after school and during morning recess.

Replacement cards are not obtainable during the lunch period.

Insufficient Funds

Should you not have sufficient funds on your account for purchasing meals, students will be charged for their purchase up to three (3) meals.

Students will be reminded about low account balances each time at the point of purchase.

Parents can also call the office for assistance.

Students must pay off their charges.

If a negative balance has been accumulated on an account, students will not be able to purchase items until the charge is paid off in full and have a credit on their account.

Chapter 19

Chapter 19 is an administrative rule, which governs student conduct in the Department of Education to promote and maintain a safe school environment. Chapter 19 utilizes the Hawaii Revised Statutes as a model for respective violations. Thus, when you violate Chapter 19, you will also be violating the Hawaii Revised Statutes. Student misconduct; discipline; school searches and seizures; reporting offenses; police interviews and arrests; restitution for vandalism and negligence are concerns addressed in this brochure. If you would like a copy, please inquire at the main office or the DOE website: www.hawaiipublicschools.org.

The chart below is a brief overview of Chapter 19.

TYPE OF MISCONDUCT	ACTION THAT MAY BE TAKEN
Class A Offense: Assault; burglary; possession or use of dangerous instrument or substance; possession or use of dangerous weapons; possession, use or sale of drug paraphernalia; extortion; fighting; possession or use of firearms; homicide; possession, use or sale of illicit drugs; use of intoxicating substance; property damage or vandalism; robbery; sexual offenses; or terroristic threatening. Police report as needed.	Detention; crisis suspension; suspension; disciplinary transfer; dismissal. Any student who possesses a firearm shall be dismissed from school for not less than one calendar year period. Any student who possesses, sells, or uses a dangerous weapon, switchblade knife, intoxicating substance, or illicit drugs while attending school may be excluded from attending school for up to ninety-two school days.
Class B Offense: Bullying; cyberbullying; disorderly conduct; false alarm; forgery; gambling; harassment; hazing; inappropriate and/or questionable uses of internet materials and/or equipment; theft; or trespassing. Police report as needed.	Detention; crisis suspension; suspension; disciplinary transfer; dismissal.
Class C Offense: Abusive language; class cutting; insubordination; possession or use of laser pen/laser pointer; leaving campus without consent; smoking or use of tobacco substances; or truancy.	Reprimand and warning; parental conference; detention; crisis suspension*; suspension*; disciplinary transfer*; dismissal*. (*Except for truancy)
Class D Offense: Possession, use, buying, selling, trading or promotion of contraband (pornographic material, audio equipment, electronic games, knives, rollerblades, skateboards, balloons, matches, pets, lighters, firecrackers, trading cards, illegal gambling devices, sling shots, pellets, chains, electronic cigarettes, spices including cinnamon, or any article that can lead to bodily injury or disruption). Tardies; eating/gum chewing; off limits areas; littering; loitering; specific class rules set by teacher or other staff.	Reprimand and warning; parental conference; detention; suspension.

Discipline

School rules and Chapter 19 will be enforced by faculty and administration. Teachers, counselors, security, staff members, and administrators counsel and assist students on problem solving. In this context, Kaimuki Middle School believes that the student is given the opportunity to make better decisions within established limits of acceptable behavior.

Parents/guardians, staff and administration will work together with students to positively contribute to the KMS community. To develop a sense of judgment, the students need to learn that actions have consequences. The role of the staff and administration is to maintain, reinforce, and encourage desirable behaviors and discourage undesirable forms of behavior.

Disciplinary actions may be: a warning; counseling; detention on campus; withdrawing privileges; parents/guardians supervising their youngster on campus and in classes; In School Suspension; Out of School Suspension; possible transfer to another school; expulsion. Discipline given may affect student attendance in recognition activities.

Kaimuki Middle School Library

Official Hours: Monday & Friday 7:45am-3:00pm • Tuesday, Wednesday, Thursday 7:45am-2:15pm
Note: Library hours will vary due to after school teacher meetings

Library Vision

The KMS Library supports the school's vision to be a place with heart that challenges and strengthens the mind, body and spirit, while creating a foundation for developing independent life long learners.

Library Mission

The mission of the KMS Library is to ensure that students and staff become effective users of information and technology through collaborative creative projects, and instruction that builds character and independence in learning.

Borrowing Procedures

Students may borrow up to three items for a loan period of 2 weeks. Exceptions are made for teacher assigned projects. **Note:** *Outstanding obligations will result in restricted borrowing privileges until the obligation is cleared. Replacement and processing costs will be charged for lost or damaged library materials.*

Online Resources at school and at home

Encyclopedia Britannica Online and EBSCOhost are services provided by Kaimuki Middle School for our students and their families. Access these resources through the library link on the KMS web site:

Login: kaimukims

Password: kaimukims

Encyclopedia Britannica Online is an easy to use online encyclopedia including journal, magazine, web site, and video links. **EBSCOhost** is a comprehensive database including periodicals, biographies, newspapers, books, and pamphlets, Funk & Wagnall's New Encyclopedia, American Heritage Children's Dictionary and an Encyclopedia of Animals.

Use these resources before searching the Internet. These resources are up to date and accurate and can help decrease search time.

Library Club

Our library club called Bibliotechies manages the library by assisting patrons, manning the circulation desk, creating book displays, shelving, and organizing library activities.

Basic Guidelines for Computer Usage

- ▶ Students must have a KMS ID card.
- ▶ Internet usage is limited to educational purposes only.
- ▶ User may not transmit any personal information on the Internet.
- ▶ User may not access email, social or personal Internet sites.
- ▶ No tampering with network or hardware, this includes downloading/installing software; intentional deletion or unauthorized access to files.
- ▶ User must follow all copyright laws.
- ▶ User who abuses computer privileges may lose access to all computers on the Kaimuki Middle School campus.

Citations in MLA (Modern Language Association) Format

Website

Last name, First name. "Article Title." *Website Title*. Publisher of Website, Day Month Year article was published. Web. Day Month Year article was accessed. <URL>.

Satalkar, Bhakti. "Water Aerobics." *Buzzle.com*. Buzzle.com, 15 July 2010. Web. 16 July 2010. <www.buzzle.com>.

Book

Print

Last, First M. *Book Title*. City: Publisher, Year Published. Print.

James, Henry. *The Ambassadors*. Rockville: Serenity, 2009. Print.

Online

Last, First M. *Book*. City: Publisher, Year Published. *Website Title*. Web. Day Month Year Accessed. <URL>.

James, Henry. *The Ambassadors*. Rockville: Serenity, 2009. Google books. Web. 16 Mar. 2010. <http://books.google.com>.

Encyclopedia Article

Print

Last, First M., and First M. Last. "Article Title" *Encyclopedia Name*. City: Publisher, Year Published. Page(s). Print.

McGhee, Karen, and George McKay. "Insects" *Encyclopedia of Animals*. Washington: National Geographic Society, 2007. 170-71. Print.

Online

Last, First M., and First M. Last. "Article Title" *Encyclopedia Name*. City: Publisher, Year Published. *Website Title*. Web. Date Month Year Accessed. <URL>.

McGhee, Karen, and George McKay. "Insects" *Encyclopedia of Animals*. Washington: National Geographic Society, 2007. Google Books. Web. 2 Jan. 2010. <www.encyclopediaofanimals.com/insects>.

Magazine Article

Print

Last, First M. "Article Title." *Magazine Title*. Date Month Year Published: Page(s). Print.

Rothbart, Davy. "How I Caught up with Dad." *Men's Health* Oct. 2008: 108-13. Print.

Online

Last, First M. "Article Title." *Magazine Title*. Date Month Year Published. *Website Title* Web. Date Month Year Accessed. <URL>.

Rothbart, Davy. "How I Caught up with Dad." *Men's Health* Oct. 2008. *Google Books* Web. 16 Mar. 2010. <www.menshealth.com/best-life/rekindling-father-son-relationship>.

Newspaper

Print

Last, First M. "Article Title." *Newspaper Title* [City] Date Month Year Published: Page(s). Print.

Bowman, Lee. "Bills Target Lake Erie Mussels." *The Pittsburgh Press* 7 Mar. 1990: A4. Print.

Online

Last, First M. "Article Title." *Newspaper Title* Date Month Year Published: Page(s). *Website Title*. Web. Date Month Year Accessed. <URL>.

Bowman, Lee. "Bills Target Lake Erie Mussels." *The Pittsburgh Press* 7 Mar. 1990: A4. *Google News*. Web. 16 Mar. 2010. <<http://newsgoogle.com/newspapers?nid>>.

Television

"Episode." Contributors. *Program*. Network. Call Letter, City, Date. Medium.

"The Saudi Experience." Prod. Mary Walsh. *Sixty Minutes*. CBS. WCBS, New York, 5 May 2009. Television.

Steps to Creating a Bibliography in MLA Format

Make sure your individual citations are in the proper MLA format. If you need help creating citations in MLA format for other sources, go to the **EasyBib** website found at **www.easybib.com**.

1. Order your citations alphabetically by author. If there is no author, alphabetize by title.
2. After alphabetizing, indent the second line and following lines to create "hanging indents" for each citation.
3. Double-space your entire document.
4. Include the heading **Bibliography** at the top of your citation page.

Example of a Bibliography in MLA format:

Bibliography

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Kaimuki Middle School Campus Map

