

**Please place PDF school map here**



**Sierra Vista  
Junior High School  
Student Handbook  
2011-2012**

**Mark Crawford  
Principal**

**Thomas Flores  
Assistant Principal (A-L)**

**Brenda Bennett  
Assistant Principal (M-Z)**

**Angela Knolls  
Counselor (A-Gn)**

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**Counselor (Go-N)**

**Melissa Roth  
Counselor (O-Z)**

**19425 Stillmore Street  
Canyon Country, CA 91351  
Telephone: (661) 252 – 3113  
FAX: (661) 252 – 2790**

**School Website: <http://www.hartdistrict.org/sierra/>**

My signature below signifies that I read and reviewed these handbook pages with my parents/guardians. My signature also means I understand the rules and regulations of Sierra Vista Junior High School.

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Print Student's Name

Signature of Student

Date

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Print Parent's Name

Signature of Parent

Date

**Sierra Vista's Double Lunch Schedule**

**\*\*Your lunch is determined by your fifth class of the day\*\***

These classes/buildings take **first lunch**: \_\_\_\_\_

These classes/buildings take **second lunch**: \_\_\_\_\_

\***RELAX** is Sierra Vista's silent reading period.

<p align="center"><b>Double Lunch Schedule for SV 2011-2012</b>  <b>RELAX is during the last 17 minutes of the second class of the day</b></p>						
<b>Time</b>	<b>Class</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:45-8:38	1st	A_____	B	C	D	E
8:43-9:31	2nd	B_____	C	D	E	F
9:31-9:48	<b>RELAX</b>	<b>RELAX B</b>	<b>RELAX C</b>	<b>RELAX D</b>	<b>RELAX E</b>	<b>RELAX F</b>
9:48-10:03	<b>Brunch</b>	<b>Brunch</b>	<b>Brunch</b>	<b>Brunch</b>	<b>Brunch</b>	<b>Brunch</b>
10:08-10:56	3rd	C_____	D	E	F	A
11:01-11:49	4th	D_____	E	F	A	B
11:49-12:24	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>	<b>1<sup>st</sup> Lunch</b>
12:29-1:17	5 <sup>th</sup>	E_____	F	A	B	C
11:54-12:42	5 <sup>th</sup>	E_____	F	A	B	C
12:42-1:17	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>	<b>2<sup>nd</sup> Lunch</b>
1:22-2:10	6	F_____	A	B	C	D

## Sierra Vista Anti-Bullying Policy 2011-2012

We the students of Sierra Vista Junior High agree to join together to stamp out bullying at Sierra Vista Junior High School.

We believe that everybody should enjoy our school. We believe that every student has the right to feel safe, feel secure, and feel accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, or nationality. "Joking" about these topics is never an acceptable excuse.

Bullying can be pushing, shoving, or hitting someone. Other examples of bullying include, but are not limited to: name calling, making fun of someone, "messing around" with someone, and laughing at or excluding someone. Bullying causes pain and stress to victims and is never justified or excusable as, "kids being kids", "I was just playing around", "I was just joking", or any other attempt to stay out of trouble. Additionally, mutual horseplay can also earn consequences. The victim is never responsible for being a target of bullying.

### By signing this contract, I the student agree to:

1. Accept student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Report honestly and immediately all incidents of bullying to a faculty member or the bully box, in the library or near the counselors' office.
4. Be alert in areas around the school where there is less adult supervision such as the bathrooms or behind buildings.
5. Support students who have been bullied (show empathy).
6. Talk to parents, teachers or counselors about concerns and issues regarding bullying.
7. Speak with other students and faculty to help the school deal with bullying more effectively.
8. Encourage teachers to discuss bullying issues in the classrooms.
9. Be a good role model for other students and support them if bullying occurs.
10. Take a stand against the bullies!

### Sierra Vista Junior High Bully Prevention Principles

- A. I believe it is important to respect other's differences.
- B. I believe it is important to respect other's rights and responsibilities.
- C. I am able to identify what bullying is, and I am willing to stop it from happening.
- D. I know the best way to get help if I am being bullied or if I see someone being bullied, is to **tell an adult**. If the first person I go to does not help, I need to keep telling different adults until I find someone who will help.

My signature verifies that I have read the Anti-Bullying Contract and the Sierra Vista Junior High Bully Prevention Principles. By signing below, I promise to do my part to prevent bullying here at Sierra Vista Junior High School. Parent signature verifies that he or she has reviewed the above information with his or her child.

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Print Student's Name

Signature of Student

Date

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Print Parent's Name

Signature of Parent

Date

**Sierra Vista Junior High School**  
**2011-2012 Student Dress and Grooming Code**

The Governing Board for the William S. Hart Union High School District has adopted the following "Dress Code Policy" BP 51321. It states: "Appropriate dress and grooming contribute to a productive learning environment. The Board expects students to give proper attention to personal cleanliness and to wear clothes that are suitable for school activities in which they participate. Students' clothing must not present a health or safety hazard or a distraction which would interfere with the educational process."

**Shoes:** **SAFE SHOES** shall be worn at all times. Slippers and high heels are not allowed. Steel-toed shoes and shoes with a rolling device are not allowed. Footwear must be safe and not distracting.

**Tops/Shirts:** **Tops for boys and girls must have sleeves that completely cover the shoulders and all undergarments despite movement. No tank tops of any kind are allowed.** See-through or fish-net fabrics (including tops with see-through lace), halter tops, off-the-shoulder or low-cut tops, sleeveless undershirts, and bare midriffs are prohibited. This also applies to tops worn with overalls. Tops shall completely cover the student regardless of movement. Oversized and long shirts are not allowed. **Boys** should not have shirts any more than one size larger than their actual size, and shirts may not come past the student's wrist.

**Bottoms:** **Bottoms shall conceal undergarments at all times.** Excessively tight clothing is unacceptable, and leggings may not be worn as pants. Pajama bottoms are not allowed. **Pants, skirts, and shorts may not have excessive rips or tears, despite current fashion, and we reserve the right to determine what is excessive or inappropriate. Additionally, tears above the finger-tip rule (see below under shorts/skirts) must not show skin or be revealing in any way.**  
**BOYS: No baggy or sagging pants/shorts.** Pants/shorts must not be too long or sagging, especially at the crotch, and must be worn at the waist and may not be rolled down. Belt tips may not hang. Pants shall be the correct size and fit at the waist (e.g., students with a 32" waist should not wear pants larger than 32").

**Shorts/Skirts** – Skirts and shorts must fit sensibly and modestly. **A student should be able to stand with their arms at their sides and shorts/skirts must come below their fingertips or below mid-thigh (whichever is LONGER).** *Wearing leggings underneath a skirt or shorts does not change the length requirement* and cut-off shorts are not allowed (even if purchased that way). Oversized/long shorts with socks pulled up are considered gang related and are therefore prohibited.

**Clothing:** Oversized clothing is not allowed. This includes, but is not limited to, oversized shorts, oversized pants, oversized shirts, and other oversized articles of clothing. Clothing that advocates and/or portrays weapons, drugs, gangs, alcohol, tobacco, or disruptive/gang activities is prohibited. Clothing, jewelry and accessories shall be free of writing, pictures, or any other insignias which are crude, vulgar, violent, profane, or sexually suggestive, or which advocate racial, ethnic, or religious prejudice. Clothes, backpacks, books, or other materials will be confiscated if they have *tagging-style* or gang related writing or markings on them. **Mittens should only be worn during inclement weather.** Any attire that can be deemed dangerous to a student when worn based on input from the sheriff's department is not permitted. Suspenders are also not allowed.

**Hats:** Hats, visors, beanies, scarves, and bandanas are NOT permitted on campus. Sweatshirt hoods or beanies may only be worn during inclement weather and may not be worn inside the classroom at any time. These items are subject to confiscation if rules are not followed.

**Accessories:** Heavy chains, belt buckles, and jewelry with inappropriate language, Old English writing, dangerous points or spikes, or items that promote violence or sexually suggestive material are prohibited. Any body piercing that presents a safety issue or major distraction will not be allowed. **Sunglasses are prohibited.**

Violation of the above provisions of the student dress code will result in confiscation of inappropriate clothing item(s), and loaners will be provided. **Students will return loaner items washed within five days in order to collect any confiscated items. Students who do not return loaner items may receive a Saturday School. Items left after five days will be considered abandoned and will be donated to charity.** Disciplinary actions including, but not limited to, warnings, conferences, parent contacts, paper pick up, opportunity room assignments, detentions, Saturday School, and suspensions will be employed, as necessary, to ensure compliance with the school policy.

**"Dress for Respect!!"**

## WELCOME

Welcome to Sierra Vista Junior High! Please take the time to read the important information contained in this "Binder Reminder." We want you to be successful as a student, as a citizen and by knowing this information you will have the knowledge necessary to make good choices. We have included some **new information, including a revision to the dress code**, so please make sure to read your planner thoroughly. We are counting on you to maintain and carry on our great tradition of scholarship and citizenship. You are the key to the pride and spirit, which have become Sierra Vista trademarks. We will be here to lend guidance, answer questions, and provide assistance as needed. Together, let's work to make this year both successful and enjoyable. **WELCOME TO THE SIERRA VISTA FAMILY!**

**Mark Crawford, Principal**

## SCHOOL INFORMATION AND POLICIES

### GUIDANCE AND COUNSELING SERVICES

The Sierra Vista counseling staff is interested in assisting all students in their successful progress through junior high school. This assistance is offered both in educational and personal problem guidance. The counseling staff welcomes appointments with students and parents.

**LUNCH** (prices mentioned below are subject to change)  
Sierra Vista does not have a full service cafeteria, but both a "Class A" hot lunch combo and a la carte items are available. Any student who does not bring a lunch may purchase a hot lunch from the food service area. A "Class A" hot lunch combo cost \$2.90 and consists of one hot item of choice (cheeseburger, hamburger, burrito, etc.), a fruit cup, a salad, and milk. When food and drink items are purchased separately, these items cost on average \$1.25 - \$2 each. Milk and a cookie cost \$1. For those who feel they may qualify for Free or Reduced Lunch, these forms are available in the ASB office. **\*\*ASB is unable to give out loans to students for items such as lunch.**

### CAFETERIA

Appropriate and respectful behavior is expected at all times when in the lunch area. While waiting in the lunch line, students need to refrain from any screaming, yelling, and/or horseplay. In order to get students through the line as efficiently as possible, students should have money AND I.D. ready, and know what they want to order before getting to the front. Students will be sent to the end of the line for not adhering to these guidelines. Also, students are to stay out of the hallways during lunch and are not allowed to go past the yellow lines.

### I.D. CARDS

Every Sierra Vista student is issued an I.D. card. I.D. cards are to be carried at all times. I.D. cards are needed for students who are receiving a free or reduced lunch, for checking-out books from the library, for purchasing items from the ASB, (e.g. dance tickets), etc. Students who do not have an I.D. in their possession will receive a consequence. A replacement I.D. can be obtained from the library for a cost of \$5.00.

## STUDENT ACTIVITIES/FIELD TRIPS

A great deal of emphasis is placed on student activities at Sierra Vista; we encourage all of our students to become involved in the variety of activities we offer. We feel that students who do participate in an activity can more closely identify with the school and therefore develop a feeling of pride and loyalty. Please note: Students who earn 30 or more demerits in a semester will not be permitted to attend field trips and team activities.

## ASSOCIATED STUDENT BODY GOVERNMENT

Faculty and students share in the government of Sierra Vista Junior High School. This mutual participation is expressed in the many clubs, class sponsorships, and the Associated Student Body. The purpose of the Associated Student Body (or ASB as it is known on campus) is to promote the welfare of the school, encourage loyalty, school spirit, and develop leadership.

## ATHLETIC / ACTIVITY ELIGIBILITY

Current 7<sup>th</sup> and 8<sup>th</sup> grade students are required to maintain a 2.0 G.P.A. in order to participate in Sierra Vista's co-curricular activities such as band, chorus, intramural sports, ASB, and drama. Any questions may be directed to your student's counselor at 252-3113. (Details on this policy are explained in the Rights and Responsibilities handbook.)

## STUDENT RECOGNITION PROGRAMS

Sierra Vista's student recognition programs recognize students' outstanding citizenship, character, and academic achievements (good grades as well as significant improvements). Team Student of the Month, positive attendance incentives, Character Counts drawings, and academic excellence awards are just some of the many student recognition programs here at Sierra Vista.

## BICYCLES, SKATEBOARDS, SCOOTERS AND ROLLERBLADES

Students riding a bicycle to school need to **lock** it up in the bike cage before school begins each day. Students are asked to walk bicycles on school property. Skateboards, scooters, and roller blades are not allowed on campus at anytime and should not be used as way to get to school. These items of transportation will be confiscated by administration and only released to a parent/guardian. This policy is strictly enforced by all staff members.

## ELECTRONICS, TOYS, Etc.

Items such as toys, sunflower seeds, games, iPods, electronic devices, cameras, "whiteout," laser pens, balloons, squirt guns, aerosol sprays (including deodorant, body sprays and hair sprays), cigarette lighters, and items deemed disruptive to school activities, are not permitted on campus. Violation of any of the above will result in serious consequences such as detention, Saturday School or even suspension. Any items that cause a disruption will be confiscated by school administration and will need to be picked up by a parent or designated adult within 5 days. We assume no responsibility for lost or stolen confiscated items.

## GAMBLING AND SALES

Cards, dice, and other games of chance involving the exchange of money or valuables are prohibited and are illegal, even among minors. Additionally, students are not permitted to sell any items on-campus for any type of profit or charity without the express permission of ASB and the Sierra Vista Administration. Information on the approval process can be obtained from the ASB office. Violating this policy can result in serious consequences.

## DEMERIT POLICY

If a student violates school rules they will receive demerits from the counselors or administrators. At the end of each semester all demerits will reset back to 0. Students are given one warning each semester for minor offenses before they begin to earn demerits.

### **Students will receive demerits for behaviors that can result in the following:**

Detention = 5 demerits

Saturday School = 10 demerits

Suspension = 15 demerits

Note: In some rare circumstances, students may be given demerits as their consequence, but in almost all cases, the student will receive both the consequence and the demerits.

### **Additionally, students will receive demerits automatically each time they violate the following:**

Confiscation of an electronic device = 5 demerits

Dress Code Violation = 5 demerits

### **Consequences for Demerits each semester:**

**30 demerits:** loss of all dances

**35 demerits:** loss of all team/class field trips, and all team/class activities

**40 demerits:** loss of all dances, loss of ALL field trips, loss of all team/class activities and loss of ALL school wide activities. For the spring semester, this includes loss of the Yearbook Distribution Party for 7<sup>th</sup> and 8<sup>th</sup> graders, the 8<sup>th</sup> Grade Disneyland Trip, and the 8<sup>th</sup> Grade BBQ Celebration.

**Note:** Teams and teachers may have additional rules and requirements.

## PROMOTION ELIGIBILITY

Students who pass all of their classes each quarter earn 15 credits. In order to participate in the 8<sup>th</sup> Grade Disneyland trip, students must earn a total of 107.5 credits. Students who fail to meet the minimum credit requirement may be asked to make up the credits in credit deficient programs.

### ***Behavior that interferes with students' rights to learn and teachers' rights to teach is not tolerated.***

### **Daily Silent Reading Program – "R.E.L.A.X."**

#### **Read Enjoy Learn And Explore**

Each day at Sierra Vista, we are involved in a school-wide silent reading program. The entire school stops all activities and classroom lessons for 17 minutes at the end of 2<sup>nd</sup> period. The staff and students take time out to R.E.L.A.X. with a book. All students are required to bring appropriate material to read during R.E.L.A.X.

## LOST AND FOUND

A lost and found is maintained in the AP office for the collection of items of value found on campus. If you lose something, please check with the AP office. **Items left for an extended period time will be given to charity.** Check for lost textbooks in the library.

## CLOSED CAMPUS

Sierra Vista maintains a closed campus. This means you must stay on campus, in approved areas, from the time you arrive on campus until school dismissal. Students who are dropped off anywhere near the school must walk straight onto campus. **Students who are dropped off at/near the school are not allowed to walk away from school for any reason.** If you are found walking away from campus, you will be given a Saturday School and may face other consequences. This is in response to the school's assumption that if the parent intended for you to go somewhere other than school, you would be dropped off at that location instead. Off-campus permits are issued only for administrative, medical, and dental purposes, and must be requested in writing by a parent or guardian. Students who leave school or walk away from campus without proper authorization may be issued a Saturday School or truancy citation. Students are not to visit with persons who are not in attendance at Sierra Vista when they come on or near school grounds. Such persons who loiter about school are subject to fines of not more than five hundred dollars (\$500) and/or imprisonment in the county jail for not more than six months. Students who are on suspension are not allowed to return to the school for any reason until their suspension time has been served.

## DISTRICT TRANSPORTATION INFORMATION

School bus riders are under the authority of the bus driver and must obey, without question, any order or suggestion given by the driver that relates to the safety or orderly transportation of students.

If you have any complaints about the directions given to students by the driver, contact Transportation at 259-0033 ext. 340. Students receiving bus "tickets" are subject to suspension or denial of bus transportation.

1. Your child is not allowed to switch buses. Your child is allowed to get off on a different stop, but this must be arranged with the transportation office prior to, and he/she must have a signed note from his/her parents with the same note signed by a school administrator. The signed note must be presented to the bus driver.
2. If your child is walking, PLEASE discuss safe routes to school and pedestrian traffic laws.
3. If you live beyond three miles from school, the safest and most reliable way to assure that your child arrives at school on time is to purchase a school **bus pass**.
4. Specific bus questions and pass information should be directed to the Transportation Department at the Administrative Center at 259-0033, ext. 342.

## PERSONAL PROPERTY THEFT

The school will not reimburse personal property stolen from lockers. Students should not share PE lockers or combinations. Students are responsible for their own personal property.

**Very Important:** Students should not leave backpacks and other belongings unattended. Sierra Vista is not responsible for lost or stolen property. This includes back packs left in the "Backpack Piles." **Stolen items left unattended will not be investigated.**

## ATTENDANCE

All students are required to attend a full-time school until they are 18 years old. Failure to attend school can result in serious legal problems for the student and their parents. Parents need to call the school on the day of your absence (661- 252-3113 x 2032). Sierra Vista has a voicemail system for phone calls after regular business hours. If the parent does not call, students can bring a note, signed by the parent, to the attendance office when they return to school. **All absences must be cleared within 3 school days.** District policy for legal absence excuses are illness, medical or dental appointments, and funeral (immediate family). **Uncleared absences will be recorded as truant and will be assigned a Saturday School and/or a citation.** Excessive attendance issues could result in a student being placed on the AP LOP list and/or referral to the School Attendance Review Board (SARB) at the district office.

## HOMEWORK REQUESTS

Parents of students who have been absent three days or more may request homework assignments by calling the attendance office. At least twenty-four hours is needed in order to contact all academic teachers involved. Students must always check with all teachers upon their return from any absence no matter the length.

## PHONES

Students should not plan to use school office telephones, except in cases of emergencies. Forgotten items and personal messages are not considered emergencies.

Parents who wish to allow their students to keep a cell phone on campus must fill out a cell phone contract. This contract was sent in the summer mailer but can also be obtained from the ASB office. Cell phones may only be used during non-class time and never inside school buildings. Teachers will not excuse a student from class to make telephone calls. **Sierra Vista assumes no responsibility for any loss or damage to a student's cell phone.** Students who violate the school cell phone policy may lose the privilege of keeping one on campus. Confiscated cell phones may require parent pick up. **Cell phone privileges can be revoked at anytime for inappropriate use.**

## RESTROOMS

Restrooms are to be used only for their intended purpose. Loitering in and around the restrooms creates an inconvenience for others and will not be allowed.

## STREET SAFETY

Students are to use caution when crossing the street. Please remember to cross only when and where appropriate. Defiance of adults will be subject to school consequences.

## BEHAVIOR OF STUDENTS SHALL PROMOTE A SAFE ENVIRONMENT AT ALL TIMES

Actions, gestures, and language shall not be disruptive to a safe and orderly school. Antisocial activities of students at school, to and from school, such as "bullying", hazing, fighting or horseplay, are not permitted. Conflicts shall be resolved in a non-physical manner under the supervision of an adult and away from other students. **"Swarming" of students or approaching another student on campus in anger, for intimidation, or for the purpose of obtaining goods or money is prohibited.**

## EMERGENCY INFORMATION

For your safety, an Emergency Information Card will be given to each student. This card, when returned, should show personal information, such as the name and telephone of your doctor, parents' work phone numbers and contact person in case of an emergency. **It is very important to report any change of information on the card to the Attendance Office during the school year.** Too often, parents forget to update changed numbers which results in school officials not being able to reach someone in an actual emergency. Each student must have an emergency card on file.

## TAGGING AND GRAFFITI

"Sharpies," permanent markers, and other "graffiti" marking tools are prohibited. "Tagging" or graffiti of any sort on personal or school property is also prohibited. If students are found in violation of one or more of the above policies, he or she will be subject to consequences, fines, and/or arrest.

## OFF-LIMIT AREAS

Unsupervised classrooms and unsupervised areas around and behind the portables and the grassy quad area are off-limits to all students during the brunch and lunch breaks. Additionally, during lunch students are required to adhere to off-limit areas due to other classes being in session. Students are to stay away from the perimeter fencing during all breaks. Students not adhering to these rules may face consequences.

## SMOKING, NARCOTICS, ALCOHOL

**Smoking** – Smoking and possession of tobacco are not permitted on or near the school grounds or at school activities (on or off campus). Penalties may include immediate suspension from school.

**Narcotics and Alcohol** - Use or possession of narcotics, narcotics paraphernalia, alcohol on school premises, or appearing at school or school functions under the influence of narcotics or alcohol, will result in an immediate suspension from school and a transfer with the possibility of expulsion.

## CAMPUS CLEANLINESS

If each individual on campus would throw his/her own trash in the proper place (the trash can), we would have a much cleaner school. Please do your part, don't litter. **Gum is not allowed at Sierra Vista.** Students not following the gum policy may be subjected to a "gum scrape" where students scrape gum off school property.

## LIBRARY and AP LOP LISTS

Students whose behavior places them on the Library and/or AP LOP (Loss of Privileges) list will lose school privileges. Students will not be able to participate in school activities that are deemed a privilege by the school administration for most of the current semester. For example, they will not be able to attend school dances, field trips, etc. Loss of privileges may be extended for a specific period of time set by the administrators.

Students are placed on the Library LOP list due to overdue materials or unpaid fines. Students are placed on the AP LOP list due to demerits and/or suspensions or attendance issues (including excessive tardies).

## HEALTH OFFICE

**Students visiting the health office must:**

1. Have a pass from their teacher.
2. Follow office rules.
3. Sign in at the Health Assistant's desk.

The Health Assistant cannot issue aspirin or any other medication. Students requiring medication at school must have a written request from a doctor and parent on file in order to bring the medication to the health office. Students may not have aspirin or any other medication in their possession while on campus. Students too ill to return to class will be sent home after a parent contact. The Health Assistant is not a nurse and cannot diagnose injury or physical problems.

## OFFICE PROCEDURES AND MANNERS

Students must have a written pass and/or note to enter the office during class time. Students who visit the office are to conduct their business promptly and quietly and must use appropriate manners. Parents are discouraged from bringing forgotten items, and birthday balloons, flowers, etc., are not allowed at school.

## HONOR SOCIETY

Students who receive a 3.5 grade point average or higher in their four academic classes may be eligible to join our local chapter of the California Junior Scholarship Federation. Students must apply to CJSF each semester. 7<sup>th</sup> grade students are only eligible in the spring semester. Evidence of 10 hours of community service is also required with the application. **See the Sierra Vista Web site for more details.**

## CLASSROOM RULES

1. Be prepared: Bring the required materials for each class.
2. Be on time and in your seat when the bell rings.
3. Rudeness, profanity, and obscene gestures will not be tolerated.
4. Food, gum, or candy will not be eaten in class.

5. Writing on school property—desks, books, walls or lockers—will not be permitted.
6. Any action that is unsafe or that disrupts classroom activities is unacceptable.

## EMERGENCY CONTACT INFORMATION

Please remember to contact the registrar's office when contact information changes. This is very important especially in an emergency. If contact information is not updated, you may not receive information sent via email or via the school dialer.

## SEXUAL HARASSMENT

The Wm. S. Hart Union High School District will maintain a learning and working environment that is free from sexual harassment. Sexual harassment is a form of sexual discrimination under Title IX of the Education Amendments of 1972 and is prohibited by both federal and state law. According to Board Policy 5145.7, behavior that constitutes sexual harassment is prohibited.

It is a violation of this policy for any member of the Wm. S. Hart Union High School District staff to harass another staff member or student through conduct or communications of a sexual nature. It is also a violation of district policy for students to harass other students or staff through conduct or communication of a sexual nature.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other verbal, visual, or physical conduct of a sexual nature when made by a member of the school staff to a student, or to another staff member, or when made by a student to another student or staff member, or when submission to the conduct is a condition of receiving benefits in employment or academic status, or is sufficiently severe or pervasive enough to create an intimidating, hostile or offensive working environment. Parents, students, teachers, and staff can do a great deal to eliminate sexual harassment by behaving in ways which role model and encourage respect for all individuals.

Any student who feels that he/she is being harassed should immediately contact a teacher, counselor, or administrator to file a complaint of harassment.

## SIERRA VISTA TARDY POLICY

Responsibility is one of the pillars of character that we try to promote and teach here at Sierra Vista Junior High. Just like in the real world, punctuality is very important. Being on time shows readiness and a willingness to learn. Being tardy however, is disruptive to the learning environment for all students in the class and causes the tardy student to miss important information. Being on-time to class is defined as **in your seat, with materials out, quiet and ready to work.** The

Sierra Vista Tardy Policy is as follows:

- ❖ **First Tardy**- Teacher warning
- ❖ **Second Tardy** -Teacher consequence
- ❖ **Third Tardy** - Teacher contacts parents.
- ❖ **Fourth Tardy** -Counselor Referral
- ❖ **Fifth Tardy and Beyond** - Administrator Referral

Students with excessive tardies will incur demerits and end up on the AP LOP List.

## SCHOOL OFFICES

If you need to speak with an administrator, counselor, teacher, or the Health Office please call 252-3113 between the hours of 7:10 a.m. and 3:30 p.m.

## PHYSICAL EDUCATION

### LOCKER ROOMS

Upon entering the locker room through the front door, students are to secure their backpacks, proceed to their assigned locker, and change into their P.E. uniform. Students are only allowed to change in the locker area in front of their assigned locker. All students must be in the locker room before the tardy bell rings. Once the tardy bell rings, students have 7 minutes to dress, use the restroom, exit the locker room, and be seated at their assigned roll call number outside. Following the end of the lesson, students will have 7 minutes to change, pick up their belongings, and be dismissed by a P.E. teacher when the bell rings.

### LOCKER ROOM RULES

1. Students must be inside the locker room before the tardy bell rings.
2. Enter through the front door only.
3. Students will not be allowed to bring food or drink into the locker room.
4. No running or throwing of anything is allowed.
5. Students are not to touch another's locker or property.
6. Do not bang, kick, or write on lockers.
7. No screaming or yelling in the locker room.
8. Leave the locker room through the back doors.
9. Memorize your combination and do not share it with anyone.
10. Backpacks are to be placed in designated areas only.

### P.E. LOCKS

For security purposes, all students are required to purchase a school issued Master combination lock from the P.E. department. For safety and security reasons, these locks come with a safety feature that allows administration the ability to unlock without knowing the different combination codes. **Locks not issued by Sierra Vista can not be used at any time -- No exceptions.** Due to reasons of security and safety, locks not issued by Sierra Vista will be immediately cut off at the owner's expense. The cost of a new lock is \$6.00. While supplies last, students can purchase a used lock for \$3.00 (*prices are subject to change*). Checks should be made payable to Sierra Vista ASB. Locks are to be purchased during the first week of school. Please note: a locker cannot be assigned until a lock is purchased. All students will be issued a P.E. locker in either the boys or girls locker room accordingly. We will provide a locker for each individual student to store his or her belongings. Personal, sentimental, and valuable items should be left at home. Any valuable items that have to be brought to school should be locked in lockers. It is the responsibility of each student to maintain the safety of their belongings and the confidentiality of their combination. **DO NOT SHARE YOUR LOCKER OR LOCKER COMBINATION WITH ANOTHER STUDENT.** When these guidelines are adhered to, theft is very rare. P.E. does have its own Lost and Found for misplaced P.E. clothing. Sharing lockers will result in loss of a locker and at minimum, a Saturday School.

## EXTREME WEATHER PE SCHEDULE

During extreme weather or excessive heat, P.E. does modify the daily/weekly schedule.

## EXCUSES FROM PE PARTICIPATION

If it is necessary for a student to be excused from physical education activity for one to three days because of illness or injury, a note from home is required and should be given to the teacher at roll call. **Students with an excuse from participation are still required to dress, but will not participate.**

Students who need to be excused for more than three days will need a note signed by a doctor, which should be cleared through the health office prior to the start of the school day. The health assistant will then provide the teacher with the necessary information concerning the student. Students excused for more than one week will be required to complete a written assignment relevant to the material missed in class. This assignment will be completed in the library during the student's P.E. class and will be used as assessment in place of missed work.

If a student is injured or becomes aware of an inhibiting injury or condition after leaving home in the morning, the student must report this to the P.E. teacher who will send the student to the health office for consultation and a possible parent contact.

Adaptive Physical Education (A.P.E.) and 504 modifications are offered for students that may have special needs.

### P.E. UNIFORMS (*Prices are subject to change*)

Students are required to wear a Sierra Vista Junior High P.E. uniform during their physical education class. Students will be required to visibly write their name, in permanent ink, on their P.E. uniform. In order to keep dress consistent and appropriate, students will be permitted to wear only one pair of P.E. shorts. In addition, P.E. shirts will be required to be tucked into shorts during class. Uniform costs are as follows: Shirt \$15, Shorts \$15, Survivor Shirt \$15, Sweat Top \$15, Sweat Bottoms \$15. In addition to their uniform, students may also wear light gray sweat clothing during cold weather periods. The light gray sweatshirt should be pullover style with no zippers. Light gray sweatpants should fit at the waist and be a length that will not interfere with P.E. participation. The sweats mentioned above can be purchased at your local department or sporting goods store. No hooded sweatshirts are allowed. **No logos or other print, other than the student's first and last name, will be allowed on sweat clothes.** Additionally, students are not allowed to write on, draw on, deface, or alter their uniform or sweat clothes in any way. *Spirit wear may not be worn during P.E.* The Sierra Vista Junior High P.E. uniform still needs to be worn at all times, even if wearing sweat clothes.

In order to discourage theft and aid in the return of lost clothing, **STUDENTS ARE NOT TO LEND THEIR CLOTHES TO ANOTHER STUDENT.** Students wearing clothing with the name of another student could be suspected of theft.

**\*\*\*P.E. uniforms are to only be worn while participating in P.E. Class and should not be worn at any other time during the school day.**

## SUSPENSION

Behaviors that fall under the following categories are considered suspendable offenses:

- a. 1) Caused, attempted to cause, or threatened to cause physical injury to another person.  
2) Willfully used force or violence upon the person of another, except self-defense.
  - b. Possessed, sold, or furnished any firearm, knife, explosive, or other dangerous object.
  - c. Possessed, used, sold, furnished, or been under the influence of any controlled substance, alcoholic beverage or toxicant.
  - d. Offered, arranged, or negotiated to sell any controlled substance, alcoholic beverage, or intoxicant of any kind, and then sold, delivered, or otherwise furnished to any person another liquid, substance, or material in lieu of the controlled substance, alcoholic beverage, or intoxicant.
  - e. Committed or attempted to commit robbery or extortion.
  - f. Caused or attempted to cause damage to school property or private property.
  - g. Stolen or attempted to steal school property or private property.
  - h. Possessed or used tobacco or any products containing tobacco or nicotine.
  - i. Committed an obscene act or engaged in habitual profanity or vulgarity.
  - j. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
  - k. Disrupted school activities or otherwise willfully defied the valid authority of school personnel.
  - l. Knowingly received stolen school property or private property.
  - m. Possessed an imitation firearm.
  - n. Committed or attempted to commit a sexual assault or committed a sexual battery.
  - o. Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding.
  - p. Unlawfully offered, arranged to sell, negotiated to sell or sold the prescription drug Soma.
  - q. Engaged in, or attempted to engage in, hazing.
  - r. Engaged in any act of bullying, including but not limited to, bullying committed by means of an electronic act, directed specifically toward a pupil or school personnel.
  - t. Aided or abetted the infliction or attempted infliction of physical injury to another person.
- 48900.2 Committed sexual harassment.  
48900.3 Participated in, caused, attempted to cause or threatened to cause an act of hate violence.  
48900.4 Engaged in harassment, threats or intimidation of school district personnel or pupils.  
48900.7 Made terrorists threats against school officials, school property, or both.

## EXPULSION

Expulsion from the William S. Hart School District will be recommended to the governing board for the following:

1. Causing serious physical injury to another person.
2. Possession of a firearm, imitation firearm, knife or other dangerous object.
3. Unlawful sale of any controlled substance.
4. Robbery or extortion.

## ACADEMIC INTEGRITY / CHEATING POLICY

At Sierra Vista, there is a clear expectation that all students will conduct themselves with honor and integrity on all assignments.

### YOU ARE CHEATING IF YOU:

- Copy, fax, e-mail, exchange or duplicate assignments that will each be turned in as "original work."
- Use "cheat sheets" or have writing on your person or property during a quiz or test.
- Use programmed material in electronic devices when prohibited.
- Exchange answers with others (either giving or receiving answers).
- Take someone else's assignment and submit it as your own.
- You give someone your assignment so they can copy it and turn it in as their work.
- Allow parents, family members, or friends to do work for you.
- Submit material created by someone else without giving the name of the author and the source, publication, or website (i.e., plagiarism).
- Use a cell phone or electronic advice during a quiz or test, unless the teachers has expressly given permission before hand
- Do not follow additional specific guidelines on cheating as established by a particular teacher.

Cheating includes, but is not limited to, all of the above listed items.

Students caught cheating will receive a zero (no credit) for that assignment, quiz or test. Subsequent offenses may result in one or more of the following: Saturday School, Suspension, inability to participate in co-curricular activities, and/or other consequences determined by the school.

For your convenience, a complete copy of our Academic Integrity Policy is available on our Sierra Vista Library website at: <http://www.hartdistrict.org/sierra/library/index.html>

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## ACCEPTABLE USE POLICY SIERRA VISTA JR. HIGH SCHOOL

### Introduction:

The use of Sierra Vista's computers is limited to educational purposes, which include, but are not limited to, promoting educational excellence, resource sharing, communication, and adding innovative instruction to prepare students to live and work in the 21<sup>st</sup> century.

All computers used throughout the William S. Hart Union High School District are to be used in a responsible, efficient, ethical, and legal manner. Access to the Internet and on-line services is a privilege, not a right. Failure to adhere to the Acceptable Use Policy, as described below, will result in the revocation of access privileges and may result in additional disciplinary or legal action.

### Services Provided:

Sierra Vista Jr. High is pleased to offer to its students, access to the Internet, an individual e-mail account, and 10 megabytes of network storage space for each of its students.

1. E-mail: E-mail will allow the user to communicate with people throughout the world. The most common use will be for sharing class ideas with fellow students, communicating with teachers, and submitted electronic work as an attachment.
2. Internet: The Internet provides access to a wide range of information in the form of text, graphics, photographs, video and sound. When used properly, the Internet can be a valuable research tool. Our Internet is subject to a content filtering system, selected by our school district.
3. Network Storage: 10 megabytes per student is available on our server. Large files such as those used for storing music, videos and programs may not be stored. They will be deleted from your storage drive.

### Privacy:

Students should not expect that school computer use, including e-mail and files stored on school-based computers, would always be private. Administrators and faculty may review computer usage, files, and messages to maintain the system and to insure that users are acting responsibly.

### Responsibilities:

Any source of information or communication, including the telephone, movies and television, may be used in a negative way. The staff of Sierra Vista is relying upon you to use our computer network in a positive way with proper conduct. The following uses of the school-provided Internet are **not** permitted:

- Using profanity, obscenity, or images that may be offensive to other users. This includes sexually explicit content and threatening language.
- Reposting (forwarding) personal communication without the author's prior consent.
- Copying commercial software/music in violation of copyright laws.

- Using the network for financial gain, commercial activity, or any illegal activity.
- Vandalizing or malicious attempts to harm or destroy data or hardware. Protect our equipment by keeping the computer areas clear from trash, food and drink.
- Entering chat rooms.
- Providing personal information such as your phone number or address to strangers on the Internet – this is for your own safety.
- Bypassing the Internet's content filter system in any way.
- Accessing the computer network on someone else's login or using their SRC account.
- Violating other organizations' acceptable use policy i.e., lying about your age in a blog or message board.
- Downloading any software or changing the computers' settings i.e., the desktop wall paper or changing the Internet browser's home page.
- Changing computer files that do not belong to the user.
- Violating rules of common sense or etiquette. Violating the conditions of the California Education Code dealing with students' right to privacy.
- Violating any local, state or federal statutes.

Any violation of Sierra Vista's Acceptable Use Policy and rules will result in a loss of school access to the computers. Additional disciplinary action may be determined, and when and where applicable, law enforcement agencies may be involved. **Be sure to log off** after using a computer so that any wrong actions are not attributed to you.

### Liability:

Students should be aware that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet, which could result in unwanted financial obligations for which a student's parent or guardian would be liable. Sierra Vista will not be responsible for unauthorized financial obligations resulting from school-provided access to the Internet.

Sierra Vista Jr. High will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions in service. Sierra Vista will not be responsible for the accuracy, nature, or quality of information stored on district hard drives, or servers, or the Internet. Sierra Vista will not be responsible for personal property used to access school computers or networks.

**NOTE: Your signature on the back of your emergency card confirms your agreement to follow this Acceptable Use policy.**

(Continued on next page)



**Sierra Vista Junior High School**  
**STUDENT NETWORK LOGIN INSTRUCTIONS**

Welcome to the Sierra Vista Junior High School Network!  
 The following are login instructions for first time users.

1. You will begin at the Novell Network Login Screen.
2. Enter your **Username**, which is the 8-digit number that appears on your ID card, followed by a period and your promotion year.  
 98005678.2012 is a sample username for an 8<sup>th</sup> grade student.  
 98005678.2013 is a sample username for a 7<sup>th</sup> grade student.

My Network **USERNAME** is:



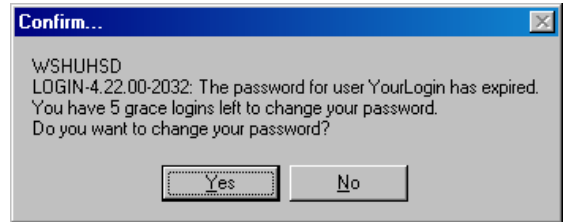
3. At the beginning of each school year, you must enter a **temporary** password to get on to the Network before you can create your own, unique password.

This temporary password is your Birth Date as 6 numbers with no dashes or slashes. Add a zero "0" in front of single digit months or days, (i.e. 07/04/1997= 070497) Type it in on the password line and **Click <OK>**

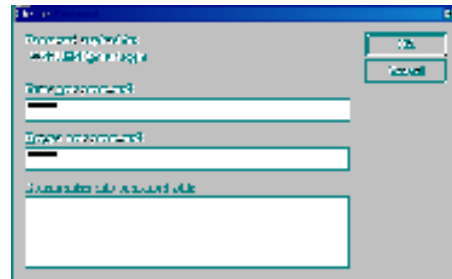
The next screen has a space for a password. **DO NOT** type in anything, just **Click <OK>**



4. The next screen will say that your password has expired and ask you if you want to change your password from your temporary birth date to a password you will use for the school year. **Click <YES>**.



5. You're now at the screen to setup the password you will use for this school year. Please choose something you can easily remember. The password has to be at least 5 characters; a character is a number or a letter. Remember, the password is case sensitive.
6. Type your new password in the first box, then press <TAB> and retype your new password in the second box. **DO NOT** press <ENTER> or Click <OK> until you have **TYPED and RETYPED** your new password. **Click <OK>**
7. Type your new password in the first box, then press <TAB> and retype your new password in the second box. **DO NOT** press <ENTER> or Click <OK> until you have **TYPED and RETYPED** your new password. **Click <OK>**



8. You have now successfully setup your network password. **Write your password down in your binder reminder in a secret place! If you forget your password, it will be reset at the library, but not during class time!**

You have now completed your first time login setup. The next time you log on to the Network, you will use your USERNAME and your new PASSWORD.

**ALWAYS LOG OFF AFTER YOU USE A COMPUTER. YOU ARE RESPONSIBLE FOR ANY MISUSE THAT OCCURS DURING YOUR LOG IN TIME. DO NOT LOG IN FOR SOMEONE ELSE. YOU ARE NOT ALLOWED TO USE A COMPUTER UNDER ANYONE ELSE'S LOG IN.**

9. How to log off a computer: **Click <start>** at the bottom left corner of the screen. **Click <Log off>** or **<shut down>** then **<log off student>**.

(Continued on next page)

## **STUDENT NETWORK LOGIN INSTRUCTIONS** **(CONTINUED)**

### **Storing Your Work**

- The G: drive will be where your home directory is located. Your G drive is where you store your school-related files. You can access your G drive from any computer on campus. It has your ID number next to it. You have 10 megabytes of storage.
- Work not saved to the G drive will be deleted by our Deep Freeze software the next time the computer is restarted.
- Security of your files is your responsibility. Always log off after you are done working on a computer and never share your password with anyone.
- Audits of home directories will be conducted to scan for, and delete, files that are not appropriate for school (i.e., MP3s, AVIs, program files, etc.)

### **STUDENT E-MAIL**

- You can access your **e-mail account** at <http://webmail.hartdistrict.org/mail/>. The user name is your 8 digit ID number **without** the year you will be promoted. The first time password is your 6 digit birthday.
  - Change your e-mail “Settings” button on the e-mail tool bar. Then click on “Accounts” and “Modify.” Highlight the asterisks in the password lines and delete them. Then type in the same login password you use to enter our network. If you have a home e-mail address, type it in as a backup. Lost passwords will be sent to that e-mail address. No one on campus has the ability to reset the password if it’s forgotten.
- Write down your password in a safe place.
- Your e-mail address is your id number @hart.k12.ca.us. For example:  
[98001234@hart.k12.ca.us](mailto:98001234@hart.k12.ca.us)

### **INFINITE CAMPUS**

<https://campus.hartdistrict.org/campus/portal/hart.jsp>

Here you will find instant access to information about your school attendance, grades, class assignments and more. The user name is your school ID number and the password is your first initials plus your 6 digit birthday. Ex. – js021598 If your account is “disabled” due to incorrect password entries, report to the library with your school ID card for a reset.

### **LIBRARY MEDIA CENTER**

All students are welcome to come and explore the resources of the Library. Details regarding programs, databases, SRC, contests, policies and many student and teacher resources may be found on our Web site at:

<http://www.hartdistrict.org/sierra/library/index.html>

Below is a brief summary of the library and textbook policies.

1. Students must have an ID card to checkout a book or use the computers. Students must have their ID card everyday on campus.
2. Replacement ID cards cost \$5.00. Report to the library during its open periods to obtain a new one.
3. **IMPORTANT:** If a student uses campus computers, it is assumed that s/he agrees to abide by our Acceptable Use Policy as printed in this binder reminder. Computers are for school projects and research only, not games!
4. All Library books are due on the third Monday after checkout. Students may checkout up to 6 items. Students with overdue books will be put on LOP (Loss of Privilege) from school activities until books are cleared. No fines are charged for late books. Fees are only charged for lost or damaged books.
5. Students do not need a pass to use the library before or after school, at brunch or at lunch. Library hours are 7:15 am - 3:30 pm. We are always closed after school on minimum days.
6. The library sells poster board, flash drives, pens, pencils, notebooks, book sox, photocopies, and binds projects.
7. The library is for reading, studying, doing research and checking out/in books. Students not doing these activities or maintaining a quiet atmosphere will be asked to leave.

### **TEXTBOOKS**

Textbooks are issued at registration. Each student must fill out a contract card, stating the condition of the book in order to avoid fines for existing damage at turn-in time. These cards will be kept at the library. Students must keep their books covered at all times.

A student who loses a book or has it stolen, must pay for it at the library before a replacement copy may be issued. Checks are made payable to Sierra Vista Junior High School. Copies of all textbooks are available in the library for students to use in the Library until payment can be made. If the lost/stolen book is found later, the student will receive a full refund.

## HOW TO DO A WORKS CITED PAGE

A Works Cited page is the list of sources you used while compiling your report. The style used at Sierra Vista Jr. High, Canyon High School, and by many college professors is MLA – Modern Language Association. Sources may include books, magazine articles, and information from encyclopedias, television programs, computer software, databases, the Internet, films and even interviews with people. Websites are available to assist you in creating a *Works Cited* page such as [www.easybib.com](http://www.easybib.com). The examples below demonstrate the different entries used for each type of source.

### **Book**

The author's name is written last name first, followed by the underlined title of the book, the place where it was published, the publisher, and the year of publication. If the book has several authors, use the first one; and if the book had an editor only, use that name as your author with ed. after the name such as: Anderson, John, ed.

#### **Example:**

Kerrod, Robin. Universe. New York: Dorling Kindersley Limited, 2010.

### **Encyclopedia or Reference Book**

Put the author's name (last name, first – period). If no author, then put the name of the article first, followed by the name of the encyclopedia, or reference book underlined, the year of the edition - period.

#### **Example:**

White, Joseph. "Ancient Egypt." World Book Encyclopedia. 2003 ed.

### **Internet Resources**

List the author's name if known, the title of the site or larger work (if applicable), underlined. Include the date of the document. It is necessary to list the date of access because web postings are often updated, and information available on one date may no longer be available later. Be sure to include the complete address for the site. Also, note the use of angled brackets around the electronic address; MLA requires them for clarity.

#### **Example:**

Felluga, Dino. Undergraduate Guide to Literacy Theory. 17 Dec. 1999. Purdue

University. 15 Nov. 2000 <<http://omni.cc.purdue.edu/%7Efelluga/theory2.html>>.

### **Article from Library Subscription Service**

List the author's name (last name, first – period). "Article Title." (period – quotation marks) Newspaper Title (underlined) Day Month Year: (colon) Name of the service (underlined period). Library through which service was accessed (period). Month Day Year of Access <Address of the site> (angle brackets -- period). Example:

Cowell, Alan. "Britain Faces Flurry of Illegal Migrants Using Channel Tunnel."

New York Times 3 Sept. 2001, late ed.: Student Resource Center. Sierra Vista Jr. High,

Canyon Country, CA. 19 Oct. 2004 <<http://infotrac.galegroup.com/menu>>.

### **Magazine Article with an Author**

Author's name, last name first, is followed by the title of the article in quotation marks, the title of the magazine is underlined, the date of the magazine, and the number of pages.

#### **Example:**

Poniewozik, James. "TV Makes a Too-Close Call." Time 20 Nov. 2000: 70-71.

### **Newspaper**

List the author's name first. The title of the article with quotation marks around it, then the name of the newspaper underlined with the month, day, and the year will follow. Add the section of the newspaper, identify the edition following the date.

#### **Example with an author:**

Chawkins, Steve. "Seabees Given an Emotional Send-off". Los Angeles Times, 13 Apr.

2004: Sec. B, 1.

#### **Example without an Author:**

"Crime in America." The Daily News, 16 Jul. 1996, Sec. A, 10+.

### **Pamphlet, Map or Chart**

Indicate the pamphlet title underlined. It is not necessary to write the word "pamphlet", but do write the word Map or Chart. The publisher's name, date of publication.

#### **Examples for Pamphlet and Map:**

Renoir Lithographs. New York: Dover, 1994.

Michigan. Map. Chicago: Rand, 2004.

## HOW TO DO A WORKS CITED PAGE Cont.

### Television Program

List the title of the television show first, followed by the narrator. Then indicate the producer of the show underlined, then the network name, the station call name, and city from where the program was broadcast and the date of the broadcast.

#### **Examples:**

"Yes . . . but Is It Art?" Narr. Morley Safer. Sixty Minutes. CBS. WCBS, New York.

19 Sept. 1993.

"Unveiled." Alias. ABC. KABC, Los Angeles, 11 Apr. 2004.

### Film

Begin with the name of the film underlined. Then list the director's name, key actors in the film, the studio that produced the film and the year it was made. If the film was based on a book, include the information last.

#### **Example:**

The Usual Suspects. Dir. Bryan Singer. Perf. Kevin Spacey, Gabriel Byrne, Chazz

Palminteri, Stephen Baldwin, and Benecio del Toro. Polygram, 1995.

### Interview with an Expert

Verify that your teacher considers your selection an expert in his/her area. Include the date.

#### **Example:**

Haywood, Patrick. Personal interview. 13 Apr. 2004.

### Five criteria for evaluating Web pages

Evaluation of Web documents	How to interpret the basics
1. Accuracy of Web Documents <ul style="list-style-type: none"> <li>• Who wrote the page and can you contact him or her?</li> <li>• What is the purpose of the document and why was it produced?</li> <li>• Is this person qualified to write it?</li> </ul>	Accuracy <ul style="list-style-type: none"> <li>• Make sure author provides e-mail or a contact address/phone number.</li> <li>• Know the distinction between author and Webmaster.</li> </ul>
2. Authority of Web Documents <ul style="list-style-type: none"> <li>• Who published the document and is it separate from the "Webmaster?"</li> <li>• Check the domain of the document, what institution publishes it?</li> <li>• Does the publisher list his or her qualifications?</li> </ul>	Authority <ul style="list-style-type: none"> <li>• What credentials are listed for the authors?</li> <li>• Where is the document published? Check URL domain.</li> </ul>
3. Objectivity of Web Documents <ul style="list-style-type: none"> <li>• What goals/objectives does this page meet?</li> <li>• How detailed is the information?</li> <li>• What opinions (if any) are expressed by the author?</li> </ul>	Objectivity <ul style="list-style-type: none"> <li>• Determine if page is a mask for advertising; if so information might be biased.</li> <li>• View any Web page as you would an infomercial on television. Ask yourself why was this written and for whom?</li> </ul>
4. Currency of Web Documents <ul style="list-style-type: none"> <li>• When was it produced?</li> <li>• When was it updated?</li> <li>• How up-to-date are the links?</li> </ul>	Currency <ul style="list-style-type: none"> <li>• How many dead links are on the page?</li> <li>• Are the links current or updated regularly?</li> <li>• Is the information on the page outdated?</li> </ul>
5. Coverage of the Web Documents <ul style="list-style-type: none"> <li>• Are the links (if any) evaluated and do they complement the documents' theme?</li> <li>• Is it all images or a balance of text and images?</li> <li>• Is the information presented cited correctly?</li> </ul>	Coverage <ul style="list-style-type: none"> <li>• If page requires special software to view the information, how much are you missing if you don't have the software?</li> <li>• Is it free or is there a fee, to obtain the information?</li> <li>• Is there an option for text only, or frames, or a suggested browser for better viewing?</li> </ul>
<b>Putting it all together</b> <ul style="list-style-type: none"> <li>• <b>Accuracy.</b> If your page lists the author and institution that published the page and provides a way of contacting him/her and . . .</li> <li>• <b>Authority.</b> If your page lists the author credentials and its domain is preferred (.edu, .gov, .org, or .net), and, . . .</li> <li>• <b>Objectivity.</b> If your page provides accurate information with limited advertising and it is objective in presenting the information, and . . .</li> <li>• <b>Currency.</b> If your page is current and updated regularly (as stated on the page) and the links (if any) are also up-to-date.</li> </ul> <p style="text-align: center;"><b>Used with permission from Jim Kapoun</b> <a href="http://www.library.cornell.edu/okuref/">http://www.library.cornell.edu/okuref/</a></p>	