



Jackrabbits

2022-23
STUDENT HANDBOOK

MESA HIGH SCHOOL Bell Schedules 22-23

Monday • Tuesday • Thursday • Friday

A Hour	7:00 am – 7:56 am	56 mins.
1 st Period	8:15 am – 9:11 am	56 mins.
2 nd Period	9:18 am – 10:19 am	61 mins.
3 rd Period	10:26 am – 11:22 am	56 mins.
4 th Lunch/ 5 th Period	11:22 am – 12:06 am 12:13 am – 1:09 pm	44 mins. 56 mins.
4 th Period/ 5 th Lunch	11:29 am – 12:25 pm 12:25 pm – 1:09 pm	56 mins. 44 mins.
6 th Period	1:16 pm – 2:12 pm	56 mins.
7 th Period	2:19 pm – 3:15 pm	56 mins.

Early Release Every Wednesdays

A Hour	7:00 am – 7:45 am	45 mins.
1 st Period	8:15 am – 8:52 am	37 mins.
2 nd Period	8:59 am – 9:36 am	37 mins.
3 rd Period	9:43 am – 10:20 am	37 mins.
4 th Lunch/ 5 th Period	10:20 am – 11:04 am 11:11 am – 11:48 pm	44 mins. 37 mins.
4 th Period/ 5 th Lunch	10:27 am – 11:04 pm 11:04 pm – 11:48 pm	37 mins. 44 mins.
6 th Period	11:55 pm – 12:32 pm	37 mins.
7 th Period	12:39 pm – 1:15 pm	36 mins.

Testing Schedule (Various Dates in March, April & May 22nd)

A Hour	7:00 am – 8:00 am	60 mins.
1 st Period	8:15 am – 9:55 am	100 mins.
2 nd Period	10:05 am – 11:45 am	100 mins.
4 th Lunch/ 5 th Period	11:45 am – 12:30 pm 12:40 am – 1:25 pm	45 mins. 45 mins.
4 th Period/ 5 th Lunch	11:55 am – 12:40 pm 12:40 pm – 1:25 pm	45 mins. 45 mins.
3 th Period	1:35 pm – 3:15 pm	100 mins.

Testing Schedule (Various Dates in March, April & May 23rd)

A Hour	7:00 am – 8:00 am	60 mins.
4/5 th Period	8:15 am – 9:55 am	100 mins.
6 th Period	10:05 am – 11:45 am	100 mins.
4 th Lunch/ 5 th Period	11:45 am – 12:30 pm 12:40 am – 1:25 pm	45 mins. 45 mins.
4 th Period/ 5 th Lunch	11:55 am – 12:40 pm 12:40 pm – 1:25 pm	45 mins. 45 mins.
7 th Period	1:35 pm – 3:15 pm	100 mins.

Early Release Days (Sept. 30th & March 10th)

A Hour	7:00 am – 7:45 am	45 mins.
1 st Period	8:15 am – 8:55 am	40 mins.
2 nd Period	9:02 am – 9:42 am	40 mins.
3 rd Period	9:49 am – 10:29 am	40 mins.
4/5 th Period	10:36 am – 11:16 am	40 mins.
6 th Period	11:23 am – 12:03 am	40 mins.
7 th Period	12:10 pm – 12:50 pm	40 mins.

Semester Exam Schedule

Dec. 15 th & May 24 th	Dec. 16 th & May 25 th	Mins.
A Hour - 7:00 am - 8:05 am		65
1 st Per. - 8:15 am – 9:30 am	4/5 th Per. - 8:15 am – 9:30 am	75
2 nd Per. - 9:40 am – 10:55 am	6 th Per. - 9:40 am – 10:55 am	75
3 rd Per. - 11:05 am – 12:20 pm	7 th Per. - 11:05 am – 12:20 pm	75

E.V.I.T

Morning	
Depart MHS	Main Campus: 7:29 am East Campus: 7:24 am
E.V.I.T.	8:00 am – 10:25 am
Arrive at MHS	Main Campus: 10:57 am East Campus: 11:09 am
Attend Periods 4 – 7	
Afternoon	
Attend Periods A – 3	
Depart MHS	Main Campus: 11:23 am East Campus: 11:24 am
E.V.I.T.	11:50 pm – 2:30 pm
Arrive at MHS	Main Campus: 3:05 pm East Campus: 3:07 pm

We Are Mesa is our school wide behavior management system. At all times, students are expected to display behavior that is



Mature • Ethical • Safe • Accountable

Mesa High PBIS Vision:

The Mesa High Community will support all students to succeed socially and academically today, tomorrow, and beyond.



MESA HIGH SCHOOL

1630 East Southern Avenue • Mesa, Arizona 85204
(480) 472-5900 • www.mpsaz.org/mesa

Dear Parents and Students,

On behalf of the entire Mesa High faculty and staff, I would like to extend a warm welcome as we begin the 2022-2023 school year!

The beginning of a new school year is always an exciting time at any high school. While we welcome back returning students, we also get an opportunity to meet and work with our incoming freshmen, the class of 2026.

Mesa High is a school that is rich in traditions. For well over 100 years, Mesa High School has a record of excellence in academics, athletics, activities, and a legacy of service to our community. This year, we look forward to continuing that history of success.

Mesa High School has a faculty and staff that is devoted to providing a positive learning environment while delivering quality instruction to help students grow academically, socially, and emotionally. We offer many different programs and supports to ensure that each student is successful. Our ultimate goal is that every student graduates ready for college and career.

Students, I encourage each of you to give your personal best each day. We strive ourselves on being M.E.S.A. - Mature, Ethical, Safe, and Accountable. For us, it's more than just an acronym. It's a high standard of conduct and accountability, and, at Mesa High School, we have extremely high expectations for everyone.

Again, welcome to Mesa High School. Together, we will make this a great school year!

Sincerely,

Kirk E. Thomas
Principal

Preston Peterson
Assistant Principal

Jeremy Arnett
Assistant Principal
Seniors

Dewey Best
Assistant Principal
Juniors

Brad Cosseboom
Assistant Principal
Sophomores

Lilia Gomez
Assistant Principal
Freshmen

The mission of Mesa High School is:

Mesa High Vision

We build excellence by embracing difference, welcoming change, creating unity and honoring tradition.

Mesa High Mission

To engage each student every day in meaningful preparation for college, career, leadership and lifelong learning.

MESA HIGH SCHOOL Important Contact Information

1630 EAST SOUTHERN AVENUE • MESA, AZ 85204
FAX: 472-5968 • WWW.MPSAZ.ORG/MESA

DISTRICT INFORMATION 472-0000 MESA HIGH INFORMATION 472-5900

Principal..... Kirk E. Thomas..... 472-5903
Principal's Secretary..... Vickie Martinez..... 472-5903

ASSISTANT PRINCIPALS

..... Preston Peterson..... 472-5907
Freshmen..... Lilia Gomez..... 472-5905
Sophomores..... Brad Cosseboom..... 472-5905
Juniors..... Dewey Best..... 472-5907
Seniors..... Jeremy Arnett..... 472-5969
Teacher on Assignment..... 472-5905

ATHLETICS & ACTIVITIES SECRETARY

Angie Davidson..... 472-5907

ATTENDANCE

A-F Gwen Petersen..... 472-5908
G-O Vanessa Flores..... 472-5909
P-Z 472-5910

NURSE

Lisa Janda..... 472-5917
Asst.- Danna Cvetanovich..... 472-5916

REGISTRAR

Jodell Shumway..... 472-5913
Clerk, Yvette Agreda..... 472-5912

PARENT/STUDENT SUPPORT

Family Support Specialist, Lourdes Urnberg.. 472-5966
Career Center, Irene Lane..... 472-5935
Social Worker, Nicole Delgado..... 472-5960
Social Worker, Melissa Bonner 472-5987

ADVISORS

Darren Hobbs..... 472-5939
Adrienne Cantrell..... 308-5669

REGISTRATION SECRETARY

Janice Knight..... 472-5969

COUNSELING DEPARTMENT

COUNSELORS:

Ms. Trujillo..... A - Br
Dr. Butler..... Bu - D
Ms. Durazo..... E - Gr
Ms. Araseli Bahena..... Gu - Li
Ms. Galindo..... Lo - Mo
Mr. Salas..... Mu - Ra
Ms. Gamboa..... Re - Sp
Mr. Rivas..... St - Z

EDUCATIONAL SERVICES SECRETARY

Luisa Boren..... 472-5905

PSYCHOLOGISTS

Lisa Witt..... 472-5923
Dr. Stephanie Reynolds..... 472-5914
Marcia Doran..... 472-5917

STUDENT COUNCIL

STUDENT BODY PRESIDENT..... Miah Gomez
STUDENT BODY VICE PRESIDENT..... Regina Fonseca Aguilar
STUDENT BODY SECRETARY..... Vanessa Amaris
STUDENT BODY TREASURER..... Tristan Torres
STUDENT BODY BOARD ADVISOR..... Amalee Ellsworth

SENIOR CLASS PRESIDENT..... Shyla Truang
Senior Class Vice President..... Arielle Carias
SENIOR CLASS SECRETARY..... Dailynd Goodman

JUNIOR CLASS PRESIDENT..... Bianca Malek
JUNIOR CLASS VICE PRESIDENT..... Ashley Ortiz Vega
JUNIOR CLASS SECRETARY..... Danna Beltran

SOPHOMORE CLASS PRESIDENT..... Sally Cummand
SOPHOMORE CLASS VICE PRESIDENT..... Tilley Cummand
SOPHOMORE CLASS SECRETARY..... Ella Arnett

FRESHMAN CLASS PRESIDENT.....
FRESHMAN CLASS VICE PRESIDENT.....
FRESHMAN CLASS SECRETARY.....

ADVERTISING COMMISSIONER..... Jonnie Cummand
SERVICE COMMISSIONER..... Zachary Blau
SERVICE COMMISSIONER..... Raquel Herrera
CLUBS COMMISSIONER..... Emely Castellanos
FACILITIES COMMISSIONER..... Kalei Brubaker
SPIRIT COMMISSIONER..... Ian Garcia
SPIRIT COMMISSIONER..... Jasmine Galvez
SENIOR COMMISSIONER..... Madi Nuttal
SOPHOMORE COMMISSIONER..... Libby Mason
SPORTS COMMISSIONER..... Micayla Silas
SPORTS COMMISSIONER..... Noah Hunt
FINE ARTS COMMISSIONER..... Jadore McPeek
PURPLE PRIDE COMMISSIONER..... Makenna Rumble

MESA

High School

AUGUST 2022

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER 2022

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ ₃₀	24/ ₃₁	25	26	27	28	29

NOVEMBER 2022

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER 2022

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY 2023

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

FEBRUARY 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

MARCH 2023

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

APRIL 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ ₃₀	24	25	26	27	28	29

MAY 2023

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JUNE 2023

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

JULY 2023

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/ ₃₀	24/ ₃₁	25	26	27	28	29

4..... School Starts : 27..... SAT for Grades 11, 12

SEPTEMBER 2022

5..... Labor Day, No School : 10..... ACT for Grades 11, 12
30..... End of First Grading Period, Early Release

OCTOBER 2022

1..... SAT for Grades 11, 12 : 10..... School Resumes
3-7..... October Break, No School : 12..... PSAT/NMSQT for Grades 10, 11
22..... ACT for Grades 11, 12

NOVEMBER 2022

5..... SAT for Grades 11, 12 : 23-25..... Thanksgiving Break, No School
11..... Veterans Day, No School

DECEMBER 2022

3..... SAT for Grades 11, 12 : 16..... End of Second Grading Period, First Semester, Early Release
10..... ACT for Grades 11, 12 : 19-Jan 2..... Winter Break, No School

JANUARY 2023

3..... Professional Learning Day, No School : 16..... MLK/Civil Rights Day, No School
4..... School Resumes

FEBRUARY 2023

11..... ACT for Grades 11, 12 : 20..... Presidents Day, No School

MARCH 2023

10..... End of Third Grading Period, Early Release : 13-17..... Spring Break, No School
11..... SAT for Grades 11, 12 : 20..... School Resumes

APRIL 2023

1..... ACT for Grades 11, 12 : 7..... Spring Holiday, No School

MAY 2023

6..... SAT for Grades 11, 12 : 25..... Last Day of Classes, High School Graduation
24-25..... Half Days, Final Exams : 29..... Memorial Day

JUNE 2023

3..... SAT for Grades 11, 12 : 10..... ACT for Grades 11, 12

JULY 2023

4..... Independence Day : 15..... ACT for Grades 11, 12

AUGUST 2023

3..... First Day of Classes

DATES SUBJECT TO CHANGE. CHECK WITH STUDENT ADVISEMENT OFFICE FOR OFFICIAL DATES.

The Spirit of Mesa High

For I am the Spirit of Mesa High! I can be found in any corner. I speak from the trophy case, from the flags in the auditorium, from the pictures of students of by-gone years, from the trees planted by those students, from our Carry On sign and from the crowds of students in the halls of Mesa High today.

Throughout the many years, I have watched Mesa High grow from a tiny school consisting of a handful of students to the proud, prosperous institution it is now. I have watched the students come and go, and have instilled myself in the hearts of all those who have entered and passed through these halls. I have seen history made and have watched the traditions emerge and become a part of every student's life; not in the form of laws and rules, but as an unspoken code of living.

It was I who inspired Zedo Ishikawa to utter the words, "Carry On," which became the motto and driving force of our school. In 1932 it was I who prompted Harelson and Southern, then teachers of Mesa High, to put this motto into the song, "Carry On."

One of the reasons I exist is because of the close fellowship between teachers and students. I inspire the seniors each year in the selection of a gift to the school which is given in appreciation of what I have done for them. Another senior custom is the singing of "Carry On" while they leave the Honor Assembly and during the graduation ceremonies.

I enter into every athletic competition to help prove, "You can't beat Mesa High!" in spirit of sportsmanship. I was present way back in 1904 when our first baseball team was organized as the "Diamonds" and I have come down through the years with those teams. I was there in 1917 when the students voted to take the name "Jackrabbit" as a symbol for our school and again in 1918, when purple and gold were adopted as the school colors.

I was in the heart of Nora Smith who produced the first annual, twelve handwritten copies distributed to just the senior class. I inspired the staff under Phyliss Brizzie to name the 1920 annual after the Superstition Mountain. This makes us unique in the fact that no other school we know of has a mountain such as our Superstition Mountain for their symbol.

Throughout the years, as the Spirit of Mesa High, I have watched these and many other traditions grow to become the cherished memories of your high school years. Be proud of these traditions and of me, students of the present, and for the sake of the thousands that have gone before. . .
"Carry On"

COLORS
Purple & Gold

MASCOT
Jackrabbit

MOTTO
Carry On

"CARRY ON"

Carry On, Mesa High
Carry On, ye sons and daughters true
Let this anthem reach the sky
Build ye glorious visions new
We'll fight forever, for the right
Carry On with hearts aflame
Traditions great and mighty deeds
Add honor to thy name
Carry On, Carry On

"FORWARD"

Forward ye men of Mesa High
Forward with courage strong
To the purple, gold be true
The vict'ry's up to you
Forward ye men of Mesa High
Keep fighting, fighting
(Repeat three times)

"MESA LOYALTY"

We're loyal to you Mesa High
We're purple and gold Mesa High
We'll back you to stand
Against the best in the land
For we know you have sand
Mesa High! Rah! Rah!
So smash that blockade Mesa High
Go crashing ahead Mesa High
Our team is our fame protector
On boys! For we expect a touchdown
From you Mesa High
Che-ha, Che-ha-ha, Mesa High, Mesa High
Bring out the dear old flag of purple and gold
Bring out your sons and daughters fighting for you
Like men of olden giants, place reliance,
Shouting defiance
Oske-wow-wow
Amid the broad green plains that nourish our land
For honest labor and for learning we stand
Unto thee we pledge our hearts and hands
Dear Alma Mater Mesa High

MESA HIGH SCHOOL Information & Guidelines

ATHLETICS

1. AIA REQUIREMENTS

All participants in interscholastic activities must be in compliance with all student eligibility rules. These include Enrollment, Attendance, Domicile, Transfer, Recruiting, Academic and Scholarship, Age Limit/Birth Record, Physical Examination, Parent or Legal Guardian Consent, Student Insurance, Amateur Standing, Clinics/Summer Camps, Competition on School Team Sports Only and Try Outs.

2. ACADEMIC AND SCHOLARSHIP RULE

A student must be enrolled in at least six credit classes and have received passing grades in all credit-earning courses. Seniors who are **on track** to graduate may enroll in fewer classes and still be eligible. Grading periods and eligibility periods will be nine weeks in length. Grades of F, Audit and Incomplete are considered non-passing grades and students that receive one or more of these grades will be ineligible.

3. BIRTH CERTIFICATES - AGE LIMIT

If a student becomes 19 years of age after September 1 he/she is eligible to compete for the remainder of the school year. If he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year. A birth certificate must be on file in the athletics office for **all** sports and AIA-sanctioned programs.

4. DOMICILE RULE

A student is eligible for interscholastic competition only at the school in the district in which his/her parents are domiciled. In multi-school districts, the student is eligible only at the school in the attendance zone in which his/her parents are domiciled. Students that have open enrolled are eligible beginning their freshman year. Any open-enrolled student that enrolls after the start of freshman year may be subjected to sitting out a number of games. Please see the activity director for more info.

5. COMPETITION ON SCHOOL TEAM SPORTS ONLY

A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., for that sport during the interscholastic season of competition. For purposes of this rule, the interscholastic season of competition shall begin with the first regularly scheduled practice and conclude with that particular team's final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

6. MAXIMUM PARTICIPATION RULE

After a student first enrolls in the ninth grade, he/she has a maximum of eight semesters of opportunity and a maximum of four seasons of opportunity in each sport or activity. Semesters 1-8 **must be** consecutive.

7. PARTICIPATION IN ATHLETICS AND PE

Parents are responsible to inform the school/coaching staff of any student illness or injury that may have an impact on the student's health and safety during participation in physical education and athletic programs.

8. PHYSICAL EXAMINATION RULE

A student shall not be allowed to practice or compete in interscholastic athletics until there is on file with the principal or his/her designee a record of a physical examination performed by a doctor of medicine (M.D.), osteopathic physician (D.O.) or certified registered nurse practitioner (N.P.) licensed to practice, or a certified physician's assistant (PA-C) registered by the Joint Board Of Medical Examiners and the Osteopathic Examiners in Medicine and Surgery. The physical examination for the following school year shall be given **on or after March 1**. The physical examination card on file shall be signed by one of the aforementioned medical providers and shall state that, in the opinion of the examining provider, the provider did not find any medical reason to disqualify the student from practice or competition in athletic contests. The principal or his/her designee, if deemed advisable, may require a student to be reexamined. **The physical must be turned into the athletic office one week prior to the start of the season so there is not a delay in participation of the student/athlete.**

PARTICIPATION IN ANY A.I.A. SANCTIONED ACTIVITIES SUCH AS BAND, ORCHESTRA, CHORUS, FORENSICS, CHEER, ROTC, and STUDENT COUNCIL REQUIRES COMPLIANCE WITH ALL OR PART OF THESE RULES. SEE THE ADVISOR FOR DETAILS.

PRACTICE START DATES

E-Sports.....	Fall 2022.....	Cameron Ahern.....	308-5661
Spirit Line.....	July 25, 2022.....	Hilary Pendelton.....	472-5907
Football.....	August 8, 2022.....	Chad DeGrenier.....	472-5907
Boys Beach Volleyball.....	August 8, 2022.....	Kiana Hiapo.....	472-5907
Girls Flag Football.....	August 8, 2022.....	Carl Bandura.....	472-5907
Badminton.....	August 8, 2022.....	Katie Fonseca.....	472-5801
Cross Country-boys.....	August 8, 2022.....	Jennifer Brierton.....	472-5907
Cross Country-girls.....	August 8, 2022.....	Ed Landers.....	472-5907
Golf-boys.....	August 8, 2022.....	Darris Schomaker.....	308-5653
Golf-girls.....	August 8, 2022.....	Amber Barrus.....	472-5907
Swimming.....	August 8, 2022.....	Mike Haney.....	308-5677
Diving-boys & girls.....	August 8, 2022.....	Jennifer Gerasimos.....	472-5907
Volleyball-girls.....	August 8, 2022.....	Venese Hiapo.....	472-5907
Basketball-boys.....	October 31, 2022.....	Scott Stansbury.....	472-5907
Basketball-girls.....	October 31, 2022.....	Katie Fonseca.....	472-5907
Soccer-boys.....	October 31, 2022.....	TJ Hagen.....	472-5777
Soccer-girls.....	October 31, 2022.....		472-5907
Wrestling.....	October 31, 2022.....	Anthony Robles.....	472-5907
Girls Beach Volleyball.....	January 30, 2023.....	Kiana Hiapo.....	472-5907
Tennis-boys.....	February 6, 2023.....	Darris Schomaker.....	308-5653
Tennis-girls.....	February 6, 2023.....	Jamie Kieta.....	472-5907
Baseball.....	February 6, 2023.....	Ray Figueroa.....	472-5856
Softball.....	February 6, 2023.....	Kiley Eskridge.....	472-5907
Volleyball-boys.....	February 6, 2023.....	Venese Hiapo.....	472-5907
Track.....	February 6, 2023.....	Maria Corte.....	472-5907

ATHLETIC EVENT CHARGES (subject to change)

General admission charges to all athletic events are listed below. These same charges are in effect at all Mesa Public School (MPS) District high schools. **Students with MHS activity cards will be admitted free to all home games during the regular season.**

PER EVENT	GENERAL	MPS STUDENT HOME GAME WITH ACTIVITY CARD	MPS STUDENT AWAY GAMES/ NO ACTIVITY CARD
Football (Varsity)	\$5	Free	\$3
Football (JV and Freshmen)	\$3	Free	\$3
Basketball (Varsity, JV and Freshmen), Volleyball (Varsity, JV and Freshmen), Wrestling, Soccer	\$5	Free	\$3
AIA Sponsored Tournament Events	\$10	\$5	\$5
East Valley Region Events	\$5	\$5	\$5

*Prices subject to change. ****All Athletic Contest Tickets must be purchased through GoFan.com which charges a \$1 convenience fee per ticket.***

HEALTH RISKS AND SAFETY PRACTICES: The student and parent/guardian are required to view the “Mesa Public Schools Consent Video” recognizing the health risks associated with participation in athletics. Students should also be aware of the school’s athletic program, which requires the student to:

- Learn the rules of the sport.
- Diligently try to learn proper technique for the sport.
- Participate in physical conditioning in preparation for athletic competition.
- Maintain proper hydration (water intake).
- Advise the coach or trainer of any signs of physical injury.
- Advise the coach or trainer if equipment is damaged or fits poorly.

INSURANCE NEEDS: Mesa Public Schools does not provide accident or health insurance coverage for student athletes. You should independently determine whether you should obtain, at your costs, such insurance. Information regarding a company that offers student accident and health insurance is provided to all student athletes and is available in our Athletics Office.

HARASSMENT/HAZING: Abusive or humiliating harassment or hazing is strictly prohibited within Mesa Public Schools. These are unacceptable practices in any athletic, extracurricular or academic endeavor. Students who engage in any type of harassment and/or hazing can expect to be disciplined under the Mesa Public Schools’ “Guidelines for Student Behavior.”

SPORTSMANSHIP STANDARDS: Mesa Public Schools regards its athletic programs as a means to educate students in values of discipline, teamwork, and respect for rules. School and their athletic teams are authorized to adopt codes of conduct for team members. Parents and spectators are also required to act in an appropriate manner during athletic events. Violation of any conduct standard may result in disciplinary action, including dismissal from further athletic participation by the offending athlete or future attendance by the offending spectator.

AIA POSITION STATEMENT – SUPPLEMENTS, DRUGS AND PERFORMANCE ENHANCING SUBSTANCES: Mesa Public Schools supports the Arizona Interscholastic Association (AIA) regarding this position. A balanced diet is optimal for meeting the nutritional needs of a student athlete. Nutritional supplements are rarely, if ever, needed to replace a healthy diet. Individual consideration for specific medical condition may be given. We share strong opposition to “doping” (www.wada-ama.org). There is no place for recreational use of drugs, alcohol or tobacco in the lifestyle of the student athlete.

For further information, please visit these websites:
www.aia.online.org and www.mesasports.org

REGISTER MY ATHLETE

INSTRUCTIONS

Register My Athlete allows parents to register their athletes for sports online. Here are some basic steps to follow when registering your athlete for the first time:

- 1. Find Your School:** Find your school by going to <http://registermyathlete.com/schools/>, selecting your state, and finding your school. Click on the school to continue to the next step. Schools are encouraged to make a direct link from their school's website.
- 2. Create an account:** Now begin creating your account by clicking the "Create An Account" button. After filling in the required information the system will automatically log you in and you will be required to accept the terms of use.
- 3. Add a new athlete:** The next step is to add an athlete. You can do so by clicking the "My Athletes" tab on the left-hand side of the page or by clicking "Add Athlete" underneath the "My Athletes" tab. This only needs to be done once during your athlete's entire career at a school. The information entered here will carry over from year to year. This information includes your athlete's contact information and medical information.
- 4. The athlete's profile:** After you've created your athlete you will be brought to their Profile page. This page is a summary of their info and involvement.
- 5. Register for a sport:** Click "+ Register For A Sport" to begin registration, you will be asked to choose which sport your athlete is registering for.
- 6. Your registration checklist:** This page shows the status of your athlete's registration. You will be asked to complete several steps to complete registration including agreeing to documents, and completing the physical.
- 7. Physicals:** Physical documents should be completed by the parents (or medical professionals as needed). Parents have the ability to upload these physical documents to the system. Uploaded documents will need to be verified by the admin at the school prior to be accepted as complete. (If a document upload is rejected for any reason, the parent will receive an email with the rejection reason. After the error has been corrected, parents will be able to re-upload the document for verification.)
- 8. Complete registration:** Your registration is complete once all items on the checklist have been completed.
- 9. After registration:** After registration is complete, you can login at any time to view the Status of your athlete and their participation on the team.

ADDITIONAL ATHLETES

Under the same account, repeat steps 3-9 to register additional athletes.

FUTURE SEASONS & YEARS

Once your athlete has been added to your account, you only need to follow steps 5-8 to register them for another sport.

ATTENDANCE

Attendance and academic achievement go hand in hand to ensure success in high school. It is our belief that attendance is the single most important characteristic to determine success in school. It is important that students and parents/guardians recognize the importance of attending class each and every day. It is the responsibility of each student to attend all classes on time and each student should strive to minimize time out of school. Parents are expected to support good attendance behaviors with their children.

Parents or guardians must call the attendance office within 24 hours to excuse an absence. After 24 hours, the absence will be unexcused. Students with unexcused absences may be unable to make up class work and are subject to disciplinary consequences. Attendance numbers are located on the Important Contact Information page.

EXCESSIVE ABSENCE POLICY

1. Students are expected to attend at least ninety percent (90%) of class sessions in a semester to receive a passing grade or credit. This means that if a student is absent more than nine (9) days in a semester, credit may be withheld.
2. This does not include absences due to school-approved activities, such as field trips, performing groups, student government, etc.
3. If a student has an excused note from the doctor or documentation that they were absent because of family bereavement or legitimate family emergency, that note is filed and will be considered if an appeal is necessary.
4. All excessive absence cases will be reviewed by a school administrator.
5. To prevent students from unknowingly losing credit, staff and administration will remind students and parents/guardians of the District's attendance policy and status of students when they accumulate five (5), eight (8), and ten (10) absences in any one class during the semester.

AUDIT/Appeal Process: Students who accumulate 10 or more absences in any class during the semester are placed on audit. In order for credit to be reinstated, a student must submit the appropriate appeal documents. **Students placed on audit status are expected to continue attending classes.** The appeal process is as follows:

1. When 10 absences have been accumulated, the student and parent/guardian will be notified by mail.
2. The student will file an appeal using the Excessive Absence Appeal form, which can be picked up in the attendance office.
3. An appeal may be considered for a variety of reasons including medical, bereavement, chronic illness, mandatory court appearance, legitimate family emergencies etc.
4. **Documentation regarding absences is required at the time that the appeal paperwork is submitted.**

TRUANCY

Parents are responsible for ensuring that their children attend school. According to Arizona's compulsory attendance law, students must be in school until they reach age 16 or successfully complete the 10th grade. "Truant" is defined as an unexcused absence for at least one class period during the day. This applies to any student under the age of 16.

Any student with 5 absences will be given a notification of attendance/truancy letter. After signing the letter, the student will be advised to bring the letter home.

When a student has 7 unexcused or a total of 20 excused or unexcused absences and a truancy letter has been given to the student, the district attendance officer will be notified. The district officer will meet with the student and cite them into Justice Court. A call to the parent/guardian will be made to inform them of the citation and court date.

BEHAVIOR & CODE OF CONDUCT

Each student is responsible for his or her own behavior. The **Guidelines for Student Behavior** provide the basis for any disciplinary action taken due to a violation of school policy. A copy of these guidelines is included in the student handbook. The guidelines will be reviewed with students in homeroom during the first week of school. We strongly recommend and encourage students to review this document with their parents/guardians. Listed below are some of the rules that are of particular importance for school success:

CODE OF CONDUCT

- Students shall assume responsibility for their education.
- Students shall exhibit skills required of responsible citizens.
- Students shall honor district and school policies.
- Student shall comply with "Guidelines for Student Behavior."
- Students shall be courteous to other students and staff members.
- Possession, use of, or being under the influence of an alcoholic beverage or non-prescribed drugs during the school day or at any activity related to Mesa High School will result in strong disciplinary action.
- Fighting or verbal threats will not be tolerated and will result in strong disciplinary action.
- Defacing, damaging or stealing school property or property belonging to another person will result in strong disciplinary action.
- Strict adherence to school/district dress standards is expected (see pages 10-11).
- Disciplinary action will be taken against anyone who is smoking, vaping, chewing tobacco, or in possession of tobacco on the campus or at any activity related to Mesa High School.
- Obscene or profane language is inappropriate behavior.
- Public display of affection is inappropriate at school or school sponsored activities.
- Throwing objects on campus will not be tolerated (i.e. ice, food, bottles, etc.)
- **Skateboards/scooters and rollerblades cannot be used while on campus and must be locked in the skateboard racks.**
- No distribution of materials or advertisements may be posted unless administrative approval is obtained.
- Cell phones, pagers and other electronic signaling devices are not to be used or seen during class time in any location. Refusal to turnover electronic devices will result in additional consequences.

BEHAVIOR ENFORCEMENT PLAN

TOBACCO FREE CAMPUS: Mesa High school students will enjoy a tobacco free campus. Possession and/or use of tobacco products and electronic cigarettes are prohibited on the school grounds, in bathrooms and classrooms, and at extracurricular activities. Students who violate this policy will be referred to the GOLD Academy and an intervention program.

FIGHTING: Students are expected to resolve conflict in a non-violent manner. Students who choose to use physical means or who assume a threatening or inciting posture will be subject to the following consequences:

- 1st offense - Referral to GOLD Academy**
- 2nd offense - 10 days off campus suspension and recommendation to area District Hearing Officer for alternative educational placement.**

DRUGS & ALCOHOL (DISTRIBUTION): Distribution, manufacture or sale of marijuana, other illegal drugs and inhalants and other noxious substances is a punishable offense. This also includes distribution, manufacture or sale of drug paraphernalia and imitations of illegal drugs and other noxious substances. Distribution of a medication or a dietary supplement for recreational use will be treated as a drug violation (distribution).

- 1st offense - 10 days off campus suspension and recommendation to area District Hearing Officer for alternative educational placement.**

DRUGS & ALCOHOL (POSSESSION): The possession of illegal drugs, the use of illegal drugs or the purchase of illegal drugs and inhalants and other noxious substances is prohibited. This includes off-campus use followed by attendance at a district function or being on district property. This also includes use, possession or purchase of drug paraphernalia and imitations of illegal drugs and other noxious substances. Possession of medication or a dietary supplement for recreational use will be treated as a drug violation (possession). A drug violation preceded by an alcohol violation will be treated as a repeated occurrence for disciplinary action.

- 1st offense - Referral to GOLD Academy and an intervention Program**
- 2nd offense - 10 days off campus suspension and recommendation to area District Hearing Officer for alternative educational placement.**

GOLD ACADEMY

As an alternate to out-of-school suspension and/or referral to an MPS Success School, Mesa High has created the GOLD Academy program.

What is the GOLD Academy?

GOLD Academy stands for (Grades and Outcomes Lead to Diplomas). It is an opportunity for Mesa High students to recover course credit and stay on track to graduate. It is also an alternative to suspension and/or referral to a MPS District Success School. To provide this opportunity, Mesa High is using a credit recovery program named Edgenuity to deliver meaningful standards-based learning in a variety of alternate settings.

BUSES

In order for students to ride the bus they must carry their student I.D. Card. Those students riding buses are expected to follow district transportation rules and regulations. All students that arrive at school by bus are expected to remain on campus. The safety of you, your friends and other students depends on your proper conduct. Bus riding is a privilege – not a right!

CLOSED CAMPUS

- Mesa High School is a closed campus. Seniors who are in good academic standing are permitted to leave campus for lunch.
- Campus/lunch is closed to Freshmen, Sophomores and Juniors. Freshmen, Sophomores and Juniors will not be permitted to walk or drive off campus at lunch.
- **Parents wanting to check out their freshman, sophomore or junior student at lunch must physically do so through the attendance office. Telephone calls and notes will not be accepted during lunch.**
- ID cards will be different colors and will note special circumstances (senior status, EVIT, release time, etc.) that would permit students to leave during lunch. We will check IDs before students get to the parking lot and upon their return to campus.
- Food delivery services are not allowed to deliver food to students at Mesa High School. Drivers will be turned away if trying to deliver food. The school is not responsible for the loss of food or money incurred to the student or the food delivery service. Parents are allowed to deliver food to their students as long as they physically check the food in with the attendance office.

LEAVING CAMPUS: A parent must contact the attendance office prior to their child leaving campus during the school day. Students under the age of 17 must be physically checked out by their parents. Please call at least 2 hours prior to pick up so we can send your student a pass to the attendance office. Students **must check out** through the attendance office prior to leaving campus.

CLUBS

Mesa High offers a variety of clubs and extracurricular activities. An Activity Fair will be held in the fall during lunch in the small gym. This event allows students to explore the available clubs and extracurricular activities and will help students to become involved with while at Mesa High School. We encourage all students to become part of the MHS spirit by becoming involved in one or more of these activities.

AFROTC	FRESHMAN	ORCHESTRA
ANIME	FOOTBALL	OUTDOOR STUDENT ACTIVITY
ART	FUTURE EDUCATORS	PHOTOGRAPHY
AVID	GENERATION CHANGE	PING PONG
BADMINTON	GERMAN	ROYAL FASHION
BAND	GIRLS BASKETBALL	SENIOR CLASS
BASEBALL	GIRLS GOLF	SHOUT
BIOTECH	GIRLS SOCCER	SIGN LANGUAGE
BOYS GOLF	GIRLS VOLLEYBALL	SKILLS USA
BOYS SOCCER	GREASE RABBITS	SOCIAL STUDIES
BOYS VOLLEYBALL	HOSA	SOFTBALL
CHEER	INTERFAITH	SOPHOMORE CLASS
CHORUS	ISLAND ROYALTY	SPIRIT
CROSS COUNTRY	JACKRABBIT PALS	SPORTS MEDICINE
DECA CULINARY	JUNIOR CLASS	STAR WARS
D&D ADVENTURES	LINK CREW	STUDENT COUNCIL
DRAMA	MESA DIVISION INTERACT	SUPER SMASH BROTHERS
ELITE FITNESS	MODEL U.N.	SWIM & DIVE
EST	MPS SERVICE LEARNING	WEIGHTLIFTING
EUPOREA	MUSICAL PRODUCTION	WOODWORKING
FRENCH	NATIONAL HONOR SOCIETY	YEAR BOOK
	NRL ROBOT	

DANCE POLICY

In order to promote a safe and orderly environment, students and guests will be asked to comply with the following guidelines:

- Guests must be in high school (grades 9-12). A copy of his/her ID must be attached to the guest permission form. This form will be available in the bookstore during ticket sales.
- If the guest has already graduated, he/she may not be over the age of 20 and must attach a copy of his/her driver's license or non-driver state ID to the guest form.
- Guest application forms must be submitted to Mesa High administration prior to the dance. Applications will not be accepted at the door.
- Guests must enter and leave with the Mesa High student of whom they are a guest. Once students have entered the dance, they may not leave and return.
- Mesa students are responsible for informing their guests of Mesa's behavior and dress code rules and are responsible for the behavior of their guests. In the event that a guest does not follow the rules, he/she may be asked to leave and will not be allowed to attend another MHS event.
- The following are expressly prohibited at Mesa dances: sexually explicit dancing, dancing that can result in injury or which may cause a personal safety hazard, consumption or being under the influence of alcohol or drugs.
- Any person removed from the dance by MHS staff is not entitled to a refund.
- All fees and debts must be cleared by the bookstore in order to attend the following dances: Homecoming, Winter Formal, and PROM.

DIRECTORY INFORMATION

Certain student education records are considered "directory information," including the following: student's name, mailing address, e-mail address and telephone number; names of the parents; address and telephone number of the parents; date and place of student's birth; class designation (grade level, etc.); extracurricular participation; weight and height if a member of an athletic team; enrollment dates; awards received; and photograph. The primary purpose of directory information is to allow the school to use this type of information in certain school publications, such as music performance programs, athletic programs, newsletters, or honor rolls. In some cases, this information may also appear on the school or district website. Unless you direct otherwise, the district will disclose student directory information under limited circumstances. The district will not release directory information for commercial purposes, other than to companies designated to sell school yearbooks and other such items.

HOW TO OPT OUT: You may choose to opt out of student Internet access, district and news media coverage and directory information releases for your child at any time by completing an Opt Out form and submitting it to the school office. This form is available in the school office or online at <http://www.mpsaz.org/optout>. A new Opt Out form must be submitted each year. Also, please share your wishes with your child's teacher.

Mesa Public Schools

Dress and Grooming



Mesa Public Schools supports dress and grooming standards that ignite a culture of learning and well-being. Students are expected to dress in a manner that is appropriate for the school day or for any school-sponsored event. Dress and grooming standards will be applied consistently and enforcement of these standards will minimize the loss of educational time.

General requirements

- Clothing must include a top and a bottom (such as pants, skirt, shorts or the equivalent), or a one-piece outfit (such as a dress or jumpsuit).
- Clothing must cover the entire midriff, with material that covers the front, back and sides.
- Clothing must cover all private body parts and/or undergarments and must not be see-through.
- Tops and one-piece outfits must be secured with material at the shoulders or neck.
- Clothing may not cover a student's face to the extent that the student is not identifiable (except clothing worn for health and safety, medical, or religious purposes).
- Footwear such as shoes, sandals or boots shall be worn in the school buildings at all times, and must be both safe and non-destructive to school property.
- Headwear, including but not limited to hats, hoodies and bandanas are permitted in school buildings. All headwear must allow the ears and face to be visible and not interfere with the line of sight to any student or staff (except clothing/headwear worn for health and safety, medical or religious purposes).

Prohibited apparel and items

Students are not permitted to wear clothing, jewelry or personal items that:

- Substantially disrupt or materially interfere with the learning process
- Contribute to a hostile or intimidating environment
- Advocate or promote
 - Violence or acts of terror
 - Criminal activity
 - Pornography
 - Use of drugs or alcohol
- Use or depict hate speech
- Threaten the health or safety of any other student or staff member

For additional information, please visit mpsaz.org/students/dresscode



DRESS CODE

Students who violate Mesa High's Dress Standards will be expected to do one of the following:

- ▶ Change into clothing provided by school
- ▶ Alter clothing to be in compliance
- ▶ Remove the jewelry or accessory

Students who are unwilling to change will receive additional Consequences

Repeated violations of the dress standards will result in administrative consequences.

Refer to the district's Dress & Grooming Guidelines on the previous page.

ELECTRONIC DEVICES

Students may bring personal devices, such as cellphones, smart-phones, audio or video recorders, readers, tablets and laptops. Unless being used for acceptable educational purposes, all devices must be turned off and out of sight. If students bring these items they do so at their own risk. Unauthorized use of electronic devices is grounds for confiscation by school officials and teachers. If confiscated, the student will pick up the electronic device after school from the front office. After the 1st time, parent will be required to pick up the device. Refusal to turn in any device may result in suspension from school.

ONE-TO-ONE TECHNOLOGY

Mesa High School had a successful year becoming a one-to-one technology campus during the 2017-18 school year. Our purpose was to provide an important teaching tool to heighten student engagement. Technology use is an important component of post-high school challenges and students have been able to use their devices in the classroom and at home for homework and will continue to improve their skills each year.

Students will be required to submit a Technology Device User Agreement prior to using their device. We also encourage you to purchase a cost effective Device Protection Plan for the year to protect against damages. This protection plan will be available when you check out your device on our campus at the start of the school year. Student ID's and parent signed Technology Device User Agreements are required on the day devices are issued. Please check out our technology user agreement and how to care for/use our technology properly. The use of our devices is a privilege and should be focused on school use only. On-campus support will be provided for students and the device is expected to be returned at the end of the school year. If you have more questions or need more information regarding our one-to-one initiative, please visit our website at www.mpsaz.org/mesa/mesasupport/parent-and-students/ Or <http://www.mpsaz.org/communications/1to1tech/>

FEE PAYMENT

Students are responsible for payment of all class fees prior to being permitted to participate and receive a grade for the class.

OTHER EXPENDITURES:

Yearbook	\$59 until September 1
	\$69 until December 1
	\$89 Distribution through end of year.
Parking Permit	\$25.00
Activity Card	\$20.00

ACTIVITY CARD: The activity card is not required. It does, however, provide many financial benefits to students that have an activity card. Additionally, activity card fees allow our school to provide and improve many programs and activities that we believe are of great benefit to our students.

SAVINGS BENEFITS

- General Admission to all athletic contests will range from \$3 to \$5 depending on the activity. All Mesa students with an activity card will be admitted free to all Mesa High home athletic contests held during the regular season and will receive a \$2 discount at all away games against other Mesa schools during the regular season.
- All students with an activity card will receive a \$2 discount off their yearbook.
- Discounts will be given at dances and concerts with an activity card.
- If a student fully uses his activity card, he can save in excess of \$100 in athletic events alone.

Students who do not choose to purchase the activity card will be issued a standard picture I.D. card only. Standard I.D. card holders will be required to pay the full admission to all events and activities at Mesa High School.

GOOD NEIGHBOR POLICY

The walkways, driveways, and lawns of the homes near campus are off limits to Mesa High students. Students are welcome to use the sidewalks to travel to and from school. Students are not to loiter on the sidewalks, lawns or at area businesses during the school day. Students who drive to school are to park in the south lot and not the north lot or the neighborhood.

Behavior guidelines are extended to include student conduct while off campus during the regular school day. This includes student conduct while traveling to and from school and during lunch and released periods. Students may be disciplined by the school for any misconduct while off campus at the times specified above. School and district policies may also be applicable to off-campus behavior if the behavior has a detrimental impact on district pupils, teachers or school activities.

Students are expected to cross Southern Avenue and Harris Street at the crosswalks. This procedure must be followed to ensure the safety of all students.

STUDENT ADVISEMENT

(WWW.MPSAZ.ORG/MESA/COUNSELING)

The Student Advisement Department provides a comprehensive guidance program for all students in the areas of academic support, college and career planning, personal and social issues and post graduate advisement.

Who is my Advisor? Students are assigned to an advisor alphabetically for monitoring of their credits and to assist them with any needs or requests the student may have. However, they may make an appointment with the advisement secretary to talk to any advisor they want to see. They will receive a pass to come to the advisement office for their assigned appointment time. **The classroom teacher has the prerogative to have them not leave the classroom at the appointed time** and the student will need to reschedule.

A Post-Graduate Bulletin is available each month to assist students in their plans after high school. The bulletin can be picked up in advisement, or the career center and is also available on the Mesa High webpage. It provides scholarship information, testing dates, financial aid options, important deadlines, college/university/military recruiters and other opportunities available to all students of all grade levels.

Keep informed by reading and listening to the daily announcements and weekly bulletins regarding college, university, military and employer visitations throughout the year. Visit the Career Center and an advisor to learn more about how to get involved and take advantage of the many opportunities offered.

Credit recovery and earning additional credits can be accomplished through Mesa Distance Learning (www.mdlp.org), the GradPoint, or Correspondence. A student can earn up to one credit while working a job in the Career Exploration Program (CEP). See your advisor to sign up.

ECAP - All students will update each year and complete by their senior year, an Education Career Action Plan (ECAP) which is required by the state. This is accomplished freshman year in the CE01 class and the counseling curriculum lessons the following years. Mesa School District uses the Kuder Navigator Career Program which can be accessed on the internet at home. (www.mpsaz.kuder.com)

The Student Portal is invaluable to students and parents to monitor attendance, grades and communicate with teachers. Parents may come into the office to receive a password and can then go to (<https://mymps.mpsaz.org>) for their student's information. Contact an advisor if you have any questions or concerns. 480-472-5918.

The School Psychologist is available daily to assist students with moderate to serious learning disabilities who may or may not have an Individual Educational Plan (IEP).

SAP Services are available in the advisement department.

HEALTH SERVICES

The Mesa High Health Center is located near the attendance office and is available to care for students who become ill or are injured at school. Students injured off campus or who become ill at home should first seek medical attention from their personal physicians. Students are not to leave school because of illness without first reporting to the nurse. At this time a parent will be advised before the student is released from school. All accidents must be reported to the nurse at 480-472-5916.

Students are not permitted to carry their own medications, including over the counter pain or cold medication. If your child requires any medication, including over the counter or prescription varieties, please send him or her to the health office. If you have questions about this policy, please call 480-472-5916.

The Mesa High Health Center is open from 7:30 a.m. to 2:00 p.m. daily and will be closed during 6th hour to emergencies only.

ID CARDS

All students are expected to carry a Mesa High School ID card at all times. Students may be asked to show their ID cards to school personnel. Failure to show a valid school ID to a staff member upon request may result in disciplinary actions.

LIBRARY/ MEDIA CENTER

Visit and use the library often. Our staff is available to assist you with research, computer use, or choosing materials for reading. Take advantage of the many new titles, databases, and other materials selected with your needs in mind. For more information about how to use your library resources, go to <http://libguides.mpsaz.net/mesahigh>.

LIBRARY HOURS AND USE

With few exceptions, the library is open each school day from 7:00 a.m. to 3:30 p.m. Students are welcome to come to the library before school, during their lunchtime, and after school. Those who visit the library **during class hours, including their lunchtime, must have a pass** from their teacher and SIGN IN upon arrival. (Your lunchtime is class time in the library—you must have a pass!) Ask one of your morning teachers or come to the library to get a library pass for your lunchtime. Release time students must present their student ID's (indicating release time) or a pass.

Food and drinks (except water) are NOT permitted in the library.

AFTER-SCHOOL STUDY TIME

The library is open after hours from 3:30 p.m. to 6:00 p.m. on Tuesdays and Thursdays and 1:30 p.m. to 4:00 p.m. on Wednesdays, with tutors usually available. The library maintains a collection of textbooks for students to use while they are in the library.

CIRCULATION PROCEDURES

All books, except reference books, may be checked out for a period of three weeks. Books may be renewed if there is not a demand for that particular title or subject matter. Students need their MHS ID to check out. Overdue materials or damage fees must be cleared before borrowing additional materials. Lost items must be paid for at the purchase price. Damage fees are incurred for damage beyond reasonable wear. Fees should be paid in the Bookstore.

INTERNET AND COMPUTER USE

Individual students (not with their classes) must present their ID and sign in to use the library computers. All students should use Active Directory accounts. They have access to the internet as well as several data bases, e-books, the electronic catalog (Destiny), their portals, student email, google apps and more from anywhere with an internet connection at www.mpsaz.org/library. A username (**mps4** or **mps4health**) and password (**search**) may be necessary to access library database resources. Microsoft Office is available on all library computers. Computer games must be school appropriate and always curriculum related during class hours. All district and school rules and policies apply to use of computers in the library.

SAVING AND PRINTING

Using Active Directory accounts provides individual desktops and storage on MPS servers which may be accessed while at school in the intranet. If students want to access saved data, they should use their google drive, a flash drive or other cloud storage. Your librarian can help if you have questions.

Printing of the first 10 pages of your HOMEWORK is free; a fee of 5 cents per page will be charged for ALL other printing. One dollar per full page will be charged for color printing. Your Active Directory account defaults to printer 1 in the library. If you want to print to a different printer, check with your teacher in that location.

LOST & FOUND

The Bookstore is the official Lost and Found Department. Please turn in any found items to the Bookstore. In case of emergency, you may turn in items to the front office.

VISITORS

Parents are always welcome at Mesa High School. All visitors must check in at the front desk and receive a visitor's pass. **Students will not be permitted to bring visitors to the campus.** The size of our enrollment and our commitment to academic excellence and school safety makes this policy a necessity.

CAFETERIA NEWS

Smart Snacks in School nutrition standards:

- Smart Snacks will apply to all food and beverages sold to students outside of the meal program- including vending machines, a la carte, school stores, snack carts and in-school fundraising.
- Smart Snacks will be in effect all school day from, midnight before to 30 minutes after the end of the day, across the whole campus.
- Some of the fundraising will be affected. Foods and beverages sold to students as fundraisers during the school day will have to meet the Smart Snacks guidelines. Non-food fundraisers or fundraisers that include only foods and beverages that meet the standards are not limited in any way.
- Smart Snacks will not apply to foods offered as part of a classroom celebration or during evening, weekend or community events.

If you have any questions please feel free to contact your Mesa High Cafeteria Manager, Liz Ramirez at 480-472-5938

HOP SHOP

The Jackrabbit Hop Shop/Student Store

The Jackrabbit Hop Shop is the student store here at Mesa High. The Hop Shop is available to students and their families, teachers and staff. We offer Mesa High merchandise, supplies, beverages, chips and snack items. Follow us on Instagram at jackrabbit_hopshop to stay connected on sales and new products.

The Jackrabbit Hop Shop Hours and Use

With few exceptions, the student store is open each school day from 7:30 a.m. to 1:00 p.m. Students are welcome to come to the student store before school, during their lunchtime and passing periods. The student store will be closed to students during class time and the door will shut once the music starts to play. Passes will not be issued by The Hop Shop to students who are tardy. Cash is only accepted for food items at this time. Mesa merchandise can be purchased with cash, check or card (only accepted in the bookstore). Charge the exact amount of the product to be purchased down in the bookstore and bring your receipt to The Jackrabbit Hop Shop. Food and drinks are not permitted in The Hop Shop. Backpacks must be placed by the door upon entering.

PARKING PROCEDURES & SAFE DRIVING

MOTORIZED VEHICLES: Drivers are responsible for the safe operation of the vehicle they are driving as well as the safety of their passengers. Reports of reckless driving will be dealt with as a risk to student safety. Please observe the 7 mph speed limits and drive with concern and consideration for others.

All vehicles driven and parked on the Mesa High campus must be registered and have a parking permit.

The following rules and guidelines have been established in order to provide Mesa High School students with the safest parking environment:

1. There is a \$25.00 fee charged for parking.
2. Motorized vehicles driven to school by students must be registered and have a parking decal properly displayed.
3. Only credit eligible juniors and seniors may obtain a parking permit and park on campus.
4. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
5. Students may only park in the south lot, in spaces clearly marked for student parking
6. All students who park vehicles on the Mesa High School grounds must adhere to all rules outlined at the time of registration.
7. Any student who violates the rules regarding parking or driving will be subject to disciplinary action, and/or a parking citation issued by Mesa Police.
8. All students are asked to comply by these school procedures.

MESA HIGH SCHOOL PBIS Behavioral Matrix

	MATURE M <i>Demonstrating self control, respect, and cooperation for the benefit of all.</i>	ETHICAL E <i>Choosing to do the right thing at the right time.</i>	SAFE S <i>Doing your part to ensure the wellbeing and security of yourself and others.</i>	ACCOUNTABLE A <i>Taking ownership for your social behavior, and academic success.</i>
All Settings	<ul style="list-style-type: none"> Use considerate language and volume. Respect others' personal space. Respond to adult directions. 	<ul style="list-style-type: none"> Accept and welcome everyone. Be honest in all situations. 	<ul style="list-style-type: none"> Be aware of your surroundings. Carry school I.D. at all times. Report unsafe or suspicious activity to staff. 	<ul style="list-style-type: none"> Be here on time every day. Work to achieve your success. Take responsibility for your own actions.
Technology	<ul style="list-style-type: none"> Use for school-approved purposes. Handle with care. Only access and/or store school appropriate content. 	<ul style="list-style-type: none"> Never engage in online bullying. Refrain from plagiarism. 	<ul style="list-style-type: none"> Protect from theft and damage. Follow all digital citizenship guidelines. Think before you post on social media. 	<ul style="list-style-type: none"> Charge technology when necessary. Bring your laptop and charger every day. Know all logins and passwords. Check your portal on a regular basis. Save work often.
Common Areas	<ul style="list-style-type: none"> Maintain dress code. Show your pass and ID when asked. Follow all staff directions. 	<ul style="list-style-type: none"> Treat everyone with dignity and respect. Take found items to the office. Be truthful; speak honestly. 	<ul style="list-style-type: none"> Walk on the right-hand side of the hallway. Open doors cautiously. Enter and exit on the right. Follow all drill procedures appropriately. 	<ul style="list-style-type: none"> Keep your space clean and orderly. Respect property. Be aware of your actions. Take responsibility for your choices.
Instructional Settings	<ul style="list-style-type: none"> Follow all teacher directions. Interact in a positive way. Check your portal weekly. Communicate with your teachers. 	<ul style="list-style-type: none"> Be honest. Commit to doing your own work or your share of work. Use electronics appropriately. Give your best effort. 	<ul style="list-style-type: none"> Keep floor clear and items under desk. Use furniture and materials appropriately. Move calmly and carefully. 	<ul style="list-style-type: none"> Set goals and plan for the future. Maintain learning posture. Be an active listener. Bring materials. Turn work in on time. Study every day.
Office & Attendance	<ul style="list-style-type: none"> Sit quietly. Be patient. Address staff appropriately. 	<ul style="list-style-type: none"> Give an honest account of your behavior. Be truthful about absences and tardies. Be truthful on incident reports. Ask before using any item on staff desks. 	<ul style="list-style-type: none"> Walk through the door calmly and quietly. Keep attendance line along the wall. 	<ul style="list-style-type: none"> Have school ID ready. Use office passes as written. Take care of business and paperwork on time.
Locker Rooms	<ul style="list-style-type: none"> Be a positive Role model. Use facilities appropriately. Keep hands and feet to yourself. 	<ul style="list-style-type: none"> Respect all property. Demonstrate sportsmanship. Respect others' privacy. Be honest and turn in found items. 	<ul style="list-style-type: none"> Report problems to staff. Exercise self-control. Use only plastic containers. 	<ul style="list-style-type: none"> Keep lockers free of food. Be responsible for your belongings. Leave electronics in locker during class.

MESA HIGH SCHOOL PBIS Behavioral Matrix

	MATURE M <i>Demonstrating self control, respect, and cooperation for the benefit of all.</i>	ETHICAL E <i>Choosing to do the right thing at the right time.</i>	SAFE S <i>Doing your part to ensure the wellbeing and security of yourself and others.</i>	ACCOUNTABLE A <i>Taking ownership for your social behavior, and academic success.</i>
Cafeteria & Outdoor Eating Spaces	<ul style="list-style-type: none"> • Enter food lines politely; patiently wait your turn. • Handle food appropriately. 	<ul style="list-style-type: none"> • Share tables. • Respect property. • Recycle or throw trash away, even if it isn't yours. • Cooperate and help others. 	<ul style="list-style-type: none"> • Clean up spills. 	<ul style="list-style-type: none"> • Have cash or school ID ready before ordering. • Eat in designated areas. • Stay in designated areas until the bell rings. • Clean your space.
Auditorium	<ul style="list-style-type: none"> • Enter and exit politely. • Listen politely to speakers or performers. • Applaud at appropriate times. 	<ul style="list-style-type: none"> • Dispose of food and drink before entering. • Treat everyone with dignity and respect. • Keep electronics turned off and put away. 	<ul style="list-style-type: none"> • Move calmly and carefully through the aisles. • Sit in assigned areas with feet on the floor. • Place belongings under your seat. 	<ul style="list-style-type: none"> • Focus on speakers or performers. • Consider how you will apply the content to your life.
Athletic Areas	<ul style="list-style-type: none"> • Cheer in a positive manner. • Respect boundaries. • Maintain dress code. 	<ul style="list-style-type: none"> • Follow pass procedures to get into games. • Show courtesy to coaches, players, and officials. • Treat everyone with dignity and respect. • Be a positive representative of Mesa High. 	<ul style="list-style-type: none"> • Move calmly and carefully to and from your seat. • Follow all staff directions. • Call for ride ahead of time. 	<ul style="list-style-type: none"> • Be aware of your actions. • Take responsibility for your choices.
Restroom	<ul style="list-style-type: none"> • Use the facility quickly. • Exit promptly. 	<ul style="list-style-type: none"> • Keep electronics turned off and put away. • Go directly to and from your designation. • Keep the facility clean for others. 	<ul style="list-style-type: none"> • Practice good personal hygiene. 	<ul style="list-style-type: none"> • Keep pass visible. • Limit grooming to essentials.
Parking lot & Roadways	<ul style="list-style-type: none"> • Observe and obey traffic signs and laws. • Respect others on the road. 	<ul style="list-style-type: none"> • Respect others property. • Only authorized students may leave main campus at designated times. 	<ul style="list-style-type: none"> • Yield to pedestrians. • Observe the posted speed limit. • All non-vehicle drivers use designated sidewalks, crosswalks, and bike lanes. 	<ul style="list-style-type: none"> • Adhere to all school parking regulations.

MESA PUBLIC SCHOOLS
CODE OF CONDUCT
for Athletic Activities and Spirit Lines

Participation in athletics in Mesa Public Schools is regarded as a privilege. With this privilege, student athletes are expected to adhere to a high standard of behavior. All student athletes shall abide by a code of ethics that will earn them the honor and respect that participation and competition in athletics affords. It is important for our athletes to realize they represent their families, the school, and this community at all times. Student athletes act as role models for the younger students and have a commitment to their teammates and coaches to be at their best, physically and mentally, at all times. To promote a healthy lifestyle, it is expected that student athletes will adhere to the Code of Conduct at all times, not just during the sport season.

ATHLETES MUST REFRAIN FROM:

- Possession/use/distribution/sale of drugs or drug paraphernalia. This includes illegal drugs, alcohol, inhalants, and other noxious substances.
- Use or possession of illegal supplements and/or performance-enhancing drugs such as steroids.
- Use or possession of prescription drugs without consent of a physician.
- Any other act that results in the student athlete being charged with a crime or referred for juvenile delinquency.

CONSEQUENCE:

- The first violation will result in the athlete being suspended for 20% of his/her competitions. This will carry over to the next season of sport if not fulfilled.
- The second violation will result in the athlete being suspended for 50% of his/her competitions. (This will carry over into the next season of sport as well.)

SUSPENDED ATHLETES:

- Student athletes who are suspended pursuant to this Code of Conduct will not be permitted to wear any school provided gear (including uniforms) at interscholastic contests during their suspension.

SCHOOL OR TEA POLICIES:

- This policy establishes a minimum consequence in regards to the violations listed. Schools and team coaches may impose additional consequences for such violations, if approved by the school principal or designee.
- School and team coaches may adopt additional rules and conduct expectations for their teams.

APPEALS:

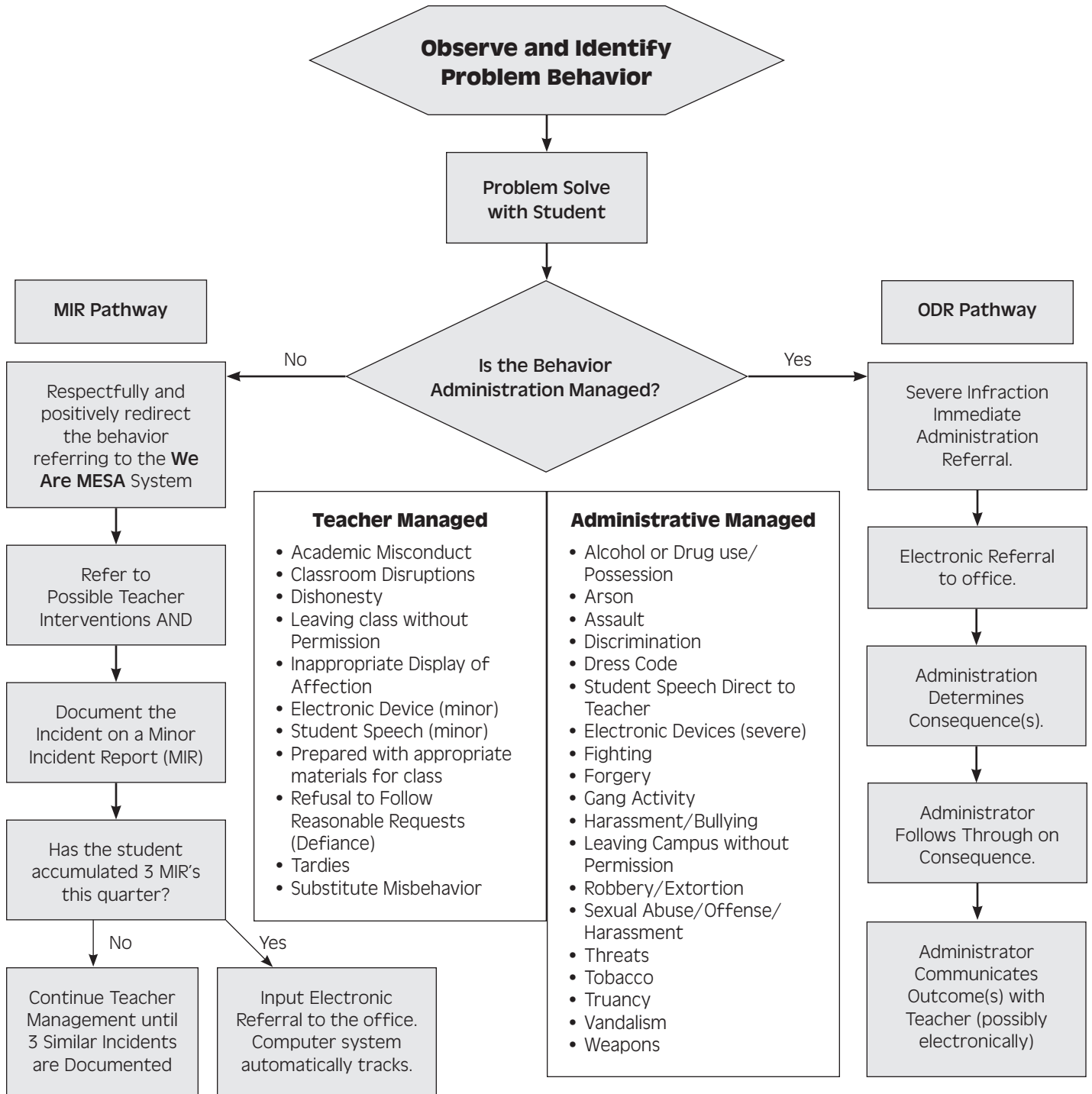
- Any appeal of disciplinary action should be submitted to the following:
 1. School Administrator
 2. District Athletic Director
 3. Area Assistant Superintendent

Parent Signature: _____ Student Signature: _____

Parent Name: _____ Student Name: _____

Date: _____ Date: _____

MESA HIGH SCHOOL Student Behavior Management System



- Possible Teacher Interventions**
- | | |
|--|---|
| <ul style="list-style-type: none"> • Redirect Behavior • Restate Expectation • Re-teach Expectation • Contact Parents MIR #2 • Teacher/Student Conference | <ul style="list-style-type: none"> • Change Seat • Buddy Teacher • Refer to Counselor • Behavior Agreement Document • Serve Detention with Teacher |
|--|---|

CORNELL NOTES



TOPIC/OBJECTIVE:

NAME:

CLASS/PERIOD:

DATE:

ESSENTIAL QUESTION:

QUESTIONS:

NOTES:

SUMMARY:

Six-Traits of Effective Writing

Ideas

- Narrow, manageable topic
- Important details to enhance understanding
- Clarity
- Accuracy

Voice

- Sense of involvement and commitment
- Matches purpose and audience
- Consistent throughout piece

Sentence Fluency

- Varied sentence length, structure, and style
- Rhythm, cadence
- Well-crafted sentences

Organization

- Inviting lead
- Purposeful sequencing
- Graceful ending
- Sense of direction and balance

Word Choice

- Vivid images
- Minimal redundancy
- Suits topic, audience, and purpose
- Precise

Conventions

- Capitalization, punctuation, grammar and usage considered
- Looks clean, edited, polished

Writing with a Purpose

What do I need to know about my subject?

What is interesting about my subject?

Who is my audience?

What do they need to know?

How can I interest my readers in my subject?

What are the requirements of my writing project?

Ineffective Words and Phrases

a bit

a lot

absolutely

actually

awesome

basically

certain

certainly

definitely

especially

generally

kind of

little

merely

most

obviously

particular

pretty

quite

rather

really

simply

somewhat

sort of

specific

surely

utterly

very











Transitions

in addition	across from	between	compared with	now
therefore	away from	as though	underneath	while
opposite to	then	differing from	consequently	farther
again	soon	in like manner	in the same manner	as if
adjacent to	secondly	to begin with	equally important	finally
whereas	so that	beyond	at the same time	last
yet	nearby	next	in the first place	moreover
though	and	accordingly	at length	thus
however	besides	furthermore	above	close to
otherwise	similarly	provided that	notwithstanding	hence
instead of	in spite of	unless	by comparison	finally
specifically	to begin with	equally	for instance	likewise
once	also	but	even though	on the contrary
in second place	first	nevertheless	in comparison	below
on the other hand	further	second	to conclude	unfortunately
as a result	third	today	neither	although

Words Commonly Confused

affect, effect	complement, compliment	precede, proceed
all together, altogether	farther, further	principal, principle
among, between	good, well	set, sit
anyone, any one	may be, maybe	their, there, they're
assure, ensure, insure	persecute, prosecute	who's, whose
capital, capitol		

Editing Marks

 capitalize	 make a period	 add something	 add a comma	 add quotation marks
 indent the paragraph	 spell correctly	 take something away	 transpose	 make a lowercase letter

Words Commonly Misspelled

absence	convenient	intellectual	occur	similar
accommodate	curriculum	itself	occurred	sophomore
achievement	dependent	judgment	opportunity	synonymous
across	description	kindergarten	pierce	though
ambiguous	dictionary	knowledge	potatoes	together
argument	excel	library	prefer	tragedy
because	excellent	literature	professor	until
beginning	familiar	magazine	questionnaire	usage
believe	friend	manufacture	receive	usually
calendar	government	mathematics	recommend	valuable
certain	grammar	misspelled	relevant	view
commitment	heroes	mysterious	religion	where
competition	humorous	necessary	salary	writing
conscientious	imagination	noticeable	secretary	yacht

Pronouns

	Subject	Object	Possessive (adjective)	Possessive (standing alone)
1st person singular	I	me	my	mine
1st person plural	we	us	our	ours
2nd person singular and plural	you	you	your	yours
3rd person singular	he she it	him her it	his hers its	his hers
3rd person plural	they	them	their	theirs

Figures of Speech

alliteration—repetition of a beginning sound in two or more words in a phrase or in a line of poetry.

Example: "Open here I flung the shutter, when, with many a flirt and flutter. . ."

assonance—likeness of sounds especially of vowels, in a series of words or syllables.

Example: late and make; base and fade; young and love

hyperbole—exaggeration to make a point.

Example: He must be at least 200 years old.

metaphor—a direct comparison of two things without using *like* or *as*.

Example: My head is a disorganized file cabinet.

onomatopoeia—words which sound something like the real thing.

Example: tinkle, ping, moo, hiss, crackle, fizz, chirp

personification—a thing or idea represented as a person.

Example: The basketball kissed the rim before tottering inside.

simile—one thing is compared to another using *like* or *as*.

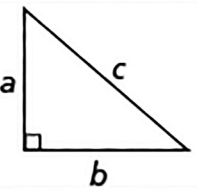
Example: Her eyes sparkled like diamonds.

symbol—a thing or object that stands for something more or for something other than itself.

Mathematics Reference Sheet

Key	Formulas for Area										
b = base h = height l = length w = width d = diameter r = radius ℓ = slant height B = area of base P = perimeter of base	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Circle</td> <td style="width: 50%;">$A = \pi r^2$</td> </tr> <tr> <td>Parallelogram</td> <td>$A = bh$</td> </tr> <tr> <td>Rectangle</td> <td>$A = lw$</td> </tr> <tr> <td>Trapezoid</td> <td>$A = \frac{1}{2}h(b_1 + b_2)$</td> </tr> <tr> <td>Triangle</td> <td>$A = \frac{1}{2}bh$</td> </tr> </table>	Circle	$A = \pi r^2$	Parallelogram	$A = bh$	Rectangle	$A = lw$	Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$	Triangle	$A = \frac{1}{2}bh$
Circle	$A = \pi r^2$										
Parallelogram	$A = bh$										
Rectangle	$A = lw$										
Trapezoid	$A = \frac{1}{2}h(b_1 + b_2)$										
Triangle	$A = \frac{1}{2}bh$										
Use 3.14 or $\frac{22}{7}$ for π .											

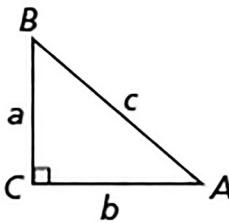
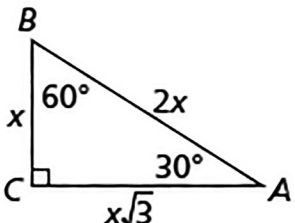
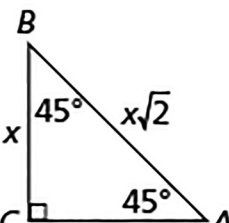
Name	Volume (V)	Surface Area (SA)
Pyramid	$V = \frac{1}{3}Bh$	$SA = B + \frac{1}{2}P\ell$
Right Cone	$V = \frac{1}{3}\pi r^2h$	$SA = \frac{1}{2}(2\pi r)\ell + \pi r^2$ or $SA = \pi r\ell + \pi r^2$
Right Cylinder	$V = \pi r^2h$	$SA = 2\pi r^2 + 2\pi rh$
Right Prism	$V = Bh$	$SA = 2B + Ph$
Sphere	$V = \frac{4}{3}\pi r^3$	$SA = 4\pi r^2$

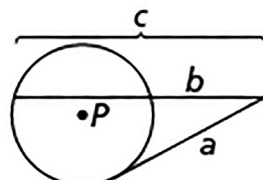
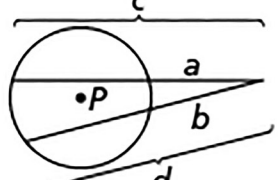

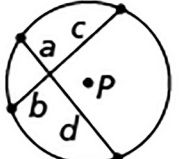
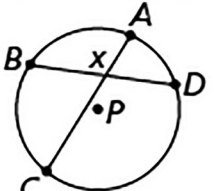
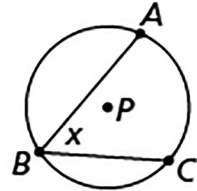
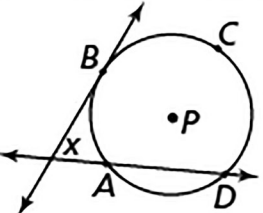
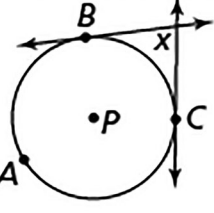
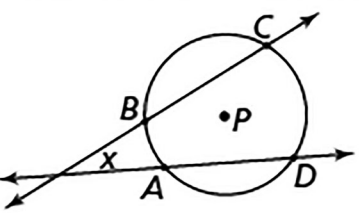
Quadratics
For all quadratics $ax^2 + bx + c = 0$ Quadratic Formula: $x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}$ The x-coordinate for the vertex of a quadratic: $\frac{-b}{2a}$
Pythagorean Theorem
 $a^2 + b^2 = c^2$
Arithmetic Sequences
Explicit formula for an arithmetic sequence: $a_n = a_1 + d(n - 1)$ d = common difference
Interest Formulas
I = interest earned, P = principal, r = annual interest rate, t = time in years, n = number of times compounded per year, A = total amount after time t Simple Interest: $I = Prt$ $A = P(1 + rt)$ Compound Interest: $A = P\left(1 + \frac{r}{n}\right)^{nt}$

Coordinate Geometry and Linear Equation Forms
Given: Points $S(x_1, y_1), T(x_2, y_2)$
Distance between two points: $ST = \sqrt{(x_2 - x_1)^2 + (y_2 - y_1)^2}$
Midpoint between two points: $\text{Midpoint} = \left(\frac{x_1 + x_2}{2}, \frac{y_1 + y_2}{2}\right)$
Slope of line through two points: $m = \frac{y_2 - y_1}{x_2 - x_1}$
Point-Slope Form: $y - y_1 = m(x - x_1)$
Standard or General Form: $Ax + By = C$
Slope-Intercept Form: $y = mx + b$

Mathematics Reference Sheet

Additional Formulas	
Distance, Rate, Time Formula: $d = \text{distance}, r = \text{rate}, t = \text{time}$ $d = rt$	Sum of the measures of the interior angles of a convex polygon with n sides: $S = (n - 2)(180^\circ)$
Permutations of n objects taken r at a time: ${}_n P_r = \frac{n!}{(n-r)!}$	Combinations of n objects taken r at a time: ${}_n C_r = \frac{n!}{(n-r)!r!}$
Length of a circular arc: Length of $\widehat{AB} = 2\pi r \left(\frac{m\widehat{AB}}{360^\circ} \right)$	Area of a sector: $A = \pi r^2 \left(\frac{\text{degrees in corresponding arc}}{360^\circ} \right)$
Circumference: $C = \pi d$ or $C = 2\pi r$	Area of a circle: $A = \pi r^2$

Trigonometric Ratios	30°-60°-90° Triangle Relationships	45°-45°-90° Triangle Relationships
 $\sin A = \frac{a}{c}$ $\cos A = \frac{b}{c}$ $\tan A = \frac{a}{b}$		

 $\frac{c}{a} = \frac{a}{b} \text{ or } a^2 = bc$	 $\frac{d}{a} = \frac{c}{b} \text{ or } ac = bd$	 $a = b$
 $\frac{a}{b} = \frac{c}{d} \text{ or } ad = bc$	 $m\angle x = \frac{1}{2}(m\widehat{AB} + m\widehat{CD})$	 $m\angle x = \frac{1}{2}m\widehat{AC}$
 $m\angle x = \frac{1}{2}(m\widehat{BCD} - m\widehat{AB})$	 $m\angle x = \frac{1}{2}(m\widehat{BAC} - m\widehat{BC})$	 $m\angle x = \frac{1}{2}(m\widehat{CD} - m\widehat{AB})$

MLA Citation Guide

Revised for
MLA 7th Edition!

Research papers always contain information compiled from other sources. When you write a research paper, you must *cite the sources* of your information. In other words, you must give proper credit to the original authors of the information and let your readers know how to find the information for themselves. There are many different ways to cite the sources of our information, but this guide is designed to help you learn "MLA style," outlined in the Modern Language Association's *MLA Handbook for Writers of Research Papers* (<http://mlahandbook.org>).

Before you start your research, you may want to print copies of the Citation Data Form from <http://andyspinks.com/mla/> and use them to collect the bibliographic information for each of your sources.

There are three main parts to MLA citation:

1. **The Information Itself** (quoting and paraphrasing properly)
2. **The In-Text Citation** (giving the source of each bit of information)
3. **The "Works Cited" Page** (creating a list of the sources you used)

Make sure to read the information at the beginning of all three sections before you begin.

Part 1: The Information Itself

All research papers contain information from other sources. When you use information that has been previously published by someone else, it is important that you avoid *plagiarism* – presenting someone else's ideas as your own. (Plagiarism is not just cheating; it is also stealing.) There are two ways that you can include other people's ideas and words in your paper without plagiarizing: *paraphrasing* and *quotation*.

Paraphrasing

You can include someone else's ideas in your paper by putting those ideas into your own words. This is called *paraphrasing*. Here are a few things to remember when paraphrasing:

- Always cite the source of the paraphrased information with in-text citation (see Part 2) and list the source on your *Works Cited* page (see Part 3).
- Restate the information using your own words *and your own sentences*. Never use the same sentence structure as the original author.
- Combine information from different sources. Try not to paraphrase more than one or two sentences in a row from the same source.

Original Encyclopedia Text:

"The industrial revolution began in Great Britain for several reasons. The country had large deposits of coal and iron, the two natural resources on which early industrialization largely depended. Other industrial raw materials came from Great Britain's Colonies."

Paraphrase:

The abundance of natural resources in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

Quotation

You can also use someone else's exact words in your paper; you just have to clearly indicate that the words are a quotation and give proper credit to the original author. This is very useful when the original author has phrased the idea in a powerful, clever, or unique way. If the quoted text is four lines or less, you should put it in quotation marks and include it in line with the rest of your paper. If the quoted text is more than four lines, you should put it in a separate paragraph (without quotation marks) and indent it by one inch. Either way, you should introduce the quotation and make sure to explain how the information relates to your paper.

Short Quotations (Up to Four Lines)

Picasso's attraction to art came at an early age; in fact, he "was able to draw before he could speak, and he could speak long before he was able to walk" (Bernadac and Bouchet 19).

Long Quotations (More than Four Lines)

One critic adeptly summarized the mainstreaming of the punk genre:

For punk rock, the 1990s were a watershed and a nightmare. The mainstream commercial success in that decade of bands like Green Day, Rancid, and Blink 182 was unprecedented for a genre that survived the Reagan-Bush era on \$3 concerts, indie labels, and the relatively limited broadcast range of college radio. (Matula 19)

This commercialization was simultaneously the rise and fall of punk.

Part 2: The In-Text Citation

When you include information from other sources in your paper, you must include a *citation* that tells where the information came from (regardless of whether you quoted it or paraphrased it). At one time, MLA Style required that these citations be listed as footnotes at the bottom of the page. Now you can just insert a shortened citation immediately after the information you have quoted or paraphrased. (Since the citations appear in the text of your paper, they are called "in-text" citations. Since they are enclosed in parentheses, they are sometimes called "parenthetical" citations.)

The citation should direct the reader to that source's entry on the Works Cited page of your report. For print sources, you normally only need to include the *Author* and *Page Number* in your citation. For multi-volume works like encyclopedias, include the *Author*, *Volume Number*, and *Page Number* (with a colon separating the volume and page). For internet sites and other sources without specific page numbers, just include the *Author*. If the author is not given, use the first few words of the title (in quotation marks).

Book or Signed Article

Encouraged by the government, tourism is one of the largest industries in Greece (Arnold 45-46).

Book or Signed Article (Author Mentioned in Text)

Arnold states that tourism, encouraged by the government, is one of Greece's largest industries (45-46).

Book or Signed Article (Two Authors)

Picasso's attraction to art came at an early age; in fact, he "was able to draw before he could speak, and he could speak long before he was able to walk" (Bernadac and Bouchet 19).

Article in a Multi-Volume Reference Book

The abundance of natural resource in Great Britain and its colonies was one factor that allowed the industrial revolution to begin there (Lampard 10:248).

Article in a Multi-Volume Reference Book (No Author)

Globally, no other infectious disease kills more people than tuberculosis ("Tuberculosis" 3:875).

Online Source (No Page Numbers)

Hinduism and its mythology are a mixture, resulting from centuries of cross-cultural integration (Naylor).

Online Source (No Author or Page Numbers)

Available as a free download, OpenOffice is a popular open source alternative to Microsoft Office ("OpenOffice 3.0").

Part 3: The “Works Cited” Page

The final part of MLA citation is a list of the works cited. The list should include *all* of the sources cited in the text of the paper and *only* those cited in the paper. (See Part 2: The In-Text Citation)

Creating and Formatting a Works Cited Page

Creating a *Works Cited* page is easy: Begin by creating a new document or inserting a “page break” at the end of your paper. At the top of the new page, type the words “Works Cited” and center them. Below this title, type a list of the sources you referred to in your report, in alphabetical order. Enter each source in its own separate paragraph, each one formatted with a ½ inch hanging indent. (A “hanging indent” means that the first line of the paragraph starts at the left margin, but all other lines are indented.) Also, your list should be double-spaced, but with no extra spaces in between. (Check the help file of your word processor for more information on page breaks, hanging indents, and double-spacing.)

Creating and Formatting Works Cited Entries

The *Works Cited* entry for each source should include enough information to allow readers to look up the original source and to distinguish it from other sources with the same author and/or title.

Authors/Contributors: Begin each entry with the author or primary contributor, if known. When citing one person’s specific contribution to the work (the illustrator’s work in a graphic novel, for example), list that person first, before the title. If a source has several major contributors (names listed on the title page or front cover) include them after the title.

Titles/Publication Information: Each entry should also include the title(s) of the source and the relevant information about its publication. Include the year of publication for all sources (for magazines and newspapers, also give the month and if known, the day.) For web pages, include the date of the most recent update. If necessary, you can use the abbreviation “n.d.” for “no date given” and/or “n.p.” for “no publisher given.”

Access Information: MLA style no longer requires a URL for online sources, but it does now require that you include the format (i.e., Print, DVD, MP3) for every source. For all online sources, MLA style also requires that you list the title of the database or website and the date you accessed the information. (The media format for all online sources and databases is “Web” – even if the source is a PDF or JPEG file.)

Use the following examples to help format entries for specific sources. If you have questions, consult the *MLA Handbook* or ask your teacher or library media specialist for help.

Book (Print)

Author. *Title of Book*. City of Publication: Publisher, Year. Format.

Arnold, Francis. *Greece*. Austin: Steck-Vaughn, 1992. Print.

Bernadac, Marie-Laure, and Paule Bouchet. *Picasso: Master of the New Idea*. New York: Abrams, 1993. Print.

eBook (from a database)

Author. *Title of Book*. City of Publication: Publisher, Year. *Database Title*. Format. Date of Access.

Katz, Mark. *Capturing Sound: How Technology Has Changed Music*. Berkeley: U of California P, 2004. *netLibrary*. Web. 15 Feb. 2006.

Article in a Reference Book or Edited Collection (Print)

Author. “Title of Article.” *Title of Book*. Editor. Volume. City of Publication: Publisher, Year. Pages. Format.

Bewley, Marius. “The True Heir of the American Dream.” *Readings on The Great Gatsby*. Ed. Katie de Koster. San Diego: Greenhaven, 1998. 96-103. Print.

Lampard, Eric Edwin. “Industrial Revolution.” *World Book Encyclopedia*. Vol. 10. Chicago: World Book, 2000. 246-255. Print.

“Tuberculosis.” *Human Diseases and Conditions*. Ed. Neil Izenberg. Vol. 3. New York: Scribner’s, 2000. 875-880. Print.

Reference or Encyclopedia Article (from a database)

Author. “Title of Article.” *Title of Book*. Editor. Volume. City of Publication: Publisher, Year. *Database Title*. Format. Date of Access.

Rickards, Joseph. “Photorealism.” *Encyclopedia Americana*. 2009. *Grolier Online*. Web. 21 Oct. 2009.

Henningfeld, Diane. “Overview of The Bluest Eye.” *EXPLORING Novels*. Detroit: Gale, 2003. *Student Resource Center – Gold*. Web. 21 Oct. 2009.

Magazine or Newspaper Article (Print)

Author. “Title of Article.” *Magazine or Newspaper* Date: Pages. Format.

Johnston, Richard. “Martin History Revisited.” *Acoustic Guitar* July 2009: 60-69. Print.

Magazine or Newspaper Article (from a database)

Author. “Title of Article.” *Magazine or Newspaper* Date: Pages. *Database Title*. Format. Date of Access.

Faure, Gaelle. “Managing Your Online Afterlife.” *Time* 14 Sep. 2009: 51-52. *MAS Ultra - School Edition*. Web. 21 Oct. 2009.

Academic Journal Article (from a database)

Author. “Title of Article.” *Journal Title* Volume.Issue (Year): Pages. *Database Title*. Format. Date of Access.

Matula, Theodore. “Pow! to the People: The Make-Up’s Reorganization of Punk Rhetoric.” *Popular Music & Society* 30.1 (2007): 19-38. *Academic Search Complete*. Web. 27 Oct. 2009.

Web Page

Author. “Title of Page.” *Title of Web Site*. Publisher or Sponsor, Date of Publication. Format. Date of Access.

“Adderall.” *PDRhealth*. PDR Network, 2009. Web. 21 Oct. 2009.

Naylor, Stephen. “Hindu Mythology.” *Encyclopedia Mythica*. N.p., 8 Apr. 2006. Web. 21 Oct. 2009.

“OpenOffice 3.0.” *Osalt.com*. N.p., n.d. Web. 6 Nov. 2009.

Online Photograph, Illustration, or Image

Artist. *Image Title*. Date of Publication. Collection or Institution. *Website or database*. Format. Date of Access.

Adams, Ansel. *Guayle Field, Manzanar Relocation Center*. 1943. Library of Congress. *American Memory*. Web. 27 Oct. 2009.

Song or Sound Recording (from a CD or MP3)

Specific Contributor. “Song Title.” Other Major Contributors. *Album Title*. Publisher, Year. Format.

Copeland, Aaron. “Fanfare for the Common Man.” Perf. New York Philharmonic. Cond. Leonard Bernstein. *Sing America*. Warner Bros., 1999. CD.

Jimi Hendrix Experience. “All Along the Watchtower.” By Bob Dylan. *Electric Ladyland*. MCA, 1968. MP3.

Video or Movie (on DVD or VHS)

Specific Contributor. *Title*. Other Major Contributors. Distributor, Year. Format.

Brando, Marlon, perf. *A Streetcar Named Desire*. By Tennessee Williams. Dir. Elia Kazan. Warner Bros., 2006. DVD.

Video or Movie (Online)

Specific Contributor. *Title*. Other Major Contributors. Publisher or Distributor, Year. *Website or database*. Format. Date of Access.

Ivers, Louise, narr. *Haiti: Malnutrition*. Harvard University, 2009. *YouTube*. Web. 27 Oct. 2009.

Graduation Honor

Service-Learning and Community Engagement

...an award for high school students who contribute significantly to the improvement of their school or the greater community



All Mesa district high school students may choose to earn the Service Award for Excellence in Service-Learning and Community Engagement. Students who earn this award will receive:

- A special seal on their graduation diploma
- A notation of the Honor on their transcript

The Honor in Service-Learning will be awarded to students for their completion of 150 hours of unpaid service throughout their four years of high school. **(Beginning with the class of 2020, a minimum of 200 hours will be required for the Service Learning Seal.)** Those hours include preparation, action, and reflection. Freshmen may apply for Option B upon promotion from 8th grade. Students may earn hours from a combination of curriculum-based and extracurricular service. The options are described below.

Option A:

CURRICULUM-BASED SERVICE LEARNING

Any activity that is initiated by school certified personnel to include both classroom experience and extra-curricular activities attached to a specified learning objective and/or standard. Examples are:

- Social studies students work on an election campaign, write personal histories with Veterans or relate César Chávez to the current migrant worker issues.
- English students write "Books of Hope" for students in Uganda. Make multilingual posters that promote peer conflict resolutions.
- Teacher training students create and lead lessons for elementary students.
- Performing arts students sing, dance, march, and play for senior citizens or in a parade.

Clubs and faculty sponsored projects can use Option A applications and do reflections as a group. Teachers will submit the roster (with ID #) to the coach with the total hours to be received.



Service activities will not be approved which:

- Relate to a for-profit business
- Are part of religious education or a worship service
- Benefit the student's relatives
- Are "babysitting for free"
- Are just a "neighborly thing to do"

Option B:

EXTRACURRICULAR SERVICE LEARNING

Any activity that is initiated by the student for service-learning on the school campus or in the community.

Examples are:

- EVIT students doing unpaid externships.
 - Students organize and conduct service projects throughout the year.
 - A student volunteers at an elementary school, sports program, summer camp, or hospice.
 - A student tutors peers or younger students during lunch.
 - Hours earned by the student doing an Eagle Scout project.
- **NOTE: Students registered as a "Teacher Aide" no longer qualify for service hours. Students volunteering for faculty outside of regular school hours can apply for Option B.**



ALL APPLICATIONS MUST BE PRE-APPROVED BY THE SERVICE-LEARNING COACH BEFORE HOURS CAN START BEING RECORDED.

TRACKING AND PAPERWORK “The Rules”

The service-learning coach at each senior high school is responsible for approving applications, recording time card hours and organizing reflections. Please address any questions you may have with them.

OPTION A: Teachers are responsible for submitting to the Coaches the names, project titles, and number of hours for their students at the end of each semester. The curriculum based projects should be reflected on as a class after the project is completed. Those hours are then entered on the students’ Synergy screen.



OPTION B: Students are responsible for completing the proper forms for Option B service activities: an application and time card for each service site and a reflection presentation on all of the year’s service.

First, the student submits one application for each service site. Students may submit as many applications as necessary. Each application must be approved by the service coach.

Second, the student maintains one time card for each service site with dates and times of the service hours. The cards are due before reflections, unless other arrangements are made with the Service-Learning Coach. **Before the cards are turned in**, the service hours on the card must be totaled and the adult supervisor must sign and write a short evaluation of the student in the space provided on the back of the time card. These are non-negotiable items.

Third, the student presents a reflection project in the Fall and/or Spring to a small audience that demonstrates what the student learned from the year’s service experiences. Students are responsible for verifying reflection dates and signing up for a time to present.

NOTE: If students do not complete any of these steps; pre-approval of application, turning in signed time cards, presenting a reflection, their hours will not be recorded.



IMPORTANT NOTES:

- Option B activities MUST be approved by the Service -Learning Coach BEFORE the student begins receiving credit for the service hours.
- After students turn in their time cards in April, they may want to immediately apply for a new time card if they are continuing their service activities for the rest of the school year, through the summer, or into the next year.
- Once a new cycle has begun, students may not record hours from the previous year.
- Upon completion of eighth grade, students may apply for the high school level award, and they may earn hours during the summer between 8th and 9th grade toward the Honor.

SERVICE-LEARNING WEBSITE: <http://www.mpsaz.org/msl>

Students, teachers, and families are encouraged to use the Mesa Service-Learning website as an additional resource.

- The Service-Learning Coaches are listed under “About Us/School Coaches”
- The “Sites, Needs, and News” section under the “More” tab has suggestions of “Volunteer Sites” that are youth-friendly and a posting of “Current Needs” that has been submitted by community organizations.
- The “Honors Programs” and “More” tabs have information and instructions needed by students and teachers.



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