

John H. Francis Polytechnic High School

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John H. Francis Polytechnic High School

Alma Mater

Hail Polytechnic High
Our Alma Mater dear
We will praise thy name
We will chant thy fame
Till the whole wide world must hear.

Lift the chorus
Speed it onward
Over hill and dale
To the spirit true
Of the gold and blue
Hail all hail



Polytechnic High School

STUDENT HANDBOOK 2004-2005

12431 ROSCOE BLVD

SUN VALLEY, CA 91352
818-767-4860 TELEPHONE
818-771-0452 FAX

4 x 4 Block Bell Schedules

REGULAR DAY		BANKED TIME		MINIMUM DAY	
6:45am - 7:15am	Breakfast	6:45am - 7:15am	Breakfast	6:45am - 7:15 am	Breakfast
7:25am - 9:00am	1 st	7:25am – 8:38am	1 st	7:25am – 8:24am	1 st
9:00am - 9:07am	Passing	8:38am – 8:45am	Passing	8:24am – 8:31am	Passing
9:07am - 10:57am	2 nd & HR	8:45am – 10:13am	2 nd & HR	8:31am – 9:45am	2 nd & HR
10:57am - 11:34am	Lunch	10:13am – 10:50am	Lunch	9:45am – 10:05am	Lunch
11:34am – 11:42am	Passing	10:50am – 10:58am	Passing	10:05am – 10:13am	Passing
11:42am – 1:17pm	3 rd	10:58am – 12:11pm	3 rd	10:13am – 11:12am	3 rd
1:17pm – 1:25pm	Passing	12:11pm – 12:19pm	Passing	11:12am – 11:20am	Passing
1:25pm – 3:00pm	4 th	12:19pm – 1:32pm	4 th	11:20am – 12:19pm	4 th



OUR BEGINNING

Our school had its beginning in 1897 as a commercial branch of the only high school in our city, the Los Angeles High School. In 1905, Polytechnic was moved to the corner of Washington Blvd. and Flower St. in what is now downtown Los Angeles. Polytechnic is the second oldest high school in our city.

To commemorate our distinguished founder and first principal, John H. Francis was added to the school's name in 1935. The bust of John H. Francis (presently in our school's auditorium lobby) was first unveiled at the original Poly High School in 1931.

In 1955, it was decided to move Polytechnic to a new site where it could best serve the needs of our changing city. In February of 1957, Poly moved to its present site in the San Fernando Valley and opened its doors to new students. Our present campus was built at a cost of over six million dollars and covers forty acres.

Our school is a comprehensive high school, offering courses in all academic fields and several vocational areas, but we are proud of the name Poly as are thousands who have benefited from its educational opportunities in the past.

Our name

Our name is made of two parts: "Poly" meaning many, and "Technic" meaning arts.

Motto

"Victory with Honor" is not only our motto, but a way of life for us at Poly.

Our Seal and Mascot

The blue and gold parrot (as seen to the upper-left of this page) constitutes our student body- the books the Poly Parrot carries represent our pursuit for academic excellence.

Poly Pride and Spirit

You may graduate from Poly with the highest honors possible, yet, without school pride and spirit, your education and experiences will have been limited. You will not have the full benefit of what Poly offers.

Spirit comes from having pride in Poly and understanding our school's purposes. Spirit comes from having pride in Poly and understanding our school's purposes. Spirit makes us proud that we are Polyites by being involved in only those acts which bring honor and dignity to our school.

POLYTECHNIC'S VISION

Polytechnic High School is dedicated to developing an environment in which the entire community is actively committed to the education and development of every student.

POLYTECHNIC'S MISSION:

John H. Francis Polytechnic High School Will

- create a secure environment
 - develop a community of learners (including students, parents, community, teachers, staff and administrators) that will provide active support as our students become life-long learners
 - promote all stakeholders as continual learners and facilitators of quality learning through professional development
 - function as a center for community resources
 - prepare all students to be successful and responsible contributors in a multi-cultural, technologically advanced society
-

POLYTECHNIC'S BELIEFS:

At John H. Francis Polytechnic High School we believe that

- All students can learn.
 - A culturally and ethnically diverse population creates an enriched learning environment.
 - All individuals have a responsibility to use their unique abilities to contribute to the community.
-

LEARN STUDENT OUTCOMES (ESLRs):

- Students will be able to set goals and options for their futures, and will have life-long learning skills necessary for higher education and/or career choices.
- Students who graduate from Poly will be able to demonstrate effective communication in English in both written and oral form.
- Upon graduation, students will be able to demonstrate the ability to identify, analyze, and solve problems as individuals and in groups.
- Students will demonstrate their abilities to fulfill individual, civic and global responsibilities, while showing respect for individual and cultural differences, as they become contributing members of our society.



JOHN H. FRANCIS POLYTECHNIC HIGH SCHOOL
SCHOOL PERSONNEL (818) 767-4860

Principal, Janis Fries-Martinez
Assistant Principal, Ed Trimis
Assistant Principal, Dan Schar
Assistant Principal, S.S.S., Natalie Sternberg
Assistant Principal, S.S.S., Pamela Damonte
Assistant Principal, S.C.S., Patricia Ehrman

Track Counselors

A Track

A-Li-Newcomers- Brown
Lo-Z- Larson
Magnet- Bryan
Special Education- Leaños
Perkins Counselor-Mr. Thatt

B-Track

A-Ga + Academy- Lisa Jay
GB-Z - Maticia
Special Education- Leaños
Perkins Counselor- Mr. Thatt

C-Track

A-O- Kenion
P-Z + ESL- Fishman
Special Education-Leaños
Perkins Counselor- Mr. Thatt

Deans

A Track, Ms. De Santiago
B Track, Mr. Klinger
C Track, Mr. Nagai

Health Office

School Nurse, Ms. Hancock
School Psychologist, Mr. Mendez

Support Personnel

Title 1 Coordinator, Gerardo Loera
Bilingual Program Coordinator, Gisela Slezak
Magnet Coordinator, Pat Flenner
Impact Coordinator, Leslie Wolfson
Technology Coordinator, Rebecca Korb
Parent Center.....Silvia Gonzales
Literacy Coordinator.....Sara Rodriguez
Gate/Testing Coordinator.....Ilaina Richter
District Office of Transition
Services.....Amy Newman/Cathy Spiro

Beyond the Bell Administrator

Pat Flenner

Specialize Counseling Positions

Discipline/Intervention-Gurdine
PSA Counselor-Haza
Attendance Counselor-Fennell
Beyond the Bell Counselor-Hernandez
College Counselor-Warman
Career Counselor-Weisbach



ATTENDANCE POLICIES AND PROCEDURES

Returning From An Absence

When you are absent from school you must bring a note to the Attendance Office between 7:00 a.m. and 7:20 a.m. The note must include your name, birth-date, date(s) of absence, reason for absence, and parent/guardian's signature. You will then be issued a permit to re-enter class (PRC).

Attendance and Eligibility

Any student absent 16 or more times from any class during a semester will be ineligible for participation in all extracurricular activities for the remainder of the semester. Extracurricular activities include participation in the Prom, Grad Night, and graduation ceremony. Also, a student who is declared ineligible for 4 or more semester will be ineligible for participation in senior activities including the graduation ceremony, the Prom, and Grad Night. An Appeal Board will hear cases where a student has had a serious illness or emergency. **SENIORS NEW ATTENDANCE GRADUATION REQUIREMENTS (SEE ATTENDANCE OFFICE IF ANY QUESTIONS)**

STUDENT ATTENDANCE

One of the most important factors of success in school is *good attendance and punctuality*. The following information explains some of our attendance procedures, which we hope will be of assistance to you.

ABSENCES

- Inform the Attendance Office if your child is going to be absent. Students *must always* have a note, which includes *the date of the absence, the reason* and a *parent's signature*.
- Being truant from school means being absent from class(es) without permission from parents or school personnel. Students who are found to be truant will be assigned detention and/or Saturday School. Please be aware that continued truancy will lead to further consequences. Please see STUDENT STANDARDS OF BEHAVIOR.
- Telephone calls will be made to inform parents of the absence of their children.
- Parents/guardians are encouraged to visit the Attendance Office periodically to review the child's attendance folder.

EARLY DEPARTURES

- Student must bring a note signed by a parent to the Deans Office before school. All the notes will be verified. He/She must check out through the Attendance Office before leaving campus. **Anyone who leaves campus without properly checking out will be unexcused** and will be considered truant.
- If an emergency arises and you must pick up your child without his prior knowledge, please notify the attendance office as soon as possible and understand that because of class schedules it may be impossible to release your child immediately.
- A student can be released and information may be given ONLY to those persons on our school records. If you will keep our Attendance Office informed about any changes of name address, or telephone number, we can be of much better service to you.

CHANGE OF ADDRESS & TELEPHONE NUMBERS

- We ask that parents not use the Attendance Office as a message center except in emergencies.
- Emergency Cards listing current telephone numbers and addresses must be turned in to the Homeroom teacher at the beginning of the school year. It is the responsibility of parents to inform the school of any changes of address or telephone number within 30 days of the change. Failure to do so is cause for the child to forfeit the privilege of a Continuing Enrollment Permit.

CHECKING-OUT STUDENTS

In order to check your child out of school complete a “Request For Transfer Papers” and your current identification to the Attendance Office.

GRADUATION REQUIREMENTS

In order to graduate, every student must meet the Los Angeles Unified School District requirements. The graduation ceremony is a privilege, and participation in it requires that the student have good character and citizenship and be in good standing with the Deans’ Office. Prior to graduating, students must clear all debts—including the return of all textbooks, library books, uniforms, and athletic equipment.

A.S.B. - STUDENT GOVERNMENT

As a student of John H. Francis Polytechnic High School, you are a member of the Associated Student Body. If you wish to become involved in student government, plan to run for the office of your choice. Each track elects officers once a year. Elected students must enroll in the Leadership class. The student Council includes the class president and other interested students. In addition, each homeroom elects one person to serve in the House of Representatives, which meets monthly. These representatives act as a liaison between the student body and the Student Council.

CLUB AND ORGANIZATIONS

John H. Francis Polytechnic High School has many clubs and organizations for you to join. It's fun! You meet people of like interests, and you contribute to your school through involvement. How do you join? Listen to announcements and ask members of Student Council for more information.

Art Club	Ham Radio Club
Academic Decathlon	History Club
Amnesty International Asian Club	Humanitas
Asian Club	Interact Club
Band	Japanese Culture Club
Baseball Club	Journalism
Black Student Association	Leadership
Cheerleaders	MECHA
California Scholarship Federation	MESA
Drama Club	Poly Knights & Pawns
Drill Team	Project 10
Environment Club	Teens For Christ
Future Farmers of America	Teens Task Force
French Club	Yearbook

ATHLETICS

Participation on an athletic team is a privilege extended to meet the interests of all students. Some of the athletic teams include: football, basketball, track, cross country, swimming, tennis, baseball, soccer, and softball.

“C” AVERAGE REGULATION

Students who participate in sports and extra curricular activities must maintain a “C” average and successfully complete at least twenty credits each semester. If a student becomes ineligible, he/she cannot participate in sports, performing arts, other extra curricular activities, or practice, after 3:10 p.m.

CAMPUS CARE

We care for our campus! Our students are very careful about properly disposing of their own trash and keeping our restrooms and walls free of graffiti. Please do your part to maintain our high standards.

STUDENT PARKING LOT

The student parking lot is located on Sharp Avenue. Students are not to park in lots designated for staff. There is no assigned parking. First come, first served.

STANDARDS OR STUDENT BEHAVIOR

The following standards of student behavior are provided so that students, parents, and teachers are aware of our expectations. John H. Francis Polytechnic High School maintains a safe, orderly and caring campus. Our students are courteous and friendly and the whole school community promotes "POLY PRIDE".

Students may be suspended and/or expelled for the following offenses: profanity; smoking policy violations; repeated offenses; threats; verbal or physical abuse directed toward staff; fighting; defiance of authority; being under the influence; possession of drugs, alcohol, drug look-alike or drug-related paraphernalia at school or school-related events; theft; vandalism; disruptive behavior; use or possession of weapons or fireworks; and violations of local or state laws.

Students Must Not:

1. Threaten, attempt or cause physical injury to another person.
2. Possess or furnish any firearm, knife, explosive, or other dangerous object.
3. Possess, use, sell, furnish or be under the influence of any controlled substance, any alcoholic beverage or an intoxicant of any kind.
4. Offer, furnish, or sell any substitute substance represented as a controlled substance or intoxicant of any kind.
5. Commit robbery or extortion.
6. Cause or attempt to cause damage to school or private property.
7. Steal or attempt to steal any school or private property.
8. Possess or use tobacco.
9. Commit an obscene act or engage in habitual profanity or vulgarity.
10. Offer, furnish, or sell any drug paraphernalia.
11. Disrupt school activities or willfully defy the authority of school personnel.
12. Set false alarms, start a fire, throw food or other objects.
13. Interfere with staff member's responsibility to act.
14. Be tardy or truant to class.
15. Leave the school campus at any time without permission.
16. Engage in forgery of school documents or absence notes.
17. Bring beepers (pagers), telephones, CD players, radios, tape players or walkman, or lasers to school.
18. Wear or carry any attire with gang affiliation.
19. Wear attire with inappropriate messages that glamorize illegal activities such as: vandalism and graffiti; promoting violence; use of illegal drugs; sexually-related or obscene gestures.
20. Gamble on campus in any manner.
21. Eat or drink in the halls or in the classrooms during instructional time.
22. Engage in rough play of any kind.
23. Engage in exaggerated public expressions of affection, i.e. kissing, embracing, caressing.

Failure to comply with these standards may result in suspension or transfer to another school. Students will be counseled by teachers, counselors, and administrators to insure a full understanding of the Polytechnic Standards of Student Behavior. Parents will be notified when corrective action is needed or discipline measures are applied.

POLY H.S. STUDENT STANDARDS – DRESS CODE

1. No unauthorized head coverings (including, but not limited to, bandanas, hair nets, headbands, handkerchiefs, T-shirts, sweatshirts, sweatshirt hoods, and wave caps). Headgear permitted are unaltered Poly hats worn brim forward out of doors.
2. No see-through clothing such as sheer tops or bottoms; no mesh clothing.
3. No undergarments (bras, undershirts, boxers) may be worn as a visible part of ordinary dress.
4. No halter tops, tube tops, single strap tops, strapless tops, or tops with straps widths of less than 1 ½”.
5. No tops with exposed midriffs or low-cut necklines (for males and females).
6. No gang affiliated attire.
7. Skirts or shorts must be no shorter than mid-thigh and hemmed.
8. No excessively baggy or sagging pants. Pants must be worn at the waist and overall straps must be worn over the shoulders.
9. No extra long belts, belt buckles with initials, or chains on pants.
10. No shoes with retractable wheels may be used to skate on campus (riding skateboards and rollerblades at school are against school and District policy).
11. No flip-flop sandals.
12. No spiked collars, necklaces, bracelets, long chains, or anklets.
13. No language advocating drugs, tobacco, alcohol, sex or violence may appear on clothing or backpacks, gym-bags etc.
14. No messages on clothing that may be construed as negative or offensive against any ethnicity, gender, or other specific group.
15. **Electronic devises including but not limited to Gameboys, CD Players, Walkmen, Radios, beepers, Cell phones and Lazer Pointers may not be used during the school day. Cell phones may only be used During Nutrition and Lunch.**

Search and Seizure

Students and their' property may be searched by school personnel in an effort to maintain a safe and orderly school environment and an appropriate educational atmosphere.

Physical Examinations

Students enrolling for the first time in LAUSD secondary schools are encouraged to provide the school with a report of a recent physical examination. Forms for this purpose may be obtained from the school nurse.

Physical examinations are required for Special Education programs may be done by licensed physicians. If parents/guardians do not wish to have their child examined at school, they must file an annual written statement to that effect with the administrator.

Screening of vision and hearing will be done in accordance with State guidelines. All girls in grade 7 and boys in grade 8 will be screened for possible scoliosis (curvature of the spine). Parents/guardians will be notified of any findings in these mandated screening tests, which required further attention.

COMMUNICABLE DISEASE

Communicable disease inspections will be conducted periodically. A student suspected of having a communicable disease will be excluded from school until guidelines for readmission are met.

Chickenpox-An effort will be made to notify parents/guardians about school exposure to chickenpox. The parent/guardian of a student for whom chickenpox presents a particular hazard should contact the school nurse to facilitate notification. Students at risk include those with deficient immune systems and those receiving certain drugs for the treatment of leukemia or organ transplants.

PHYSICIAN'S WRITTEN PERMISSION... Is necessary when....

A student returns to school with sutures, casts, crutches, or leg/arm brace(s). Student must comply with any safety procedures required by the school administration and Health Services personnel.

A student returns to school following a serious illness, injury, surgery, or other hospitalization for re-admittance and must include any recommendations regarding physical activity.

PHYSICAL EDUCATION EXCUSE

Excuse from **PHYSICAL EDUCATION** class (less than 10 weeks) may be granted to a student who is unable to participate in a regular or modified curriculum for a temporary period of time due to illness or injury. A parent's request for an excuse will be accepted for up to 5 days' thereafter, a written request is needed from the student's health care provider. Requests for exemption beyond 10 weeks are referred to the school nurse.

EMERGENCY INFORMATION CARDS

An emergency information card will be distribute to students during the first few days of school and must be completed by parents. Any change of address or phone number must be reported to the school. **IT IS ABSOLUTELY NECESSARY THAT THESE CARDS BE KEPT UP-TO-DATE** so that a parent or guardian can be contacted in case of an accident or extreme illness.

DISASTER PROCEDURES

An extensive School Safety Plan is in effect. Training is ongoing for all school personnel and students. Emergency procedures are practiced regularly. The School Safety Plan is available for your review in the Main Office.

HEALTH OFFICE

The Health Office is staffed by a registered nurse. If you become injured or ill at school, you will be sent to the Health Office. Feel free to discuss any personal health problem with the nurse who will offer advice and referral information.

IMPACT PROGRAM

Impact is a program designed to provide support and confidential group counseling to students who need help with special problems including, but not limited to: drugs, tobacco, alcohol, and family problems.

TEEN LINE: 1-800-TLC-TEEN (1-800-852-8336)

TUPE Program (Tobacco Use Prevention Education)

The intent of the TUPE program is to develop tobacco prevention education, intervention, and youth development programs directed at the reduction of tobacco use among students in grades nine through twelve.

BREAKFAST-LUNCH PROGRAM

Free and reduced price meal applications are available in the Attendance Office and the Cafeteria. Breakfast or nutrition, and lunch are provided. Food tickets are distributed through Homerooms. Students who lose their ticket packet must bring a note from their parent and show their school ID in order to have a new ticket book issued.

EMERGENCY DRILLS

The school is required by law to conduct periodic fire, evacuation, and drop drills to develop safety practices that will help students move quickly and in an orderly manner to designated areas. Rules of safety are reviewed regularly and are posted in classrooms and offices.

HALL PASSES

These passes are issued by the individual teacher and MUST be carried by students who need to be out of class for a portion of a period.

LOST AND FOUND

Please turn in found items to the Student Store. Lost items may also be retrieved at this location.

STUDENT STORE/FINANCE OFFICE

The Student Store/Finance Office is open before school, during nutrition and lunch, and after school. Tickets for athletic events, dances, special class activities, gym uniforms and other school events may be purchased in the Student Store. Always keep your receipts. Personal checks are not accepted.

IDENTIFICATION CARDS

All students must carry their I.D. card at all times during school hours including during off track time.

CONSEQUENCES FOR VIOLATIONS

The following is a partial listing of discipline procedures which may be taken for rule violations. The list does not necessarily indicate the order that the procedures must take.

1. Conference regarding violations and warning.
2. In-House Suspension / Suspension

3. Detention or school service.
4. Parent-Teacher / Counselor conference
5. Parent - Administrator conference.
6. Arrest.
7. Transfer to another school or specialized program.
8. **ZERO-TOLERANCE ACTS** - Expulsion from the District:

As of March 1, 1985, **EXPULSION IS MANDATORY** for any student carrying a knife, firearms or a facsimile therefore, or explosive devices on or off campus, or at a school activity. **MANDATORY EXPULSION** is recommended for any student found to have unlawfully possessed, use, sold, or furnished drugs to any students, sexual assault, and for any student who causes physical injury to school employees.

DISTRICT - STATE GUIDELINES & POLICIES

John H. Francis Polytechnic School adheres to and enforces District and State guidelines and policies regarding the following subjects:

UNIFORM COMPLAIN PROCEDURE

Established procedures for handling complaints about educational programs conducted with state or federal funds.

SEXUAL HARRASSMENT & DISCRIMINATION BASED ON SEX

Maintains a working and learning environment that is free from sexual harassment. Prohibits discrimination against a person on the basis of their gender.

Student Grievance Procedure

If you find that any of these rights are being violated, students can try the following to correct the situation:

Informal Resolution Process / Formal Resolution Process.

CHILD ABUSE

It is the responsibility of all staff to increase children's opportunities for learning by protecting them from child abuse, by collaborating with other persons mandated to report child abuse, and by cooperating with public agencies responsible for protecting children. Therefore, it is district policy that all employees shall comply with California State law reporting procedure. *Further information on all District and State guidelines and policies are available in the Main Office.*

NON-DISCRIMINATION STATEMENT

The Los Angeles Unified School District does not discriminate on the basis of race, color, national origin, sex (including sexual harassment), disability, or age (40 and above) in any of its policies, procedures, or practices, in compliance with Title 1 of the Civil Rights Act of 1964 (pertaining to race, color, and national origin), Title VII of the Education Amendments of 1972 (pertaining to age). State laws and District policies further provide that the District does not discriminate on the basis of religion, ancestry, marital status, sexual orientation, medical condition (cancer related), political belief or affiliation, or in retaliation.

This nondiscrimination policy covers admission and access to, and treatment and employment in, the District's programs and activities, including vocational education. The lack of English language skills will not be a barrier to admission and participation in the District's programs. Additional information in regard to the nondiscrimination status mentioned above may be found in District policy bulletins available at all schools and offices. Any inquiries regarding this District nondiscrimination policy or the filing of discrimination grievances may be directed to: Deanne Neiman, Specialist, 450 North Grand Avenue, Room H-119, Los Angeles, Ca 90012-2100 phone# (213) 229-5869. Inquiries regarding Federal laws and regulations concerning nondiscrimination in education or the District's compliance with those provisions may be directed to: Office for Civil Rights, United States Department of Education, Old Federal Building, 50 United Nations Plaza - Room 239, San Francisco, Ca 94102-4987.

CORE OF COMMON LEARNING, GRADES 9-12

Every student will be required to take the courses listed below consisting of 160 credits:

<u>Class</u>	<u>Number of Credits</u>
English	40
Mathematics (Algebra I or above)	20
Science	20
Social Science	30
Visual/Performing Arts	10
Physical Education	20
Health	5
Applied Technology	10
<u>Life Skills</u>	<u>5</u>
Core of common learning	160*

Every student will have the opportunity to take 240 credits of which 230 will be required for graduation. The remainder of the required credits ($230-160=70$) will consist of courses selected by the students from cohesive special-interest clusters that provide the opportunity for a student to concentrate in a specific area through advanced study in selected academic subjects, and/or the exploration of a career option.

*Freshman, in the class of 2003 will also have a 5 credit Introduction to Computers course requirement.

Progress Reports and Report Cards

Students receive progress reports and mid-term report cards at the end of the 4th, 8th and 12th weeks in each semester and final report cards at the each semester.

Counseling Services

Counselors are available to provide students with personal counseling, academic, and vocational planning. Students are urged to get acquainted with the College Corner Advisor, the Career/Work Experience Advisor, and the Perkins Program Counselor. Their services are provided to assist with your selection of a college and/or career path.

HELP LIST

11 Problems

Where to go

Where do I go for lunch ticket applications or problems?

HR teacher or cafeteria

I lost my I.D.

The Dean's Office

I never got an I.D.

A replacement cost \$5.00
(Tues. & Thurs. at lunch)

Where do I go if I've lost something?

The Student Store

I need to leave school early for an appointment.

Bring a note from your parent to the Dean before school

I'm having problems with a class or a student.

See your counselor, the dean, a teacher, or an administrator

I don't know what I need to graduate

Your counselor or the College Office

I don't know what I need to get into college or how to apply for financial aid

College Office

How can I get information on jobs or careers?

Career Center

Where can I get a password to use the computers on campus?

Technology Office

Where can I get an email for school use?

Technology Office

A GUIDE TO POLY'S COMPUTER NETWORK



Poly has over 1000 computers, a high tech fiber optic network, and wireless network access capabilities on the entire campus. Students and faculty members are required to use their own account to access the school network. Network users are able to use the Internet, save personal files to network servers and use other applications installed on the computer they are using. Saving personal files to the network servers allows the user to access those files from any computer on the school network.

OBTAINING AN ACCOUNT

Students may obtain an account in the Library Media Center and the Technology Center in room 84. **Students must have their parents read and sign the district Acceptable Use Policy**

before an account is issued. Teachers and Staff may obtain an account from the Technology Office located in room 90.

LOGGING ON TO A COMPUTER

In most cases you will only need to enter your Username and Password in the appropriate fields. However on Windows 98 computers, you should verify the Domain name is: POLY. - Important: Remember to LOG OFF after using a computer. Not doing so will give subsequent users access to your files. **YOU ARE RESPONSIBLE FOR ACTIVITY ON YOUR ACCOUNT!**

SAVING PERSONAL FILES

1. Log on to a computer on Poly's network. This redirects the "My Documents" folder on the Desktop to a server.
2. Save all personal files to the "My Documents" folder. Any files you save to that folder will be available to you when you log on to a different computer on campus. For example, if you create a document in the library and save it to the "My Documents" folder on the desktop, the document can be accessed later from a computer in your classroom. Only you have access to your own files.

Each account is allocated 100 MB of storage space. If you need more space, you can make a request at the Technology Office in room 90.

USING THE INTERNET

To use the Internet, click on the Internet Explorer Icon when you log on.

Any bookmarks that you save for specific web pages are stored to your personal space on the server. This allows you to access the same bookmarks no matter what computer you log on to. Remember: **You must follow the Acceptable Use Policy signed by you and your parents when using the Internet.**

First offense violations will result on computer using privileges being suspended for a period of 4 weeks and a Parent Conference well be held with the Dean.

Second offense violations will result on indefinite suspension of computer using privileges and you will no longer be allowed to use a computer while a student at Poly.