

STUDENT HANDBOOK
2011 - 2012
THREE OAKS SENIOR HIGH SCHOOL

Three Oaks Senior High School
MISSION STATEMENT

Our school community shall provide opportunities for the intellectual, physical and social development of students in an environment of fairness, dignity and respect.



10 Kenmoore Avenue
Summerside, PE C1N 4V9
Phone (902) 888-8460
Fax (902) 888-8261
Website www.edu.pe.ca/threoaks/

This Agenda Belongs To:

Name _____

Address _____

City/Town _____ Postal Code _____

Telephone _____ Home Room _____

The most current version of the student Agenda is located on our website.

PRINCIPALS MESSAGE

It is an honour to welcome you to the start of the 2011-2012 school year, one of change for all of us here at TOSH. I am excited to begin my first year as Principal of Three Oaks, but I have a long-term passion for, and commitment to, this school and the people in it. I look forward to the many opportunities I will have to learn and grow alongside you this year!

There are many reasons why you are lucky to be part of the Three Oaks community. First of all, we foster a school climate that celebrates diversity, tolerance, respect, positivity, and mutual support for all. Every person who enters our building deserves to feel safe and accepted for their authentic self. We take this commitment seriously and will continue to work with students and staff to maintain and enhance our positive school climate.

Secondly, we offer many ways for our students to get involved in school life through our extensive extra-curricular program. Students are able to find friendships and build skills through involvement in clubs, sports, and various special interest groups at TOSH. These high school years pass quickly and the ride will be a lot more fun and meaningful if you can find a way to belong to one or more organized groups here.

Most importantly, Three Oaks is a great school because we have talented and professional staff members who are committed to helping students meet their learning goals in an atmosphere of trust and respect. Our teachers are willing to experiment with different teaching strategies and assessment tools to help students meet the outcomes in their courses. They work together and support one another in order to help students succeed, and they often go the extra mile because they care. Our staff considers the best interests of students first and foremost, so please let them know when and how you need them to help!

The Chinese philosopher, Lao Tsu said: "The journey of a thousand miles begins with one step." This is a new school year for you. Set some doable goals for yourself and make sure that they are ones that will lead you where you want to go in life. After that, you will have to do the hard work necessary to make your dreams a reality. It CAN be done-one step at a time-and people will be there to help you along the way. It is empowering to know that, at the end of the day, the decision to take that first step is yours!

I look forward to journeying with you and getting to know you better. I hope this will be your best year yet!

Nicole Haire

STUDENT TIMETABLE

SEMESTER 1

PERIOD	BLOCK	COURSE	SEC	TEACHER	ROOM
1	A 8:55-10:22				
10:22-10:30		R E C E S S			
2	B 10:34-11:46				
11:46-12:40		L U N C H			
3	C 12:44 -1:56				
1:56 - 2:04		R E C E S S			
4	D 2:08 - 3:20				

SEMESTER 2

PERIOD	BLOCK	COURSE	SEC	TEACHER	ROOM
1	A 8:55-10:22				
10:22-10:30		R E C E S S			
2	B 10:34-11:46				
11:49-12:40		L U N C H			
3	C 12:44 - 1:56				
1:56 - 2:04		R E C E S S			
4	D 2:08- 3:20				

STAFF

PRINCIPAL - Nicole Haire

VICE-PRINCIPALS - Jason Gallant
- Gerald MacCormack
- Paul Quinlan

COUNSELLORS - Jim Donovan and Sandra Sheridan

TEACHER LIBRARIANS - Amanda Biggar/Barb Forbes

SUBJECT TEACHERS

Amanda Allen-Moffatt
Joel Arsenault
Sarah Jane Barrett
Ashley Bell
Laurie Callbeck
Shirley Anne Cameron
Jim Campbell
Shirlee Anne Campbell
Krista Carruthers
David Chisholm
Rob Corkum
Tammy Craig
Cara DeCoste
Shannon Evans
Mario Fiset
Barbra Forbes
David Gallant
Donnie Gallant
Karen Gaudet
Fran Gillis
Susan Grady-Thomson
Jennifer Halupa
Scott Harvey
Krista Hickey
Chris Higginbotham
Tim Hockin
Dia-Lynn Keough
Forrest Lilly
Sean MacDonald
Tracy MacDonald
David MacEachern
Cindy MacKendrick
Mike MacKinnon
Kendra MacLaren
Ken MacMillan
Sara McLure
David McNeill
Nancy Milton
Gerard Moulins
Lyndon Oulton
Erin Peterson
Donald Phillips

Kelly Power
Heather Pringle
David Ramsay
Rochelle Sullivan
Mike Trainor
Fabienne Vialle
Pam Walsh
Carrie Watters

EPHY PROGRAM

Elsa Riley

EDUCATIONAL ASSISTANTS

Janet Bradshaw
Brian Carlton
Trudy DesRoche
Claudette Getson
Debbie MacArthur
Scott MacGregor
Jeff Richard

YOUTH SERVICE WORKERS

Tami Arsenault
Clayton Ellis

SECRETARIES

Linda Cashin
Donna MacKay
Pam Rodgerson

CUSTODIANS/CLEANERS/ GROUND KEEPER

Charlene Arsenault
Serge Arsenault
Donna Blanchard
Brenda Cameron
Kevin Fitzpatrick
David MacDonald
Darlene Matthews
Mary Louise Richard

STUDENT COUNCIL MESSAGE

Welcome Back Three Oaks!

Grade 10 students: It's your first year here, but don't be intimidated. Your first year at Three Oaks Senior High is the beginning of the end of all your years of education. Be sure to make them the greatest! The years to come will be filled with memories and experiences of a lifetime. The list of clubs and teams is never-ending, so there's something for everyone. We're looking forward to seeing you at all Three Oaks activities and hope you have fun!

Grade 11 students: You're no longer the newcomers. This is the year to make a positive name for yourself at Three Oaks! It's easy to get involved in the school spirit whether it's selling hotdogs, raising money for an organization, or cheering on our school's athletes. Before you know it, it will be your last year, so take advantage of what the school has to offer; that's what we're here for!

Grade 12 students: Our hard work and determination is about to pay off, my friends! This is why we have gone to school for eleven years. We are at the end of our journey, and I'm proud to say-It's been amazing! Be the person you want people to remember. We want you to look back at Three Oaks and say "You remember that?- Yeah, I was there!" We are all the leaders this year, so let's lead the way into the best year of our lives!

To all students: As another year presents itself, we can look forward to overcoming the challenges that the future holds and look for the opportunities it will bring. Don't be afraid to partake in all the crazy ideas we have in store for the 2011-2012 school year. Also, feel free to join all the crazy people that make these awesome ideas a possibility. There's always a place for everyone in TOSH Student Council!

Do your school a favour and have yourselves a great day-Every day!

Corey Thorne

Student Council President

STUDENT COUNCIL EXECUTIVE

President

Corey Thorne

1st Vice-President

Greg MacCormack

2nd Vice-President

Chad Townsend

Secretary

Amanda Rundle

Treasurers

Taylor Albert, Allison Grimes, Angela Richard,
Emily Roberts

Assistant Treasurer

Michaela Walker

Publicity Chairs

Page Gallant, Mark Matheson

Bookstore Manager /

Student of the Week Board

Rachel Gallant

Videographers

Larrissa Carr, Seanna Collier, Katie MacKay

Dance Chair

Hannah Bigelow

Community Works Chairs

Hannah Graham, Dylan Gallant, Shelby Cole

BELL SCHEDULES

REGULAR

- 8:45 AM - Automotive, Carpentry, Transitions, Aviation & Co-op Buses
..... Distinct Bell
- 8:51 - Students proceed to first class
- 8:55 - Bell to commence first class & start independent reading
- 9:10 - Soft bell to end independent reading
- 10:22 - First class ends -Recess begins
- 10:30 - Recess ends - Students go to second class
- 10:34 - Bell to commence second class
- 11:46 - Second class ends - Noon hour begins
- 12:10 PM - Transitions Bus - Distinct Bell
- 12:25 - Automotive, Carpentry, Transitions, Aviation & Co-op Buses
..... Distinct Bell
- 12:40 - End of Noon hour - Students go to third class
- 12:44 - Bell to commence third class
- 1:56 - Third class ends - Recess begins
- 2:04 - Recess ends - Students go to fourth class
- 2:08 - Late bell for fourth class
- 3:20 - Fourth class ends
- 3:27 - Buses leave

DURING EXAMS

- 8:45 AM - Exam rooms open
- 9:00 - Morning exams begin
- 10:30 - Early dismissal (finals only)
- 11:30 - Exams conclude - Noon hour begins

NOTE:

Should school be cancelled during exams, the missed exam will be written the following day. Students are not permitted at their lockers between 9 & 11:30 am; therefore, they should plan accordingly.

SCHOOL CALENDAR 2011-2012

Aug.	-	New Student Registration
Sept	1	- Orientation Day for Teachers
	2	- School P.D., Student Council Welcome BBQ 12-12:45
	5	- Labour Day (No Classes)
	6	- Students' First Day
	8	- Fire Drill 10:20 am
	14	- Class Officer Speeches 12:50 pm
		- Parent Information Night & Parent Council Meeting 6:30 pm
	15	- First Dance
	16	- Peer Helper Training
	21	- Scholastic Awards Assembly 9:10 am
	23	- Magazine Campaign Starts
	26	- Grad Photos Begin
		- Grad Rings (26 th , 29 th & 30 th)
	27	- Student Photos (27 th - 29 th)
		- CSLC (27 th - Oct 2nd)
	28	- Bus Evacuation Drill 9:10 am
	29	- Lock Down Drill
Oct	1	- D. Alex MacDonald Ford Fundraiser
	4-7	- Yearbook Sales
	10	- Thanksgiving Day, (Holiday - No Classes)
	11	- PEISAA Senior Golf Championship
	13	- PEISAA High School Cross Country Championship
	19	- Lock Down Drill
	20-21	- PEITF Annual Convention (No Classes)
	24	- Career Day
		- College & University Visits ~ 1-3 pm, 6-8:30 pm
	26	- PEISAA Field Hockey Championship
	29	- PEISAA Soccer Championship
Nov	1	- PEISAA Senior Soccer All-Star Games
	3	- PEISAA "A" Volleyball Championship
	4&5	- PEISAA "AAA" Volleyball Championship
		- Remembrance Day Assembly
	8	- Parent-Teacher Interviews (Evening)
		- PEISAA Senior Volleyball All-Star Games
	9	- Parent Teacher Interviews (No Classes)
	10	- Provincial PD Day (No Classes)
	11	- Remembrance Day (No Classes)
	11-13	- Craft Fair
	21-22	- Evaluation Period Blocks A (am) & C (pm) Regular Classes
	23-24	- Evaluation Period Blocks B (am) & D (pm) Regular Classes
	25	- School Development (No Classes)
Dec	10	- Christmas Dance
	15-17	- Christmas Classic Basketball Tournament
	20	- Last Day of School before Christmas Break

Jan.	3	-	1st Day of Classes for 2012
	26-31	-	First Semester Final Assessment (Order A-B-C-D)
Feb	1	-	Mid Semester PD/Admin Day (No Classes)
	2	-	First Day of Semester 2
	7	-	Fire Drill 10:20 am
	15	-	Parent Information Night
	20	-	Islander Day (No Classes)
	22	-	Lock Down Drill 10:40 am
	28	-	Course Description Handbooks to Students
Mar	1	-	Lock Down Drill 12:45 pm
	6	-	Registration Day for 2012-13 School Year
	2-6	-	PEISAA Senior Basketball Championship
	7	-	PEISAA Senior "AA" Basketball All-Star Game
	8	-	PEISAA Senior "AAA" Basketball All-Star Game
	15	-	PEISAA Powerlifting Championship
	19-23	-	March Break (No Classes)
Apr	4	-	Parent-Teacher Interviews (Evening)
	5	-	Parent Teacher Interviews (No Classes)
	6	-	Good Friday (No Classes)
	9	-	Easter Monday (No Classes)
	17-18	-	Evaluation Period Blocks A (am) & C (pm) Regular Classes
	19-20	-	Evaluation Period Blocks B (am) & D (pm) Regular Classes
	27-28	-	PEISAA Badminton Championship
	27	-	School Development Day (No Classes)
May	4	-	Area Association Annual Meeting (No Classes)
	21	-	Victoria Day (No Classes)
	26	-	Grad Prom
June	2	-	PEISAA "Track & Field Championship & Band Banquet
	4	-	PEISAA "A" Rugby Championship
	5	-	Grad Assembly 10:25; Extra-curricular Awards Assembly 10:35
		-	PEISAA "AA" Rugby Championship
	6	-	PEISAA "AA" Softball & "AAA" Rugby Championships
	9	-	Athletic Awards Banquet
	11-14	-	Grade 12 Final Assessment
	13-18	-	Grade 10, 11 Final Assessment
	19	-	Graduation List Posted 9:00 am
	21	-	Grad Breakfast 9 am; Report Cards & Exams 10 am; Tree Planting 10:15; 10:30 to C.U.P. for Rehearsal @ 10:45 Grad 7 pm; Meet in Lobby @ 11 pm for Safe Grad
	26	-	Report Cards/Exams to Grade 10, 11 Students (9-10:30 am)
	29	-	School Office Closes for Summer

SCHOOL SERVICES

AXE OUTLET - Basic school supplies and various items of clothing (sweatshirts, etc.) are available in the school Bookstore (Room 622) during selected hours. Hours are posted.

BUS SERVICE - Students and parents who have questions or concerns about bus service are asked to contact the transportation supervisor, Nancy Sinclair, at the School Board Office (888-8421). Expectations about behaviour on the buses will be described and enforced by individual drivers with support from the school administration. Information regarding bus stops can be obtained from the Western School Board website at the following address <http://www.edu.pe.ca/wsb/parents/index.html>

FEES - Your Student Council, in cooperation with the school administration, has approved an annual fee which will cover the cost of the following items:

- The rental of a full-sized locker and combination lock;
- A Student I.D. card complete with photograph and durable lamination. This card will allow students to receive “student rates” at various businesses;
- Printing school related documents on school printers;
- Graduation Fee ~ In cases where financial need cannot allow for the payment of the fee, special arrangements may be made through the main office.

STUDENT SERVICES - Two school counsellors are available to help students with personal, vocational, educational and career concerns. Assistance is available on course selection, university and college information, scholarships and student loan information, student assessment, study skills and emotional support. Students are urged to take advantage of this service as well as the career resources available in the student services area.

CAREER CRUISING - This is a computerized career information system which is also available to students. Students are asked to make appointments in Student Services.

EPHY PROGRAM - The Educating Pregnant and/or Parenting Youth Program offers educational and emotional support to pregnant and or parenting teens interested in completing high school. The teacher coordinator works together with the student, the Three Oaks Student Services Department, the administration, teachers, and health professionals, to determine how best to meet the educational goals of the student. The teacher coordinator can be contacted through Student Services, the Administration or a classroom teacher.

FOOD SERVICE - Full or partial meal service is available in the cafeteria at lunch hour. Students may also bring lunches from home but, in either case, all food is to be consumed in the cafeteria (lower floor area). Students are expected to return trays and to separate and deposit all waste in the Waste Watch receptacles provided.

HEALTH SERVICE - A public health nurse is available upon request: Check with the guidance office for more details. Students who become ill during the day and are unable to attend classes are to report to the main office for assistance.

LOCKERS - Lockers are available to each student upon payment of his/her \$26 student fee. \$5 will be refunded only in June or upon leaving school and upon return of the lock in good condition.

Please take note of the following:

- a) This is the only place you have to secure valuables ... do not share your combination with anyone!
- b) If you have reason to bring large sums of money or anything of particular value to the school, please bring it to the office for safekeeping in the vault.
- c) Trading or sharing lockers is **not allowed**.
- d) If your lock or locker does not work properly, please come to the office for assistance. A replacement lock for a lost lock is \$8.00
- e) Lockers can be inspected by administration at any time
- f) Locker must be cleaned out by Monday, June 18, 2011

PLEASE NOTE: Gym lockers are for gym clothing only, not books, etc. Arrangements for gym lockers are to be made with the Physical Education teachers.

LOST AND FOUND - Any items found within the school are brought to the main office where they may be claimed by the owners. Unclaimed items will be periodically given to local charities.

JAMES WALLACE MacNEILL LEARNING CENTRE - Students are urged to use this area and its resources for study, research and quiet reading. This area is closely supervised and students who use it for social purposes (talking, etc.) will be asked to leave. School/kit bags must be left in a designated location near the entrance. All materials taken from the Resource Centre must be signed out at the main desk. Students are responsible for the care and return of all such materials and will be required to pay for any loss or damage incurred. Students are asked to refrain from gathering in the hallway and on the landing area heading into our Resource Centre so that those who wish to do so may have easy access to the facility.

ACADEMIC POLICIES

COURSE CHANGES - Course changes requests will be considered for legitimate reasons only and only if class sizes permit. After that only exceptional cases will be considered. All requests must be made during the first week of classes. Courses that are discontinued during this semester will show up on transcripts.

EVALUATION - Final marks in most courses will be calculated by using the results of class tests, projects, assignments and the major exam or other major assessment activity. Further details will be provided by subject teachers.

INCOMPLETES - Students that have received an incomplete in a course must make arrangements with the subject teacher to remove the incomplete prior to the final evaluation/exam in the course. No credit will be granted if incompletes are not removed.

PRIZES

(a)**GOVERNOR GENERAL'S MEDAL** - This award is based upon criteria issued by the Government of Canada. It is given to the student in the graduating class with the highest average in all 500, 600, 700 & 800 level courses, regardless of the grade during which the course is attempted. Each student may have a different number of courses used for his or her average.

(b) PRIZES FOR HIGH STANDING - Three prizes for high academic standing will be presented, calculated according to the following criteria. These will be based on Grade 11 and 12 marks. Since academic standing is measured by high marks as well as program followed (i.e. Advanced, Academic, General, etc.), it follows that the person with the highest academic standing will be in the Advanced

Program and have the highest average over the Grade 11 and 12 years. The average is calculated by using the marks from Grades 11 and 12 Advanced English, Advanced Mathematics and four other academic subjects (from both grade 11 and 12). If a student is taking extra academic courses, these will be counted only if it improves the average. After that there will be a number of prizes for high academic standing given to the top students in the Academic, General and Practical program. These will be calculated by averaging the Grade 12 English and Mathematics marks along with the marks in four other subjects - again counting the extra subject(s) if it improves the average.

GRADUATION REQUIREMENTS - Please refer to the Course Description Handbook for specific details. Grade 12 students will be given a document during the year outlining specific credit requirements for graduation. To participate in graduation activities a student must be eligible to graduate in June of the current school year and must be a grade 12 student.

REPORT CARDS - Report cards will be sent home two times each semester. Report cards need not be returned.

STUDY PERIODS - Students in Grade 10 & 11 **may not** choose a study period in their course schedule. Grade 12 students may choose to have one study period during the school year. Students are expected to use this time for academic reasons and are to be in the Cafeteria or off school property.

TEXTBOOKS - All textbooks and related resources will be provided on a loan basis. These are to be given proper care and security and must be returned at the designated times, usually at the end of each semester. ***Students will be expected to pay replacement costs in cases of loss or willful damage.***

TRANSCRIPTS - The school maintains a transcript of marks for all students. A copy of this transcript will be given to each Grade 12 student in the fall and at the end of the year to confirm the accuracy of this record.

Students who need copies of their transcripts are asked to contact the student services office during the school year and the Western School Board Office during the summer.

CHEATING POLICY - We believe that your success is dependent on your efforts. There is a clear expectation that all students will perform assignments, labs, tests, etc., with honour and integrity, as it represents what you can and can not do.

In a broad sense, cheating includes, but is in no way limited to:

- (a) Copying homework or allowing someone to copy your homework
- (b) Looking at another's test or quiz or letting another student look at your test or quiz
- (c) Reporting to another student what is on a test or quiz, including providing questions or specific answers

- (d) Possessing unauthorized material or electronic devices during a test or exam
- (e) Taking information from another source that is not properly attributed (plagiarism)
- (f) Working with others on an assignment that was meant to be done individually
- (g) Taking someone else's assignment or portion of an assignment and submitting it as your own
- (h) Using summaries (eg. Coles or Cliff Notes) instead of reading assigned material
- (i) Copying answers from the back of the text book
- (j) Submitting course work from another course, even if the student was the original author, without the prior permission of the teacher

When a student is not sure what would be considered cheating for a particular assignment, s/he is responsible for requesting clarification from the teacher.

Consequences for Cheating

The consequences for cheating are severe.

- 1) Students who cheat will receive 0 % for the work under consideration.
- 2) Administration and parents will be contacted.
- 3) For a second offence in any subject, there will be a loss of credit in the course.

EXTRA-CURRICULAR POLICIES

ACTIVITIES - There are many extra-curricular activities available at Three Oaks. Students are encouraged to participate to enrich their high school experience. Extra-curricular activities are defined as those activities that take place outside the prescribed school curriculum (i.e. prom, safe grad, banquets, dances, athletics, band, clubs, student council, etc.). Extra-curricular activities are considered to be a privilege and students must place academics as their top priority. Students are expected to conduct themselves in such a way that they demonstrate respect for themselves, others, and the property of others.

Participation in extra-curricular activities is dependent upon the following :

- The student must be enrolled in school on a full time basis (Gr 10 & 11 - 8 courses; Gr 12 - 7 courses).
- All fees, including student, athletic, band, textbook, library, etc., must be paid up to date.
- Members of the band, sports teams, and other groups, as well as his/her parent or guardian, will be required to sign a contract agreeing to adhere to the extra-curricular policy.

Academic Policy

Participation in extra-curricular activities will be dependent upon the following academic criteria :

- Attendance** - parents can access detailed attendance information using SAS.
- unexcused absences from classes will not be tolerated.
- students are expected to attend all classes for the duration of the class
- no lates/early departures.
- if absent due to illness or unexcused during the school day, the student cannot attend extra-curricular events on the same day.

Effort /

- Attitude**
- attentiveness in class.
 - respect for teachers and fellow students.

Completed assignments

Consequences for violation of academic policy :

- Immediately after identifying a student who has an unexcused absence or has excessive lates/early departures, the student will not be permitted to participate in the next game, practice, performance, etc.
- Students who are absent on the day of an activity will not be permitted to participate in that activity after school, unless the absence is deemed legitimate by the administration.

Students who have demonstrated a continued lack of adherence to the academic policy will be subject to the following :

- Probation** - the student will continue to participate in the activity and will be placed on a daily monitoring system that is checked by his/her coach/advisor. The probation period will be for a minimum of two weeks, but may be extended if deemed beneficial to the student.
- Suspension-** if, after the probationary two weeks, there has been no improvement, the student will be removed from the group/activity for a period of two weeks.
- Removal** - if, after the two week suspension from the group/activity, there is still no improvement, the student will be removed from the group/activity for the remainder of the season.

Any student who has been placed on a suspension or has been removed from a group/activity must have demonstrated an academic improvement in order to have the opportunity to become a member of another group/activity. If this improvement is evident the student is permitted to participate and will be placed on probation.

HAZING AND INITIATION

Three Oaks has a “Zero Tolerance” policy toward hazing and initiation rituals that are performed on team members by team members with/without their consent and with/without the knowledge of coaches. Consequences for participating in hazing and/or initiation rituals include immediate removal from the particular athletic team/extra-curricular group the student is involved with and suspension from all athletic/extra-curricular activities for one calendar year.

Alcohol and Drug Use Policy

Three Oaks has a “Zero Tolerance” policy regarding alcohol and drugs. Students are not to use or be in possession of any illicit drugs and/or alcohol while involved in any school sponsored activity.

Three Oaks Senior High Extra-curricular Policy

I have read and agree to abide by the terms outlined in the above policy.

Sport /Activity: _____

Student’s Signature: _____

Parent/Guardian’s Signature: _____

Date: _____

MUSIC PROGRAM (Co-curricular) - All band members must register for a minimum of one music course per school year. Attendance at rehearsals and personal practice are key elements in our strive for excellence. Students must attend all practices and sectionals.

A student may have to legitimately miss a rehearsal and s/he has made allotments for these situations. Students have three absences per semester. If a student misses more than three without valid reason he or she may be asked to leave the ensemble.

Tardiness is also unacceptable. Students should arrive at practice fifteen minutes prior to rehearsal in order to set up and warm up properly. Personal practice is essential for success in our program. Students should practice a minimum of 30 minutes five times a week.

Band Parents Fee of \$90 offsets the cost of fundraising, and covers the cost of uniforms, music, and travel. If a student is unable to pay this fee, special arrangements may be made.

ATHLETIC PROGRAM - Representing our school in athletic activities throughout the province and Maritimes is a privilege that students must accept with a full sense of responsibility and pride. Along with this, it should be understood that each student is an ambassador of our school, and the image that he or she demonstrates will be regarded as the standard for the entire school body. It is the desire of the school administration and the involved coaches/advisors that the image of Three Oaks is of a positive nature, and one that will enhance the image of Three Oaks both inside and outside the community. This accepted kind of behavior and attitude is expected to be shown in the classroom and general school area, as well as on the sporting field/activity area.

A Code of Conduct which addresses issues such as academics, part-time employment, fundraising, uniforms/equipment, smoking/alcohol and other drug use, activity areas, practices, overlapping sport seasons, and outside activities will be available for all student athletes and parents/guardians in September.

Athletic Fees, which offset the cost of uniforms, equipment, tournaments and travel, must be paid in full before the first league game. Students may participate in school sponsored fundraising activities to recoup part or all of their athletic fees. Fees are as follows:

\$35	Soccer	\$90	AAA Basketball
\$45	Golf	\$10	Badminton
\$35	Field Hockey	\$30	Rugby
\$75	Volleyball	\$30	Softball
\$60	AA Basketball	Nil	Track and Field

AWARDS SYSTEM - An awards system is in place to recognize Grade 12 students who have demonstrated a high level of extra-curricular involvement during their years at Three Oaks. Two levels of awards are presented: a certificate to all who demonstrate "active participation" and a pin in addition for "outstanding participation". The level of participation is measured by the time spent in each activity as indicated by the coach or staff advisor. A point is awarded for every 10 hours of participation. A certain number of accumulated points must be earned to be eligible for the awards, the specific number being determined by a staff committee each year.

ELIGIBILITY - Most extra-curricular activities are open to all full-time students at Three Oaks. Some, like interscholastic sports, have certain rules of eligibility which will be made known at the time of sign-up. Continued participation in extra-curricular activities is not only dependent on whether students have passing grades but also on attitude and effort toward the academics. Students who do not make a reasonable effort in their curricular program may be denied participation in extra-curricular activities.

TRAVEL - In most cases where school sponsored activities require students to travel, transportation is provided by the school. Students are required to use this transportation unless other specific arrangements are requested and approved. In all cases, whether for curricular or extra-curricular activities, parents will be notified of the purpose of and details associated with the activity. In keeping with Western School Board Policy, students and parents will be asked to sign the appropriate travel authorization forms. **Under no circumstances** will students be allowed to transport other students.

CODE OF BEHAVIOUR

The conduct of everyone at Three Oaks Senior High is based on mutual cooperation and respect. The goal is that each person will exercise self-discipline and will consistently behave in a manner which demonstrates the ability to work together and harmoniously co-exist with all members of our school community. Consequences resulting from violations of our code will be administered in a fair, consistent and equitable manner.

As a member of Three Oaks Senior High School's community, everyone accepts certain **RIGHTS** and **RESPONSIBILITIES**.

Each individual has the **right** to:

- ▶ be treated with fairness, dignity, and respect.
- ▶ be in a safe and secure environment.
- ▶ express oneself freely and openly while maintaining respect for the rights of others.
- ▶ be listened to.
- ▶ be educated.
- ▶ become a productive member of the community.

Each individual has the **responsibility** to:

- ▶ attend school regularly and adhere to the school's attendance policy.
- ▶ be on time and prepared for all classes.
- ▶ complete all assignments on time and to the best of one's abilities.
- ▶ keep up-to-date with schoolwork even when absent.
- ▶ contribute to a peaceful and conducive learning and teaching environment.
- ▶ treat each other with respect and consideration.
- ▶ dress in a manner that is not offensive to other members of the community.
- ▶ communicate without using foul, condescending, or intimidating language.
- ▶ respect others including those with differing race, culture, religion, gender, physical or mental abilities, language, or sexual orientation.
- ▶ refrain from physical, verbal, written, sexual, or psychological abuse.
- ▶ abstain from public displays of affection beyond hand holding.
- ▶ respect an individual's privacy, personal property, and the school's property.
- ▶ compensate appropriately for damage done to someone else's or the school's property.
- ▶ follow the guidelines outlined in directives for computer use.
- ▶ maintain a clean and attractive school environment.
- ▶ respect the school as an alcohol (or any other drug) and smoke free community.
- ▶ adhere to this code of behaviour during all school related activities in and outside the school.

Consequences for violations of the Code of Behaviour

When dealing with such abuses of our rights and responsibilities, we, the school community, will make every effort to pursue a process of mediation and consultation with the offender (involving the parent(s)/guardian(s) if appropriate). Throughout this process we shall apply and enforce the rules and regulations of the official discipline policies as established in the Communities for Learning - School Climate, Discipline and Safety.

A “**zero tolerance**” policy is adopted and suspensions will result for certain violations of the code of behaviour. Violations will include, but are not limited to:

- ▶ abusive behaviour of a verbal, physical, or a sexual nature.
- ▶ persistent disruptive behaviour.
- ▶ alcohol and/or other drug use.
- ▶ smoking on school property.
- ▶ bomb threats, acts of arson, or activating the fire equipment.
- ▶ possession of a weapon or weapon replica.

ATTENDANCE

Rationale

Regular in-class attendance is expected at Three Oaks Senior High School and is considered to be an integral part of the evaluation process. Research and experience have proven that regular in-class attendance has a positive correlation on the teaching-learning environment, quality teaching and optimum student achievement of the learning outcomes designed for each course. Regular attendance helps students develop a responsible attitude toward commitments they will have throughout their lives.

Part VI. B. 69 (3) and Part VI. D. 72 (b) of the PEI School Act places the responsibility for regular attendance on students and their parents/guardians. Parents/guardians are asked to use discretion in excusing students and to hold them accountable for attendance. Parents can contact the office to gain access to SAS, our school’s internet based program.

Course Attendance

School Board policy states in order to write the final exam and thus be eligible to attain a credit in a course, a student must not miss more than 12 classes, other than for reasons listed below as excused absences, in that course. When a student loses eligibility for credit under this provision a ‘*discontinued*’ for that course will be recorded on his/her Student Progress Report.

A student who has 13 unexcused absences ~ see excused absences below ~ will lose eligibility for credit for that course. An appeal to the loss of credit must be made to the Three Oaks Administration in writing within five school days.

Excused Absences are defined as:

- school sponsored or sanctioned activities, e.g. field, athletic and band trips, student exchanges and Encounters with Canada, national participation, etc. (Code AX)
- legal and religious obligations or special appointments (Code AE)
- illness (Code AS) (Verification of absences due to illness must be supplied to the subject teachers via a note or a phone call to the school within 2 school days of the student’s return to school. For extended illness (more than 6 absences in a semester due to illness), a doctor’s note is required within 3 days of the student’s return to school.)

- death of a family member (Code AE)
- any reason which has been reported to and approved by the principal as per Communities for Learning Policy #13 (Code AE).

Unexcused Absences

All absences that are not accounted for by one of the above reasons will constitute an unexcused absence (Code A), or if parents/guardians have contacted the school with a parent approved absence (Code AF).

Students having an excessive number of unexcused absences will be dealt with individually after consultation with student, parents/guardians, subject teachers, and administration.

A Grade 10 or 11 student who is denied credit in a course because of unexcused absences, with parents/guardians' permission, must make arrangements to leave school property for the period of time that course is scheduled.

A Grade 12 student registered in four courses who has been denied credit in *a* course under these conditions may choose to have a study period during that time.

Any student registered in fewer courses than required and deemed eligible to remain in attendance at Three Oaks *must* be off school property during those times when he/she is not in class.

Part-time students (who are enrolled in two or fewer classes) are ineligible to participate in extra-curricular activities, except for social events.

Daily Attendance

Each subject teacher will be responsible for monitoring and reporting absences and lates of the students registered in each of his/her classes.

Students require a note (or phone call to the office) from parents explaining their absence from class within two school days of the absence or late.

A note from parents/guardians must be provided if a student is absent from class when a test has been scheduled acknowledging that they are aware that their child missed this test. The reason for the absence must be included in the note.

A doctor's note must be presented if an exam or major assignment is missed due to illness. Also, in cases where a student misses excessive class time due to illness (more than 6 days in a semester) a doctor's note must be presented.

Interventions

When unaccounted for unexcused absences occur, the school's automated calling system call home to notify parents/guardians of the absence(s). Parents are encouraged to contact the school to receive a SAS user name and password. This online program keeps an up-to-date account of a students' attendance.

3 Unexcused Absences	Teacher talks with the student
6 Total Absences	AL Letter I sent home from the office "Attendance Information Memo" that lists the number of excused and unexcused absences
6 Unexcused Absences	Subject Teacher contacts home and talks with student
9 Unexcused Absences	Subject teacher forwards a "Credit Review Form" to administration
13 Unexcused Absences	The student has his/her credit denied.

NOTE: Students with six or more absences during a semester due to illness require a doctor's note.

Grade Administrators: Each vice-principal has been assigned a grade level and is the contact for student issues for those students. Each year the administrator will move with the assigned group (Grade 10, then Grade 11, and then Grade 12)

Mr. Quinlan	Grade 10
Mr. MacCormack	Grade 11
Mr. Gallant	Grade 12

Attendance Appeal Procedures

A student who is denied credit in one or more courses, together with his/her parents/guardians, has the right to appeal to the Three Oaks Attendance Administration

Appeals must be made in writing by the student and his/her parents/guardians within five (5) school days of notification that the student has been suspended/withdrawn from a course. A student appearing before the Attendance Appeals Committee must provide written documentation in support of his/her case/situation. This written documentation should include:

General Notes

Parents/guardians should contact the school immediately when their son/daughter is absent.

It is the responsibility of the student and his/her parents/ guardians to inform the principal of any reasons that might be considered legitimate which cause him/her to be absent and which fall outside the list of excused absences.

Medical evidence for long term or recurring illness (more than 6 days in a semester) will consist of information from a doctor. This information must be provided within 3 days of the student's return to school.

Periods or days spent on in-school or out-of-school suspensions will be counted as unexcused absences for the purpose of this policy.

The school has the right to deny participation in any or all extra-curricular activities for any student who must withdraw from a course as a result of attendance concerns.

Chronic lateness will result in disciplinary sanctions. Being late 35 minutes or more into the period will be considered an absence.

Arrangement for early dismissals must be made at the beginning of the class. Except for emergencies, early dismissals will be granted at the discretion of the teacher. Abuse of early dismissal procedures could result in disciplinary sanctions as well. Leaving class with 35 minutes or more remaining will be counted as an absence.

GENERAL INFORMATION

CARE OF SCHOOL PROPERTY

All students are expected to respect and try to maintain the excellent condition of our school facility and equipment. Any student who willfully damages school property will be responsible for replacement costs and subject to disciplinary action.

CARS

Students are permitted to bring private cars to school. However, reckless driving in or around the parking lot will not be tolerated. Students can park on the north side of the school parking lot only. Vehicles parked in staff or no parking zones will be identified and license numbers reported to city police. Bus and fire lanes must be clear of vehicles. The bus parking lot is out of bounds to all vehicles except school buses during the school day.

FOOTWEAR

Students are asked to clean their footwear of mud/snow prior to entering the school. Only approved indoor shoes are permitted in the gym.

CORRIDORS/LOCKER ROOMS, ETC.

When classes are not in session, students are permitted to use the various corridors, foyers and other open areas as a place for relaxation and socialization. A level of conduct that respects the rights of others to use these areas without feeling uncomfortable or threatened in any way is expected. Amorous activities beyond hand holding is not considered suitable. As well, respect for school property and the property of others is expected.

For reasons of safety and smooth traffic flow in the building the following restrictions apply:

- (a) Refrain from sitting or loitering on stairways;
- (b) Refrain from sitting in narrow split level skylight corridors - an open passageway is to be kept next to the north wall in the upper corridor and next to the south wall in the lower corridor (500's);
- (c) Refrain from gathering in the hallway and on the landing area heading into the Resource Centre, to allow easy access into the Resource Centre.
- (d) Refrain from standing next to or loitering on the rails in the skylight.
- (e) Refrain from sitting or loitering in the locker room.

LATES

Avoidable lates are both discourteous and disruptive to fellow students and teacher. Reasons for any lateness must be given in the class attendance logbook and may be questioned by each teacher. If either the reasons for being late or the frequency of lateness becomes a concern, disciplinary action such as that assessed for absences will be taken.

A "late" is defined as "entering a class after the late bell has stopped ringing or being unprepared for class and unable to return with the necessary materials before the second bell (late bell)". A late is excused if a note is presented for a special appointment or a school sponsored activity. Leaving classes early is also discouraged except for necessary reasons. See late policy.

LATE POLICY

Late Occurrence (unexcused)

1 & 2	Subject Teacher gives warning.
3	Subject Teacher assigns a 10 minute detention. (teacher arranges)
4 - 5	Subject Teacher assigns a 30 minute lunch detention in detention room.
6 +	Subject Teacher assigns 1 hour detention in detention room over 2 lunches.

If a student shows up late, the subject teacher will inform them that they are late . When a student reaches their 3rd late in a subject teacher's class, the student would be informed that they have been assigned a 10 minute detention with the subject teacher. If a 4th (5th or 6th) late occurs, the student will be assigned a 30 minute detention on a specified day. After 6 late, each time a student is late they will be assigned a 1 hour detention over two lunch hours. There will be a detention binder placed in the office where the subject teacher would identify a student that has been assigned a detention. Optional :A binder may be used by the subject teacher to have students sign in when they are late.

OUTSIDE GROUNDS

Students may use school grounds during break times. When classes are in session, students who choose to go outside are asked to use the **Cafeteria entrance** only.

TOBACCO USE BY STUDENTS

All property, buildings and vehicles owned by the Western School Board are designated as 'smoke-free' environments. As well students are to refrain from smoking in privately owned vehicles when those vehicles are on the school Board property.

The consistent response to students who violate the smoking policy is as follows:

- First violation - a one day suspension with a phone contact and letter to the parents, and a research study component.
- Second violation - a three day suspension with a telephone call and letter to parents indicating the specifics of the suspension including the education and research components and that a further violation will result in a more lengthy suspension.
- Third violation - a five day suspension with a letter to parents and a meeting with the student and parents to discuss the specifics of the suspension and the problem. The student will also be given a preventative or rehabilitative consequence so they will better understand the long term effects of smoking.
- Fourth violation - a five day suspension with parents notified that they must contact the Director of the school to arrange a meeting before the student will be reinstated. The reinstatement process will include a meeting with the parents to outline the terms under which the student will be permitted to return to school.

NOTE: At any of the first three violations in the disciplinary process, the school will require students to meet specific other terms in order to return to regular classes or school ... for example - writing an essay on smoking; doing research on the harmful effects of smoking; visiting with and talking to health care providers or health victims of smoking.

ALCOHOL / DRUGS

Students using, under the influence, and/or in possession of alcohol, drugs or drug paraphernalia (as per definitions in the Western School Board Communities for Living Policy #1 ~ Harmful and/or Unlawful Substance Use) are in violation of the School Board and School Policy in relation to substance use and/or possession.

Consequences for violation of policy on alcohol and drugs.

In addition to a minimum 5 day school suspension, (length to be decided by the Three Oaks Administration), the student will **not** be permitted to participate in:

- the activity in which the violation occurred for a period of one calendar year.
- school sponsored evening socials, school sponsored overnight functions, or school sponsored off-Island trips for a period of one calendar year.
- other school sponsored extracurricular activities for a period of one year. After a five month period, students wishing to participate in other extracurricular activities must submit a written request to administration and appear before an appeal committee comprised of 3 members of the staff which must include at least one administrator.
- One of the conditions upon returning to school is that the student agrees to addictions counselling and participates in a Student Assistance Program (SAP).

CONDUCT

Students are in an environment where they are expected to act as mature young adults. Conflicts will occur from time to time and if students are unable to achieve a peaceful solution to this problem, they are strongly encouraged to come to the office for help in mediation. At no time is shouting, inappropriate language or physical contact part of the solution to conflict. Bystanders have a responsibility to help achieve peaceful resolution to conflict and at no time can encourage or support a non-peaceful means to solve a conflict. Students who have demonstrated an inability to achieve a peaceful means to conflict will be required to participate in anger management or positive choices.

TOSH DRESS CODE -Three Oaks Mission Statement encourages students to show respect for themselves, their peers, and their teachers. In light of this, and in the pursuit of a positive learning environment, the following are NOT considered appropriate school attire:

- clothing, including hats, jewellery, or accessories associated with drug, alcohol, tobacco, sex, obscenity, discrimination or violence.
- short shorts or short skirts, revealing necklines, exposed midriffs, or shoulderless shirts.
- outer clothing that does not completely cover underclothes.

Students may be asked to change or cover up if their dress is considered inappropriate or makes someone uncomfortable.

CELL PHONES -Cell phones are not to be used nor be visible/heard inside the Three Oaks buildings, during the school day (from the time of arrival until the 3:20pm bell). This is understood to include class time as well as recesses and lunch period. The school Administration reserves the right, in special circumstances, to allow students to carry cell phones on certain occasions, or after violating the policy administration may deny having a cell phone at school. There is no cell phone use permitted by students during a scheduled class. Consequences for violation of the Three Oaks Cell Phone Policy is as follows:

1st Violation - Phone is taken to the office, labeled, and stored in the vault. Parent/Guardian will be contacted by the teacher/administrator taking the phone. The violation and parental contact will be recorded by the teacher/administrator in the cell phone binder. The student can retrieve the phone at the end of the school day.

2nd Violation - Phone is taken to the office, labeled, and stored in the vault. Parent/Guardian will be contacted by a member of the school administration. The violation and contact will be recorded by the administrator in the cell phone binder. The student will be suspended for 1 day or alternatively and preferably place the phone on hold in the office for 72 hours.

3rd Violation - Phone is taken to the office, labeled, and stored in the vault. Parent/Guardian will be contacted by a member of the school administration. The violation and contact will be recorded by the teacher/administrator in the cell phone binder. The student will be suspended for 2 days or alternatively and preferably place the phone on hold in the office for 144 hours. The student can no longer have a cell phone at school.

4th Violation -A meeting with parents, student and administration. Parents pick up the cell phone.

RECORDING DEVICES - The taking of photographic images or video of a person or persons is permitted at a school-sanctioned public event that is associated with Three Oaks Senior High School. These events include proms, dances, graduation, grad activities, athletic competitions and other designated activities.

Principal or designate can give permission for school related images or videos to be taken by a student. This individual will be designated with a lanyard and pass.

The taking of photographic images or video of a person or persons, on school property or buses, at school events, other than those listed above, during school activities and/or school hours is prohibited without the permission of all of the following: the principal or designate, the persons or persons being photographed, and the permission of their parent or guardian if they are minors.

Consequences for violation of this policy are:

The electronic transmission or posting of photographic images or video of a person or persons on school property or buses, at school events, other than those listed above, and during school activities and/or hours, is prohibited without the permission of all of the following: the principal or designate, the persons or persons being photographed, and the permission of their parent or guardian if they are minors.

Consequences for violation of this policy are: Violators of this policy will be suspended from 1 to 5 days depending on the severity of the violation. Students could be suspended from extra curricular activities.

MP3 / MUSIC / VIDEO PLAYING DEVICES - These devices cannot be visible / used / heard during scheduled class time. Violations will follow consequences as set out in the cell phone policy.

VENDING MACHINES - Students are to use the vending machines only when they are not scheduled to be in class. The vending machines are off limits during class time.

COMMUNICATION

1. CONTACT WITH SCHOOL

Parents are urged to contact the subject teacher for inquiries concerning academic progress, attendance, or if a problem or concern develops. E-mail addresses are on the Three Oaks Web Page (www.edu.pe.ca/threeoaks/). Parents and students are encouraged to use our internet based school and student information SAS site. Parents can gain access by calling the school main office.

A Parent Information Night and Open House will take place on September 14th and February 15th, and Parent-Teacher Interviews will be arranged following each mid-semester reporting period (see school calendar).

Students may be contacted by phone during the day. If the call is from parents/guardians or is an emergency, the secretarial staff will take a message and forward it to the student. Except for emergencies the student will return the call during the next break in classes, and can use the student phone located in the hall outside the main office.

2. SCHOOL CANCELLATIONS

Notice of school closings due to weather conditions will be broadcast on CBC, CFCY Magic 93 and C102 radio. An initial announcement will be made at 7:00 a.m. with a further announcement at 8:00 a.m. indicating whether or not classes will be held that day.

When school is closed for a storm, there will be **no** school activities that day.

3. PARENTAL INVOLVEMENT

It is the intention of the school to involve parents in pertinent decisions relating to student performance in school. Specifically parents will be called upon to be active partners in course registration decisions and will be required to give approval before any course registration is finalized.

Parents will also be called upon to work with the school to encourage good attendance and to help in those instances when lates and absences become a concern.

Parents will be contacted by a written memo when their student reaches six absences.

Three Oaks has an active School Council with a membership comprised of parent, staff and student representatives. Council representatives are named at the annual meeting in September and communicated to the public immediately following. Council meets regularly throughout the school year to raise issues of importance.

4. IN-SCHOOL COMMUNICATION

The main method of keeping the student body informed of what is going on is the daily e-mailed announcement sheet which will be read over the P.A. at the end of reading period and posted on the corridor bulletin boards. Bulletin boards will also be used to publicize events and other matters of importance. All notices and posters are to be taken to the office for approval and if approved they will be posted as quickly as possible.

The P.A. System will be used when classes are not in session to relay messages or to make announcements that were not made at home room.

Another key component in our communication system is a monthly activity calendar in the cafeteria, as well as our weekly newspaper column, "**This Week at Three Oaks**".

STUDENT COUNCIL DANCES REGULATIONS

GENERAL INFORMATION:

Unless by special arrangement, all dances will begin at 8 pm and end at 11 pm. Students should not plan to arrive early as the doors will not open until 8 pm. All dances will be held in the Cafeteria.

ADMISSION:

1. Students who missed school during the school day will not be permitted to attend dances.
2. Students with attendance/discipline issues may not be permitted to attend school dances.
3. Except for the first dance (closed) sign-in of students attending other senior high schools (Grades 10 to 12) will be permitted. Students who wish to sign in students from other schools must fill in a form from the office at least one day prior to the dance to obtain approval.
4. Graduates of the previous year from Three Oaks may attend school dances.
5. Students (or guests) who leave the building during the dance are not permitted to return.
6. The dress for each dance will be determined by the Student Council.
7. Entrance and exit for all school dances will be the main doors (by the office). All areas except the cafeteria and the corridor leading to the cafeteria will be locked during these times.
8. Doors will be closed at 9:30 p.m. Once half the dance is over, no one will be admitted.
9. The price of admission will be established by the Student Council.

STUDENT EXPECTATIONS:

In terms of general conduct and behavior, students are expected to adhere to all expectations held of them on a normal school day. Specifically:

- a) Absolutely no smoking, alcohol or other drugs are allowed in the school or on school grounds.
- b) Payment for damage to property will be the responsibility of those involved.
- c) In the case of "sign-ins", students will be responsible for the behavior of their guests and are required to accompany them to the dance.

It is to be understood that any individuals caught using or under the influence of alcohol or other drugs, willfully damaging property or creating a disturbance will be excluded from all remaining social activities at Three Oaks for at least one calendar year. As well, students will be subject to consequences as described in the Communities for Learning Policies.

In the case of sign-ins, if any guest is involved in a case of misconduct, the student signing them in will be held responsible. Loss of signing-in privilege would be a natural consequence as well as being excluded from dances for a period of time.

Please note the foregoing extends to all school grounds. The City Police have suggested they will be patrolling the parking lot regularly. Anyone caught breaking the law should be prepared for the consequences.

DANCE WORKERS:

For each dance a number of students and teachers will be working on a volunteer basis to help with the administration of the dance. These people have the full support of the administration in carrying-out their duties.

Directions for Preparing Formal Papers at Three Oaks:

A Student Handbook

DIRECTIONS FOR PREPARING FORMAL PAPERS AT THREE OAKS

I. PAPER

Paper must be white, 8 ½" x 11", and bound by a staple in the upper left-hand corner.

II. TITLE PAGE:

The main title is horizontally centred on the top half of the page (default margins).

- A. 8 Enters (about one-third down the page).
- B. Title is in initial caps.
- C. Title is centred horizontally.
- D. Could use a slightly larger font size than text.
- E. Enter 12 times after title/subtitle.
- F. Type and centre the name of the writer.
- G. Enter 16 times after name of writer.
- H. Type and centre the name of the course.
- I. Double space and type the name of the teacher.
- J. Double space and type the date.
- K. Course, teacher, date near bottom of page.

The Beliefs of Buddhism
Path to Enlightenment

Karen Shaw

English 621, Block A

Ms. Jane Smith

1 September 2006

III. OUTLINE:

If an outline page is required by your subject teacher , it follows the title page and is numbered. The student's surname and lower case Roman Numeral I are placed in the upper right hand corner. The computer command is "Tools & Outline". Ensure that:

- A. Headings are listed properly (Headings are general; the sub-categories are specific.)
- B. Phrases are consistent following parallel structure.
- C. Numbering is very specific. See model.
- D. Formatting of the Outline page is as follows: Top margin is one inch and the body has one inch margins. Headings are each indented one-half inch. (Tab)
- E. Titles/ subheadings are not included in the body of the essay unless specified by the subject teacher.

Outline

Thesis: Buddhism, a major world religion, reflects the founder's beliefs in the Four Noble Truths as the path to enlightenment.

- I. Siddharta Gautama
 - A. His personal life
 1. As a husband
 2. As a prince
 - B. His personal quest
 1. Departure from home
 2. Exposure to life's realities
 - a. Sickness
 - b. Poverty
 - c. Suffering
 3. Journey to enlightenment
- II. Basic beliefs
 - A. Affirmation of suffering
 - B. Causes of suffering
 - C. Adherence to the principles
- III. Rightfulness path
- IV. Reincarnation
 - A. Cycle of rebirth
 - B. Attainment of nirvana

IV. FORMAT:

A. Spacing/Quotations:

All papers are to be double-spaced, typed, if possible, or hand written in blue or black ink. Do not force the double spacing by pressing enter at the end of the line. Instead, let WordPerfect adjust the line spacing even after the document is typed. This can be done as one step at the beginning of the document. Path structure: Format ► Line ► Spacing.

Short quotations (three lines or less, except for poetry) are run in with the text using quotation marks.

The Buddhist faith had a very interesting start. “In the beginning the Buddha found enlightenment under the bodhi tree, near what is now Nepal” (McDowell 75).

Long quotations - When you quote more than four typed lines of prose or more than three lines of poetry, set off the quotation by indenting it 10 spaces from the left margin. To do the above instructions use two left indents. Path structure: Format ► Paragraph ► Indent. Use the normal right margin and do not single space. Long quotations should be introduced by an informative sentence, usually followed by a colon. Quotation marks are unnecessary because the indented format tells readers that the words are taken directly from the source.

Devout Buddhists follow the teachings of the Four Noble Truths and the Eightfold Path. Each contains the essence that unites all Buddhists today:

Life is full of suffering; that most of that suffering, including the fear of earth, can be traced to “desire”, the man’s habit of seeing everything through the prism of the self and its well-being; that this craving can be transcended, leading to peace and eventually to an exalted state of full enlightenment called Nirvana (McDowell 71).

Indirect Quotation (Reports someone’s words **without** quoting word for word - involves rewording someone else’s ideas.)

According to McDowell, Gautama was raised in luxury, sheltered and shielded from sickness and poverty. Tradition states that one day his charioteer drove him outside of his estate where, for the first time, Gautama saw sickness, old age, and death. Shocked at these scenes of misery, his life was forever changed (78).

B. Margins:

→Set document for one inch margins.

→ Bottom margins can be one to two inches, allowing for appropriate page endings.

→The first page has a one inch margin. Title is centered and double-spaced.

→For pagination, surname and Arabic 1: example: Smith 1 are placed in the top right hand corner. One can change the value of the page number if pages are typed out of sequence by using the value option and typing in the value of the new page. Path structure: Format ►Page ►Numbering.

C. **Font & Size:** When typing a report, use a regular font face and size such as Times New Roman 12.

V. REFERENCING WITHIN THE TEXT

In research papers and in any other writing that borrows information from other sources, the borrowed information - whether it be quotations, summaries, statistics, or anything not considered common knowledge - must be clearly documented. The most commonly used, and possibly the simplest, means of documenting your sources is to use *in-text citations*. This method recommends that the reference be given in the text of the paper rather than in footnotes or endnotes. This means placing your citation or reference to the source in parentheses immediately after your borrowed information in the text of the paper.

PLAGIARISM:

Plagiarism is the practice of taking someone else's thoughts, writings, or ideas and passing them off as one's own. This involves direct copying and rewording of someone else's work. The student agenda clearly outlines the procedure for properly citing such information in the form of direct and indirect quotations. This procedure **MUST** be followed to avoid plagiarism. Your subject teacher may also require an electronic submission of your in addition to a hard copy.

Note: A paper submitted to meet the requirements of a particular course is assumed to be work completed for that course; therefore, the same paper, or similar papers, may not be used to meet the requirements of two different courses without the prior consent of each teacher involved. Students using similar material in more than one paper are required to confirm each teacher's expectations in advance.

Consequences for Plagiarism

The consequences for intentional plagiarism are severe.

- 1) Students who cheat will receive 0 % for the work under consideration.
- 2) Administration and parents will be notified.
- 3) If student repeats this offence for the same subject teacher, he/she may lose credit in this course.

REMEMBER: References in parentheses should be concise. ALWAYS begin with the author's surname, if given, followed by the name of the article. The reader should be able to easily find the source in the list of works cited at the end of the paper.

The following illustrates some examples of in-text citations:

Example 1. AUTHOR NAMED IN A SIGNAL PHRASE:

A *signal phrase* indicates that something drawn from a source is about to be used.

K. K. Collins says that Charles Dickens' art "was sustained by an awareness and appreciation of the human comedy" (189) .

Hawkes says that "Medieval Times were marked by violence" (Internet).

Example 2. AUTHOR NOT NAMED IN A SIGNAL PHRASE:

Charles Dickens' art "was sustained by an awareness and appreciation of the human comedy" (Collins 189) .

Example 3. TWO OR MORE WORKS BY THE SAME AUTHOR:

In Life Before Man, Margaret Atwood states that all organisms are able to adapt to their surroundings (141).

Margaret Atwood states that all organisms are able to adapt to their surroundings (Life Before Man 141) .

Example 4. TWO OR THREE AUTHORS:

Sacco and Kennedy agree that childhood experiences often influence the pattern of adult behavior (325) .

Example 5. FOUR OR MORE AUTHORS:

"It is difficult to develop a communications policy which suits all members of society" (Woodrow et al. 150) .

Example 6. CORPORATE AUTHOR:

Environment Canada cautions that "the availability of soils suitable for agriculture in Canada is limited" (45).

Example 7. UNKNOWN AUTHOR:

"While some children thrive under stress, others may suffer from it" ("Growing Pains" 39) .

"The Renaissance is a French word meaning rebirth" ("Revival of Learning" Internet).

Example 8. AUTHORS WITH THE SAME LAST NAME:

"My career went along as if on a schedule of its own" (Dan Brown 94) .

Example 9. A MULTI VOLUME WORK:

Tremblay notes that "Chinese writing is not easy to learn. Each character has a different meaning" (2: 17).

Example 10. A NOVEL:

In As For Me and My House, Philip feels the strain of responsibility: "Philip, his nerves on edge, is hard to live with" (17) .

Example 11. A PLAY:

For a play list the act, scene and lines. Use Arabic numbers unless your teacher prefers Roman numerals.

In his famous soliloquy in Hamlet, Polonius advises, “Give every man thy ear, but few thy voice” (1.3.10) .

Example 12. A WORK IN AN ANTHOLOGY:

In J.M. Synge’s poem, “On an Anniversary”, he questions when he will die (145) .

Example 13. AN INDIRECT SOURCE:

“The whole thing is very interesting,” says Heather Moyses. “We get to see how everything is as it’s being built” (qtd. in Cole 1) .

Example 14. AN ENTIRE WORK:

Danson provides an excellent overview of Shakespeare’s life and works.

Example 15. THE BIBLE:

One line frequently quoted from the Bible reads: “The Lord is my shepherd; I shall want nothing” (Psalm 23:1).

Example 16. TRANSLATION: List the entry under the name of the author, not the translator. After the title, write “Trans.” (For “Translated by”) and the name of the translator.

Example 17. EBSCO:

Over the years Maya Angelou has been a columnist for Playgirl, a poet, a screenwriter, and the author of five autobiographies (Meroney Ebsco).

Hébert, Anne. The Torrent. Trans. Gwendolyn Moore. Montreal: Harvest House, 1973.

VI. DOCUMENTING SOURCES

Leave one inch margins all around. Page number is placed in the upper right hand corner, one inch from the top. The works cited title is centered horizontally and followed by two blank lines. Indentations for entries are one-half inch as shown below (“Hanging Indent”).

A list of works cited, which appears at the end of a paper, gives full publishing information for each of the sources you have cited in the paper. Start on a new page and title your list **Works Cited**. Then list in alphabetical order all the sources that you have cited in the paper.

Alphabetize the list by the last names of the authors (or editors). If a work has no author or editor, alphabetize by the first word of the title other than *a*, *an* or *the*.

Do not indent the first line of each entry in the list of works cited but indent any additional lines five spaces. To do the above instructions use hanging indent. Path: Format ► Paragraph ► Hanging Indent. **Double space within each entry** . Leave a blank line between each entry. This method highlights the names by which the list has been alphabetized. The following examples illustrate the forms that the MLA (Modern Language Association) recommends for works cited entries.

There are three parts to each reference: (1) author, (2) title, and (3) publishing information. Each part is followed by a period and one space. In the case of an unsigned article, no author given, begin with the name of the article.

WORKS CITED

Important: Number this page. Please **note** the following examples are shown with titles, i.e. BOOKS WITH ONE AUTHOR. **Do not include these titles in your Works Cited page.** Include your list of works cited in their correct alphabetical order beginning with the author's surname, if provided. If A, An, or The starts the title of an unsigned article, use the first significant word in the title when alphabetizing.

BOOKS WITH ONE AUTHOR:

Atwood, Margaret. Lady Oracle. Toronto: McClelland & Stewart, 1976.

Atwood, Margaret. Life Before Man. Toronto: McClelland & Stewart, 1979.

BOOK WITH ONE AUTHOR:

Collins, Judy. Trust Your Heart. Boston: Houghton Mifflin Company, 1987.

BOOK WITH TWO AUTHORS:

Sacco, Vincent F., and Leslie W. Kennedy. The Criminal Event: An Introduction to Criminology. Scarborough: Nelson Canada, 1994.

BOOK WITH THREE AUTHORS:

Colombo, John, Peter Whalley, and David J. Shaw. Colombo's Book of Canadian Proverbs, Graffiti, Limericks, & Other Vital Matters. Edmonton: Hurtig, 1975.

BOOK WITH FOUR OR MORE AUTHORS: Use first name listed.

Woodrow, R. Brian, et al. Conflict Over Communications Policy. Montreal: C.D. Howe Institute, 1980.

BOOK WITH AN EDITOR:

Beele, Richard S., ed. Thinking About Nothing. Halifax: Rebel Press, 1982.

AFTERWORD, FOREWORD, PREFACE OR INTRODUCTION IN A BOOK:

Kroetsch, Robert. Afterword. As For Me and My House. By Sinclair Ross. Toronto: McClelland & Stewart, 1989. 217-221.

ENCYCLOPEDIA ARTICLE, AUTHOR GIVEN:

Collins, Kenneth. "Charles Dickens." World Book Encyclopedia. 2005 ed.

ENCYCLOPEDIA ARTICLE, NO AUTHOR GIVEN:

"Columbia Icefield." The Canadian Encyclopedia. 2000 ed.

CD-ROM ENCYCLOPEDIA, AUTHOR GIVEN:

Danson, Lawrence. "William Shakespeare." The New Grolier Multimedia Encyclopedia. CD-ROM. Grolier, 1993.

DICTIONARY:

The Oxford Study Dictionary. 1st ed. 2004.

WORK IN AN ANTHOLOGY:

Synge, J. M. "On an Anniversary." The New Oxford Book of Irish Verse. Ed. Thomas Kinsella. Oxford: Oxford University Press, 1986. 318.

MULTI-VOLUME WORK:

Tremblay, Helene. Families of the World. 8 vols. Toronto: Old Bridge Press, 2000.

Note: If your paper cites only one of the volumes, write the volume number before the city and publisher and write the total number of volumes in the work after the date.

Tremblay, Helene. Families of the World. Vol.3. Toronto: Old Bridge Press, 2000. 8 vols.

THE BIBLE:

The New English Bible. New York: Oxford University Press, 2001.

NOTE: If quoting from the King James translation or RSV (Revised Standard Version), there is no need to include the Bible in your Works Cited list.

NEWSPAPER ARTICLE, AUTHOR GIVEN:

Barnett, Vicki. "Lower Wages Feared from Work-Rights Law." Calgary Herald May, 2005: B4.

NEWSPAPER ARTICLE, NO AUTHOR GIVEN:

"Capital Buses Set to Roll in October." The Guradian 28 May,2005: A1.

NEWSPAPER ARTICLE ON CD-ROM:

Cole, Sally. "Final Touches Giving Shine to Summerside's Theater Jewel." The Guardian June 29, 2002: 1. The Globe and Mail. CD-ROM. Globe Information Services, 2002.

MAGAZINE ARTICLE, AUTHOR GIVEN:

Perry, Edward. "School of the Future: Plugged in Learning." Maclean's 30 September, 2003: 25-32.

MAGAZINE ARTICLE, NO AUTHOR GIVEN:

"Growing Pains." Maclean's 8 January, 1996: 38.

MAGAZINE ARTICLE ON CD ROM, AUTHOR GIVEN:

Smith, Carl. "The Dunes." Canadian Geographic August-September, 2005: 8-15.
CPL.Q. CD-ROM. Information Access, 2005.

MAGAZINE ARTICLE ON CD-ROM, NO AUTHOR GIVEN:

"Global Growth." Maclean's 24 May, 2003. CD-ROM. Dataware Technologies.2003.

GOVERNMENT REPORT:

Canada. Industry Canada. Explorations in Science Culture. Ottawa: Ministry of Supply and Services Canada, 2005.

CORPORATE AUTHOR:

Environment Canada. A State of the Environment Report. Ottawa: Ministry of Supply and Services, 2004.

PAMPHLET:

Unions...Part of Your Future. Pamphlet. Canadian Labour Congress, 2004.

COMPUTER SOFTWARE:

Broderbund Software. "Canada." PC Globe 5.0. Computer software. Broderbund Software Inc., 1992.

INTERNET (WWW): AUTHOR GIVEN

Jones, Leonard. "Guidelines for Better Writing." Online. Internet. 9 January, 2004. Available: <http://www.usa.net/jones>.

NOTE: the date you use is the date you accessed the material.

INTERNET (WWW): NO AUTHOR GIVEN

"Stalinism." Online. Internet. 18 June, 2004. Available: <http://www.wordiq.com/definition/Stalinism>.

INTERNET (NEWSGROUP):

Easton, Nicholas. "Technical German." Online posting. 5 May, 2003. Available: newsgroup comp.edu.languages.natural.Online.

EBSCO:

Meroney, John. "The Real Maya Angelou." American Spectator 23 March, 1993: 26. Canadian Reference center (Ebsco). Three Oaks Senior High. 12 December 2006
<<http://search.ebscohost.com>>.

MAP OR CHART: Treat a map or chart like a book with an unknown author, but add the descriptive label, map, or chart.

Prince Edward Island. Map. Toronto: Oxford University Press, 2003.

TRANSLATION:

Roy, Gabrielle. Letters to Bernadette. Trans. Patricia Claxton. Toronto: Lester & Orpen Dennys, 1990.

PERSONAL INTERVIEW:

Stewart, Basil. Mayor, City of Summerside. Personal Interview. 25 March, 2004.

MUSICAL SELECTION: Classical

Shostakovich, Dmitri. Quartet no. 1 in C, op. 49.

RECORDING:

Morissette, Alanis. "You Learn." Jagged Little Pill. Maverick Recording Company, 1995.

FILM, DVD, OR VIDEOTAPE:

Secrets of the Titanic. Videotape. Dir. Nicholas Noxon. Narr. Martin Sheen. National Geographic Society, 1986. 60 min.

The Shawshank Redemption. Dir. Frank Darabont. With Tim Robbins and Morgan Freeman. Castle Rock Entertainment, 1994.

TELEVISION PROGRAM:

Compass. CBC, Charlottetown. Producer/Director Claire Nantes. 6 April, 2004.

WORK OF ART:

da Vinci, Leonardo. Mona Lisa. The Louvre, Paris.

Town, Harold. Banners. Norman MacKenzie Art Gallery, Regina.

The following page features a sample Works Cited page.

Works Cited

- "Columbia Icefield." The Canadian Encyclopedia. 2000 ed.
- "Defying the Odds: Two NHL UpStarts Vie for the Stanley Cup." Maclean's 27 May, 1991. CD-ROM. Dataware Technologies. 1991.
- Eggs, Suzanne, and Diane Slade. Analysing Casual Conversation. London: Cassell, 1997.
- Grant, Sarah. "Cathedrals of London." Architecture 30 March, 2005: 146-50.
- Holland, Norman. "Overcoming Depression." Online. Internet. 19 March, 1997. Available: <http://www.clas.ufl.edu.ipsa/psyart.html>.
- Lafferty, Richard. "Space." Encyclopedia Americana. 2004 ed.
- Lohr, Steve. "Now Playing: Babes in Cyberspace." New York Times April, 1998: C1.
- Meroney, John. "The Real Maya Angelou." American Spectator 23 March, 1993: 26. Canadian Reference Center (Ebsco). Three Oaks Senior High. 12 December 2006
<<http://search.ebscohost.com>>
- Poussaint, Alvin F. President, Argentina. Personal Interview. 10 December, 1990.
- "A State of Political Imbalance." World Book Encyclopedia. 2005 ed.