

STUDENT HANDBOOK

2022 - 2023

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.



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Summerside, PE C1N 4V9
Phone (902) 888-8460
Fax (902) 888-8261

Website <https://threeoakshighschool.wordpress.com/>

This handbook belongs to:

Name _____

Address _____

City / Town _____ Postal Code _____

Telephone _____ Home Room _____

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

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BELL SCHEDULE

REGULAR

8:45 AM	-	Transitions & Co-op Buses (Distinct Bell)
8:51	-	Students proceed to first class
8:55	-	Bell to commence first class
10:05	-	Independent reading
10:20	-	First class ends -Recess begins
10:26	-	Recess ends - Students go to second class
10:30	-	Bell to commence second class
11:45	-	Second class ends - Noon hour begins
12:10 PM	-	Transitions Bus (Distinct Bell)
12:25	-	Co-op Bus (Distinct Bell)
12:36	-	End of Noon hour - Students go to third class
12:40	-	Bell to commence third class
1:55	-	Third class ends - Recess begins
2:01	-	Recess ends - Students go to fourth class
2:05	-	Late bell for fourth class
3:15	-	Fourth class ends
3:27	-	Buses leave

FINAL EXAM SCHEDULE

8:45 am	-	Exam rooms open
9:00 am	-	Morning exams begin
10:30 am	-	Early dismissal
11:30 am	-	Final 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 a.m.; therefore, they should plan accordingly and follow any postings on the school's website for further information.

SCHOOL SERVICES

AXE OUTLET - Basic school supplies and various items of school spirit wear (sweatshirts, sweatpants, hoodies, etc.) are available in the Axe Outlet store 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, at the Public Schools Branch (888-8427). Expectations about behavior on the buses will be described and enforced by individual drivers with support from the school administration.

FEES - Your Fundraising and Finance 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
- 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 such as MyBluePrint.ca/pei. Appointments are recommended and can be arranged in the Student Services Office.

FOOD SERVICE - Full or partial meal service is available in the cafeteria at lunch hour. Students are expected to be respectful of the cafeteria and return trays, as well as, to separate and deposit all waste in Waste Watch receptacles provided. Students are asked to keep the area clean once they have finished their lunch. Students are also asked to avoid consumption of nuts and nut products on school property.

HEALTH SERVICE - 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. \$5 will be refunded in June or upon leaving school. The lock must be in good condition and all student fees and textbook fees must be paid in full (if not \$5.00 will be credited toward outstanding fees). *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.
- e) The replacement cost for a lost lock is \$8.00
- f) **Lockers can be inspected by administration at any time.**
- g) Locker must be cleaned out before the last day of school.

PLEASE NOTE: Gym lockers are for gym clothing only. Arrangements for gym lockers are to be made with the Athletic Director in the Physical Education Department.

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 (LIBRARY) - 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. All materials **borrowed** 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. **Computers in the area are to be used for school related purposes only. Gaming and other non-school related use of the computers will result in loss or suspension of computer account(s).**

ACADEMIC POLICIES

COURSE CHANGES & DISCONTINUED COURSES - Course change requests will be considered for legitimate reasons **only when** class sizes permit. After that, only **exceptional cases** will be considered. Requests must be made during the first week of classes and decisions are based on academic reasons. (i.e. changing courses to be with friends is not considered legitimate). Courses that are discontinued after the first month of a semester (semester 1: after the end of September and semester 2: after the end of February) will be listed as discontinued on student transcripts. Courses cannot be discontinued by students once the final assessment period has started at the end of the semester.

EVALUATION - Final marks in all courses will be calculated by using the summative assessment results connected to course curriculum outcomes. These **assessments** may include, but are not limited to: class tests, projects, assignments, and the major exam or other major assessment activity. Further details will be provided by subject teachers found in course outlines. Marks are based on an ongoing evaluation system where assessment weighting may cause mark/grade fluctuation within a short period of time.

ACADEMIC AWARDS - For awards related to Graduation and the Scholastic Awards Assembly (held each fall) see the specified details outlined in the Three Oaks Senior High School Course Description Handbook.

GRADUATION REQUIREMENTS - Please refer to the Course Description Handbook for specific details. Please make an appointment in Student Services to meet with a school counsellor to discuss course selection, graduation requirements and to obtain post-secondary information.

PROGRESS REPORTS & FINAL REPORT CARDS – Progress Reports will be sent home with students once mid semester. Final Report Cards will be sent home with students at the end of each semester.

STUDY PERIODS - Students in Grade 10 & 11 **cannot** 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 located in one of the following: the cafeteria, the James MacNeill Learning Centre/Library with permission, 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 are required to return the numbered book assigned by the subject teacher.** *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 made available 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. If student's would like their transcripts forwarded automatically to a post-secondary institution they must sign up in Student Services. Postgraduates can request transcripts from Student Services. All transcripts requested *after* graduation require a fee.

ACADEMIC HONESTY POLICY – Three Oaks believe that student success is dependent on personal effort. There is a clear expectation that all students will complete assignments, labs, tests, etc., with honour and integrity, as authentic assessment should represent a student's true ability.

In a broad sense, cheating includes, but is not limited to:

- (1) Copying homework or allowing someone to copy one's homework
- (2) Reporting to another student what is on a test or quiz, including providing questions or looking at another's test or quiz or letting another student look at one's test or quiz.
- (3) Using information from another source that is not properly credited or cited.
- (4) Possessing unauthorized material or electronic devices during a test or exam.
- (5) Working with others on an assignment that was meant to be done individually.
- (6) Taking someone else's assignment or portion of an assignment and submitting it as your own.
- (7) Copying answers from the back of the text book.
- (8) Submitting course work from another course, even if you are the original author, without the prior permission of the teacher.

Student's unsure what would be considered cheating for a particular assignment, are responsible for requesting clarification from the teacher.

Consequences:

The consequences for cheating are severe.

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

EXTRA-CURRICULAR POLICIES

ACTIVITIES - There are many extra-curricular activities available at Three Oaks. Students are encouraged to participate in activities to enrich their high school experiences. 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, grad events, sporting events, etc.). **Extra-curricular activities are considered 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. Failure to abide by this policy may quite possibly result in loss of privileges.

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

- The student must be enrolled in school on a full time basis (Grade 10 & 11 - 8 courses; Grade 12 - 7 or 8 courses).
- All fees, including student, athletic, band, textbook, library, etc., must be paid.
- Members of the band, sports teams, and other groups, as well as parents or guardians, may 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 may lead to a suspension from the activity or activities.
- Students are expected to attend all classes for the duration of the class
- No unexcused lates/early departures.

- If absent from class because of illness or an unexcused absence, the student cannot attend extra-curricular events on the same day.

Effort / Attitude

- Attentive and engaged in class.
- Respect for all school staff and fellow students.

Completed Assignments

- Students are expected to keep up with their academic course work to the best of their abilities.

Consequences for violation of academic policy:

- After identifying a student who has an unexcused absence or has excessive lates/early departures, the student may not be permitted to participate in the next activity scheduled.
- Students who are absent on the day of an activity may not be permitted to participate in that practice, performance, or activity after school. Final decisions shall be the responsibility of the teacher, Athletic Director and the School 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.

Note: Any student who has been placed on a suspension or has been removed from a group/activity must have demonstrated 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 **academic** probation.

HAZING AND INITIATION

Three Oaks has a “Zero Tolerance” policy toward hazing and initiation rituals that are performed on team/group members by other team/group 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, **be under the influence of**, or be in possession of any illicit drugs and/or alcohol while involved in any school sponsored activity (see Alcohol / Drug Policy for consequences) as a participant and or a fan.

MUSIC PROGRAM (Co-curricular) - All band members must register for a minimum of one academic music course per school year (Music 421,521 or 621). Attendance at rehearsals and personal practice are key elements in striving for excellence. Students must attend all practices and sectionals.

The Music Director realizes that a student may have to legitimately miss a rehearsal and allotments can be made for these situations. Students have three permitted 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 the program. Students should practice a minimum of 30 minutes/five times a week.

A Band Parents Fee of \$90 helps offset the cost of fundraising, and covers the cost of uniforms, music, and some travel. If a student is unable to pay this fee, special arrangements may be made through the Music Director in consultation with the Administration.

ATHLETIC PROGRAM - Representing our school in athletic activities is a privilege that students must accept with a full sense of responsibility and pride. Being an ambassador of our school, student athletes are expected to project a positive image throughout their extra-curricular involvement in the school and in the community. Acceptable behaviour and attitude is expected in the school and in the community at large at all times.

A Code of Conduct and Athletic Contract addresses issues such as academics, social media, 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 to read and sign prior to the beginning of the specific sporting season or activity.

Student athletes may be placed on athletic probation and/or removed from a particular sport, season or the year.

TOSH ATHLETICS TOBACCO FREE SPORTS POLICY:

BACKGROUND – The Athletic Department at TOSH recognizes that there is ample research demonstrating the health hazards from the use of tobacco products. We wish to promote a healthy athletic environment and portray a positive role model for youth.

DEFINITION – For the purpose of this Policy, tobacco is defined to include chewing tobacco, “vapes” e-cigarettes and cigarettes or any other use of tobacco products.

POLICY – The use of tobacco is prohibited in all TOSH sports. Therefore, the possession or use of any tobacco products by a student is prohibited and shall result in a choice between entering a tobacco/cessation prevention education program or removal from the team.

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. Athletic Fees are as follows (subject to change):

\$ 65	AA Basketball	\$ 50	A Volleyball	\$ 50	Ball Hockey
\$105	AAA Basketball	\$ 75	AAA Volleyball	\$ 50	Golf
\$ 50	A Rugby	\$ 30	Badminton	\$ 20	Powerlifting
\$ 65	AAA Rugby	\$ 50	Baseball	\$ 50	Softball
\$ 50	A Soccer	\$ 20	Cross Country	\$ 20	Track

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 unless permission has been obtained by the school administration.

Part-time students are ineligible to participate in extra-curricular activities and some social events.

Daily Attendance

Each subject teacher is responsible for monitoring, keeping a record and reporting absences and lates of the students registered in each of his/her classes on SAS.

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 and must state the reason(s) for the absence.

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

Parents are encouraged to contact the school to provide their email address and receive a SAS user name and password. This online program keeps an up-to-date account of a student's attendance.

The Public School Branch's Attendance Policy sees the following guidelines for interventions by school staff. In a paraphrased form, it reads,

Step 1 After **5** unexcused classes missed, the teacher will advise the student and contact home to advise parents of the situation.

Step 2 After **10** unexcused classes missed, the teacher will advise the student and forward the information on to Administration. A meeting with the student and Administration will be held to discuss disciplinary action. A phone call will be made to parents by Administration and a Letter Initial Notification of Absenteeism will be sent home and added to the student's school file. Administration will also meet with the parent to discuss plans to improve the attendance and discuss possible implications if further behaviour continues.

Step 3 When the student has **15** unexcused absences, the teacher will advise the student and administration of the situation. Administration will call home and report to parents that the student is not to report to school until a parent meeting is held to review the matter. Administration will send home a second Notification of Absenteeism letter and said letter will be placed in the student's school file.

Step 4 When a student has **20** unexcused absences in a class, the teacher will advise the Administration and student of the matter and a Third Notification of Absenteeism letter will be sent home and a copy added to the student's file. Administration will have options including a reduction of the student's schedule, referring said student to an alternative program in efforts to allow the student to achieve, or discontinuing the student and giving the student and / or parent the option of Credit Recovery (the following semester) should that be an option best suited for that student. Parents have the opportunity to have the matter reviewed. The Administration will then report the matter to the Superintendent.

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 causes him/her to be absent and which fall outside the list of excused absences found on Page 16 of this handbook. **Medical evidence for long term or recurring**

CELL PHONES

Note: Students may not take pictures or videos within the building unless special permission has been granted. See Recording Devices Policy below.

Most school-related drama stems from inappropriate use of social media. These distractions create a negative impact on teaching and learning and do not contribute to a peaceful and conducive learning environment. The time and energy that administration uses to deal with such incidents is time consuming. The continued inappropriate use of a person's cell phone will result in the loss of the privilege to bring a cell phone to school.

1st Offence Violators of this policy will be given a warning.

2nd Offence Violators of this policy will not be able to have a cell phone at school for 1 month.

3rd Offence Violators of this policy will not be able to have a cell phone at school for the remainder of the year

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 school related activities. The Principal or designate can give permission for school related images or videos to be taken by a student for school purposes. This individual will be designated and identified with a lanyard and pass. The taking of photographic images, video or audio of a person or persons, the electronic transmission or posting of photographic images or video of a person 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 person or persons being photographed, and the permission of their parent or guardian.

Sharing of recordings on social media may result in out of school suspension.

Consequences for violation of this policy are:

1st Offence Violators of this policy will be required to delete the images and recording device will be taken to the office and labeled. Administration has the right to check the phone to ensure that the images/videos are completely deleted. Parents will be notified by Administration. Recording device will be returned at the end of the day.

2nd Offence Violators of this policy will have to delete their images and recording device will be taken to the office and labeled. Students will be suspended for a minimum of 1 day. Recording device will be returned at the end of the day.

Further Offences and possible consequences for continued violation of this policy are: Suspension from school for 1 to 5 days depending on the severity of the violation and reviewed on a case-by-case basis. Students could expect to be suspended from extra curricular activities as well. **Students will not be able to have a cell phone at school for the remainder of the year.**

MP3 / MUSIC / VIDEO PLAYING DEVICES

These devices can only be used during scheduled class time at the discretion of the teacher and cannot interfere with one's learning or the learning of others. Consequences will follow violations 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 beginning at the early bell. Students who are on a study period may be permitted for personal use only.

COMMUNICATION

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 (<https://threeoakshighschool.wordpress.com>) 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 early in September, and Parent-Teacher Interviews will be arranged before each mid-semester reporting period (See school calendar for these dates).

Parents wishing to contact their child should call the office who will then take a message and forward it to the student. Except for emergencies, the student will return the call during the next break and can use the student phone located in the hall outside the main office or their cell phone. **Parents are urged not to text students** during instructional time unless it is for emergency purposes.

SCHOOL CANCELLATIONS

Notice of school closings due to weather conditions will be broadcast on CBC, CFCY Magic 93, Ocean 100.3 and C102 radio. An initial announcement will be made by 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, curricular or extracurricular, for that day. Notice will also be posted on the Public School Branch's website at www.gov.pe.ca/edu/psb/.

PARENTAL INVOLVEMENT

It is the intention of the school to involve parents in pertinent decisions related 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 level changes are made. 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 the teacher after five (5) absences and a written letter when the student reaches ten (10) absences.

Three Oaks is a proud member of the PEI Home & School Association and has an active Parent Council with a membership comprised of parent and staff representatives. The Council meets one Monday a month throughout the school year to raise and discuss issues of importance. Parents are welcome to come/join anytime.

IN-SCHOOL COMMUNICATION

The main method of keeping the student body informed of what is happening 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. The TOSH Tube (TV's throughout the school) 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 may be used sparingly when classes are not in session to relay messages or to make announcements that were not made at home room.

Other key components of our communication include the school's TV broadcast system, our weekly newspaper column found in the Journal Pioneer, and our monthly Green and Gold Newsletter found on the Three Oaks Web page.

SCHOOL DANCES AND PROM

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 and there will be no late admittance beyond 9:30 p.m. without permission by Administration.

ADMISSION

1. Students who didn't attend school during the school day will not be permitted to attend dances.
2. Except for the first dance (closed), sign-in of students attending other senior high schools. Students with attendance and/or discipline issues may not be permitted to attend dances.
3. Students who wish to sign in students from other schools must fill in a permission form from the office at least five days in advance of the dance.
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/theme for each dance will be determined by the Activities 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 the dance.
8. The price of admission will be established by the Activities 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 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 (see Alcohol/Drug Policy). 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 privileges would be a natural consequence, as well as being excluded from dances for a period of time. Please note the foregoing expectations 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 legal consequences involved.

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.

SALE OF PROM TICKETS

Graduating students may sign in current high school students from Three Oaks and other high schools, as well as previous graduates from TOSH or other high schools who: have not been out of school longer than 2 years, who are under the age of 21 years, and who were students in good standing at the schools they last attended (exceptions to be approved by administration). All sign-ins are subject to approval by the Administration. Students must pay any outstanding fees including athletic, book, library or student fees before purchasing a prom ticket.

Three Oaks Senior High Brief Guide to MLA Formatting, Citations, and Works Cited

A Student Handbook

Three Oaks Senior High Brief Guide to MLA Formatting, Citations, and Works Cited

(Adapted from Purdue Writing Lab: *The Purdue OWL*. Purdue U Writing Lab, 2016.)

ACADEMIC HONESTY POLICY – Three Oaks believe that student success is dependent on personal effort. There is a clear expectation that all students will complete assignments, labs, tests, etc., with honour and integrity, as authentic assessment should represent a student’s true ability.

In a broad sense, plagiarism includes, but is not limited to:

1. Copying homework or allowing someone to copy one’s homework
2. Reporting to another student what is on a test or quiz, including providing questions or looking at another’s test or quiz or letting another student look at one’s test or quiz.
- 3. Using information from another source that is not properly credited or cited.**
4. Possessing unauthorized material or electronic devices during a test or exam.
5. Working with others on an assignment that was meant to be done individually
6. Taking someone else’s assignment or portion of an assignment and submitting it as your own.
7. Copying answers from the back of the text book.
8. Submitting course work from another course, even if you are the original author, without the prior permission of the teacher.

Students who are unsure what would be considered cheating for a particular assignment, are responsible for requesting clarification from the teacher.

Consequences: The consequences for academic dishonesty are severe.

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

Formatting

- All English papers (essays, research papers, reflections, etc.) must be typed and double spaced unless otherwise specified.
- When typing a paper, use Times New Roman 12 point font.
- Use 1 inch margins (default)
- A properly formatted title page must be included with name, teacher, course, and date, double spaced between each piece of information in the upper left-hand corner of the first page. Do not create a separate title page.
- Include a title for your paper, centered, following the above details. Double space between title and beginning of first line of text.
- All pages of the paper must be numbered with the student’s last name and page number in the top right hand corner. Directions for Microsoft Word: Select *Insert* at the top of the page, then *Page Number* in the Header and Footer column at the top of the page, select *Top of Page* from the drop

down menu which appears, then select option *Plain Number 3*, then type your last name, and space 5 times between your name and number.

- Papers must be stapled in the upper left-hand corner.

Citing Sources

When a citation is needed

Cite anything the average person would need to look up. **Cite everything that is not your own idea. Cite both quotes and paraphrases.** Also, cite personal communications such as e-mails, interviews, or conversations with and lectures from teachers if you rely on them for your paper.

When a citation is not needed:

Common sense and ethics should determine your need for documenting sources. You do not need to give sources for familiar proverbs or common knowledge.

Proverb is defined as short, popular saying of unknown origin. Ex. “Absences makes the heart grow fonder.”

Broadly speaking, common knowledge refers to **information that the average, educated reader would accept as reliable without having to look it up.** This includes:

Information that most people know, such as that water freezes at 0 degrees Celsius or that John A MacDonald was the first Canadian prime minister.

Information shared by a cultural or national group, such as the names of famous heroes or events in the nation’s history that are remembered and celebrated, such as the beaver is Canada’s national animal, and Confederation occurred in 1867.

In text Citations

Use brief references in parentheses (.....) within the paper to indicate where certain ideas or words were derived. This citation should include the author's last name and the page number (if available) of the reference. The complete citation is then found on the Works Cited page at the end of the paper. For electronic resources for which page numbers are unavailable, provide the first piece of information listed for that resource in its Works Cited entry (e.g. author, corporate author/organization, web page title, etc.).

Examples:

Documentation of every information source is a matter of ethics, efficiency and authority (Lannon 191).

Note: If the citation is at the end of the sentence, it comes before the closing punctuation.

Or

As Lannon states, documentation of every information source is a matter of ethics, efficiency and authority (191).

Note: If the author's name is used in the sentence (called a signal phrase), the page number is all that is needed in the citation.

Short quotations

If a quotation is **less than four lines** you may include it in the text, enclosed in quotation marks. A citation giving the author and page number is then given within the sentence, or in parentheses at the end of the sentence before the closing punctuation.

Examples:

As Lunsford and Connors suggest, source material should be used sparingly so that your writing does not become “a patchwork of quotations, paraphrases and summaries from other people” (593).

Or

Source material should be used sparingly so that your writing does not become a “patchwork of quotations, paraphrases and summaries from other people” (Lunsford and Connors 593).

Longer quotations

If the quotation you wish to use is **over four lines**, present it as a block of text, **without quotation marks, double spaced**, with each line **indented approximately 1 inch** from the left margin. Do not further indent the first line of the quotation. Place the citation after the closing punctuation. When quoting verse, maintain original line breaks.

Example of Longer Quotation:

As Lunsford and Connors state:

Exactly how much you should use sources in an essay has to depend on your purpose, your audience, and the section of the essay. In general, however, your essay should not give the impression of being a patchwork of quotations, paraphrases, and summaries from other people. If it does you will have merely accumulated data; you won't have actually presented information in your own way. (593)

Works Cited

- The Works Cited list is the last page of the paper and should include citations to **every** source of information used in the paper.
- Number the Works Cited page.
- The title Works Cited should be **centered** one inch from the top of the page (the first line).
- Use **double spacing** with the first line of each entry at the left margin and subsequent lines with a **hanging indent of ½ inch. Do not add extra spacing between entries.**
- Arrange the list **alphabetically** by author's last name or title (ignoring A, An and The) if there is no known author.
- The **author's name is reversed** for alphabetization (last name, comma, first name).
- For multiple authors in the same entry, **only the first name is in reverse order**. Each subsequent name is in natural order, placing “and” before the last author.
- List each of up to three authors. For more than three, give the first author's name, followed by the abbreviation et al. (Brown, James, et al.)
- For a book with an editor, **use the editor's name in place of the author's name** with the abbreviation ed. after the editor's name.
- **Capitalize** the first and last words of the title and subtitle and all principal words.
- **Italicize** titles of books, periodicals, films, websites and library databases.
- Use **quotation marks** around article titles and web page titles.

When researching, write down all of the core pieces of information available from the list below. Then put them in order with the corresponding punctuation: either commas or periods, as specified below.

1. Author.
2. Title of source.
3. Title of container,
4. Other contributors,
5. Version,
6. Number,
7. Publisher,
8. Publication date,
9. Location.
10. Date of Access.

1. Author. Last name, First Name. Example: Brown, John.
2. Title of Source: For longer works like books and films, websites, italicize. For shorter works like articles and poems, and webpages, put in quotation marks. Example: *To Kill a Mockingbird* or “The Tell Tale Heart”
3. Title of Container. If a source is found within a larger source, the latter is referred to as a container. Cite all containers. A poem is the source, the collection of poems the container. A web article is a source, the website the container. The container is italicized, followed by a comma. Examples: *BBC News*, *The Short Stories of Ernest Hemmingway*, *Netflix*, *Google Books*, *Youtube*, *Ebsco*.
4. Other contributors. Editors, illustrators, and performers are cited when necessary to finding the source. Do not used abbreviations. Example: Translated by John Doe, Edited by James Smith,

Annotated by Tim White, With an Introduction by . . . Created by . . . Performance by . . . Follow the name with a comma.

5. Version. List editions or versions if applicable. Ex: King James Version, or 3rd ed.,
6. Number: volume, number, seasons, and episodes in books, journals, or television series should be specified. Ex: vol. 2 or season 2, episode 7
7. Publisher: Cite the publisher and/or distributor. Capitalize. Separate multiple names with a forward (/). Examples: Universal Studios, Oxford University Press
8. Publication Date: Day, Month, Year. Abbreviated all months except May, June, July. If more than one publication date exists, go with the original date.
9. Location: page numbers or URLs. Ex: pp. 12-15 or www.bbc.com/worldwarI
10. Date of Access: for web sources only. Day/Month/Year Ex. Accessed 4 June 2017.

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Using the Reference Tool on Word

(*note that manual changes may be required if the Word Tool uses an earlier edition of MLA).

Place your cursor where you want the citation to go. Be sure to place it **before** the end punctuation. Go to the **Tool Bar** and Click on **References** (next to Page Layout). Directly under the References tab, click on the pull down menu labelled **Style**.

Click on **MLA**

Click on **Insert Citation**. Then click on **Add New Source**.

Under **Type of Source**, use the pull down menu to select the appropriate type.

Fill out the required fields. Be sure to put the last name of the author first. Use capitalization. Do not put extra periods after each field. Click on **okay**.

If you are citing a print source, you need to add a page number. Right click on the citation, and go to **Edit Citation**, then add pages in the field bar. (Barrett 2-5)

After you add each different source, and you need the same citation again, then you can simply click on **Insert Citation** and then add your source, which is already prepared for you.

When you want to add your Works Cited page, go to a new page at the end of your paper. Go to the pull down menu labelled **Bibliography**, and change it to Works Cited. Then you will need to move the title to the centre of the page and change the font colour to black. You will need to press Enter once after the title, to create a space between the title and the first entry.