

Welcome to
Eastwood Collegiate Institute

"REBEL PRIDE"



760 Weber St E
Kitchener, Ontario
N2H 1H6
(519)743-8265

<http://eci.wrdsb.edu.on.ca>

Principal
N. Strobel

Vice-Principals
M. Coates
R. DeBoer
P. Morgan

This book belongs to:

Name: _____

Address: _____

City/Town: _____

Postal Code: _____ Phone: _____

You should have this planner with you at all times. It allows you to record homework, tests, assignments and exams, as well as to be organized.

For an electronic version of school policies and other information and announcements visit the ECI Website:

<http://eci.wrdsb.edu.on.ca>

Dates To Remember 2008-2009

Semester 1

August 28	Grade 9 Orientation/ BBQ
September 2	Opening Day
September 8	Photo Day
September 9	Integrated Arts Parents Council meeting
September 17	General School Council (7:00 PM Auditorium)
October 13	Thanksgiving Day
October 15	School Council Meeting (7:00 – 8:30 in the Library)
October 20	Interim Reports
October 22	Photo Re-take day
October 22	Parents' Night (6:00 – 8:30 PM)
October 23 – October 31	Mid Term Testing
November 7	Commencement
November 7	PD Day
November 19	School Council (7:00 – 8:30 PM in Library)
November 14	Mid Term Report Cards distributed
November 21, 22	Gala (7:00 PM)
December 5	PD day
December 10	Grade 8 Information/IAP/HSHM Parents' Info Night
December 11	Festive Concert and Bake Sale (
December 17	Winter Dance Show (7:00 PM Auditorium)
December 22 – January 2	Christmas Break
January 5	Classes Resume
January 9	Integrated Arts Program Application Deadline
January 14	School Council (7:00 – 8:30 PM in Library)
January 23 – 29	Semester 1 Final Exams
January 27	Integrated Arts Program Auditions Begin
January 30	PD Day

Semester 2

February 2	Semester Two Begins
February 11-13	Grad Photos
February 18	School Council (7:00 – 8:30 in Library)
February 13	Sem 1 Final Report Cards
February 13	Winter Formal
February 16	Family Day Holiday
February 24-26	Ontario Vocal Festival
March 16-20	March Break
March 23	Classes Resume
March 30	Interim Reports
March 31 – April 10	Mid Term Testing
April 1	Parents' Night (6:00 – 8:30 PM)
April 2	Gr 10 Literacy Test
April 3	PD day
April 10 & 13	Good Friday & Easter Monday
April 15	School Council Meeting
April 24	Mid Term Report Cards distributed
April 30	Spring Music Night (7:00 PM Auditorium)
May 13	General School Council
May 19	IAPPA Meeting (7:00 – 8:30 PM Auditorium)
May 18	Victoria Day
May 28	Visual Arts & Jazz Night/ Arts Award Night
June 3	Senior Dance Show (7:00 PM Auditorium)
June 9	Honours Breakfast
June 5	Senior Prom
June 11	Athletic Banquet
June 16	Spirit/Recognition Assembly
June 17	Last Day Of Classes
June 18 – 24	Final Exams
July 6-10	Sem 2 Final Report Card

Bullying

At Eastwood Collegiate there are serious consequences for participating in any form of bullying.

Bullying can take many forms in addition to physical violence:

- Name-calling
- Threatening someone
- Laughing at or making fun of someone
- Starting rumours
- Not allowing someone to spend time with you and your friends

No one deserves to be bullied. Take action:

- Tell your guidance counselor, teacher or an administrator if you or someone you know is being bullied
- Remember that using insults or fighting back will make the problem worse.
- Do not allow yourself to become a bystander to bullying (an audience often makes the situation worse).

- Know the difference between **ratting** vs. **reporting**. **Ratting** is done to get others in trouble (you're creating a problem for someone else). **Reporting** is done to get help, to take care of yourself or someone else. It tries to solve a problem.

For more information about bullying go to the Eastwood website at <http://eci.wrdsb.on.ca> for an up to date list of useful websites. The Kids' Help Line is a useful resource: 1-800 668-6868. Parents can contact the Parent help Line at 1-888-803-9100

Cyberbullying has now been recognized by police and educators as a growing problem (see www.cyberbullying.ca for more info). It is defined as the use of information and communication technologies (such as email, cell phone and text messages, You Tube, Facebook, instant messaging, etc.) to support deliberate, repeated and hostile behaviour by an individual or group that is intended to harm others. Some forms of cyberbullying are considered criminal acts, and police become involved. Canadian courts have held that schools have a right to discipline students for behaviour that occurs **off** school property when there is "a sufficient network or connection to the school." ***If you or someone you know may be a victim of bullying or cyberbullying (the target of mean, threatening or intimidating words on-line), please speak to a guidance counselor, teacher or vice-principal.***

Consequences for Bullying at Eastwood include:

Some or all of the following:

- in-school and out-of-school suspensions
- parent meetings
- police involvement
- other consequences as determined by school administration

Some Resources for Youth in Kitchener-Waterloo

Youth Help-line	(519)-745-9909
Distress Line	(519)-745-1166
Crisis Clinic (24/7)	(519)-742-361
Police	(519)-653-7770

Student Code of Conduct (mandated by the Ministry of Education)

Every student has the right to an education without disruption and a corresponding responsibility not to deny this right to any other student. All students in Ontario are expected to comply with their school's Code of Conduct.

Students' Rights and Responsibilities

Rights

- to learn in a safe and undisturbed environment;
- to have freedom from physical, verbal, sexual and racial harassment;
- to take part in all programs and activities offered by the school;
- to be respected and treated with fairness.

Responsibilities

- to be punctual and attend classes regularly;
- to meet the requirements of their courses to the best of their ability;
- to respect the rights of other students and all school personnel;
- to respect school property;
- to not disrupt the educational process;
- to know and obey school rules;
- to be responsible for making up work when classes are missed;
- to behave in a morally acceptable manner.

Discipline begins at home and parents have the prime responsibility for the modification of their children's problem behaviour. However, when inappropriate behaviour occurs within the school setting, it must be dealt with promptly and directly in order to protect the rights of all people.

Therefore a range of possible consequences for unacceptable behaviour has been developed:

- ◆ interview with student
- ◆ detention of student
- ◆ parental involvement
- ◆ removal of student from class
- ◆ referral of student to Administration and/or Guidance
- ◆ a behavioural/performance contract
- ◆ suspension
- ◆ expulsion

All school members must...

- respect and comply with all applicable federal, provincial and municipal laws;
- demonstrate honesty and integrity;
- respect differences in people, their ideas and opinions;
- treat one another with dignity and respect at all times and especially when there is disagreement;
- respect and treat others fairly regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability;
- respect the rights of others;
- show proper care and regard for school property and the property of others;
- take appropriate measures to help those in need;
- respect persons who are in a position of authority;
- respect the need of others to work in an environment of learning and teaching.

All school members must...

- not be in possession of any weapons, including but not limited to firearms;
- not use any object to threaten or intimidate another person;
- not cause injury to any person with an object;
- not be in possession of, or under the influence of, or provide others with alcohol or illegal drugs;
- not inflict or encourage others to inflict bodily harm on another person;
- seek staff assistance, if necessary, to resolve conflict peacefully.

Consequences

a) Expulsions

Under the recently passed Bill 212, all decisions to expel are made by the WRDSB trustees. If the decision is made to expel a student, he/she is removed from school (his/her name taken off the roll) for a minimum of 21 days if given a **Limited** expulsion. A **Full Expulsion** means that the student is unable to attend any school in the province until he/she completes a strict discipline program (usually one year). Police will be involved, as indicated by police/school protocol. A student must be expelled if engaged in the following activities:

- possession of a weapon, including but not limited to firearms;
- trafficking in drugs or weapons;
- robbery;
- use of a weapon to cause bodily harm or to threaten serious harm;
- physical assault causing bodily harm requiring professional medical treatment;
- sexual assault;
- providing alcohol to minors.

b) Suspensions

Mandatory suspensions ranging from one to 20 days will be the minimum penalty faced by a student for

- uttering a threat to inflict serious bodily harm;
- possession of prohibited substances;
- acts of vandalism causing extensive damage to school property;
- bullying, including cyber-bullying.

Police will be involved, as required, and conditions to return to school will be specified in accordance with school board policies.

Discretionary suspensions (one to 20 days to be served as either “out-of-school” or “in-school” suspensions) will be applied for the following offences:

- violation of internet acceptable use policy
- acts of vandalism or willful destruction
- arson/fire related
- conduct injurious to the moral tone of the school or to the physical or mental well-being of others
- fighting
- forgery/cheating/plagiarism
- gang/group delinquent or disruptive activity
- habitual neglect of duty
- harassment
- improper language
- intimidation
- opposition to authority
- persistent truancy
- physical assault
- racial/ethno-cultural harassment
- sexual harassment
- smoking policy violation
- theft
- possession of a prohibited substance
- repeat violations of E-device policy

Students are not allowed on school property or at school functions (eg. sporting or arts events) during the suspension period **for any reason**, unless permission is given by Administration because of extenuating circumstances. Students will either write previously announced tests immediately following their suspension (no extra time allowed) or, in cases where the teacher feels this is not feasible, be evaluated by an alternative procedure decided on by the teacher. A student will not be assigned a zero on previously announced tests missed during the suspension period. Assignments which come due during the suspension period may be submitted without penalty by a **parent/third party** on the due date. Any assignments which are not submitted in this manner on the due date will be assessed a late penalty as outlined in the course. Students must

catch up on work missed. Requests for work may be made through the vice-principal. It is the students' responsibility to make arrangements to pick up work. Students assigned an In-school suspension may pick up work from their teachers during the breaks between classes. Students are expected to have work with them when assigned to Room 204 (the Learning Hub) for a suspension or time-out.

School Policies/Procedures (in alphabetical order)

Attendance and Lates

Research makes clear that in order for effective learning to take place, it is essential that students be in class. The business community today is confronted with major problems related to employee absenteeism and lateness of reporting to work. By implementing a clear attendance and late policy at Eastwood, we will be able to assist students in forming attendance habits that will significantly improve their future employability.

Ministry regulations and the Education Act state that when a student continues to be unwilling to attend school regularly, he/she will normally fail to achieve credit for the course(s) for which he/she is truant. A credit is defined as having achieved a minimum mark of 50% in a 110-hour course.

Teachers and the vice-principals will contact parents in the event of unexplained absences and/or if absences are affecting achievement. We strongly encourage parents to track their child's attendance. When parents receive an automated phone dialer message in the evening, they must contact the Main Office the next day to follow up regarding this absence (**attendance lines: surnames A-K ext. 522 L-Z ext. 524**). Parents are also encouraged to call for any attendance concerns and/or for regular updates.

Attendance concerns will lead to the following, escalating consequences:

- detentions
- in-school suspensions
- parent contact
- contract
- out-of-school suspensions
- referral to WRDSB truancy counselor (if under 18)
- removal from course in question
- sent back to home school (if living outside the ECI boundary)
- removal from school (if 18 or over)

a) Absences

- 1) A note or phone call from a parent/guardian is required for all absences. **Parents must call before 8:00 AM the day of an absence** to indicate the reason for their daughter's/son's absence. Adult students (18 yrs and over) must see their vice-principal to get OR renew a waiver form which allows them to write their own notes; however, excessive absences will result in a meeting with the vice-principal and will lead to further consequences.
- 2) If absences are not validated within 24 hours (using the school's automated system, available 24/7), students will not be admitted to class the following day. They are expected automatically to report to the Main Office to see the attendance secretary and/or the appropriate vice-principal. A variety of disciplinary actions may be taken, including detentions, communication with parents, contract, and/or suspension.
- 3) If a student must leave school before the end of the day, and prior validation has not been received, a phone call to the home will occur that evening. Parents should send a note or call the school the next morning to validate the absence. (It is not sufficient for a parent/guardian to validate an absence by stating that he/she is "aware of" the absence or "gives permission" for the student to miss classes. Under the Education Act, we need to know the reason for the absence.)
- 4) **If a student forges a note/parent's signature OR calls the attendance line and**

impersonates a parent, he/she will be suspended and the parents contacted.

- 5) If a student must leave school before the end of the day, he/she **MUST sign out** at the Main Office—regardless of age. Students under 18 and adult students without waiver forms will require either a note from home, parental permission by phone, or administrative permission in order to sign out. A student who becomes ill at home during lunch hour may inform the school by phone and bring in a note the next day.
- 6) We strongly recommend that students complete the **Sign-out Sheet** in the Main Office **before** school begins on the day they have a planned absence. Students who do not follow appropriate sign-out procedures will be considered truant.
- 7) If a student becomes ill he/she must report to the Main Office (**NOT** to the cafeteria or library). If a student misses a test/assignment during a validated absence, he/she must speak with the teacher immediately upon return to make arrangements for the missed evaluation.
- 8) Students are responsible for **ALL** missed work and assignments during an absence (including due dates, notes and handouts).
- 9) Students without proper validation may not participate in any extra-curricular activities on the day of an absence.
- 10) Students who must be absent from a class(es) for a specific school-related duty or family activity **MUST** first request their teachers' permission and make arrangements ahead of time with regard to deadlines. Students **MUST** obtain a **Parental Withdrawal Form** from the Main Office, have their parent as well as teachers and a vice-principal sign it, then return it to the Main Office.
- 11) Students will be assigned detentions for skipping a class. If a student misses an assigned detention, an In-School Suspension will be assigned. Students must take their in-school suspension sheet home to be signed by a parent and returned the following morning. If repeated skips occur, a student will be assigned a suspension of at least three days (out of school) and parents will be contacted.
- 12) Students are not permitted to miss classes in order to catch up on assignments or homework. These absences are still considered a truancy.
- 13) Students are expected to write all tests and turn in all assignments on the assigned date. Failure to do so will result in zero on tests and late penalties for assignments unless a parent validates the absence within 24 hours.
- 14) Summative evaluations/ culminating activities in the final few weeks of the semester are as important as exams. Absences will be treated the same way as with formal exams. (Only illness and bereavements, supported by appropriate documentation, will be considered valid.)

b) Lates

- 1) Students must be in their classroom when the bell rings or they are considered late.
- 2) Students who are arriving at school for the first time any time after 8:15 a.m. must report to the Main Office to sign in and receive an **Admit Slip**.
- 3) Students who are late, regardless of the period, must report to the **Late Desk** (outside the Main Office). Lates for all students are tracked and consequences are assigned by the hall monitors (Ms. Puppe and Mr. Weatherbee).
- 4) If a student is in Guidance or with the nurse before school starts, or at the beginning of the period, he/she must get an admit slip from them.

- 5) Students who are kept after class by a teacher, causing them to be late for their next class, will require a note or phone call from the teacher responsible for the lateness.
- 6) If a teacher is late for the beginning of a class, students must remain in the classroom or in the hall outside the locked classroom door until the teacher arrives. One student should be sent to the Main Office to inform them of the problem.

Late Policy (applies to all periods of the day)

No. of Lates	Action
1 to 3	Warning (Late Desk monitor)
4 to 7	Detentions assigned (Late Desk monitor)
8	Meeting with vice-principal/attendance secretary (detentions or in-school suspensions may be assigned)
> 9	Escalating consequences (at the discretion of the vice-principal, attendance secretary and monitor) <ul style="list-style-type: none"> - detentions - in-school suspension - letter home - phone call to parents - not admitted to that class (sent to 205) - sent home a day - out-of-school suspensions

Accidents and Insurance

If you sustain an injury while on school property, **report the injury to your teacher immediately**. The Main Office must also be informed immediately of the accident. All students taking part in any **extra-curricular athletic activity** must have medical insurance. Student insurance covering medical treatment or injuries is available at a nominal cost and is highly recommended for all students.

Banned Items and Activities

The following items/activities are **NOT** permitted on school property or during school-related activities:

- firearms
- weapons of any sort (including pocket knives or “home-made” weapons)
- laser pointers
- skateboarding (boards must be kept in lockers and not used on school property)
- fire crackers
- water guns
- camera phones
- use of cell phones and/or electronic entertainment devices during instructional time, in instructional areas
- gambling of any sort
- gang colours or clothing
- headgear
- alcohol and illegal drugs
- chewing tobacco
- prohibited substances
- hackey sacs (Hackey sacs may be played outdoors but not indoors)
- piercings that might be considered a weapon
- snowballs (throwing snowballs will result in suspension)

Please note that students who violate this policy will face consequences which may include suspension and expulsion. Students found to be under the influence of banned substances during such activities as dances and prom may be banned from all other school functions.

Bicycles

Bicycle racks are provided for students who bring their bikes to school. Students are advised to lock their bicycles with a secure lock since neither the school nor the Board can accept responsibility for bikes on school property. Do not chain your bike to a tree or to the railing by the staff parking lot.

Buses (Board Operated)

Riding the bus is a privilege. The Board has a clearly stated policy on the provision of bus service for students. Any student failing to comply with these bus rules established by WRDSB is endangering the lives of other passengers and motorists, and may lose his/her privilege to ride the school bus. Individual schools do not determine who will be allowed to ride on board buses. **This is a board policy administered by the Board's Transportation Department.** Students who live at least 4.8 km from the school yet reside within the ECI boundary will be bused to school. (They are not permitted to bring friends along on the bus.) For more information, please see an administrator.

Cell Phones and Electronic Entertainment Devices

Increasingly we're dealing with student use of electronic devices that is interfering with or compromising the learning environment of the classroom. As a result, we expect students to respect and abide by the following procedures which are now in place in all Waterloo Region high schools:

The following is Eastwood's policy on electronic devices:

Cell Phones:

Cell phones are not to be used in instructional areas for any reason. Instructional areas include classrooms, the library, the gym, and the main office. If a teacher sees your cell phone in class—whether you are using it or not—you will be sent to your vice-principal. Your name will be recorded and you will receive a detention. On your second and subsequent offenses, you will be sent to your vice-principal where your cell phone will be confiscated until your parent or guardian comes to the office to pick it up. You will also be suspended. You may use your cell phone in the cafeteria or in the halls during your lunch, but not during class time.

Music Players:

The use of Ipods and other music players will be left to the discretion of the classroom teacher. If a teacher allows you to listen to your music player, you may, on the condition that neither the teacher nor other students can hear the sound coming from your earphones. If your teacher does not allow you to listen to a music player, you must comply. If you use a music player in class without permission you will be sent to your vice-principal. Your name will be recorded and you will receive a detention. On your second and subsequent offenses, you will be sent to your vice-principal where your music player will be confiscated until your parent or guardian comes to the office to pick it up. You will also be suspended.

Cameras:

Whether digital cameras, video cameras, or cell phone cameras, taking pictures or video on school property is **illegal**. Cameras are banned everywhere in the school building unless authorized by a teacher. With the ease by which people can take pictures and video and post them on the internet, this rule is designed to protect the privacy of all people at Eastwood. If you use a camera in class without permission you will be sent to your vice-principal. Your name will be recorded and you will receive a detention. On your second and subsequent offenses, you will be sent to your vice-principal where your camera will be confiscated until your parent or guardian comes to the office to pick it up. You will also be suspended.

Compulsory School Age

Under Bill 52, recently passed by the provincial government, the new compulsory school age is now 18 years of age. This means that students who are 16 or 17 years of age can no longer drop out of school but are expected to stay until age 18 or graduation. When a student misses consecutive days with or without validation, a letter of concern will be sent home. If absences continue, the student's name will be referred to the school social worker.

Computer Use

Computer use is a privilege. Students must adhere to the following guidelines:

- Each student will be assigned a unique login and password. Students are to use only their own assigned login, and are to keep their password confidential.
- Students are liable for any transmission and subsequent damage resulting from computer viruses by way of their disks/ memory sticks.
- When beginning work, students should check their computer to be sure that it is operating properly. Any problems should be reported to the teacher immediately.
- Students are responsible for every printout they make and are liable for unnecessary waste. Students are expected to leave workstations clean and in good order. They are also responsible for maintaining clean print stations.
- No food/ drink is permitted in the labs.
- Students cannot work unsupervised in the labs.
- School computers cannot be used for personal email or to access social networking sites (like Facebook or YouTube)—only for instructional purposes as defined by the school.

a) WRDSB Acceptable Use Policy for Computers

The privilege of computer access may be revoked for unacceptable conduct, and further discipline by Administration may result. Severe abuse could result in criminal and/or civil action. The Board will make every effort to protect students and staff from misuse and abuse of these services and will take reasonable steps to ensure that they are used only for purposes consistent with the Board's learning expectations. Notwithstanding, misuse and abuse may occur. It is the responsibility of each user to guard continuously against inappropriate and/or illegal activity. All equipment owned by the Board is purchased for the purpose of carrying out the mandate of the Board, regardless of the location of the equipment. The Board has the right to view email and other related documents at its discretion. It is at the sole discretion of the Board to decide who is given access, who retains access and who is denied access to telecommunication services.

b) Unacceptable conduct includes the following:

- using Board technological property for any illegal activity, including hacking.
- using Board technological property for personal, political, financial or commercial gain.
- degrading or disrupting equipment or system/network performance of WRDSB or other systems (e.g. introducing a virus, attaching personally owned or non-approved, non-standard devices to the network).
- vandalizing equipment or the data of other users (e.g. opening up the equipment).
- gaining unauthorized access to resources, files, programs, other computer systems or technological entities (electronic trespassing).
- invading the privacy of individuals, harassing others or personally attacking others.
- sharing or using others' access codes, account numbers, passwords and other authorizations which have been assigned to them.
- posting anonymous messages.
- placing unlawful information on the Board's technological property or distributing it via the system (e.g. hate literature).
- using abusive, offensive, degrading or objectionable language in public or private messages.
- sending messages that are likely to result in the loss of a recipient's work or in the disruption of the system/network (e.g. a computer virus).
- sending "chain letters" or global messages or other types of communications which would cause congestion of the system (spamming).
- sending or receiving messages and/or images which are inconsistent with the Board's curriculum and conduct procedures. These include messages and/or images which are racist, pornographic, dangerous, obscene or contain threats of violence.

- plagiarism or copyright violation.
- misuse of peripheral computer equipment (scanners, digital cameras, etc.).
- accessing email services which allow a user to be identified as other than him/herself.
- deliberately bypassing or attempting to bypass security provisions implemented by the Board (content filter, firewall, etc.).
- establishing or accessing websites, links, postings or email messages which have a connection to the School Board and are criminal, degrading, defamatory or inappropriate.
- downloading or posting inappropriate comments, defamatory remarks, pictures or pornography.
- installing unauthorized, non-standard (non-ITS approved) software or operating systems.
- developing or accessing programs that harass other users, infiltrate a computer system or alter the software components of a system.
- using Board technological property to give out personal information such as home addresses, telephone numbers or credit card numbers.
- using Board technological property to offer or provide goods or services or to advertise products.
- using Board technological property to conduct political campaigns or advocate for or against candidates involved in municipal, provincial or federal elections.
- downloading files that are not for educational purposes (e.g. games, MP3).

Crosswalk

In September 1995 a lighted crosswalk was installed in front of the school, on Weber Street as a result of student/parent/school lobbying (after a student was hit by a car while crossing Weber St). Students are expected to use the crosswalk to cross Weber Street. Failure to do so will result in consequences from police and Administration.

Detentions

Detentions are assigned by Administration, the attendance secretaries and the hall monitors for a variety of reasons (usually for truancies, lates and behaviour). These 35-minute detentions will be served in the detention room for the 08/09 year (**period 3: 11:05-11:40 a.m.) (period 4: 12:25-1:00 p.m.)**. Failure to serve a detention means that it doubles; continued failure to serve the detentions will result in a suspension and parent contact.

Rules: no food/ drink, cell phones, electronic entertainment devices, coats/jackets, no talking or passing notes. Students will not be admitted if they're late and will be removed if they don't have school work or reading. (Students with co-op or no lunch periods must arrange with Admin to serve their detentions in the main office, **7:45-8:10 a.m.)** **Note:** Detentions assigned by teachers must be served with those teachers. (Failure to show up for these detentions will result in a referral to the appropriate vice-principal.)

Dress Code

At Eastwood, we expect our students to come to school dressed appropriately—to make a positive impression and to show respect for the opportunity to receive an education. The following student attire is considered **unacceptable**:

- clothing that reveals cleavage, midriff and undergarments;
- off-the-shoulder tops;
- halter tops, tube tops;
- muscle shirts;
- skirts and shorts considered too short by Administration;
- clothing with rude/vulgar/offensive language;
- clothing with suggestive slogans or images related to drugs, alcohol, sex, racism, etc. (this also includes images/slogans on backpacks, purses, pencil cases, etc.)
- headgear
- coats and jackets (outerwear)

Coats and jackets that would be considered “outerwear” are NOT permitted in the classroom. Students are expected to each have a locker, where coats and jackets will be kept. Dress code violations will result in the student in question being sent to Administration, then being sent home to change. Repeat violations will result in escalating consequences, including suspensions.

Students are not permitted to wear any headgear within the building. (Wearing headgear on ECI grounds is permitted unless students are part of a class activity.) This includes the following:

- baseball caps
- toques
- dewrags (of any kind)
- wave caps
- bandannas
- scarves
- hoods (of sweatshirts)
- any other kind of headgear

The only exception permitted will be headgear that has religious significance (e.g. the Sikh turban or the hijab) as determined by Administration. Failure to abide by the NO HEADGEAR and NO COATS policy will result in escalating consequences from Administration.

Emergency Procedures

We are required to have emergency drills each year. These drills are used to prepare us for evacuation of the building in the event of fires, tornadoes and intruders—so that we can keep our students and staff safe. Each room has a sign that indicates the closest exit in case of fire.

- When the alarm rings, follow directions to the nearest exit. Go quickly and quietly out of the building, **stand well away from the building** and remain there until further notice.
- In certain special circumstances teachers may be asked to lead their students to an emergency evacuation site.
- When a **“Code Red Alert”** announcement is made, students should proceed to the nearest safe location and follow established Threat to Personal Safety procedures.
- Several emergency procedures are rehearsed by staff and students during the school year. It is important that students respect the importance of these drills.

Fees for Courses (as determined by Board policy)

- 1) The basic cost of material/ activities for a course or program is provided through school budgets; therefore, no student is denied enrolment in a course because of inability to pay.
- 2) Successful completion of a required course or credit is not dependant on the payment of any course fee by a student.
- 3) Each school defines/determines the basic materials required for courses.
- 4) All basic materials essential for the completion of the program are made available by the school at no cost to students.
- 5) A course fee is charged only for supplies, services or activities that are considered enhancements to the program or course.
- 6) Fundraising revenues are directed to supplies, services or activities that enhance program opportunities for students.
- 7) Any charges for supplies, services or activities are reviewed with School Council before implementation and, at least, annually. The process used is open and transparent and requires accountability to the school community.

Exams, Summative Evaluations/ Culminating Activities

Students are required to be present on the assigned date (at the beginning of the period) for all of their examinations and summative evaluations. If they are absent, they will receive a mark of zero unless a **medical certificate** is provided or the student has received Administration’s permission in advance of the exam or summative in the event of **extenuating circumstances—as determined by Administration**. Early vacations, trips abroad, taking advantage of cheaper airfare, summer jobs, camp counseling training, etc., are NOT acceptable reasons for missing exams and/or summatives. Students who are late for an exam will not receive any extra time. Once an exam is over, the late student cannot be admitted to write, and will receive a zero.

Field Trips

Many courses at ECI include visits to off-campus locations as a part of their curriculum. These trips can be a valuable addition to classroom studies. Off-campus activities require extra care and effort in planning and in making sure that the excursion is used to its best advantage. These activities also usually require the services and/or involvement of people in the community.

Students must be on their best behaviour and use the chance to learn something extra. Please be aware that all school policies and expectations are in effect during off-campus trips or during the school's extra-curricular activities. All students are expected to participate in their subjects' required field trips.

Note: Students who miss an evaluation or deadline because of another course's field trip are expected to notify the appropriate teacher in advance of the field trip, and are still responsible for making arrangements to catch up on all missed work (as determined by the teacher).

Food and Drink

We are asking students to be respectful and considerate of our school by helping keep it clean.

Please eat ONLY in the cafeteria and use the appropriate garbage containers for garbage.

(Our custodial staff work very hard to keep our large building clean and in good repair.) Food is not permitted in the halls, stairwells, upper/lower foyer, auditorium, gyms and classrooms. Water is the only beverage permitted in the classroom or halls.

Guidance Services

Counsellors are available to support students with interpersonal conflicts, education planning and career exploration. They provide a wide range of programs and workshops for students, such as preparation for post-secondary education, school-to-work options, course selection/planning, scholarship information, conflict resolution/ mediation, anti-bullying programs and peer tutoring. Students wishing to meet with a counsellor may fill out an **Interview Request Form** just outside the Guidance Office. Students are alpha-assigned to counsellors by last name. We encourage parents to feel free to contact the Guidance Department with any concerns.

Mrs McCreary (Dep't Head)	A – C & SST
Mrs. Carnahan	D - K
Mr. Mitani	T-Z & SST & Ranger hockey players
Mrs. Kittelsen	L-O (ESL/ELL A - K)
Mrs. Dingle	P-S (ESL/ELL L-Z)
Ms. MacIntosh	Guidance secretary (ext 526)

a) Course Changes:

Students were given their 08/09 Semester I timetable in early June and were given the month of June to adjust their timetables. **Changing a course after June will be very difficult and in most cases discouraged, given the number of courses which are now full.** Students who need to change or drop a course must initiate the process with their counsellor. **Students must follow their assigned timetable until they are issued a new timetable with the approved change.** Students in grade 09 and 10 are expected to take eight credits. Senior students must take at least three credits each semester.

b) Full Disclosure for grades 11 and 12

Ministry of Education policy states that all grades 11 and 12 courses attempted by students must be recorded on the Ontario Student Transcript. This means that any course completed, dropped or failed will appear on a student transcript along with the marks earned in the program. **A student has until five instructional days after the first official report card date to drop a course in order for it not to appear on the transcript.**

c) Community Involvement Graduation Requirement

All students must complete 40 hours of community involvement activities as part of the requirements for a diploma. The purpose is to encourage students to develop social responsibility, an appreciation of the various roles they can play in their communities, and to help them develop a greater sense of belonging with their respective communities. Students entering grade 09 this year may not begin accumulating volunteer hours before September 2, 2008. More information is available at www.wrdsb.edu.on.ca.

d) Ontario Secondary School Diploma Requirements

In order to earn an **Ontario Secondary School Diploma** (OSSD) a student must:

- earn 30 credits (18 **compulsory** and 12 **optional** credits)

- complete 40 hours of community service
- successfully complete the Ontario Secondary School Literacy Test (OSSLT)

Compulsory Credits:

4 credits in English	3 credits in mathematics
2 credits in science	1 credit in Canadian history
1 credit in Canadian geography	1 credit in the arts
1 credit in health and physical education	1 credit in French as a second language
.5 credit in career studies	.5 credit in civics

Plus **one** credit from **each** of the following groups:

Group 1: 1 additional credit in English, or a third language, or social sciences and the humanities, or Canadian and World Studies, or Guidance and Career Education, or Co-operative Education

Group 2: 1 additional credit in health and physical education, or the arts, or business studies, or cooperative education

Group 3: 1 additional credit in science, or technological education, or cooperative education

Harassment (see also Bullying)

Harassment is defined as engaging in distressing, annoying or malicious **comments** or **behaviour** that is known or ought reasonably to be known to be unwelcome. Whatever form it takes, whether of a verbal, visual or physical nature, sexual or racial harassment disrupts and undermines the integrity of the work/study relationship and threatens the integrity, well-being and performance of the individual. Students who harass other students or staff may be suspended or expelled from ECI.

Homework

Homework is assigned regularly to students at all grade levels. Some weekly guidelines for each subject (approximations only):

Grade 9:	about 5 hours per week
Grade 10:	about 5-10 hours per week
Grades 11 and 12:	about 10-15 hours per week

Guidelines like these do not reflect individual differences in students or programs but can help students and their parents understand school expectations. Research has shown that part-time jobs can enhance and compliment a student's academic pursuits as long as they do not exceed 15 hours per week. **Students will not be excused from their academic obligations because of a part-time job.**

Late Work Policy

Deadlines are important. They...

- prepare students for post-secondary education and the workforce;
- ensure fairness for those students who meet deadlines;
- provide students with an incentive;
- help deter procrastination;
- teach time management;
- provide students with timely, useful feedback.

The ECI late work policy is currently under review. Until a policy is established, each department will set a late policy, which will be included on the course information sheet handed out at the beginning of the course.

Learning Resources

The Learning Resources- (formerly Room 205) is now located in **Room 210**. It provides help to students who have an IEP (Individual Education Plan), an IPRC, or other students in the school needing support. Available are computers, other technology, course support, testing accommodations, and many more services. The Learning Strategies class (GLE) is also run out of this room. If you would like help with organization, learning skills, studying, or have concerns, come and see us! Visit our website in the **Learning Resources Section** on ECI's homepage for more information.

Library

The ECI Library is available to all of our staff and students. We offer a variety of print resources for curriculum as well as recreational reading, including our Virtual Library. This first-rate resource provides access to online resources not available on the Worldwide Web. The databases on this site are subscription resources that are delivered electronically via the Internet. Subscription databases are essential resources for quality research, providing types of information not readily available in other formats. The Virtual Library includes resources suitable for elementary and secondary students and for teachers. The Virtual Library may be accessed at home. See the **librarian (Mrs. Tietz)** for the URL, user name and password.

a) Hours of Operation: 8 a.m. to 3:30 p.m. unless otherwise stated

b) Borrowing Privileges:

Three (3) week loan on most books unless reserved for class use; magazines are overnight only. Four (4) items loaned at one time.

c) Sign-outs:

Eastwood Student Card, Photo I.D. or the original copy of your timetable is required to sign out any materials from the Library.

d) Overdue Books:

Fines are 10 cents per item per school day. Lost materials must be paid for at replacement cost for each item, in addition to a fine per item, if overdue. There will be a fee of \$3 for damaged books. Students who have overdue books or unpaid fines will receive reminder slips in their homeroom. Prompt payment is appreciated

e) Library Home Page:

Access the Library Home Page from the ECI website. This site provides many valuable resource sites for students.

f) Magazines:

The Virtual Library contains several online databases that list thousands of magazines, professional journals and newspapers. These databases can be used for research at home, by using the passwords available in the library. We bring into the library only a few "popular" magazines and keep up to one year of back issues.

g) Newspapers: *The Record* is available for in-library use only.

h) Photocopier: 10 cents per copy.

i) Printers: three printers available for staff/ student use – one colour and two black and white.

j) Scanners: three scanners hooked up to computers in Lab 1

k) Project Binding Service: Assignments can be permanently bound for one dollar.

m) Media and Computer Services:

Students are encouraged to consult with the In-School Technician (Mrs.T. Barnes) concerning their research and project presentation needs.

Lockers

All students are expected to have their own locker. Lockers are provided for the convenience of students but remain the property of the school. Students are expected to keep their lockers clean. **The school reserves the right to check a student's locker at any time.** Only school-approved locks may be used. Locks can be purchased for **\$5.00** in the Main Office (or \$2.50 for a used lock).

The combination and serial number must be registered in the Main Office. Students are advised not to share their combination with anyone. Ignoring this advice leads to problems. The school

accepts no responsibility for the security of money, clothing, books, or valuables in the lockers. Students must empty their locker immediately following their last exam in June.

Medication

Staff are not permitted to distribute aspirin, Tylenol, etc., to students. (The assumption is that, by high school, students are responsible enough to self-medicate.) Students who require an epipen must report to their vice-principal at the beginning of the year and keep their epipen with them at all times (bag or purse). If you have special medical circumstances, please notify your guidance counselor or vice-principal as well as your teachers.

Ontario Secondary School Literacy Test (OSSLT)

All students must successfully complete the Ontario Secondary School Literacy Test in order to earn a secondary school diploma. Students are usually expected to write the Literacy Test when they are in Grade 10. The test is based on Ontario curriculum expectations for language and communication, particularly reading and writing, up to and including Grade 9. Students who write the test but do not succeed must re-take the test or (in their graduating year) take the grade 12 literacy course (OSSLC) and complete it successfully in order to qualify for a secondary school diploma. The test will take place on **Thursday, April 2, 2009**.

Out-of-Bounds Areas

a) Within the School:

During instructional time, students are expected to be in class—not wandering the halls or at their lockers. This includes the lunch periods. Students with legitimate spares are expected to be in the library or cafeteria, or to leave school property. For reasons of safety, convenience, and emergency, students are NOT permitted to sit on the stairs or in the halls. These areas are out of bounds during class time (including lunch).

b) Outside the School:

We continue to deal with neighbours concerned about students congregating or behaving inappropriately on their property. Although we recognize that the vast majority of our students respect the rights and privacy of our neighbours (including the businesses along Weber St), we must now enforce out-of-bounds areas. Students are NOT permitted to loiter in the following areas:

- Rockway Gardens
- Montgomery Park
- Popeye's Gym parking lot
- Schwaben Club parking lot
- the sidewalks and parking lot of the strip mall at the corner of Weber/Montgomery

Failure to abide by this policy will result in the following, escalating consequences: warning, parents notified, trespass letter issued by local business, police notified, suspension.

P-Counter

All students will receive 50 sheets of paper free of charge to print, at the beginning of the school year. Additional sheets will cost students **five cents** per page or 20 pages for one dollar. Please see the In-School Technician (Mrs. Barnes) in the A/V office (room 103). Students can fill in a print credit envelope in the library and drop it in the Print Credit box and should allow 48 hours for processing.

Parking

Student parking is available in the lot beside the playing field—in the unnumbered spots. (Students **cannot** park in the upper staff lot OR in the Popeye's or Schwaben Club parking lots.) Parents are **NOT** permitted to drop off their son/daughter in the staff parking lot off of Clifford or at the front of the school, on Weber St. Students who do not drive responsibly on school property will have their parking privilege revoked and police notified. Students are not permitted to smoke in their cars while in the parking lot. Neither the school nor the WRDSB accept responsibility for any car or its contents while on school property. Cars that are parked in marked fire routes or unauthorized parking spots will be ticketed.

Part-Time vs Full-Time

Students are expected to remain full time (three or four courses per semester).

Exceptions:

- students who have already graduated but who are returning to take additional credits;
- students in their graduating semester who still have enough credits to graduate;
- extenuating circumstances as determined by Administration (e.g. documented health issues)

Plagiarism

Plagiarism is defined as the taking of thoughts, ideas, words or writings of someone else and presenting them (in an assignment) as though they were your own. If you plagiarize (whether you are aware of it or not), you will receive a “0” on the assignment and a suspension. See details about plagiarism and the Eastwood style guide at the end of these policies.

Smoking Policy

Smoking is prohibited on school property (inside the building and on school grounds). The Tobacco Control Act and the Waterloo Region District School Board have decreed that all school properties shall be “smoke-free”. Students who are under the age of 16 who possess or use tobacco are in violation of the Tobacco Control Act (1994). Students who smoke off school property during the school day are asked to show respect for the properties of neighbours and local businesses. Students may use the sidewalk at the front of the school but are expected to use the garbage containers for cigarette butts and not block the sidewalk for passersby. Students are NOT permitted to smoke on Clifford Ave or at the entrance to the staff parking lot.

Tobacco Control Act Enforcement in School

- If a student is found smoking on school property, parents will be contacted and he/she will be given a one-day In-school Suspension or sent home for the day.
- A student’s second smoking violation results in a three-day suspension. The parents are notified as well as the Community Health Department. The Community Health Department will then send out a letter of warning to the student’s parents stating that the next violation will result in a fine.
- Further smoking violations will result in longer suspensions and escalating fines from the Tobacco Control officer.
- All smoking violations are tracked by Administration and carry over from year to year.

Student Activities

At Eastwood we encourage all students to get involved outside of the classroom. Extra-curricular activities increase school spirit, student self-esteem and staff pride. Studies have shown that students who participate in extra-curricular activities perform better academically. Eastwood offers a wide variety of clubs, athletic and artistic opportunities. We urge our students to enhance their high school years by getting involved in the co-curricular life of our school.

a) Eastwood Student Card

The student card is official photo identification for each student. This card will enable staff to identify students and help eliminate problems associated with people who are not students at the school. In order to participate in any extra-curricular activities at Eastwood students must purchase a student card. (We rely on these fees to support the cost of maintaining a co-curricular program.) The benefits include participation in all clubs, productions, athletic teams, intramurals, student special events and assemblies. Other benefits include discounts from various business, discounts for the city bus, the privilege to attend school dance and formals, the privilege to use the weight room, points towards awards and more. **(Note:** when purchasing the Student Card, students are issued a receipt. We expect you to keep this receipt—in the event of bookkeeping discrepancies.)

b) Co-curricular Expenses

- | | |
|------------------|---|
| • Student Card | \$25 |
| • Yearbook | \$45 |
| • Athletic Fee | Varies depending on sport |
| • Music Fee | \$10/group (to a max. of \$30 for 3 or more groups) |
| • Photo Packages | \$15-\$40 |

b) White E Awards (awarded annually in June):

They are awarded for an exceptional contribution to a major activity or for every 40 points accumulated. A maximum of 10 points may be earned for participation in each activity. All White E's and participation points are awarded at the discretion of the staff sponsor. A **Silver E** will be awarded to any graduating student who accumulates five White E's in three different activities, one of which must be a Participation "E".

Guidelines for Sponsors:

- It is the sponsor's responsibility to determine the student's eligibility to participate in the activity. **Each student must have a valid Student Card.**
- A maximum of 10 points is allowed for participation in any sponsored activity. (1 point = 10 hours)
- A Participation White E is earned when 40 points are accumulated.
- A sponsor may award White E's for an exceptional contribution to a maximum of 10% of the participants in the activity.
- A student will not be granted a White E and participation points for the same activity in the same year.

c) Red E Awards (awarded annually in June)

Awarded by the coach to the outstanding players of each major senior sport on the basis of skill and contribution to the team. The remaining players will receive up to five participation points. A student must compile 40 points to earn a participation **Red E**.

A **Bronze E** will be awarded to a graduating athlete based upon the following:

- 6 letters in 3 years of senior eligibility
- 5 letters in 2 years of senior eligibility
- 3 letters in 1 year of senior eligibility

d) Senior Athlete of the Year (MVA)

The MVA must be a graduating athlete with preference given to candidates who:

- i) have participated in more than one sport;
- ii) have received recognition of excellence during their careers;
- iii) have demonstrated good deportment in athletic endeavours.

e) Doug Montgomery/Norma Grant Awards

Awarded to a graduating athlete or an athlete in their final year of athletic eligibility for outstanding contribution in:

- i) at least 2 sports
- ii) an area of school activity outside athletics
- iii) citizenship

The recipient must have above average academic standing. These awards are not necessarily presented each year; they will be presented if there are suitable candidates.

Success Hub/ Learning Hub (room 205)

As part of our network of student supports, Room 205 is staffed by our full-time Educational assistant, Ms. Haertel. This multi-purpose room is used in the following ways: supervised study, in-school suspensions, catching up on missed assignments, study hall, time-out/ mediation, test-writing, etc. **Please note** that the Learning Resource Centre (formerly in 205 is now in 210.

Summatives (please refer to Exams)

Tests

At Eastwood we value the learning opportunities afforded to students, and we work hard to maintain the integrity of the curriculum. **When a student misses a test, he/she must bring proper validation to the Main Office the day he/she returns.** (Illness and bereavement are valid absences from evaluations. However, sleeping in, a part-time job, a vacation or staying home to study for the test are NOT valid reasons—as per the Education Act.)

To ensure proper validation when a student misses a test in a class, teachers are asked to attach a sticky note to the attendance sheet indicating that a test is being written during that class. The attendance secretaries will endeavour to contact the parents to validate the absence. This will keep parents better informed when their child is missing an important assessment.

Phone calls will only be made for those students whose attendance has not been previously validated. Information will be relayed back to the teacher within two days.

If a student is caught cheating on a test, he/she will be assigned zero, parents will be contacted and the matter referred to Administration for consequences.

Textbooks

The cost of textbooks has increased dramatically. (A math or science textbook, for instance, now costs \$40-\$120.) Every year we face approximately \$6,000 in lost textbooks—an expense we cannot afford. Students are given a textbook with a six-digit code. They are expected to keep this textbook in good repair and to return their assigned textbook at the end of the course. Failure to do so means that **they will be required to pay for lost or damaged books**. (If they turn in a textbook that was not assigned to them, they still owe their assigned textbook.)

Theft

Do NOT bring large sums of money OR valuable personal items to school. If you need money to pay for such fees as the Student Card or the yearbook, there is an ATM in the lower foyer. Keep anything of value secure in your locker (and do not give out your combination or share your locker with anyone). **NEVER** leave your backpack or purse unattended—even with friends. **DO NOT** loan personal items such as cell phones and electronic entertainment devices (like iPods) to friends. (We also strongly advise students not to purchase electronic devices from other students.) **DO NOT** leave any items of value in the Phys Ed change rooms.

NOTE: The school and Board do not accept responsibility for stolen items.

Visitors

In the interest of keeping our school safe and our students engaged in their courses, we do not permit students to have friends from other schools visit ECI. In the event that such a visit is necessary—as determined by Administration—arrangements must **FIRST** be made with Administration. (Visitors must sign in and receive a visitor's pass.) Failure to do so means that these visitors are trespassing on private property, and the appropriate consequences will follow.

Vice-Principals

Issues related to attendance and behaviour are primarily dealt with by our two vice-principals:

Mr. Morgan (A-K surnames) (secretary: Mrs. Pieczewski)

Mr. DeBoer (L-Z surnames) (secretary: Mrs. Womersley)

Mr. Coates (Student Activities) (secretary: Mrs. Brosowski)

When students are sent from class for inappropriate behaviour, they must report immediately to the Main Office where they will fill out a green **Incident Report Form** and wait to see the appropriate vice-principal.

Weather

The Waterloo Region District School Board website includes school closing and bus cancellation information on days with extreme weather. If you think the weather may affect busing or school closures, check out www.wrdsb.edu.on.ca or tune in to the following local radio stations: **Oldies 1090, KOOL FM, CKGL AM 570, CHYM FM, DAVE FM 107.5, CJOY, Magic FM, CKWR 98.5, HITS 103.5 FM, KICX FM 99.5, CKBT The Beat**. If the Board cancels buses but keeps schools open, students are expected to attend that day.

Plagiarism and the Eastwood Style Guide

Plagiarism may include any of the following practices:

- Borrowing the ideas, data, structure or framework of another writer without acknowledging the source. **To avoid plagiarism, clearly state that you are using the ideas, data or framework of another source.**
- Quoting directly from another source without using quotation marks or another commonly accepted convention to indicate a quotation. This is true even if you include a citation. **A quotation MUST be in quotation marks.**
- Buying or borrowing any quantity of work from another student or anyone else and presenting it as though it were your own. This includes allowing another student to complete work for you or do research for you. **You must NOT borrow or use another student's work and present it as though it were your own.**
- Presenting a loose paraphrase (changing only a few words or sentences in a borrowed passage to avoid the appearance of a direct quotation) without acknowledging the source or stating that this is a paraphrase. **When paraphrasing, you must cite the source and state that you are paraphrasing.**

The golden rule to avoid plagiarism: YOU MUST ACKNOWLEDGE WHAT IS NOT YOUR OWN!

How to Paraphrase:

When you summarize or paraphrase someone else's words and ideas, you must restate the source's meaning in your own words. You are guilty of plagiarism if you half-copy the author's sentences. Below is an example of an unacceptable and an acceptable paraphrase to help you with your own paraphrasing:

Original version

"If the existence of a signing ape was unsettling for linguists, it was also startlingly new for animal behaviorists."
-Davis, *Eloquent Animals*, p. 26.

Unacceptable paraphrase (Plagiarism)

The existence of a signing ape unsettled linguists and startled animal behaviorists (Davis 26).

Acceptable paraphrase (not plagiarism)

If the presence of a sign-language-using chimpanzee was disturbing for scientists studying language, it was also surprising to scientists studying animal behaviour (Davis 26).

Give credit to:

- direct quotations from another source
- an indirect or paraphrased idea taken from a source
- examples
- statistics
- graphs
- visual Images
- sound and video recordings
- electronic sources

Do NOT...

- use translator programs
- copy or steal any visual image from art or music
- use purchased, copied or previously submitted work
- copy directly from a friend, the Internet, books or articles. All sources must be identified in a Works Cited and Consulted.

Remember...

- Use a variety of reliable resources.
- As you are researching, take point-form notes in your own words.
- When making notes, use a special method to distinguish your own ideas from your source's ideas. Use a different-coloured pen or bracket your own ideas. Also remember to record page numbers and the source.
- Put quotation marks around a quotation even if it is only one or two words long.

Consequences for Plagiarism and Cheating:

- Students caught plagiarizing will receive an automatic zero, and their parents and vice-principal will be notified.
- All incidents will go on file with the vice-principal.
- Re-writes are only at the discretion of the teacher (in consultation with his/her dep't head and administration) and apply only to grade 9 and 10 students.
- Students cheating on a summative or exam will receive a zero (no chance of re-write).
- First-time offenders will be assigned an in-school suspension; however, depending on the severity of the offence, a formal suspension may be assigned. Subsequent offences will receive formal, out-of-school suspensions.

Research Essay Style Guide (MLA Format)

► **Before using this style guide, consult your individual teachers for formatting preferences because different subject areas use different formats.**

Format

Double space, using one side of the paper only. Put your last name followed by the page number in the upper right-hand corner of all pages. (see below) **ALWAYS keep a copy of your essays.**

Spelling

Use The Oxford English Dictionary.

Font

Choose either of the following fonts and be consistent throughout your paper: Times New Roman 12 point OR Arial 11 point.

Measurement units

Metric or metric equivalents should be used.

Maps, Charts, Graphs, Diagrams and Illustrations

These can be the student's own or photocopies with appropriate credit given to the source (see section below). All such items should be labeled at the centre bottom, referred to in the body of the paper and placed as closely as possible to these references. Maps should be labelled Map 1, Map 2...; charts labelled Table 1, Table 2...; graphs labelled Graph 1, Graph 2...; diagrams and illustrations labelled Figure 1, Figure 2...

Titles

Underline titles of books, works of art, pamphlets, plays, periodicals, and musical compositions identified by name. Enclose in "quotation marks" the titles of articles, short stories, parts of books and poems too short to be separately published.

Abbreviations, Symbols for Units of Measurement

These should conform to the Standard International System (SIS).

Crediting Sources

Provide documentation for quotations, paraphrased sections, statistics, etc., by stating the author's last name and the page number on which the information is found in parentheses at the end of the sentence or section in which they appear—inside the punctuation mark. (**Note:** for science papers, use publication date instead of page number.) If you refer to more than one work by the same author, use a shortened form of the title of the work instead of the author's name. References for maps, charts, diagrams, etc., should be placed just after their labels—on the same line. If a documented/quoted section is five or more lines in length, indent the entire citation, precede it with a colon, and do not use quotation marks. The parenthetical reference for such long sections is placed outside the punctuation mark for the citation. Assignments must provide a Works Cited and Consulted page.

Works Cited and Consulted

This can include works used for background reading as well as those quoted or otherwise referred to in the paper. The source list will be the last numbered page(s) in the paper and will be entitled Works Cited and Consulted. Sources are listed in alphabetical order by the author's last name or by the first significant word in the title of the work if there is no author or editor. Each separate source begins at the left margin. **Your list of sources is double spaced, with an extra space between entries.** If an individual source goes beyond a single line, then the second, third and subsequent lines are indented five spaces (one "TAB"). Detailed examples of how to reference various types of sources appear in the attached sample.

Title Page

Centre vertically and horizontally.

CENSORSHIP: A NECESSARY EVIL IN A JUST SOCIETY
Andrea Brown
Mrs. Black
ENG 4UI -01
January 16, 2008

First Page of Essay

Double-space between lines for your name, teacher's name, course code, date, title of essay

Brown 1
Andrea Brown
Mrs. Black
ENG 4UI - 01
January 16, 2008
Censorship: a Necessary Evil in a Just Society
<i>(begin writing essay...)</i>

Sample Entries in your Works Cited and Consulted

A book with one author:

Author's last name, first name. Title of Book. Place of publication:

Publisher, Year of publication.

Two or more books by the same author:

eg. Frye, Northrop. Anatomy of Criticism: Four Essays. Princeton: Princeton

University Press, 1957.

--. The Educated Imagination. Toronto: University of Toronto

Press, 1974.

A book with two or more authors:

eg. Carter, Elizabeth and Judith Jones. The Violent Television Season. Montreal: Vicap Press, 1993.

A book with an editor:

Editor's last name, first name, ed. Title of Book. Place of publication:
Publisher, year of publication.

A magazine or newspaper article:

Author's last name, first name. "Title of Article." Title of Periodical Day Month Year: pages.

eg.. Flemming, James. "TV Gets Ugly." *Time* 20 Nov. 2000: 70-71.

An article in a scholarly journal:

Author's last name, first name. "Title of Article." Title of Journal Volume number. Issue number (Year): pages.

eg. Marcus, Marie H. "Global Warming and the Inuit Peoples of Canada." Science Weekly 21. 4 (2006): 32-25.

A government document:

Name of government, the agency or subdivision. Document Name.
Place of publication: Publisher, year of publication.

eg. Government of Ontario, Ministry of Education. Improving Education.
Toronto: Ministry of Education, 2002.

A play:

Author's last name, first name. Title of Play. Place of publication:
Publisher, year.

A short story or poem in an anthology:

Author's last name, first name. "Title of short story/poem."
Title of Anthology. Editor's first name and last name, ed.
Place of publication: Publisher, year of publication. Pages.

A play in an anthology:

Author's last name, first name. Title of Play. Title of Anthology. Editor's first name and last name, ed. Place of
Publication: Publisher, year of publication. Pages.

Encyclopedia entry with an author:

Author's last name, first name. "Title of Entry." Name of
Encyclopedia. Edition # of encyclopedia. Year of publication.

The Bible (specific editions):

Name of Edition. Editor's Names, ed. Place of publication:

Publisher, year of publication.

eg. The New Jerusalem Bible. Susan Jones, ed. New York: Doubleday, 1985.

Web site

Name of Site. Date of posting or last revision. Name of

institution/organization that sponsors the site

(look for this information in copyright statements).

Date you accessed the site. <full electronic address>.

eg. The Purdue OWL Family of Sites. 26 Aug. 2005.

The Writing Lab and OWL at Purdue and Purdue University.

23 April 2006. <<http://owl.english.purdue.edu/>>

An online article:

Author's last name, first name. "Title of Article." Title of Online Publication

Date of Publication. Date of Access <electronic address>.

Article on CD-ROM:

"Title of Article." Name of CD-ROM. CD-ROM. Place of Publication:

Publisher, year of publication.

eg. "World War I." Encarta. CD-ROM. Seattle: Microsoft, 1999.

E-mail:

Author of E-mail. "Title of Message (if any)." Email to person's name. Date
of message.

eg. Omar, Bill W. "Excellent Web Sites for Job Seekers." Email to

Mary Ellen Guffy. 5 June 2006.

A television or radio program:

"Name of episode." Name of series. Television/Radio network name.

Station, city. Date of broadcast.

eg. "The Graduates." The O.C. Fox. WUTV, Buffalo. 18 May 2006.

A feature film:

Director's last name, first name, dir. Title of Film. Perf. names of lead cast.

Distribution company, release date.

eg. Spielberg, Steven, dir. Schindler's List. Perf. Liam Neeson and Ben

Kingsley. Universal, 1993.

An interview:

Name of interviewee. Type of interview. Date of interview.

eg. Smith, James L. Telephone interview. 10 December 2006.

A painting, sculpture or photograph:

Author's last name, first name. Title of Work. Year of creation.

Name of institution that houses work. City where work is housed.

eg. DaVinci, Leonardo. Mona Lisa. 1507. Musee de Louvre. France.

A painting, sculpture or photograph online:

Author's last name, first name. Title of Work. Year of creation.

Name of institution that houses work. City where work is housed.

Date accessed. <electronic address>.

eg. DaVinci, Leonardo. Mona Lisa. 1507. Musee de Louvre. France.

23 October 2006. <www.monalisaonline.com/painting.htm>

→ **NOTE:** Any citations not covered can be checked at the library.

Writing Reports in Science

- Always use Canadian data and statistics. The Internet mostly gives American data; use this only as a comparison.
- Do not use short forms, slang or contractions.
- Do not use abbreviations without stating what they stand for.
- Write out numbers one to ten.
- Reference **all** ideas that are not your own. After the idea, in brackets give the author's last name and the year the information was published.

Example:

In 2003, there were approximately 75 million MRI scans performed (Hornak, 2006).

Referencing in Science

- Have the references on a separate piece of paper, attached at the end of the report.
- The references should be in alphabetical order, and numbered.

Referencing a Website in Science

- Last name of author, First name of author. Title of web page. Date site was updated. Date you were on the site. <Web address>.
- If no author is given, use the company name.
- Be sure the info is from a reliable source, such as a gov't site or a university.
- If there is no updated date, use the date you were on the site.

Example

1. Gould, Todd A. How MRI works. 2007. Feb. 8, 2007. <<http://www.howstuffworks.com/>>.

2. Hornak, Joseph P. The Basics of MRI. 2006. Feb. 8, 2007.
<<http://www.cis.rit.edu/htbooks/mri/inside.htm>>.
3. Wikipedia. Magnetic resonance imaging. Feb. 6, 2007. Feb. 8, 2007.
<http://en.wikipedia.org/wiki/Magnetic_resonance_imaging>.