



***Humboldt Collegiate  
Institute***

603 8<sup>th</sup> Avenue; Box 1780  
Humboldt, Sask. S0K 2A0

**Phone: (306) 682-2824 Fax: (306) 682-5785**

**2008 - 2009**

**Principal - Mr. Cory Popoff  
Vice-Principal - Mr. Kelly Langill**

***Visit our website at:  
[www.saskschools.ca/~hci](http://www.saskschools.ca/~hci)***

### ***HCI Mission Statement:***

***Our school promotes the pursuit of excellence in an environment that encourages life-long learning and respect for self and others.***

The preceding goal statement attempts to describe what each HCI student should expect to experience. Excellence is an individual goal which is related to the unique talents of each student. We have dedicated teachers who will assist you in every way to develop your talents in the academic field and will also provide a great deal of time to allow you to pursue your interests and develop your interpersonal skills through extra-curricular activities. You will also find them willing to listen to personal concerns which you may wish to share. Each person at HCI has a right to be treated with respect. When students and teachers work together in an atmosphere of mutual respect, our school is successful and enjoyable for all of us.

### **PRINCIPAL'S MESSAGE**

I would first like to take this opportunity to express how very pleased I am to join in the spirit of Humboldt Collegiate Institute. I look forward to working together with students and staff to promote the pursuit of excellence in our every endeavour. It is important to note that H.C.I. provides plenty of opportunities for students to get involved in the school culture outside of school hours. Please take advantage of the many extracurricular programs offered at H.C.I. and enjoy the many positive learning experiences associated with being part of a team or a club.

I am certain that the 2008-2009 school year will bring us a wealth of good times shared with great people. So let us continue to connect respectfully with each other, to get involved, and to strive to be better every day. Have a great school year!

Mr. C. Popoff, Principal

## HUMBOLDT COLLEGIATE STAFF

Ms. Heather Albers ..... Library Technician  
 Ms. Kerri Archibald ..... Life Trans., Psychology, Guidance,  
 .....Health, Physical Education  
 Mr. Robert Bellamy ..... ELA, Accounting,  
 ..... Career & Work Exploration Co-ordinator  
 Ms. Lori Bender ..... Secretary  
 Mr. Roland Daum ..... Design Studies, Visual Art  
 Mr. Malcolm Eaton ..... Industrial Arts  
 Ms. Tammy Engele-Lueke ..... Secretary  
 Ms. Karla Gardiner ..... Special Ed, Skills Lab  
 Mr. Shaun Gardiner ..... Physical Education, Health, Guidance  
 Mr. Michael Gibson ..... Physics, Mathematics  
 Ms. Dawn Marie Goosen ..... Social Studies, Science  
 Ms. Barb Hillier ..... Home Economics  
 Mr. Kelly Langill, Vice-Principal ..... Mathematics  
 Mr. Robert LeBlanc ..... History, ELA  
 Ms. Glenda Lees ..... Choir, Drama, Guitar, Arts Ed  
 Ms. Carol Meachem ..... Biology, Science  
 Mr. Les Meister ..... Industrial Arts, Welding  
 Ms. Margaret Nagy ..... Educational Assistant  
 Ms. Heidi Phillips ..... ELA, Math, Home Ec, Social  
 Mr. Cory Popoff, Principal ..... Math, Science  
 Mr. Dave Rowe ..... ELA, Social  
 Mr. Jeff Schlosser ..... Chemistry, Science  
 Mr. Tom Schwinghamer ..... Computer Science, Info. Pro.,  
 .....Psychology, Law  
 Ms. Melissa Smith ..... ELA  
 Ms. Jean Taming ..... Educational Assistant  
 Ms. Leanne Thacyk ..... Educational Assistant  
 Ms. Carleen Theissing ..... Educational Assistant  
 Mr. Tim Wegleitner ..... Maintenance  
 Ms. Wendy Wegleitner ..... Maintenance  
 Ms. Cathy Weinrauch ..... Educational Assistant  
 Ms. Jamie White.....Special Ed, Skills Lab, Christian Ethics  
 Mr. Maury Wrubleski ..... ELA, School Counsellor  
 Ms. Cyndy Yager ..... Educational Assistant  
 Mr. Rod Zwarych ..... Mathematics

## DAILY CLASS SCHEDULE

Warning Bell	8:55	Noon Break	12:15 - 1:10
Period 1	9:00 - 10:00	Warning Bell	1:15
Period 2	10:05 - 11:05	Period 4	1:20 - 2:20
Period 3	11:10 - 12:10	Period 5	2:25 - 3:25
Announcements	12:10	Announcements	3:25

**HUMBOLDT COLLEGIATE INSTITUTE  
2008-2009 ACADEMIC YEAR**

**AUGUST**

School open - no classes	Thurs. Aug. 21
School open - no classes	Fri. Aug. 22
Student Registration Day	Mon. Aug. 25 (designated times)
First Day of Classes	Tues. Aug. 26

**SEPTEMBER**

Labour Day (holiday)	Mon. Sept. 1
CIF Prof. Dev. Day - no classes	Mon. Sept. 22

**OCTOBER**

Thanksgiving (holiday)	Mon. Oct. 13
Term One Ends	Fri. Oct. 31

**NOVEMBER**

Report Cards	Wed. Nov. 5
Day-in-Lieu - no classes	Mon. Nov. 10
Remembrance Day (holiday)	Tues. Nov. 11
Parent / Teacher / Student Interviews	Wed. Nov 12 & Thurs. Nov 13
Convention - no school	Thurs. Nov. 27 & Fri. Nov. 28

**DECEMBER**

CIF Prof. Dev. Day - no classes	Mon. Dec. 1
Last Day of Classes	Fri. Dec. 19

**JANUARY**

Classes Resume	Mon. Jan. 5
<b>Final Exams</b>	Fri. <b>Jan. 16</b> thru Thurs. <b>Jan. 22</b>
Semester Turnaround Day-no classes	Fri. Jan. 23
Semester Two / Term 3 Begins	Mon. Jan. 26
Report Cards	Fri. Jan. 30

**FEBRUARY**

Family Day	Mon. Feb. 16
Winter Break - no classes	Tues. Feb. 17 thru Fri. Feb. 20

**MARCH**

CIF Prof. Dev. Day - no classes	Mon. Mar. 2
---------------------------------	-------------

**APRIL**

Report Cards	Tues. Apr. 7
Good Friday	Fri. Apr. 10
Easter Break	Mon. Apr. 13 thru Fri. Apr. 17
Parent / Teacher / Student Interviews	Wed. Apr. 22 & Thurs. Apr. 23

**MAY**

CIF Prof. Dev. Day - no classes	Mon. May 4
Day-in-Lieu - no classes	Fri. May 15
Victoria Day (holiday)	Mon. May 18

**JUNE**

Awards Night	Mon. June 1
<b>Final Exams</b>	Wed. <b>June 17</b> thru Tues. <b>June 23</b>
Teacher Workdays	Wed. June 24
Graduation Day	Thurs. June 25

**GENERAL REQUIREMENTS FOR GRADUATION**

**1. To attain a Grade Ten standing**, all students must have completed a minimum of 8 credits. The compulsory courses for Grade Ten are:

- English Language Arts A10
- English Language Arts B10
- History 10, Native Studies 10, or Social Studies 10
- Mathematics 10
- Science 10

**2. To attain a Grade Eleven standing**, all students must have successfully completed a total of 16 credits. The compulsory courses for Grade Eleven are:

- English Language Arts 20
- Mathematics 20

**3. To attain a Grade Twelve standing**, all students must successfully complete 5 credits at the Grade Twelve level and have a total of 24 credits. The compulsory courses for Grade Twelve are:

- English Language Arts A30
- English Language Arts B30
- History 30, Native Studies 30, or Social Studies 30

**In order to complete their grade twelve requirements, students must also make sure that they have successfully completed the appropriate courses as outlined below .**

<u>Program</u>	<u>Number of Credits</u>		
	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
<b>Required Areas</b>			
<b>of Study:</b>			
English .....	2	1	2
Mathematics .....	1	1	
Science .....	1		
Social Science .....	1		
Canadian Studies .....			1
<b>Specified Areas</b>	<b>Grade 10,11, or 12</b>	<b>Grade 11 or 12</b>	
<b>of Study:</b>			
Science .....		1	
Social Science .....		1	
Health/Physical Education .....	1		
Arts.Ed/Practical & Applied Arts .	2		

Electives ..... 2 ..... 7

## **GENERAL SCHOOL REGULATIONS**

In general, the atmosphere of a school is determined by how well students and staff interact. There are a minimum of rules at HCI, but those we have place a good deal of responsibility on the individual:

- THE RULES:** (1) *Show respect for everyone at all times.*  
(2) *Show respect for property at all times.*  
(3) *Take responsibility for your own actions.*  
(4) *Use language that is acceptable to everyone at all times.*

Students who fail to observe these guidelines will be assisted in changing their behaviour through teacher-student planning sessions. All students should become familiar with the **DISCIPLINE CYCLE** shown after the following guidelines and regulations.

## **BEHAVIORIAL GUIDELINES**

In order to foster and enhance a positive learning environment at HCI, we expect students to observe the following guidelines:

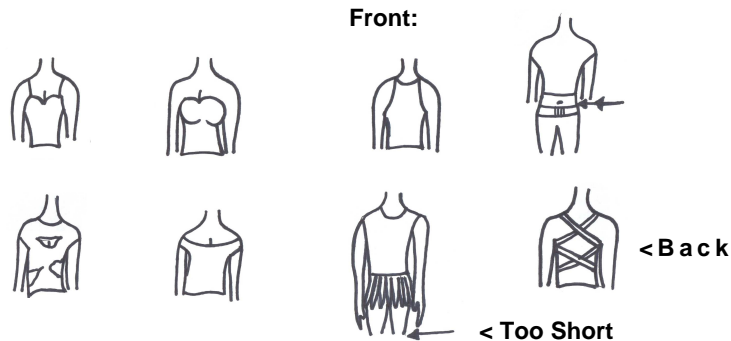
- ▶ Respect themselves and others by displaying a friendly, and cooperative attitude toward each other and staff.
- ▶ Be conscious of school standards with respect to cleanliness and tidiness of person.
- ▶ Act responsibly and be accountable to school staff or their designate for their behaviour in school, on school property, or away from school while participating in a school activity.
- ▶ Use language which is exemplary, free of swearing, and offends no one.
- ▶ Students are allowed to eat in classrooms for meetings when teacher permission has been received (e.g., Driver Education, SRC, etc.).
- ▶ Display respect for school property by assisting the caretaking staff with the maintenance of the building. Keeping the school free from litter and reporting any signs of damage to school personnel are appreciated.
- ▶ Exercise good neighbour practise within our surrounding community. Respect private property by avoiding crossing lawns, parking in driveways, or littering.
- ▶ Exhibit the same standards of behaviour required of them in the school while they are participating in any school sponsored activity whether on or off the school property or travelling on any school sponsored trip.

## **STUDENT DRESS CODE**

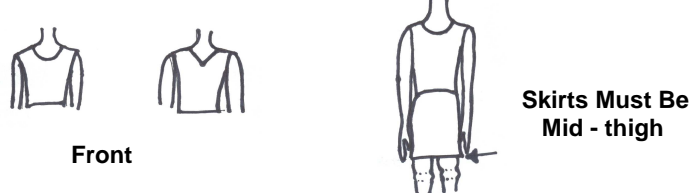
Our goal is to offer a quality educational program to our students in an environment that is free from the disruptiveness of distracting, revealing, overly suggestive, or otherwise offensive clothing. The following dress guidelines reflect the standards of our community of which the school is an integral and visible part. Common practices of modesty, cleanliness and neatness should guide student decisions regarding appropriate school attire. We ask students to respect these basic guidelines provided by the staff and students:

- ▶ No underwear showing (boxers, bras, thongs, etc.)
- ▶ No belly or back showing
- ▶ No cleavage (butt or chest)
- ▶ Nothing illegal, obscene, or in bad taste

### **UNACCEPTABLE**



### **ACCEPTABLE**



When students are wearing clothing in violation of the dress code, they will be asked to cover up with a jacket, T-shirt and/or clothing retrieved from the lost and found. Repeat offences will result in referrals to administration.

### **HATS**

HCI does not allow hats to be worn during class time. They can be worn before and after school, and at lunch only. They can not be worn during breaks, and should be kept in lockers during class time.

### **SMOKING**

HCI is a non-smoking campus. Discussions have taken place with the students who smoke to encourage them to “kick the habit” and workshops will be held during the school year to provide support for students needing assistance refraining from smoking during the school day. The Smoker’s Helpline, a free confidential telephone service, provides access to a trained Quit Specialist to help people develop a structured “Quit Plan” and to answer questions about quitting smoking (1-877-513-5333).

Students who are caught smoking on school property will be warned and provided with the opportunity to attend a stop-smoking workshop. Repeat offences will include progressively more serious consequences which may include a suspension from school.

Our goal is to work with our community to discourage smoking on private property, on school property and on roadways. Students who meet in such areas to smoke sometimes cause disturbances and leave garbage in the neighborhood. This practice may also leave students unable to get back to their classes on time and prepared to work, therefore, will meet with the same consequences as smoking on school property.

### **CELL PHONES IN SCHOOL**

The staff at HCI recommends that cell phones, IPODS, MP3's and other electronic devices are not brought to school. Cell phones cannot be used **AT ANY TIME** or in any location within the school during the school day. For this purpose, **the school day is defined as any time between 9:00am and 12:15pm and from 1:15pm until 3:25pm.**

If a cell phone is within view of a staff member during these times, it **WILL** be confiscated by the staff member and turned in at the office until the end of the day, for a **parent** to collect

### **ALCOHOL/DRUGS**

Students suspected by staff of being under the influence of or in possession of alcohol or any other drug are to be referred to the school administration. Parents will be contacted, and in addition, the RCMP may be called in.

**DISCIPLINE CYCLE:  
SEQUENCE OF CONSEQUENCES FOR RULE  
VIOLATIONS:**

1. Inappropriate behaviour is observed by the teacher/supervisor.
2. The student is talked to by the teacher/supervisor and taken to the planning area.
3. A Behaviour Problem Form is completed by the teacher/supervisor.
- \*4. A personal plan for correcting the inappropriate behaviour is developed by the student with guidance from the teacher/supervisor.

***Consequences for rule violations may be more severe depending on the incident.***

**SCHOOL DANCES**

A school dance is a school approved activity and therefore, it follows all of the same rules as any school activity.

1. All students must present a valid student card.
2. Anyone suspected of consuming drugs or alcohol will not be admitted and their parents will be contacted. Please be prepared to submit to a breathalyzer upon entering the dance.
3. Students who are not in attendance in all classes the day of the dance will be refused entry. Medical appointments may be cleared by a phone call from the parents to the attendance secretary the day of the dance.
4. The dance ends at 12:00 midnight and everyone is expected to leave promptly unless they are helping with cleanup.

An Invitational dance means you may invite guests as long as they have been approved and their name is on the invited guest list before the deadline. Only students who can produce a valid student card or some form of identification from the school they are presently attending will be allowed. Now that you all have a student card, you must use your card to gain admittance to our dances as well. HCI students are responsible for the conduct and behaviour of their guests. All students and guests planning to arrive late because of prior commitments must be signed in, prior to 1:15 on the day of the dance.

## **LUNCH ROOMS**

Students at HCI are expected to clean up their own lunch mess, and it is necessary to limit eating areas to three rooms. The lunch rules are as follows:

- \* Students must eat in designated lunch areas: grade 11 and 12's in Room 9; grade 10's in the junior science room and grade 9's in room 2.
- \* When you enter a lunch room, please sign in on the list provided so that HCI staff is aware of who is eating in each room.
- \* All students who eat in the lunch room are responsible for leaving it in a clean and orderly condition when they leave.
- \* If any of the lunch rooms are left in disorder, all students on the list will be required to return and clean the room.
- \* Students will not be allowed to eat lunch in hallways, the student lounge or any other classroom.

*It is an expectation that eating areas remain clean, and unfortunately, when someone does not accept this responsibility, it affects us all. Let's work on keeping our school clean!*

## **PLAGIARISM**

Plagiarism is a serious matter and will not be tolerated. Accordingly, if a student is caught plagiarizing work, the following procedures will apply:

- ▶ A grade of 0% will be given for that assignment.
- ▶ For assessment purposes, no rewriting of the assignment in question will be granted.
- ▶ Parents/Guardians will be informed of the plagiarism and consequences.
- ▶ The incident will be recorded and administration informed.
- ▶ Future breaches of academic integrity will result in more serious consequences.

Definition of Plagiarism: the presentation of another's work as one's own. This includes:

- ▶ verbatim content
- ▶ any presentation that bears an identifiable similarity in ideas or content to an original source without acknowledging the source.

## **SCHOOL ROUTINE**

### **1. Course Enrollment**

In order to ensure that students maximize their opportunities while attending our school, HCI has policies in place indicating the number of classes students must take.

Students in Grades nine and ten are expected to carry full

academic loads (10 classes).

Grade eleven students are required to enrol in at least nine classes, but they are encouraged to take ten courses.

Grade twelve students must enrol in at least eight classes (four in each semester), but they are encouraged to take ten classes.

## **2. Study Periods/Library Period**

Students with “spares” may study in the library, work in the student lounge, or leave the school. A presence outside of classrooms can be disruptive to the classes in session, therefore, loitering in the halls during class time is not permitted.

## **3. Locks/Lockers**

A locker and a school lock will be made available to each student. Only combination locks provided by the school may be used - all others will be removed. Replacement of damaged or lost locks can be done through the office. Lockers must not be left unlocked and students must pay for lost or damaged locks.

Lockers and desks are the property of Humboldt Collegiate Institute and are under the direct control and supervision of school administration. The administration reserves the right to perform a locker or desk search at any time without notice, for any reason,(which may include concerns about proper use, or about prohibited or dangerous contents). The student is expected to assume full responsibility for what is in the locker.

## **4. Parking**

The north and west sides of the school are for staff parking only. Students may park in the gravel lot northwest of the school. Cars parked along 7th Street must not block driveways. Parking is not permitted on the south side of 8th Avenue from 3rd Street to 17th Street. Students are urged to drive with extreme caution in school zones. Reckless or erratic driving will be reported to the police.

## **5. Extended Holidays**

Students taking holidays during the school year are advised to contact the school to arrange for completion of work or examinations missed. This is the student's responsibility.

## **1. Noon Hour**

HCI does have a servery open over the lunch hour for students and staff to purchase wholesome and nutritious lunches at a reasonable cost. This is a new project for our school. We are hoping it will be a successful and permanent addition to our school. Following is a sample menu with prices based on student use. Pricing is subject to change depending on student use.

Daily Special \$3.00 (example: Spaghetti and Meat Sauce, Taco Salad, Chicken Caesar Salad, Mac & Cheese with Ham.)

Students are still welcome to go home at noon or to bring their own lunch. All students who remain in the school during the noon hour are expected to eat their lunches in the **assigned lunch rooms**: Grades 9&10 - Jr. Science Room, Grade 11 - Room 2, Grade 12 - Room 9.

***Intramural activities are scheduled for noon hour and students are encouraged to get involved.***

## **7. Student Fees**

When a student registers at HCI, he/she will be asked to pay student fees of: School Fee - \$15.00 (includes handbook, lock, and locker). \*Yearbook Fee - \$35.00. A textbook caution fee of \$50.00 is charged to each new student when he/she enters HCI. Students enrolling in grade 9 will be charged a \$10.00 fee for their Physical Education shirt. Students will be charged for lost or damaged books. A refund of the caution fee will be made when the student leaves HCI, providing all texts and library materials have been returned. (\*The Yearbook Fee is optional; we recommend the purchase of at least one Yearbook per family per year.) **Student fees must be paid by September 30 each year.**

## **STUDENT SERVICES**

HCI provides personal counselling, career education, and assistance to students making class selections and decisions regarding post-secondary education. Student services also provides access through referrals to health, social services and other agencies. The Student Services office is located in the centre wing and is open to the students during the day and by appointment after school hours. Students also have access to the Careers Centre in the library which houses post-secondary, trades and transition-to-work materials. Students may also complete interest surveys and personal problem solving activities as part of their program at HCI. Please see the school counsellor in student services.

## **SCHOLARSHIPS AND AWARDS**

A complete list of scholarships and awards available to students can be obtained from the High School Guidance Counsellor, or from the Vice-Principal. Scholarship information is also posted on our school website.

The annual Awards Night will be held each year in June. Academic and extracurricular awards will be presented to deserving students.

Scholarships are available for high school students in many areas of study. These scholarships are worth hundreds of dollars and some will require applications to be submitted. All students are encouraged to work hard to become eligible for awards and/or scholarships.

## **THE RESOURCE CENTRE**

The Resource Centre is open from 8:45 to 12:15 and 1:00 to 4:00. The Centre includes a wide selection of reference books, fiction, non-fiction, vertical file materials and audio-visual material. The Resource Centre staff is pleased to assist students in locating and using all materials and students are encouraged to use the Resource Centre on a regular basis. The Centre is to be a quiet study area at all times; it should not be used as a visiting area.

## **INTRAMURAL/EXTRACURRICULAR ACTIVITIES**

A student can have fun, and learn from participation in activities available both within and outside of regular school hours. It is HCI's experience that the happy and satisfied student is the one who participates in these activities. Therefore, we would encourage students to choose activities and participate fully.

### **a) Extracurricular Activities**

**Non-Athletic:** Drama, Yearbook, SRC, Debate Club, Writing Club, Variety Night, Graduation.

**Athletics:** Football, Golf, Girls' Soccer, Junior and Senior Girls' Volleyball, Junior and Senior Girls' Basketball, Junior and Senior Boys' Basketball, Curling, Junior and Senior Badminton, Track.

### **b) Intramural Activities**

A number of recreational sport challenges will be set up by co-ordinators depending upon the season. Success of this program depends upon student participation.

## **STUDENT REPRESENTATIVE COUNCIL (SRC)**

The SRC is an elected body of students who, with the help of staff advisors, plan many student events through the school year and represent student interests and perspective to staff, the board, and the community. Some examples of the events that the SRC are responsible for ... Welcome Week, dances, fundraisers, dress-up days, pep rallies, and media coverage.

The opportunity for the SRC to make a significant contribution to the school is obvious. It invites your interest and support. The present S.R.C. is:

Co-President	Kaitlyn Bowman
Co-President	Suzaan Durand
Secretary	Katelyn Kosokowsky
Treasurer	Shaunna Ottmann
Assistant Treasurer	Adam Schwinghamer
Public Relations Representative	Josh Muench
Grade 9 Representatives	To be elected in September
Grade 10 Representatives	Austin Syroteuk
	Kaytlin Hantke
Grade 11 Representative	Maria Weyland
Grade 12 Representative	Gerard Weber
Female Sports Representative	Amy Gueguen
Male Sports Representative	Colby Mueller
Social Convenor	Jennifer Kopp
Yearbook Representative	To be selected by Yearbook Staff
Fine Arts Representative	Kataryna Pawliw
Staff Representatives	Ms. Carol Meachem Mr. Michael Gibson

## **STUDENT ATTENDANCE INFORMATION**

All students are expected to attend all classes every school day unless the student is away for an ***unavoidable absence***.

For the purpose of this policy ***unavoidable (or excused)***

reasons for an absence will include the following:

1. illness.
2. medical appointment.
3. compassionate.
4. bus not running.
5. trip (as outlined in The Education Act, 1995).
6. school sponsored functions.

Absences for reasons other than the above will be considered as ***avoidable (or unexcused)***.

**Procedures for Parents/Guardians of Absent Students:**

If a student is absent from school, the parent/guardian is to phone the school with an explanation (682-2824) or after hours leave a message at 682-5000. If a call is not made, the student must bring an explanatory note. This note, which is to be turned into the school office prior to the absence, or **WITHIN 3 SCHOOL DAYS** of the student returning to class, must be dated, signed by the parent/guardian, and indicate a reason for the absence from school. Failure to contact the school will result in the absence being recorded as unexcused. From this point, responsibility passes to the student.

**Procedure and Responsibilities for the Student:**

1. Attend each class every school day.
2. Provide appropriate documentation if absent for any unavoidable reason. This could include a phone call or a note from the parent/guardian or a note from a doctor.
3. Provide this documentation prior to the absence or within **3 school days of returning to school**.
4. Go to the office to collect a confirmed absence slip (CA), **within 3 school days** based on the phone call or note from the parent/guardian. Provide this CA to all the teachers from whose classes the student was absent, as soon as possible upon his/her return to the classroom.

**Avoidable (unexcused) absences are evidence of an attendance problem and will lead to follow-up action by staff.**

**CONSEQUENCES OF IRREGULAR ATTENDANCE**

There may be several consequences for missing classes due to avoidable or unexcused reasons. These will include:

1. At 3 unexcused absences, or a combination of 3 unexcused and 5 unavoidable: classroom teacher contact with the parents/guardian in the form of a letter or phone call.
2. At 5 unexcused absences, or a combination of 7 unexcused and excused absences: administrative contact with the parents/guardian.
3. At 7 unexcused absences, or a combination of 9 unexcused and excused absences: development of an improvement plan in meetings with the student, the parents/guardian, the classroom teacher(s), the administration.

**If the attendance problem continues, further action may include:**

4. An attendance plan/contract; and/or implementation of the Student Performance and Accountability Policy.
5. Declaration of truancy (for students under 16 years of age).
6. Withdrawal from Extracurricular activities.
7. Loss of marks for the class.
8. Loss of credit or withdrawal from the class.
9. Suspension from school.
10. Withdrawal from school.

**According to the Education Act regular attendance is the responsibility of the parent and the pupil.**

***When a parent/guardian gives permission for an absence for sickness or any other circumstances which the family considers to be sufficient, the parent/guardian also assumes responsibility for results of absences, such as lower grades, incomplete courses, or increased homework load.***

***Students at HCI must assume full responsibility for maintaining their attendance information at the office, and with their classroom teachers, with assistance from their parent/guardian.***

#### **LATES**

The beginning of class is a critical time in the overall learning process. When a student is continually late, corrective steps should be taken by the teachers and the administration.

**Visit our website at:  
[www.saskschools.ca/~hci](http://www.saskschools.ca/~hci)**

***The following pages are provided as a reference for our students to use when writing essays.***

## **ESSAY WRITING GUIDELINES**

The two most widely accepted formats for documenting sources in essays are the APA (American Psychological Association) style and the MLA (Modern Languages Association) style. Details on preparing essays and citing sources for each style follow. More detailed information is available in the library or online. Check with your teachers to be sure that you are using the appropriate format for each class.

### ***APA Style of Citing Sources (5<sup>th</sup> edition writing guidelines)***

- use 8.5 x 11 inches (22x28 cm) white paper, one side only
- use 12 point standard font
- double space entire essay
- use blue or black ink
- number pages in the upper right corner
- provide one inch (2.54 cm) margins on all sides
- indent paragraphs five to seven spaces

### ***Parenthetical Acknowledgements for Direct Quotations***

For a “verbatim extraction”, give the author, copyright date, and page number in parenthesis following the quotation.

e.g. “Sir John A. Macdonald argued that the Senate should protect minorities, and the rich were always fewer in number than the poor!” (Dyck, 1993, p. 503).

### ***Parenthetical Acknowledgements for Paraphrasing***

When paraphrasing another person’s idea, give the author and copyright date. The page number is optional but recommended.

e.g. John A. Macdonald, Canada’s first Prime Minister, believed that the Senate could function as a protector for the interests of the wealthy, even though its traditional role is viewed as a body that protects the rights of other minority groups (Dyck, 1989, p. 503).

## **References**

All sources quoted directly or paraphrased in a paper must be fully identified on a separate page placed at the end of the paper. This page is titled **References** (to be centered at the top of the page). The sources that were cited in the parenthetical acknowledgements are more fully identified, arranged alphabetically according to the first word listed in the parenthetical acknowledgement. The titles of the sources may be underlined or italicized.

### ***A Book With One Author***

Wong, L. (1987). *A short history of the Great War*.

Toronto: University of Toronto Press.

### ***A Book With Two Authors***

Bear, A. & Pino, T. (1997). *The re-examination of Columbus*.

Saskatoon: Western Producer.

### ***An Encyclopedia Article (when the author is identified)***

Friesen, R. (1997). The mole concept in chemistry. In *The world*

*book encyclopedia* (vol. 3, p. 339). Toronto: World Book.

### ***An Encyclopedia Article (when the author is not identified)***

Calculus. In *The world book encyclopedia*. (1992).

Toronto: World Book.

### ***A CD-ROM Encyclopedia Article***

Charlottetown Conference. (1999). In *The Canadian*

*encyclopedia world edition 2000*. [CD-ROM]. Toronto, ON:

McClelland & Stewart Inc.

### ***An Online Encyclopedia Article***

Popoff, Wilfred. Saskatoon. (2000). In *World book online*.

[Online]. World Book Inc.

<http://www.worldbookonline.com/na/ar/fs/ar492040.htm>

[2000, January 28].

**A Magazine Article**

Wood, Chris. (1999, December 20). The vanishing border.

*Maclean's*, pp. 20-23.

**An Article In a Daily Newspaper**

Brooks, Shanna. (1992, April 17). The Canadian charter of rights

and freedoms is ten years old. *The Star Phoenix*, p. A1.

**Newspaper and Magazine Articles on CD-ROM from an Information Service** (i.e. Ebsco Publishing or Kiosk News) or an online database (i.e. InfoTrac Web or CBCA). Cite the source as in any other example and at the end of the citation, include the service and the number assigned to the article.

Hoppe, Carrie. (2000). Advances in treating asthma and allergic

diseases. *Discover*, 21, p. 2S-7. (InfoTrac Web Service. No.

A59535417).

**A Story Article From Collection**

Brewster, Elizabeth. (1996). Map of the city. In John Borovilos

(Ed.), *Images: Canada through literature* (pp. 95-98).

Scarborough: Prentice Hall Ginn Canada.

**Lecture**

Salmon, P. (1993, September). On *King Lear*. Lecture presented

at the University of Saskatchewan, Saskatoon, SK.

**Interview**

Sharon Butala (personal communication, June 2, 2000)

**Internet, Professional Site**

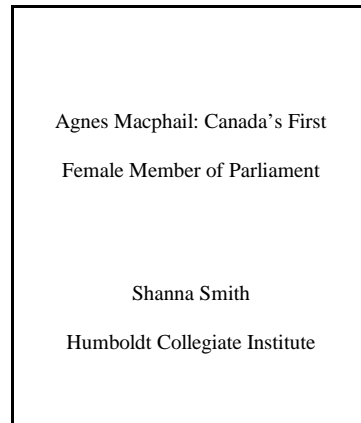
Mystery of the Maya. (1999, Mar. 23). [Online]. Canadian

museum of civilization corporation.

<[http://www.cmcc.muse.digital.ca/membrs/civiliz/maya/mmint\\_eng.html](http://www.cmcc.muse.digital.ca/membrs/civiliz/maya/mmint_eng.html)> [2000, May 15].

**NB. The first date indicates when the site was created. The second is when you've accessed the internet to view the site.**

**Sample Title Page in APA Style:**



***MLA Style of Citing Sources (5<sup>th</sup> edition writing guidelines)***

- use 8.5 x 11 inch (22 x 28 cm) white paper, one side only
- double space entire essay
- use blue or black ink
- number pages in top upper right corner or center
- provide one inch (2.54 cm) margins on all sides
- indent paragraphs five spaces
- use 12 point standard font

***Parenthetical Acknowledgements for Direct Quotations***

For a "verbatim extraction", (under four lines or fewer than forty words), give the author and page number in parenthesis immediately following the quotation.

e.g "The central symbol for Canada - and this is based on numerous instances of its occurrence in both in English and French Canadian literature - is undoubtedly Survival, la Survivance" (Atwood 32).

For a quotation over four lines, begin a new line and indent ten spaces. No quotation marks are needed. **Please note that the period is placed before the parenthetical reference.**

eg. At the end of The Stone Angel Hagar finally sees her flaws: Pride was my wilderness, and the demon that led me there was fear. I was alone, never anything else, and never free, for I carried my chains within me, and they spread out from and shackled all I touched. Oh, my two, my dead. Dead by your own hands or by mine? Nothing can take away these years. (Laurence 292)

#### ***Parenthetical Acknowledgements for Paraphrasing***

When paraphrasing another person's idea in your own words, give the author and page numbers in parenthesis after using the idea.

e.g. In both English and French Canadian literature, survival is a major symbol (Atwood 32).

#### ***Works Cited***

All sources quoted directly or paraphrased in a paper must be fully identified on a separate page placed at the end of the paper. This page is titled **Works Cited** (to be centered at the top of the page). The sources that were cited in the parenthetical acknowledgments are more fully identified, arranged alphabetically according to the first word listed in the parenthetical acknowledgment. The titles of the sources may be underlined or italicized. Note: your citation does not continue onto the next line until the previous line is full. Then double space between lines and indent five spaces (as illustrated below).

#### ***A Book by One Author***

Wong, L. A Short History of the Great War. Toronto: University of Toronto Press,  
1987.

#### ***A Book With Two Authors***

Bear, A. & Pinto, T. The Re-Examination of Columbus. Saskatoon: Western

Producer, 1997.

***An Encyclopedia Article (when the author is identified)***

Friesen, R. "The Mole Concept in Chemistry." The World Book Encyclopedia. 1997.

***An Encyclopedia Article (when the author is not identified)***

"Calculus." The World Book Encyclopedia. 1992.

**A CD-ROM Encyclopedia Article**

"Charlottetown Conference." The Canadian Encyclopedia World Edition 2000. CD-ROM. Toronto, ON: McClelland & Stewart Inc., 1999.

**An Online Encyclopedia Article**

Popoff, Wilfred. "Saskatoon." World Book Encyclopedia Online.  
Online. World Book Inc. 28 Jan. 2000  
<<http://www.worldbookonline.com/na/ar/fs/ar492040.htm> >.

**A Magazine Article**

Wood, Chris. "The Vanishing Border." Maclean's  
Dec. 20, 1999: 20-23.

**An Article In a Daily Newspaper**

Brooks, Shanna. "The Canadian Charter of Rights and  
Freedoms is Ten Years Old." The Star Phoenix  
17 April 1992: A1.

**A Story Article From Collection**

Brewster, Elizabeth. "Map of the City." Images: Canada  
Through Literature Ed. John Borovilos. Scarborough:  
Prentice Hall Ginn Canada, 1996. 95-98.

**Lecture**

Salmon, D. "On King Lear." University of Saskatchewan,  
25 Sept. 1993.

**Interview**

Butala, Sharon. Personal interview. 2 June 2000.

**Newspaper and Magazine Articles on CD-ROM Information Service**  
(i.e. Ebsco Publishing or Kiosk News or an online database such as Info Trac Web or CBCA).

Hoppe, Carrie. "Advances in Treating Asthma and Allergic Diseases." Discover, 21 Mar. 2000: 2S-7. InfoTrac Web Service. Online. Jan. 2000.

**Internet, Professional Site**  
Mystery of the Maya Home Page. 15 February 1999.

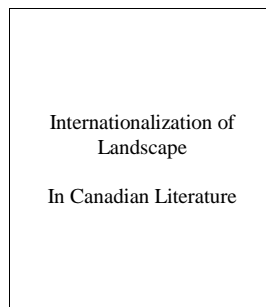
Canadian Museum of Civilization Corporation.

23 March, 2000

<http://www.cmcc.muse.digital.ca/membrs/civiliz/mya/mminteng.html>

**NB. The first date indicates when the site was created. The second is when you've accessed the internet to view the site.**

### Sample Title Page in MLA Style:



### THE WRITING PROCESS:

Please note that in all essays it is expected that the writing process is implemented.

- ▶ Pre-writing
- ▶ Writing
- ▶ Revising and Rewriting
- ▶ Editing and Proofreading

- ▶ Sharing and Publishing