EVAN HARDY COLLEGIATE

STUDENT HANDBOOK
2019-2020

605 Acadia Drive
Saskatoon, Saskatchewan
S7H 3V8
Telephone: (306) 683-7700

Mr. Rick Iverson
Principal

Ms. Candace Elliott-Jensen
Vice Principal

Name: ________________________________

Room: ________________________________
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MESSAGE FROM ADMINISTRATION

Welcome to Soul territory and the start of another school year. Evan Hardy Collegiate has established itself as a school of choice for many students and it continues to grow in numbers, diversity and educational opportunities. Life is full of transitions and the transition into and through high school is an important one. These are formative times in the lives of students. We know that students, who are actively involved in their school community are more likely to be successful and will enrich their high school experience. In addition to our many academic offerings there are many clubs, fine arts and athletic choices available to students. Participation in these activities makes the school a more vibrant place for everyone and brings immeasurable benefit to the individuals involved. We hope that you will personally and collectively pursue our school motto “Excellence in all Things” and make the best of all the opportunities available to you in our school community.

Please take the time to read this handbook and familiarize yourself with some of the policies and procedures designed to maintain a learning environment that is safe and productive for all. You will find samples and guidelines for such practical matters as essay writing, resume building, and studying. And you will find a calendar to help you keep track of the many events and activities that fill a school year.

On behalf of the staff I would like to welcome all of you back for another school year and I would particularly like to give a warm welcome to all those new to our school community. It is an honor to be the Principal of this remarkable school and we look forward to working with you.

Rick Iverson
Principal

Candace Elliott-Jensen
Vice-Principal

EVAN HARDY COLLEGIATE SCHOOL GOAL

Engage all learners through formative assessment.

AT EVAN HARDY WE BELIEVE

All students can learn and be successful.
All students and teachers will be engaged in our learning community.
We are responsible to move learning forward for ourselves and each other.
We are responsible and respectful to the different members within our learning community.
SCHOOL HISTORY

Evan Hardy opened in September 1965. The school's name commemorates the contribution made to education by Professor Evan Hardy, a former engineering professor at the University of Saskatchewan, chairman of the Collegiate Board, and a man dedicated to young people.

In 1951, after retiring from the university, Dr. Hardy went to Ceylon (Sri Lanka) to work at an experimental station. In 1955 he established a technical training institute in Sri Lanka, which was later renamed the Hardy Senior Technical Institute in his honour. He believed it was important to try to improve the lives of others. His involvements in his church, football and schools are examples of his ideals. These ideals were also displayed by his enormous commitment to the country of Sri Lanka. He did not even travel there until he was 61 years old, when most people are ending careers, not beginning them. He worked and played hard all his life.

Upon Dr. Hardy's death on December 04, 1963, in accordance with his wishes, his body was cremated on the grounds of the training institute. A framed copy of a memorial edition of the Sunday Times, Colombo, Ceylon, hangs in our school lobby.

The dedication pays tribute to Dr. Hardy as:

A Soul tempered with fire,
Fervent, heroic and good
A helper and friend of mankind.
## STAFF

<table>
<thead>
<tr>
<th>Principal</th>
<th>Vice Principal</th>
</tr>
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<td>Mr. Rick Iverson</td>
<td>Ms. Candace Elliott-Jensen</td>
</tr>
</tbody>
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| Mr. T. Boszak | Mr. S. Hayes | Mr. A. Roberts |
| Mr. J. Burbridge | Mr. T. Hiebert | Mr. M. Roberts |
| Mrs. A. Cameron | Miss S. Hockman | Mr. L. Ruoh |
| Mr. D. Cardwell | Ms. J. Holtsman | Mr. L. Sandin |
| Mr. S. Case | Mrs. S. Howells | Mr. J. Sargeant |
| Mrs. T. Chupa | Mr. E. Hupe | Mr. C. Sarker |
| Ms. S. Clark | Ms. W. Jerred | Mr. B. Schoenfeld |
| Mr. M. Colquhoun | Ms. P. Jones | Ms. E. Shia |
| Mr. R. Cox | Mr. J. Kimberley | Mr. T. Simes |
| Mr. D. Dean | Mrs. C. Madsen | Mrs. G. Sokul |
| Ms. D. Drake | Mr. B. Mantyka | Ms. C. Sopatyk |
| Mr. P. Dyck | Mrs. T. Matisz | Mr. P. Somerville |
| Mr. N. Ellis | Ms. H. Mayes | Ms. B. Spencer |
| Ms. H. Elmgren | Mr. D. Mitchell | Mr. T. Stott |
| Mr. J. Ens | Ms. S. Mortenson-Spokes | Ms. V. Summers |
| Ms. S. Ferguson | Mrs. K. Morton | Ms. W. Thomas |
| Ms. J. Ford | Mrs. K. Neufeldt | Mr. B. Thompson |
| Mrs. J. Gering | Mrs. K. Olson | Mr. R. Wiebe |
| Ms. W. Gerwing | Mr. D. Person | Mr. J. Witzaney |
| Ms. C. Gonza | Mr. A. Peters | Ms. S. Wood |
| Ms. A. Grier | Ms. S. Planchot | Ms. N. Yee |
| Mrs. H. Hamoline | Ms. L. Possberg | Ms. T. Rioux |

## LEARNING CO-ORDINATORS

| Athletics | Ms. Holtsman |
| EAL | Ms. Gerwing |
| English | Ms. Sokul |
| Math | Mrs. Spencer |
| Physical Education | Mr. Mitchell |
| PAA / Fine Arts | Mr. Hiebert |
| Science | Ms. Rioux |
| Social Sciences/SAGE | Mr. Schoenfeld |
| Support Services | Mr. Hayes |
# EVAN HARDY COLLEGIATE
## 2019-2020 Class Schedule
### Regular Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir</td>
<td>7:52 - 8:55</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:00 - 10:03</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:08 - 11:11</td>
</tr>
<tr>
<td>Break</td>
<td>11:11 - 11:26</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:26 - 12:29</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:29 - 1:19</td>
</tr>
<tr>
<td>Period 4</td>
<td>1:19 - 2:22</td>
</tr>
<tr>
<td>Period 5</td>
<td>2:27 - 3:30</td>
</tr>
</tbody>
</table>

### Alternate Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir</td>
<td>8:10 - 8:55</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:00 - 9:45</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:50 - 10:35</td>
</tr>
<tr>
<td>Period 3</td>
<td>10:40 - 11:25</td>
</tr>
<tr>
<td>Break</td>
<td>11:25 - 11:40</td>
</tr>
<tr>
<td>Period 4</td>
<td>11:40 - 12:25</td>
</tr>
<tr>
<td>Period 5</td>
<td>12:30 - 1:15</td>
</tr>
</tbody>
</table>

### Special Event Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choir</td>
<td>7:52 - 8:55</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:00 - 9:50</td>
</tr>
<tr>
<td>Period 2</td>
<td>9:55 - 10:45</td>
</tr>
<tr>
<td>Break</td>
<td>10:45 - 11:00</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:00 - 11:50</td>
</tr>
<tr>
<td>Special Event</td>
<td>11:50 - 12:55</td>
</tr>
<tr>
<td>Lunch</td>
<td>12:55 - 1:45</td>
</tr>
<tr>
<td>Period 4</td>
<td>1:45 - 2:35</td>
</tr>
<tr>
<td>Period 5</td>
<td>2:40 - 3:30</td>
</tr>
</tbody>
</table>
ACCIDENTS
All personal accidents which require medical attention must be reported to
the main office immediately so that we can provide first aid and address
action regarding insurance may be taken.

ATTENDANCE
Evan Hardy Collegiate staff makes a determined effort to ensure a climate of
excellence in which the students will thrive and excel. The staff's high
expectations are reflected in the school attendance policy which is based on
three factors:
- A direct correlation between attendance and academic success.
- Legal considerations of student attendance.
- The personal responsibilities of both teachers and students.
The Education Act, 1995 states that children must attend school
regularly and punctually. Teachers have the responsibility to see that a
student who is habitually absent is advised of the consequences of
his/her absence, and, if the problem persists, to work together with
parents and the school administration to help the student solve the
problem. The staff want students to be successful. We have the
following expectations of students and parents/guardians:

Examples of Acceptable Reasons for Absences
With rare exception (i.e., court attendance, funeral attendance, death in the
family, medical appointments which cannot be scheduled outside of school
hours), the only acceptable reason for absence is illness.

Please note that parents do not need to clear absences for any school-
sponsored activity such as field trips, tournaments, or band trips.

Examples of Unacceptable Reasons for Absences
- Sleeping in.
- Job related absences.
- Leaving school early without signing out at the Main Office.

Student Absences
Parents should call the attendance line at 306-683-7705 to inform the school
of the reason for a student's absence. Absences for acceptable reasons will
be cleared by the attendance secretary on the student's record (provided the
call is made within two weeks of the absence), but parents need to know that
the student's teachers are not ordinarily informed of this late clearance.

Lates
Students are expected to be punctual for all classes. If a student is detained
by another teacher or administrator, the student should obtain a late slip from
that teacher or administrator. Because attendance is taken at the beginning
of a class, students not present are marked absent, late students are
responsible for ensuring that their teachers change such absences to late.
If a student misses more than half of the class, they will be marked as
absent. Chronic lates will affect student achievement.
Homework Requests for Absent Students
If a student is absent for two or more days, the school recommends that a parent/guardian request homework through student services. You may also contact your student’s teacher by email. Addresses can be found on the school portal under “contacts”. Upon request, the student’s teachers will provide homework. This will be available in the office after 3:30pm. Students are responsible for all work and tests missed in accordance with individual teacher’s expectations.

Extended Leave Form
When a student knows in advance that they will be missing three or more consecutive days of school, they must obtain an extended leave form from the main office. The completed form should be returned to the main office for the Principal or Vice Principal to sign. The form should be handed in at least one week prior to the first day of absence. Extended absences almost always affect a student’s achievement. The school has no obligation to reschedule or provide alternate assignments or exams. Any students gone for more than 20 consecutive days will need to meet with Principal or Vice Principal. Students are discouraged from taking vacations which conflict with school attendance.

BUS PASSES
The cost of a monthly bus pass is $59.00 per month plus $5.00 for a bus card (if needed). Method of payment must be cash, or a cheque made payable to Evan Hardy Collegiate. Students will be required to bring their card each month for it to be “re-loaded” for the new month. Passes are sold at the Accounting Office the last two teaching days of the old month and within the first week of the new month.

Students can register their card with the City Transit Customer Service Office at the 23rd Street Bus Mall. If they register their card and, in the event, that a bus pass is lost, damaged or stolen, students can go to the bus mall and pay $5.00 for a new card and they will reload the monthly pass onto the new card.

This year, bus passes will be sold on the following dates:

<table>
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<th>Sales End</th>
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<td>September</td>
<td>Friday, August 30</td>
<td>Friday, September 6</td>
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<td>October</td>
<td>Monday, September 30</td>
<td>Friday, October 4</td>
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<tr>
<td>November</td>
<td>Wednesday, October 30</td>
<td>Wednesday, November 6</td>
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<tr>
<td>December</td>
<td>Thursday, November 28</td>
<td>Thursday, December 5</td>
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<tr>
<td>January</td>
<td>Monday, January 6</td>
<td>Wednesday, January 8</td>
</tr>
<tr>
<td>February</td>
<td>Thursday, January 30</td>
<td>Thursday, February 6</td>
</tr>
<tr>
<td>March</td>
<td>Thursday, February 27</td>
<td>Thursday, March 5</td>
</tr>
<tr>
<td>April</td>
<td>Monday, March 30</td>
<td>Monday, April 6</td>
</tr>
<tr>
<td>May</td>
<td>Wednesday, April 29</td>
<td>Wednesday, May 6</td>
</tr>
<tr>
<td>June</td>
<td>Thursday, May 28</td>
<td>Thursday, June 4</td>
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CELL PHONES
Cell phone use is not permitted in the classroom, (unless permission is granted by teachers to support learning). Cell phones must be turned off and parked, not just on silent, while in class, as they disrupt learning. Cell phones may be confiscated if used inappropriately. **The school is not responsible for lost or stolen phones.**

DAILY NOTICES
Notices will be read daily at the beginning of period two. Notices will be posted on the notice boards and the tv displays in the halls and will be available on the school’s web page.

A notice must be submitted to the main office by 9:00 a.m. to be included that day. Notices affecting an activity must be initiated by the teacher in charge of the activity before they can be accepted for publication. Only approved notices may be posted on hallway notice boards. They must be initialed by the principal or vice principal.

DANCES
Throughout the school year the SRC plan school dances. Dances end at 10:00 p.m.

Ticket Sales
- Tickets will be sold in advance. There will be no ticket sales the day of the dance or at the door. Tickets will be sold during the advertised period of time only.
- Tickets must be presented at the doors to gain admittance. Each student or guest attending a dance must be in possession of a current secondary school student card.
- If for any valid reason you may be late for the dance, you must sign the late arrival sheet when you buy your ticket

Guests
For the Christmas Formal, a student may sign in one non-Evan Hardy guest in advance. The sign-in sheet will be available when tickets are purchased. Evan Hardy students must accompany their guests into the dance. The workers at the door may deny entry if there is any question that the sign-in is not a valid guest. Evan Hardy students are held responsible for the conduct of their guests. If, for any reason, a guest is asked to leave the dance, the Evan Hardy student who signed them in will also leave with him/her.

Dress
Suggested or required dress for the dance will be advertised. Outdoor clothing and shoes must be checked in.

Conduct
- Students exhibiting undesirable conduct will be asked to leave the dance and may be subject to further disciplinary action. Normal school rules apply, including those on smoking, substance abuse, etc.
- **School Attendance:** A student who has an unexcused absence on the day of the dance will not be admitted to the function. Parents who wish to visit or help supervise the school dances are most welcome.
DRESS
At school we expect students to dress business casual – clean, tidy and respectful. As examples, beach wear, short shorts, tank tops, halter/crop or tube tops/bandeaus, obscene t-shirts and garments decorated with offensive drawings, slogans or logos that promote alcohol, tobacco or illegal drugs are inappropriate. Cleavage (front or back) should not be visible. Footwear is required. Underwear should not be visible. When a student fails to dress or groom appropriately, they will be asked to take the necessary corrective action. Students are asked not to wear hats, hoods, toques, or bandanas in the building. The expectation is that students remove these immediately upon entrance to the school. Headwear that is confiscated by staff members will be given to a school administrator to keep for the remainder of the school day or longer.

FIGHTING/THREATENING/INTIMIDATING/BULLYING
The school board has adopted an anti-harassment policy to ensure the school is a safe place for everyone. In keeping with this policy and adhering to our school code of conduct, any students found fighting, and any student threatening, intimidating or harassing other students or staff will be dealt with in a firm manner, including parental notification and the possibility of suspension from school for up to three days. Depending on the severity of the incident, disciplinary transfer and/or expulsion may result, and the appropriate law enforcement officers may become involved. Students who feel they are in conflict with others are encouraged to seek the help and advice of teachers, counsellors, or administrators who will attempt to work out a peaceful solution to the problem. Weapons of any kind are not permitted in the school and will be confiscated and given to police.

Cyber Bullying
Bullies will use many ways to get at their victims and the Internet gives them yet another method. This form of bullying is sometimes called cyber bullying and describes the misuse of e-mail, texting, social networking or the Internet for harassing people, such as by sending unpleasant or aggressive messages. There are some direct practical steps that you can take to help you if you are a victim. Talk to your parent/guardian(s) if something is upsetting you. Keep a record of all bullying incidences either by saving or printing e-mails or texts. If an e-mail or text message is particularly disturbing or breaks the law, contact administration and/or the police liaison officer.

EVACUATION AND FIRE DRILL PROCEDURES
Fire drills at regular intervals are required by law and are an important safety precaution. The procedure is posted in all classrooms. When the fire alarm sounds, leave your books behind and do not attempt to get a coat or go to your locker. Exit according to the route posted. Walk quickly, but do not run. When outside, move well away from the doors so that others may get out easily. Proceed to a point designated by the classroom teacher. Then attendance will be taken, and the count given to the principal or assistant principal. You may return to the school only when the three all-clear bells sound.
SHELTER-IN-PLACE/LOCKDOWN PROCEDURES
A few times each school year we will practice shelter-in-place/lockdown procedures to ensure that we are prepared for a situation where students and staff are asked to remain in classrooms during an emergency. Teachers discuss the importance of these procedures with students before and after the practice sessions.

Sexual Harassment
The Board of Education considers itself responsible for the protection of employee and student human rights and dignity. Sexual harassment of any employee or student by an employee or student is an intolerable situation which shall warrant disciplinary action and may be considered grounds for dismissal or expulsion. The Board of Education also recognizes its responsibility to educate employees and students about sexual harassment. Sexual harassment is defined as unwelcomed sexual advances, request for sexual favours, and other verbal or physical conduct of a sexual nature. Students/parents/guardians are encouraged to report incidents of sexual harassment to the principal, guidance counsellor, or a teacher. The staff member receiving the report will provide the Director of Education with the details of the incident(s) in writing. The onus is on the student/parent/guardians to report instances of sexual harassment as soon after the incident as it is reasonably possible. Reports of sexual harassment will be dealt with in strict confidence. However, it must be understood that confidentiality must be distinguished from anonymity.

At any step of the investigative procedures the complainant or respondent may choose to be accompanied by a friend, parent/guardian or other counsel. Following the investigation appropriate remedies or sanctions will be applied in keeping with due process. Such actions may include verbal warning, written reprimand, transfer, suspension, or expulsion. Any interference or attempt at coercion in the investigative process by or on behalf of the complainant or respondent will be considered grounds for immediate disciplinary action. Every effort will be made to ensure that everything is done that is fair and reasonable in the circumstances to protect staff and students against complaints or accusations that are trivial, frivolous, or made in bad faith.

FINAL ASSESSMENTS
Final Assessments are at the end of each semester. They comprise a significant part of student learning. Unless there is an emergency situation (e.g. student is hospitalized), at which point a school administrator should be contacted, students are expected to participate in Final Assessments at the specified times.

LOCKS AND LOCKERS
All students will be issued lockers at the beginning of the school year. Each student is responsible for ensuring that their locker is kept in good condition. All students are required to purchase an Evan Hardy lock. Lockers must be kept locked when not in use. Combinations must be secret if the locker is to be a secure place for student property. The school cannot guarantee secure lockers and carries no insurance on student property. Lockers remain the property of the school and are subject to inspection, without notice, by school authorities.
Students are expected to pick up and exchange books at their lockers before period one, at break, and before period four. This procedure ensures that students will get to class on time and will help to keep the noise outside classrooms to a minimum.

INTERNET/WIRELESS SERVICES ACCEPTABLE USE PROCEDURES
Saskatoon Public Schools believe that the use of the Internet and/or personal digital devices supports relevant and challenging life-long learning for our students. All activity conducted on hardware owned by Saskatoon Public Schools is logged. Activity logs may be viewed and used where necessary to ensure our Administrative Procedure 140 – “Computer/Online Services Acceptable Use” is followed.

To support additional learning opportunities, Saskatoon Public Schools has also provided Internet wireless access in all schools and initiated broad education efforts related to “Digital Citizenship in the 21st Century”. Students are provided with individualized computer accounts and passwords to access computers and online/wireless services to support their learning. Students who elect to bring personal digital devices to school have the ability to access the Internet with their account. This access is subject to the school’s overall rules regarding personal digital devices. Examples of personal digital devices include cell phones, smart phones, MP3 players, Ipods, Ipads, and notebook computers.

When using digital devices, students must adhere to the following principles:

- Digital devices are to be used to enhance the learning that takes place in schools. They are not to disrupt that learning.
- Digital devices are to be used in a manner that is respectful of all students and school staff. For example, students using digital devices to photograph or video any member of the school staff or students in the school without the permission of those staff or students is considered disrespectful.

1. Access to the Internet and wireless services, either with school division or personal digital devices is an individual privilege enjoyed by students, not a right.
2. A student's conduct on the Internet and wireless services, either with school division or personal digital devices, is governed by the same expectations which guide his or her behaviour at school.
3. In elementary schools, access to the Internet with school division digital devices is provided only when students are supervised.
4. In collegiates, students may access the Internet with school division digital devices without supervision.
5. If students choose to bring personal digital devices to school (at both the elementary and secondary level) they can access the Internet (whose sites have been filtered as per point 7 below) without supervision during non-instructional time (e.g. lunch hour, before or after class). During
instructional time they can access the Internet with their teacher’s permission.

6. Students who choose to bring personal digital devices to school should be aware of the following:
   In the event the digital device is used in an inappropriate manner, (or inappropriate use is suspected), the digital device itself can be confiscated and may be searched by a member of the school’s administrative team. If parents/students do not agree with this condition students should not bring the digital device to school.
   Schools are not responsible for the theft or loss of personal digital devices that students may choose to bring to school.

7. Saskatoon Public Schools actively blocks access to inappropriate Internet sites. If a student deliberately seeks to access inappropriate material or uses the computer services provided in a malicious manner, the consequences are governed by the Saskatoon Public Schools’ Administrative Procedure 140 – “Computer/Online Services Acceptable Use” - which can be found on the Saskatoon Public Schools’ public website at www.spsd.sk.ca/files/board/AdministrativeProceduresManual.pdf
   Consequences are outlined in Administrative Procedure 140 and appear in the student version of the procedure as follows:
   What can happen to me if I break the rules?
   • I won’t be able to use the computers.
   • I might be disciplined.
   • I might have to pay for what I broke.
   • The police may be called.

8. If you do not want your son/daughter to access the Internet at school, please contact the school and request the Internet Use Denial Form. This form is then signed by the parent/guardian and returned to the school.

PERSONAL PROPERTY
Students are responsible for care of their personal property. All textbooks, notebooks and gym equipment should be clearly marked with the owner’s name. Large amounts of money or valuables such as jewellery, portable stereos or digital music players (i.e. iPods etc.) should not be brought to school. The school carries no insurance on student property and cannot guarantee secure lockers. Please DO NOT leave any valuables in gym lockers, or loose in clothing or backpacks in the gymnasium locker rooms!

SCHOOL RESOURCE OFFICER (SRO)
The Saskatoon Police Service School Resource Officer (SRO) Program is a community policing initiative with police officers serving as a resource to staff, students, parents, guardians and the community within the school environment.

The goals of the School Resource Officer Program include:
• developing positive attitudes and relationships between children, youth and the police;
• helping to create a safe school environment;
• serving as a resource for the school community in the areas of law, the
police role in the community, and legal consequences; and
• liaising with other sections of the Saskatoon Police Service to share
information and help when required.

School Resource Officers:
• serve as a positive role model to students and school staff;
• establish and maintain open lines of communication with students, parents,
guardians, and school staff;
• provide education on safety, substance abuse, life skills, and the justice
system to both elementary and high school students;
• reduce crime through education, enforcement and personal interaction with
students and staff;
• take reports and investigate incidents within the school. In some cases,
mediation, warnings, and diversion from the criminal justice system may
lead to a successful resolution to a complaint. In other cases, a criminal
charge may result.

Six School Resource Officers divide their time between all the public and
separate elementary and high schools in Saskatoon.

SKATEBOARDS
Skateboards cannot be used while on school property. If you are bringing
your skateboard to school, it must be placed in your locker. You will not be
allowed to carry your skateboard to any of your classes. If you have
questions about the use of your skateboard while on school property, please
see administration.

SMOKING
All Board of Education buildings and surrounding areas are tobacco free.
This includes vaping, chewing tobacco, e-cigarettes etc. Students who
choose not to co-operate will be given a warning (name placed on a
smokers' registry), be expected to perform some community service at
school, a phone call to their home, or a suspension from school.

SPECIAL EVENTS
The student council (SRC) plans activities throughout the school year.
These include dances, pep rallies, spirit days, noon-hour concerts, sports
activities and many more. There are also special multi-day events such as
welcome week, Christmas week, and themed monthly events. Something is
almost always happening in the school. Students are encouraged to
participate.

STUDENT PHOTOS
Student photos will be taken at the beginning of the school year. Student
fees cover the cost of the student identification card (student card), yearbook
picture and picture for office and student service files. There will be a charge
to replace lost student cards. Student photo packages will be available for
purchase.
SUBSTANCE ABUSE
Possession, use, or trafficking in alcohol, illegal drugs, or any other abusive substances will not be tolerated at school or any school-sponsored activities. Any students involved in these offences will be dealt with in a firm manner, including parental/guardian notification and the loss of some privileges. The student may also face the possibility of suspension from school for up to three days, disciplinary transfer and/or expulsion. If a return to school is deemed appropriate, enrolment in a counselling or rehabilitation program for substance abuse or addiction. A meeting with school counsellors may form part of the conditions under which a student may return.
In addition, because the use of alcohol by minors and the use of illegal drugs is clearly against the law, the appropriate law enforcement officers may become involved and charges may be laid.

THEFT
Theft is an intolerable action which shall warrant disciplinary action and may be considered grounds for suspension or expulsion. A student who has been found guilty of theft at school will be subject to the following procedures:
Upon detection the student will be brought to the principal or vice principal along with the evidence.

The student, along with the evidence, will be turned over to the police. The parent or guardian will be notified.
At the discretion of the principal and or the vice principal, the student will then be subjected to one of the following disciplinary procedures:
• The student will be suspended for at least 24 hours. If they are to remain at Evan Hardy a written contract for continued attendance will be agreed upon by the student, parent/guardian and the school administrator
• The student may be discontinued at Evan Hardy Collegiate and the parent or guardian will be notified.

UNSCHEDULED PERIODS (SPARES)
Students who have unscheduled study periods should make use of this time to complete assignments or to read. Students must use the commons room or the library. Students must not loiter in the halls.

VISITORS/VOLUNTEERS
The school welcomes parents and visitors who have reason to come to the school. We ask that all visitors come to the main office to let the us know you are in the building. Students are requested not to have out-of-school friends visit the school during the regular school day. People not registered at Evan Hardy found on the campus or in the building during school hours will be asked to go to the main office or leave. Students wishing to bring a guest to the school must request prior approval from administration.
We welcome volunteers for our various programs, school actives and trips. All volunteers are required to have a criminal record check completed before volunteering. Please see the main office for more information.
STUDENT SERVICES
A variety of services are available to assist you in educational, career, and/or personal decisions. Our two counsellors, Ms. Drake and Ms. Thomas provide services through individual counselling, group work, class presentations, and consultation with teachers, parents/guardians, and the community at large. Ms. Hockman, our secretary, will assist you to make the arrangements to meet with a counsellor or obtain helpful information. Some examples of the many services offered by counsellors are personal and educational goal setting/planning, registration and timetabling, supportive communication between school and home, scholarship/post-secondary applications and transitioning support and building healthy relationships, family and personal issues and overall student wellness. Your concerns will be handled quickly and confidentially. You are always welcome

CHANGES TO STUDENT TIMETABLES
Evan Hardy is staffed based on student subject requests. For this reason, students have an opportunity to view their course selection and request changes prior to the end of the present school year. Requests for timetable changes at school opening will be considered only in exceptional circumstances. Students are expected to attend all the classes they are scheduled for until a change has been formally approved.

Students in Grade 9 must carry a minimum of ten courses per year, Grade 10 students should carry ten, and Grade 11 and 12 students should carry a minimum of eight classes per year (we recommend 9 or 10 – no less than 4 per semester unless special arrangements are made through consultation with administration and parent / guardian).

Overall, we encourage students to take as many classes as possible so that they can be exposed to a wide variety of learning opportunities. Dropping a class is a major decision and one that requires consultation with parent/guardians, teachers, counsellors and administrators.

DRIVER EDUCATION
A course including the theoretical and practical phases of motor vehicle operation will be offered. Preparation for, and the writing of, the provincial Learners’ License is included in the course. Driver Education has been incorporated into timetables. Students are reminded to give teachers an "excuse-from-class" slip two days prior to a simulator or driving period. Students may miss a maximum of two class periods for any subject. The complete course is also offered during the summer months.

Further information may be obtained from the Driver Education Manager at the Saskatoon Board of Education Office at 683-8268.
## SUPPORT AGENCIES

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<th>Service</th>
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<td>Addiction Services</td>
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<td>Alateen</td>
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<td>Catholic Family Services</td>
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<td>Mobile Crisis Line</td>
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<td>Sexual Health Centre</td>
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<td>Family Services Saskatoon</td>
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<td>Avenue Community Centre for Gender &amp; Sexual Diversity</td>
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<td>Kids Help Phone</td>
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<td>Legal Aid</td>
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<td>Lighthouse Stabilization Emergency Shelter</td>
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<td>Mental Health Services (Child &amp; Youth)</td>
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<td>Narcotics Anonymous</td>
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<td>Salvation Army</td>
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<td>Sexual Assault Crisis Line</td>
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<td>Suicide Crisis Line</td>
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<td>After Suicide Support</td>
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<td>Victim Assistance</td>
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<td>W.A. Edwards Family Centre</td>
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<td>Youth Detox Stabilization</td>
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<td>YWCA Emergency Housing Program</td>
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## STUDENT REPRESENTATIVE COUNCIL (SRC)

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
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<tbody>
<tr>
<td>Co-Presidents</td>
<td>Emma Fisher and Matthew Wang</td>
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<tr>
<td>Grade 9 Leader</td>
<td>To be named in the fall</td>
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<tr>
<td>Grade 10 Leader</td>
<td>Dylan Twordik</td>
</tr>
<tr>
<td>Grade 11 Leader</td>
<td>Daniel Wei</td>
</tr>
<tr>
<td>Grade 12 Leader</td>
<td>Saira Imran</td>
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<tr>
<td>Activity Directors</td>
<td>Alex Trotter and Maclaren Burwell</td>
</tr>
<tr>
<td>Charity Director</td>
<td>Kate Korchinsky</td>
</tr>
<tr>
<td>International directors</td>
<td>Dua Riyasat and Faatema Syed</td>
</tr>
<tr>
<td>Media Directors</td>
<td>Trushank Lakdawala and Raweha Naveen</td>
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<tr>
<td>Pep Rally Directors</td>
<td>Kaitlin Baba and Piper Ledding</td>
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<tr>
<td>Technical Directors</td>
<td>Mateo Stare-Lozinski and Conner Danielkewich</td>
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<tr>
<td>Spirit Directors</td>
<td>Lauren Hancherow and Jasmin Luu</td>
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<tr>
<td>Secretary</td>
<td>Hajra Ghuman</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Cedric Michelet</td>
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<tr>
<td>Staff Advisors</td>
<td>Mr. Hayes</td>
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Criteria for SRC Elections
Co-Presidents
The applicant must be a registered EHCI student with an overall average of 75% in their application year in eight academic classes. Standing to be approved by Administration. Additionally, the applicant must have served on the SRC in some capacity (constitutional member or committee member) for a minimum of one semester. To be approved by the SRC Director and Staff Advisor.

Directors
Applicants must be registered EHCI students with an overall average of 75% in their application year in eight academic classes. They shall be selected by a committee consisting of: the incoming co-presidents, the outgoing Director, and one or more Staff Advisors.

Secretary and Treasurer
Applicants must be registered EHCI students with an overall average of 75% in their application year in eight academic classes.

Grade Leaders
Applicants must be registered EHCI students with an overall average of 70% in their application year in eight academic classes.

ACADEMIC AWARDS
Evan Hardy has a great tradition of academic excellence in all things.

S.R.C. Academic Awards
• the ten students in grades 09, 10 and 11 attaining the highest academic standing during the year.

Honour Roll
• calculated at each reporting period based on an achievement of 80% standing on four credits, or, on eight credits from the two final reporting periods.

EXTRACURRICULAR ACTIVITIES AWARDS
ATHLETIC AWARDS
Team Awards
• athletes judged by the players and coaches to have been the most valuable member of the school teams in the following areas: golf, football, cross country, boys' soccer, girls' soccer, boys' volleyball, girls' volleyball, boys' basketball, girls' basketball, wrestling, badminton and track and field.

S.S.S.A.D. Spirit of Service Award
• presented to an individual who has made a significant contribution to the school's athletic program in the spirit of service and volunteerism.

Athletes of the Year Award
• grades 09, 10, 11 and 12, whose participation and attitude have provided the best example of athletic achievement.

Athletic P.H.D. Awards (Highest athletic award at the school)
• athletes showing outstanding qualities including pride, hustle and desire.
PERFORMING ARTS AWARDS

Russ Ramsden Award of Merit
• outstanding contribution and dedication to the performing arts.

Performing Arts Award
• outstanding participation and leadership in any aspect of the performing arts over four years.

Soul Encore Award
• grades 09, 10, 11 and 12 students who have contributed most though their participation in the Performing Arts.

Helping Hands Award for the Production Arts
• grades 09, 10, 11 and 12 to recognize contributions to the performing arts in the area of production.

Spotlight on Performance
• grades 09, 10, 11 and 12 to recognize achievement in on-stage performance.

GENERAL AWARDS

Soul Spirit Award
• those grades 09, 10 and 11 students who have made valuable contributions to Evan Hardy Collegiate and have demonstrated a love of and commitment to Evan Hardy Collegiate.

GRADUATION AWARDS

The Dr. Bob Arn Academic Achievement Award
• presented annually to a student who has the highest average based on standings on 9 credits (including all compulsory subjects) in each of grades 10, 11 and 12, and has participated in the extra-curricular program of the school.

The Vern Dallin General Proficiency Award
• has achieved honour standing in the final year using the three compulsory courses and five other 30 level courses, and excelled in the extra-curricular program, plus has gained the respect of students and staff through precept and example.

The Kirkpatrick Leadership Award for Boys
• has provided the best leadership and example during his final year of participation in the activities of the school.

The Sanford Girls’ Leadership Award
• has provided the best leadership and example during her final year of participating in the activities of the school.

Evan Hardy Citizenship
• has modeled integrity, responsibility, commitment to excellence, consideration, respect, trust and openness.

The Spirit of Evan Hardy Awards
• has contributed most to the participation, morale and spirit of the school.

EHC Boy’s Service Award/Dr. Elizabeth Matheson Award (Female Service)
• has demonstrated a willingness to be of service and has shown respect for others.

Graham E. Davies Memorial Trophy
• has maintained honour roll standing while participating on a minimum of two school teams in their grade 12 year and exhibits the following traits:
friendliness, concern for others, exuberance, a sense of fun and commitment.

Global Village Award
• presented annually to a graduating student who is academically successful, promotes multiculturalism in and outside Evan Hardy Collegiate, and shows promise of future involvement in intercultural affairs.

Staff Excellence Awards
• chosen by the appropriate subject departments and are based on academic performance, enthusiasm, and aptitude for the particular subject area. The awards are in the following subject areas: English Language Arts, Performing Arts, Languages, Mathematics, Physical Education, Sciences, Social Sciences, Visual Culture, Industrial Technology, and Home Economics.

Staff Subject Awards
• awarded to the top student in each 30 Level class offered at Evan Hardy Collegiate as selected by the instructors. Marks may not be the only selection criteria.

Evan Hardy Academic Awards
• the ten graduating students attaining the highest academic standing during the year.

Saskatoon Public Board of Education Proficiency Award
• the top student in each grade, held in trust until the student's graduating year.

Governor General's Medal
• the graduating student who has attained the highest average.

Active Soul Awards
• have participated significantly in the social, athletic or combined social-athletic activities of the school.

Soul Award
• those graduating students who have made valuable contributions to Evan Hardy Collegiate and have demonstrated a love of and commitment to Evan Hardy Collegiate.

Valedictorian
• the student chosen by the graduating class to speak for them in a formal farewell address as part of the graduation ceremony.

ACADEMIC INTEGRITY
Consistent with the values of the Saskatoon Public School Division which include honesty, responsibility and the pursuit of truth, the administration and staff at Evan Hardy Collegiate expect academic integrity from all students. A breach of academic integrity, in whatever form, is ultimately destructive of these values and is unfair and discouraging to students who pursue their studies honestly. We believe that students must own their own learning. We are committed to teaching the necessary research and writing skills. We want our students to be able to synthesize, analyze, evaluate and draw their own conclusions. If a student is academically dishonest, there are consequences. These consequences will depend upon the severity and the frequency of the acts of dishonesty.
We interpret breaches to include, but not be limited to, the following:

i) using or possessing unauthorized information in examinations;
ii) gaining unauthorized assistance in examinations;
iii) concocting or distorting lab or shop results, projects or reports;
iv) plagiarizing or representing the work of another as one's own;
v) submitting work for which credit has previously been obtained;
vi) using an unfair mechanical or technological advantage;
vii) aiding another student's dishonesty.

NOTE: Students should check with each of their teachers before completing their assignments. There may be variations in requirements from one subject to another.

Parents and administrators will be informed of any instances where academic integrity has been compromised. Depending upon the severity and nature of each case, discipline and consequences may consist of, but not be limited to, the following:

i) the student being required to write another exam, paper, lab report or project;
ii) the student being awarded a mark of zero for that particular exam, paper, lab report or project.

Plagiarism Policy
Plagiarism is the act of taking any portion of a published work or another's work and submitting it as your own without giving credit to the original author(s).

Plagiarism is a serious offence because it is dishonest on an academic level. At Evan Hardy, the following guidelines will be followed in regard to plagiarism:

1. The teacher will make a copy of the plagiarized work and will discuss this with the student. The parents will be contacted by the teacher and a meeting may also be set up with an administrator. The plagiarized work will not be evaluated.

2. If a second plagiarism offence occurs in the same class, the teacher will inform an administrator and the student may be discontinued in that class. A letter will also be sent home to the parents.

CLUBS AND INTEREST GROUPS

Yearbook – HARVESTER
The Yearbook Club strives to capture the events and activities that tell the story of our year together. Photographers go out to sporting events, school pep rallies, dances, theme days and school clubs. The Evan Hardy yearbook begins production as soon as school starts in the fall. Any student interested in photography, design layout, and journalism is welcome to attend our meetings. The club meets during lunch once a week. For more information, contact the supervising teacher.

Crampl
Crampl (so named because of a spelling error in the third publication!) is the Evan Hardy “showcase” publication of student writing and art. All pieces are selected by a volunteer student editorial board, edited and produced by students and teacher supervisors. It is published each spring as an electronic copy. Students in every grade are encouraged to contribute their
creations to this celebration of student talent. Crampl is the longest continuously running student publication in Canada.

**Canoe Club**
Canoe club is open to students in all grades and provides the opportunity to engage with nature while camping and canoeing along scenic Saskatchewan landscapes. The club begins in the spring with a series of planning meetings and a minimum of 10 hours of on-the-water skills training. Students will learn basic canoeing skills including how to paddle, load and rescue canoes; how to pack and travel for extended outdoor excursions and how to control environmental exposure.

**Math Contest**
Students interested in mathematics may find contest writing an interesting challenge. There are competitions at each grade level; some are open competitions, and others are invitational competitions. Most of these contests are held in February, but the Canadian National Math League Competition has six mini-tests starting in October and ending in March. The program is well established across the country and it provides avenues for top candidates to be recognized locally, provincially, nationally, and, sometimes, internationally. Talk to your math teacher for more information.

**Fitness Centre**
Membership is $20.00 per year and is open to all Evan Hardy Souls who wish to maintain physical fitness. Come out and support an exciting facility and enjoy a healthy lifestyle. See Mr. Mitchell for more information.

**Arts and Souls - Performing Arts**
The season includes our fall concerts, main stage productions (musical and/or full-length play), band and choir trips, one-act plays, Finale Showcase and Awards Night. Other involvement in the Performing Arts could include the Remembrance Day Ceremony, Jazz Choir, Jazz Band, school tours, class productions, improv club and music festival entries. See a performing arts teacher for more information.

**Music Groups**
We have three concert band classes and a choir class as well as a host of enriching extra curricular opportunities. See Mrs. Mortenson-Spokes early in the year about any activities which may interest you.

**Jazz Band:** There are three extra curricular jazz bands open to band students. Sign up is in September.

**Vocal Jazz Choir:** This is an auditioned group for students in choir class and auditions will be held in January. Students are encouraged to create their own ensembles. Practice facilities and equipment are available by arrangement.

**Soul Ambassadors**
The Soul Ambassadors are a group of students who act as good ambassadors for Evan Hardy Collegiate in the community. Soul Ambassadors look for ways to make the community a better place through volunteer work or fundraising. Throughout the school year they assist with a wide variety of events put on at Evan Hardy Collegiate such as Open House and Three-Way Conferences. The Soul Ambassadors also plan activities for EAL students at Evan Hardy to help them to learn more about Canada and make them feel welcome as Evan Hardy Souls. Being involved in Soul...
Ambassadors is a great way to meet people from all over the world and hone your leadership and interpersonal skills. We welcome students from all grade levels and backgrounds!

GSA
GSA stands for Gender and Sexuality Alliance, and we also recognize issues that extend into gender and social justice areas. Our group believes in equality and the right of human dignity for all people. Students who experience discrimination based on race, ethnicity, religion, gender, sexual orientation or culture, deserve to be protected in schools. We are firmly anti-bullying and will challenge homophobic, as well as racist, sexist or other discriminatory comments and jokes. We affirm the contributions of LGBTQ people to society. We meet once a week, organize and promote social activities, support each other in a non-judgmental, safe and nurturing place. All students from all grades are welcome to drop in during any meeting.

Charity Committee
This very active committee meets once a week to organize charitable events with all donations benefiting local, national and international organizations. Each year, this committee helps to support the Terry Fox Foundation, the Saskatoon Food Bank and Learning Centre and at least one international organization. In the last eleven years, Evan Hardy Collegiate students and staff have raised over $50,000.00 for the Terry Fox Foundation, gathered over 40,000 non-perishable food bank items for the Saskatoon Food Bank and Learning Centre, sent relief kits to Haiti and school kits to Afghanistan, helped finance the building of a house in Haiti and a school in India, and donated money to The Friendship Inn, Free the Children, the Red Cross, the Heart and Stroke Foundation, the MCC, the Children’s Wish Foundation, New Hope Dog Rescue and more. This group is dedicated to helping those who are in need and truly believes that every action and donation can help make a difference in our community, country and world! Come join us each Wednesday at lunch in the SRC room and help us help others!

GRADUATION ELIGIBILITY CRITERIA
To be eligible to participate in the Graduation Exercises at the end of June, a student must have paid the required school fees and received the minimum of 24 credits (as set by the Ministry of Education). A student may participate in the Graduation Exercises only once. For more information please see student services.

ATHLETICS
There are numerous opportunities to participate in a variety of activities and contribute to the tradition of excellence in athletics. Forty Provincial Championship Banners in our gymnasium, the most of any school in the province, give proof to our legacy of success. Get active and involved in Hardy’s athletic programs! See qualifications needed below (watch for notices):

- Badminton, Senior: any grade 09 to 12 student
- Badminton, Junior: any grade 9 & 10 student
- Basketball, Senior Girls': any grade 09 to 12 female
- Basketball, Blue Girls': any grade 09 or 10 female
- Basketball, Green Girls: any grade 09 or 10 female
Basketball, Senior Boys'  any grade 09 to 12 male
Basketball, Blue Boys'  any grade 09 or 10 male
Basketball, Green Boys'  any grade 09 or 10 male
Cross Country  any grade 09 to 12 student
Curling (Boys, Girls, & Mixed)  any grade 09 to 12 student
Football, Senior  grades 11 and 12 preferred
Football, Junior  grade 09 and 10 students
Golf  any grade 09 to 12 student
Soccer, Girls'  grade 09 to 12 female
Soccer, Boys'  grade 09 to 12 male
Track and Field  any grade 09 to 12 student
Volleyball, Senior Girls'  grade 09 to 12 female
Volleyball, Blue Girls'  grade 09 to 10 female
Volleyball, Green Girls'  grade 09 to 10 female
Volleyball, Senior Boys'  grade 09 to 12 male
Volleyball, Blue Boys'  grade 09 and 10 male
Wrestling  any grade 09 to 12 student

EXTRA-CURRICULAR ACTIVITIES

Each school year, hundreds of Evan Hardy students get involved in many extra-curricular clubs, activities, and sports. Coaches and supervising staff members recognize this participation in a variety of ways. Each team typically gives out individual awards at the end of the season, while at the school level, overall participation is used to determine winners of the “Active Soul” awards, which are presented at the year-end awards ceremony called “Colour Day”. This is a great achievement and demonstrates a level of commitment and responsibility that may help with future endeavors (references, resume, post-secondary recommendations, etc.). Becoming involved in extra-curricular activities is a great way to have fun, show school spirit, meet new people, build skills, and make memories that last a lifetime. Check out the EHC student handbook for a list of activities offered this year, and go out, get involved, and have some fun!

GYMNASIUMS

Evan Hardy has two gymnasiums. We all have a responsibility to look after the gym and its equipment. The gymnasiums are the site of many student achievements. Championship banners indicate some of them. We are very proud of our facility and the programs we provide. In order to maintain this quality, the expectations for gym users are as follows:

• Students will be required to wear appropriate gym clothing. To protect the gym floor, street shoes may not be worn at any time on the playing area. Please remove wet or muddy footwear.
• Students are asked not to enter the gymnasium while classes are in process unless given permission by the instructor.
• Students should refrain from bringing valuables to school. Lockers should be kept locked at all times. Students are reminded that if you bring valuables to school they should be left in your regular hallway locker. Please keep your combination confidential.
• Evan Hardy will not assume responsibility for any missing articles.
For safety reasons activities in the gym are only permitted under supervision.
Food and drinks should not be taken into the gym, the changing room or the weight room.
During lunch hours we encourage students to come to the gym and be active. The gym is not a place to hang out.

**INTRAMURALS**
Intramurals are held during noon hour and cover a wide range of activities. For more information, contact a member of the Phys. Ed. staff. Some activities included are volleyball, floor-hockey, dodgeball, indoor soccer, touch football, basketball, weight training, badminton and slo-pitch. Open gym is also available on a daily basis for unstructured activity. Please check the daily notices for details.

**LIBRARY**
The library is a welcoming space where students can read, work, and collaborate on school projects with their peers. To ensure an effective, safe, and positive learning environment, we ask that students:
- Respect the space by using it for its intended academic purpose. Remember, the library is NOT a student lounge! Casually visiting with friends or simply waiting for a ride should take place outside of the library, such as in the Commons or in the lobby area.
- Respect each other by keeping conversations appropriate and quiet
- Use library computers/technology for academic work only
- Phone calls must be taken outside of the library
- Finish all food before coming into the library
- Respect school technology, furniture, and equipment

**LIBRARY RESOURCES**
The library houses a wide range of academic and enrichment materials for all school subjects. Books, digital resources, eBooks, and magazines are also available for readers’ enjoyment. Library materials may be borrowed for two weeks and can be renewed unless class assignments place heavy demands on limited resources. Book requests and holds may also be placed with Library staff. All students must present a valid EHCI student I.D. card to check out all library material.

**PRINTING / COPYING**
Students will be given a $2.00 printing credit at the beginning of each school year. Once the credit has been used, students must add more money to their PaperCut account in the Library. A cost of 15 cents per black and white page, and 25 cents per colour copy, will be charged to their PaperCut account with each printing job. Students are encouraged to check their PaperCut account regularly, plan ahead for their printing needs, and ensure there is sufficient money in their accounts well-before the printing is needed. Updates to Papercut accounts will only be done during non-class hours.

**TECHNOLOGY IN THE COMPUTER LABS AND THE LIBRARY**
Evan Hardy has approximately 130 computers, 100 laptops available for student use. Many of the computers are located in the 2 networked labs or in the library. This technology is most often used by teachers and students to
support curriculum. Students are encouraged to use the Evan Hardy Lib Guide, which contains tabs that will assist them with this course work.

Access to the Internet and wireless services, either with school division or personal digital devices, is an individual privilege enjoyed by students, not a right. When a student first signs on to the school network at the beginning of a school year, they are agreeing to read and accept the SPS Acceptable Use Policy. More information on this policy can be found on the SPS website at [https://www.spsd.sk.ca/Pages/default.aspx](https://www.spsd.sk.ca/Pages/default.aspx).

At Evan Hardy, all students are asked to adhere to the following:

- Students will use technology to enhance learning, not detract from it.
- Students will be respectful and act in a manner in accordance to the SPS Acceptable Use Policy when engaging on social media sites.
- Students will use school iPads and laptops respectfully by making sure equipment is put away neatly and plugged in to the proper outlet at the end of each class.
- Students will not alter or damage computer hardware or software.
- Students will sign out of all accounts before logging off (including email, and social media sites) of school devices.

Consequences for irresponsible use of computers, technology, and online services are outlined in the SPS Acceptable Use Policy, and include the following:

- Removal of computer access and privileges.
- Suspension, expulsion/termination.
- Recovery of cost of damage to data and/or equipment.
- Use of computers or technology for illegal or criminal purposes will be reported to the appropriate authorities.

RESEARCH

PRINT SOURCES
Students can use the online library catalogue to identify print materials the library has in its collection, and to determine whether these materials are available for loan. The library catalogue is accessible from any school computer, and from home, using the Evan Hardy LibGuide. Students will be asked to sign in with their student number and school password.

WEBSITES / ONLINE SOURCES
Many online sources are available for students conducting research such as Britannica Online, ProQuest, General OneFile, etc. Students are encouraged to use WebPath Express to find reliable websites for research. Tips and tricks for researching online can be found on the Evan Hardy LibGuide.

WRITING GUIDELINES
A research paper may be assigned to you in any subject area. In writing such a paper you will choose a focus or point of view (often called a thesis.
statement) and gather information from several sources to support that point of view.

**Use the following format to write your research paper:**

- **PAPER** - Use unlined, 8 1/2 X 11" white paper, one side only. Staple the upper, left hand corner. Do not use a duotang cover.
- **TITLE PAGE** - Type the title of your paper in uppercase and lowercase letters, centered on the page. There are differences for each format – ask your teacher for a handout. Do not decorate the title page with scroll work, pictures, etc.
- **CONTENT**
  - Use proper paragraphing, sentence structure, grammar and punctuation. (See English Composition text for details)
  - Leave 2.5 cm (~1") margins at the top, left, right and bottom of each page.
  - Start numbering on the top right-hand corner of page 1. On page 1 type the title of the paper centered at the top of the page, double-space, and then type the text.
  - Indent paragraphs 5 spaces. Do not leave extra lines between paragraphs. Indent all long direct quotes 5 spaces.
  - Use quotation marks to close short (under 40 words) direct quotes.
  - Double space all contents except for long direct quotes and the reference page.

**DOCUMENTING SOURCES**

Whenever you use someone else’s words or ideas in your writing you must tell your readers that you did so and credit the source of the material you borrowed. This is called documenting your sources. This means that all the sources (other than what might be termed ‘common knowledge’) used to compose your paper, whether quoted directly, summarized or paraphrased must be referenced in the text of the paper. This includes text, images, and videos. These same sources must also appear on a bibliographic list at the end of the paper, providing the information necessary to identify and retrieve each source. There are several styles that can be used to document sources. Make sure you know which style your teacher expects you to use for documenting your sources. There are several websites that can assist in creating a list of sources or bibliography. See the Evan Hardy LibGuide/Research Tools Tab for more information.

**APA 6TH EDITION (AMERICAN PSYCHOLOGICAL ASSOCIATION)**

- commonly used in science and social sciences
- APA style requires two elements for citing outside sources: parenthetical in-text references and a reference list arranged alphabetically by authors' last name.

**In-Text Citation Example:**
- For a “verbatim extraction”, give the author, copyright date, and page number in parenthesis following the quotation.
“Before you can plunge into what can go wrong with personality formation, it helps to understand really well what goes into the structure of personality.” (Carlson & Carlson, 1998, p. 8).

References Examples:


➢ A copy of the *Publication Manual of the American Psychological Association, Sixth Edition* is available in the Evan Hardy Library, or see your teacher for the appropriate handout.

**MLA 8TH EDITION (MODERN LANGUAGE ASSOCIATION)**

- commonly used in English, literature and foreign language courses
- MLA style uses parenthetical in-text references and a works cited list arranged alphabetically by authors’ last name

. **In-Text Citation Example:**

- For a “verbatim extraction” (under four lines or fewer than 40 words), give the author and page number in parenthesis immediately following the quotation.

“The central symbol for Canada—and this is based on numerous instances of its occurrence in both English and French Canadian literature – is undoubtedly Survivial, *la Survivance*” (Atwood 32).

**Works Cited Examples:**


➢ A copy of the *MLA Handbook: Eighth Edition* is available in the Evan Hardy Library or see your teacher for the appropriate handout.

**CHICAGO STYLE**

- Commonly used in History, Law and Native Studies courses at Evan Hardy.
• To mark citations in the text this style places a superscript number after each quotation, paraphrase or summary. Numbered sequentially, these citations correspond to a numbered note containing publication information about the source cited. These notes are called footnotes when printed at the foot of the page and endnotes when printed at the end of an essay.

• Chicago Style also requires a bibliography page, which fully identifies, in alphabetical order by author, all the sources that were cited by footnotes or endnotes.

**In-Text Footnote Example:**
“By the end of 1885, Macdonald’s dream of a West under the plough and an East humming with industry seemed to be coming true.”\(^1\)

**Footnote or Endnote:**

**Bibliography Examples:**

**Title Page Format:**

<table>
<thead>
<tr>
<th>Western ‘Alien’ Nation: the Prairie Perspective of Federal-Provincial Relations</th>
<th>Title of paper</th>
</tr>
</thead>
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<td>Jody Student</td>
<td>Writer’s name</td>
</tr>
<tr>
<td>History 30</td>
<td>Title of course, instructor’s name and date</td>
</tr>
<tr>
<td>Mrs. Morton</td>
<td></td>
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<tr>
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<td></td>
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