

PERSONAL
STUDENT AGENDA HANDBOOK
2018-2019

F.H. COLLINS SECONDARY SCHOOL

1001 Lewes Blvd.
Whitehorse, Yukon
Y1A 3J1
Telephone (867) 667-8665 FAX (867) 393-6385
www.fhcollins.ca

ADMINISTRATIVE STAFF

PRINCIPAL: B. THOMSON
VICE-PRINCIPAL: S. McLOUGHLIN
VICE-PRINCIPAL: S. MAIN
VICE-PRINCIPAL: M. TOEWS

AGENDA PERSONNEL ET LIVRET DE L'ETUDIANT

2018/2019
L'ECOLE SECONDAIRE

F.H. COLLINS

SECONDARY SCHOOL

"HOME OF THE WARRIORS"
'LE FOYER DES GUERRIERS"

1001 Lewes Blvd.
Whitehorse, Yukon
Y1A 3J1

Telephone: (867) 667-8665

Fax: (867) 393-6385

This agenda belongs to:

Name/Nom _____

Address/Adresse _____

City/Town/Ville _____

Postal Code/Code Postal _____

Home Room#/Classe titulaire _____ Student #/Etudiant _____

PRINCIPAL'S MESSAGE

Welcome to the 2018-19 school year at F.H. Collins Secondary. The staff is excited to see returning students and to welcome those new to our school community. We look forward to sharing the upcoming year and all of the exciting opportunities that will present themselves.

As we embark on this new school year I encourage you all to set goals for yourselves, make plans, and work hard to attain those goals. The staff at F.H. Collins is committed to supporting you to ensure you reach your academic potential. This goes beyond simply learning facts to developing critical thinking and problem-solving skills so each of you may become productive citizens.

We have an active, vibrant school community full of enriching opportunities. I encourage all students to be motivated to take part in courses, groups, teams, sports, or activities that inspire you. Learn and develop from them and use what you have learned to help you achieve your goals and dreams.

Let's make this a year when all students extend their goals further than they believed they could!

Go Warriors!

INTRODUCTION

This handbook of policies is intended to be a source of information, expectations and guidelines for the students at F.H. Collins Secondary School. Although the initial plan is that the school will hold these policies firm for the duration of the school term, circumstances may arise which necessitate changes before the expiration of the current term. In those instances, students will be informed of the intended changes and their opinions will be valued.

In any human service organization, differences of opinion will occur. However, through discussion, negotiation, and cooperation we can have a progressive school. Nevertheless, the final decision must rest with the administration that is held accountable and responsible for the organization.

PHILOSOPHY

The essential philosophy of F.H. Collins Secondary School shall focus on ***striving for excellence***. We believe that programs, both curricular and extra-curricular, taught by caring teachers to receptive and interested students, will result in a quality school; one of which teachers, students, parents, and the community can be proud.

SCHOOL MISSION STATEMENT

Above all else, we are committed to nurturing the holistic development of our students. In recognition of this commitment, we will strive to deliver high quality education in a positive environment to all those whom we serve, and to build healthy, connected relationships within our school community. In pursuit of our mission, we believe the following statements are essential and timeless:

- We treat all those we serve with respect, compassion and kindness.
- We recognize and affirm the unique and intrinsic value of each individual.
- We act with honesty, integrity and fairness in the way we conduct ourselves.
- We trust our school community colleagues as valuable members of our education team and pledge to treat each other with loyalty, respect and dignity.

THE SCHOOL CURRICULUM

All students attending F. H. Collins Secondary School will take the core subjects as required by the Department of Education. In addition, students will be able to enroll in Fine Arts, Applied Skills, Business and Technology courses that interest them. We feel this school offers an array of subjects that appeal to students with interests ranging from computer literacy to careers in the service industries.

The semester timetable for grade 9-12 students is structured so that our students can obtain the maximum number of courses required for their individual career goals. The grade 8 students have a linear and semester system that allows for an easier transition to secondary school.

STUDENT CONCERNS

If you have any out-of-class problems, you are encouraged to see one of the teaching staff or administrators for assistance. Failing that, you can discuss your concern with the Regional Superintendent at the Department of Education.

Should you encounter any in-class concerns, you are encouraged to follow the following procedure:

- Step i) Discuss the concern with the teacher. If you feel that the concern is not resolved in your view;
- Step ii) Discuss the concern with your counsellor. If the concern is not resolved in your view;
- Step iii) Discuss the concern with the school administration. If the concern is not resolved in your view;
- Step iv) Discuss the concern with the Regional Superintendent. If in your view, the concern is not resolved, then;
- Step v) You have the Right of Appeal to the School Council and use of the Dispute Resolution Policy.

OFFICE HOURS

The school office hours are from 8:00 a.m. to 4:00 p.m.

BELL SCHEDULE

A.M. 8:35 Warning Bell

8:40-9:55 A- Block Class

9:55 -10:05 Sustained Silent Reading Class

10:05-10:15 Break

10:15-11:32 B- Block Class

11:32-12:25 Lunch

P.M.

12:25-1:42 C- Block Class

1:42-1:52 Break

1:52-3:10 D- Block Class

3:10 Final Bell & Dismissal

SCHOOL CALENDAR 2018/2019

Tuesday, August 21, 2018	First Day of Semester 1 (PD Day)	No school
Wednesday, August 22, 2018	FIRST DAY OF SCHOOL for students	(Full day)
Monday, September 3, 2018	Labour Day Holiday	No School
Thursday, September 27, 2018	School Closed Day	No School
Friday, September 28, 2018	School Closed Day (PD Day)	No School
Monday, October 8, 2018	Thanksgiving Day Holiday	No School
Friday, October 19, 2018	School Closed Day (PD Day)	No School
Monday, November 12, 2018	Remembrance Day Holiday	No School
Thursday, December 20, 2018	Last day of classes before Christmas Break	Regular School
Friday, Dec 21-January 4, 2019	Christmas Break	No school
Monday, January 7, 2019	First day of School after Christmas Break	Regular School
Thursday, January 17, 2019	Last Day of First Semester	Regular School
Friday, January 18, 2019	First Day of Semester 2 (PD Day)	No School
Monday, January 21, 2019	First Day of Classes for Second Semester	Regular School
Friday, February 22, 2019	Heritage Day Holiday	No School
Monday, February 25, 2019	School Closed Day (PD Day)	No School
Monday, March 11-Friday, March 22	2019 Spring Break	No School
Monday, March 25, 2019	First Day of School after Spring Break	Regular School
Friday, April 19, 2019	Good Friday	No School
Monday April 22, 2019	Easter Monday	No School
Monday, May 20, 2019	Victoria Day	No School
Friday, June 14, 2019	LAST DAY OF SCHOOL	

REPORT CARD DATES

*These dates indicate when marks are due in the office. Reports will be issued approximately one week after the dates below.

November 5, January 22, April 15, June 14

PROGRAMS

ENGLISH LANGUAGE LEARNER PROGRAM (ELL)

F.H. Collins is very proud to be the home for students from all over the world. For those students who are acquiring English language skills, a special program is available to help students attain these language skills. Ms C. Kelly-McNally through tutoring and small group formats, make our ELL program very successful in helping students integrate into our school.

LEARNING ASSISTANCE

Learning assistance provides learning support and diagnostic screening for all students at F.H. Collins. This includes academic assessments, instruction in study and curriculum skills, and teaching students how to effectively manage their schoolwork. Students should take advantage of these services because getting help early can make courses more enjoyable. The Learning Assistance Centre is located in Room 211.

Grad Privilege

Students in Grades 8-11 will take full course loads unless otherwise granted by the school administration with parental consent.

Grade XII students are permitted to have one study block and must either:

1. Have a minimum of 80 credits towards graduation and meet the prescribed grade 10-12 courses. Without this in place, there is a risk of a Grade 12 student not graduating.

Please note: A Grade 12 student should not think of taking a study block unless they have completed their Transitions graduation requirement. Parent and administration permission is required in order to take a study block.

2. Spend the entire period in a designated room in the school under the supervision of a teacher. Should the student not attend this spare period, the students will be treated as being away from a regularly scheduled class.

Note

1. Any student who drops a course must be signed out of that course by the parent, teacher, a counselor and the administration.
2. A student taking the option not to be in class during a preparation period will spend the entire period away from school premises and will not be allowed back into the school until the next period.

F. H. COLLINS ACADEMIC AWARDS

The *Audrey McLaughlin Bursary Award* is presented to a grade 12 graduating student who demonstrates a commitment to learning and a keen interest and involvement in his/her community. The student must have plans for continued education or training. This award takes the form of a \$200.00 Bursary.

The *Student of the Year Award, sponsored by F.H. Collins School Council*, is given to a F.H. Collins student who demonstrates outstanding academic achievement, has made a significant contribution to school life, and is a role model for others to follow. This award will recognize a consistently hardworking, dedicated, community minded student. A \$250.00 award is presented to the winning student.

The *Yukon College, Professional Studies Division*, is pleased to announce two scholarships of one year's tuition for any grade 12 graduate from a Yukon Secondary School who wishes to enter a fulltime certificate/diploma program in the Professional Studies Division.

The Professional Studies Division offers credit programming in business, tourism, management, health and human services, and trades and technology for students working towards a university degree or a Yukon College certificate or diploma. The Division's primary goal is to develop and deliver programming that enhances access to employment, further education/training, and/or professional and personal objectives.

To be eligible for the scholarship, the student must have:

- graduated with Grade 12 academic standing from a Yukon Secondary School within 6 months prior to their entry to Yukon College;
- met the entrance requirements for the program of their choice within the Professional Studies Division; and
- registered as a full-time student at the College

The *F. H. Collins Memorial Award* is given to a Grade 12 student based on his/her performance in English 12, Comparative Civilization 12, and either History 12 or Geography 12. To qualify a student must have taken three of these four courses. The award recognizes outstanding achievement in the field of humanities. A \$300.00 award will be presented to the winning student.

French Immersion Graduation Requirements

Yukon French Immersion students have to take all the French Immersion courses in grade 8 and 9 (unless they have special permission from the school administration).

To graduate with a diplôme de fin d'études secondaire en Colombie-Britannique, a student enrolled in a French Immersion Program must:

A- successfully complete the following:

- (i) Français langue seconde – immersion 10,
- (ii) Français langue seconde – immersion 11,
- (iii) Français langue seconde – immersion 12, including the Required Graduation Program Examination for this course, and

B- earn at least 12 credits in Grade 10, 11, or 12 courses that are in French with at least 4 of those credits earned in courses at the Grade 11 or 12 level.

Upon completion of the credit based graduation requirements in grade 12, a student who has met the above Immersion requirements will receive a Yukon French Immersion Certificate. As well, the student's transcript will state that the student has successfully completed the French Immersion requirements of the B.C. Ministry of Education.

INFORMATION FOR GRADUATES

Eligible Participation

Only bona-fide grade 12 students, that is, those students who are enrolled in sufficient and appropriate courses to meet graduation requirements are permitted to participate in the Cap and Gown Ceremony. All grade 12 students may attend the Prom provided that they pay the grad fee. A student must be able to demonstrate they are passing all courses one month in advance the event date to participate in the Cap and Gown Ceremony.

Fees

Graduation fees will be announced closer to the day of graduation. The fee will cover each graduate's contribution to the cost of music, decorations, cap and gown rentals, program printing, diplomas, banquet ticket for the graduate, and other miscellaneous costs associated with graduation.

School Valedictorian(s)

As the spokesperson of the graduating class, the valedictorian will address fellow graduates, families and friends at the graduation ceremony. As class representative, the valedictorian must be not only an excellent academic student and articulate spokesperson, but also a well-rounded individual who has demonstrated through community involvement a concern for others rather than self. The selection of the valedictorian will be made on the basis of academic excellence and the recommendation of the Valedictorian Interview Committee. This committee is comprised of the Grade 12 counsellor, the grad advisor, an administrator and two members of the graduating class.

Scholarships

There are a number of scholarships available to eligible students who are planning on attending post-secondary institutions each year. Please check with the counselor for more information.

Graduation Date

The FHC Cap and Gown ceremony is scheduled for May 23 and Prom is scheduled for May 25. First Nation Grad is scheduled for May 24.

GENERAL INFORMATION

AWARDS

Grade 8-9 Awards

Grade 8 and 9 awards to be determined.

Grade 10-12 Awards

Honours with Distinction

Students qualify for First Class Honours if they maintain an 85% average or better in their courses. Certificates are awarded at the end of the first and second semester.

Honours

Students qualify for Second Class Honours if they maintain an average between 79%-84% in their courses. Certificates are awarded at the end of the first and second semester.

BULLETIN BOARDS

The bulletin boards are to be used for student and school affairs. Public notices or non-school bulletins may not be posted unless approved by the School Administration.

CAFETERIA

Students are encouraged to patronize the cafeteria. Excellent "Heart Smart" food will be available between 11:32 and 12:10 daily. ALL STUDENTS ARE EXPECTED TO CLEAN UP AFTER EATING.

CLUBS

Students interested in starting a club can do so by getting a group together, finding a sponsor teacher and getting the approval of the administration. Many clubs exist already and meet during lunch hour.

COUNSELLORS

F.H. Collins counsellors are teachers who are knowledgeable about the developmental needs of young adults, and understand the pressures you may encounter as a student. This places the counsellors in a position to:

- a. offer developmental and preventative counselling to students in educational, personal, and vocational areas,
- b. provide a resource for teachers and parents to help create conditions that facilitate learning, and
- c. provide assistance with program planning, course selections and post-secondary planning

The counsellors for this year are:

Mr. Morris
To Be Determined
Mr. Toews Grad Transitions

Mental Health/Addictions Counsellor- Phone: (867) 667 5724 Cell: (867) 334 7064

CONSULTATION

Consultation is the cooperative process in which counsellors, teachers, parents, administrators, and others in the life of the students should communicate about and with the student. Counsellors are available for developmental, remedial, and preventative consultation with student, teacher, parent, administration, and community agencies.

ALCOHOL AND DRUG COUNSELLING

Two days a week, a counsellor from Alcohol and Drug Services spends a portion of the day at F.H. Collins Secondary School. The counsellor is available to meet with students or parents on an appointment basis and act as a resource person within the classroom and general school setting. We are fortunate to have this community-based service in our school. Hours are posted on the office door.

ATHLETICS

F.H. Collins Secondary School has established a strong presence in the sports arena. All students are encouraged and welcome to participate in volleyball, basketball, wrestling, weight lifting, soccer, badminton, golf, cross country running, climbing, mountain biking and track and field. Teams compete in their own grade category. The categories are Grade 8, Junior (Grade 9&10) and Senior (Grade 11&12). There are try-outs for volleyball and basketball in all age categories.

Volleyball Sept-Nov, Mountain Biking Sept-Oct, Basketball Dec-Mar, Badminton Apr-May, Track and Field May-June, Cross Country Running May-June.

ATHLETICS

We would like to see as many students as possible become involved in some aspect of organized school life. The rewards are high and the chances of meeting new friends are greater when you become involved in school activities. Student participation is the best way to ensure that school is an exciting place to be, so do your part. Get involved and get active!

LIBRARY/LEARNING COMMONS

The school learning commons provides an extensive range of books, magazines, audio-visual materials plus other resources in both English and French. The learning commons has a study area to complement the catalogued book section so that students can research topics and do report writing without removing materials from the library. Computers with internet access are also available.

Students are advised that the learning commons is to be used only for study and reading. Those wishing to converse must do so elsewhere. Under no circumstances will food or drinks be permitted in the library.

LOCKERS

You will be assigned a locker and a lock that you are required to use at all times for the security of your personal items and texts. At the end of the year, the lock will be returned to be used by students the following year on a different locker. You are responsible for the care and cleanliness of your locker. Any graffiti will be your responsibility to remove. **For security reasons, a school administrator may search a locker.**

WE RECOMMEND THAT YOU DO NOT LEAVE MONEY IN EITHER YOUR HALL LOCKER OR YOUR GYM LOCKER.

Through the use of locks, we hope that vandalism and theft can be reduced. The use of school locks also ensures that each student will have a serviceable lock. Only school assigned locks shall be used.

NEWSLETTER

The F.H. Collins Newsletter is published monthly to inform students and parents of the wide range of activities within the school. The newsletter will accompany report cards and will be e-mailed home to your parent/guardian. It is also available on-line at <http://www.yesnet.yk.ca/schools/fhcollins/>

OFFICE AND LEARNING COMMONS HOURS

The school office hours are from 8:00 a.m. to 4:00 p.m. The school library hours are from 8:30 a.m. to 3:30 p.m.

PHOTOGRAPHS

Student pictures will be taken September 20 and 21. All students are expected to have their pictures taken for school identification photos and the yearbook.

“POLICE IN THE SCHOOL” PROGRAM

An RCMP officer may spend time at F.H. Collins Secondary School dressed in full uniform, visits classrooms, walks the hallways to mingle with students, makes himself/herself available to students for any discussions you may wish to have. This has been a very successful program, and we welcome this partnership with the RCMP. The aim of the program is to re-enforce the positive aspects of community policing.

SCHOOL FEES

Student activities and Student Personal Agendas cost \$25.00. All funds are spent on students for student activities.

SCHOOL STORE (THE LOCKER ROOM)

Students may purchase school-based sportswear at noon. The proceeds of the sales go toward student activities and is operated by students under the direction of the Student Association.

TELEPHONE

The office telephone is situated near the front entrance of the school. The telephone is not to be used unless an emergency arises and a student is given permission through the office.

VENDING MACHINES

Beverage dispensers for water and fruit juice are available in the school. Students may purchase beverages in the morning, prior to classes, at breaks, lunchtime and after school, **but not during class time**. Any profits from these dispensing machines are returned to the school to support student activities.

STUDENT RESPONSIBILITY

ASSEMBLIES

Assemblies take place on a periodic basis during the school year. We are sure that you are well aware that large gatherings require all students to conduct themselves in an orderly manner, and to extend the utmost courtesy to other students, staff, or visitors who may wish to address the audience. We believe that we have a reputation as a polite, thoughtful, and enthusiastic audience. Let us maintain that good reputation.

EARLY DISMISSAL FOR THE DAY

In some cases it becomes necessary for students to leave school before the end of the school day. Students wishing to leave school early must provide the office with parent/guardian's written permission for early dismissal and, if approval is given, must sign out of the office. In cases where written permission is not provided, the office staff will contact parents or guardians for verification. Note: Students who leave the school without signing out are considered truant.

EMERGENCY DRILLS

In the event of an emergency, a fire alarm will sound. Students are asked to leave the school promptly and quietly, using the nearest exit route. Your teacher will guide you. Should you not be in class when the alarm sounds, go directly outside and find your class. Once outside, students must move well away from building and roadways in order to permit the entrance of emergency vehicles.

LITTER

It is everyone's responsibility to keep the building, grounds, and the surrounding community free of refuse. Please use the garbage containers provided.

MOVING DURING THE SCHOOL TERM

PLEASE NOTIFY THE OFFICE OF ANY ADDRESS OR TELEPHONE NUMBER CHANGES. IF YOU WILL NO LONGER BE ATTENDING F.H. COLLINS YOU MUST TURN IN TEXTBOOKS AND OTHER SCHOOL PROPERTY. YOU ARE REQUIRED TO COMPLETE A TRANSFER FORM BEFORE LEAVING. SEE YOUR SCHOOL COUNSELLOR.

PARKING OF VEHICLES

Student parking is provided in the student parking lot only.

Parking is not permitted:

- i) **On grassed areas anywhere on school property, sidewalks or in wooded areas;**
- ii) In a fire lane;
- iii) In the student drop-off area;
- iii) In the loading zone at the main entrance; this is reserved for buses and emergency vehicles;
- iv) In the school bus zone;
- v) In the designated staff parking lots.

Student vehicles cannot:

- i) Block the access to the parking lot and roadways surrounding the lot; this area must be reserved for emergency access, e.g. fire trucks, ambulance. If students do not adhere to the above guidelines, their vehicle may be towed away at the owner's expense.

SAFE DRIVING POLICY

In general, students who are fully licensed to drive may bring an appropriately licensed and insured vehicle on the school grounds. This privilege may be revoked for any infraction of the safe driving policy or at the discretion of the administrative team.

Students must obey all traffic regulations. All Territorial laws and City of Whitehorse by-laws apply to the designated parking areas at F.H. Collins. Safety and caution are of utmost importance when driving on school grounds or in school zones. The bus lanes are for buses to drop and pick up students only.

Students need to be extremely careful when driving on the road at the back of the school as the Teen Parent students are walking with their small children. Please use extreme caution when around the Teen Parent Centre.

REGULATIONS

The Department of Education policy states that a student is not allowed to drive themselves or others to any school activity that is offsite during the regular school day. Students must use the school transportation provided.

SMOKING

F.H. Collins is a smoke-free site for all students, staff and external user groups. Students are not allowed to smoke anywhere on school property. Students must be off school property (this includes Selkirk Elementary School, Teen Parent Center and playing fields) to avoid violating school rules. F.H. Collins will also implement programs and supports for cessation and becoming smoke free in our concern for the health of students and staff.

Students may be dismissed for the duration of the day or the next day if they are found smoking or using tobacco products on school property. Parents will be requested to accompany the student's return to school at the end of the dismissal.

STUDENTS REQUIRING MEDICAL ATTENTION

A student who feels ill while at school should report this to their classroom teacher, who will give them permission to go to the office. The office staff will contact parents in cases where a student should be sent home or to the hospital. The school staff does not normally provide medication to students. Accidents or emergencies should be referred to the office immediately. Band-Aids are available from one of the school secretaries.

TEXTBOOKS

It is your responsibility to care for those textbooks issued by teachers. Any lost or damaged textbooks must be paid for. It is your responsibility to see that you hand back all textbooks to your teachers in the same condition in which you received them. Please extend a courtesy to the students in the lower grades that follow you by keeping your textbooks in good condition. You should ensure that your name is in your textbook in case of loss.

VISITORS

Visitors are welcome in our school. Please report to the main office and we will be happy to assist you.

F.H. COLLINS SECONDARY SCHOOL **CONDUCT POLICY**

PREAMBLE

As a school community, the students and staff of F.H. Collins Secondary School have the opportunity to achieve to the best of their ability and to develop a strong positive sense of self-worth. This self-worth is related to one's achievement on a daily basis. It is the responsibility of the individual to maximize the development of her/his self-worth. This is enhanced with the help of the student's support network, which includes parents, friends, teachers and other people in our larger community. Within the school, the realization of this goal can be advanced by following the *F.H. Collins Secondary School Code of Conduct*.

Rights and Responsibilities

I have a right:

To be recognized as a worthwhile individual.

To live and study in an atmosphere of mutual respect and courtesy.

To be safe and secure from threatening or abusive behavior on the part of others.

To be secure in the feeling that my personal possessions will be free from willful damage or theft.

To utilize school materials, equipment, and furniture.

To live and learn in an environment free from litter.

Therefore, I have a responsibility to:

To conduct myself in a manner worthy of the respect of others. This includes using appropriate language.

To treat others in a friendly, considerate manner and avoid participation in activities that disturb others.

To avoid endangering or hurting others through fighting, the use of abusive language, or the exhibition of belligerent behavior.

To properly secure my own property and avoid taking things which are not mine.

To recognize that these items are school property, purchased for the responsible use of present and future students and staff. Willful damage or theft constitutes an unreasonable infringement upon the rights of others.

To properly place all litter in garbage or recycle containers.

Rights and Responsibilities

I have a right:

Therefore, I have a responsibility to:

To live in an environment where the school building, with its walls and floors, lockers, windows, washrooms, and outdoor landscaping is free from vandalism.

To refrain from engaging in acts of vandalism to the building in which we live and learn.

As a student, to receive an educational program.

As a student, to actively participate in learning activities at the school, and come to class on time, prepared with all the appropriate materials.

As a teacher, to deliver an educational program.

As a teacher, to engage students in the appropriate activities, which support the curricular outcomes of the course.

As a student, to freely engage in communication with the staff and administration of the school.

Communicate ideas and opinions in a respectful and constructive manner.

As a teacher, to freely engage in communications with students, parents, or guardians.

Communicate ideas and opinions in a respectful and constructive manner. Communicate academic progress to students, parents or guardians in a professional manner.

INAPPROPRIATE STUDENT BEHAVIOUR

Generally, when a student's inappropriate behavior interferes with the *rights of other students in the class, or interferes with the instructional process*, the following progression applies.

1. The teacher deals with the student by:

a) *discussing the problem privately with the student.* This would be an informal interview with the objective of establishing a basic understanding of the problem and formulating a plan of action to prevent further occurrences.

b) *contacting the parents.* A parent or guardian is contacted by the teacher to discuss specific concerns about the student's behaviour. The parent is informed of the actions taken to date, or of the present problem. The purpose of this conference is to share information and ideas to determine present and future actions necessary to address the problem raised.

c) *involving the guidance counsellor.* The teacher may refer the student to the school counsellor for a conference or series of conferences with the specific goal of developing a plan for changing inappropriate behavior or attitudes that are a concern to the teacher or other students.

When the teacher is unable to deal satisfactorily with the problem, the student is referred to a member of the administrative team, usually the vice-principal designated to that specific grade level or program.

INAPPROPRIATE STUDENT BEHAVIOUR continued

2. The administrator deals with the student by:

a) determining in an interview with the student whether the student is capable of providing a satisfactory solution to the problem.

b) attempting to mediate a solution in a formal interview with the teacher, student, and parent. If necessary, the guidance counsellor would be involved.

c) soliciting parent help for the student where a student refuses to participate in the solution of the problem. This generally involves a dismissal or suspension from the school.

Dismissal: Under the authority of The Yukon Education Act, a student may be dismissed from school for a period not exceeding two school days. The parents or guardians will be notified of the dismissal. Prior to being reinstated to regular classes, a conference will be held with the student, parents, and school administration in attendance. A dismissal from school is not subject to appeal.

Suspension: Under The Yukon Education Act, a principal may suspend a student for a maximum of 10 days for any breach by the student of the duties specified in the Act. It is possible for the administration to recommend to School Council that a student be suspended for a period longer than 10 days. Any suspension can be appealed by a parent and/or the suspended student, under the guidelines set out in The Yukon Education Act.

The most fundamental expectation of students at F.H. Collins Secondary School, is that they *respect* their fellow students, staff, and visitors to the school. F.H. Collins Secondary School has an excellent reputation and we expect all members of our community to behave in a mature, responsible, and reasonable manner at all times.

The F.H. Collins Secondary School Conduct Policy applies to incidents on school campus, field trips, and on school buses. **This policy also applies to incidents that start on school campus and are completed off school campus. In addition, acts that occur completely off campus but have direct and immediate effect on either the welfare or safety of students, fall under the School Conduct Policy. When appropriate In-School Suspension and restorative measures will be used.**

The staff and the School Council at F.H. Collins Secondary School have adopted the School Conduct Policy.

ASSAULT

Assault is defined as intentionally or recklessly threatening or causing physical injury to another person, or placing another person in fear of imminent physical injury. Threats that pose imminent physical injury to an individual or group will not be treated as a prank. They will be taken seriously and dealt with seriously. The consequence to such an event would be a suspension from school for the balance of the semester. The Administration will contact the RCMP as needed.

ACADEMIC HONESTY

Plagiarism and cheating are an unacceptable practice. It includes a variety of forms such as: cheating on an examination, the copying of another student's homework or assignments, or the copying or borrowing of materials from a book, article, internet or other published source without proper recognition. When cheating occurs, the student will be advised, the parents informed, and a student may incur a zero on the assignment or test.

DRESS CODE

F.H. Collins Secondary School believes that a student's personal appearance has an impact on his/her attitude as well as behavior. Respect for both the individual and the school is manifested in an attitude of "dressing appropriately" for school. Items of clothing displaying or insinuating vulgar or profane language, overtly racist or sexual images, violence or instruments of violence, alcohol, drugs or drug paraphernalia in either written or graphic form or other offensive images are not acceptable. Students may not wear clothing on campus that is part of an organizational initiation.

If school administration finds clothes too revealing or inappropriate they will ask students to change into appropriate clothing if available or will send students home to change. Students unable to meet the dress code will have their parents/guardians contacted to address the situation.

DRUGS AND ALCOHOL

Our young people are precious and we must ensure that they have a safe environment in which to learn and develop to their full potential. The use of, or possession of intoxicating liquor, illegal drugs or drug paraphernalia while under the jurisdiction of the school shall be subject to school consequences. When a student has been caught for the first time with drugs or alcohol on them or deemed to be under the influence, they receive a three day combination of in and out of school suspension as deemed appropriate. Students must also see the drug and alcohol counsellor. If caught a second time, they will receive a 5 day suspension and must have 3 mandatory sessions with the drug and alcohol counselor. After a 3rd infraction, they will receive a 10 day suspension and must appear before the School Council if they wish to return to class. Upon re-entry into school, the student, along with his/her parent will meet with an administrator.

In school suspensions are used as a deterrent for this behavior and allow the monitoring of a student more closely. Students supplying or selling drugs and alcohol will be recommended to School Council for suspension for the remainder of the school year. Students are subject to arrest for all drug/alcohol related activities. The school administration, regardless of whether or not criminal charges or prosecution result, shall take disciplinary action.

Our drug and alcohol counsellor is available in her office for appointments. Any discussions with the counselor will remain **confidential**.

For more information, please refer to the Department of Education Substance Abuse Policy.
http://www.education.gov.yk.ca/pdf/policies/substance_abuse_policy.pdf

Electronic Devices

Students are not allowed to use any electronic device that may interrupt a learning environment or violate the privacy rights of students or staff. Administration may restrict or prohibit any device for individuals or a group that affects an effective learning environment or safety of staff and students.

Exam Policy

Students must write all exams during regular exam schedules. Exemptions or date changes will not be made for predictable circumstances (travel, student employment, truancy, etc.) without prior administrative approval for exceptional circumstances.

Unpredictable situations will be reviewed by administration on a case-by-case basis (all reasonable accommodations will be made; however, some changes are not possible, as exam sittings cannot be changed for provincial exams.)

FIGHTING

Fighting is defined as verbal harassment, or a physical act of striking, kicking, shoving, pushing or any other physical violence being used against another person.

A significant concern in altercations between students is bystanders, who verbally or physically encourage fighting. Students who encourage fighting will be considered active participants and may be suspended.

Students are encouraged to seek staff help in preventing or stopping a fight. Counsellors, teachers, administrators, and other staff are available to help students resolve difficulties in ways other than fighting. When two or more students are involved in any verbal or physical altercation, all parties may be suspended.

Self-defense can be claimed only when the student claiming it uses the minimum force necessary to escape injury. Active participation in a fight will result in suspension, even if the second party can be demonstrated to have started the fight.

Leaving school property to participate in a fight will not absolve the participants or bystanders from school discipline measures.

HARASSMENT

Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory in Canada.

F.H. Collins Secondary School is committed to an environment free of harassment based on race, national or ethnic origin, color, religion, age, sex, sexual orientation or disability. Types of behavior, which constitute harassment, include but are not limited to:

- written or verbal abuse or threats;
- displaying visual material which is offensive or age-inappropriate;
- unwelcome remarks, jokes, comments or innuendoes;
- condescending or patronizing behavior which undermines self-esteem, or adversely affects the working or learning environment;
- unwanted physical contact.

Acts of harassment will be dealt with immediately by the counsellors and administrative team.

OBSCENITY/PROFANITY

Students, teachers, and other staff are to use discretion in their choice of language. Profane and/or obscene language and/or gestures will not be tolerated. Obscenities include spoken or written profanities, obscene or sexual messages. If profane or obscene actions are used, disciplinary action will be taken.

REFUSAL TO IDENTIFY SELF

All students in our school building, on school buses, school grounds or at school-sponsored events must, upon request by teacher, or administration, identify themselves. Failure to do so, or providing a false name, will result in disciplinary action.

TAMPERING WITH FIRE ALARM

Activating or tampering with a fire alarm is a criminal offence and will result in disciplinary action.

TRESPASSING

A student who has been dismissed, suspended, or removed from the school roll is considered to be trespassing if he/she enters or remains on school property without permission. If after an official warning this behavior persists, the situation will be referred to the police and charges will be laid under the Territorial School Trespass Act.

STUDENT ATTENDANCE POLICY

The responsibility for regular attendance rests with the student and parent(s) or guardians. However, any attendance policy will only succeed when all concerned parties (the student, the parents or guardians, and the school) work together.

Regular attendance is important in order for students to participate in class activities and to be exposed to the full range of knowledge and experiences necessary to successfully meet course objectives. Course work also instills self-discipline and develops skills by group interactions. Many class presentations and discussions are important to hear and participate in, and therefore, cannot be “made-up”.

This policy emphasizes the involvement of all concerned parties. Please contact the school if you have any questions or concerns regarding attendance.

Grade 8 and 9 Students

Since the students enrolled in grades 8 and 9 are generally under the age of 16, they are subject to very stringent attendance requirements. The Education Act (22.1) states that every child younger than 16 in September of a given school year, is mandated to attend a school operated by the Minister or a School Board. There is a clear expectation for parents to ensure attendance at a school, unless excused under Section 22.2 of the Act. Although the attendance policy process is consistent across all grade levels, an added layer of reporting absenteeism to parents of grade 8 and 9 students has been instituted:

ATTENDANCE POLICY PROCESS

The school wants to ensure that parents are notified of absences for the obvious safety and academic performance issues. The school follows the following procedures to notify parents.

How we need you to inform us of student absences:

If a student has a valid reason to miss class, we would like parents to phone the school at 667-8665 so teachers can be informed. As a follow-up, parents are encouraged to also send a note with the student when he/she returns to classes.

How we inform Parents of student absences:

First period teachers (a.m.) forward a list of all absentees to the office immediately after registration in the morning. The office collates this list and passes the information to administrators at the appropriate grade level.

Administration will attempt to contact grade 8 parents at home or at work to confirm the whereabouts of the students who are absent. An automated phone machine with a recorded message will notify grade 9-12 parents of any absenteeism.

Parents will not be called if they have already contacted the school. We ask that parents contact the school by 8:30 a.m. to inform us of excused absences.

How we inform you of student absences:

All parents are encouraged to phone or visit as often as they wish for an attendance update. Upon request, we will also fax a weekly attendance report to parents or guardians.

Parents are also invited to meet with teachers, counsellors or administrators to address attendance concerns they may have.

What happens when you come back from an absence?

Whenever a student returns to class after an absence, it is the student's responsibility to meet with the teachers to get work, assignments or tests that were missed.

It is not the teacher's responsibility to pursue a student in these matters.

If the student's absences are a result of truancy, the teacher may deny accepting missed assignments or the writing of missed quizzes or tests.

School Staff Promotion of Good Attendance:

- Setting a proper example of promptness and regular attendance;
- Expecting students to attend school every day and arrive promptly
- Encouraging student attendance through teaching methods, which motivate student involvement and participation in the learning process;
- Conducting periodic discussions centered on the value of punctuality and the relationship between good attendance habits and future career goals;
- Counseling with a parent or guardian and student when a student's absence is interfering with a successful classroom experience;

School policy on student absenteeism:

Parents will be called daily by administration or an automated calling service.

Within three absences, the teacher will attempt to contact the parents, identifying the problem.

- Teachers will inform parents of their concerns and seek support to address the absences.
- Students and parents will develop strategies with cooperation of the teacher and possibly seek the help of a school counselor in addressing concerns.

After eight absences, the teacher will submit a referral form to the grade appropriate administrator.

- The administrator will interview the student to discuss issues and develop strategies for success.
- The administrator will inform parents of any attendance concern and seek supports to address the absences.
- Students will be encouraged to use the study hall to complete missed assignments
- A letter will be sent to the parents documenting the absence issue.

4. After fifteen absences, the teacher will submit a referral form to the grade appropriate attendance counselor, who will attempt to re-contact the parent to pursue possible alternatives.

- The student, parent and administrator will meet to discuss solutions, which may include:
- Study hall to catch up on missed work
- Using a youth worker or CELC to monitor home and school activities
- Referral to an external agency for support

5. After twenty absences, the grade appropriate administrator will attempt to re-contact the parent to pursue a final resolution:

- Adjust a student timetable where course credit is no longer achievable
- Allowing the student to remain in the course, with no further pursuit regarding attendance,
- Look at alternate programs that may better suit the student's attendance pattern
- A letter will be sent to the parents documenting the absence issue.

ON TIME POLICY:

The school believes that regular school attendance relates directly to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and encourage promptness while not being punitive.

Definition:

A student is considered tardy if he/she is not in the classroom when the bell to start class sounds. If a student knows in advance that he/she will be tardy due to hindrances beyond his/her control, the parent/guardian must call, write a note or come to the school to have his/her tardiness documented. Students that miss more than 30 minutes of a class will be marked absent but are encouraged to attend.

Responsibilities:

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes promptly when school is in session and to be aware of and follow the correct procedures when tardy to an assigned class. It is the student's responsibility to complete any consequences provided by staff.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to start the class promptly after the tardy bell. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance, to apply these procedures uniformly within school to all students, and to maintain accurate records on student attendance. It is the administrator's responsibility to excuse absences or tardiness, if appropriate. Finally, it is the administrator's responsibility to work with parents and the student to solve attendance problems.

Consequence philosophy

It is understood that all discipline related to attendance problems will be "progressive", that is, disciplinary action will move from less severe penalties to more severe penalties as patterns of behavior warrant.

Check In Policy

When checking in late at school, report immediately to your scheduled class. Tardy notes or call from a parent will be required if the tardy is to be excused. All students who are late to class must go to the office for a late slip.

Check Out Policy

Students leaving for a legitimate reason must sign out through the office. Those under the age of 16 will require parental permission to sign out.

Disciplinary Consequences

Unexcused tardiness or early departure will result in disciplinary action consistent with the schools Code of Conduct. Such disciplinary consequences could include, but are not limited to:

- Verbal/written notifications of attendance problems to parents and students.
- Parent/student conferences with administrators and counselors related to attendance problems.
- In-school or after-school detention.
- An attendance contract that includes student, and/or parent, and school responsibilities to work to improve attendance.
- Referral to youth skills provider.
- In school or out of school suspension.

Sequence of Notification

- (a) Teaching staff will notify parents of tardiness as it occurs in the school year. Teachers will use rewards and consequences at the classroom level to encourage promptness.
- (b) Students who receive 9 lates will have their parent notified by administration by mail or phone call. (Administrators may use rewards and consequences such as detentions, contracts and ISS to encourage promptness).
- (c) Students who receive 12 lates will have to meet with an appropriate school administrator before returning to class. (Administrators may use rewards and consequences such as detentions, contracts and ISS to encourage promptness).
- (d) Students who receive 16 lates will have to meet with an appropriate school administrator and their parent/guardian before returning to class. (Administrators may use rewards and consequences such as contracts, ISS, referral to youth skills provider or suspension to encourage promptness).

Rewards

The school will have weekly, monthly and an annual reward system to recognize students who display the attributes of being punctual in the school setting.

Everyone is welcome to ask questions or bring concerns to the school administration. Through cooperation and good communication, we will continue to improve our school and have a fine and rewarding year.