

# F.H. Collins Secondary – Handbook

*Warrior Pride: Perseverance, Integrity, Compassion & Self-awareness*  
*Fierté du Guerrier: Persévérance, Intégrité, Compassion, Conscience de soi*



*Proud to learn together within the Traditional Territories of the Kwanlin Dün First Nation and the  
Ta'an Kwäch'än Council*

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Front Desk Telephone: 867 667 8665

Front Desk Email: [Fhc@yukon.ca](mailto:Fhc@yukon.ca)

Website: [www.fhcollins.ca](http://www.fhcollins.ca)

## Administration

Principal: [Ruth.Burridge@yukon.ca](mailto:Ruth.Burridge@yukon.ca)

VP: [Shaun.McLoughlin@yukon.ca](mailto:Shaun.McLoughlin@yukon.ca) (Gr. 11 & 12)

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## Guidance Counsellors

[Michel.Morris@yukon.ca](mailto:Michel.Morris@yukon.ca) (surname A-G)

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Contact teachers via email [firstname.lastname@yesnet.yk.ca](mailto:firstname.lastname@yesnet.yk.ca) for example. [Tom.hanks@yesnet.yk.ca](mailto:Tom.hanks@yesnet.yk.ca)

## F.H. Collins Bell Schedule 2023-24

### Grade 8-12 Daily Bell Schedule

Period One	8:40 – 10:05
Period Two	10:20-11:40
LUNCH	11:40 – 12:25
Period Three	12:25 – 1:45
Period Four	1:50 – 3:10

### Early Dismissal Every Other Wednesday

Period One	8:40 – 9:35
Period Two	9:40 – 10:40
BREAK	10:40 – 10:55
Period Three	10:55 – 11:55
Period Four	12:00 – 1:00

### Students Dismissed at 1:00

*Note: On Early Dismissal Days School busses run at regular time. Students welcome to stay at FHC if needed.*

### Attendance & Absences

Good attendance has been proven to positively impact student success.

Please contact the office if your student will be absent, late or leaving early from school. All students must sign in at the office if they are late and sign out if they are leaving early.

**Phone: 867-667-8665 or email: [fhc@yukon.ca](mailto:fhc@yukon.ca)** If the student is going to be absent for an extended time please contact the teachers directly via email so homework can be arranged.

### Medical Issues

Please inform the school guidance counsellor or vice principal of any medical or health issues that should be communicated to staff members. This information will be kept in confidence and only shared in order to ensure the well-being of the student.

### Input Welcome!

This student handbook is living document, approved by School Council. Input from all members of the school community including students and families is welcome at [ruth.burridge@yukon.ca](mailto:ruth.burridge@yukon.ca) or may be directed to School Council.

# Dákwānīj yū shǎw ghànīddhān.

Welcome & bienvenue! If there are ever questions or concerns, big, small or in between, please don't hesitate to reach out to someone. At F.H.C asking for help is a sign of strength.

F.H. Collins Secondary School has an enrollment of approximately 700 students. The school offers a broad range of academic, fine arts and applied skills opportunities in an English or French Immersion Stream. Success is measured by more than academic achievement alone. Be sure to find out about the diverse extra-curricular possibilities in athletics, fine arts, social responsibility and other student activities. Please get involved in every aspect of your education!

We expect everyone, staff and students, to carry themselves with **Warrior Pride** in all situations be they intellectual, physical, emotional or social.

Here are some qualities we value at FHC, and some examples of what they look like at school.

## **Perseverance: *Continued effort to do or achieve something despite difficulties***

- Perseverance in the classroom means putting full effort into all assignment, especially when an assignment is difficult
- Perseverance in the gymnasium means trying a new sport or skill even though one thinks they 'can't' do it.
- Perseverance in one's school life means getting up every day and making it to classes prepared and on time.

## **Integrity: *Adherence to moral principles; honesty; doing the right thing especially when no one is watching***

- Integrity at school means showing courtesy to everyone.
- Integrity in the classroom means doing one's full share of the project when working as a group
- Integrity on social media means avoiding inappropriate comments, pictures or rumours
- Integrity in the cafeteria line-up means waiting one's turn in line
- Integrity in the VP's office means when asked to explain one's involvement in an inappropriate circumstance there is full disclosure.

## **Compassion: *Allowing ourselves to be moved by the suffering of others, and experiencing the motivation to help alleviate and prevent it***

- Compassion in the classroom means volunteering to help a fellow student who is struggling with an assignment
- Compassion in the hallway means being polite, courteous and helpful to others.
- Compassion in the school cafeteria means placing garbage, compost and recycling in the appropriate containers.

## **Self-awareness: *Conscious knowledge of one's own character, feelings, motives, and desires***

- Self-awareness in the classroom means asking a teacher for help when needed.
- Self-awareness in the hallways means avoiding swearing and rough-housing.
- Self-awareness in the school cafeteria means minding others' space so as they may enjoy their lunch.
- Self-awareness in one's life means going to a counsellor when faced with difficult life choices.

**Respect is valuable.**

**Show respect for yourself, respect for others, respect for your surroundings.**

**Being respectful in life contributes to a good life.**

## **Practical matters regarding:**

### **Office hours**

The school office hours are from 8:00 a.m. to 4:00 p.m. When in doubt with questions or concerns, please contact the main office to be put through to the relevant person.

### **Updated Contact Information**

The school has an auto dialer/email system that is used to broadcast general announcements and call individual homes to report on attendance. The system uses the telephone numbers that are listed in our student information system – please contact the school if you wish to adjust the telephone number that the autodialer calls. One call/email is sent at approximately 10 a.m. to convey a student missed first period class without an explanation. A second call/email is sent at approximately 3:30 to convey if a student has unexplained absences in any other classes in that day.

### **Schools Fees**

\$30/student or \$50/family student fees are used to support various student activities that occur throughout the year. Cash or cheques are made payable to F.H. Collins school. There may be additional fees based upon individual courses; in such cases teachers will advise. If school fees are a financial hardship please contact administration to make that problem go away. Further, no student will be denied access to any course due to financial hardship. In such cases, please contact administration.

### **Lockers**

Will be assigned by the first period teacher. Students do not and must not share a locker. School locks must be used. At the end of the year the lock will be returned to be used by students the following year. Students are responsible for the contents, care and cleanliness of their locker. A student locker search may be undertaken if there are reasonable grounds to believe that a school rule has been or is being violated and that evidence of the violation will be found in the student's locker. See the Dept. of Educations full locker policy at:

<https://yukon.ca/sites/yukon.ca/files/edu-school-locker-use-and-locker-searches.pdf>

### **School Photos**

Student pictures will be taken at the beginning of the year and an information package with prices will be sent home at that time. All students are expected to have their pictures taken for student cards, school identification photos and the yearbook.

### **Media Release Form**

There is much to celebrate here at FHC and often we want to share with the wider community. Please be sure to sign and return the media consent form that will be sent home with your student, or visit the FHC website to download.

## **Lunchtime & Breaks**

Students may leave the school grounds during lunchtime and breaks, but are expected to be back at school and ready for their class on time.

## **Get Involved!**

Extra-curricular activities are a rewarding part of high school for students! There are all kinds of sports, clubs and activities available: from intramurals to school teams, to games clubs, robotics, and art club, to student council, leadership, and social justice. Ask your teacher, counsellor, or vp or principal if you are interested in something, and don't know where to find it. We can help.

## **F.H.C. Cafeteria and Food for Learning**

The Cafeteria at F.H. Collins is available to students for healthy food items including salads, sandwiches & hot lunches. Weekly menus are available on our school website. Vegetarian options are generally available. Prices range but a healthy and hearty lunch special is usually \$5.00

The cafeteria does not accept cash; only cafeteria cards. Students may purchase a \$20 or \$50 meal card either with cash a cheque payable to F.H. Collins.

F.H. Collins is very proud of its partnerships with both Yukon Food for Learning and YFNED. Breakfast and snacks, including fruit, are available to all students prior to school for free. If any student is facing food insecurity cafeteria food cards will be supplied by the school. Parents/Guardians need only contact, or direct the student to contact, a counsellor or administration to ensure no child goes hungry while learning at F.H. Collins.

## **Expectations of students regarding:**

### **Student Behaviour**

The principles of Warrior Pride - perseverance, integrity, compassion and self-awareness - apply to all situations. We do our utmost to take an educational, rather than punitive, approach concerning student behaviour. Where misbehaviour is serious and ongoing, a team approach including home, school and community resources is used.

Expectations for student behavior at F.H. Collins are based on the concepts of self-respect and respect for others. Students are expected to show respect for themselves and others at all times. The policies are intended to create a safe, positive learning environment, protect school property and enable the staff to do their best for their students. Every student has the right to an education without interference and every student has the responsibility not to interfere with the education of others. Students are expected to work to the best of their abilities, to attend regularly, and to complete all assignments as directed.

At F.H. Collins we believe in reinforcing positive behavior, with the understanding that all behavior is a form of communication in a relationship. We also recognize that the behavior of each of us impacts others in our community.

While recognizing every situation is unique, in general a system of **escalating consequences** is followed regarding serious misbehaviour, including strategies such as student conferences, parental meetings, restitution and one or two day dismissals, which may be followed by multi-day suspensions. Guardians/Parents will always be contacted, and School Council will be notified of suspensions. According to the Yukon Education Act, the parent of a suspended student and the suspended student may make representations to the School Council with respect to a suspension. This appeal must be made within ten days of parental notification. If you wish to appeal a suspension, please contact the school council.

## Courtesy

When a staff member asks your name, you are expected to provide it. Please treat each other, teachers and staff with courtesy and politeness; these are important skills for success. If you are not courteous, your teacher will address it. If the issue is not resolved it will become a discipline matter. If you feel you have been treated unfairly or without courtesy, please let a counsellor, vice-principal or principal know.

Examples of courtesy include:

- Saying please and thank you when asking for or receiving something
- Asking your teacher if you may work in a different space; rather than telling your teacher you are going whether they like it or not
- Speaking to teachers politely, not confrontationally; even when we have different opinions or priorities, we can be courteous

## Electronic Devices

Electronic devices are to be used responsibly. Students should not use cellphones in the classroom unless indicated by the teacher.

Under no circumstances may electronic devices be used when safety of students and staff is compromised. This specifically applies to the school cafeteria, shop classes, physical education classes or during any school lockdowns.

Parents are asked not to text or call students during class time; instead, please contact the office and we will relay a message. This prevents distractions to students. Students use of personal technology may be limited if it negatively impacts on learning.

## Dress Code

Students are expected to dress in a manner appropriate for a school learning environment. We ask student not to wear clothing with messages or images that may be offensive or encourage the use of substances. Individuals dressed inappropriately for the school environment will be asked kindly and discreetly to change. Repeated concerns with respect to dress may be considered as a discipline **and** counselling matter.

## Substances

Misuse of substances is a major societal and educational concern. Substances range from vaping to alcohol to illegal drugs. Vapes are not permitted on school property and will be confiscated and returned only to a parent or guardian upon request. Vaping within the school will result in dismissal or suspension. Repeated concerns in regards to vaping will result in **escalating consequences**. See the government's policy regarding vaping at <https://yukon.ca/sites/yukon.ca/files/edu/edu-tobacco-vapour-free-schools-policy.pdf>

The misuse of drugs or alcohol at school will result in suspension. The consequences of involvement with substances by a student will be consultation with a parent or guardian about how to support a student get healthy. Typically, an attempt to involve a school guidance counsellor and or Mental Health Counsellor will occur.

## Bullying, Harassment and Human Rights Violations

Harassment is a form of discrimination, and is prohibited by the Canadian Charter of Rights and Freedoms and by human rights legislation in every province and territory. Types of behavior which constitute harassment include:

- written or verbal abuse, threats and/or intimidation
- displaying visual material which is offensive or age-inappropriate
- unwelcome remarks, jokes, comments, innuendoes or vulgar language
- condescending or patronizing behavior which undermines self-esteem or adversely affects the working or learning environment
- unwanted physical contact
- bullying, which may include behaviours from the above list

Reporting of bullying / harassment is not limited to victims or offenders. Observers of such incidents should report them to staff.

Consequences for bullying / harassment will depend on the nature and type of bullying / harassment, and may include dismissal, suspension, and referral to the RCMP.

## Fighting

Fighting, which includes verbal harassment, or a physical act of striking, kicking, shoving, pushing or any other physical violence being used against another person, does not demonstrate respect.

A significant concern in altercations between students is bystanders, who verbally or physically encourage fighting, stand by as spectators, film a fight or set it up. Such students will be considered active participants, and will face disciplinary consequences which may include suspension.

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.

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

## Disruptive Behaviour

Disruptive behavior is student conduct which interferes with the educational process of the disruptive student or of others, or with other school-related activities. Examples include but are not limited to insubordinately talking out, uncomplimentary gestures or threatening behaviours, non-compliance with school or class rules, refusing to acknowledge the teacher, or interfering with other classes from the hallway. These behaviours do not demonstrate respect, and will result in disciplinary consequences.

Profanity directed at a staff member will result in suspension in accordance with section 41 of the Education Act.

All students and guests in our school, on school buses, school grounds or at school-sponsored events must identify themselves immediately when asked by school staff. Failure to do so will result in disciplinary action.

## Visitors

Only F.H. Collins' students are allowed in the school during the school day, including at lunch. If a school sanctioned event (eg. sports tournament) is occurring, students involved in the event are allowed in the school with a supervising adult and administration's permission.

All visitors are required to sign in at the office.

## Knives and weapons

School is not a place for knives, other weapons, or guns – even toy or imitation guns. These items are not allowed in F.H. Collins. Keep our school and each other safe.

## FHC Dispute Resolution Policy

Parent/Guardian has a question or concern about their child's education or an incident(s) that happened at school

Bring issue to the child's classroom teacher or the teacher involved

• If not satisfied with the outcome

Bring issue to the principal or vice-principal

• If not satisfied with the outcome

Bring issue to the School Council

• If not satisfied with the outcome

Bring issue to the Superintendent



*Warrior Pride is at the heart, body, mind and soul of everything we do here at FHC. With perseverance, integrity, compassion and self-awareness there is no limit to one's achievements at FHC!*

## Grading Scheme

Proficiency Scale	Logic Rule	Yukon Letter Grade	Percentage Grade Range
<b>Extending (EX)</b> The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.	All EX	A	86-100
	Almost all EX and the occasional P		
	Mostly EX, some P		
<b>Proficient (P)</b> The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	Mostly P, some EX	B	73-85
	Almost all P and the occasional EX		
	Mostly P, one/two D and no EM		
<b>Developing (D)</b> The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	A mix of D and P, mostly D	C+	50-72
	Mostly D, no EM	C	
	Mostly D, some EM	C-	
<b>Emerging (EM)</b> The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	Mostly EM, and the occasional D	F	40-49

According to the Yukon Assessment and Evaluation guidelines, students in grades 10 – 12 are assigned a percentage mark for their final grade. Students in grades 8 – 9 are assigned an achievement descriptor of Emerging, Developing, Proficient or Extending. For those who appreciate understanding the relationship between those descriptors and more traditional grading approaches, this chart gives some explanation.

# STUDENT SERVICES

## Guidance Counselling

Guidance Services at F.H. Collins Secondary are designed as a support service for students and also as an advisory service and resource for teachers and parents. School counsellors provide the following services:

- assistance with program planning and course selection;
- information on post-secondary training and scholarships;
- assistance with study skills, time management, and tutoring;
- assistance with career planning;
- practical suggestions to deal with social and emotional problems;
- liaison with special programs in the school;
- information about support services and counselling in the community (outside school)

Students, parents, and teachers may contact a counsellor directly, or by appointment through the school office.

## Mental Health Counselling

Once a week a mental wellness counselor from Health and Social Services will spend time at F.H. Collins Secondary School. The counsellor is available to meet with students or parents on an appointment basis: contact administration or a counselor to make an appointment.

## First Nations Support Workers

- FHC is blessed to have several support workers from several Yukon First Nations. Support workers help by:
- providing liaison between students, parents, teachers/staff and the community.
- providing support, guidance and counseling services to First Nation students;
- assisting teachers/staff with cultural/traditional events

## Learning Assistance

Learning Assistance is available for students who are in need of help to succeed in their core subjects. One-on-one instruction and small groups are used to ensure success. A typical LA package could include any or all of the following:

Assistance with test preparation, completing assignments, studying for exams, organization and time management skills.

Remedial assistance in the areas of reading, spelling, math, and study skills.

Advocacy for students' rights to school and community resources and programs including exam adjudication when necessary.

Students may obtain this service through referral by a teacher or parent. Parents/guardians are encouraged to contact a school counsellor if LA support may be needed. In some cases the LA program would be beneficial throughout a student's path to graduation and typically students receiving LA have a regularly scheduled block of learning assistance in place of another subject (typically an option).

### **Learning Commons (Library)**

Our Learning Commons strives to support all patrons by providing a technology-rich environment that fosters inquiry, collaboration, and creativity.

Along with the vast collection of print materials in French and in English, students also have access to a variety of resources such as: high speed internet, desktop workstations, iPads, graphing calculators, earphones, EBSCO digital databases, ebooks, etc. Our Library is always open to offer guidance and support in areas such as: advanced research, references and citations, resource selection, technology troubleshooting etc. Students are always welcome to use the FH Library as a place to read, reflect and study.

### **Community Resources**

F.H.Collins is an important part of the Whitehorse community. There are resources in Whitehorse you may find helpful:

**Kids' Help Phone:** **1-800-668-6868 or text 686868 Get Support 24-7**

Not urgent? Check out [kidshelpphone.ca](http://kidshelpphone.ca)

**S.A.R.T. (Sexual Assault Response Team):** **1-844-967-7275**

The Yukon's Sexualized Assault Response Team (SART) provides a safe and confidential network of services that focus on your needs and choices. If you've experienced a sexualized assault and choose to access services in Whitehorse, SART can guide you through the process; or be an ally to talk to.

**Crimestoppers:** **1-800-222-8477**

It's anonymous! Help make your community safer by submitting tips anonymously. Or visit [crimestoppersyukon.ca](http://crimestoppersyukon.ca)

**RAC (Rapid Access Counselling):** **867-456-3838**

Need counselling? Or a youth treatment and recovery program? Call for counselling, treatment, or support for families. <https://yukon.ca/en/health-and-wellness/mental-wellness/get-counselling-and-support-families-youth-and-children>