

# Wood Street Centre

## Student Handbook

Centre of Excellence for Experiential Learning

**We are grateful to be able to learn across  
the traditional territories of Yukon's  
14 First Nations**

*WSC is located within the traditional territories of the Kwanlin Dün  
First Nation and the Ta'an Kwäch'än Council*

411 Wood Street – Whitehorse, Yukon – Y1A 2EJ

School Office: (867) 667-8413

Website: [www.woodstreetcentre.yukonschools.ca](http://www.woodstreetcentre.yukonschools.ca)

**School office hours are from: 8:00 am – 3:30 pm**

Office Coordinator: [LJWong@yukon.ca](mailto:LJWong@yukon.ca)

School Administrator: [Kris.Bruneau@yukon.ca](mailto:Kris.Bruneau@yukon.ca)

To contact teachers via email: [firstname.lastname@yesnet.yk.ca](mailto:firstname.lastname@yesnet.yk.ca)

## **General Information**

### **Daily School Schedule:**

Classes begin at 8:40 am and run until 2:57 pm

We do not have bells in our school or defined block times; each program teacher runs their class on the schedule that makes sense based on the activities planned for the day.

### **Attendance & Absences:**

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 or leaving early.

Please contact the teacher directly via email if your student will be absent for an extended time; to arrange for homework. Due to our intense hands-on approach, it is discouraged that students to be away for extended periods, they will miss activities that cannot be replicated via homework assignments.

### **Medical Concerns:**

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

### **Program Fees:**

Program fees can be paid by:

- cash, cheque, or cc / debit in the office.
- online at the school website:  
[www.woodstreetcentre.yukonschools.ca/store/c2/Program\\_Fees](http://www.woodstreetcentre.yukonschools.ca/store/c2/Program_Fees)
- or via EMT to [Application-WSC@yukon.ca](mailto:Application-WSC@yukon.ca). Please note in the comments section which student and program the payment is for.

OPES, PASE, ACES, FACES, CHAOS - \$350.00

ES 11 - \$650.00

Bike Rental - \$75.00

### **School Photos:**

Will be taken by the end of September. An information package with prices will be sent home at that time. All students are expected to have their picture taken for school identification purposes. And student cards and school yearbooks at their home school.

### **Parental Release of Student Images and School Work:**

When Yukon students work on their lessons or take part in special events, there are often some great photo opportunities. Collecting and using images of students and their schoolwork can be a powerful tool for promoting student achievement, supporting the learning process, and showcasing the school and its programs. Please ensure you complete the form and return.

### **Visitors to WSC:**

All visitors are required to sign in at the office.

Only WSC students are allowed in the school during the school day, including at lunch. If a school sanctioned event is occurring, students involved in the event are allowed in the school with a supervising adult and administration's permission.

### **Questions and Concerns:**

From time to time, students or parents/guardians may have concerns and questions. To resolve any such concerns or questions, we encourage early and frequent communication starting at the level where the concern or question originates. For example, if a parent has a concern about a situation occurring with a particular teacher, that teacher should be contacted directly to discuss the situation before the school's Administration is contacted.

The school Administration wishes to support all students who have questions or concerns about staff practices or classroom expectations. Students have the right to safely express their concerns or questions to a staff member and have them heard, acknowledged, and responded to. However, the administration cannot support students in this regard when they choose to share their concerns publicly in class, using rude or aggressive language, in any other manner that is disrespectful to the teacher or class, or is disruptive to the class. The school administration is happy to assist students and parents/guardians to have productive meetings with teachers/staff to share concerns.

If a concern or question involves an individual teacher or staff member, they should be given the first opportunity to address it before it is escalated to the school Principal.

## Grading Scheme:

Yukon Proficiency Scale explained ...

<b>Emerging (EM)</b>	<p>The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.</p> <ul style="list-style-type: none"><li>• work does not meet grade-level expectations</li><li>• may be evidence of progress toward relevant learning outcomes</li><li>• requires ongoing support</li></ul>
<b>Developing (D)</b>	<p>The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.</p> <ul style="list-style-type: none"><li>• work may be inconsistent, but meets grade-level expectations at a minimal level</li><li>• evidence of progress toward relevant learning outcomes</li></ul>
<b>Proficient (P)</b>	<p>The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.</p> <ul style="list-style-type: none"><li>• needs support in some areas</li><li>• work meets grade-level expectations</li><li>• evidence that relevant learning outcomes have been met</li><li>• proficiently demonstrates academic performance</li></ul>
<b>Extending (EX)</b>	<p>The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.</p> <ul style="list-style-type: none"><li>• work exceeds grade-level expectations</li><li>• demonstrates superior performance and in-depth understanding</li></ul>

## For Teachers: Yukon Education Grade Conversion Guide, K-9

This guide will assist with converting standards-based proficiency levels on individual learning standards to a final proficiency level **for a subject area**. It uses a four-point standards-based grading system, a student's more recent evidence<sup>1</sup>, and the logic rule<sup>2</sup> below. **The process is meant to be led by teacher professional judgement.**

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

Where there is insufficient evidence available to determine a proficiency level, teachers may use their professional judgement to determine if the use of "I" is appropriate and in the best interests of the student. Comments must clearly communicate whether the "I" is because the student has shown no evidence of understanding in their submitted work or has not submitted evidence.

**1 More recent evidence:** Only a student's more recent evidence of achievement of learning standards should be considered in grading.

**2 Logic Rule:** A series of statements that describe how grades for learning standards will be converted into a final grade for a course. (adapted with permission and guidance from Ken O'Connor, *How to Grade for Learning, Fourth Edition, 2018*)

**3 Percentage Grade Reported:** Teachers may use their professional judgement to report percentages other than those listed in this column

## For Teachers: Yukon Education Grade Conversion Guide, Grades 10-12

This guide will assist with converting standards-based grades on learning standards to a final percentage grade **for a course**. It uses a four-point standards-based grading system, a student's more recent evidence<sup>1</sup>, and the logic rule<sup>2</sup> below. **The process is meant to be led by teacher professional judgement.**

Proficiency Scale	Logic Rule	Percentage Grade Range	Percentage Grade Reported <sup>3</sup>	Yukon Letter Grade
<b>Extending (4)</b> The student demonstrates a sophisticated understanding of the concepts and competencies relevant to the expected learning.	All 4s	86-100	100	A
	Almost all 4s and the occasional 3		96	
	Mostly 4s, some 3s		92	
<b>Proficient (3)</b> The student demonstrates a complete understanding of the concepts and competencies relevant to the expected learning.	Mostly 3s, some 4s	73-85	85	B
	Almost all 3s and the occasional 4		81	
	Mostly 3s, one/two 2s and no 1s		77	
<b>Developing (2)</b> The student demonstrates a partial understanding of the concepts and competencies relevant to the expected learning.	A mix of 2s and 3s, mostly 2s	50-72	72	C+
	Mostly 2s, no 1s		66	C
	Mostly 2s, some 1s		59	C-
<b>Emerging (1)</b> The student demonstrates an initial understanding of the concepts and competencies relevant to the expected learning.	Mostly 1s, and the occasional 2	40-49	45	F

Where there is insufficient evidence available to determine a proficiency level, teachers may use their professional judgement to determine if the use of "I" is appropriate and in the best interests of the student. Comments must clearly communicate whether the "I" is because the student has shown no evidence of understanding in their submitted work or has not submitted evidence. When "I" must be converted to a grade in Grades 10-12, the recommendation is: Percentage Grade Reported **25%**, Yukon Letter Grade **F**.

- 1 More recent evidence:** Only a student's more recent evidence of achievement of learning standards should be considered in grading.
- 2 Logic Rule:** A series of statements that describe how grades for learning standards will be converted into a final grade for a course. (adapted with permission and guidance from Ken O'Connor, *How to Grade for Learning, Fourth Edition, 2018*)
- 3 Percentage Grade Reported:** Teachers may use their professional judgement to report percentages other than those listed in this column

## **Student Expectations**

### **Student Behavior & Discipline Policy:**

Expectations for student behavior at WSC are based on the concepts of self-respect and respect for others. Students are expected to always show respect for themselves and others. 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.

If there is inappropriate behaviour, we will treat each case individually and make every attempt to discipline fairly with the desired goal of restitution and prevention. School staff and the Administration who are dealing with behavioural issues will maintain discretion.

Any disciplinary measures balance the needs and safety of the individual student with the safety of all students and school staff and ensure that students stay in school whenever safely possible.

Consequences for inappropriate behaviours are proportional to the offence, are progressive for multiple or repeated offences, and may include – but are not limited to:

- conversations between students and other students, teachers or parents to resolve the issue;
- restitution through formal apologies, repayment or replacement of lost/damaged/stolen items, or additional service learning;
- study hall/detention;
- mandatory appointments with school or community counsellors;
- involvement of RCMP or other community agencies;
- dismissal from school for up to three days;
- suspension from school for three to ten days;
- suspension for ten days or more (with permission of the superintendent);
- removal from the WSC program (with authorization of the superintendent) and/or
- a combination of the above.

WSC realizes that no policy will cover all situations. Therefore, WSC Administration, along with the Superintendent and representatives from the Department of Education, when necessary, will make a determination of consequence and/or disciplinary action required when a student's actions and the nature of a specific incident are/is NOT specifically addressed in our handbook and policies.

### **Personal Technology:**

In this age of technology, it is recognized that students will come to school with various personal technology items.

The technology available to students is ever increasing and may be considered a valuable learning tool. Electronic devices may be used in classrooms at the discretion of each classroom teacher. The teacher will establish guidelines around the use of electronic devices and clearly outline the expectation to students. Teachers may set classroom expectations that prohibit the use of electronic devices in their classrooms.

Students may not use electronic devices to record, in any fashion, others without their express knowledge and consent.

Under no circumstances may electronic devices be used when safety of students and staff is compromised.

### **Dress Code:**

Students are expected to dress in a manner appropriate for casual employment. Individuals who are dressed inappropriately will be asked kindly and discreetly to change.

Items of clothing expressing profanity, rudeness, racial or ethnic slurs, or sexually suggestive images or messages, or that encourage the use of drugs or alcohol are not acceptable school attire.

Staff have the right to request that students remove hats and hoods during class time and assemblies.

Appropriate footwear should be always worn due to the possibility of a school evacuation.

A public school reserves the right to establish a dress standard that is reasonable for all concerned.

### **Substances:**

Misuse of substances is a major societal and educational concern. Substances range from cigarettes to vaping to cannabis to alcohol to illegal drugs. Cannabis use, smoking and vaping are not permitted on school property or on school trips. Vapes will be confiscated and returned only to a parent or guardian upon request. Repeated concerns regarding vaping will result in escalating consequences.

The misuse of drugs or alcohol at school or on a school trip will result in suspension and/or immediate removal from a trip; at the family's expense.



## **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
- Cyber bullying, physical intimidation, physical, emotional or sexual abuse
- Displaying visual material which is offensive or age inappropriate
- Unwelcome remarks, jokes, comments, innuendoes or vulgar language
- Condescending or patronizing behaviour 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 or the Principal.

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

## **Disruptive Behaviour:**

Disruptive behaviour is student conduct which interferes with the educational process for 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. 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 a school event/trip must identify themselves immediately when asked by school staff. Failure to do so will result in disciplinary action.

## Community Resources

Wood Street Centre is an important part of the Whitehorse community. There are resources in Whitehorse you may find useful:

**Kids' Help Phone:**

**1 (800) 668-6868 or**

**Text 686868**

**Support is available 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 have 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):**

**1 (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/access-adult-counselling-services>

**Sexual Health Information Line (YK STYLE)**

**1 (877) 957-8953**

Provides confidential accurate, and non-judgmental information. [sexsense@optbc.org](mailto:sexsense@optbc.org)

**Youth Emergency Shelter**

**1 (867) 633-7699**

Youth age 17 to 23 years old. The Youth Emergency Shelter can provide a safe bed, shower, and meals. The Program runs from 4 PM to 9 AM Monday – Friday, Saturday, Sunday and Holidays 24hours – 365 days a year. [www.skookumjim.com/programs/youth-emergency-shelter/](http://www.skookumjim.com/programs/youth-emergency-shelter/)

If you need any assistance, please do not hesitate to talk to a teacher or the school Principal: Kris Bruneau at any time.