

**Fort McMurray
Composite High School
STUDENT HANDBOOK**

2015-2016



ADMINISTRATION

**MR. KEVIN BERGEN: PRINCIPAL
MR. ROBERT SKULSKY: VICE-PRINCIPAL
MRS. MEHAR RASHID: VICE-PRINCIPAL**

**9803 KING STREET
Fort McMurray, Alberta T9H 1L3**

TELEPHONE: (780) 743-5800

This Agenda Belongs to:

Name: _____

Grade: _____

Phone Number: _____

Email: _____

Student ID Number: _____

PRINCIPAL'S MESSAGE

It is with great pleasure that we take this opportunity to welcome you to our school. We are extremely proud of the programs we offer our students, and we encourage you to make the most of your time with us. Work hard at your studies and enjoy your High School years.

This student/parent handbook is designed to provide you with all the relevant information necessary to understand the operation of the Fort McMurray Composite High School. Please familiarize yourself with the enclosed information in order to ensure a successful year.

MISSION STATEMENT

FMCHS is a diverse learning community, promoting responsible and active citizenship, striving towards personal excellence, and educating for lifelong learning in the 21st century. We value respect, responsibility and readiness.

ALBERTA SCHOOL ACT - SECTION 12

"A student shall conduct himself so as to reasonably comply with the following code of conduct:

- a. be diligent in pursuing his/her studies;
- b. attend school regularly and punctually;
- c. co-operate fully with everyone authorized by the board to provide education programs and other services;
- d. comply with the rules of the school;
- e. account to his/her teachers for his/her conduct
- f. respect the rights of others."

WHOM DO I SEE?

Attendance	Administration / Main Office
Bus Passes	Main Office
Locks and Lockers	Main Office
Lost and Found	Main Office
Personal or Academic Issues	Administration / Student Services
School Photos	Main Office
Special Education	Administration / Student Services
Timetable Changes	Student Services
Athletics	Athletic Director
Technology	Administration

STUDENT FEES

Compulsory fees must be paid before a timetable will be issued and a locker assigned. Report cards may be withheld for those students whose fees are still outstanding at report card time.

Students who cannot pay their fees immediately should see the Principal to discuss this situation. The school will not issue marks transcripts to students who have not paid all student fees due or other monies owing to the school, and/or who have not returned all textbooks at the end of a term. Those graduating are expected to have cleared all accounts due to the school.

We DO NOT accept cheques for payment of fees. We accept cash, Visa, Master Card or debit card.

Students may incur special fees for the extra costs which their courses of choice entail.

COMPULSORY FEES

Textbook and instructional materials	\$125.00
Student Council	\$13.00
Student Handbook	\$7.00
Locker Rental	<u>\$5.00</u>
REGULAR FEES	\$150.00

ADDITIONAL COSTS THAT MAY BE APPLICABLE

Eligible Bussing	\$185.00
User Pay Monthly Bussing – per month	\$40.00
Yearbook (Optional)	\$75.00
Physical Education Uniform Fee	\$25.00
Parking Pass	\$20.00
Grad Fees	TBD

BUSSING FEES

Fort McMurray School District #2833 provides transit passes for all students in our attendance area who live 2.4 km (1½ miles) or more from the Fort McMurray Composite High School. Students residing in the Gregoire Park, Beacon Hill, some areas of Abasand, Prairie Creek, Thickwood, Dickinsfield, and Timberlea, as well as some students living in the western end of the downtown area, are entitled to a bus pass. **The cost is \$185.00 for the school year if this is your designated school and \$450.00 if we are your choice school.** This amount must be paid **IN FULL** at the time of registration. Those students living less than 2.4 km from school may purchase a monthly bus pass at the school for \$40.00 per month. Bus passes may be withheld at principal's discretion due to poor student attendance.

COMPLEMENTARY COURSES

Students enrolling in any of the following complementary classes will incur additional fees to cover the costs of in-class supplies. All fees are PER SEMESTER and must be paid IN FULL at the beginning of the semester in order for the student to participate.

COURSE	J. High (7-9)	Sr. High (10-12)
ABORIGINAL STUDIES		\$80
AUDIO/VIDEO BROADCASTING		\$80
BASKETBALL ACADEMY	\$200	\$200
CHOIR	\$40	\$80
CONSTRUCTION	\$40	\$80
COSMETOLOGY	\$40	\$80
CREE		\$80
CULINARY ARTS	\$40	\$80
DIGITAL MEDIA & ANIMATION		\$80
DIGITAL PHOTOGRAPHY		\$80
ELECTRONIC TECHNOLOGY & ROBOTICS	\$40	N/A
ENGLISH AS A SECOND LANGUAGE		
FABRICATION (WELDING JR. HIGH)	\$40	N/A
FASHION STUDIES (HOME ECONOMICS)	\$40	\$80
FRENCH AS A 2 ND LANGUAGE		
GUITAR	\$40	\$80
INSTRUMENTAL MUSIC	\$40	\$80
JAZZ BAND	\$40	\$80
JOURNALISM AND YEARBOOK	\$40	\$80
LEADERSHIP (GR. 7/8/9)	\$40	N/A
LEARNING STRATEGIES		
MECHANICS & AUTOBODY	\$40	\$80
MULTIMEDIA DESIGN	\$40	\$80
ONLINE MEDIA/PUBLISHING	\$40	\$80
PAUL MARTIN ENTREPRENEURSHIP		
PERFORMING ARTS (DRAMA)	N/A	\$80
PHYSICAL ACTIVE LIFESTYLE (GR. 7/8/9)	\$80	N/A
PHYSICAL EDUCATION ATHLETICS	N/A	\$100
PHYSICAL EDUCATION FITNESS	N/A	\$100
PRE-ENGINEERING COMPUTER SCIENCE	N/A	\$80
PRE-ENGINEERING ELECTRICAL	N/A	\$80
PRE-ENGINEERING FABRICATION	N/A	\$80
PRE-ENGINEERING MECH./ROBOTICS	N/A	\$80
PRE-MEDICAL (HEALTH SERVICES)	N/A	\$150
POWER ENGINEERING (KEYANO) SET BY KEYANO COLLEGE		
REG. APPRENTICESHIP PROGRAM PREP	N/A	\$25
SOCCER ACADEMY	\$200	\$200
VISUAL ART	\$40	\$80
VOLLEYBALL ACADEMY	\$200	\$200
GRADE 7/8/9	\$40.00 PER COURSE	
GRADES 10/11/12	\$80.00 PER COURSE	

PHYSICAL EDUCATION FEES

All students enrolled in Physical Education will be required to pay a **\$25.00 UNIFORM FEE**. Students enrolled in the Grade 7,8,9 Physical Active Living Complementary Course (PAL) class will incur a fee of **\$80.00** per semester for activities, which are undertaken outside the school setting. Students enrolled in Physical Education 20 and/or 30 will incur a fee of **\$100.00** per semester for activities such as swimming, curling, weight training, scuba diving, golf, billiards, bowling, etc. which must be undertaken outside of the school setting.

NOTE: All students registered in Physical Education classes are required to wear properly fitting athletic shoes. Skateboard shoes, sandals, boots and heeled shoes are not permitted. The following fees would be charged for extra-curricular activities on a **PER SPORT BASIS** to cover uniform rental and to subsidize transportation costs. Athletes will be required to pay for accommodation and subsistence costs over and above these fees. Money from these fund-raisers goes towards buying new uniforms, equipment and transportation.

GUIDELINES: PARTICIPATION IN EXTRA-CURRICULAR ATHLETICS

Participation in Miner Athletics at Fort McMurray Composite High School is a privilege to which many students look forward. Our coaches and the athletics department staff will use the following guidelines to ensure that students participating in extra-curricular athletics are maintaining a primary focus on academics. Students who meet these expectations by balancing academic and athletic success will have the benefit of remaining a part of their extra-curricular activities.

Students participating in extra-curricular athletics are expected to:

1. Work to their academic potential with a passing grade in each subject. If a student's average drops below passing in any subject, he/she will be ineligible for practices, games and tournaments until an improvement is made.
2. Attend classes regularly and punctually. Each unexcused absence will make that athlete ineligible for practices, games and tournaments for one full week from the time of the absence.

EXTRA-CURRICULAR FEES

Senior Volleyball and Basketball

- \$50 each sport (non-refundable)
- generally travel out of town a total of 4 times (including zones)
- higher equipment, uniform, and related expenses
- 3-4 month season

- Failure to return or damaging a uniform will result in a charge of \$200

Junior/Intermediate Volleyball and Basketball

- \$50 each sport (non-refundable)
- extensive in-town travel by cab
- uniform and related expenses
- 3-4 month season
- may take part in 1 out of town tournament
- Failure to return or damaging a uniform will result in a charge of \$200

Senior Track & Field: February - June

- \$50.00 (non-refundable)
- There will be a charge for out of town meets to help with the cost of hotel and bussing. Students will also need to buy their own meals on these trips.
- There will be at least three out of town meets
- The City track and field meet will be held at the beginning of May, students in grades 10-12 who finish in the top three in their event will move on to Zones
- Practices will be three days a week – students must attend at least once per week.
- Failure to return or damaging a uniform will result in a charge of \$50

Cross-Country Running: September - November

- There will be a charge for out of town meets to help with the cost of hotel and bussing. Students will also need to buy their own meals on these trips.
- There will be at least three out of town meets
- The City cross country meet will be held in September or October
- Practices will be two days a week – students must attend at least once per week.
- There will be a bingo that either the athlete or someone representing the athlete will need to volunteer for.
- Failure to return or damaging a uniform will result in a charge of \$50

Senior Badminton

- \$50 (non-refundable)
- may travel out of town twice (Zones and Provincials)
- T-shirt, transportation, and other related costs
- Failure to return or damaging a uniform will result in a charge of \$50

Senior/Junior Curling, Golf, Curling & Handball

- \$25 (non-refundable)
- in-town travel by van or cab
- facility rental fees
- May travel out of town (Zones/Provincials)
- Failure to return or damaging a uniform will result in a charge of \$50

Extra-Curricular Sport Contract

- Student athletes will also be bound by an Athletic Contract that pertains to student conduct, school attendance, academic achievement, and team commitment.

CHL

- \$20 (non-refundable)
- \$20 uniform fee (refundable)

**Athletes who qualify for zones or provincials in any sport will incur travel costs.

AWARDS

Information on scholarships, subject area academic awards, athletic awards, criteria for Valedictorian and service awards may be obtained from Student Services. It is important to note it is the responsibility of the student to determine if he/she has the necessary requirements to qualify for an award.

FALL ACADEMIC AWARDS

The following awards are presented at our fall assembly and based on the following criteria:

Grades 7, 8, 9: Overall student average earned in all classes.

Grade 10 and 11: student's credit weighted average is based on a full (40 Credit) course load.

Grade 12: student's credit weighted average based upon at least 35 credits of course work and eligible for graduation in accordance with their designated graduation year.

SCHOLARSHIPS – various scholarships as awarded.

SUBJECT AREA AWARDS - These are presented to the top English Language Arts, Social Studies, Mathematics and Science students from the previous year.

GOLD KEY AWARDS - This award is presented to all students who achieve a credit weighted average of 85% or higher in all courses taken in the school year and who are registered in a minimum of three courses each semester, in at least three different subjects. All recipients of this award will receive a Gold Key Plaque with their name engraved on it.

HONOUR ROLL - All students who achieve a credit weighted average of 80 to 84% calculated in all courses taken in that school year will be placed on the school Honour Roll. The student must be registered in a minimum of three courses per semester. Successful students will receive an honour roll certificate and plaque.

CERTIFICATE OF MERIT - Recipients of this award must have a credit weighted average of 75 - 79% in all courses taken in that school year. The student will receive a certificate and medallion.

SPRING AWARDS "THE MURRAYS"

Subject area awards are based on highest performance and ability in each of the following complementary courses: Art, French Language, Information Processing, Construction Technology, Cosmetology, Mechanics, Music, Drama, Physical Education, Fashion Studies, Work Experience, Dance, Psychology, Off Campus Programs and Foods. Awards will not be presented if there are no deserving candidates.

Join us for "**THE MURRAYS**", our version of the Academy Awards!

MINER'S HEART AWARD

This award is presented for acts of service above and beyond what is expected of a student, staff member or community member associated with the school.

ATHLETICS

- Top male and female athlete (senior and junior)
- Service Award for outstanding contribution to Fort McMurray Composite High School

HERE EVERYDAY READY EVERYDAY (HERE)

HERE is a program whereby recognition is given to students who maintain near perfect attendance each month, each semester, and all year. A **monthly list** will be generated and each student will get a prize. A **major draw prize** will be awarded at the end of each semester to a student who has perfect or near perfect attendance for that semester in the current school year. To qualify, students must be registered in a minimum of 3 courses

during the regular school day. The only absences which are allowed are those where the student is away because of participation in a school-sanctioned activity (e.g field trips, sports event, etc.), or if they are absent because of a religious holiday (e.g. Ramadan). Any more than 4 lates in a semester will disqualify a student from eligibility for a prize in that semester. Students who qualify for this program may be eligible for **one exam exemption** in that semester. See *Examination Policies and Procedures* pg 10.

PRINCIPAL'S AWARD

Awarded to the student who achieves Gold Key Status in grades 7, 8, 9, 10, 11 and 12.

GOVERNOR-GENERAL'S AWARD

Presented to the graduating student with the highest academic average in all grade 11 & 12 courses.

VALEDICTORIAN

The candidate must:

- a. Meet school policy regarding a minimum 35 credit load at the Grade 12 level
- b. Be enrolled in academic level courses leading to a High School Diploma
- c. Registered at Fort McMurray Composite High School for both semesters of Grade12
- d. Have the highest academic standing of all suitable candidates. Academic standing will be determined by calculating the final or most current grade of their five highest grade 12 level courses from: English 30-1; Social 30-1; Math 30-1; Biology 30; Chemistry 30; Physics 30; Math 31; one complementary course that meets university entrance requirements

Selection Committee:

- School Principal (or his/her designate)
- At least one school Counsellor

**** ALBERTA PREMIER'S CITIZENSHIP AWARD**

Presented to a graduating student who displays outstanding characteristics in citizenship, leadership, community service, and volunteer work and must also have shown initiative and had a positive impact in the community and/or school. This student receives a plaque and the student's nomination forms will be considered for one of eight Queen Elizabeth II Golden Jubilee Citizenship Medal in amount of \$5,000.00 and for one of twenty-five Alberta Centennial Scholarships for \$2,005.00.

**** ROBERT W. PRATHER AWARD OF EXCELLENCE**

Presented to a graduating student who demonstrates characteristics that indicate potential for leadership throughout his/her lifetime; is committed to continuous improvements; seeks opportunities to work in cooperation with other students, staff, and community leaders; has the respect of others in personal, social, and academic endeavors; exhibits a willingness and desire to seek meaningful transformations; displays a strong desire for success, creativity, and lifelong learning; and has a strong sense of responsibility to his/her community.

****MEMBER OF LEGISLATIVE ASSEMBLY CITIZENSHIP AWARD**

Presented to a graduating student who stands out from the rest by having displayed special leadership abilities in social and academic affairs in the school, reasonable academic performance, participates in school government and/or extracurricular activities, sports and external community activities; and generally adds to the "quality of life" at the school.

****MEMBER OF PARLIAMENT'S BOOK AWARD**

Presented to a graduating student who has demonstrated solid citizenship qualities in school and who has overcome personal hardship through diligence and perseverance to successfully complete high school and demonstrates solid citizenship qualities in school.

****MAYOR'S YOUTH CITIZENSHIP AWARD**

Presented to the graduating student who best exemplifies a future concerned citizen, one who embodies commitment towards the community and who displays a well-rounded congenial and caring personality.

****Staff may nominate a student for one or all of the awards listed above. Nominations will then be reviewed and determined by the Awards Selection Committee. These awards will be presented during the graduation ceremonies****

EXAMINATION POLICIES AND PROCEDURES

End of the term examinations for grade 10 to 12 students in the core subjects (English, Social Studies, Mathematics, Biology, Science, Chemistry and Physics) are scheduled over the last days of the semester. Students are not required to attend school during this time if they are not writing a scheduled examination. Those wishing to study quietly are welcome to be in school when not writing an examination. Grade 7-9 students schedule is linear and year end examinations are scheduled for the last days

of the school year in June. Diploma and Provincial Achievement Tests are scheduled according to the schedule provided by Alberta Education.

EXEMPTIONS

Exemptions will be allowed only in cases of Here Everyday Ready Everyday appreciation. For HERE exemptions, the student must fulfill the following criteria:

- Be enrolled for the full semester and in at least 3 courses per day
- Have no more than **2 absences per class** other than school excused absences
- Have no more than **4 lates in total** from all classes
- Have at least 70% in the class they wish to exempt or teacher's discretion

The only exemptions that will be considered will be in the case of serious illness as attested to by a physician or dentist with documentation or serious family trauma.

Students may exempt an exam in each core subject only once and an exemption in Science 10 prevents an exemption in any 20 level science. PLEASE NOTE: STUDENTS **MAY NOT** EXEMPT PROVINCIAL ACHIEVEMENT EXAMS OR GRADE 12 DIPLOMA EXAMS.

FINAL EXAMS

All final exams are compulsory as the purpose of these exams is to assess student achievement in the total course. If a student fails to write a final exam, a grade of 0% will be used for the final exam component of the final grade.

ABSENCES FROM IN-CLASS EXAMS OR QUIZZES

Students who miss in-class exams and quizzes will receive an incomplete unless satisfactory arrangements have been made with the teacher. Please note that the students are responsible for initiating the arrangement before they leave, or the day of their arrival back at school.

Grade nine students and their parents should be aware that promotion to grade ten is based on the success achieved in grade nine. The following factors are taken into consideration at year- end promotion meetings:

- How well did the student do in English, Math, Science and Social Studies?

- Was the average mark of all subjects taken in grade nine, a passing mark?

- Was attendance and effort in grade nine acceptable?

All core and complementary classes count towards promotion to grade ten.

EXTRA-CURRICULAR TEAMS

We field a large variety of teams designed to provide opportunities for exceptional athletes, but also to offer competitive opportunities for all students. Among our major teams are:

VOLLEYBALL AND BASKETBALL - We field both junior and senior teams in these sports. The senior teams compete outside the City three weekends during the season, as well as in City League play.

CROSS-COUNTRY - Involves a regular running schedule, competition in various City runs and some out of town competition.

TRACK AND FIELD - City winners continue on to zone and provincial competition.

GOLF AND CURLING - Playoffs take place amongst the City high schools with the winners advancing to zone and provincial competition.

BADMINTON - A club is usually formed several months before the Challenge Cup tournament to give students practice time and skill drills before we pick the team. The badminton team consists of juniors, intermediates, and seniors in the categories of girls and boys singles, doubles, and mixed doubles.

FOOTBALL - City play/games – 12 Man ASAA for the 2015/2016 school year.

SOCCER – Spring league (COED) with competition amongst City high schools.

PROGRESSIVE DISCIPLINE POLICY

Discipline issues will be addressed by all staff members according to the established 'Pyramid of Interventions' policies at Fort McMurray Composite High School part of the PBIS initiative. These policies are available from the main office or on the school website at www.fmchs.ca. Incidents of an urgent or serious nature will be brought directly to the attention of an administrator.

Disciplinary actions resulting in a student's suspension from classes may take different forms. All actions taken will be at the discretion of the school principal or delegate, and may be any, but not restricted to, one of the following:

- Detention during lunch break or after school

- Class suspension (1 block)
- In school suspension (1 – 5 days)
- Out of school suspension (1 – 5 days)

Expulsion (recommendation to FMPSD Board of Trustees)

PROGRESSIVE DISCIPLINE STEPS

1. Teacher deals with classroom incidents
2. Referral to counsellor (ODR)
3. Referral to the administration (ODR)

BULLYING BEHAVIOUR

According to Alberta Education, www.education.alberta.ca, bullying is not a normal part of growing up, and it does not build character. It is a learned behaviour that hurts everyone—those who get bullied, those doing the bullying, and the people watching. It damages our schools, our communities and our society at large. Bullying is a relationship problem. It is the assertion of interpersonal power through aggression. Bullying involves:

- Repeated and consistent negative actions against another.
- An imbalance of power between the bully and the target.
- A contrast of feelings between the bully and the target as a result of the bullying episode.

The four most common types of bullying are:

1. **Verbal Bullying**—name calling, scapegoating, sarcasm, teasing, spreading rumours, threatening, making references to one's culture, ethnicity, race, religion, gender, or sexual orientation, unwanted comments.
2. **Social Bullying**—mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti to put others down.
3. **Physical Bullying**—hitting, poking, pinching, chasing, shoving, destroying, unwanted sexual touching.
4. **Cyber Bullying**—using the internet or text messaging to intimidate, put down or spread rumours about someone.

In general, bullying behaviour is considered to be **any words or actions that target another person with the intent to make them feel bad on a regular basis**. The Fort McMurray Composite High School community takes bullying behaviour very seriously. Through positive behaviour intervention policies staff and students will take all appropriate steps necessary to minimize the physical, emotional, and psychological trauma that can result from these behaviours. FMCHS strives to educate all

students and staff about what bullying is and what it isn't. All efforts are made to equip students and staff with the skills they need to take a proactive approach in dealing with this problem in as efficient a manner as possible. **All students will sign an Anti-Bullying Contract at the beginning of the 2015/16 school year.**

SPECIAL SCHOOL SERVICES

STUDENT SERVICES (8:30 a.m.- 3:30 p.m.)

Fort McMurray Composite High School has full-time counselling services available to all students. The Student Services office is located in the first hallway upstairs. Student Services personnel will:

- Discuss, on a personal and confidential basis, problems and pressures which are interfering with school work;
- Assist students in both course and career selections;
- Complete out-of-province course evaluation;
- Offer guidance in respect to study habits;
- Arrange for aptitude and ability tests where required;
- Provide information about scholarships, loans and bursaries;
- Perform such duties as deemed necessary in regard to a student's total educational welfare.

While students are welcome to drop into the Student Services Office at any time, appointments may be made to guarantee an interview. Whenever possible all appointments will take place outside of classtime.

LIBRARY The school library is an integral component of the educational program. Its primary purpose is to provide a program that will enrich and support the curriculum. In addition, the atmosphere in the library should be conducive to study and to the quiet pursuit of a student's interests through the available books, newspapers, magazines and computer research. Computers and technology in the library provide students with access to the Internet, word processing capabilities, and more. The library has an automated system with a collection of approximately 35,000 items. Materials may be searched using OPAC (On-line Public Access Catalogue). Electronic encyclopedias are available on the computer.

The loan period for books is two weeks and renewal is possible. A student with overdue books will not be able to sign out textbooks or library materials until books are returned. Students are responsible for any items signed out to them and are

expected to notify the library staff of losses. Students will be charged the replacement cost of lost or damaged material.

Textbooks – are issued to students by Library personnel. Each student must bring a receipt for payment of the current year's school fees in addition to any outstanding charges and a copy of their timetable before textbooks will be issued. At the end of the semester, students must return texts signed out to them in good condition, free of graffiti and with barcodes intact. Students will be charged applicable costs for any lost or stolen library materials issued to them, a fee of \$3.00 for lost, damaged or missing barcodes and \$10.00 for missing CD's. Payment must be made before texts will be issued for the following semester.

Students also have the opportunity to sign out Laptops or I-Pads for daily use.

GENERAL INFORMATION

APPEALS PROCESS

All students should be aware that any decision made in our school may be appealed to the teaching staff and/or to Administration.

APPROPRIATE CLOTHING

Student dress at school must be suitable for learning activities. Just as there is a mode of dress suited to the office, playing field, gymnasium or various formal or informal functions, there is also a mode of dress suited to classroom learning and educational activities. To that end, students are expected to dress in a clean, neat and appropriate manner by:

- Wearing clothing void of pictures or slogans displaying drugs, alcohol, violence, racism, gang colours, profanity or making direct or indirect sexual suggestions;
- Wearing clothing that covers the chest, back, midriff and buttocks. The bottom of the shirt/top must touch the top of the pants/skirt and necklines should be modest so that no cleavage shows;
- Wearing skirts, shorts or skorts that are long enough to pass the fingertip rule: the clothing must be longer than one's fingertips while standing straight, with arms on the sides;
- Wearing clothing which covers, physically and visually, all undergarments all of the time. Tops must have shoulder straps a minimum of 2 inches wide to ensure bra straps are covered;
- Wearing footwear, appropriate to the situation, at all times for health and safety reasons;

Staff will determine whether wearing headwear in the classroom is acceptable, except if for medical or religious reasons. Students failing to meet the above standard will be referred to administration or a school counsellor. Students will have the option of meeting the dress code by removing offensive clothing, putting on footwear or “covering up” by putting on school-provided clothing, or they will be sent home to change their clothing before they will be permitted to return to school. In the event of continued disregard for the dress code, Administration will arrange a meeting with the student and/or parent(s) or guardians.

ASSEMBLIES

Student assemblies are held throughout the school year, and all students are expected to be in attendance at these functions.

ASSIGNMENTS

All assignments are expected to be in on time.

ATTENDANCE

School attendance is the responsibility of the student and his/her parents or guardians. It is the responsibility of the school to provide instruction and to inform parents of absences. At Composite High School, it is our belief that optimum learning can only occur if a student applies him/herself and maintains regular attendance and promptness in every class. Absence from school is often the greatest single cause of poor performance and achievement. Daily attendance and participation in class is also preparation for the world of work in which attendance is required to fulfill job responsibilities. Since responsibility is a learned behavior and regular school attendance patterns encourage the development of responsible patterns of behavior, each student attending Composite High School is expected to make every effort possible to be in all classes every day. **It is the responsibility of a parent or guardian to contact the school** if a student is going to be absent, tardy or leaving school early for an appointment. A message can also be left on our voicemail system 24 hours a day. Important note: Alberta Education does NOT recognize parent excused absences as excused absences for the following reasons: shopping, vacation or sporting events not sponsored by the school. This applies to students of all ages, who live with their parents. It is the student's and parent's responsibility to keep absences from school to a minimum. **All students will sign an Attendance and Behaviour Contract at the beginning of the 2015/16 school year.**

Behaviour and Attendance Expectations

Every student's attendance at Fort McMurray Composite High School is conditional on complying with the following:

Section 12 of the Alberta School Act states "A student shall conduct him/herself so as to reasonably comply with the following code of conduct":

- (a) be diligent in pursuing his/her studies;
- (b) attend school regularly and punctually;
- (c) co-operate fully with everyone authorized by the board to provide education programs and other services;
- (d) comply with the rules of the school;
- (e) account to his/her teachers for his conduct;
- (f) respect the rights of others.

- You must attend classes (unless a note or phone call from home explains the absence).
- You must be on time (unless a note or phone call from home explains the tardiness).
- You must comply with the rules and expectations of the staff of Fort McMurray Composite High School.
- Attendance and behavior records will be reviewed weekly.
- You need to abide by the conditions of the Composite High attendance policy.

Consequences of not attending school

- Conversation with student regarding missed classes and the impact on student academic performance while reviewing monthly progress reports submitted by teachers
- Attendance policy and student responsibilities reviewed
- Contact made with home after reviewing the previous contact information documented in Power School
- Communication with office administration and documented in Power School
- Student will be brought to the office for a meeting with administration to review consequences of breaking attendance contract signed at the beginning of the year.

FORSEEABLE ABSENCES AND PROCEDURES

-If a student has an excused absence during a semester they can expect to complete any missing assignments, quizzes or tests.

- If a student is leaving school before the end of the semester or school year, both the student and their parent and/or guardian must complete an Early Departure Request available from the

school office, a minimum of **1 month** prior to the requested last day of classes. In addition, they will still have to write final examinations. They may choose to write the final examinations before they leave or upon their return for the upcoming semester. If they choose to postpone writing the final examinations they will receive an incomplete on their report card for the related courses. The final examination will reflect the entire curriculum.

- If feasible, students will complete assignments before their early departure from school. No mark will be awarded for missing assignments.

- if students are leaving the building they are required to sign in and sign out at the office.

BUS BEHAVIOUR

The administration of the Fort McMurray Composite High School is responsible for the DISCIPLINE OF STUDENTS RIDING THE CITY TRANSIT and school buses to and from school. School bus drivers must pay full attention to their job of driving, and the safety of the students whom they are transporting. Should unacceptable behavior occur, drivers will report it to the school administrators, who will deal with the student in one or more of the following manners?

- warning the students of possible actions if undesirable behaviour continues;
- warning the parents of possible action should the undesirable behaviour continue;
- suspending bus riding privileges for a period of time;
- permanent suspension of bus riding privileges;
- Smoking on school buses and in shelters is prohibited.

Infractions of this rule will be dealt with in the same manner to smoking on school grounds - automatic suspension from school. Students smoking on busses and in shelters will be reported to the RCMP.

BUS PASSES

Transit passes are available for eligible students from 1st block staff two days before the end of the month. After this time, students may pick up their bus pass in the office until the 14th of each month at which time they are returned to the City. Bus passes **will not** be given out from the school office during class time. Bus passes are heavily subsidized to help students attend school, e.g. passes for the entire year are \$185, but the non-subsidized cost is over \$400.00. Students who do not attend school on a regular basis will have to meet with an administrator before receiving a bus pass and may not receive their bus pass until they attend all of their classes.

Students who lose their bus pass will have to purchase a new one at the full cost of the pass or pay to use the bus as a regular customer. Damaged bus passes may be replaced at the Transit Office in the Municipal building. Transit drivers may refuse riding privileges to students who have not yet obtained their new pass before the first of the month. Students who fail to produce their bus pass when requested to do so may be refused the privilege of riding the bus.

CAFETERIA AND BAG LUNCH AREA

Miners' Diner is located in the second hallway on the top floor of the school. Miners' Diner provides tasty and inexpensive food prepared by Diner Staff. The Miners' Diner is open before school, at breaks, and during lunch hour. Students may select from a variety of nutritious foods. Daily specials are available for a reasonable cost. Microwave ovens are available to heat lunches brought from home.

CARE OF PROPERTY

PERSONAL PROPERTY - Students are responsible for the care of their own property. All personal textbooks, notebooks, and gym equipment must be clearly marked with the owner's name and student identification number. **STUDENTS ARE NOT TO BRING LARGE SUMS OF MONEY TO SCHOOL.** Please check all sums of money at the Main Office. Under no circumstances should money, jewelry, or other valuables such as personal CD players, MP3 players, iPods, iPads, laptops, cell phones, etc. be left in any school locker, gym locker or otherwise left unattended at school. The school carries no insurance for personal property and will not accept responsibility for personal articles lost or stolen.

SCHOOL PROPERTY - Students are expected to exercise care in the use of school property. Damage to desks, books, windows, etc., is to be reported to the class teacher or to an administrator immediately. Students responsible for such damage will be expected to pay the related repair/replacement costs.

CUSTODIANS - Your cooperation is requested to assist them in the performance of their duties. The instructions of custodians must be obeyed. They are in complete charge if no member of the teaching staff is on duty.

CHEATING AND PLAGIARISM

Our school stands for academic honesty and fairness for all students. Students who plagiarize work from others or cheat on assignments, quizzes, tests or exams will not receive a mark on that assessment and will be subject to disciplinary action. The student will be required to complete a new, equally rigorous

assessment, as determined by the staff member. In addition, the school administration and parents or guardians will be notified. Any position of honour a student holds in the school e.g. students council President, Validictorian, Team Captain, Grad Emcee, etc., will be in jeopardy for a student caught cheating or plagiarizing as Administration will take disciplinary action. Due to increased accessibility of online exemplars, FMCHS will be utilizing an online plagiarism detection tool for written assessments.

CLUBS AND ORGANIZATIONS

The following clubs and organizations are active at the Composite High School:

STUDENT COUNCIL is elected by the student body, and they are deemed to be the official representatives of the students. They plan a variety of student activities during the year.

YEARBOOK COMMITTEE is interested in students to type, do layouts and design, and take candid photographs of student activities. Student yearbook workshops are held each year.

GRADUATION COMMITTEE is headed by teachers and grade twelve students, but all students are welcome to help.

FRENCH CLUB – organize trips and events to promote this culture.

KING STREET THEATRE COMPANY usually does at least one major play per year.

SKI/SNOWBOARDING CLUB – annual trip to a ski resort.

ROTARY INTERACT CLUB - for students ages 12 – 18 who are interested in community service projects.

CHESS Club

Students interested in forming a new club should meet with an administrator to discuss the possibility.

COURSE LOADS

Through proper counselling, every student should be enrolled in a program which, with effort, will result in program success.

GRADE 7 & 8 – Students enrolled in the Islamic Program will be enrolled in core and options as a cohort.

GRADE 9 – Students are required to take a full program with no spare or free periods. Grade 9 students can select their own complementary courses. Grade 9 Islamic Program students will be enrolled in 3 core classes together and option courses inclusively with FMCHS Grade 9 Students.

GRADE 10 AND 11- Students must register in a full course load (40 credits). Spares will only be granted under extenuating circumstances and in discussion with parents.

GRADE 12 -.Students who have earned at least **80** credits may have a spare in grade 12. To be eligible to graduate, grade 12 students must have at least 85 credits by February 1 and be registered to take the remaining required courses in semester 2 of their grade 12 year. Students may appeal the graduation criteria to the principal.

Returning Grade 12 students who have earned fewer than **60** credits in Grades 10, 11, and 12 must register in and complete at least **40** credits. Students wishing to upgrade or who are within one or two courses of finishing diploma requirements must register in and complete a minimum of **5** credits upon authorization by administration

**** NOTE: Students have a responsibility for ensuring that they have both sufficient credits (100) and the necessary courses to graduate. This information is available through the Student Services Office.**

**ADMINISTRATION RESERVES THE RIGHT TO MODIFY THE MINIMUM
COURSE LOAD REQUIREMENTS OF ANY STUDENT**

COURSE OUTLINES

Within the first week of classes students are entitled to receive a course outline and evaluation guideline for each course for which they are registered. The course outline will explain what topics will be covered in the course as well as approximate dates for chapter or unit tests. The evaluation guideline will outline what percent each topic covered is worth toward the student's final mark.

DANCES

Only students of the Composite High and one guest per student will be admitted into school dances. Guests must be signed in by noon two days before the dance and must arrive with the person who signed them in. Students signing in guests are responsible for the actions of their guests. **Students and/or guests who appear to be under the influence of drugs or alcohol, will not be admitted to school functions.**

To be eligible to attend dances, students must be in attendance in all classes on the day of the dance and have good attendance overall. The only exception is an absence due to a medical appointment, verified by a medical note.

DRUGS AND ALCOHOL

The use of drugs or alcohol in the school or at any school activity, school trips, field trips, sporting event, and dances is strictly forbidden. **STUDENTS VIOLATING THIS POLICY WILL BE SUBJECT TO A SUSPENSION.** School policy calls for the involvement of the RCMP in any school situation where drugs are known, or strongly suspected, to be involved.

EXAM BANK

Practice exams are available on-line at www.exambank.com **user name: fmp.chs, password: silver**. Also, an on-line reference center is available at www.learnalberta.ca, **user name: LA19, password: 1174**.

FIGHTING

Any student considered to be fighting on school property or areas adjacent to school property, or at school functions will be **AUTOMATICALLY SUSPENDED** from school. Composite High School students involved in fights at other schools or at functions hosted by other schools, or on their way to and from school, may also be disciplined by administration, following their return to school. **The 2002 Municipal bylaw carries a \$250 fine for fighting in any public place (including school property).**

FOREIGN OBJECTS

The use or possession of any object that is, or may be construed as a weapon at any school event or on school property is strictly forbidden. **STUDENTS VIOLATING THIS POLICY WILL BE IMMEDIATELY SUSPENDED** and recommended for expulsion. Re-instatement will be reconsidered only after an interview with the parents. School policy calls for the involvement of the RCMP in any school situation where weapons are known, or strongly suspected, to be involved.

FIRE DRILLS AND ALARMS (Hour Zero)

Evacuation routes are posted in the HOUR ZERO binders in each classroom. In case of a fire alarm, students are expected to be familiar with the fire exit they would use for each classroom they occupy throughout the day. Students are required to respond to fire alarms promptly and to follow all instructions as explained by staff during drills. A copy of fire drill procedures is available in each classroom (HOUR ZERO binders). **DO NOT** re-enter the building until signalled to do so.

LOCKDOWNS (HOUR ZERO)

Students are required to respond to a lockdown promptly and to follow all instructions as explained by school staff during the drills.

GRADUATION EXERCISES (Grade 12 students)

Each graduate must pay their grad fees as well as any outstanding school fees before grad tickets will be released. Participation in the Graduation Exercises of the Fort McMurray Composite High School will be contingent upon two factors.

- be enrolled in the courses which will enable him/her to successfully complete the requirements set by Alberta Education for a High School Diploma.
- must have attended Composite High School or Frank Spragins High School for at least one complete semester of Grade 12 during the current school year.

It is important to note that it is the responsibility of the student to determine if he/she has the necessary graduation requirements. If a student has any doubts in this regard he/she should consult with Student Services to confirm their graduation status.

HATS AND OTHER HEAD COVERINGS

Hats and other non-religious head coverings may be worn in the school, however, each classroom teacher will inform students of his or her specific related classroom policy.

ILLNESS AND LEAVING SCHOOL

A student who feels ill while at school is asked to report to the office. The office staff will make every effort to contact parents should a student be sent home or to the hospital. The school will provide medication to students only as per School District Policy IHDC (Copy available in school office or online at www.fm-psd.ab.ca/policies).

SCHOOL STAFF ARE NOT PERMITTED TO DISTRIBUTE ANY NON-PRESCRIPTION MEDICATION TO STUDENTS.

Accidents and emergencies will be referred to the office immediately.

Students who are not feeling well may spend one block in the infirmary. Office staff will attempt to contact a parent so that alternative arrangements can be made should the student continue to not feel well past this one block. Students may go home only if permission has been given by a parent/guardian. If a parent cannot be contacted, the student will be asked to return to class.

In the event of a serious accident students will be taken to the hospital for treatment. Parents will be contacted as quickly as possible and asked to go to the hospital to be with their son or daughter. If the student is going to be in the care of the hospital for a length of time the staff member escorting the student will leave the student in care of the hospital staff, taking care to leave instructions with the hospital staff should parents be unable to attend their child.

The school will supervise the care and attention of the student upon his release from the hospital if parents cannot be present. We will arrange for the necessary transportation for the safe care of the student. In situations where we deem it wise, the paramedics will be called, and any related expenses will be billed

to the parents.

Students are requested to have parents notify the school if the student does not return to school on the subsequent day.

INTIMATE CONTACT

It must be recognized that there are certain general limits beyond which student contact is not acceptable within the context of the school environment. Anything beyond hand-holding is unacceptable. We expect students to govern themselves in a discreet manner in this regard.

LOCKERS

Each student is issued a locker and lock at the start of the school year and must use only the school lock and locker assigned. Keep your locker closed and locked at all times. Do not tell anyone your combination. Thefts from lockers do occur and are usually encouraged by carelessness. The school is not responsible for articles missing from lockers. **MONEY SHOULD NEVER BE LEFT IN LOCKERS.** Lockers remain the property of the school and are subject to inspection without notice, by school authorities, for reasons of health, safety or security. Each student is responsible for ensuring that his/her locker is kept clean, free of writing, and in good condition. Writing on lockers must be cleaned off immediately. Damage to lockers must be reported to the Main Office as soon as noted by the occupant.

Students may be charged for damage to their lockers.

UNDER NO CIRCUMSTANCES SHALL A STUDENT BE PERMITTED TO SHARE A LOCKER OR CHANGE THERE LOCKER WITHOUT PRIOR APPROVAL FROM THE OFFICE.

MINER MILE

A scholarship opportunity is available to students who participate in this annual school competition.

POST SECONDARY TRIP

Students in grades 11 & 12 may sign up to attend a tour of colleges and universities for a minimal cost.

NOTICE BOARDS

Only approved notices may be posted on notice boards. All notices must be initialed by an administrator. Posters and notices of various types are frequently posted in the school hallways for student information and/or enjoyment, and students are expected to respect these.

NON-EDUCATIONAL ELECTRONIC DEVICES IN SCHOOL

Electronic devices that can be used as phones, for text messaging or taking pictures, e.g. cell phones, Blackberries, cameras, pagers, can cause problems on school campuses. Ringing cell phones and text messaging disrupt class time.

Camera phones and text messaging can be used to cheat on quizzes and tests. Cell phones have been used to arrange fights, set up drug transactions and to bully others. These electronic devices can be stolen, loaned to other students, may be lost or broken and have exacerbated crisis situations. The use of these electronic devices at school should be used only in a responsible manner to support academic achievement.

Due to the enormous time spent on trying to recover these electronic devices, the school will **NOT** investigate their theft. Their security is the sole responsibility of the student.

Any use of these devices by a student will result in the following:

First Offense: Confiscation of the device to be returned to the student by Administration after one school day.

Second Offense: Confiscation of the device to be returned to the student after two school days by school Administration after a parent or guardian has been notified.

Third Offense: Confiscation of the device to be returned directly to a parent or guardian after three school days by Administration during school hours.

Fourth and Additional Offense(s): Suspension for direct defiance. The device will be confiscated and returned by Administration directly to a parent or guardian during school hours. Administration may discuss an alternative to a suspension with the student's parent or guardian e.g. Administration may offer to keep the electronic device for a number of days in lieu of suspending the student for a fourth, fifth, etc. offense.

Note: Refusal to hand over a device to a staff member will result in the student being sent to meet with an administrator. Further refusal will result in suspension from school.

Exemptions of the school's electronic device policy must be for educational purposes only and must have approval of the administration.

SCHOOL PROGRAMS

Composite High School programs are designed to meet the needs of all students of Fort McMurray. It is anticipated that the wide variety of course selections available will provide the basis for greater academic, general and pre-employment choices. In addition to programs that lead to university entrance or a general diploma, we have extensive special education programs and well-equipped vocational shops. While it is possible to transfer from one program to another during a high school career, it is advisable to have students plan their High School program as best suited to their interests and aptitudes during their Grade Nine year.

STAFF ADVISORY PROGRAM

Composite High School has a tutorial block as part of our new school schedule and a student advisory program, where teachers work with students, to support academics, enhance student engagement and learning, build positive relationships and community, will become an important feature of tutorial blocks.

SCHOOL RULES AND POLICIES

Enrollment signifies familiarity and compliance with all school rules and policies by both the student and parent.

SCHOOL YEAR

Composite High School operates on a semester system. The first semester runs from September 2, 2014 until January 29, 2015. The second semester runs from February 2, 2015 until June 15, 2015. Students will take a different set of courses in each semester. The school day begins at 8:40 a.m. and ends at 3:15 p.m. with 4 80 minute rotational blocks and a 30 minute lunch break running from 12:00 p.m. - 12:30 p.m.

SKATEBOARDS / ROLLER BLADES

Students are not to ride skateboards or roller blades in the school or anywhere on school property except during approved times. Those not adhering to this policy may have their skateboard or roller blades taken away for a period of time. During school skateboards or roller blades must be left in the students locker.

SMOKING

Smoking is not permitted anywhere on school property. To do so will result in discipline no matter the age of the student. As per the new Provincial law, students under the age of 18 may be charged a \$100 fine by the RCMP - Cigarettes may be confiscated if observed by staff.

SPARE BLOCKS

Grade 12 students may have spare blocks, and they are expected to use this time wisely. Students may utilize the Library during their spares if supervision is **PRESENT**.

Students Must Not loiter in the halls during class time.

Designated part-time students are not to remain in the school or on school property, when not in class (unless working in the Library).

STUDENT ACTIVITIES

Please note that students involved in any aspect of student activity are expected to maintain good attendance, passing marks and appropriate behavior in all their classes. These conditions are essential for students participating in activities which involve travel and missed classes.

STUDENT LOUNGE

The student lounge is accessible for use by all students grade 9 to 12 before and after school, during lunch hour and spare blocks. Students must sign in and sign out, show respect for others and equipment available for use in the lounge, abide by the rules and guidelines set out and respect supervisors.

STUDENT PARKING

Students must obtain a yearly parking pass from the Main Office. The cost is \$20.00. The pass must be displayed in the front window of the vehicle. Student parking is limited – first come, first served! **STUDENT PARKING IS ONLY PERMITTED IN THE MIDDLE AREA OF THE PARKING LOT** - parking around the outside of the lot is assigned staff parking. **VEHICLES IN VIOLATION WILL BE TOWED AT THE STUDENT'S EXPENSE.** Should a student lose their original permit, a \$5.00 fee will be charged for a replacement.

TELEPHONES

A phone is available in the office for student use. The Receptionist will not take messages for students unless it is a family emergency. Students are not called out of class for the telephone.

TIMETABLES

Students must meet with a counsellor regarding any course changes. Changes for other than academic reasons will rarely be considered.

Level changes (e. g. Math 10 Pure into Math 10 Applied) must be based upon the recommendation of the original teacher. (e. g. Math 10 Pure).

VISITORS

The school extends a courteous welcome to parents and guardians and to other visitors who have legitimate business in the school. All daytime visitors must register in the Main Office on their arrival at the school.

N.B. Students are asked not to bring visitors into the school without prior permission from administration.

Composite High School students must not trespass on the property of other schools and/or Keyano College. Students are permitted to use the cafeteria at Keyano College, however, only in accordance with their rules and regulations.

Inappropriate behavior in such locations will be treated the same as inappropriate behaviors here at the Composite High School.

M I N E R

Positive attitudes

Respect yourself and others

Integrity

Diligence

Excellence

Through These Hallways Walk Champions!!

Insert our school calendar

(one month per page) as per attached.



Bell Schedule



MONDAY TO FRIDAY

Warning Bell ----- 8:40 a.m. -----

Block 1 8:40 a.m. - 10:05 a.m.

Break 10:05 a.m. - 10:10 a.m.

Block 2 10:10 a.m. - 11:30 a.m.

Tutorial 11:30 a.m. - 12:00 p.m.

Lunch 12:00 p.m. - 12:30 p.m.

Block 3 12:30 p.m. - 1:50 p.m.

Break 1:50 p.m. - 1:55 p.m.

Block 4 1:55 p.m. - 3:15 p.m.

CLASS SCHEDULE FOR GRADES 7 TO 12

DAY 1	DAY 2
BLOCK 1 - A	BLOCK 2 - B
BLOCK 2 - B	BLOCK 1 - A
BLOCK 3 - C	BLOCK 4 - D
BLOCK 4 - D	BLOCK 3 - C

BELL SCHEDULE FOR JR HIGH ISLAMIC TRACK

MONDAY TO FRIDAY

GRADE 9 SCHEDULE

BELL TIMES GRADE 9	DAY 1	DAY 2
8:40 - 8:45	DUA	DUA
8:45 - 10:05	BLOCK 1 A	BLOCK 5 B
10:10 - 11:30	BLOCK 2 B	BLOCK 6 A
11:30 - 12:00	LUNCH	LUNCH
12:00 - 12:30	QURAN	QURAN
12:30 - 1:45	BLOCK 3 C	BLOCK 7 D
1:45 - 1:55	BLOCK 4 D	BLOCK 8 C
1:55 - 3:25	PRAYER	PRAYER

BELL TIMES GRADE 7 & 8	DAY 1	DAY 2
8:40 – 8:45	DUA	DUA
8:45 - 10:00	BLOCK 1 A	BLOCK 5 B
10:00 - 10:10	RECESS	RECESS
10:10 - 11:30	BLOCK 2 B	BLOCK 6 A
11:30 - 12:00	LUNCH	LUNCH
12:00 - 12:30	QURAN	QURAN
12:30 - 1:45	BLOCK 3 C	BLOCK 7 D
1:45 - 1:55	PRAYER	PRAYER
1:55 - 3:25	BLOCK 4 D	BLOCK 8 C