



Student Handbook

2025-2026

INTRODUCTION

Fort McMurray Composite High School is a welcoming and inclusive learning environment that caters to all students from grades 7-12. We offer many specialized programs such as RAP (Registered Apprenticeship Program), VIP, Life Skills, and sheltered English Language Learning Classes, as well as a full catalog of academic programming for all academic levels.

Fort McMurray Composite High School is the oldest active high school and the only High School in the Communities Downtown / Southside. The school recently underwent a complete modernization and currently houses a fully updated campus with the best technology and facilities to ensure students have a modern learning environment.

HOURS OF OPERATION / LUNCH:

The school office will open daily from 7:30 until 3:30, classes run from 8:03-2:49 Daily. The Jr. High Schedule consists of 6 blocks while the Senior High Schedule consists of 4 blocks daily. All students have lunch from 11:04-11:47. Students in grades 7-9 eat lunch in the upstairs cafeteria and Sr. High Students (Grades 10-12) eat lunch in the lower level. Students may leave campus for the lunch break and utilize the Keyano Cafeteria or the other services nearby.

ADMINISTRATION:

Fort McMurray Composite High School has a full time principal as well as a full time Vice Principal.

Principal - Mr. Craig Upper (craig.upper@fmpsd.ab.ca)

Vice Principal - Ms. Cavell Dumaresque (cavell.dumaresque@fmpsd.ab.ca)

MAIN OFFICE:

The front office is the first entrance and impression of any school and the team at Composite High School will direct you where you need. You will find three individuals who can assist with your needs.

Head Secretary: This individual handles all aspects of the front office and can process most of your requests from registration, bus passes, attendance issues, parent contacts, etc...

Attendance Secretary: This individual is the contact if a student is going to be absent from school, if a student requires to leave the school, if a parent requires contact, etc...

Finance Secretary: This individual is the contact for all financial matters at school, this includes bussing fees, extra curricular fees, school fees, etc...

STUDENT SERVICES:

Fort McMurray Composite High School has a full time Academic Counsellor, Mental Health Counselor, and a full time and part time LAC (Learning Assistance Centre Teacher). Appointments can be with any of these individuals by contacting the Student Services Admin Assistant located in the Student Services Office or by contacting the main office.

Academic Counselor: This individual is the contact for the following: student schedules, Work Experience, Report Cards, Registered Apprenticeship Program (RAP), Post Secondary Planning, Graduation Requirements, Dual-Credit, and all other academic inquiries.

Mental Health Counselor: This individual handles all mental health triage issues and students mental health needs. This individual is the mental health liaison within the Fort McMurray Public School division as well as with mental health supports in the community.

LACs: These individuals are responsible for Individualized Program Plans (IPP), student accommodations, learning needs, and is also the Liaison to the Specialized Programs (VIP SR., VIP JR., and Life Skills). If you wish to have more information, please contact the Student Services Admin Assistant who can arrange an appointment.

CREDIT LOADS

Grade 7-9 students: All grade 7-9 students will have 6 blocks of class a day. These will include Math, English, Science, social studies, and PE/Health. Each student in Jr. High will also have an option that will change quarterly.

Grade 10 students: must be enrolled in a full schedule and are not permitted study blocks (spares).

Grade 11 students: Grade 11 students may apply to have one study block (spare) per academic year in their timetable.

Grade 12 students: must complete at least 30 credits for the school year. Special consideration may be granted for students who wish to complete their program early.

GRADUATION

In order to take part in the program, students must have the potential to graduate. The following requirements MUST be met:

1. registered in enough courses to meet a minimum of 100 credits by the end of Semester 2.
2. have completed, or be registered in, the necessary courses to fulfill the diploma requirements,
3. have a minimum mark of 50% in any compulsory course to meet graduation requirements.
4. Students can be removed from the grad list at any time if the above rules, or rules pertaining to attendance or behavior, are not followed.

EXTRA-CURRICULAR PROGRAMS & ELIGIBILITY

Interscholastic sports, intramurals, clubs, and service groups are a part of the extra-curricular program offered at Composite High School. Administration recognizes and supports a well

organized and supervised extracurricular program and we encourage students to get involved. The school is primarily a learning institution and therefore classes must receive the highest priority. The following regulations reflect this priority.

A. A student must be registered in classes, attend regularly, be in good academic standing, and not disrupt the operation of the school.

B. If a student is absent from school on the day of an event, they may not be eligible to participate in the event (except in very special cases).

C. Students are to follow the regulations of the school, either at or away from school, while participating in a school-organized event.

D. Students should give careful consideration to their academic course load before participating in one or more extra-curricular activities.

E. All Extra curricular activities are voluntary and the Administration has the ability to remove a student from extra curricular activities in the event that the student is not adhering to the above rules.

BUSSING AND FEES

Student Union Fee: \$30 (Mandatory for all students)

Bussing: \$510 (Annual) for students requiring or eligible for Sparksman Transport (Grades 7-9, over 2.4 Km from the school and located on the southside, or requirement of specialized programming)

Public transit passes for students may be purchased in the office either per annum for \$512.50 or on a monthly basis at \$51.25.

PICTURES

School pictures will be taken at the beginning of the school year.

- Students will be photographed on a “proof program” and will receive a proof order form containing a few different images to order from.
- The proof order form will arrive at the school approximately 14 days after picture day.
- Orders must be returned to the school by the due date indicated. Orders can be made online through Lifetouch.
- Retake Day will be posted on the school calendar.
- Upon receipt of your proof, if a retake is required, you must check the retake box on the proof order form and return it to the school on or before retake photo day.
- If it is your first time getting your photo taken you will follow the instructions as stated in the initial photo session.

SCHOOL COUNCIL

Each year we ask for parents of our students to assist the administration in reviewing and formulating school policy. If your parents might be interested in being a part of this committee, which would act as a liaison between community and school, please have them contact the school. We envision this committee meeting once a month on an informal basis for approximately 1 hour. It is hoped that this two-way communication should help our policies reflect the views of the community we serve. We sincerely hope your parents will consider taking part. If you are interested please contact Mr. Upper at craig.upper@fmpsd.ab.ca

AWARDS CELEBRATION

The Fall academic awards take place in the first Semester in a school-wide assembly and recognizes the academic achievement of those students from the Previous School year. These include subject awards as well as honour roll, honours with distinction as well as the Miner's Heart Award.

STUDENT PARKING

Student parking is first come first served and is located in the parking lot in front of Coreless Field. Parking is a privilege and if students are found abusing the parking lot or being irresponsible this privilege may be revoked by administration.

Students are not to park in the front of the school or in bus loops. Students may be granted permission to park in specific areas in the event of a need for Accessible parking.

All vehicles are the responsibility of the driver, the school is not responsible for damage or losses while parked in the school lot or property.

PARKING LOT RULES:

- The speed limit is 15 km/h.
- Students are expected to drive in a safe and responsible manner.
- Students are expected to yield to bus drivers, and after school exit the parking lot from the north exit only
- Students may not park in staff parking, visitor parking, fire lanes, and driving lanes or on concrete medians at any time.
- Students are to use the parking lot as an arrival and departure point only; students are not to loiter in the parking lot or sit in vehicles during the school day.
- The parking lot is part of school property so appropriate school behaviour as outlined in the Student Handbook applies.

EXAM & DIPLOMA POLICIES

HIGH SCHOOL DIPLOMA REQUIREMENTS

To attain an Alberta High School Diploma, a student must:

- earn a minimum of 100 credits
- complete and meet the standards of the following courses:
 - English Language Arts 30-1 or 30-2 or Français 30-1 or 30-2
 - Social Studies 30-1 or 30-2
 - Mathematics 20 or 24
 - Science 20 or 24 or Biology 20 or Chemistry 20 or Physics 20

Note: Completion of a diploma examination is required for English 30-1 or 30-2 or Français 30 and Social Studies 30-1 or 30-2.

Note: For those taking 30-level science and mathematics courses, successful completion of a diploma examination is required.

However, successful completion of these courses is not a condition of Alberta High School Diploma graduation requirements.

- complete and meet the standards of the following:
 - Physical Education 10 (3 credits)
 - Career and Life Management (CALM) 20 (3 credits)

- 10 credits, in any combination, from: career and technology studies (CTS)
OR
fine arts or second languages
OR
locally developed/acquired and authorized courses in CTS, fine arts or second languages
- earn, in addition to English Language Arts 30-1 or 30-2 and Social Studies 30-1 or 30-2
 - 10 credits in any 30-level courses, including:
locally developed/acquired and authorized courses
3000 series courses (advanced level) in career and technology studies
35-level work experience

DIPLOMA EXAMINATIONS PROGRAM & REGULATIONS:

Provincial diploma examinations are in place for the following courses: English 30-1 & 30-2, Social Studies 30-1 & 30-2, Mathematics 30-1 & 30-2, Science 30, Biology 30, Chemistry 30, Physics 30, French Language Arts 30 and French Social Studies 30. These examinations will be course-specific, based on the required content of each of these courses.

To receive credit in these courses, students will be required to write the provincial diploma examinations.

Students who are absent from Alberta Education Diploma exams receive an incomplete and must write the next scheduled government exams or may apply for an Alberta Education exemption.

There are many more regulations governing the issuance of the high school diploma and it is incumbent on each student to be familiar with these regulations. Further information can be found on the Alberta Education website

COURSE PREREQUISITES/CHANGING STREAMS:

A minimum mark of 50% is required in order to receive credit in a course.

Extensive regulations exist with regard to changing streams and these are available from the academic counselor.

COURSE CHANGES:

During the first two weeks of each semester, students may adjust their program visiting the academic counselor.

Students in Grades 10-12, may not withdraw from a 5 credit course under normal circumstances after the beginning of November for the first semester and the beginning of April for the second semester.

PROCEDURES, REGULATIONS AND POLICIES

RETURNING GRADE 12 STUDENTS

Students may return to Fort McMurray Composite High School under the following circumstances:

- A. a pre-arranged 4-year high school educational plan has been in effect, and
- B. funding and resources are available.
- C. Students with extenuating circumstances may be considered on an individual basis.
- D. All returning / upgrading students admission is at the discretion of the school Principal.

ACCIDENTS

We ask that in case of an accident, minor or major, the student(s) involved report it to the supervising teacher or to the office. Our ability to respond to emergencies depends on the accuracy of our database. Please ensure all parent contact information is current.

STUDENT CONDUCT (GENERAL)

You are attending Fort McMurray Composite High School because you have definite educational goals. You should have reached a certain level of maturity and your behaviour should reflect this maturity. Teachers are here to help you achieve your educational goals. You are expected to show respect for your teachers at all times and to be courteous and considerate to everyone!

Students may be accountable to school administration for their behaviour both on the way to school and on the way home.

SCHOOL CODE OF CONDUCT

Fort McMurray Composite High School is committed to providing a safe and secure environment in which students may flourish and therefore will not condone any behaviors that endanger the moral or physical well-being of its students and staff. The high school will respond strongly and appropriately with respect to the following actions or behaviours on school property or in school-sponsored or related activities:

- The use, possession or sale of tobacco, alcohol, vapourizers, or illicit drugs.
- The possession or use of weapons or items which are intended to be used as a weapon.
- Any physical assault, threats of assault, intimidation, harassment or bullying;
- Any sexual, religious, ethnocultural and/or racial slurs or harassment.
- Any acts of vandalism on the physical facilities and the personal property of the student or staff.
- Any act of theft with regard to personal property of the student or staff on the physical facilities.
- Any behavior or dress that violates reasonable expectations of modesty (that is, streaking, mooning or pulling down trousers or shorts).

The policy is intended to be a guideline, which will be used in response to those Fort McMurray Composite High School students who violate this policy. Violators face consequences determined by the administration. If behaviours continue and disrupt the normal operation of the school, the issue may be brought to the office of the Superintendent.

STUDENT RESPONSIBILITIES

Students shall behave so as to reasonably comply with the following code of conduct:

- (a) be diligent in pursuing their duties
- (b) attend school regularly and punctually
- (c) cooperate fully with everyone authorized by the board to provide education programs and services in accordance with this Act
- (d) understand and comply with the rules of the school

- (e) be accountable for their conduct and behaviour
- (f) respect the rights of others

The school is committed to providing an environment in which all individuals are treated with dignity and respect. Any form of verbal, psychological, physical or sexual harassment or bullying will NOT be tolerated within the school. The staff and administration are committed to responding to all incidents.

ACADEMIC INTEGRITY POLICY

We at Fort McMurray Composite High School believe Academic Integrity supports intellectual growth and creates a fair learning environment. Teachers and Administrators at FMCHS recognize that there are significant expectations and pressures to achieve academic excellence, this pressure can lead individuals to be dishonest and/or cheat. However, we firmly believe that cheating diminishes the value of education, damages the ethical character of the individual student and undermines the integrity of our school community. FMCHS Academic Integrity affirms that we value learning, and that we expect personal integrity and intellectual honesty.

WHAT IS ACADEMIC INTEGRITY?

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- Representing your work honestly and accurately
- Giving full credit to others who have helped you, or whose work you have incorporated into your own

WHAT IS CHEATING?

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as their own
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Missing class in order to avoid turning in an assignment or taking a test.
- Doing more or less than your share of a group project without permission from your teacher

Academic misconduct is a serious offence. Depending on the severity of the violation, the offending student may suffer any or all of these consequences in consultation with the subject Teacher and/or Administrator's discretion. Penalties include, but are not limited to:

- Teacher may allow rewrite of assignment under direct supervision
- Notation on the student's file describing the offence
- Zero grade on work involved
- Removal from course and loss of credits
- Referral to the administrator
- Loss of computer access
- School suspension (In-school or Out of School)

ATTENDANCE

School attendance is the responsibility of the student and their parents or guardians. It is the responsibility of the school to provide instruction and to inform parents of absences. Optimum learning can only occur if a student applies themselves and maintains regular attendance, readiness, and promptness.

It is the responsibility of the parent or guardian to contact the school in the event that a student will be late, absent, or required to leave the school for appointment or illness.

Foreseeable Absence From School

Composite staff are not required to prepare learning materials for students who are away due to extended leaves or vacations. Families choosing to take time away from school should be aware of the potential academic impact on their child, particularly in regions where access to Google Classroom may be limited. We encourage students to actively engage with their Google Classroom while away to continue their academic studies.

Upon return from leave or vacation, students are expected to complete all missed learning assessments within a two-week deadline. It is the student's responsibility to coordinate with their teachers to schedule completion of any missed assessments.

Students should communicate directly with their teachers to inform them of their anticipated absence. It is the responsibility of the student and their parents or guardians to ensure that all assigned work during the extended absence is completed. Teachers will not be responsible for assisting students in catching up on missed work, although students may reach out to individual teachers for guidance on completing assignments. Any classwork assigned during the student's absence is expected to be completed. Additionally, students will have five school days upon their return to complete any formal tests that were given during their absence. Extended absences of more than ten school days may have a negative impact on a student's academic progress.

LOCKERS

Each student will be assigned a locker.

Students will be issued a lock. Lockers are to be kept clean and tidy or this privilege may be withdrawn.

While the student does have a degree of privacy with the locker, locker searches may be conducted to maintain the integrity and safety of the school environment. A charge of \$5.00 will be applied to the student's account in the event of a lost or broken lock for their locker.

SCHOOL CAMERAS

All students, staff, and parents should be aware that Fort McMurray Composite High School is equipped with security cameras around the outside of the building, the parking lots, hallways, and in the stairwells. This security further enhances our ability to maintain a safe and caring environment.

TELEPHONE USE AND MESSAGES

There is a phone available for student use in the office. Students are also reminded that messages will only be taken for emergencies.

ELECTRONIC DEVICES and CELL PHONES

Please review personal electronic policy with your teacher as it differs for Junior High and Senior High Students.

HOOR ZERO PROCEDURES

The division policy requires that we conduct planned evacuations of the building and emergency procedures during the year. We do ask for your cooperation during these practices. Your teachers will make you aware of procedures.