



Student & Parent Handbook

Frank Spragins High School
190 Tamarack Way
Fort McMurray AB T9K 1A1
Phone: 780-714-3434

Revised June 26, 2024



Welcome to Frank Spragins High School!

We are pleased that you have decided to include our school in your educational journey. Frank Spragins is an outreach school and we are unique in the way we approach teaching and learning. From setting your own schedule to choosing your own course completion sequence, no doubt your experience here will be markedly different from any other school you have attended.

Frank Spragins offers a variety of programming options which include: On-campus learning which involves coming to school regularly, off-campus learning (working at home), and adult programming.

Frank Spragins staff endeavors to provide a rich academic experience. We also arrange enjoyable activities. Get involved with the student council, participate in fun activities and converse with your peers. This is your school - make it your own.

Finally, if during your time at Frank Spragins High School, something is not working for you; please let one of the staff know. We will assist in finding a solution that works for you. Please ask questions, talk to your teachers and educational assistants. We are all here to help!

Regards,
The Frank Spragins High School Team.

Welcome To Your School!

About Us

Frank Spragins High School offers a blend of assisted self-paced instruction and independent learning. Credits received through Frank Spragins are recognized as Alberta Learning credits and count towards a high school diploma. Frank Spragins students have access to most high school courses.

Our Programs

Frank Spragins offers flexible options, in a non-traditional High School environment, for students who need just a few credits or wish to complete all of their high school requirements. We can accommodate students who require a small group setting or who cannot commit to the time frame required in a traditional high school. We are a Grade 9-12 school.

Therefore, Frank Spragins High School operates on a module-based learning model. This type of education allows for flexibility and the self-paced environment that many of our students seek.

On-Campus Programs

Our on-campus students are offered a flexible schedule in order to accommodate their responsibilities outside of school. After meeting with the administrative team to discuss course completion and goals, we can help you decide on a schedule that is right for you.

On-campus students at Frank Spragins also can gain access to courses taught through guided instruction, usually in a condensed time frame. These courses are not mandatory but exist to give students options for course completion. If you choose to enroll in these courses, attendance is expected every day. Usually, English 30-2 and Social 30-2 are taught in the second semester every year. We also offer a Math 20-3/10-3 blend and a Science 14/24 blend once a year. We also offer a gym class daily.

We encourage all students to take part in on-campus activities, such as Talk Tuesday and Student Council.

When working on-campus at Frank Spragins, students are expected to use their time wisely and keep focused on their goals. Staff members are here to assist you in your learning and help you reach your full potential. In the event that an on-campus student is not adhering to the expectations of the school, they may be placed off-campus for a period of time, or indefinitely.

Off-Campus Programming

Off-campus programs work the same way as on-campus programs, except that students choose to complete their modules at home instead of at school. Off-campus students are also invited to partake in classes with guided instruction when they are offered and come to get help at school when needed.

Off-campus students are expected to complete modules in a timely manner and touch base with Sarah through email, phone, or her school Facebook page. You should also be dropping in at least once every week with completed work.

Adult Learners

Adult programming is offered on an individual basis and has a fee per course schedule. Adults wishing to access these services are asked to call the school and make an appointment to consult with an academic counsellor. Please bring transcripts of all schools attended, if available.

Registered Apprenticeship Program

Earn while you learn! RAP students can earn a salary plus 40 high school credits including four 35, 5 credit level courses towards their high school diploma. See Angie, for more information on how to begin an apprenticeship program in the trades.

Food Program

The food program is free to Frank Spragins students and offers hot lunch to students on school days. Lunch is usually served around 11:30.

Mental Health Supports

Mental health support in schools is integrated with services provided through the government (Alberta Health, Child and Family Services) and through community agencies such as the Personal Support Network. School counsellors across the district provide both individual and group interventions that focus on identifying core problem areas and supporting classroom learning. If you are facing a difficult problem, and need direction and support, see Joni for guidance.

Nursery Room

Student parents are encouraged to take advantage of our nursery room. Students are welcome to bring their infants with them into the nursery room to complete school work and have access to teachers. Student

parents are required to be in the room with their child at all times. Teachers and/or other students are not able to supervise other student's children.

Hours of Operation

Frank Spragins is open to students Monday from 8:45 to 3:15 and Tuesday to Thursday from 8:45 am to 7 pm. We are closed Friday, Saturday and Sundays.

Frank Spragins Staff Directory

Administration

Danny Tulk- Principal (Danny.Tulk@fmmpsd.ab.ca)

Academic Counsellors

OPEN- Learning Assistance Coordinator / On Campus Program Coordinator

Sarah Hiscock- Off-Campus Program Coordinator
(Sarah.MacDonald-Hiscock@fmmpsd.ab.ca)

Administrative Assistants

Shelley Connors- Head Secretary (Shelley.Connors@fmmpsd.ab.ca)
Marla Peake – Student Services Secretary (Marla.Peake@fmmpsd.ab.ca)

Support Staff

Alvina Power - Food Services Attendant (Alvina.Power@fmmpsd.ab.ca)

Mental Health Counsellor

Joni Stryde-Mental Health Therapist (Joni.Stryde@fmmpsd.ab.ca)

Teachers

Michael Parr – Mathematics/Options Teacher (Michael.Parr@fmmpsd.ab.ca)
Angela Murrin- RAP/Work Experience/Junior High (Angela.Murrin@fmmpsd.ab.ca)
Natashia Gushue-Birkett-English/Art Teacher
(natashia.gushue-birkett@fmmpsd.ab.ca)

Educational Assistants

Anna Bremner- Options (Anna.Bremner@fmmpsd.ab.ca)

DIPLOMA EXAM SCHEDULE

Students have the opportunity to write diploma exams four times throughout the school year. Diploma exam times and dates are non-negotiable. These dates are set by Alberta Education and cannot be changed.

Please see dates and times for diploma exams will be posted around the school, on social media and on the government of Alberta Education website.
COURSE INFORMATION

Below is a comprehensive list of courses taught, as well as the number of modules contained in each course in the brackets next to the course. If you have a question specific to a course, please feel free to email or call the school

<p><u>JR. HIGH</u> HCS 3010 (1) HCS 3000 (1) Work Experience 10/20/30 Agriculture 3000 (1) Junior High (7-9)</p> <p>Workplace Readiness 10-4 (1) Management and Marketing (1) Foods/Childcare Bundle (1) General Psychology 20 (8) Personal Psychology 20 (7) Mental Health Pathways (5) Body Systems (7) Tourism 1010 (1) General Sociology 20 (8) Learning Strategies 15/25/35 (1 each) Reading 15/25 (1 each) Health and Community Studies (1)</p> <p><u>SOCIAL STUDIES</u></p> <p>Social 10-1 (6) Social 10-2 (8) Social 20-1 (8) Social 20-2 (8) Social 30-1 (8) Social 30-2 (8) CALM (5) Aboriginal Studies 10 (7) Aboriginal Studies 20(7) Aboriginal Studies 30 (7) World Geography 35 (5) Social 10-4 (6) Social 20-4 (6)</p>	<p><u>MATH</u> Math 10-3 (6) Math 10C (8) Math 20-3 (4) Math 20-2 (7) Math 20-1 (7) Math 30-3 (8) Math 30-2 (8) Math 30-1 (7) Math 31 (8) Finance 1010 Math 10-4 (6) Math 20-4 (6) Forensics 25 (6) Forensics 35 (6) Forensics 35 (10)</p> <p><u>ENGLISH</u></p> <p>English 10-2 (7) English 10-1 (5) English 20-2 (7) English 20-1 (7) English 30-2 (7) English 30-1 (7) English 10-4 (5) English 20-4 (5) English 30-4 (5) Art 10 (1) Art 20 (1) Art 30 (1)</p> <p><u>SCIENCE</u></p> <p>Science 14 (4) Science 24(4) Science 10 (4) Science 20 (4) Science 30 (4) Biology 20 (4) Biology 30 (18) Chemistry 20 (8) Chemistry 30 (4) Physics 20 (8) Physics 30 (12) Physical Education 10/20/30 Science 10-4 (4) Science 20-4 (4)</p>
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Course Credits Summary

Subject	GRADE	GRADE	GRADE
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	10	11	12
Career and Life Management		CALM (5 cr.)	
English Language Arts	English 10-1 (5cr.) English 10-2 (5cr.) English 10-4 (5cr.)	English 20-1 (5cr.) English 20-2 (5cr.) English 20-4 (5cr.)	English 30-1 (5cr.) English 30-2 (5cr.) English 30-4 (5cr.)
Mathematics	Mathematics 10C (5ccr.) Mathematics 10-3 (5cr.) Mathematics 10-4 (5cr.)	Mathematics 20-1 (5cr.) Mathematics 20-2 (5cr.) Mathematics 20-3 (5cr.) Mathematics 20-4 (5cr.)	Math 30-1 (5cr.) Math 30-2 (5cr.) Math 30-3 (5 cr.) Mathematics 31 (5cr.)
Physical Education (75 hours=3 cr.) (100 hours=4 cr.) (125 hours= 5 cr.)	Physical Education 10 3cr.) Physical Education 10 (4cr.) Physical Education 10 (5cr.)	Physical Education 20 (3cr.) Physical Education 20 (4cr.) Physical Education 20 (5cr.)	Physical Education 30 (3cr.) Physical Education 30 (4cr.) Physical Education 30 (5cr.)
Science	Science 14 (5cr.) Science 10 (5cr.) Science 10-4 (5cr.)	Science 24 (5cr.) Science 20 (5cr.) Biology 20 (5cr.) Chemistry 20 (5cr.) Physics 20 (5cr.) Science 20-4 (5cr.)	Science 30 (5cr.) Biology 30 (5cr.) Chemistry 30 (5cr.) Physics 30 (5 cr.)
Social Studies	Social Studies 10-1 (5cr.) Social Studies 10-2 (5cr.) Social Studies 10-4 (5cr.)	Social Studies 20-1 (5cr.) Social Studies 20-2 (5cr.) Social Studies 20-4 (5cr.)	Social Studies 30-1 (5cr.) Social Studies 30-2 (5cr.)
Social Sciences		General Psychology 20 (3cr.) General Sociology 20 (3cr.) Personal Psychology 20 (3cr.)	General Psychology 30 (3cr.) General Sociology 30 (3cr.) Personal Psychology 30 (3cr.) World Geography 35 (3cr.)
Forensic Sciences	Forensic Sciences 25 (3cr.) Forensic Sciences 35 (5cr.)	Forensic Science 25 (3cr.) Forensic Science 35 (5cr.)	Forensic Science 25 (3cr.) Forensic Science 35 (5cr.)
Workplace Readiness	Workplace Readiness 10-4 (5cr.)		
Work Experience	Work Experience 15 (3 to 10cr.)	Work Experience 25 (3 to 10cr.)	Work Experience 35 (3 to 10cr.)
Aboriginal Studies	Aboriginal Studies 10 (5 cr.)	Aboriginal Studies 20(5 cr.)	Aboriginal Studies 30(5 cr.)

CATEGORY	COURSE	CREDITS
Agriculture	AGR3000	(1)
Body Systems	HCS 1910 Project A- Introduction To The Human Body	(1)
	HCS 1050- Musculoskeletal System	(1)

	HCS 1060- Digestive System HCS 1070- Respiratory System HCS 1080-Cardiovascular Systems HCS 2050- Nervous System HCS 2060- Endocrine System HCS 2070- Urinary System	(1) (1) (1) (1) (1) (1)
Career Transitions	CTR1010 Job Preparation	(1)
Health and Community Services	HCS3060 Pregnancy and Child Care HSS3050 Becoming a Mentee CCS3050 Supporting Positive Behaviors CCS3060 Supporting Disabilities 1 CCS3070 Supporting Disabilities 2	(1) (1) (1) (1) (1)
Health Care Services	HCS 3000 Workplace Safety Systems HCS 3010 Workplace Safety Practices HSS 1020 Nutrition and Wellness HSS 1040 Developing Maturity and Independence	(1) (1) (1) (1)
Management and Marketing	MAM1050 Agriculture Consumer Products & Services MAM3010 The Business Organization MAM3020 Business in the Canadian Economy MAM3030 Business in the Global Marketplace MAM3040 Promotion-Sales Techniques MAM3050 Distributing Goods & Services	(1) (1) (1) (1) (1)
Foods and Childcare Bundle	FOD1010 Food Basics FOD1070 Farm to Table FOD2150 Food Safety and Sanitation FOD2030 Food Decisions and Health CCS3110 Early Learning and Child Care	(1) (1) (1) (1) (1)
Reading	Reading 15 Reading 25	(5) (5)
Learning Strategies	Learning Strategies 15 Learning Strategies 25 Learning Strategies 35	(5) (5) (5)

Graduation Requirements and Academic Information:

ALBERTA HIGH SCHOOL DIPLOMA: GRADUATION REQUIREMENTS

The requirements indicated in this chart are the minimum requirements for a student to attain an Alberta High School Diploma. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

100 CREDITS

including the following:
ENGLISH LANGUAGE ARTS – 30 LEVEL (English Language Arts 30-1 or 30-2)
SOCIAL STUDIES – 30 LEVEL (Social Studies 30-1 or 30-2)
MATHEMATICS – 20 LEVEL (Pure Mathematics 20, Applied Mathematics 20 or Mathematics 24) (Mathematics 20-1, Mathematics 20-2 or Mathematics 20-3)
SCIENCE – 20 LEVEL ¹ (Science 20 ² , Science 24, Biology 20, Chemistry 20 or Physics 20)
PHYSICAL EDUCATION 10 (3 CREDITS) ³
CAREER AND LIFE MANAGEMENT (3 CREDITS) ⁴
10 CREDITS IN ANY COMBINATION FROM: <ul style="list-style-type: none"> • Career and Technology Studies (CTS) • Fine Arts • Second Languages⁵ • Physical Education 20 and/or 30⁶ • Locally developed/acquired and locally authorized courses in CTS, fine arts , second languages, Knowledge and Employability occupational courses or IOP occupational courses • Knowledge and Employability courses • Registered Apprenticeship Program courses
10 CREDITS IN ANY 30-LEVEL COURSE (IN ADDITION TO A 30-LEVEL ENGLISH LANGUAGE ARTS AND A 30-LEVEL SOCIAL STUDIES COURSE AS SPECIFIED ABOVE) ⁷ These courses may include: <ul style="list-style-type: none"> • 30-level locally developed/acquired and locally authorized courses • Advanced level (3000 series) in Career and Technology Studies courses • 30-level Work Experience courses • 30-level Knowledge and Employability courses • 30-level Registered Apprenticeship Program courses • 30-level Green Certificate Specialization courses • Special Projects³⁰

¹The science requirement—Science 20 or 24, Biology 20, Chemistry 20 or Physics 20—may also be met with the 10-credit combination of Science 14 and Science 10.

²Science 20 is not available in Francophone schools.

³See information on [exemption from the physical education requirement](#).

⁴See information on [exemption from the CALM requirement](#).

⁵Students may earn any number of credits in the study of second languages, but only a maximum of 25 language credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

⁶Students entering Grade 10 in the 1998–1999 school year and subsequent school years will be able to use Physical Education 20 and/or 30 to meet this 10-credit requirement.

⁷30-level English language arts or 30-level social studies courses from a different course sequence may not be used to meet the 30-level course requirement.

⁸Students may earn any number of credits in Work Experience, but only 15 credits may be used to meet the 100-credit requirement for the Alberta High School Diploma.

FURTHER NOTES:

- For 30-level courses that have a diploma examination, the final course mark consists of a blend of the school-awarded mark and the diploma examination mark.

CERTIFICATE OF HIGH SCHOOL ACHIEVEMENT REQUIREMENTS

The requirements indicated in this chart are the minimum requirements for a student to attain a Certificate of High School Achievement. The requirements for entry into post-secondary institutions and workplaces may require additional and/or specific courses.

80 CREDITS²
including the following:
ENGLISH LANGUAGE ARTS 20-2 OR 30-4
MATHEMATICS 10-3, 14 OR 20-4
SCIENCE 14 OR 20-4
SOCIAL STUDIES 10-2 OR 20-4
PHYSICAL EDUCATION 10 (3 CREDITS) ³
CAREER AND LIFE MANAGEMENT (3 CREDITS) ⁴
5 CREDITS IN ⁵
<ul style="list-style-type: none"> •30-level Knowledge and Employability occupational course, or •30-level Career and Technology Studies (CTS), or •30-level locally developed course with an occupational focus
AND 5 CREDITS IN
<ul style="list-style-type: none"> •30-level Knowledge and Employability Workplace Practicum course, or •30-level Work Experience course⁶, or •30-level Green Certificate course⁷
OR
5 CREDITS IN
•30-level Registered Apprenticeship Program (RAP) course ⁸

¹Students enrolled in senior high school IOP (K&E) as of January 2006 may choose to complete the requirements for the Certificate of High School Achievement or the Certificate of Achievement

(see Appendix 3).

²To qualify for a Certificate of High School Achievement, students must successfully complete a minimum of one academic Knowledge and Employability course.

³See information on [exemption from the physical education requirement](#).

⁴See information on [exemption from the CALM requirement](#).

⁵To transition to the new Certificate of High School Achievement, 36-level IOP occupational courses may be used in lieu of 30-level Knowledge and Employability occupational courses.

⁶Refer to the [Off-campus Education Handbook](#) for additional information.

⁷Refer to the Alberta Education website for additional [Green Certificate](#) information.

⁸Refer to the [Off-campus Education Handbook](#) for additional information.

STUDENT RIGHTS AND RESPONSIBILITIES

l) I have a **right** to a safe and caring learning environment.

It is my **responsibility** to listen, to learn, and to complete school assignments. I will not disturb, disrupt, or interfere with the instruction of my teachers and/or the learning of fellow classmates.

It is also my **responsibility** to know and to follow Section 12 of the Alberta School Act (1989), which states:

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

- a) Be diligent in pursuing their studies
 - b) Attend school regularly and punctually
 - c) Cooperate 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 their teachers for their conduct
 - f) Respect the rights of others.
- II) I have a **right** to be treated with dignity and respect in school. It is my **responsibility** to treat others with honour and polite consideration.

I can expect that all these rights will be mine as long as I am fulfilling all my responsibilities.

Failure to fulfill my responsibilities may result in my being asked to leave for the remainder of the school day and to come back and try again tomorrow, and/or a change of program from On Campus student to Off Campus student.

Frequently Asked Questions:

1. How do I enroll at Frank Spragins?

You may apply to enroll at Frank Spragins any time during the year by completing an application form at Frank Spragins main office at 190 Tamarack Way or by registering

online through the parent portal. You may choose to enroll as a full-time student or in just one course. All new students, full-time or part-time, must provide a Canadian birth certificate, or Canadian citizenship documents..

2. How many courses may I enroll in at one time? And how long do I have to complete a course at Frank Spragins?

All students at Frank Spragins are usually given one core course at a time. When that course is completed, and the books are returned, then you may have another course. In certain circumstances, and with permission from your academic counsellor, students may have a second course to work on. Courses are expected to be completed in a timely manner.

3. What procedure is to be followed when completing and submitting coursework or tests?

Students may complete their assignments by paper and pencil or assignments may be mailed, faxed, emailed or dropped off at the Frank Spragins main office, or in the drop box located outside the building when the office is not open. Tests are generally written at Frank Spragins.

4. Can a student receive help from a staff member when completing a course?

A teacher or educational assistant has been assigned to mark each course. They are also available to assist students through tutorials, one-on-one help, e-mail and/or by telephone. See the staff directory located on page nine for staff email addresses.

6. What is the cost of enrolling in a course through Frank Spragins?

Generally, the cost for school-age students who are registered in our School Division as of September 30th of the current school year is \$30 for registration. Adult program fees are \$500 per course to a maximum tuition of \$2500 per school year.

7. How does one obtain information regarding a student's progress?

There are several methods that may be used to obtain student progress reports.

- Students will receive telephone calls from time to time from their teacher and/or academic counsellor to discuss progress.
- Report cards and student progress are always available through the parent portal.
- Progress Reports are available during Parent Teacher Interviews.
- If you have questions about your Parent Portal login, please see Marla at the front office.

8. Do the courses at Frank Spragins lead to a high school diploma?

Yes! All courses correspond to the Alberta School Curriculum. Students may receive their high school diploma once all the course and graduation requirements are met.

9. Does Frank Spragins have a graduation ceremony?

Frank Spragins graduation is held at Keyano Theatre. The afternoon cap and gown ceremony is followed by a light buffet of finger foods.