

MEMORIAL COMPOSITE HIGH SCHOOL



STUDENT HANDBOOK 2024 - 2025

MCHS ADMINISTRATIVE TEAM

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WELCOME TO MEMORIAL COMPOSITE HIGH SCHOOL

Land Acknowledgement

With peace, harmony and unity, we honour the land on which PSD resides which now includes Treaty No. 6 and Treaty No. 8 territories.

In Treaty No. 6, we recognize and acknowledge this is traditional and ancestral land, home to many First Nation, Métis and Inuit, including our immediate neighbours from Alexander Cree Nation, Alexis Nakota Sioux Nation, Enoch Cree Nation and Paul First Nation.

We take time to recognize the land as an act of reconciliation and gratitude. We acknowledge Indigenous values, traditional teachings, ways of being, contributions and historical inequalities. We respect all cultures with an open heart and an open mind.

We ALL heal together.

About MCHS

Shortly after the war in 1949, Stony Plain was in the process of opening a new high school. At that time the Town and School Board agreed that rather than transferring the name Stony Plain High School to the new building, the name of the new school would become Memorial Composite High School to honor the fallen soldiers of World War II. In particular, the names of the Stony Plain High School students who left to fight in the war are inscribed on a wall hanging at the entrance of our school by the office. Please stop by to take a look and honour their contribution to our community. Although we opened a beautiful, modern site in February, 2010, we have not lost our historical connection to Stony Plain and the surrounding community.

As a student at MCHS, you now have become a part of this strong history. You share a common experience with:

- Robert Fuhr (Grad 1954) – father of NHL Hall of Fame Goalie, Grant Fuhr.
- Lorne Tyrell (Grad 1961) – one of the nation's best known medical researchers, leader of the research team who developed a successful treatment for Hepatitis B, and is a member of the Order of Canada, and former Dean of Medicine and Dentistry, U of A.
- Fred Lindsay (Grad 1964) - retired MLA for the Stony Plain Constituency.
- Heather Fuhr (Grad 1985) – one of the world's premier triathlon competitors, most notably the winner of the prestigious Hawaiian IronMan Triathlon in 1993.
- Jacquie Soohen – founder of New York based, Big Noise Films.
- Tommy Reid – Brier '68 Senior Men's Champion.
- Brett Kulak –(Grad 2012) NHL defenceman currently playing for the Edmonton Oilers.

You may have some of the same teachers as did:

- Jarett Gravelle – (Grad 2000) member of the 2003 CCAA National men's basketball team from NAIT.
- Amanda Small – (Grad 2004) member of the National Champion U of A Panda Women's Hockey Team.
- Laurelle Weigl – (Grad 2006) member of the national title holder Simon Fraser University Women's Basketball team; Canadian rookie of the year.

- Christine (Bushie) deBruin - (Grad 2007) won the bronze medal in the Olympic debut of the women's monobob event at Beijing 2022. She followed up with a fifth-place finish in the two-woman bobsleigh event. She made her Olympic debut at PyeongChang 2018, finishing seventh.
- Jordan Jolicoeur - (Grad 2007) honoured with the Aboriginal Youth Entrepreneur of the Year Award by the Canadian Council for Aboriginal Business.

Belonging at Memorial

Diversity, inclusivity, and equity are current topics in Canadian society at this time. MCHS is addressing these topics openly and proactively to create an environment where all students feel like they belong. To be clear on our commitment, a team of students called Let's Act Now created the MCHS Belonging Statement in the 2021-22 school year. We reference it frequently.

At Memorial, each of us contributes to inclusion in our own individual ways. We recognize that we are still learning and continuing to grow. By examining ourselves and our biases, we can start conversations and strive to be better. We are willing to challenge our ways of thinking and open ourselves to different ideas.

Our staff, students, and school community are committed to being respectful and listening to the concerns of others. This includes being kind, helping each other, and reaching out when needed.

To be an equitable school means we must support each person in a way that best suits their unique needs. Together we will continue to create a safe, caring, and inclusive school community. Creating a culture of equity continues to be important work and is not easy; however, MCHS is resilient and committed to growing and rising to the challenge.

Together we will ensure the Torch is Held High.

We encourage you to embrace your time here at MCHS. Get involved and become a strong member of our school community!

The Staff of MCHS

PRINCIPAL'S MESSAGE

Welcome to MCHS! We are thrilled to have you here and hope this year will be both memorable and fulfilling for you, both now and in the years to come.

Our school's guiding principles are Learning, Caring, and Respect. We are committed to providing this environment for you, and we expect you to embody these values as well. High school is a pivotal time where you take greater ownership of your education, preparing for lifelong learning in a rapidly changing world. New opportunities and careers are emerging every day, often created by people your age. One of your key goals here should be to develop diverse learning strategies.

At MCHS, you will find a supportive and inclusive culture that will help you grow into a positive, contributing citizen. Here are some tips for your success:

1. **Be Present:** The best learning happens face-to-face. Regular attendance is crucial. Engaging with your teachers and classmates in the classroom is vital for your success.
2. **Work Hard:** High school education is a marathon, not a sprint. Regular and consistent effort is required as you delve into a broader and deeper array of subjects.
3. **Get Along with Others:** Treat everyone—teachers, staff, students, and administrators—with respect and kindness. Following the rules and cooperating ensures that MCHS remains a great place to learn.
4. **Plan for the Future:** High school is a time to prepare for life beyond graduation. Explore your interests and aspirations, whether you aim to be a chef, engineer, carpenter, or teacher. Seek advice from parents, teachers, and counselors, and gain real-world insights.
5. **Manage Your Time:** With various classes, assignments, jobs, and extracurricular activities, effective time management is essential. Use your calendar to stay organized and ensure you're in the right place at the right time.

Our school motto, "The Torch Held High," from the poem "In Flanders Field," reflects our history and commitment to doing the right thing. As a student here, you are called to contribute positively to our school and community.

You will experience significant growth during your high school years. Beyond academics, this is a time to define who you are as a person. Be someone you are proud of. Meet new people, try new things, and pursue your dreams. There are countless opportunities here—seize them and enjoy the journey.

Please take the time to review the rest of this Handbook. It contains valuable information to support you on your path.

Have a terrific year!

Mr. Corey Haley, Principal

ACHIEVING HIGH SCHOOL SUCCESS

High school is a stepping stone. We all want to live a good and successful life. Doing well in high school sets you up to make the transition to adulthood and create the life you want. Some of you will follow the “full meal deal” path in education and do years of college or university while others of you will go directly to the workforce. It’s all good and all of you will benefit from being successful in high school.

Academic success and getting good grades is, of course, a key element to high school success. High school is also the time where you are developing as a young adult and setting the stage to become the person you want to be in life. Successfully developing personal skills is also important.

Here are some suggestions to help you.

Be Well - Your physical, mental and emotional health are all key contributors to academic and personal success. The better your wellness, the more likely it is that you will be successful in school personally and academically.

Get Connected - Learning is a team sport! It is important that you communicate with your teachers and your parents about school. If you don’t know how to use them yet, you will need to learn how to use PowerSchool and your PSD email. That is a primary means of communication regarding marks, schedules, and other things related to your classes.

Set Goals - Little goals (what to get done this week) and big goals (life after high school) will provide you with direction, focus your attention, provide motivation, reduce anxiety, and increase confidence.

Explore New Ideas - Learning should be inspiring and eye-opening. As you contemplate your life after high school, make it interesting. Discover options. Determine directions. Make things possible.

Be Organized - Time management is a key skill that you will need throughout your life. When teachers give you assignments, they will give you a deadline to hand it in. That’s it. It’s due. If it’s not handed in, it’s a zero. You will need to organize your time and materials to ensure that you complete your assignments.

Review Everyday - One of the best forms of studying is to re-read your notes and materials everyday. “Cramming” for exams is a poor approach. The pace of the high school curriculum is fast. One week of classes in a semester system is 5% of the whole course. Don’t fall behind.

Join In - Research shows that students who are a member of a school team or a club are more successful in their studies. MCHS prides itself on having many many choices for students to get involved.

Find Your Friends - High school should also be fun. A healthy social life balanced with the items above will make your high school experience awesome.

Ask for Help - Three years of gaining independence and the pressure of classes sometimes brings bumps in the road. There are lots of people to assist you if needed. Teachers, counselors and administrators are all here to help you when you need it.

Be Positive - Though there is a lot to learn as a new high school student, believing in your ability to succeed is one of the key factors in actually succeeding. Be curious and look forward to learning.

STUDENT LEARNING

COURSE OUTLINES

During the first week of instruction each student will be provided with a package of information which includes the following:

- course objectives,
- course content (concepts),
- course workload (key assignments, projects, readings, exams are identified),
- course evaluation procedures and criteria,
- appeal procedures,
- a timeline of major projects, assignments, readings, co-curricular activities, tests, and other key learning assessments,
- student materials required for the course.

With this information a student will be able to plan their time appropriately and families will know in advance when not to plan conflicting activities. Also refer to the school calendar for the final exam schedule in January & June.

COURSE EVALUATION

- Each of your teachers will indicate the evaluation criteria for the course (on the course outline). Please pay careful attention to this information as it will highlight the procedure for calculating your final grades and credits earned.
- Teachers will identify for each course KEY Learning Assessments (may not apply to CTS courses). Successful completion of these assignments is mandatory to meet the minimum requirements of the course. Teachers and/or grade administrators may review the deadlines related to key assessments in extenuating circumstances beyond a student's/family's control (eg. illness, buses not running).
- Final exams are key summative assessments; therefore, they must be completed by students. If a student will be absent on the date of the final exam, they will be required to provide appropriate documentation to write said exam on an alternate date. To maintain the security and integrity of final exams, students will not be permitted to write final exams early. Students must complete an [Exam Conflict Form](#) available in the office, if there is a conflict in their exam schedule. Diploma exams can only be written on the dates designated by Alberta Education. If students cannot write on those dates they will be required to write at the next diploma exam writing session.
- Teachers will provide due dates for all assignments and key assessments. The due date is the deadline. If a student has extenuating circumstances where the due date cannot be met, they must meet with the teacher in advance of the due date to create an alternate plan to submit the assignment/assessment in a timely manner.
- Cheating/plagiarism are serious offenses and will be dealt with accordingly. Students will be required to complete an alternate assessment. The second incidence of plagiarism/cheating may result in a '0' grade being assigned. Grades are available in real time via PowerSchool.
- Students will be given a second opportunity to complete key summative assessments, only after an assignment or other demonstration of remediation has been completed and reviewed with the teacher.

STUDENT ACADEMIC RECORD

Students are required to create an account on the Alberta Education self-serve website called **MyPass**. Through this site a student can access transcripts, diploma exam results, and diploma exam registration for re-writes. **Diploma exam results are not mailed out to students, and can only be accessed via your myPass account. Do not use your school email to sign up for myPass as it will expire upon graduation.** Use your personal email account.

TIMETABLE CHANGES

Students are encouraged to choose courses consistent with their goals, abilities, and interests. Timetable changes required for the purpose of balancing class loads, meeting prerequisites and/or graduation requirements must be made before the beginning of a semester. Occasionally, students will find themselves in a course that is beyond their abilities or interests. If you find yourself in this situation, you can make a timetable change after classes begin. Timetable changes during the school year require a Counsellor in Student Services, and must be approved by your Grade Administrator. Timetable changes can be requested in August and at the beginning of each semester. The form is available at the beginning of each quarter on-line via the school website. Please check the school calendar to determine the last day to request course changes. Change requests are only accepted online.

- Grade 10 students are not permitted spares, but instead will be scheduled into an Academic Achievement Centre semester block.
- Grade 11 students are allowed 1 spare per year.
- Grade 12 students must carry a minimum of 15 credits in scheduled classes per semester for on campus learning. Exceptions to this must be approved by the grade administrator.

TORCH TIME

Each week Torch Time is built into the timetable. Based on our motto, “The Torch Held High”, this is time for students to work on improving academic success. MCHS expects that our students will strive to be their best. Sometimes teachers and parents will assist in directing that time. Sometimes students who are in good standing can direct that time themselves. **Torch Time is considered instructional time and that should be the priority driver in determining how a student is using the time.**

At MCHS a student is in good standing when their achievement is meeting the expectations of their teachers, their parents, and themselves. For students in good standing, it may be appropriate for them to direct their time off campus toward self improvement in another aspect of their lives. Those students are permitted to leave the school. It is important for parents to have regular conversations with their kids about family expectations for the use of Torch Time.

Students earn their way out of Torch Time by being in good standing. That means all of their assignments are submitted and completed to an acceptable standard. The minimum standard is passing but we want our students to strive for more. If a student has not submitted assignments, during the Monday Torch lesson, their teacher will work with them to sign up for Torch Sessions via Powerschool that week to ensure their work is completed. Torch Time is exactly the time for students to get assistance and catch up to meet their deadlines.

MCHS will offer a variety of regularly scheduled Torch Sessions. Each teacher will have at least one Torch Session per week where their students come in for extra help and to complete assignments. Many teachers will have two sessions per week. Students are also free to register in Torch Sessions from other teachers in the department. One example would be that every one of our math teachers can help any student with Math 10C. In addition, there will be an open gym for physical activities, quiet independent work in the library, and small group work in a number of areas of the school on a daily basis.

If a student is leaving campus, they need to sign up for the Torch Session *Off Campus with Parent Approval* to track their attendance. When a student signs up for *Off Campus*, they will leave the school grounds for the remainder of the day and not return to school unless they are participating in school sanctioned extra curricular activities. It is not appropriate to return to catch the bus. Students who remain in the school are expected to be in a Torch session.

Student attendance will be tracked and reported in PowerSchool. For those students that teachers identify as requiring additional help or skill development, teachers will schedule students into the appropriate session. Parents can log into their PowerSchool account and also sign up their kids and monitor their attendance. If a teacher or a parent registers a student, the student cannot unregister themselves and is required to attend.

To assist students in managing Torch Time effectively, we have Memorial Torch on Mondays. There will be a four block schedule on Mondays with Torch Time rotating through the blocks each week. Classes end at 3:20 on Mondays. A primary task will be signing up for Torch Time for the remainder of the week with the guidance of their teacher. There will also be activities to learn about topics like high school program planning, monitoring graduation progress, post-secondary exploration, attending to Belonging at Memorial which is equity education and some fun stuff too.

Torch Time is THE opportunity for students to improve their learning and success at school!

GRADUATION

Every student should know the guidelines for the Alberta High School Diploma. **It is the students' responsibility to ensure that they have the proper courses and credits required for graduation.** Students should check graduation progress using their myPass account.

ALBERTA HIGH SCHOOL GRADUATION REQUIREMENTS
<ul style="list-style-type: none">● Grade 12 English● Grade 12 Social Studies● Grade 11 Math● 10 credits in Science● Phys. Ed. 10● CALM● 10 credits in CTS/Fine Arts/Second Lang./Phys. Ed. 20 or 30● 10 Grade 12 credits <u>other than</u> English and Social● Total credits of at least 100

Participation in graduation activities in June is subject to the following guidelines:

1. A final blended mark of at least 50% in all completed courses required for graduation.
2. Current, school-awarded mark of at least 50% in all semester two courses required for graduation.
3. Inclusion on the class composite is dependent upon being registered in classes to meet graduation requirements.

RETURNING GRADE 12s

Returning Grade 12s **must** submit an application to return for upgrading and/or course completion. Acceptance is dependent upon room in the requested courses, students must be under the age of 19 as of September 1, have enough credits to graduate in the returning year, have no behavior or attendance concerns and have shown in the grade 12 year success at MCHS academically. Please see Student Services.

AWARDS AND SCHOLARSHIPS

The school has a program of awards to encourage excellence and high standards. Student awards are presented to qualified and deserving students in three general categories: School Awards, Athletic Awards, and Graduation Awards. All awards presented in the name of MCHS shall be subject to regulations and recommendations of the Awards Committee. A list of all the awards and their criteria is available in Student Services, Room 1094 and on the MCHS website. Please visit your Counsellor for information on financial assistance, bursaries, and scholarships.

APPEAL OF FINAL MARKS

You have the opportunity to appeal teacher-assigned marks by first discussing the mark with your teacher. If you are still dissatisfied, you may appeal in writing to the principal. This must include the reasons for the appeal and must be made within two weeks of the semester's end.

PART-TIME JOBS

Part-time employment, unless carefully considered, could interfere with homework or school extracurricular activities. It is suggested that you consider school your full-time job. Working more than 15 hours per week has been shown to adversely affect academic progress and high school completion.

The school's instructional time runs from 8:30 AM - 3:20 PM daily and work hours should not be scheduled then; this includes Torch Time.

WITHDRAWING FROM SCHOOL

In Alberta, school attendance is compulsory until age sixteen. If you are considering withdrawing from school, you should see your Grade Administrator or your Counsellor.

ATTENDANCE

Student achievement is affected by attendance. Students are therefore encouraged to attend regularly in order to maximize their educational opportunities. Attendance is one of the key components to success in all courses.

Students that do not communicate with their coordinator or counselor will be removed from over-subscribed classes if not in attendance for the first 2 days of each semester.

Students will be referred to their grade level team should absences meet or exceed 20%.

Our goal in addressing attendance concerns is to provide assistance to students and their parents/guardians by addressing attendance barriers, thus enabling students to attend school faithfully and regularly.

If attendance and/or late arrival to class interferes with the learning process, appropriate interventions will be implemented to encourage and support regular attendance. These steps may include:

- Conversation with the student
- Contact home - with response (email, phone, or meeting)
- Involvement of Grade Administrator
- Restorative Conversation with Parent – student – teacher and grade level team
- Removal from class
- Referral to Alternative Programming

Students who are removed from diploma level courses will be required to meet with their Grade Coordinator, prior to enrolling through AAC or Connections For Learning. Intake appointments can be scheduled by calling Connections For Learning at (780)963-0507.

Please ensure that your parent/guardian contacts the school to give notice of an absence. Excused absences are defined in the School Act and include: illness, medical/dental appointments, bereavement/funeral, suspension from school and approved field trips and extracurricular activities.

LATES/LEAVING EARLY/BREAKS

It is important for students to arrive to class on time as some of the most important instruction of the class occurs immediately following the bell. Students who arrive to class after the bell will be recorded as “Late” in PowerSchool. Students who choose to leave early, will be recorded as “Left Early” in PowerSchool. If students are out of the class for more than ½ of a block unexcused, their attendance will be recorded as an unexcused absence. If this behavior continues and interferes with student learning and class instruction, students may be referred to their Grade Administrator and may result in removal of the course. Students are to check in at the main office when they are late.

Students are expected to remain in the school between blocks 1 and 2 as well as between blocks 3 and 4 for 5 minute breaks.

EXTENDED NON-MEDICAL ABSENCES

Students should:

- Complete an [Extended Non-Medical Absence form](#). Inform teachers as early as possible of the upcoming absence.
- Attempt to make up and submit as much work as possible prior to leaving.
- Identify one peer in each class who will be responsible for gathering handouts and keeping track of missed assignments.
- Upon return, schedule a meeting with the teachers to identify any outstanding or alternate work that needs to be completed and determine a timeline for submission (usually within 1 week).

It is imperative students remember that, although teachers will do their best to support learning during the absence, it's the students' responsibility to keep up with the missed work and/or to do alternate assignments. Students have the ability to view missed assignments via PowerSchool on-line. A good number of teachers use Google Classroom which students can reference when they are away.

TORCH TIME

Students are expected:

- To register for Torch Time
- Only sign up for off-campus with parent permission and be in good academic standing

Students may be held in class by their teacher if they are not in good academic standing.

STUDENT SERVICES

The Counsellors in Student Services are assigned by grade and are there to assist you, and they offer students a variety of services and answer many academic queries.

ACADEMIC PROGRAMMING AND TIMETABLING

- What do I need to graduate and how can I fit all those courses into my timetable?
- I need to redo Chemistry 20; so can I take it in Block 4 where I have a spare?
- Do I need Math 31 to become an engineer? Is it offered next semester?

CAREER GUIDANCE

- I don't have a clue what I'm going to do with my life...but I think it's time I start to think seriously about it.
- I like working with animals, but I don't have good enough grades to become a vet. Any ideas?
- Do you have some kind of test I can take that will tell me what I'm best suited for?

POST-SECONDARY INFORMATION AND ASSISTANCE

- Would I qualify for any scholarships?
- Have you got an application form for Mount Royal College?
- Where can I go to become a park ranger?

PERSONAL COUNSELLING

- This friend of mine wrote me a note about suicide and now I'm worried.
- Things are really bad at home right now. Do you know somebody... some place where I could go for help?
- This guy keeps bugging me and pushing me and I'm afraid that I might get really mad and hit him.

NOTE: Counsellors are always ready to listen to personal concerns. In general, they try to help resolve school-based problems, but may refer students with "out-of-school" issues to outside agencies.

COMMUNITY RESOURCES

ACADEMIC ACHIEVEMENT CENTRE (AAC)

Programming Provided by Connections For Learning

To supplement classroom instruction, students may be assigned to the AAC to complete additional courses/credits through self-directed learning. The AAC (Rm 1083A) will offer a variety of options to support student programs. AAC is not available for course selection by students, but rather it is assigned by a Counsellor or Grade Administrator. AAC is available for students that have a conflict in their timetable, or are requesting a course that is not offered in-person at MCHS. Regular attendance is required for grade 10 students. Gr 11 and Gr 12 students may make an agreement for an alternate attendance plan.

ALTERNATIVE PROGRAMMING

Students in need of alternative programming must contact Connections For Learning at 780-963-0507. Programs available are:

[Outreach](#) – Building Futures, Parkland Student Athlete Academy, Summer School and The Learning Hub.

[Virtual Learning](#)

PRIMARY CARE NETWORK YOUTH MENTAL HEALTH SCHOOL LOCATED CLINIC

MCHS and Parkland School Division have partnered with the Westview Primary Care Network (PCN) to bring their Youth Mental Health Clinic

<https://mchs.psd.ca/students/student-services/youth-mental-health-clinics-ymhc> to local high schools one day per week. Please see student services for information about this service if needed.

SCHOOL SERVICES

LIBRARY

The Library is open to students and staff from 8:30 am to 3:30 pm on school days. The loan period for all items, unless indicated otherwise, is two weeks. Your MCHS ID card is required to take books out of the Library. There is no exception to this rule. A lost ID card can be replaced for a nominal fee. The fine for overdue items is a cost recovery for the item.

TEXTBOOK DEPOSITORY

Your current MCHS ID card must be presented when textbooks are issued. At the end of a course, each student is responsible for returning textbooks to the depository. Students with outstanding textbooks will not be issued further texts. Students will have to pay full replacement cost for a lost or damaged textbook.

COMMON AREA

- The Common Area is not available to students on spares, however you are able to use the library or to leave the school when not attending classes.
- The Cafeteria is open on school days from 8:15 am to 2:00 pm.
- Rules of common courtesy are to be used in both areas.
- Students are responsible for keeping these areas clean.

LOCKERS

- Students must comply with the terms of the Division's "Locker License Agreement."
- Locks that have not been issued by the school will be removed.
- Students may not share lockers.
- If a student damages their locker or someone else's, they will be charged for the repairs or replacement of the locker.

STUDENT PARKING

- Students may park only in the designated student parking lot North/West of the school, and on the North side of the school entrance road. Students must demonstrate good neighbor behavior and not litter where they park.
- All student vehicles parking at MCHS **must be registered with the school**. Parking applications can be picked up at the main office.
- Staff parking, visitor parking; as well as the back of the school, bus loading and transfer areas are out-of-bounds for student vehicles. Any student vehicles found parked in these areas may be ticketed and towed by Municipal Enforcement and/or our School Resource Officer.
- Standard parking lot speed limits must be obeyed. Violators will be banned from parking at the school. – **15 km/hour**.
- Idling in student vehicles at any time of the day is prohibited. Students are not permitted to be sitting in their vehicles during class time.

- Vehicles Must be parked properly between the lines.
- Bike racks are available at the Front and East side of the school. Be sure to lock your bike up.
- Failure to comply with the Terms and Conditions listed above will result in loss of parking privileges, ticketing of your vehicle by our RCMP School Resource Officer, and/or towing of your vehicle.

SURVEILLANCE CAMERAS

In an effort to enhance school security, surveillance cameras are in operation inside and outside the school building.

STUDENT BEHAVIOR NORMS

A principal may suspend a student

- (a) from school,
- (b) from one or more class periods or courses,
- (c) from transportation provided under section 59, or
- (d) from any school-related activity.

When a student is suspended under subsection (3), the principal shall

- (a) immediately inform the student's parent of the suspension,
- (b) report in writing to the student's parent all the circumstances respecting the suspension, and
- (c) provide an opportunity to meet with the student's parent, and the student if the student is 16 years of age or older, to discuss the suspension.

A suspension may not exceed 5 school days, except in accordance with a recommendation for expulsion made by the principal under section 37.

At MCHS this responsibility is delegated to the grade administrator.

GOOD CITIZENSHIP

Every member of the Memorial Community is an ambassador for the school. The school and community as a whole are often judged by what each individual does or says. We should all be proud of our school, uphold its good reputation, and act in a way that promotes our school's positive image. This is holding the Torch High.

We want the people of Stony Plain and Parkland County to be proud of Memorial Composite High School.

- MCHS is part of the community of Stony Plain, and so its students and staff are expected to do their share to make the town a pleasant and friendly community. Part of being a good citizen is being a good neighbor to our surrounding residents.
- Be courteous about noise, dispose properly of garbage, and do not trespass on private property.
- Remember that our community gives many students learning opportunities through Work Experience.

AUTHORITY

In any organization there must be clear lines of authority. In schools, adult staff are legally responsible for the supervision of students. They have authority over students. Therefore, if an adult asks you to do something, please do it. Refusal to obey means that a second issue has emerged; defiance. Some examples of what a student must do include:

- giving correct name when asked;
- reporting to the office when told;
- ceasing certain behaviors when asked;

- changing desks when asked;
- removal of hat/jacket in class when asked;
- giving up a cell phone when asked.

DRESS CODE

MCHS is a professional learning environment and students are expected to dress conservatively for such an environment. Dress regulations include:

- Clothing that promotes alcohol, drugs, inappropriate language, or racial and/or sexual references (directly or implied) is not acceptable;
- Students are not allowed to wear clothing that is clearly revealing. Students in violation of this dress expectation will be asked to put on appropriate clothing.
- Wearing hats in class is a matter left to the discretion of the classroom teacher;
- Always wear appropriate footwear;
- Special rules may be made by teachers for their particular subject area (e.g. close toed shoes for CTS courses);
- Accessories deemed to be potentially dangerous to the wearer or others, may not be worn in school;

CELL PHONE ETIQUETTE

Any use of technology that disrupts learning will not be tolerated during class time, and devices may be confiscated. Students in possession of a personal mobile device shall ensure that device(s) are powered off, and stored out of view. Although teachers may ask students to use their cell phone for instructional purposes from time to time, students using cell phones for personal (non-educational) reasons during class time may have their cell phone confiscated by the teacher. In some instructional areas, students may be required to store their cell phone in an area deemed appropriate by the teacher (i.e. classroom wall pockets). When leaving the classroom, students will be expected to leave their cell phones in the classroom (ie. using the restroom, getting a drink, or on a quick break).

Repeated issues may lead to the cell phone being given to an Administrator. In that case, a parent/guardian may have to pick up the phone.

Note: It is inappropriate for cell phones to be used to take audio or video of someone without their express permission.

Wi-Fi is available to all students at MCHS, but is password protected. It is not available during exams.

Cell phones must be turned OFF and stored out of the room **during all exams** as per Alberta Education guidelines for Diploma Examinations. Failure to comply may result in your exam being invalidated.

SOCIAL MEDIA

Target harassment and online bullying will not be tolerated at MCHS. It is important to secure and monitor your own pages and sites to ensure that responsible online behavior is occurring.

Inappropriate behavior on social media will be addressed when reported and is within the school's scope of authority.

SCHOOL BUS BEHAVIOR

The driver has the authority to make reasonable rules to ensure safety. School buses are considered an extension of the classroom. Students must meet the school's standard for appropriate behavior when riding on a bus while being transported to school or on any school-sponsored activity. Students who compromise the safety of the school bus or are disrespectful to the driver, may have their ridership privileges suspended.

STUDENT USE OF SPARES & BREAKS

- Grade 10 students do not have spares. Grade 11 students are permitted one spare.
- Grade 11 and 12 students with spares, when onsite, are to spend these periods in study by using the Library (**excludes parking lot**).
- In order to minimize disruptions, students should not access their lockers during class time.

PUBLIC DISPLAYS OF AFFECTION

Please refrain from inappropriate personal contact. Displays of affection considered inappropriate include, but are not limited to:

- affectionate kissing;
- groping;
- intimate stances, poses, embraces, or caresses;

Show respect for yourself and others by acting appropriately.

FRIENDS/VISITORS TO THE SCHOOL

Parents, community members and other visitors, must sign in and out at the office. All non-essential visitors will be limited to access to the school.

WASHROOM EXPECTATIONS

Washrooms are intended for single use. Students will be subject to suspension when there is more than one person discovered in a bathroom stall. Students can expect that teachers will have sign out procedures to leave class to use the washroom.

STUDENT CONDUCT

The Torch Held High should be the guiding idea as students make choices about their behavior. MCHS expects an environment where positive interactions take place and respect is the norm. The Education Act provides the framework for the school's guidelines.

Student responsibilities

31 A student, as a partner in education, has the responsibility to:

- (a) attend school regularly and punctually,
- (b) be ready to learn and actively engage in and diligently pursue the student's education,
- (c) ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging,
- (d) respect the rights of others in the school,
- (e) refrain from, report and not tolerate bullying or bullying behavior directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- (f) comply with the rules of the school and the policies of the board,
- (g) cooperate with everyone authorized by the board to provide education programs and other services,
- (h) be accountable to the student's teachers and other school staff for the student's conduct, and
- (i) positively contribute to the student's school and community.

Guidelines for student behavior provide students, parents, and staff with a clear understanding of behavior expectations at MCHS. They are also designed to:

- assist students in their pursuit of a quality education;
- create a safe and pleasant school environment;
- provide for a process of dealing with inappropriate behavior;
- foster self-control and responsible behavior.

Student Discipline Suspension - As per the [Education Act](#)

36(1) A teacher or a principal may suspend a student in accordance with subsection (2) or (3) if in the opinion of the teacher or principal

- (a) the student has failed to comply with section 31,
- (b) the student has failed to comply with the code of conduct established under section 33(2),
- (c) the student's conduct, whether or not the conduct occurs within the school building or during the school day, is injurious to the physical or mental well-being of others in the school, or
- (d) the student has distributed an intimate image of another person in the circumstances described in section 1(1.1).

(2) A teacher may suspend a student from one class period.

Students are expected to conduct themselves in an appropriate manner. The following is an indication of examples of student misconduct and possible consequences. **These examples are guidelines only.** Consequences will vary depending on particular circumstances.

Memorial Composite High School Progressive Discipline Procedures

Foundational Understandings

- Learning - and not punishment - shall be the foundation and primary consideration of any disciplinary action. To this end, wherever possible, teaching a child what to do is preferable to making a rule about what not to do.
- Student safety is immediate - appropriate disciplinary decisions and actions may take time
- Discipline is private
- Behavior management and student discipline are fluid processes - not lock-step.

Minor Behaviors Staff Managed	Major Behaviors Office Managed
<ul style="list-style-type: none"> • Disrupting learning - calling out, distracting peers, excessive talking • Minor disrespect to staff - back talking, walking away, using profanity • Peer conflict • Mean behavior including teasing or using derogatory remarks • Not completing school work • Play fighting, pushing and shoving in the hallways and during recess • Dishonesty • Passive defiance • Defacing school property or teachers personal space and desk • Inappropriate behavior in school wide activities ie. Assemblies • Inappropriate clothing • Inappropriate displays of affection • Accessing internet sites that contravene the Acceptable Use Agreement • Lateness • Lying • Non-compliance • Throwing objects in class • Use of electronics without permission in class • Littering 	<ul style="list-style-type: none"> • Community or cultural slurs • Disrupting learning - significant classroom event • Major disrespect to staff - raising voice, name calling, profanity • Online bullying or intimidation • Overt defiance • Physical aggression & Fighting • Endangerment of others • Bullying, cyberbullying, or harassment • Intentional property damage • Sexual behavior • Leaving school without permission • Possession of a weapon • Possession or use of tobacco, e-cigarettes, alcohol or drugs or other paraphernalia • Sexual harassment • Unexcused absences-skipping • Vandalism • Verbal aggression or intimidation

ADMINISTRATION MANAGED BEHAVIOURS

MCHS has adopted a progressive model to support positive behavior choices for students. The consequences for a first/minor offence may include detention, student and/or parent conference, action plans, or in-school suspensions.

A second/major offence may result in suspension, removal of privileges, or withdrawal from classes.

The following behaviors are not acceptable at MCHS

- | | |
|---|---|
| <ul style="list-style-type: none"> • possession/use of tobacco/vaping; • possession/use of alcohol or other drugs; • inappropriate bus behavior; • driving/parking offences; • misuse of spares; | <ul style="list-style-type: none"> • disruptive behavior; • use of profanity; • skipping classes; • forgery/plagiarism; • harassment/bullying; |
|---|---|

SMOKING/TOBACCO/VAPING USE

- Provincial Legislation, Division Policy, and MCHS Policy state that smoking is not permitted on school premises. **This also includes e-cigarettes (“Vapes”).**

- The smoking area, just off school property, is available before and after school and during the lunch break. **It is closed on break times.**
- **The use of Vapes is not permitted in the Smoking Area.**
- Students in violation of these expectations will face consequences following the Progressive Discipline Procedures, and parents will be notified via a letter. Any ensuing violation may result in suspension from school.
- **Vaping** in the school or on surrounding grounds is NOT permitted and will result in suspension.

DISRUPTIVE BEHAVIOR

By definition, disruptive behavior interferes with learning. Since learning is the primary focus of a school, behavior that is distracting to others is not acceptable. Students should expect to be reprimanded and/or dismissed from the class if uncooperative/disruptive. If students find the behavior of others to be disruptive, they are encouraged to speak to an appropriate staff member.

USE OF CELLPHONES

Any use of technology that disrupts learning will not be tolerated during class time, and devices may be confiscated if they become a distraction.

- Personal Mobile Devices, including cell phones, should not be used or visible during class time. This includes use in bathrooms and hallways during class time.
- During Torch Time, personal mobile devices are prohibited while in an instructional space.
- Students may use their devices during breaks/lunch.
- Teachers will specify when devices are permitted for specific educational tasks.
- Students who use their cell phones for medical purposes will be allowed to have their phone, but they may only be used for the intended medical purpose.
- Any Internet/network accessible, wearable technology shall be considered to be a personal mobile device, and therefore shall be prohibited during teacher instruction (i.e., smart watches, smart headphones, or similar smart devices).
- Students in possession of a personal mobile device shall ensure that device(s) are powered off, and stored out of view.

USE OF PROFANITY

The use of inappropriate language is unacceptable in a school setting. When profanity is directed to another person, it is particularly inappropriate and offensive. This is a serious matter that could lead to suspension. Profanity directed towards staff will result in a suspension.

FORGERY/PLAGIARISM/USE OF AI

It is unacceptable to falsify notes, signatures, telephone calls, or school ID cards. Using the thoughts and words of someone else without proper citation and the use of artificial intelligence is plagiarism. Individual cases will initially be dealt with at the classroom level, however these are serious offences which may be referred to an Administrator.

AI may be acceptably utilized for generating ideas, practicing skills, or enhancing subject understanding;

- AI shall not be used to complete assignments, exams, or any academic work that is directed to be completed without the use of artificial intelligence assistance

- Utilizing AI to generate work submitted as one’s own shall be considered as academic dishonesty and may be subject to discipline
 - Violations of academic integrity related to AI use may result in disciplinary actions, including warnings, loss of privileges, the requirement to redo an assignment, receiving a failing grade, for the assignment or course; and in severe cases, removal from a program

ALCOHOL AND ILLEGAL DRUGS

- Students may not be in possession of or under the influence of alcohol/drugs while at school or on school-sponsored activities.
- “Dealing” in such substances is a crime, and will be referred to a discipline hearing.
- Police will be contacted.
- All instances involving alcohol and/or drugs, will be referred to the School Resource Officer and Grade Counsellor.

THEFT AND/OR VANDALISM

- These are illegal acts.
- Students are asked to report incidents of theft/vandalism to the office.
- Students who witness theft/vandalism are expected to report the incident to the school office or phone the Crime Stoppers TIPS Line (429-TIPS), which guarantees anonymity.

HARASSMENT (face to face and online)

- Unwanted verbal or physical behavior towards another person is not acceptable.
- Sexual harassment is discrimination on the grounds of gender and is a violation of an individual’s rights. Unwanted sexual advances or unwanted verbal or physical conduct of a sexual nature is illegal under the provisions of the Individual’s Rights Protection Act. Sexual harassment can include such things as pinching, patting, leering, obscene jokes, pornography, innuendoes, name calling, and use of social media as a method of harassment.
- Students are expected to report incidents of harassment to appropriate school staff.

VIOLENCE

Involvement in a fight during school time is grounds for a suspension. A repeat offense may result in a recommendation for a disciplinary hearing. There are usually ways to avoid a fight. Students are expected to be proactive in avoiding violent confrontations – e.g. inform a staff member or see a Counsellor or Grade Administrator.

WEAPONS

- Students may not carry knives, chains, firearms, or other items that could be used to injure and/or intimidate.
- This is a **“zero tolerance”** issue and is treated very seriously.
- Any weapons-related incidents will result in a Violent Threat Risk Assessment.

TRESPASSING ON SCHOOL GROUNDS

Just as we do not welcome trespassers to our school, Memorial students are not to be at any other schools during the school day. Students who violate this will be subject to disciplinary action. We do communicate with other schools!

EMERGENCY PROCEDURES

Throughout the school year, there will be a number of emergency procedure drills. You are expected to treat these drills as a real situation, stay with your class, and follow your teacher's instructions very carefully.

Emergency procedures require the following of each student:

1. Maintain calm and orderly behaviour.
2. Stay with your class at all times.
3. Listen carefully for instructions and guidance.
4. Do not use cell phones or tie up communication lines.
5. Report suspicious or disturbing situations to a teacher or other staff members immediately.

Emergency procedures that we will be practiced and prepared for throughout the year may include emergency alerts, lock-down, fire drills and evacuation.

EXTRA-CURRICULAR ACTIVITIES

The school encourages and supports the establishment of a wide variety of extra-curricular activities as a means for meeting the diverse needs and interests of students.

Most appreciated are those staff and community members who “volunteer” their time to supervise and coach our students.

Participation in extracurricular activities is an extension of the regular school program and is a privilege that carries expectations beyond those in the normal classroom situation.

The goal is to give students directions in self-discipline, leadership, and teamwork; to provide respect for rules and regulations and to assist in the development of healthful living habits. To those ends a code of conduct has been established for students participating in extracurricular activities.

EXPECTATIONS OF STUDENT PARTICIPANTS

In order to be **eligible** to participate, students must:

- Adhere to the guidelines and rules outlined in the Student Handbook. Athletes must also adhere to the guidelines and rules outlined in the Athletic Handbook.
- Maintain an appropriate academic standing with satisfactory effort and attitude.
- Maintain a reasonable attendance record. Students with an unexcused absence on the day of an activity may be excluded from participating in that day’s activity.
- Maintain a high level of deportment and display good sportsmanship befitting an ambassador of MCHS.
- Follow the team/club rules as established by the supervisor/coach.
- Athletes must meet eligibility requirements set forth by the Metro Edmonton High Schools Athletic Association and by the Alberta Schools Athletic Association.

The following is a list of clubs and sports activities that are typically in operation each school year under the sponsorship of school staff or adult volunteers within our community:

Anime Club	Handball	Softball
Badminton	Indigenous Youth Leadership	Swimming
Basketball	POC Talks	Track & Field
Board Game Club	QSA	Trivia Club
Cross Country	Robotics Club	Volleyball
Football	Rotary Interact Club	Wrestling
Girls Flag Football	Rugby	
Golf	Soccer	

MCCHS Bell Schedule 2024/2025
Monday

Block 1	8:30 – 9:55
Block 2	10:00-11:25
Lunch 11:25 - 12:25	
Block 3	12:25 – 1:50
Block 4	1:55 – 3:20

MCCHS Bell Schedule 2024/2025
Tuesday to Friday

Block 1	8:30 – 9:45
Block 2	9:50-11:05
Lunch 11:05 - 12:05	
Block 3	12:05 – 1:20
Block 4	1:25 – 2:40
Torch Time	2:45 - 3:20

[Click here for Parkland School Division's All Year Calendar](#)