

MEMORIAL COMPOSITE HIGH SCHOOL



STUDENT HANDBOOK 2021 - 2022

MCHS ADMINISTRATIVE TEAM

Ms. C. Jensen – Principal
Ms. D. Jewell - Grade 10 Administrator
Mr. J. Coghill - Grade 11 Administrator
Ms. M. Fisk - Grade 12 Administrator

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**WELCOME TO
MEMORIAL COMPOSITE HIGH SCHOOL**

MCHS was first built in 1953 and was named to honour those local soldiers who served and gave their lives in World War II. 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.

You may have some of the same teachers as did:

- Heather Fuhr (Grad 1985) – one of the world’s premier triathlon competitors, most notably the winner of the prestigious Hawaiian Iron Man Triathlon in 1993.
- Jacquie Soohen – founder of New York based, Big Noise Films.
- Tommy Reid – Brier ’68 Senior Men’s Champion.
- 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.

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! This is a fantastic school and we are so glad that you are here. We wish you a great and memorable year, both as you experience it this year and as you look back on your high school days later in life.

The MCHS tagline is Learning, Caring and Respect. We are fully intending on providing that for you and fully expecting that you will provide that to us. As a high school student you have much more ownership in your learning and high school is your training ground for the lifelong learning that you will need to pursue in a fast paced world. There are new jobs being invented every day, even by people as young as yourself. A big thing you need to do in your time in high school is to *learn how to learn* in as many ways as you can.

You will find a supportive and accepting culture here to help you to continue to become a positive and contributing citizen. Here are some really good suggestions for you to follow to be a successful student:

- You have to be here. You have been a student for a long time now and know that the best learning takes place face to face. If you are not in the classroom learning alongside your teachers and your classmates, then you are not likely to get what you need to succeed.
- You need to work at your studies. Learning in high school is a marathon, not a sprint. You need to put time and energy in frequently and regularly. You are now going to be learning a broader array of topics to a much deeper level. That takes effort.
- Get along with others. Your teachers and staff, other students, and even your administrators are all good people at heart. Treat them well. You know what that means... do unto others. Following the rules and complying with requests is not difficult and keeps MCHS being the great school that it is.
- The destination is not the diploma - it's life! You have three years in high school to plan how to start your life after high school. This is the time to know your dream and make it happen! Get the information you need that is right for you. What do you need to do to be a chef or an engineer or a carpenter or, my favorite, a teacher? Talk to your parents, check in with your teachers and counsellors, go to a workplace. It's your future, make a plan and invest some time in it!
- Your calendar needs to become your best friend. You are going to be involved in different classes with different assignment schedules. Many of you will have jobs and extracurricular activities that need to be scheduled. The demands on your time are very likely going to go way up. Get yourself to the right place at the right time for the right thing.

You are going to be doing a lot of growing in high school. And while all of what you learn in your classes is important, you will also define who you are as a person. Be the person you will be proud to be. Meet new people, try new things, and live that dream. There are many opportunities here. Join in! Have fun!

So check out the rest of this Handbook. There's a lot of information to help you on this journey.

Have a terrific year!

Ms. Carolyn Jensen, Principal

ACHIEVING ACADEMIC SUCCESS

Memorial Composite High School culture, based on strong, collaborative relationships, promotes learning, caring, and respect.

ACADEMIC PERFORMANCE IS INFLUENCED BY A NUMBER OF FACTORS:

1. The expectations of parents and teachers impact strongly on the performance of most students, particularly if those expectations are high and are accompanied by a reasonable level of acceptance.
2. The behavior and attitude of other members of the school community affect student performance. A student body that reflects a desire for success and demonstrates good citizenship can be a very positive influence on the performance of individuals.
3. A community attitude that education is important and that scholarship is commendable influences schools and students to want to live up to the community's expectations.
4. A belief by teachers, parents, and the students themselves that the students are capable of high levels of scholarship tends to become a self-fulfilling prophecy.

Those are but a few of the factors that contribute to the making of an effective school and enhance the performance of its students. In short, the climate of the school has a powerful effect on student academic performance. Likewise, a school can be effective only when it enjoys the confidence and support of the community which it serves.

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 November, January, April & 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.
- 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 a **Final Exam Conflict Reschedule Request 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.
- 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. Interim grades are available on demand via PowerSchool, and report cards are issued at the end of each semester.
- Students will be given a second opportunity to complete summative assessments, only after an assignment or other demonstration of remediation has been completed and reviewed with the teacher.
- 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.
- Assignments and evaluations will have a due date and deadline date. Due dates indicate when tasks are due to the teachers. Deadline dates indicate the last date tasks can be handed in for marks. Any assignment/task handed in after the deadline date will be marked a zero.

STUDENT MARKS/ACADEMIC RECORD – ALBERTA EDUCATION

Students are required to create an account on the Alberta Education self-serve website called **myPass**. Students should not use their school email address when setting up a myPass account as it expires upon Graduation. Through this site a student can access transcripts, diploma exam results, and diploma exam registration for re-writes. **Diploma exam results are no longer 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.**

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. Meeting Graduation requirements is of primary importance. Timetable changes can be requested in June, August, November, February, and April and the form is available on-line via the school website.

- Grade 10 students are not permitted spares, but instead will be scheduled into an Academic Achievement 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.

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 improve their learning and themselves. 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.

MCHS will offer a variety of regularly scheduled Torch Sessions. There will be homework help sessions in the core subjects daily and in the complementary subjects at least once per week. 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 also on a daily basis. Teachers will also be able to add Torch Sessions each week based on the needs of their class. For example, it may become apparent to a science teacher in a lab that a number of students do not know how to use a spreadsheet to track data. The teacher could add a Torch session on Google Sheets for that particular week.

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. If a teacher or a parent registers a student, the student cannot unregister themselves and is required to

attend. Students may also sign themselves up for the various sessions and unregister if they need to change locations.

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 parents have regular conversations with their kids about family expectations for the use of Torch Time. If a student is leaving campus, they need to sign up for the Torch Session *Off Campus with Parent Approval* to track their attendance. Students who remain in the school are expected to be in a Torch session. We will not have open spaces for socializing as this is still instructional time.

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

- 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 other than 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

*Please note that all Returning Grade 12s must submit an application to return for upgrading and/or course completion. Acceptance is dependent upon room in the requested courses and past performance.

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. Please visit a 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.

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 a Counsellor.

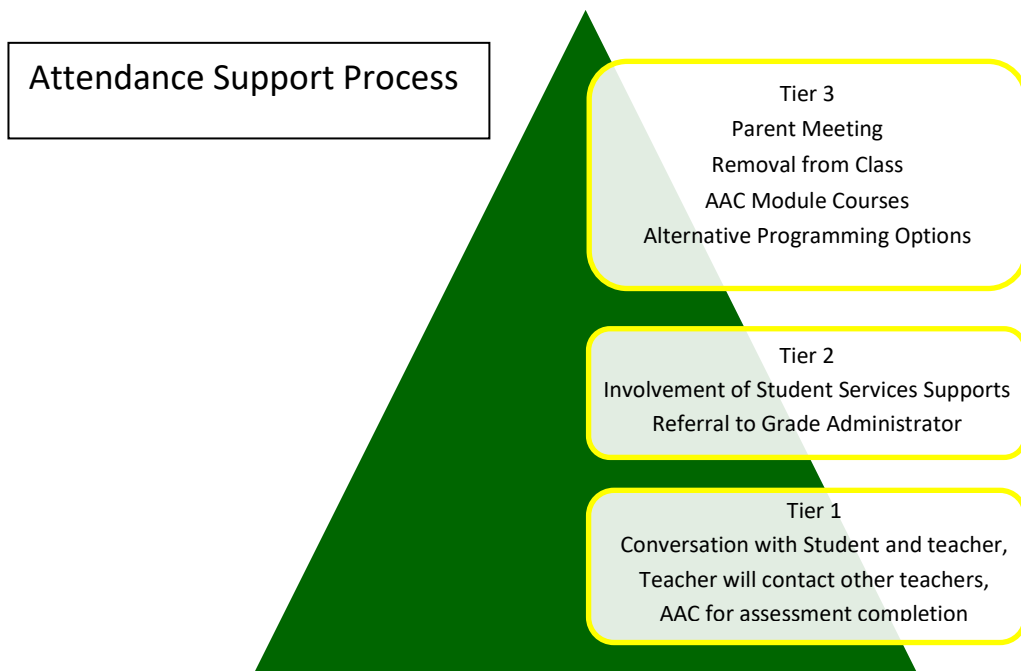
ATTENDANCE

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.

Our goal in addressing attendance concerns is to provide assistance to students and their parents/guardians by addressing prevailing issues, 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
- Parent – student – teacher meeting
- Involvement of Grade Administrator
- Restorative Conversation with Parent – student – teacher and in school support 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 at Connections For Learning. Intake appointments can be scheduled by calling Connections For Learning at (780)963-0507.

Please ensure that your parent 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

Students who arrive to class after the bell will be marked late. If this behavior continues and interferes with student learning, students may be referred to their Grade Administrator. If students arrive half-way through the block or later, their attendance will be recorded as absent.

EXTENDED NON-MEDICAL ABSENCES

Students should:

- Complete an Extended Non-Medical Absence form. These forms are available in the office.
- 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. It is nearly impossible for teachers to keep track of exactly what has been missed or to determine precisely all the assessments that will be given while the student is absent. Students have the ability to view missed assignments via PowerSchool on-line.

STUDENT SERVICES

The Counsellors in Student Services 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 (in the library) 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. Regular attendance may be required in certain circumstances.

ALTERNATIVE PROGRAMMING

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

[Virtual Learning](#)

[Y\(our\) Program](#)

[Outreach](#)

SCHOOL SERVICES

LIBRARY

The Library is open to students and staff from 8:05 am to 3:45 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 ten cents/per day/per 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 AREAS

- The common area will be designated the Grade 10 zone for lunch hours. Grade 11 students can use the area by the English wing, Grade 12 students will use the area by the weight room.
- The Common Area is available to students on spares, however you are encouraged 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.
- Access to lockers is limited during the lunch break.

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 neighbour behaviour and not litter where they park.
- All student vehicles parking at MCHS **must be registered** with the school. Parking registration forms can be picked up at the main office.
- Staff parking, visitor parking as well as the bus loading and transfer areas are out-of-bounds for student vehicles. Any student vehicles found parked in these areas may be ticketed 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**
- Bike racks are available at the Front and East side of the school. Be sure to lock your bike up.
- Failure to follow the above expectations may result in a loss of parking privileges.

SURVEILLANCE CAMERAS

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

STUDENT BEHAVIOUR

The Education Act provides the framework for the school's guidelines. Therefore, 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 behaviour 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.

Parkland School Division No. 70 CODE OF CONDUCT

In the Division, all members of our school community are expected to adhere to the Division code of conduct and relevant school codes of conduct, and to promote and demonstrate respect, civility, and responsible citizenship.

Demonstrate honesty and integrity.
Respect differences in people, their ideas and their opinions.
Acknowledge the right of everyone to be treated with dignity, at all times.

Take appropriate measures to help those in need.
Use non-violent means to resolve conflict.
Honour the role(s) of persons in position of authority.
Show care and regard to school property and the property of others.

Comply with all federal, provincial, and municipal laws.
Refrain from, report and refuse to tolerate bullying or bullying behavior, even if it happens outside of the school or school hours or electronically.

In the Division, we are all models for the kinds of citizens we desire to be. We teach and learn by example, maintain proper decorum and demonstrate professionalism in all of our interactions.

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;

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.

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 (business casual) 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

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.

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).

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.

SCHOOL BUS BEHAVIOR

The driver has the authority to make reasonable rules to ensure safety. School busses 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

- Grade 10 students do not have spares. Grade 11 students are permitted one spare.
- Grade 11 and 12 students with spares are encouraged to leave the school. However when onsite, are expected to spend these periods in study by using the Library, or the school grounds (excludes parking lot).
- In order to minimize disruptions, students should not access their lockers during class time.
- Students are to be off campus or at an assigned space.

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.

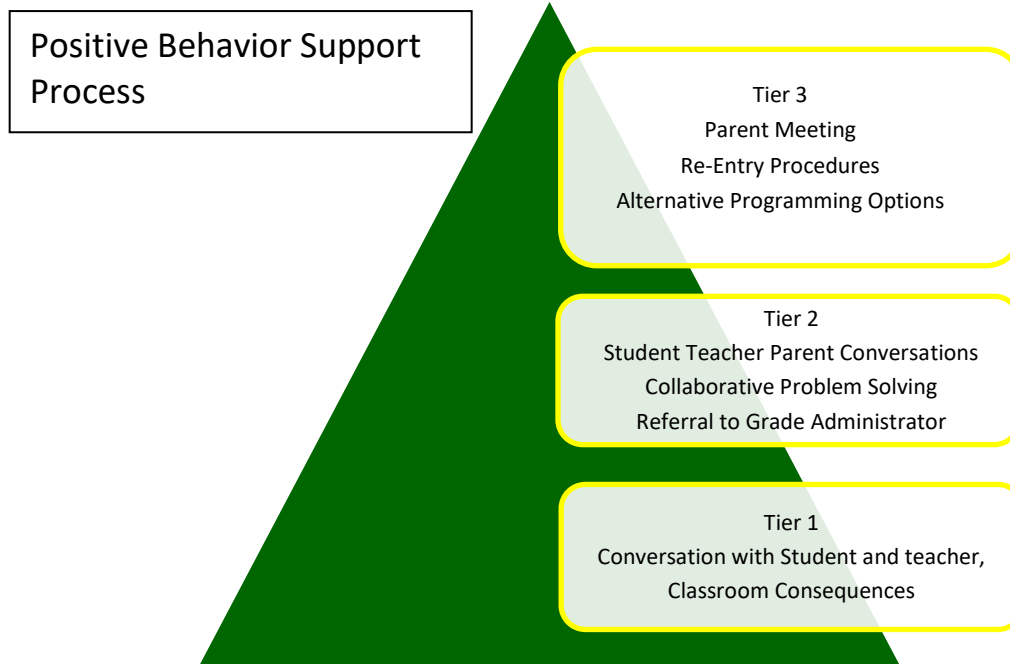
FRIENDS/VISITORS TO THE SCHOOL

Parents, community members and other visitors, must call the office prior to entering the building. All non-essential visitors will be limited to access to the school.

Students will not be permitted to invite guests to the school for the 2020-2021 school year.

STUDENT CONDUCT

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.



Administration Managed Behaviors

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:

- | | |
|---|---|
| <input type="checkbox"/> dress code violation; | <input type="checkbox"/> misuse of spares; |
| <input type="checkbox"/> possession/use of tobacco/vaping; | <input type="checkbox"/> disruptive behavior; |
| <input type="checkbox"/> possession/use of alcohol or other drugs | <input type="checkbox"/> use of profanity; |
| <input type="checkbox"/> inappropriate bus behavior; | <input type="checkbox"/> skipping classes; |
| <input type="checkbox"/> driving/parking offences; | <input type="checkbox"/> forgery/plagiarism; |

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.**
- Students in violation of these expectations will be warned initially, 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 invited to speak to an appropriate staff member.

USE OF PROFANITY

The use of inappropriate language is unacceptable in a school setting. Initial profanity violations will result in a warning or a letter home to parents. When profanity is directed to another person, it is particularly inappropriate and offensive. This is a serious matter that could lead to suspension.

FORGERY/PLAGIARISM

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

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 therefore is treated most seriously.
- When appropriate, the police will be contacted.
- All instances involving alcohol and/or drugs, will be referred to the School Resource Officer.

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.
- 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.
- 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.

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 the real thing, 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		
Badminton		
Basketball	Improv Club	
Case Competition Club	Let’s Act Now	
Cross Country	Photography Club	Soccer
EMBRACE Culture Club	QSA	Swimming
Football	Robotics Club	Track & Field
Golf	Rotary Interact Club	Trivia Club
	Rugby	Unified Games
	Harry Potter Club	Volleyball
		Wrestling
		Woodworking Club

MCHS Bell Schedule Q1

Monday to Friday

Block 1	8:30 – 11:03
Gr 10 Break	9:26 - 9:47
Gr 11 Break	9:47 - 9:54
Gr 12 Break	9:54 - 10:01
Lunch 11:03 - 12:03	
Block 2	12:03 – 2:35
Gr 10 Break	1:05 - 1:26
Gr 11 Break	1:26 - 1:33
Gr 12 Break	1:33 - 1:40
Torch Time	2:40 - 3:20

PARKLAND SCHOOL DIVISION

2021-2022 APPROVED SCHOOL CALENDAR



Total Days: 222

Operational: 194

Instructional: 182

PD Days: 12

(Non-Instructional)

Legend

Students' First Day

30

Students' Last Day

29

Non-Instructional

○

Fall/Winter/Spring

Break

■

Statutory Holiday

■

Diploma Examination

■

AUGUST				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

SEPTEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

OCTOBER				
M	T	W	T	F
				1
				8
4	5	6	7	15
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

NOVEMBER				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

DECEMBER				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

JANUARY				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

FEBRUARY				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28				

MARCH				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

APRIL				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

MAY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

JUNE				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	