MEMORIAL COMPOSITE HIGH SCHOOL



STUDENT HANDBOOK 2025-2026

MCHS ADMINISTRATIVE TEAM

Mr. Corey Haley – Principal Mrs. L. Lang - Grade 10 Administrator Ms. D. Jewell - Grade 11 Administrator Mr. J. Coghill - Grade 12 Administrator

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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

Founded in 1949 to honour fallen soldiers from WWII, Memorial Composite High School continues its proud tradition of serving students in Stony Plain and the surrounding community. Our motto, "The Torch Held High," reflects our commitment to excellence and citizenship.

As an MCHS student, you are now part of that legacy—one shared by Olympians, scientists, athletes, politicians, and innovators who once walked these halls.

Belonging at Memorial

We believe that every student has the right to feel safe, respected, and included. The MCHS Belonging Statement, developed by students, guides our ongoing efforts to create an equitable, inclusive, and diverse school community.

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!

PRINCIPAL'S MESSAGE

Welcome to Memorial Composite High School!

We're excited to have you join our school community and hope this year will be both rewarding and memorable. Whether you're just starting high school or entering your final year, we look forward to supporting your growth, both now and in the years ahead.

At MCHS, our core values are **Learning, Caring, and Respect**. These principles shape the environment we strive to create for all students—and we count on you to live them out each day. High school is a time of greater independence, where you begin to shape your own path and prepare for life beyond the classroom. The world is evolving quickly, with new opportunities emerging all the time—many led by people your age. One of your most important goals here should be to develop a range of learning strategies that will serve you well into the future.

You'll find that MCHS is a welcoming, inclusive school where you are encouraged to grow into a thoughtful, contributing member of society. Here are a few simple ways to set yourself up for success:

- Be Present: The best learning happens when you show up and engage. Regular attendance matters—being in class with your teachers and peers makes a difference.
- **Work Hard**: Success in high school comes from steady effort over time. Be ready to dive deeper into your studies and expand your thinking across a wide range of subjects.
- **Get Along with Others**: Treat everyone with kindness and respect. When we work together and follow the expectations of our school, we all benefit.
- Plan for the Future: Think ahead. Explore your passions and talk to parents, teachers, and counselors
 about your next steps—whether your future includes a trade, university, college, or another path
 entirely.
- **Manage Your Time**: High school is busy. Staying organized helps you balance classes, assignments, activities, and work. Use tools like calendars or planners to keep on track.

Our school motto, "The Torch Held High," comes from the poem In Flanders Fields and reminds us of our legacy and our responsibility to do what's right. As a member of this school, you are part of something bigger—your actions help shape our community.

Your time at MCHS will be filled with growth, learning, and self-discovery. Take pride in who you are and who you are becoming. Be open to new experiences, build strong relationships, and make the most of the many opportunities waiting for you.

Please take a few minutes to review the rest of this Handbook—it's full of information to help guide your journey.

Wishing you a fantastic year ahead,

Mr. Corey Haley Principal

ACHIEVING HIGH SCHOOL SUCCESS

High school is your launchpad to future success. While academic performance is important, your growth and experience during this time go far beyond grades. At Memorial Composite High School, we focus on developing well-rounded individuals who are prepared for life beyond graduation.

Success in high school is about taking responsibility for your own education, discovering your interests, and setting meaningful goals. Here's how you can set yourself up to achieve your best during your time at MCHS:

- Be Well: Your health is essential to your learning. Prioritize rest, balanced nutrition, regular physical
 activity, and mental wellness. Reach out for support if you're feeling overwhelmed—counselors,
 teachers, and family are here for you.
- Get Connected: Strong relationships matter. Engage actively with teachers, classmates, and school staff. Build connections that support your personal and academic growth.
- Set Clear Goals: Identify short-term objectives (like improving your grades in a specific course) and longer-term goals (such as post-secondary aspirations or career interests). Reflect regularly on your progress and adjust as needed.
- Explore Your Interests: Take advantage of the many courses and extracurricular activities offered at MCHS. Trying new subjects or joining a club can open unexpected pathways and friendships.
- Stay Organized: Managing your time effectively is key to reducing stress. Use calendars, planners, or digital tools to keep track of assignments, exams, and activities.
- Review Regularly: Consistent study habits beat last-minute cramming. Set aside short periods daily for review, making your learning manageable and effective.
- Participate Actively: High school life becomes richer when you're involved. Attend school events, participate in classroom discussions, and find ways to contribute positively to the school community.
- Seek Help Early: Never hesitate to ask for help. Teachers and school counselors are ready to support you. Asking for assistance is a sign of strength, not weakness.
- Maintain a Positive Outlook: Challenges will come, but resilience and perseverance are key. Embrace difficulties as opportunities to learn and grow stronger.

STUDENT LEARNING

At MCHS, learning is our priority. We are committed to providing clear expectations, consistent support, and meaningful assessments to guide you through your courses.

Course Outlines & Evaluation

At the start of each semester, teachers will provide detailed course outlines that include learning objectives, assessment types, and key dates. These documents will help you plan ahead, so review them carefully and ask your teachers if you have questions.

Major assignments and exams are critical to your success. If you anticipate missing an important test or deadline, communicate with your teacher beforehand. Final exams are mandatory, and make-up exams require prior approval through administration.

Academic Integrity

Honesty and integrity are critical at MCHS. Cheating, plagiarism, and the unauthorized use of artificial intelligence (AI) tools undermine your learning and will lead to disciplinary action. Always cite sources, do your own work, and seek clarity from your teachers if you are unsure.

Timetable Changes

Course selection matters, and changes are sometimes necessary. Requests for timetable adjustments must be submitted during designated periods at the start of each semester. Grade 10 students are expected to have full schedules, while Grade 11 students may have one spare per year. Grade 12 students must maintain at least 15 credits per semester unless approved otherwise by administration.

myPass

myPass is your online portal to access transcripts, diploma exam results, and graduation requirements. Set up your account early by visiting myPass.alberta.ca using your personal email address, and regularly check your credit count and progress toward graduation.

ATTENDANCE & PUNCTUALITY

Regular attendance is essential for academic success and personal accountability. At MCHS, we work closely with families to promote consistent attendance and punctuality.

Good attendance involves clear communication. If you're absent due to illness or another valid reason, ensure your parent or guardian contacts the school promptly or uses the SafeArrival app. Patterns of unexplained absences or frequent tardiness impact your learning and classroom environment, and will result in intervention from school staff.

Attendance Concerns

- At a 20% absence rate, students will be contacted by their grade team for targeted support.
- At a 50% absence rate, students may be referred to an alternative delivery model, such as AAC or CFL, in consultation with administration.
- Students absent without communication during the first two days of the semester may be removed from oversubscribed classes.

Extended Absences

Non-medical extended absences (such as family trips) require advanced communication. Students are responsible for completing missed assignments and must proactively plan their catch-up strategy with their teachers. While teachers offer support, they are not expected to individually reteach entire lessons outside of regular class time.

Lates, Leaving Early, and Class Breaks

- Late arrivals are recorded in PowerSchool; more than 10 lates = grade administrator referral.
- Leaving early is also recorded.
- Out of class for 30+ minutes without reason = marked absent.
- **Between blocks**: Stay on campus during 5-minute breaks between Blocks 1 & 2, and 3 & 4. There is no tobacco use allowed during transition breaks.
- Late arrivals must check in at the main office.

TORCH TIME

Torch Time is our dedicated, weekly academic support and personal growth period held every Wednesday morning. It exemplifies our motto, "The Torch Held High," by fostering student accountability, academic improvement, and planning for life after high school.

Purpose of Torch Time

- Complete and submit overdue assignments
- Obtain additional help from subject teachers
- Collaborate on group projects
- Attend skill-building workshops and activities

Expectations

Torch Time is part of your instructional schedule, and attendance is mandatory unless you are granted off-campus permission. To qualify for off-campus Torch Time, you must be in good academic standing, have parental approval, and register your attendance through PowerSchool.

Good Academic Standing Criteria

- All assignments are complete and submitted
- Passing or better grades
- No concerns from teachers or parents

Teachers and parents may register you for specific sessions to address academic needs, and you cannot unregister yourself from these sessions.

Torch Session Options

- Subject-specific assistance
- Independent or small-group study spaces (e.g., library or quiet rooms)
- Physical wellness activities (open gym sessions)
- Post-secondary and career planning workshops

Torch Time empowers you to manage your education proactively and responsibly. Misuse of Torch Time can lead to loss of privileges or additional support interventions.

STUDENT SERVICES

The Student Services team at Memorial Composite High School is here to help you succeed academically, socially, and emotionally. Our dedicated counselors and support staff offer personalized guidance to ensure your experience at MCHS is rewarding and meaningful.

Academic Planning and Support

Counselors provide support to help you select appropriate courses, plan your high school pathway, and ensure you meet graduation requirements. Whether you're uncertain about your future direction or need help managing your workload, we encourage you to visit Student Services to discuss your academic plans.

Career and Post-Secondary Guidance

Planning your life after high school can feel overwhelming, but we're here to help. Our counselors can guide you in exploring career interests, researching post-secondary institutions, and applying for scholarships and financial aid. We provide resources to help you set realistic goals and outline the necessary steps to achieve them.

Personal Counselling

Your well-being matters greatly. If you face personal challenges, conflict, stress, or mental health concerns, our counseling staff are here to offer confidential support. We also facilitate referrals to outside resources and mental health professionals when additional help is required.

Youth Mental Health Clinic

In partnership with Westview Primary Care Network (PCN), MCHS offers an on-site Youth Mental Health Clinic available once per week. This confidential service connects students directly to professional mental health support. If you or someone you know needs assistance, speak with a counselor in Student Services.

GRADUATION REQUIREMENTS

Graduating from high school is a significant milestone representing years of effort, commitment, and growth. At MCHS, we ensure students clearly understand what is required to earn their Alberta High School Diploma.

Diploma Criteria

To graduate, you must complete a minimum of 100 credits, which include:

- English Language Arts (30-level)
- Social Studies (30-level)
- Mathematics (20-level)
- Science (minimum of 10 credits)
- Physical Education 10
- CALM (Career and Life Management)
- At least 10 credits in CTS, Fine Arts, Second Languages, or Physical Education 20/30
- A minimum of 10 additional Grade 12 credits in any subject area

Regularly check your credits through your myPass account to ensure you're on track. Consult with Student Services if you have questions or concerns about meeting these requirements.

Graduation Ceremony Participation

To participate in graduation ceremonies and activities, you must:

- Have at least a 50% blended grade in all required graduation courses
- Maintain at least a 50% mark in second-semester courses needed for graduation
- Be enrolled in and actively working toward completion of all necessary courses

Students returning for an additional year to complete diploma requirements must apply for re-enrollment and will be approved based on availability, academic performance, and past behaviour.

ALTERNATIVE LEARNING

At MCHS, we recognize that each student learns differently. We offer specialized alternative programs to accommodate various student needs and ensure that everyone has the opportunity to thrive academically.

Academic Achievement Centre (AAC)

The AAC provides an alternative learning environment designed for students needing flexibility in their schedules or individualized pacing. Located on campus, AAC allows students to:

- Complete courses unavailable in their regular timetable
- Recover credits from previously incomplete or unsuccessful courses
- Engage in supervised, self-directed learning

AAC is accessible by referral only, authorized by school counselors or grade administrators. Grade 10 students must regularly attend in person, while Grade 11 and 12 students may arrange a more flexible attendance schedule as agreed with staff.

Connections for Learning (CFL)

Connections for Learning offers off-site alternative education options for students seeking additional flexibility or support, including:

- Outreach Programs: Hands-on, experiential learning such as Building Futures and Parkland Student Athlete Academy
- Virtual Learning: Online courses with personalized teacher support
- Summer School: Courses to earn additional credits, upgrade previous coursework, or accelerate academic progress

If you believe an alternative learning option might benefit you, discuss your needs with your counselor. For specific inquiries about CFL programs, contact their office directly at 780-962-1414.

SCHOOL FACILITIES & RESOURCES

MCHS provides facilities and resources designed to support student learning, promote collaboration, and enhance overall school experience. Respecting and properly using these spaces helps maintain a positive environment for everyone.

Library

Open from 8:30 am to 3:30 pm, our library offers quiet study areas, research resources, and a variety of reading materials. A valid student ID card is required to borrow items. Students must promptly return borrowed items, and replacement fees apply for lost or damaged materials.

Textbook Depository

Textbooks are loaned through the Textbook Depository and require presentation of your student ID card. It's important to care for your textbooks and return them at the end of each semester. Replacement charges apply if textbooks are lost or damaged. Outstanding textbook obligations must be resolved before additional texts are issued.

Lockers

Lockers are provided at the beginning of the school year, and only school-issued locks may be used. Lockers must not be shared. Students are responsible for maintaining their locker in good condition. Damages or unauthorized locks may result in fines or disciplinary action.

Common Area and Cafeteria

The Common Area and cafeteria are available to students for socializing and meals. The cafeteria operates from 8:15 am to 2:00 pm each school day. During spares, students are encouraged to use the library or leave campus, as the Common Area is not intended for spare-time use.

Student Parking

Parking permits are available for Grade 11 and 12 students. To park on school grounds, students must:

- Apply for and display a valid parking pass
- Park only in designated student areas
- Follow posted speed limits (maximum of 15 km/h) and traffic rules
- Avoid vehicle idling per municipal guidelines
- Adhere to the rule of one student per vehicle during spares

Violation of parking guidelines may result in loss of parking privileges, municipal fines, or vehicle towing:

1st Offence	Students will receive a documented warning.
2nd Offence	Student's parking pass will be revoked (passes can be reinstated by completing community services at the discretion of Administration and the School Resource Officer).
3rd Offense	Student will receive a ticket or will be towed.

Bicycle Parking

Secure bicycle racks are available at the front and east sides of the school. Students are encouraged to use strong locks, as MCHS is not responsible for lost or stolen bicycles.

CODE OF CONDUCT

At Memorial Composite High School, our Code of Conduct emphasizes respect, responsibility, and integrity, ensuring our school is a safe, welcoming, and inclusive environment for everyone.

Student Responsibilities

As outlined in the Alberta Education Act, students have the responsibility to:

- Attend school regularly and arrive punctually.
- Be ready and willing to engage actively in learning activities.
- Contribute positively to a safe and caring school environment.
- Respect the rights, feelings, and property of others.
- Report any forms of bullying or harassment.
- Follow all school and division rules and policies.
- Cooperate fully with school staff and administration.

These responsibilities help maintain an atmosphere of mutual respect and academic excellence, where every student feels valued and supported.

Progressive Discipline

We understand that students sometimes make mistakes. Our approach to discipline is progressive, educational, and restorative rather than punitive. It is aimed at helping students learn from their errors, rebuild trust, and develop better decision-making skills.

Discipline may include:

- Restorative conversations
- Parental involvement
- Detentions or loss of privileges
- In-school or out-of-school suspensions
- Possible referral to alternative programming

Behaviours Subject to Intervention

Examples of behaviours that will result in progressive disciplinary action include:

- Persistent tardiness or absenteeism
- Disruptive classroom behaviour
- Use of inappropriate or disrespectful language
- Harassment or bullying (in-person or online)
- Possession or use of alcohol, drugs, tobacco, or vaping devices
- Academic dishonesty, including unauthorized use of artificial intelligence (AI)
- Violence, threats, or fighting
- Theft, vandalism, or damage to school property
- Possession of weapons or dangerous items

At MCHS, disciplinary measures are designed to foster growth, responsibility, and a safe school community.

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 Disrupting learning - calling out, distracting peers, excessive talking Minor disrespect to staff - back talking, walking away, using Community or cultural slurs profanity Disrupting learning - significant classroom event Peer conflict Major disrespect to staff - raising voice, name calling, profanity Mean behavior including teasing or using derogatory remarks · Online bullying or intimidation Not completing school work Overt defiance · Play fighting, pushing and shoving in the hallways and during · Physical aggression & Fighting Endangerment of others Dishonesty · Bullying, cyberbullying, or harassment Intentional property damage Defacing school property or teachers personal space and desk Sexual behavior Inappropriate behavior in school wide activities ie. Assemblies Leaving school without permission · Possession of a weapon Inappropriate clothing Inappropriate displays of affection Possession or use of tobacco, e-cigarettes, alcohol or drugs or · Accessing internet sites that contravene the Acceptable Use other paraphernalia Agreement Sexual harassment Lateness Unexcused absences-skipping Lying Vandalism Non-compliance Verbal aggression or intimidation Throwing objects in class Use of electronics without permission in class

TECHNOLOGY USE

Littering

Technology can enhance learning but must be used responsibly. Our technology policy at MCHS promotes educational use while minimizing distractions and ensuring digital responsibility.

Cell Phone Policy

To maintain focus during instructional time:

- Cell phones must be turned off and stored away during class.
- Phones should be stored in designated classroom areas, such as wall pockets.
- Students leaving class briefly (e.g., restroom use) must leave their phones in the classroom.

Repeated misuse will result in consequences:

Infraction	Consequence
1st Offense	Phone held at office, returned at day's end
2nd Offense	Phone held at office, family notified
3rd Offense	Parent must retrieve phone from office
4th Offense	Contract developed with grade administrator

Academic Integrity and Artificial Intelligence (AI)

Using AI tools (like ChatGPT) appropriately means using them for brainstorming, study aids, or to clarify ideas with teacher approval. However, submitting AI-generated work as your own is considered academic dishonesty.

Allowed uses of AI:

- Idea generation
- Study and review purposes
- With specific teacher permission on assignments

Prohibited uses of AI:

- Completing graded assignments or exams without authorization
- Circumventing assigned work expectations

Violations of academic integrity involving AI may result in disciplinary measures, including zero on assignments, academic probation, or further consequences as determined by administration.

STUDENT LIFE & BEHAVIOR NORMS

High school is more than academics; it's a community. MCHS expects all students to actively contribute to a positive school culture, fostering respect and inclusivity in all interactions.

Spares and Breaks

- Grade 10 students must maintain a full schedule with no spares.
- Grade 11 and 12 students with scheduled spares must use the library or leave campus. Common areas are not for spare use.
- Loitering in halls or washrooms is prohibited during class periods.

Public Displays of Affection (PDA)

To ensure a respectful atmosphere, avoid intimate physical contact such as affectionate kissing, embracing, or other close physical interactions within the school environment.

Visitors

For the safety of our community, all visitors must sign in at the main office upon arrival. Students may not invite unauthorized visitors during school hours without administrative permission.

Washroom Expectations

Washrooms are single-use spaces. Multiple students sharing a stall is prohibited and will result in disciplinary action. Students must follow sign-out procedures from class when using washrooms.

Surveillance

For safety and security, surveillance cameras monitor areas inside and outside the school. Students should always conduct themselves appropriately.

TRANSPORTATION

Responsible behaviour during transportation reflects positively on our school community. Whether riding the bus, driving, or biking to school, safety and respect are essential.

School Buses

Riding the school bus is a privilege, and students must adhere to these guidelines:

- Remain seated while the bus is moving.
- Use respectful language and behaviour towards drivers and peers.
- Follow all school rules while on the bus.

Misconduct may result in the suspension of bus privileges or further disciplinary actions.

Student Parking

Parking is available for Grade 11 and 12 students with permits. Students must:

- Park only in designated student lots.
- Display parking passes clearly.
- Drive responsibly, observing the 15 km/h speed limit.
- Avoid vehicle idling.
- Only one student per vehicle during spares.

Non-compliance may result in revoked parking privileges or further penalties.

Bicycle Parking

Secure bicycle racks are available at the front and east entrances. Students are responsible for locking their bicycles securely, as the school is not liable for theft or damage.

EMERGENCY PROCEDURES

Student and staff safety is our highest priority. We regularly conduct emergency drills to ensure readiness for any situation, including:

- Fire Drills: Calm and orderly evacuation to predetermined locations.
- Lockdown Drills: Securing classrooms and remaining quiet during a potential threat.
- Evacuations: Relocating safely to alternative locations when necessary.
- Emergency Alerts: Responding promptly to real-time emergencies, such as severe weather.

During Emergencies

- Stay calm and follow staff instructions promptly.
- Stay with your designated class or group.
- Avoid using cell phones unless specifically instructed.
- Immediately report any concerns or suspicious activities to staff.

Participation in drills is mandatory, ensuring everyone's safety and preparedness.

EXTRA-CURRICULAR ACTIVITIES

MCHS proudly offers diverse extracurricular opportunities, encouraging students to develop leadership skills, build friendships, and enhance their school experience beyond the classroom.

Benefits of Participation

Extracurricular involvement allows you to:

- Form lasting friendships and connections.
- Foster school pride and community spirit.
- Develop essential skills in leadership, teamwork, and time management.
- Enhance your personal resume and post-secondary applications.

Participant Expectations

As representatives of MCHS, students in extracurricular activities must:

- Maintain acceptable academic standing and attendance.
- Adhere strictly to the Code of Conduct.
- Attend scheduled practices and meetings consistently.
- Demonstrate exemplary sportsmanship and respectful behaviour at all times.

Students with unexcused absences on the day of an event may be disqualified from participating in that day's activity.

Available Activities

- Athletics: Basketball, Volleyball, Football, Rugby, Track & Field, Badminton, Golf, and more.
- Clubs: Robotics Club, QSA (Queer-Straight Alliance), Anime Club, Rotary Interact, Trivia Club, Indigenous Youth Leadership, among others.

New clubs and activities are encouraged! If you have an interest or idea, talk to a teacher or counselor to help get it started.

MCHS BELL SCHEDULE 2025/2026

Monday, Tuesday, Thursday, Friday

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	

Wednesday

Torch Time	8:30 - 9:25	
Block 1	9:30 - 10:40	
Block 2	10:45 - 11:55	
Lunch 11:55 - 12:55		
Block 3	12:55 - 2:05	
Block 4	2:10 - 3:20	

Click here for Parkland School Division's All Year Calendar