

Miles Macdonell Collegiate



“HOME OF THE BUCKEYES”

STUDENT HANDBOOK 2019 – 2020

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PRINCIPAL

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SECTION I – INTRODUCTION

PRINCIPAL'S MESSAGE

Welcome to Miles Macdonell Collegiate...home of the Buckeyes!

We are a learning community and our team is here to assist you in the learning process. As members of the Buckeye team, we challenge you to care for each other, demonstrate positive leadership, and have pride in your school and your work and to take personal ownership for the school environment. You have the responsibility of making the most of all the opportunities that are available to you by attending all classes, being on time and keeping up with your assignments.

It is essential that you engage in all that the school has to offer, as together we can ensure that a world of opportunity awaits each and every one of our students. To achieve this, we will continually seek ways to improve our teaching and learning, to the benefit of all of us.

On behalf of the staff, I wish each and every one of you a successful and enjoyable year.

Mr. John Muller
Principal

MISSION STATEMENT

At Miles Macdonell Collegiate we value the development of inquiring, knowledgeable, creative and internationally-minded people who contribute to a better and more peaceful world.

The compass represents our four core values:



Direction:

We value perseverance: setting and pursuing goals and developing leadership skills.

Exploration:

We value inquiry: being academically dedicated, thoughtful, intellectual risk-takers who consider both global and local issues.

Inclusion:

We value balance: supporting all members of our community, inclusive of language, culture, and background.

Compassion:

We value service: striving to be caring, empathetic citizens.

MILES MACDONELL COLLEGIATE BUCKEYES

We want students to make moral and ethical decisions based on what is in their hearts and minds NOT because it is a school rule or because there is an adult standing there, but because it is the right thing to do.

Miles Macdonell Collegiate staff and students interact and work within the building and in the community, mindful of the importance of respecting the community and of nurturing a sense of belonging. As students experience a myriad of programs, courses, community events, activities and clubs at Miles Macdonell Collegiate, they will also learn about themselves and develop the characteristics of a Buckeye. At Miles Macdonell Collegiate, Buckeyes dare to be...

- B - BOLD: We are confident.
- U - UNITED: We are connected.
- C - CREATIVE: We are imaginative.
- K - KNOWLEDGEABLE: We are curious.
- E - EMPOWERED: We are responsible.
- Y - YOURSELF: We are unique.
- E - ENTHUSIASTIC: We are positive.
- S - SELFLESS: We are caring.

SCHOOL HISTORY

Miles Macdonell Collegiate has a long history of academic, arts and sports excellence and has been a part of the community of East Kildonan since 1952. The initial building is now the Science Wing and the North Wing was Melrose Junior High. These two schools were connected in the 70s by what we now call the *Tunnel*, to make Miles Macdonell Collegiate the school it is today.

In June 2018, Miles Macdonell Collegiate will graduate its 67th class of students.

SCHOOL FACT SHEET

Student Population.....Approx. 1250

Teachers.....Approx. 70

Programs: Regular Academic	English as an Additional Language
Immersion Français	Vocational: Cosmetology (Hairstyling)
International Baccalaureate	River East Off Campus

School Colours: Green – Gold – White

School Team Name: Buckeyes

School Year: September 4, 2019 to June 30, 2020

School Day:

- Begins at 8:25 a.m. and ends at 3:15 p.m.
- Classes are 65 minutes long.
- There are five regular periods per day. (Music Programs are offered prior to school and lunchtime as well)
- Lunch is from 12:00 p.m. to 12:55 p.m.

SCHEDULES:

Regular Day

Warning Bell 8:20
Slot 1 8:25 – 9:40
Slot 2 9:45 – 10:50
Slot 3 10:55 – 12:00
Lunch 12:00 – 12:55
Slot 4 1:00 – 2:05
Slot 5 2:10 – 3:15

T.A. Meeting Day

Warning Bell 8:20
Slot 1 8:25 – 9:30
Slot 2 9:35 – 10:30
T.A. Mtg 10:35 – 11:15
Slot 3 11:20 – 12:15
Lunch 12:15 – 1:15
Slot 4 1:20 – 2:15
Slot 5 2:20 – 3:15

Staff Meeting

Warning Bell 8:20
Slot 1 8:25 – 9:35
Slot 2 9:40 – 10:35
Slot 3 10:40 – 11:35
Lunch 11:35 – 12:30
Slot 4 12:35 – 1:30
Slot 5 1:35 – 2:30

Early Dismissal

SCHOOL STAFF

ADMINISTRATION :

J. MULLER
PRINCIPAL

M. WILLIAMS
VICE PRINCIPAL

B. FRITH
VICE PRINCIPAL

Teachers (* Department Heads)

T. Au	S. Evans	L. McCrindle	M. Schroeder
S. Adamson	C. Feduniw	L. McMaster	J. Shaddock
K. Bell	G. Fritzsche	N. Melon	M. St. Lawrence
L. Bailey	C. Gillis	I. Moehlmann	*K. Street
C. Baker	L. Harris	C. Moore	S. Swanson
A. Bancroft	P. Hilario	B. Morin	R. Tabas
C. Belton	*J. Jantz	J. Muggaberg-Scott	W. Teichroeb
S. Best	A. Johansson	A. Novak	E. Touwa
L. Blunden	N. Joseph	P. Okano	E. Turenne
D. Brajkovich	D. Kennedy	M. Opalko	M. Vince
M. Bulejsza	B. Klippenstein	S. Pellaers	D. Washnuk
T. Campbell	M. Korantzopolus	*J. Propp	J. Wycoff
B. Cardenas	C. Kowalyk	S. Proulx	J. Yarjau
R. Czayka	G. Krueger	M. Quiring	K. Ybanez
D. DeGagne	F. Legoupil	G. Rempel	C. Zacharko
J. Derksen-Miklovic	K. Madsen	M. Riley	Z. Zalis
*T. Do	T. Martens	D. Ross	A. Zaroda
C. Draper	A. Mathu	S. Santos	*F. Zimarino
K. Dyck	B. McBride	K. Schroeder	M. Zubricki

Office Staff: A. Barker, D. Cheang, M. Dupuis, K. Grieve, L. Loewen

Library Technicians: S. Harris

Custodian: R. Hares

To contact any staff member, use the following email address: <First Initial><Last Name>@retsd.mb.ca (ex. jmuller@retsd.mb.ca)

SECTION II – SCHOLASTIC INFORMATION

AWARDS AND SCHOLARSHIPS

Special certificates, awards, scholarships and the Governor General's Medal are awarded to students who have exhibited academic excellence. Students may also apply for other awards and scholarships available through post secondary institutions and other organizations. Scholarship and awards information is available in Student Services.

An Honours Event for Grade 9,10 and 11 students is held each year.

Athletic awards are presented at our Athletic Banquet in June.

Honours Criteria

1. Averages are calculated using the average of the following five final marks at each grade level:
 - a. one compulsory English or Français
 - b. one Mathematics
 - c. three next best marks
2. Courses comprised of two half credit courses are included; the mark forwarded will be the average of the two. For Theory of Knowledge, the Grade 11 and the Grade 12 courses will be combined. Both half credits must be earned.
3. Distance Education, Online, Special Language and non-repeater summer school credits may be included.
4. Any failures or marks under 70% disqualify students from receiving Honours.
5. The minimum average for Honours is 80%. A student will receive Honours with Distinction if there average is 90% or higher.
6. IB courses and regular courses are considered different and separate courses for the purposes of calculating Honours. (eg) English 42SSL and English 42SHL are different courses and can both be used in the individual calculations

RIVER EAST TRANSCONA SCHOOL DIVISION ASSESSMENT PROTOCOL

River East Transcona School Division recognizes that assessment promotes student, parent, teacher and system learning. Through the use of validated assessment practices and procedures, teachers will enhance and promote learning, growth and development for all students in an inclusive, educational environment.

Assessment for Learning (Formative) is the process of seeking and interpreting evidence for use by learners and their teachers. Formative assessment communicates growth and progress to students and teachers. It helps students monitor their learning over time and assists in the identification of student needs and interventions. This process informs classroom instruction and occurs constantly during the learning process.

Assessment of Learning (Summative) is the summarized information collected about learning. It allows opportunities for communication and reporting to parent(s)/guardian(s). This process enables teachers to monitor student performance.

Assessment is Outcome-based

Students are assessed on their evidence of meeting the learning outcomes which are consistent with provincial and divisional targets and criteria.

Assessment is balanced, multi-faceted, equitable and fair

- Assessment is differentiated and includes a variety of methods to support students in reaching the learning outcomes.
- Assessment provides students with sufficient opportunity to demonstrate knowledge, skills, attitudes or behaviours.

Academic Responsibility

River East Transcona School Division believes that students, in collaboration with parents/guardians and teachers, are responsible for providing evidence of their learning within established reasonable timelines. These timelines should not extend beyond the close of instruction in a semester.

Teachers will establish and clearly communicate expectations and timelines regarding assessment tasks for students who have not completed work or who have submitted work late.

Teachers may support students with the following strategies:

- Conference with student
- Develop a work completion agreement with student
- Provide appropriate supports
- Require student to complete the missing work (or an alternate assessment task) within a supervised setting
- Provide differentiated or adapted assessment tasks to accommodate learning needs

Tasks not handed in by the end of a reporting period will be coded "NHI" (not handed in). This code may be replaced as students arrange an alternate way of demonstrating their evidence of learning.

Academic Honesty

Students will understand that the assessments they submit as evidence of learning must be wholly their own work. Plagiarism, copying, cheating, not citing sources, and lying are not acceptable. Teachers, Department Heads and School Administration will respond appropriately to incidents of academic dishonesty.

The following progressive steps may be considered in response to academic dishonesty:

- Conference with the student
- Contact parents
- Request student to redo the work or alternate assessment task honestly
- Enforce other disciplinary measures
- Deduct marks. Teachers in collaboration with Department Heads will determine which outcomes have been legitimately met and which outcomes have been compromised
- Document the incident in the student's file

Whatever the response, students should be expected to complete the work in an honest way.

Communication of Assessment Protocol

- Teachers will provide course and grading outlines at the start of their programs in the opening course syllabus.

Assessment Protocol

During the 2019 - 2020 school year at Miles Macdonell Collegiate, report cards, including anecdotal comments will be published on the student/parent portal:

November 15, 2019	Mid Term	Semester 1
February 7, 2020	Final	Semester 1
April 24, 2020	Mid Term	Semester 2
June 30, 2019	Gr. 9/10/11 Final	Semester 2

COURSE CHANGES

Course changes may occur in the week prior to the beginning of each semester. These changes must be for appropriate educational reasons (i.e. course credit earned at summer school). Parent consent is required for all program adjustments unless the student is 18 years of age.

WITHDRAWAL FROM COURSES OR SCHOOL

Parental consent is required for any withdrawals from course work or school (unless the student is 18 years or older). **Grade 9** students may not request a course withdrawal. **Grade 10** students may request a course withdrawal once they have reached the halfway point in the semester and up until the last day of school prior to the winter break for Semester 1 and prior to the May long weekend for Semester 2. **Grade 11 and 12** students may request a course withdrawal up until the last day of school prior to the winter break for Semester 1 and prior to the May long weekend for Semester 2. No requests for withdrawals are permitted after this time.

SUMMATIVE ASSESSMENTS

Final assessments are completed during January and June. Final assessments are worth up to 25% of a student's final mark. Grade 12 Provincial Examinations are worth 30%. All Essentials Math Exams are worth 20%.

SPECIAL LANGUAGE CREDIT OPTIONS

Special language credit options can be earned and used as part of graduation requirements. Students may apply to gain up to four academic high school credits in a heritage language other than English or French. Opportunities to write the examination, which is administered in partnership through another school division, occur twice a year. The examinations are conducted in the fall and the spring. Students should consult with one of the English as an Additional Language teachers for information and an application form.

COMMUNITY SERVICE STUDENT INITIATED PROJECT CREDIT

Students may be eligible for a Community Service Student Initiated Project Credit, by pursuing volunteerism in worthwhile causes or organizations within our community. This credit is based upon the civic skills, knowledge and attitudes obtained by the student through his/her involvement in the community service activity. Students interested in this credit are required to see Student Services prior to beginning the activity.

HIGH SCHOOL APPRENTICESHIP (HSAP) PROGRAM

The HSAP is available for most Manitoba-designated trades and lets students start their apprenticeship training while they are enrolled in a Grade 10, 11, 12, or equivalent program. This program combines high school instruction with paid, part-time, on-the-job training, while receiving credit for on-the-job training hours. Students can earn up to eight supplemental academic credits based on 110 working hours for each credit. HSAP grants all credits as Grade 12 course credits (40S designation).

GRADUATION REQUIREMENTS

A minimum of thirty credits are required for high school graduation with the following configuration: Grade 9 – eight credits, Grades 10 to 12 – 22 additional credits.

A credit is earned upon the successful completion of one course of study, which includes 110 hours of classroom instruction.

To graduate, a Grade 12 student must earn credits in five, 40 level courses. For entry into Post-Secondary Institutions, a Grade 12 student must earn credits in six, 40 level courses.

**See Section VIII on page 19 for Graduation Requirement charts.

SECTION III – COMMUNICATION

PARENT/STUDENT/TEACHER CONFERENCES

Parents are invited to attend the Parent/Student/Teacher conferences held once each semester. Please check the Calendar of Events for the specific dates.

FIPPA REQUIREMENTS RESPECTING STUDENTS 18 YEARS OF AGE & OLDER

Directed by the Public Schools Act and by Freedom of Information and Protection and Privacy Act, (FIPPA) please note the following information:

- Section 58.6 of the Public Schools Act sets out the rights and responsibilities of parents and pupils. It entitles parents/guardians to be informed about attendance, behaviour, academic achievement and so forth AND to have access to the pupil files of their children.
- However, the above provision/entitlement for parental access to information about their children is precluded or overridden by Section 42.3(3) of the Public Schools Act, when it states: 'the school board shall not disclose to a parent the pupil file of his or her child who has attained the age of majority without first obtaining the consent of the pupil.'
- Additionally, FIPPA goes even further by referring to any or all information, not being disclosed to parents without the informed consent of the child via a written waiver.

During the course of the year as students turn 18 years of age, waiver forms will be given to them whereby they will indicate if parents should be made aware of their attendance, academic performance and behaviour concerns.

NEWSLETTER/CALENDAR/SCHOOL WEBSITE

A newsletter containing announcements regarding events, references to policy, and news about the students, staff and school will be found on the Miles Macdonell Collegiate website and emailed to parents. Our school website is <http://www.retsd.mb.ca/school/miles>.

PARENT ADVISORY COUNCIL

The Miles Macdonell Collegiate Parent Advisory Council is dedicated to the education and the well being of our students. We are a bridge between student and school. We can and will, as parents, advocate on behalf of all members of the school community. For further information on your Parent Advisory Council and for the name and telephone number of your chairperson, please call the school office at 204-667-1103.

TEACHER-PARENT/GUARDIAN COMMUNICATION

Teachers may call/email at anytime to report about student attendance, progress or behaviour. Parents may call/email the teachers or administrators if they have any concerns.

SECTION IV CODE OF CONDUCT

Guidelines for Parents and Students

CODE OF CONDUCT

The Code of Conduct is intended to promote a healthy school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes that everyone has the right to be treated with dignity and respect. A copy of the copy of the Code of Conduct has been distributed to each student and is also available at:

http://www.retsd.mb.ca/Lists/Publications/code_conduct.pdf

THREAT ASSESSMENT

The purpose of the threat assessment process is to use the best knowledge, skill and experience available to assess high-risk threatening behaviours so that appropriate interventions can be identified to protect individuals from harm and ensure a climate of safety in schools and the community. In the event that such a situation arises, the resulting investigation will be extensive in scope and may include the involvement of agencies such as the Student Services Clinical Unit, the police and others. Any child who poses a high risk to self-harm or who threatens harm to others will undergo an intense investigation. All high-risk behaviours will be taken seriously and high-risk students will be assessed accordingly. When a high-risk threat to self-harm or to harm others occurs, it is essential to assess safety, put in place the required interventions to ensure safety, analyze appropriate next steps and determine appropriate consequences.

No student who has posed a threat of harm to him/herself or to others will be permitted to attend school until safety is assured.

APPEAL PROCESS

River East Transcona School Division recognizes that, on occasion, concerns may arise. Students or parents/guardians of students may raise their concerns or appeal decisions as follows:

- a. The decision of a teacher is first to be discussed with the teacher. If the parties are unable to come up with an agreeable solution, this decision may be appealed to the principal.
- b. The decision of the principal may be appealed to the superintendent.
- c. The decision of the superintendent may be appealed to the board of trustees. A letter outlining the concerns should be sent to the board of trustees in care of the board chairperson.

SAFE SCHOOLS

The RETSD Code of Conduct is consistent with the Safe Schools Charter of Manitoba. The Safe Schools Charter⁴ (Province of Manitoba, S.M. 2004, c. 24) sets forth guidelines that apply to students and staff regarding behaviour.

Behaviours that will not be tolerated in schools and that will be dealt with immediately include, but are not limited to the following:

- bullying or abusing physically, sexually or psychologically, in writing, verbally or otherwise
- discriminating unreasonably based on any characteristic set out in subsection 9(2) of the Manitoba Human Rights Code
- using, possessing or being under the influence of alcohol or illicit drugs at school
- gang involvement on school sites
- possessing a weapon as 'weapon' is defined in Section 2 of Canada's Criminal Code
- inappropriate use of electronic mail, the Internet, cell phones and electronic communication devices, including accessing, uploading, downloading or distributing material that the school has determined objectionable
- students taking photos, video recordings and images of staff or students on school property without the permission of authorized school personnel.

DRUGS AND ALCOHOL

In keeping with the RETSD divisional policy J1CH, the following actions involving alcohol, restricted drugs, illegal drugs, pills/substances which are misrepresented, sold or distributed or products misused for the purpose of mind altering affect would incur consequences:

- Attempting to secure or purchase
- Using or having used
- Possessing

- Intending or attempting to sell or distribute
- Selling or distributing
- Being knowingly present when used, possessed or consumed
- Possession of paraphernalia

The only exception to this policy is the purchase and/or consumption of alcohol by students of legal age at the graduation dinner and dance, if the sale of alcohol is part of the safe graduation arrangements.

First offence will yield a five day suspension from classes and notification to the parent if the student is under 18 years of age, and Superintendent's Department. The student will be referred for alcohol/drug assessment and/or counselling. Police may be involved. Indefinite suspension or expulsion may be recommended.

Second offence will yield a minimum of five day suspension from classes and notification to the parents if the student is under 18 years of age, and Superintendents' Department. The student will complete the Addictions Foundation of Manitoba assessment and counselling program. Police may be involved. Extended suspension or expulsion from division schools may be recommended.

Third offence will yield an indefinite suspension from classes and notification to the parents if the student is under 18 years of age, and Superintendents' Department. Parents/Students will be notified that a discipline review will be undertaken by the Board of Trustees.

Trafficking: In the event of trafficking/dealing in drugs or being in possession of five grams/packages or more, the parents, police and superintendent will be notified. The superintendent will determine the length of the suspension or expulsion.

SEARCH POLICY AND PROCEDURES

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/JIH.pdf>

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/JIH-R.pdf>

RETSO supports its teaching and administrative staff in the maintenance of proper order, discipline and decorum on school premises, within divisional facilities and also during the course of any divisional or school-approved activity, on or away from the school campus.

Further, RETSO recognizes the students are entitled to privacy. However, it is acknowledged that school administration may consider a search necessary to maintain the integrity of the school environment and to protect students. To this end, RETSO empowers the school administration or designate to conduct reasonable searches of students' clothing, personal effects, lockers and vehicles.

RIVER EAST TRANSCONA SCHOOL DIVISION DIVISION-WIDE RULES

- No bullying, including cyber-bullying, or abusing physically, sexually, or psychologically—orally, in writing, or otherwise.
- No inappropriate use of electronic mail, the Internet, digital cameras, cell phones, cell phones equipped with digital cameras, text messaging, and other personal electronic communication devices, including accessing, uploading, downloading or distributing material that the school has been determined objectionable, students taking photos, video recordings and images of staff or students on school property without the permission of authorized school personnel.
- Cell phones/pagers are not to be on nor are they to be visible in class.
- No discriminating unreasonably on the basis of any characteristic set out in subsection 9 (2) of The Human Rights Code.
- No use of peanuts, peanut butter, peanut oil, nuts, and products containing them.
- No smoking on school property.
- Students are not to purchase, use, possess, sell or distribute alcohol/drugs while at school. Also, students are not to be knowingly present when another student is using, in possession of or consuming alcohol/drugs.

MILES MACDONELL COLLEGIATE SCHOOL-WIDE RULES

- Students are to abide by the Dress Code.
- Food or drink is only allowed in a Computer Lab if kept in the designated area.
- Students are not allowed to use aerosol or air-borne scented products anywhere in the school, except for the Cosmo Lab.
- Students are to use appropriate language in and around the school at all times.
- Students are expected to be in the library, cafeteria or seated in the tunnel during their spare.
- Students are not to loiter in the hallways or entrance ways.

HIGH SCHOOL ATTENDANCE

The River East Transcona School Division believes that regular attendance and punctuality are positive behaviours that must be fostered in our school system. Regular attendance is necessary for a student to gain the full benefits of educational instruction. Students are expected to be punctual for all their classes and to complete the requirements of the course of study.

1. Responsibility for Attendance

Responsibility for attendance rests jointly with the student and his/her parents(s)/guardians(s).

Absences:

a) Student absences are categorized as:

- i) Excused
- ii) Explained
- iii) Unexplained

b) Absences are considered excused if the activity is initiated by the school. Excused absences may include, but are not limited to, field trips, sports trips, special group trips, conferences, suspensions, etc.

c) Absences are considered explained if they are for unavoidable cause and are supported by a written note or telephone call from a parent or guardian. Students who are 18 years of age or older may explain their own absence in lieu of their parent(s)/guardians).

2. Attendance Protocol

a) Each high school will publicize the attendance policy and their procedures which will be communicate to students/parents/legal guardians at the beginning of the school year or at the time of registration.

b) Attendance will be taken and recorded by teachers on a period-by-period basis each day.

c) Where the parent(s)/guardians(s) has determined that the student must be absent from school, the parent(s)/guardian(s) must inform the school prior to the schedule time for that class or no later than one day immediately after the student's return to school. Students who are 18 years of age or older may phone in their own absence reasons, in lieu of their parent(s)/guardian(s).

d) In the case of long-term illness, the student's absences must be supported by a medical certificate.

3. Attendance Procedures

a) A tiered intervention attendance support model will be used to assist students and parents when students are not attending class as required by the Manitoba Public Schools Act.

b) Where exceptional circumstances warrant, such as a documented chronic illness, the school administration may grant an extension to students who have accumulated excessive absences allowed under this policy.

c) Where a student misses a test or examination due to an explained/excused absence, alternate arrangements will be made by the student/teacher/principal. Where a final examination is missed due to illness, a medical certificate may be required.

d) Where a student is suspended from school, each day of the suspension will be recorded/counted as an excused absence for attendance purposes. While the suspension is in effect. The student will not be allowed to participate in extracurricular or school-sponsored activities. Tests or exams may be administered during this time at an alternate time and location as determined by school personnel.

e) Provincial exam protocols for attendance will be followed for all standards tests.

MILES MACDONELL ATTENDANCE PROCEDURE

We believe that all students can be successful. A significant factor in student success is regular attendance.

The goal of our team here at Miles Macdonell is to work with students and their families to ensure they are supported in attending school. Communication is the key component in our plan to support students. Once a student reaches 6 unexplained absences teachers will contact home to discuss attendance and progress in the course. At 8 unexplained absences the office will automatically send an attendance letter to parents/guardians to communicate current attendance status. The office will also automatically send another letter to parents/guardians once students reach 12 unexplained absences.

Students may be placed on an attendance contract by their assigned Vice-Principal after they have reached 12 unexplained absences. The contract will outline expectations such as:

- Regularly attend classes.
- Arrive on time to class, prepared to learn with required supplies.
- See teachers for a list of outstanding assignments.
- Seek resource support to get caught up on work missed.
- Actively participate in classroom activities.

Students who do not actively work to improve their attendance and who do not comply with their attendance contract guidelines may be removed from the course.

SCHOOL FIELD TRIPS

Field trips are an important part of your education. They enable you to experience, hear or do things that are not always possible in the confines of our school. When you are on a field trip, you will be marked absent from a class in another subject that you miss as a result of the field trip. The absence is excused. The reason given is "school activity." It is the responsibility of the student to complete all assignments given during the absence on a field trip.

EXTENDED SCHOOL ABSENCE

Extended absence is discouraged as it affects school performance. Therefore we encourage families to vacation during regular school break times. This should assist students keeping up with their studies. Students who need to be absent from class for an extended time must obtain a form available at the office entitled "Request to be Absent from Class" form. The form must be signed by all subject teachers and approved by the Principal prior to being away from school. Students requesting special leave must have a good record of attendance.

ILLNESS DURING CLASS

If a student becomes ill during class, the student may request to go home. The teacher will send the student to the office to sign out. A parent or guardian will immediately be notified before the student is sent home.

STUDENTS' UNASSIGNED TIME

It should be emphasized that it is the responsibility of each student to organize and utilize his/her unassigned time in a manner which will help to improve the student's performance in his/her educational program. During unassigned time, a student may study in the library or work in the cafeteria. Students are asked to refrain from walking the halls, as this will disturb classes in session. The Tunnel is to be used as a quiet reading area.

LUNCH HOUR

Students can eat their lunches in the cafeteria, on the benches provided in the hallway areas or in supervised classrooms. Students are asked to avoid eating their lunches in the front door area of the school, the hallway in front of the office area and the hallway in front of the computer rooms. These are areas that visitors and students frequently walk through, and we wish to make them as accessible as possible.

RIVER EAST TRANSCONA SCHOOL DIVISION DRESS CODE

The River East Transcona School Division Dress Code states: Students shall dress in a manner that is appropriate for a learning and working environment. Parents and students are responsible for appropriate student attire. In keeping with the division's

objective to make all students and staff feel safe, welcome and comfortable in the River East Transcona School Division, offensive images such as inappropriate slogans, racist, sexist or demeaning pictures and/or words on clothing, handbags, backpacks, etc. are not permitted. School administrators will have the authority to address inappropriate attire in their schools.

MILES MACDONELL COLLEGIATE DRESS CODE

<http://www.retsd.mb.ca/yourretsd/Policies/Documents/JICA.pdf>

Clothing should reflect our code of good taste and respect and not be a source of distraction to the academic culture of our school. Students demonstrate integrity by dressing appropriately for school as they would if they were working for an informal business (golf course, McDonald's, Tim Horton's, etc.). Parents and students are responsible for appropriate student attire.

In keeping with the division's objective to make all students and staff feel safe, welcome and comfortable in The River East Transcona School Division, clothing and personal items must not be decorated with images or lettering that would be offensive to students, staff, or the public. With this in mind, the following dress code is in effect:

- Clothing which covers the chest, shoulders, back, and midriff is considered appropriate.
- Shirt/top must touch pants/skirt at the hipline or waistline at all times.
- Clothing needs to conceal the undergarments at all times (including when bending down).
- The minimum length for skirts is to the mid-thigh line.
- Shorts must be of appropriate and respectable length.
- Transparent clothing is considered appropriate only if clothing underneath follows the dress code above.

In keeping with the objective to keep everyone safe, welcome, and comfortable at Miles Macdonell Collegiate, the following is in effect:

- All headwear including **hats, caps, toques, hoods, or bandannas** are to be removed while in the school, except religious headwear.

School staff will have the authority to address inappropriate attire in their schools. Persons wearing inappropriate clothing may be sent home by administration.

STUDENT USE OF STUDENT SUPPLIED PERSONAL ELECTRONIC DEVICES

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/JICJ.pdf>

The River East Transcona School division recognizes that the use of student supplied personal electronic devices is continuing to grow and expand. Furthermore, the division recognizes the value of such electronic communication devices to students, families, and schools in terms of communication, collaboration, creativity and innovation. It is the intent of this policy to manage the use of student supplied personal electronic devices in the school to prevent interference and also support teaching and learning opportunities.

This policy applies to the formal school day, including school-sponsored events, e.g., intramurals, extracurricular activities, and field trips.

Unless otherwise directed by the teacher/school, student supplied personal electronic devices must be kept out of sight and turned off during instructional time. Unauthorized use of these devices may disrupt the instructional program and distracts from the learning environment.

The use of student supplied personal electronic devices to invade personal privacy or contribute to behaviour that is injurious to another will be addressed through the divisional Code of Conduct. Students who use student supplied personal electronic devices to access, upload, download or distribute material that the school has determined objectionable will be subject to the provisions of the divisional Code of Conduct or other divisional policies. Where deemed appropriate, conduct that has been determined injurious or objectionable may also be subject to discipline and/or police/legal action.

Students who use an electronic communication device to send or receive personal messages, data or informatin that would contribute to or constitute cheating will be subject to consequences as determined by the school.

School officials, including classroom teachers, may confiscate student supplied personal electronic devices from students if they are used for unauthorized purposes or at unauthorized times. Repeated unauthorized use may lead to further action as determined by the school.

COMPUTER USE/E MAIL

Students may access the divisional wifi by using their divisional login username and password.

Proper student behaviour in computer labs is essential. All students are expected to sign the *Acceptable Use of Internet Agreement* and abide by the conditions outlined. Students will be subject to appropriate discipline which could lead to loss of computer privileges, suspension from classes and/or suspension from school. Computer offences include:

- improper use of computer software (e.g. internet or programs – games, pornography)
- improper conduct which results in damage to equipment (e.g. altering equipment)
- violating security

Students will be assigned an e-mail address upon request. This may be used for personal and school use. The *Acceptable Use of the Internet Agreement* signed by all students and their guardians will apply to use of the email system. Any student found to be using inappropriate language or sending or receiving messages not suited to a school environment, may have his or her email address revoked and be referred to the administration.

SMOKING

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/JICG.pdf>

The River East Transcona School Division is a smoke-free environment. Out of consideration for the health and well-being of students, staff, parents, and community members, smoking and/or the use of tobacco and electronic cigarette products are prohibited on all school division property, including all buildings, grounds, and vehicles on school division property.

The exception to this policy is the participation in smudging and/or preparation of tobacco offerings in compliance with the divisional smudging protocol and guidelines.

ELECTRONIC VAPORIZER DEVICES AND TOBACCO

<https://www.retsd.mb.ca/yourretsd/Policies/Documents/JICG%20-R.pdf>

Please read and review this policy.

STUDENT FEES

The \$50.00 student fee is not refundable and covers the following costs:

Locker Fee	\$ 5.00
Yearbook	\$25.00
Computer	\$ 8.00
Student Council / PE Intramurals	\$ 5.00
Cap & Gown Fee (for graduating students/year)	<u>\$ 7.00</u>
TOTAL	\$50.00

GRADUATION FEES

Potential graduates will be required to pay \$25.00 at the beginning of Semester II for their high school diploma.

VISITORS

All visitors must report to the office. Persons who fail to do so are trespassing and may be prosecuted. Students are NOT to invite friends who are not students into the building, unless permission from an administrator has been granted. Students are also reminded not to visit other schools during regular school hours.

SECTION V – SCHOOL SERVICES

CAFETERIA

The cafeteria provides hot and cold meals for students and staff. Food selection includes hot breakfast, hot entrees, soups, salads, pastries, fruits, and beverages. Cafeteria hours are 7:30 a.m. to 2:50 p.m. daily, Monday to Friday.

STUDENT ACCIDENT INSURANCE

All students may enroll in the group Student Accident Insurance program. Forms are available in September from Teacher Advisors. Students involved in sports are encouraged to enroll in the plan.

LOCKS AND LOCKERS

Students must obtain a locker for storing books, school materials and clothing. Teacher Advisors assign lockers and locks in early September. Students are advised to keep the combination private. The school cannot be held responsible for loss of property. Students are strongly advised not to leave money or other valuables in lockers and must not change locker locations once they have been assigned. Students receive their own personal locker and are responsible for it and the contents. Students are not to share lockers with friends or give their combinations to others. In the interest of safety and hygiene, the school administration reserves the right to inspect all lockers at anytime. RETSD Policy #12.10.

LOST AND FOUND

Enquiries about lost items may be made at the main office.

TELEPHONES

A pay phone is available for students' personal use across the hallway from the main office. The phones in the office are reserved for school business. The switchboard does not accept personal messages for students unless they are from parents/guardians or it is urgent.

TEXTBOOKS

Textbooks are issued by subject teachers, and it is the student's responsibility to take care of them. Students will pay for any lost or damaged books.

SCHOOL PICTURES

Professional photographers take school pictures in the fall of every year. All students will have their pictures taken at this time for the student card (which is used as your library borrowing card) and yearbook. If you wish to purchase photo packages, you must pay for them when the photographs are taken.

STUDENT/TRANSIT CARDS

In the fall, students are given student cards with their school photo. The card is used as a library borrowing card and a transit "go" card. These cards are issued only once per school year.

STUDENT PARKING

Student parking is provided on a space-available basis. All vehicles driven by these students are recorded in the office. **Students who do not pay for a parking spot are not allowed on the lot at any time with their vehicle.** All unauthorized vehicles will be towed. This also includes the Visitor Parking Area. All spots are given to students in early September. Students must pay in full to assure an assigned parking spot. The fee is non refundable. All students will sign a contract and abide by its stipulations. The cost of student parking is \$190.00 for the school year.

Unrestricted parking is available on streets close to the school. This is preferable to parking in restricted areas around the school as students are not permitted to leave class to move vehicles.

SECTION VI - SCHOOL PROGRAMS

STUDENT SERVICES DEPARTMENT

Counselling: Counsellors are available to provide assistance and information regarding:

- course selections
- post secondary information
- private music credits
- special language credits
- career/transition education
- summer school
- financial assistance (scholarships/bursaries)
- health issues

Counsellors can also assist with personal concerns that may hinder academic progress.

Resource: Resource teachers work together with students, teacher advisors, subject teachers and parents to provide a wide range of individual and group academic supports. Such supports include:

- Peer Tutoring
- Organizational Skills
- Study/Learning Skills
- Individual/Group Assessments
- Distance Education Courses
- Test/Exam Taking Strategies
- Course Selections
- Individual/Group Academic Support
- Youth Seminars & Exchange
- Apprenticeship Credits
- Student Volunteer Credits

SCHOOL LIBRARY

The school library is designed to support the development of information literacy skills in our students as part of their program of study.

The library has a useful website at <http://www.retsd.mb.ca/school/miles>, providing:

- links to online catalogues at Miles Macdonell and other libraries.
- information about bibliographies, search engines and other research topics.
- suggestions for reading and listings of new books available at the library.
- links to valuable online resources
- access to online subscription resources. These are the passwords you will require to log on to:
 - EBSCOhost (User ID: mmc Password: buckeyes)
 - World Book Encyclopedia (User ID: rivereast Password: transcona)

The library is open each day from 8:00 a.m. – 3:45 p.m. It offers a place for homework, study or recreational reading. Library staff are available to help students with their questions about using the library or its resources.

Materials are checked out for a three-week period and can be renewed. There is no limit to the number of materials that a student can borrow, but no more than three books on the same topic can be taken out at a time. Late fees are charged at a rate of 25 cents per item per day. Students use their student/transit card as a library card. Students are encouraged to return books on time out of respect for the needs of other users.

The library is equipped with a set of laptops, which teachers can reserve for their classes. Laptops are available to individuals at all other times. Seminar rooms and peer study rooms are also available.

TEACHER ADVISORS

Every student is assigned a Teacher Advisor (TA). It is the student's responsibility to attend all TA meetings. Teacher Advisors assist and advise students in all aspects of school life, while also acting as a liaison between home and school.

SECTION VII – EXTRA/CO-CURRICULAR ACTIVITIES

STUDENT COUNCIL (STUCO)

The Student Council organizes student events while cultivating school spirit. The council acts as a representative of the student body. It is their responsibility to ensure that all students' best interests are taken into consideration when working with the administration.

SCHOOL ACTIVITIES

Many of these activities may be offered during the school year – morning, noon hours, and after school. Active participation in school life will make your time at Miles Macdonell much more fun and exciting.

The following are some examples of what is available . . .SO GET INVOLVED!

ATHLETICS – INTRAMURALS

Intramural activities are offered throughout the year during the lunch period, and are open to all students. Students are encouraged to sign up for these activities as they are bulletined on the Physical Education bulletin board.

ATHLETICS – INTERSCHOOL

Miles Macdonell Collegiate is a registered member of the Kildonan Peguis Athletic Conference (KPAC), which involves interschool competition with the following schools – Maples, Mennonite Brethren, Garden City, West Kildonan, Lord Selkirk Regional, River East, Kildonan East, Murdoch MacKay, Pierre Elliot Trudeau, Springfield and Transcona Collegiates. If you would like to try out for one of the school teams, contact one of the Physical Education teachers.

KPAC sports include: cross country running, football and volleyball during the fall, basketball, badminton, indoor track, indoor soccer and curling during the winter, and golf, soccer, outdoor track and field hockey during the spring. MMC also has hockey teams that compete in the high school hockey leagues. All students participating on an athletic team, pay a \$40.00 athletic fee per school year.

SECTION VIII - PROVINCIAL REQUIREMENTS FOR GRADUATION

Students require 30 credits to graduate. For the Manitoba High School Diploma, five of these credits **MUST** be at the 40 Level. To attend post-secondary institutions, six credits are required: five **MUST** be at the 40S Level in addition to the Phys. Ed. 40F credit.

Students who wish to register for more than the minimum grade level program requirements, need permission from the Principal.

GRADUATION REQUIREMENTS

REGULAR ACADEMIC GRADUATION REQUIREMENTS

GRADE 9	GRADE 10
Compulsory (5 cr.)	Compulsory (5 cr.)
Language Arts 1 cr.	English 1 cr.
Social Studies 1 cr.	Geography 1 cr.
Mathematics 1 cr.	Mathematics 1 cr.
Science 1 cr.	Science 1 cr.
Physical Education 1 cr.	Physical Education 1 cr.
Options 3 cr.	Options 3 cr.
8 credits	8 credits

GRADE 11	GRADE 12
Compulsory (5cr.)	Compulsory (5cr.)
English 1 cr.	English 1 cr.
Mathematics 1 cr.	Mathematics 1 cr.
Canadian History 1 cr.	Additional Grade 12 Courses min 2 cr.
Science (RETSD) 1 cr.	
Physical Education 1 cr.	Physical Education 1 cr.
Options min 2 cr.	Options min 2 cr.
7 credits	7 credits

FRENCH IMMERSION GRADUATION REQUIREMENTS

GRADE 9		GRADE 10	
Compulsory	(6 cr.)	Compulsory	(6 cr.)
Français	1 cr.	Français	1 cr.
English	1 cr.	English	1 cr.
Mathématiques	1 cr.	Mathématiques	1 cr.
Sciences de la Nature	1 cr.	Sciences de la Nature	1 cr.
Sciences Humaines	1 cr.	Géographie	1 cr.
Physical Education	1 cr.	Physical Education	1 cr.
Options	2 cr.	Options	min 2 cr.
8 credits		8 credits	

GRADE 11		GRADE 12	
Compulsory	(6cr.)	Compulsory	(5cr.)
Français	1 cr.	Français	1 cr.
English	1 cr.	English	1 cr.
Mathématiques	1 cr.	Mathématiques	1 cr.
Chimie/Physique/Biologie	1 cr.	Additional Gr.12 Credit taught in the French language	1 cr.
Histoire Canadienne	1 cr.		
Physical Education	1 cr.	Physical Education	1 cr.
Options	1 cr.	Options	min 2 cr.
7 credits		7 credits	

To graduate with a Provincial French Immersion Diploma , a student must earn credits in 14 French Immersion Courses, with Français and Mathématiques at the four grade levels compulsory. The minimum number of credits in each grade level is as follows: Grade 9 – 4, Grade 10 – 4, Grade 11 – 3, Grade 12 – 3.

VOCATIONAL COSMETOLOGY GRADUATION REQUIREMENTS

GRADE 9		GRADE 10	
Compulsory	(5cr.)	Compulsory	(5 cr.)
Language Arts	1 cr.	English	1 cr.
Social Studies	1 cr.	Geography	1 cr.
Mathematics	1 cr.	Mathematics	1 cr.
Science	1 cr.	Science	1 cr.
Physical Education	1 cr.	Physical Education	1 cr.
Options	3 cr.		
		Cosmetology (Hair Styling)	4 cr.
8 credits		9 credits	

Grade 11		Grade 12	
Compulsory	(4 cr.)	Compulsory	(3 cr.)
English	1 cr.	English	1 cr.
Mathematics	1 cr.	Mathematics	1 cr.
Physical Education	1 cr.	Physical Education	1 cr.
Cosmetology (Hair Styling)	4 cr.	Cosmetology (Hair Styling)	4 cr.
8 credits		7 credits	