

# Miller Homeroom Handbook Procedures Presentation

2023-2024



# 2023/2024 RCSD Theme

- All Belong: Welcome!



# What does it mean to be a Marauder???



Miller's Mission Statement:

- Miller Comprehensive Catholic High School is dedicated to working with the community and the local church to provide a quality Catholic education that fosters academic excellence and the development of informed, responsible citizens.



- As a community of staff and students at Miller Comprehensive Catholic High School we want to create a supportive and caring learning environment by being respectful and considerate of each other.



# Our School Crest

The Sheaf is the emblem of Saskatchewan.

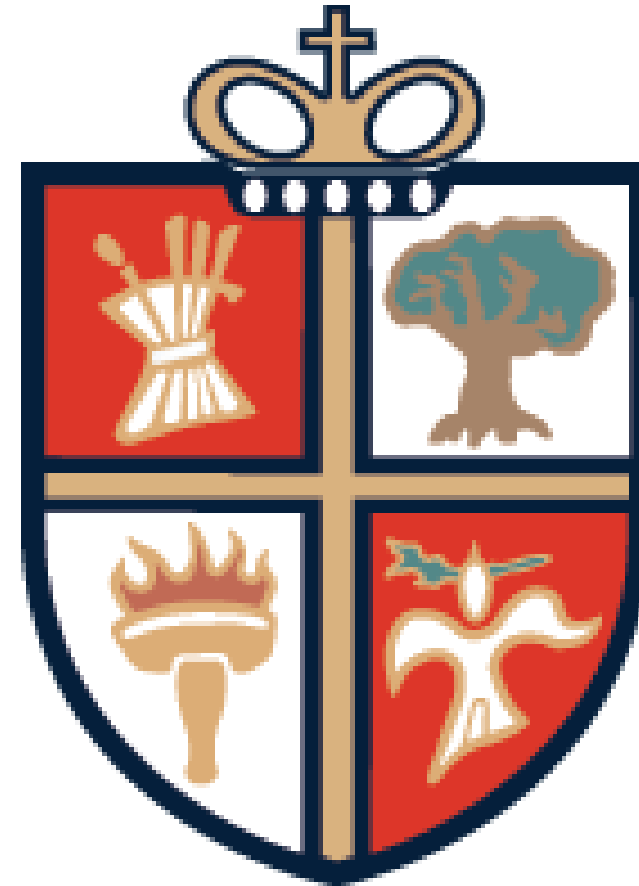
The Tree symbolizes the knowledge for which we search, not only academic, but all the knowledge we need to attain the purpose of life.

The Torch shines for our freedom of choice.

The Dove shows the peace for which we strive for in the future.

The Crown expresses the honour and glory of victory.

The Cross represents the Christian spirit of our school.



# Portrait of an RCSD Graduate

## 1. Ethical Global Citizens

- Demonstrate compassion, empathy, and a sense of purpose rooted in Catholic teachings.
- Value and respect diversity amongst all peoples and foster inclusive environments, actively engaging in matters of justice, and equality.
- Utilize knowledge and skills to champion positive change and advocate for self and others.
- Build meaningful, supportive relationships and effectively use personal, community, and professional resources.

## 2. Open-Minded Critical Thinkers

- Empathize with the perspectives of others.
- Act responsibly in promoting personal beliefs and ethics by seeking and reflecting upon new experiences and ideas.
- Critically consume, share, and act on information with integrity and clarity of impact.
- Employ a reflective, flexible, and growth-oriented mindset to resolve challenges and pursue opportunities.



# Portrait of an RCSD Graduate

## 3. Resilient Life-Long Learners

- Exhibit resilience and purposeful planning to achieve short- and long-term goals.
- Welcome and apply constructive feedback for personal and professional improvement.
- Apply past learnings, skills, and experiences to solve problems critically and creatively in new areas.
- Accept personal responsibility and demonstrate life-long learning as they face the opportunities and challenges beyond high school.

## 4. Effective Communicators

- Proactively lead and collaborate with people across diverse backgrounds to achieve shared goals.
- Effectively convey messages in multiple mediums or languages.
- Engage actively and respectfully in interactions with others.

# Miller Comprehensive Catholic High School Policies & Procedures:

- All school policies and procedures can be found on our school website under the Students tab, School Handbook  
<https://miller.rcsd.ca/student-handbook>
- School policies, announcements, student services, graduation checklists and other items are also housed on our website.
- All students must familiarize themselves with this information. It is your responsibility to know the policies and procedures at Miller Comprehensive Catholic High School.



# Miller Comprehensive Catholic High School Policies & Procedures

- The following policies and procedures are meant to help create a **safe** and orderly school environment for all students and staff. By following the policies and procedures presented, staff and students are helping to create the supportive and caring environment we all want.
- But it doesn't stop in our school community...we want to be part of a larger supportive and caring community, including our neighbours – the residents and businesses around Miller. Please be respectful of them and their properties !!
- BE KIND!

# Miller Comprehensive Catholic High School Policies & Procedures:

- LOCKERS:
  - As backpacks and jackets are not allowed in class, the library or cafeteria (unless you are a grade 12 without an assigned locker) ALL students will have individual lockers assigned to them.
  - Students cannot switch lockers, as this becomes a safety concern.
    - Grade 9 students will receive a new Miller lock.
    - Returning grade 10 - 12 students should have a lock from the previous year. If not, they will need to buy a new lock from the office for \$10.00. Only school-issued locks are allowed on lockers, all other locks will be cut off.
    - New grade 10-12 students to Miller will be assigned a lock.
- Miller is not responsible for lost and/or stolen items. Therefore, we suggest that students:
  - Do not let anyone watch them open their lock.
  - Do not give their combination to anyone.
  - Do not write their locker number and combination on their notebooks, binders, etc.
  - Do not keep valuable or expensive items in lockers.
  - Do not leave binders in the hallways or on the vending machines.

# Miller Comprehensive Catholic High School Policies & Procedures:

- When students leave a class, they must have teacher permission and sign the Leaving Class Log before leaving the classroom. All tech devices are to remain in the classroom. Students are expected to quickly return to class and not be deterred by texting/visiting. Teachers will review this procedure in each class.
- Students are encouraged to carry a full timetable. However, students in Gr. 11 or 12 who have a spare/study period must go to the Resource Center or leave the building. Students are not to loiter in the hallways or concourse.
- The concourse and student lounge on the second floor are **NOT** a locations for students during spares/study periods. Students should use this time to their advantage (studying, research, homework).

# Miller Comprehensive Catholic High School Policies & Procedures:

## CELL PHONES PRACTICE AND PROCEDURES

- Rationale and Intent
  - As a result of the pandemic, high school students have become increasingly dependent on their phones. Observations over the last year, supported by research, reflect a connection between the increased usage of phones and mental health issues and off-task behavior.
  - Our intent is to see improvement in the following areas:
    - Increase in academic success.
    - Fewer distractions and a more concerted focus on academics.
    - Improvement in students' mental health by learning opportunities for students to develop skills to nurture their own mental health.

# Miller Comprehensive Catholic High School Policies & Procedures:

- Procedures and Expectations
- All students will park cell phones in the teacher designated area (i.e., cell phone pockets). Cell phones will be turned to “silent mode” or off.
- Students will not access their cell phone unless the teacher gives permission. Typically, cell phones will be accessed only during educational opportunities and/or at the end of class.
- Students are not permitted to take their cell phone with them when they leave the classroom during class time. Phones must remain parked.
- Failure to adhere to classroom rules and procedures may result in a meeting with Administration.

# Miller Comprehensive Catholic High School Policies & Procedures:

- **PERSONAL DEVICES:**

- Students must adhere to all Board Policies when accessing mobile services and utilizing school electronic equipment.
- The school/division does not provide personal property insurance for any personal technology devices which includes, but is not limited to physical damage, loss or theft of the device.
- Students may ONLY use audio, video and/or cameras during class time **with permission from the classroom teacher or administration AND the individuals being recorded.**
- Students must demonstrate positive digital citizenship which includes respecting yourself and others, protecting yourself and others, as well as respecting intellectual property.



# Miller Comprehensive Catholic High School Policies & Procedures:

- STUDENT DRESS CODES—[Administrative Application 9210](#)
- Dress for Success! Dressing for the Business of Education and Faith-based Learning! In Regina Catholic School, all staff and students are expected to wear clothing that is appropriate for the learning environment and respectful of our faith-values. Please refer to RCSD Administrative Application 9210 which outlines the division guidelines regarding the dress code. Dressing for success and the business of education means wearing school appropriate attire. Clothes that have logos or images that promote racism or discrimination, promote violence, drug and alcohol use, or organizations/values not aligned with our faith are not permitted.
- Clothing should be respectful to all, fostering an inclusive and safe school environment. Clothing should allow students to move freely and fully participate in all classroom and activities without risk of exposure or embarrassment. Clothing for the classroom should cover the torso and undergarments should be covered. Work out wear is appropriate for the gym/physical education setting. In the event that a student is in violation of the dress code, students may be asked to change clothes to help them meet the dress code standards.

# Miller Comprehensive Catholic High School Policies & Procedures:

- Parking: Parking in the student lot will be by application.
- Successful Applications will be allowed to purchase a parking pass for \$30. Applications will be made available to students this week.
  - Applications will be selected based on the following criteria:
    - Grade 12 student
    - Taking full 10 courses
    - Applications will be considered on a case-by-case basis.
- Our student parking lot expectations will still be in place. Supervisors will continue to monitor the parking lot at break, lunch and after school. Students are reminded that sitting in vehicles prior to or during school time is not allowed. There are video cameras monitoring the parking lot 24 hours a day.
- Driving recklessly, parking in reserved/restricted parking areas or not following the parking lot rules – may result in a ticket or ultimately be banned from our student parking lot.

# Parking continued...

- All students using the student parking lot will be required to register their vehicle plate, make and model as part of the application process. We also have the support of our School Resource Officer to oversee traffic safety.
- For those students who do park on the side streets, **please be respectful** of our extended Miller community. Be respectful by using the garbage cans at school, parking legally and using appropriate language around our school neighbourhood.

# Parking Application

Students may apply for a parking spot at the following URL:

<https://forms.office.com/r/vDS5e5D1DY>

Or scan this:



All parking applications must be submitted by the end of the day on Thursday, September 7th, 2023.

Successful applicants will be notified by the end of the day on Tuesday, September 13th, 2023.



# Student Behaviour

- Bottom Line Behaviour
  - Physical Aggression
  - Weapons
  - Drugs/Alcohol/Smoking & Vaping
  - Direct Defiance of a Teacher
- Consequences for any of the above may result in suspension.

# Miller Comprehensive Catholic High School Policies & Procedures:

- Alcohol and Drugs:
  - Students are expected to be free from alcohol and/or drugs when attending school and school-related events.
  - Possession and/or sale of substances is prohibited.
  - A student's parent or guardian will be notified immediately if a student is suspected or perceived to be under the influence of alcohol or drugs.
  - Consequences, in accordance with Board Policy, may include suspension from school related activities and from school attendance. In the case of trafficking, a recommendation of expulsion may occur (Regina Catholic School Division Policy).



# Miller Comprehensive Catholic High School Policies & Procedures:

- SMOKING/TOBACCO BAN ON SCHOOL PREMISES
  - The use of tobacco or tobacco, e-cigarettes, vaporizers and related products in the Regina Catholic School Division is subject to applicable laws, by-laws, and regulations pursuant to [Administrative Application 11240](#). All Board property and facilities are free of tobacco, tobacco products, smokeless tobacco, environmental smoke, and e-cigarettes, and vaporizers or other smoking alternatives.
  - The following outlines consequences to use:
    - **suspend** if vaping or smoking in the building,
    - **may suspend** if vaping/smoking on the property,
    - confiscating product that is visible in their possession in the building and may confiscate if visible on the property,
    - seizure of product as a result of a locker search will be confiscated,
    - confiscated items may only be returned to parents at the end of the semester.

# Miller Comprehensive Catholic High School Policies & Procedures:

## Surveillance Cameras

- Cameras have been installed at all entrances, in the Concourse and various hallways. They are for the safety and protection of staff and students. The cameras function 24 hours a day, 7 days a week.

## Harassment/Bullying

- Harassment on the basis of any personal attribute such as race, culture, gender, disability, physical size or weight or sexual orientation will not be tolerated. Students have a responsibility to ensure that the school environment is free from harassment (RCSD policy).

# School Emergency Safety Procedures

- Fire Drills
  - The fire alarm will be rung and classes will exit the building.
  - The following details will be covered in each one of your classes.
    - Correct exits
    - Muster Points
    - Attendance
- Secure the Building
  - The threat is out the building
  - Classes continue as usual
  - Exits will be closed and monitored by teachers.
- Lockdown
  - The threat is in the building
  - Follow your teacher's instructions within the classroom
  - Remain quiet and no cell phones
  - If in the hallway go for cover – bathroom or leave the building
  - Do not open the door for anyone – police will open the door when safe to do so.

# Four Habits for Success

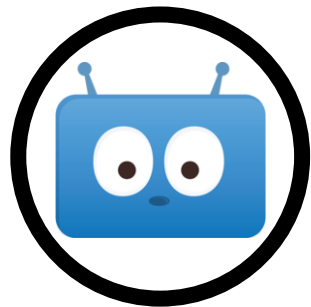
1. Attend school regularly and punctually.
2. Come with a positive attitude and willingness to work.
3. Complete all work to the best of your ability and submit it by the given due dates.
4. Prepare well for all assessments – projects and exams.

Students who live by these four habits will pass all classes with grades that reflect their abilities.



# Attendance

- Attendance is the single most important factor when it comes to academic success.
  - To ensure the integrity of the curriculum being taught, all students must attend a minimum of 85% of any class for which they are registered. Any student who is absent for more than 15% (15 periods – excused or unexcused, suspensions included) of any class may be dismissed from the class. Communication with Administration, students and parents/guardians will be ongoing.
- Help the attendance committee stay informed.....
  - **Emergent Issue Form** – illness, family emergency, funeral (possible exemption)
  - **Prior Knowledge Form** – elite level competition, surgery, travel (possible exemption)
- THESE FORMS CAN BE FOUND ON THE WEBSITE AND IN MAIN OFFICE.



# EDSBY: Gradebook App

Download the EDSBY gradebook app to manage grades, attendance, and assessments will be tracked using Edsby.

Take time now to log in to EDSBY to make sure you can see your classes.

**LINK:**  
**[rcsd.edsby.com](https://rcsd.edsby.com)**

The screenshot shows the EDSBY login interface. At the top is the Edsby logo. Below it, the text reads "Sign in to Regina Catholic School Division". There are input fields for "Username" and "Password". A blue "Log In" button is positioned below the password field. Underneath the button is a checkbox labeled "Keep me logged in". Below that is a link that says "OR LOGIN WITH:". A blue button with the Office 365 logo and the text "Sign in with Office 365" is shown. At the bottom, there is a link for "Forgot Password?".





# Incomplete Assignments/ Academic Recovery

- INCOMPLETE ASSIGNMENTS
  - It is expected that students complete all assessments on the due date.
  - Late assignments will be flagged as OVERDUE and assigned a mark of 0 in EDSBY.
  - Assignments submitted after a task is flagged as NOT DONE will be kept by the teacher to be considered at the end of the semester.
- ACADEMIC RECOVERY DAYS
  - There are no academic recovery days. Students are expected to submit all work on the due date.

# Missed Exam Policy

- If a student misses an exam his/her parent must call to excuse the absence.
- If a phone call from the parent is not received the student will receive a zero for that exam.
- If a phone call from the parent is received, a grade flag of OVERDUE is assigned and the student will be allowed to make up the exam. This calculates as a zero in Edsby.
- All missed exams will be written in the Exam Room (library) on Thursdays after school. Exam writing will begin at 3:30 PM.
- The exam room will be supervised by teachers, though your classroom teacher may not be present.
- If exams are not completed on the next Exam Room, students will receive a grade of zero. Exams submitted after the designated Recovery Day will be considered only if necessary to determine a passing grade.
- Students are strongly encouraged to do their best to prepare well and be present the day the exam is scheduled and write it in class.

# **Our Miller Cafeteria is open Before School, Morning Break and Lunch Time**

- We are fortunate to have a full-service cafeteria at Miller with daily menu items for staff and students to purchase.
- Students can visit the cafeteria for a free breakfast from 8:00 to 8:30 AM daily.
- The cafeteria is open during the morning break so students can purchase snacks.
- Students can access the cafeteria to purchase lunch or to eat their lunch brought from home.
- For safety reasons winter jackets and backpacks are not allowed in the cafeteria.
- Cash is encouraged but the cafeteria has a debit/credit machine.

# CFDS

## 2023 - 2024 High School Course Finalization Schedule - 4 Days FINAL

CFD Schedule	CF Day One Wed. January 24 Thurs. June 20	CF Day Two Thurs. January 25 Fri. June 21	CF Day Three Fri. January 26 Mon. June 24	CF Day Four Mon. January 29 Tues. June 25
9:00 – 11:00 2hr final Additional time Textbooks	Period One (10-30) Core Finals (10-30) Electives Wrap Up Grade 9 Course Wrap Up	Period Three (10-30) Core Finals (10-30) Electives Wrap Up Grade 9 Course Wrap Up	Period Four (10-30) Core Finals (10-30) Electives Wrap Up Grade 9 Course Wrap Up	Period Five (10-30) Core Finals (10-30) Electives Wrap Up Grade 9 Course Wrap Up
LUNCH 11:30 – 12:30	LUNCH 11:30 – 12:30	LUNCH 11:30 – 12:30	LUNCH 11:30 – 12:30	LUNCH 11:30 – 12:30
12:30 – 2:30 2hr final Additional time Textbooks	Period Two (10-30) Core Finals (10-30) Electives Wrap Up Grade 9 Course Wrap Up	Outcomes Completion and Student Support Time	Outcomes Completion and Student Support Time	Outcomes Completion and Student Support Time

January 30 – Institute Day, January 31 – Turn Around Day

June 26 - Last Day for Students/Turn Around, June 27 - 28 - Institute

**Show your Miller Pride on MARAUDER  
MONDAYS –  
every Monday wear your Miller spirit  
wear or **RED, BLUE,** WHITE or GREY  
Show your school pride and have a  
chance to win some amazing prizes!!!**



# Marauders let's get busy... Listen to the announcements for details regarding starting times for clubs and teams.

- **Marauder Football**

- First game Sept 7 – 5:15pm at Mosaic Stadium vs Leboldus

- **Marauder Soccer Tryouts:**

- Boys - Sept. 6,7,8 @ 4:00 P.M.
  - Queen Elizabeth Park
- Girls – Sept. 6, 7, 8 @3:50 PM
  - 6<sup>th</sup> and 8<sup>th</sup> – Queen Elizabeth Park
  - 7<sup>th</sup> – Miller Field

- **Marauder X Country:**

- Sept. 6<sup>th</sup> Team meeting in Gym B @ Lunch
- Sept 6<sup>th</sup> 4:15 PM - Walk through at Douglas Park.

- **Miller Musical Auditions:**

- Sept. 6, 7, 8 - 3:30-5:30 – Pick up Audition package in room 243.
- Dance Auditions Sept 7 – Lunch - Theater

- **Marauder Volleyball Tryouts:**

- Tryouts begin today!
- Be ready to go in the gym 15 minutes before tryouts begin.

**5**

Jr. Girls – 5:00 Gym B  
Jr. Boys – 5:00 Gym A  
Sr. Girls – 3:30 Gym B  
Sr. Boys – 3:30 Gym A

**6**

Jr. Girls – 5:00 Gym B  
Jr. Boys – 3:30 Gym B  
Sr. Girls – 3:30 Gym A  
Sr. Boys – 5:00 Gym A

**7**

Jr. Girls – 5:00 Gym A  
Jr. Boys – 3:30 Gym A  
Sr. Girls – 5:00 Gym B  
Sr. Boys – 3:30 Gym B

**8**

Jr. Girls – 5:00 Gym B  
Jr. Boys –  
Sr. Girls – 3:30 Gym B  
Sr. Boys – 3:30 Gym A



*Marauders, it's great to be back! Make the most of this year. Share your time and talents to make this a rewarding, productive and memorable year!*



**We're looking forward to an amazing  
school year...hope you are too!!**

