

Miller Comprehensive Catholic High School

Student Handbook 2024-2025



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.

**1027 College Ave
Regina, Saskatchewan
S4P 1A7**

**Telephone: (306) 791-7230
Fax: (306) 569-7424
Website: www.rcsd.ca/miller**

LAND ACKNOWLEDGEMENT



We are blessed to live and learn on Treaty 4 territory, traditional lands of the nêhiyawak, nahkawé, Nakota, and homeland of the Métis, Lakota, and Dakota. Collectively, we are committed to seeking the Truth and taking intentional steps toward Reconciliation with Indigenous Peoples in our communities.

REGINA CATHOLIC SCHOOLS



VISION STATEMENT

The Vision of the Regina Catholic School Division will provide a quality Catholic Education that is faith based, student-centered, and results oriented.

MISSION STATEMENT

The Regina Catholic School Division 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.

RCSD GOALS

Students demonstrate commitment to the Catholic faith. Students have foundations for success. The community understands and supports the value of Catholic education.

STRATEGIC PLAN AND THEME

Welcome. Embrace. Celebrate

2023-2024 – Welcome

“With open arms we welcome all peoples inspired to journey with us”

2024-2025 – Embrace

“With open minds we embrace all aspects of identity that shape us”

2025-2026 – Celebrate

“With open hearts we celebrate all individuals as created in the image of God”

MILLER COMPREHENSIVE CATHOLIC HIGH SCHOOL

WELCOME TO MILLER

We are extremely pleased that you have chosen to enroll at Miller Comprehensive Catholic High School. The staff at Miller is here to support and assist you in the many academic and extra-curricular opportunities available. You are encouraged to participate fully in the academic, spiritual, and extra-curricular life and programs of Miller. Each of you has the responsibility to develop your God given talents and gifts to the best of your abilities. We, as the Miller staff, will strive to work with you to create an atmosphere and environment that will be supportive of your achievements and goals. We hope this school year will be one in which you experience both success and happiness. Have a great year!

Wade Hackl
Principal

Joachim Smadu
Vice Principal

Michael Knight
Vice Principal

OUR STORY

We are a diverse school with a rich tradition that reaches all students through a wide range of courses and activities.

OUR VISION

We believe that Miller is the best school in Saskatchewan. Our unique building and program offerings allow us to be a premier educational destination for students.

OUR PEOPLE

We are a diverse community. We are students, staff, families and parishes. We are united in a journey to share our gifts with one another as we answer God's call.

OUR NAME

Our name recognizes the work of J.P. Miller, who was instrumental in the development of publicly funded Catholic secondary education in Saskatchewan.

TREATY 4 TERRITORY

We humbly acknowledge the role of Catholic education in the colonization of Canada. Respectfully, we honour the original keepers of this land as we seek Reconciliation with Indigenous peoples.

OUR MISSION

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.

OUR SPACES

Miller Comprehensive Catholic High School is celebrated for its commitment to fostering a safe, inclusive, and supportive environment through supportive programs, a diverse community, and active engagement from staff, students, parents and the community.

CATHOLIC DISTINCTIVENESS

This is what sets us apart. Our Catholicity defines our viewpoint and is at the core of Regina Catholic Schools. Faith is permeated throughout all we do.

MILLER CODE OF HONOUR**M**ATURITY**A**TTITUDE**R**ESPECT**A**CHIEVEMENT**U**NITY**D**IVERSITY**E**NERGY**R**ESPONSIBILITY**S**PIRIT**M**ATURITÉ**A**TTITUDE**R**ESPECT**A**RDEUR**U**NITÉ**D**IVERSITÉ**E**SPRIT**R**ESPONSABILITÉ**S**UCCÈS

We, the students of Miller Comprehensive Catholic High School, commit to respect the dignity, rights, and property of all people; to nurture a climate of care, concern and civility to others; to accept responsibility for all of our words and actions; and to make academic integrity fundamental in all that we are about in our school. In so doing, we will create an atmosphere where honesty and integrity are at the forefront, where our actions and words will be beyond reproach, and where we will conduct ourselves in a manner that commands the dignity and respect that we will always demonstrate to others.

STUDENT CONDUCT EXPECTATIONS

Students who choose to register and attend the Regina Catholic Schools are deemed to acknowledge and agree to observe the rules, expectations, and regulations of their respective school and of the School Division. [*The Education Act, 1995, 150(3)(e)*]. It is expected that all students of the school community behave in a manner that is congruent with the gospel values appropriate to a Catholic community. Students are challenged to live, grow, and internalize the morals and values taught to us by Jesus Christ. Each student is expected to be familiar with the information contained in this handbook. All school expectations adhere to the Regina Catholic School Division Administrative Applications, which can further reviewed [here](#).

Despite the concerted efforts of students, parents, and the school, student misbehaviour may occur, and school administrators will need to take disciplinary action. The School Administrators will consider appropriate discipline on a case-by-case basis with the goal of providing a safe learning environment for all students.

STUDENT BEHAVIOUR

Students will behave toward and speak to school staff and peers with respect, courtesy, and honesty. Students and staff have a right to a caring school environment free of violence, prejudice, harassment, and other forms of abuse. Negative behaviour such as vulgar, profane, or obscene language or gestures, harassment, bullying, discrimination, fighting, theft, and vandalism will not be tolerated. Students shall cooperate with and are accountable to staff of the School Division for their conduct on school premises during school hours and during any school function or activity sponsored or approved by the school and/or School Board. Rules apply to all students going to, attending and returning from school and/or approved activities. [*The Education Act, 1995, 150(1) & (2)*].

ANTI-BULLYING

The administration and staff of Miller Comprehensive Catholic High School believe that students have the right to live and to learn in environments with a non-bullying ethos. Everyone agrees that bullying is unacceptable and must be tackled as a matter of urgency to improve outcomes for young people. The City of Regina has passed a bylaw addressing bullying and public fighting (Bylaw No. 2006-38). Offenders of this law will be dealt with in accordance with the City of Regina bylaw and Regina Catholic Schools' policy.

HARASSMENT

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. Harassing behavior or actions that abuse or humiliate individuals, interfere with their performance or create an intimidating or hostile environment is prohibited. Unwanted comments, verbal and/or written abuse, unwelcome gestures, actions that invade privacy or personal property, spreading

MILLER COMPREHENSIVE CATHOLIC HIGH SCHOOL

unfounded rumors or deliberately spreading misinformation will not be tolerated. Students have a responsibility to ensure that the school environment is free from harassment. *[Regina Catholic School Division Policy]*.

VIOLENCE

Behaviour that results in a serious physical assault of a member of the school community will, in accordance with Board policy, effect any or all of the following: (a) suspension from attendance at school-approved functions for a period of up to one year; (b) suspension from school attendance for a period of up to one year; (c) transfer to another school; or, (d) expulsion for a period greater than one year. *[The Education Act, 1995, (155)(1) and Regina Catholic School Division Policy]*. Disagreements are to be settled in a fair, non-violent manner and without the use of threats. Students may be required to participate in alternative conflict resolution processes.

WEAPONS

Students can expect a safe environment free from any weapon or dangerous object. The carrying of, use of, or threat of use of a weapon is prohibited and in accordance with School Division policy will result in serious consequences. A weapon is anything used for or intended for use as an instrument for inflicting bodily harm, or anything used or intended for use for the purpose of threatening or intimidating any person. *[Regina Catholic School Division Policy]*.

SOCIAL MEDIA

As per RCSD Administration Application 5103 Online Communication and Social Media Use, All students need to maintain RCSD expectations for professional conduct when posting, replying, or conducting any online interaction. Students are encouraged to maintain an appropriate social media and online presence. Students shall be aware that their personal online communication and comments, if connected to school division operation and practices, is subject to review at any time. Any misuse or prohibited use of online communication or social media may result in disciplinary action.

AUDIO AND VIDEO RECORDING

Students shall not make a recording, or upload the recording, of any person or any activity in the classrooms or in the school, on school property or at school-related events unless provided for in the administrative application #10900. A teacher or school administrator may give a student permission to record activity in a classroom for personal study purposes provided that the student agrees that the recording will not be shared, reproduced or uploaded to any publicly accessible web environment or social media platform.

RESPECT FOR PROPERTY

Students shall treat school property and the possessions of all individuals with respect, care, and consideration. Damage to school property or the private property of members of the

school community either through neglect or willful damage will not be tolerated. Violators may be expected to make restitution to the victim or the school division.

DRESS CODE POLICY

In Regina Catholic School, all staff and students are expected to wear clothing appropriate for the learning environment and respect 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. 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.

ALCOHOL & DRUGS

Students are expected to be free from alcohol or drugs when attending school and school-related functions. Possession and/or sale of such substances is prohibited. A student's parent or guardian will be notified immediately if the student is suspected or perceived to be under the influence of alcohol or drugs.

SMOKING/TOBACCO/VAPING USE

Our school aligns with [Administrative Application 11240](#). The use of tobacco, e-cigarettes, vaporizers, and related products in the Regina Catholic School Division (RCSD) are subject to applicable laws, by-laws, and regulations pursuant to this administrative application. All school division property and facilities are free of tobacco, tobacco products, smokeless tobacco, environmental smoke, e-cigarettes, and vaporizers or other smoking alternatives on our property. Students may be suspended if vaping or smoking on school property. The product will be confiscated when on school property. Confiscated items may only be returned to parents/guardians.

SAFE AND ORDERLY ENVIRONMENT

BELL SCHEDULES

[Click here to see our Bell Schedules for the current school year.](#)

LOCKDOWN, FIRE DRILLS & SCHOOL EVACUATION

Miller has a protocol to cover all emergent situations, including lockdowns, and fire situations. Our teachers, support staff, and students are briefed each year on all emergent situations, and all members of the school community are expected to participate in rehearsal opportunities for lockdowns reviews, fire drills, and emergency evacuation procedures.

HALLWAYS & HALL PASSES

Students are expected to be in their assigned classroom during class time. Students who must leave the classroom for any reason must sign out of the classroom with teacher approval and take a hall pass with them while out of the classroom. Students on spares must use the library or leave the school during their spare.

CELL PHONES AND ELECTRONIC DEVICES

All students must place their cell phones and headphones in the designated area, such as the provided cell phone pockets. Cell phones should be either turned to silent mode or switched off. Students are not allowed to access their cell phones or headphones unless the teacher grants them permission. It is also not permitted for students to bring their cell phones or headphones with them into the hallways or to the washroom during class time.

BATHROOMS

Bathrooms must remain places for individuals to use for the room's intended use. Bathrooms are not a place to congregate for any reason. Students seen loitering in bathrooms will be asked to leave. Students using the bathroom during class time must have a hall pass.

LOCKS & LOCKERS

All students must have a Miller lock for their locker. Students will receive a Miller lock on the first day of school, no outside locks will not be allowed. Students must keep their combinations to themselves and their lockers locked to prevent theft. Our school facility holds enough lockers that each student will receive their own locker – students are not to share lockers. Locker numbers will be on the student's timetable which can be accessed through EDSBY. Please note that students are not to bring backpacks or bulky outdoor wear (boots, winter jackets, etc) into the classrooms, all items not required for class shall be kept in student lockers during the day.

STUDENT PARKING & LOT PASS

A parking lot pass, \$30, will be issued to a limited number of students based on the following criteria.

MILLER COMPREHENSIVE CATHOLIC HIGH SCHOOL

1. Students have submitted a parking lot pass application.
2. Students are in grade 12 and have a full course load (10 courses)

Note: If spots remain after this criterion, spots may be awarded to all other students as determined by school administrators on a case-by-case basis.

The parking lot will be patrolled regularly to ensure students are parking properly and that the driving lanes are clear for emergency vehicles.

- Not parked without a visible parking pass
- Not parked in "no parking" areas
- Not illegally parked,
- Not parked in staff parking

If a student violates any rules above or listed in the parking application, they may be ticketed by the City of Regina bylaws, their parking privileges may be revoked, or their vehicle may be towed.

ELEVATOR

The elevator is for the exclusive use of students who are physically unable to use the staircases. The elevator is not for general student use. All access will be granted through the office.

SURVEILLANCE CAMERAS

Surveillance cameras are placed throughout Miller Comprehensive Catholic High School for added protection and safety of staff and students. Cameras will also be recording the exterior of the school (parking lot and other areas).

TECHNOLOGY

Technology, through a variety of web and social media tools, connects us locally and globally, extending classroom experiences. The Regina Catholic School Division provides wireless access to all staff and students. Students must understand their responsibility to use technology safely, legally, and ethically. Students must be aware of the following conditions when utilizing personal or school-provided electronic technologies:

- Students must adhere to all Board Policies and the Student Code of Conduct.
- The school/division does not provide property insurance for any personal technology devices such as physical damage, loss or theft of the device.

ACCIDENTS & INSURANCE

All accidents that occur at school or at any other school and/or Board-approved activities shall be reported and recorded on the appropriate School Division Accident Report Form. Insurance claim forms for expenditures resulting from injury due to accidents are available at the Administration Office. This insurance, provided by the School Division, covers only those expenditures that are not covered by Medicare, M.S.I., G.M.S. or Blue Cross, etc. This insurance is applicable to students while they are on school premises or involved in a school supervised activity. This insurance does not cover glasses or artificial teeth.

VISITORS

For the safety of all, visitors are required to announce their presence at the school office immediately upon their arrival and they will be asked to use the visitor/guest sign-in sheet.

LOST& FOUND

The lost and found is located in the main office. Please check for missing articles.

DIGITAL AND PRINT MATERIALS

Anyone wishing to display posters, leaflets or other similar materials on bulletin boards or in hallways, must have the prior permission of the administration.

ALLERGY AWARE

We strive to keep our school environment a place of wellness and safety for our students and staff. Please note we are an allergen-alert, scent-alert, and smoke-free school.

FOOD AND BEVERAGES

Students are to eat their lunch or snacks in the designated eating areas. Students are to be responsible to dispose of the waste in the appropriate disposals, including recycling bins located throughout the school. There are to be no seeds – pumpkin, sunflower, etc. – eaten in the school or school area.

BICYCLES, SCOOTERS, SKATEBOARDS, ROLLERBLADES, ETC

These items are not to be used on school property. The school takes no responsibility for lost or damaged property. Students bringing bikes are encouraged to have a very good lock to prevent possible theft from the bike lock stand at the front of the building.

RCSD SECONDARY GRADING & ASSESSMENT GUIDELINES

CODE OF CONDUCT AND ACADEMIC INTEGRITY INFORMATION

All teachers and students at Miller Comprehensive Catholic High School are responsible for academic integrity and behaviour. The International Centre for Academic Integrity defines academic integrity as a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage. Students are expected to demonstrate academic integrity in their work.

Both staff and students have a shared responsibility for creating a culture of academic integrity. This includes actions such as cheating, plagiarism, submitting the work of a friend, parent, or purchased paper, and ethical use of artificial intelligence.

Student Responsibilities:

- Students must treat their peers fairly: Do not disrupt them during examinations, or take unfair advantage of them by cheating, talking during exams, allowing eyes to wander during exams and/or not contributing a fair share of work on group projects.
- Students must make every effort possible to prevent and avoid any acts of academic misconduct; they must report acts of misconduct which are witnessed.
- Students must not copy other students' work and submit it as their own.
- Students must not submit the same work for more than one class unless otherwise agreed upon by the teachers.
- Students must know what plagiarism is and take steps to avoid it. The source must be cited when students use words or ideas belonging to another person, even if paraphrased in their own words. If clarification is required about what material requires citing, consult the classroom teacher.
- Students must know the rules of academic misconduct. **Ignorance is no defense.** Students who violate the code of conduct will face appropriate disciplinary action, which may include a zero on the given assignment.
- Consequences for this act will be determined by the specific circumstances and exercising progressive discipline; however, a student can expect to receive a verbal or written warning, partial marks for original work with no marks for plagiarized portions, incomplete grade code flags, and/or the expectation to re-do.

ARTIFICIAL INTELLIGENCE

Artificial Intelligence tools, via programs and algorithms, generate and revise many kinds of products. It is a teacher's responsibility to communicate assessment expectations, including when and if AI tools can be used. Using an AI tool, when not advised is a violation of the RCSD Academic Integrity practice.

STUDENT SUCCESS

Student success is the goal for all of our students. We believe that all of our students will be able to achieve their full academic potential if they adhere to these four criteria for success:

1. Regular and punctual attendance.
2. A positive and willing attitude each and every day when arriving to class, prepared to learn.
3. The completion of **all** assignments; this includes diagnostic, formative and summative assessments.
4. Preparation for all assessments involves not just reviewing the material but arriving to class with the appropriate materials and taking responsibility for all material missed due to absence.

INCOMPLETE ASSIGNMENTS

All assignments are due on the teacher assigned due date. Students are expected to complete all assessments and submit them on the assigned due date. Assignments not handed in on the due date will receive a flag of **OVERDUE** and a score of zero due to insufficient evidence of learning. Once an assignment is submitted and once graded, the grade will change from the zero score placeholder to the updated grade. If the student does not submit the assignment within five days the flag will be changed to **NOT DONE** and the grade of zero will remain in place. Assignments submitted after the **NOT DONE** flag has been placed will be filed by the teacher and will be considered only if necessary to determine whether a student has met the curricular outcomes for that class.

MISSED EXAMS/ASSIGNMENTS

Students missing an exam or an assignment without an excused absence will receive a grade of 0. Students who have an excused absence from an exam, will receive a grade flag of **OVERDUE** and must write the exam in the exam room afterschool on the designated day. Once an exam completed, the teacher will update the grade in the gradebook. Students will have until the next exam room, after the 5-school day submission window, to complete missed exams. After the next exam room date, they will be flagged as **NOT DONE**. Exams completed after the **NOT DONE** flag is noted will be filed by the teacher to be considered only if necessary to determine whether a student has met the curricular outcomes.

COURSE FINALIZATION DAYS

All students will participate in final evaluations at the end of each semester. The final evaluation format is dependent on the subject area. Absences from evaluations will result in students receiving a grade of 0 if no valid reason is provided by a parent/guardian in advance of the assessment date. Written requests for exemptions or alternate dates must be made by a parent/guardian directly to the school principal.

GRADES, REPORT CARDS AND OFFICIAL TRANSCRIPTS

[EDSBY](#) access will allow parents/guardians and students to monitor current grades and assignments 24/7 throughout the school year. Report Cards will also be available on EDSBY at the end of each semester. Official transcripts of marks, such as those required for entrance to post-secondary educational institutions, are issued only by Ministry of Education. Copies may be obtained from the Ministry of Education for a small fee. Unofficial transcripts, such as those often required for scholarship purposes, may be obtained from Student Services.

STUDY PERIODS/SPARES

All students in grade 9 & 10 will be registered in classes for each period of the day. Students in grade 11 & 12 are encouraged to carry a full timetable.

CLASS CHANGES/TIMETABLE ADJUSTMENTS

Students must have all timetable changes completed before the start of each semester. Changes will occur only for academic purposes.

COURSE WITHDRAWAL

Grade 9 and 10 students may not drop subjects. Grade 11 students must maintain a minimum of 4 classes per semester. To drop a class, grade 11 and 12 students must complete a "Subject Withdrawal Request Form" and process it with a guidance counsellor. Students must attend class until the procedure is completed.

FAILURES

Students failing a class may, at the discretion of the administration, repeat the course if they meet **all** of the following criteria - Exceptional attendance, Positive attitude, Come prepared to class with all materials

GRADUATION REQUIREMENTS

In order to participate in the graduation mass and exercises, a student attending a Regina Catholic High School must be deemed graduation eligible. Graduation eligibility will be defined as a student who has the potential to earn a minimum of 24 credit units, including Catholic Studies 30 and the compulsory requirements outlined by the Ministry of Education, by June 30 of this school year. A determination of a student's eligibility will be made by the first Friday in June. Detailed eligibility requirements can be found in the [Graduation Booklet](#).

ATTENDANCE

DIVISION SECONDARY ATTENDANCE PRACTICES

The Education Act, 1995, 150(3) stipulates that every pupil shall attend school regularly and punctually. 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.

ATTENDANCE ENTRY

All absences must be excused by a parent/guardian. There are three ways to communicate absences to the school

1. enter it on the EDSBY
2. email MillerHighSchool@rcsd.ca
3. Call the school main line at 306-791-7230

EARLY LEAVES

An early leave from school will be granted to students only if a parent/guardian has informed the main office. Students will not be released from class unless the office has informed the classroom teacher.

EXTENDED LEAVES

A [Prior Knowledge Form](#) must be completed at least one week in advance of the requested leave. Under special circumstances, students may be granted an exemption for specific absences. Parents can apply for this exemption using the [emergent issue forms](#) obtained from the office or the school's website. Students who are away from school for extended periods of time **must** make every effort to stay as current as possible in their studies. It must be recognized that, in the time of the absence, students will not benefit from regular classroom interaction, classes will not be taught remotely.

HOMEROOM

Students will meet for a short period with their respective homeroom teacher as the need arises. Attendance is compulsory and will be taken. Communication of school-related information is directed through these meetings. As such, it is vital that students are in attendance and promptly take the information home for a parent/guardian to view.

LITURGICAL CELEBRATIONS AND ASSEMBLIES

The Miller community will celebrate the major events of the church year over the school year. The celebrations reflect Catholic tradition and are planned in collaboration with our parish priests and school lay chaplain. Eucharist, Reconciliation, daily prayer, and other seasonal liturgical celebrations are an integral part of the school program. Participation is compulsory for all students.

PROGRAMS

FRENCH IMMERSION

The Immersion Program provides an opportunity for students to learn in a French language environment. Students will be able to use the language in a variety of meaningful contexts. Students must successfully complete 12 of their 24 credits in Immersion courses in order to obtain bilingual status upon graduation.

ADVANCED PLACEMENT

The Advanced Placement (AP) Program, sponsored by the College Board, allows high school students to take university-level courses. Students in Grades 11 and 12 can enroll in AP courses, and participating universities may grant credit or placement based on students' AP exam performance. Miller High School offers AP English Literature and Composition, AP Calculus AB, AP Psychology, and AP Computer Science A.

DRIVER EDUCATION

The Drivers Education course consists of a minimum of 30 hours of classroom instruction and six hours of in-car instruction, and is conducted under the direction of Saskatchewan Learning. Students must be 15 years of age. Registration forms are available in the office.

ENGLISH AS AN ADDITIONAL LANGUAGE SUPPORT

Academic and vocational assistance for English Language Learners is provided and may be required based upon the students' individual needs. High school students who are new to the English language can benefit from explicit, targeted instruction in EAL. Targeted instruction focusing on ELLs' needs will help students to improve English language proficiency, which will positively impact academic success in all subject areas.

LEARNING RESOURCE PROGRAM

The Learning Resource Program is designed to support students who need extra support to achieve curricular outcomes. Students have the option of receiving support from the learning resource teacher through a daily scheduled tutorial period.

MODIFIED COURSES

The Modified Program is designed to provide an educational opportunity for students who have difficulty with the regular program. Placement in the program will be coordinated by the Student Support Team in consultation with the student, parents and teachers.

ALTERNATIVE COURSES

This special education program allows students to continue to develop academic skills and life skills. After formal educational assessments and referrals are completed, students may be enrolled in alternative education courses.

EDSBY: PARENT PORTAL / STUDENT PORTAL

All parents/guardians/students who have access to the internet will have the ability to access student attendance and grade information using the Edsby Portal. The Edsby Portal can be accessed at <https://edsby.rcsd.com> or by downloading the Edsby App. We encourage all parents/guardians to take advantage of this option as it will allow for current information concerning your son/daughter. As you navigate through the Parent Portal site, please keep in mind the following:

1. Because all parents/guardians now have access to Parent Portal, a parent/guardian will be able to check on his/her child's grades at his/her convenience (24/7 throughout the school year).
2. Teacher grades will not be entered/updated immediately upon completion of an exam or the handing in of a major assignment. Our teachers will require time to mark/grade the assessment and to ensure that all students have submitted/completed the assessment.
3. All students also have access to the Student Portal site by utilizing their standard school username and password. We recommend that students use the site on a regular basis as it will provide them with valuable information on current grades and assessments (assignments that must be completed and the particular due dates as well as upcoming exams).

SCHOOL FEES

STUDENT FEES

Fees can be paid with cash in person at the Main office or electronically by signing up for our online fee payment system SchoolCash Online. Each student will be notified as to the exact amount payable, and fees are to be paid as soon as the statements are issued. Students must pay all outstanding fees to be eligible to participate in all graduation ceremonies.

TEXTBOOKS/ LIBRARY BOOKS

Students will be charged for all lost or damaged textbooks/library books or classroom materials they were issued. All issued textbooks/library books or classroom materials must be returned prior to or at the time of course finalization. It is the responsibility of the student to report any textbook concerns to the classroom teacher at the time the textbook is issued.

SRC ACTIVITY CARD

The SRC Activity Card is the major fundraiser for the SRC. The purchase of the Student Activity Card is optional. Those students who purchase it will receive free or discounted admission to school-sponsored events. The card will also allow for discounts at select businesses and restaurants.

EXTRA-CURRICULAR PARTICIPATION FEE

A participation fee (depending on the activity) per student per team/club will be collected from those students participating in these activities.

STUDENTS' BILL OF RIGHTS AND OBLIGATIONS

The Students' Bill of Rights and Obligations is a document prepared by students within the Regina Roman Catholic Separate School Division #81. It is hoped that this Bill can be used as a guideline for all students within our Division so that our goals of fairness, caring for each other and general system well-being can be fully realized. A student can expect to receive these rights so long as he/she upholds these obligations.

STUDENT RIGHTS

- That you receive equal opportunity to education regardless of sex, race, ethnic background, religion, outward appearance or language preference.
- That you are educated in a positive environment with support and respect from those around you for what you say, think and do.
- That you receive an education provided by qualified staff within adequate facilities.
- That you be taught in a meaningful way so you have greater understanding of the subject in general.
- That you receive instruction, to the greatest extent possible, at your academic learning rate.
- That you receive classroom grades fairly whether the work is subjective or objective.
- That you receive individual assistance when you have a genuine need.
- That you receive counseling when necessary – be it educational, personal or spiritual.
- That you receive criticism in a constructive manner free from any form of abuse – be it mental, emotional or physical.
- That when you are disciplined, it be administered in a fair and caring manner, keeping in mind your individual needs.
- That you may safely express yourself regardless of the opinions of peers or teachers.
- That you have easy access to school administration officials when needs dictate.

STUDENT OBLIGATIONS

- That you acknowledge the differences among students and recognize that students will be taught differently because of individual needs.
- That you acknowledge the needs of others and respect the time necessary to help others.
- That you not take for granted educational opportunities, but instead pursue them to the level of your ability.
- That you continually look for application of what is being taught.
- That you sincerely utilize your talents and gifts in all situations.
- That you accept the best efforts of the teacher in grading your work.
- That you seek individual assistance when you require it.
- That you take seriously any counseling suggestions and act upon them accordingly.
- That you accept positive criticism as helpful and something to be acted upon as a catalyst for growth.
- That you follow school guidelines developed for everyone's benefit and when you receive fair discipline you make changes to improve your behaviour.
- That you express your views within the parameters of communication acceptable in your school's environment and that they be presented in a non-hurtful, respectful way.

- That you respect the administration – work with the system, not against it.

COMPUTER ACCEPTABLE USE POLICY

Computers are to be used for educational purposes only. They are intended for student use; however, they are not the private property of students. The following **Guidelines** have been established for student computer use:

- Students must demonstrate positive digital citizenship which includes respecting yourself and others, protecting yourself and others, as well as respecting intellectual property.
- Students will use computer resources in a responsible, efficient, ethical, moral, and legal manner in accordance with the mission statements and values of Catholic Schools.
- Students, parents, and the home room teacher must complete the form that follows prior to access to computers being provided.
- Computer games are NOT ALLOWED on school devices.
- Students are not allowed to download programs or files of any nature, including but not restricted to music, inappropriate pictures and/or video clips, chat and messaging programs, and various other items such as screen savers, and games.
- Students are expected to log on using their assigned user account. **Passwords are to be kept confidential.** Logging on under another student's ID and password is not permitted.
- Students are not allowed to rearrange or change the computer desktop or reconfigure any part of the computer.
- Students are not allowed to access or attempt to access locked or restricted sites.
- Students are not allowed to access or attempt to access software or files on the network that have not been assigned to them on their desktop or home directory.
- Students, as members of a Catholic educational institution, are not allowed to access sites or send or save Email that would violate our Christian values and principles.
- Furthermore, the school division does not provide personal property insurance for any personal technology devices which include but is not limited to physical damage, loss or theft of the device.

STUDENT SERVICES

GUIDANCE SERVICES AND COUNSELLING

Guidance Counsellors are available to assist students with academic, social, vocational and personal problems. The guidance counsellors' offices are located in the Student Services area on the main floor.

LAY CHAPLAIN

The lay chaplain serves as a resource person for the faith-life of the school. This includes coordinating morning prayers, Eucharistic celebrations, scripture services and student retreats. The office is located right across from the main office.

INDIGENOUS ADVISOR

Work closely with our Indigenous students in an effort to support them with attendance and graduation rates. As well, they can support staff & students with understandings of Indigenous perspectives and teachings. Their offices are in the Indigenous Gathering Space located in the concourse.

SCHOOL SUPPORT SPECIALIST

Supports the learning program by identifying the social and emotional needs of students/families. Engages family members or other involved professionals into team meetings to help address any identified needs. The School Support Specialist works out of the Student Services offices.

FAMILY SUPPORT WORKER

Provides school-level support for students and families. Assists families with strategies that lead to improved attendance, socialization, and family engagement.

SSWIS CASE WORKER

Settlement Support Worker in Schools works closely with our EAL families in an effort to support their transition to our school and city. The SSWIS worker works out of the Student Services offices.

SCHOOL RESOURCE OFFICER

The Miller Police School Resource Officer is available to assist staff and students with police matters and to promote a better understanding between students and the Police Service. The Resource Officer's office is located in Student Services.

STUDENT FACILITIES

RESOURCE CENTRE

The Resource Centre is open daily from 8:00 A.M. to 3:30 P.M. Students have access to books, magazines, reference materials, newspaper and information files as well as online databases found on the Regina Catholic Schools' home page. ALL library materials must be signed out. Computers are available for library and internet searches and word processing. Students are issued a library card in early fall and required to borrow library materials.

GYMNASIUMS

Students must wear appropriate gym attire for all physical education classes, intramurals, free gym time, or extra-curricular activities. Each student is responsible for the security of his/her clothes and valuables. Unsupervised activity in either gymnasium will not be permitted. Food and drinks (with the exception of water) are not allowed in the gymnasium at any time.

WELLNESS CENTRE (THE PIT)

The Wellness Centre is fully functional weight room that consists of free weights, power racks, TRX's, cardio equipment as well as balance and agility equipment. Students have access to the wellness centre through their physical education classes as well as when there is a school supervisor available outside of class time.

CAFETERIA

The Miller Cafeteria offers a variety of services for students and staff. A free breakfast program is available to all students from 8:00AM until 8:30AM. Students may purchase hot meals, salad plates, sandwiches, desserts and milk at a very reasonable cost. Meal cards are available for purchase in the Main Office. To avoid carrying cash, our cafeteria also has a debit/credit machine. Students are responsible for putting away their dishes, recycling and garbage. Outdoor clothing and back packs are not allowed in the cafeteria.

CANTEEN – MILLER MART

The Miller Mart is located in the Concourse. It is open during break and lunch. Specific hours of operation are posted at the canteen. Vending machines are also available throughout the school.

MILLER MERCH MART

All school and spirit may be purchased at the Miller Merch Mart. The Merch Mart is located near the concourse. Prices are also posted in the Miller store display and on our school website. Gift cards are also available at the Main Office.

AWARDS

ACADEMIC AWARDS/ HONOUR ROLL

The Honour Roll consists of Major Honour Awards and Honour Awards. A Major Honour Award is presented to a student who has achieved an academic average of 90.00% or higher. An Honour Award is presented to a student who has achieved an academic average between 80.00% and 89.99%. The following criteria will be used to determine the Major Honour Awards and the Honour Awards at each level. Only final marks achieved the first time the course is taken will be used in the calculation of these awards. Credits earned at Miller, Online Learning, or at a high school from which a student transfers will be eligible.

Academic Awards are presented in the fall. Grade 12 Honour Roll will be announced at the Graduation Exercises each year. Note that there are other awards, scholarships and bursaries available for graduating students. For more information, please contact a counsellor in Student Services.

CRITERIA FOR HONOUR ROLL AWARDS

Grade 9	Grade 10	Grade 11	Grade 12
ELA 9 (Final June mark) Catholic St 9/ Éducation Chrétienne 9 Social Studies 9/ Sciences Sociales 9 Science 9/Sciences Naturelles 9 Math 9/ Mathématiques 9 (Final June mark) Français 9 (Immersion ONLY) 2 other highest marks (1 for Immersion students)	ELA A10/11 or ELA AD A10 or Français 10 ELA B10/11 or ELA AD B10 or Français 10 Catholic St. 10/Education Chrétienne 10 History 10/Histoire 10/Native Studies 10/Social 11 Science 10/11 or Sciences Naturelles 10 Math 10/11 or Mathématiques 10 2 other highest remaining current year marks When French Immersion students take both ELA A&B the higher mark will be used and the lower mark will be considered an elective.	ELA 20/21 Catholic St. 20/Education Chrétienne 20 Math (Highest math class in current year) 4 highest remaining current year marks (Top 3 for Immersion students)	ELA A30/31 or Français 30 ELA B30/31 or Français 30 Catholic St. 30/Education Chrétienne 30 Social Studies 30/31 or Native Studies 30 or Sciences Sociales 30 3 highest remaining current year marks For Immersion Students Français will always be used. When French Immersion students take both ELA A&B the higher mark will be used and the lower mark will be considered an elective.
Alternative 09	Alternative 10	Alternative 11	Alternative 12
ELA 88 (Final June mark) Catholic Studies 88 Social Studies 88 Science 88 Math 88 2 highest remaining marks	ELA A18 ELA B18 Catholic Studies 18 Science 18 Social 18 Math 18 2 highest remaining current year marks	ELA 28 Math 28 Catholic Studies 28 4 highest remaining current year marks	ELA A38 ELA B38 Catholic Studies 38 Math or Social in current year 3 highest remaining current year marks

EXTRA-CURRICULAR

We encourage our students to be involved at Miller and we commend the efforts of our athletes, performers, artists, musicians, and club participants. Belonging to any team, club, or extra-curricular activity is a great honour and privilege.

ATHLETICS

We believe in developing all areas of life - in shaping the body as well as the mind. What matters is not what level students play, but that the students are involved. We believe that strong teams are strong team mates, friends and fans while demonstrating sportsmanship.

We strongly believe in the concept of student-athletes, recognizing that it is a privilege to participate on athletic teams and that being a student is still the priority. It is the joint responsibility of the coaches, athletes, and parents to work together to ensure the success of our student-athletes. Continued participation in extracurricular activities is dependent upon:

- Exceptional Attendance
- Positive attitude
- Commitment to academics and positive classroom behaviours.

CLUBS, TEAMS, AND OTHER ACTIVITIES

All clubs, teams and other activities that use the name "Marauder" and or Miller or conduct business using the Miller facility, must be approved by the administration of Miller Comprehensive Catholic High School. Once approved, a teacher on staff must be associated with this club, team or other activity. All clubs and activities must be approved by the principal.

EXTRA-CURRICULAR PARTICIPATION TRAVEL

Extra-curricular participation may require that time at school will be missed because of travel for events. It is essential that all participants have demonstrated the following in all of their classes:

- Regular attendance and punctually
- A positive attitude and work ethic
- The ability to complete every assignment to the best of a student's ability and submit all work by due dates
- The willingness to study and prepare for all exams

If an extracurricular participant does not demonstrate the above four criteria, they should know that they may not be allowed to travel associated with the extracurricular activity.

MILLER CATHOLIC COMPREHENSIVE HIGH SCHOOL

EXTRA-CURRICULAR AWARDS

Students are recognized for their participation and achievements in extra-curricular activities. Furthermore, students accumulate points for participation over their four years at Miller. *Marauder Extracurricular Awards* are presented to students based on the points they have accumulated during the year.

Miller Marauder Student Extra-Curricular Involvement Points Check List



<u>Activity:</u>	<u>Maximum Points:</u>
Assembly Band.....	4 points
Athletic Trainer.....	5 points
AV Tech.....	8 points
Badminton.....	4 points
Basketball.....	10 points
Beading Group.....	4 points
Book Club.....	2 points
Boxing.....	4 points
Chess Club.....	4 points
Cross Country.....	4 points
Curling.....	5 points
Dance Team.....	8 points
Drama/ Musical.....	10 points
Drumming Club.....	4 points
Flag Football.....	4 points
Football.....	9 points
Golf.....	2 points
Handball.....	6 points
Hockey.....	5 points
Improv.....	9 points
Liturgy Team.....	4 points
Maker Space Club.....	4 points
One Acts Plays.....	8 points
Outdoor/Environment Ed Club.....	6 points
Prisma Colour.....	4 points
Recycling Club.....	5 points
Revelation.....	2 points
Rowing.....	4 points
Rugby.....	4 points
Soccer.....	5 points
Service/Difference Makers Club.....	5 points
SRC.....	10 points
Track and Field.....	4 points
Unity in Diversity.....	4 points
Volleyball.....	9 points
Wrestling.....	8 points
Yearbook.....	10 points



Marauder Extra-Curricular Award.....	15-29 points
Marauder Plus Extra-Curricular Award.....	30 plus points