



Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023

Miller Comprehensive Catholic High School Student Handbook 2022-2023



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



Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023

Table of Contents

Mission Statement.....	3
Miller Information.....	4
Miller School Prayer.....	5
Bell Schedules	6
Miller Code of Honour	7
RCSD Secondary Grading & Assessment Guidelines.....	8
Student Evaluation	9
Course Load and Free Time	10
Student Fees.....	11
Student Conduct Expectations.....	12
Student Management Policy	14
Student Rights.....	14
Student Obligations.....	15
Safe and Orderly Environment.....	15
Students and Technology.....	19
Computer Acceptable Use Policy.....	20
Edsby Portal.....	21
Attendance	21
Student Services	22
Student Facilities.....	23
Programs.....	24
Awards	26
“Marauder” Awards System	27



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**



Regina Catholic Schools

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.

Quality Instruction ... Student Centered ... Christian Values ...

Regina Catholic Schools strive to provide equal opportunity for all students. Through the provision of programs, personnel, facilities, finances and administrative services, the school system has the overall purpose of helping individual learners achieve their potential in oral, spiritual, intellectual, emotional, cultural, social and physical development.

Catholic education is best understood in terms of the learner as an irreplaceable and unique human person called into existence by a loving God and launched on a journey back to the creator. Catholic education is a shared responsibility. Parents are the primary educators of their children. Working in close collaboration with parents are trustees, teachers, support personnel and priests, all in the service of the students for whom the school exists.

We believe that every baptized person has a right to a Christian education in an atmosphere in which the Gospel values of Jesus Christ are lived and taught. All employees share the responsibility of building such a condition in each school within the Division.



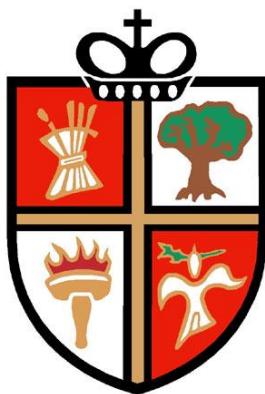
**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

MILLER COMPREHENSIVE CATHOLIC HIGH SCHOOL

Miller is a Catholic community, committed to excellence, within a compassionate environment.

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!

Miller Comprehensive Catholic High School was the first high school built by the Regina Catholic School Division and first opened its doors in 1966. Its namesake, Joseph P. Miller, was a longtime member of the school board. Miller offers several academic and extracurricular opportunities to its students, including a French Immersion program, an Advanced Placement (AP) program, a regular education program, as well as modified and alternative programming. Miller's associate elementary schools include St. Augustine Community School, St. Catherine Community School, St. Dominic Savio School, St. Elizabeth School, St. Gabriel School, St. Marguerite Bourgeoys School and St. Theresa School.



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 in the future

The **Crown** expresses the honour and glory of victory

The **Cross** represents the Christian spirit of our school



Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023

MILLER SCHOOL PRAYER

*Loving God,
As the people in the Miller community,
We ask you to guide us, love us and watch us,
As we strive to achieve our goals in preparation for the
future.
Help us to play our best in every game,
And accept our wins and losses with grace,
To be full of joy as we go on stage,
Sharing our voices and actions in performance and
Creating memorable stories and laughter.
Help us to share school spirit with everyone,
To always live by our Code of Honour and through you,
our God.
We ask for your guidance as we build our relationships
With friends, families and teachers.
Help us reach our full potential academically,
spiritually and socially
And above all, help us to love and respect each other
As you have loved us, unconditionally.
Amen*

Sofia Salsí and Amanda Flaman - Miller 2009-2010



Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023

MILLER COMPREHENSIVE HIGH SCHOOL

BELL SCHEDULE

Band Choral: 7:45 AM to 8:40 AM

Period One: 8:45 AM to 9:49 AM

Period Two: 9:54 AM to 10:58 AM

Break: 10:58 AM to 11:04 AM

Period Three: 11:09 AM to 12:13 PM

Lunch: 12:13 PM to 1:02 PM

Period Four: 1:07 PM to 2:11 PM

Period Five: 2:16 PM to 3:20 PM

EVERY MONDAY IS MARAUDER
MONDAY, SO SHOW YOUR SCHOOL
SPIRIT BY WEARING RED, NAVY,
WHITE, OR GREY FOR A CHANCE TO
WIN A PRIZE!



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

MILLER CODE OF HONOUR

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.

CODE OF CONDUCT AND ACADEMIC INTEGRITY INFORMATION

All teachers and students at Miller Comprehensive Catholic High School are responsible for the academic integrity of the school. This includes any form of academic dishonesty such as cheating on exams and assignments, as well as submitting writing or ideas that have been copied from other people or sources and presented as the student's own work.

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 work from other students and submit the work 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. When students use words or ideas belonging to another person, even if paraphrased in their own words, the source must be cited. If clarification is required about what material requires citing, consult the teacher.
- Students are expected to exhibit academic integrity in all student work. Actions such as cheating, plagiarism, submitting the work of a friend, parent, or a purchased paper (internet) will be addressed in proactive ways. Students are provided education within their courses from their teachers and the teacher-librarian regarding the appropriate referencing of materials (MLA for language courses and APA for social science courses). Referencing tools that support student learning include but are not limited to *Ref Works*, *Noodle Tools*, *OWL by Purdue*, *Citation Machine*, and *Turn it In*.
- 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.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

•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.

MILLER MARAUDER CODE OF HONOUR

Maturity
Attitude
Respect
Achievement
Unity
Diversity
Energy
Responsibility
Spirit

RCSD SECONDARY GRADING & ASSESSMENT GUIDELINES

STUDENT SUCCESS

Although school is not the workplace, school provides the foundations for students to be productive and successful citizens in the work force by reinforcing the values of self-discipline, responsibility and respect, and a commitment to complete assigned duties to the best of one's abilities. For students who are post-secondary bound, transition research compiled by RCSD in partnership with the University of Regina indicates that high school absolutely matters when it comes to first year work habits and time management, skills required for the challenges of post-secondary workloads. Therefore, 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. RCSD has a Common Attendance Practice that states that a student must attend a minimum of 85% of classes. This means a student has 15 days each semester to accommodate appointments, illness, vacations and/or pressing personal concerns. A parent/guardian must excuse all absences. If a student is going to be away for more than three consecutive days, please contact the office for a "Prior Knowledge" or "Emergent Issue" form.
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 – this involves not just reviewing the material, but arriving to class with the appropriate materials and taking responsibility for all material missed due to absence.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

INCOMPLETE ASSIGNMENTS

Teachers are committed to providing quality assessments utilizing a variety of assessment tools within a balanced assessment framework which provide ongoing feedback to the student learner. It is expected that students complete all assessments even if they are submitted past the teacher assigned due date. Assignments not handed in on the due date, will receive a flag of **OVERDUE**. At this time, the teacher will enter a “0” score indicating insufficient evidence. Once an assignment is submitted, the teacher will update the flag to **RECEIVED LATE** and once graded, will change the “0” score placeholder to the updated grade. If the student does not submit the assignment prior to the recovery day, the OVERDUE flag will be changed to **NOT DONE**.

Students are encouraged to complete all major assessment prior to each Recovery Day, but work submitted after the assessment is designated as NOT DONE will be filed by the teacher to be considered only if necessary to determine whether a student has met the curricular outcomes.

ACADEMIC RECOVERY DAYS

School-based recovery days will not be held in Semester Two.

Recovery days will become class based and will be determined by the assignment due date. A student will have 5 school days after the task is flagged as OVERDUE, to submit it to the teacher. After this, it will be flagged as NOT DONE. Students are encouraged to complete all coursework.

Students are encouraged to complete all major assessment prior to each Recovery Day, but work submitted after the NOT DONE is noted will be filed by the teacher to be considered only if necessary to determine whether a student has met the curricular outcomes.

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.

Exam Room is an important part of recovery support process. To work within our new process, students will have until the next exam room, after the 5-school day submission window, to complete missed exams. After the five days, 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.



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

STUDENT EVALUATION

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. The course finalization outline will be handed out by each teacher at the beginning of the semester. 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. Emergency situations that may arise on an examination day, or immediately prior to an examination day, which may prevent a student from completing one or more assessments, will be handled on an individual basis, by the administration. Written requests for exemptions must be made by a parent/guardian and medical documentation may be required for absences due to severe illness.

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. 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.

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 and will be dependent upon a student having a passing grade in all required courses, including online courses. Summer school will no longer be considered when determining graduation eligibility. Detailed eligibility requirements can be found in the Graduation Booklet.



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

COURSE LOAD

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. However, **students with study periods must go to the Resource Centre or Concourse or leave the building.** Students are not to loiter in the classroom corridors during the school day. Students should use this time to their advantage (i.e. class preparation, homework completion, or assignment work).

CLASS CHANGES/TIMETABLE ADJUSTMENTS

Students must have all timetable changes completed before the start of each semester. Changes will occur only for academic purposes, due to failures, summer school upgrade, program conflicts or graduation requirements.

DROPPING OF SUBJECTS

Grade 9 and 10 students may not drop subjects. Grade 11 students must maintain a minimum of 4 classes per semester. Grade 11 & 12 students may drop a subject only after the proper procedures have been followed and they have checked Graduation eligibility status. To drop a class, a "Subject Withdrawal Request Form" must be processed with a guidance counsellor and completed. Students must attend class until the procedure is completed. Students have three days to hand in the completed form to the Vice Principal.

FAILURES

Students failing a class may, at the discretion of the administration, repeat the course if they meet **all** of the following criteria.

1. Exceptional attendance
2. Positive attitude
3. Come prepared to class with all materials
4. Complete tests and assignments on time

FIFTH YEAR STUDENTS

The practice in Regina Catholic Schools is that students needing a 5th year to earn their credits to graduate will need to register in another high school.

CATHOLIC STUDIES & RETREATS

The Catholic Studies curriculum, at each grade level, requires students to partake in CAP – Catholic Action Project. The project is student lead with the support of the classroom teacher and varies at each grade level. In addition, retreats are part of each Catholic Studies class. Depending on the grade level, retreats may be ½ day or full day. Students at each grade level are expected to participate in these retreats; retreats are not optional.



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

SCHOOL-RELATED FEES

STUDENT FEES

Each student will be notified as to the exact amount payable and fees are to be paid as soon as the statements are issued. Fees can be paid with cash in person at the Main office or electronically by signing up for our online fee payment system School Cash Online.

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. If students are concerned about structural damage, loose pages, or other issues, they should bring these to the attention of the teacher.

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 have a “season ticket” for admission to all school-sponsored events (sporting activities, drama productions, fine arts evenings, and SRC-sponsored activities). The card will also allow for discounts at select businesses and restaurants).

PARTICIPATION FEE

A participation fee of \$10.00 - \$35.00 (depending on the activity) per player per sport for athletic participation in RHSA sanctioned sports will be collected **FROM THOSE STUDENTS PARTICIPATING IN THESE SPORTS**. This fee is used to offset consumable materials used in each sport (tape, equipment, uniforms, etc.).

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.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

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. This should carry forth into our community as well.

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 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

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. 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*].



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

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]*.

STUDENT MANAGEMENT POLICY

It is expected that students accept responsibility for their actions and for the consequences arising from their actions. *[Education Act, 1995, 150) Regina Catholic School Division Policy]*.

The Regina Catholic School Division has developed, in consultation with parents and students, a statement of students' rights and student responsibilities which is included here. All members of the Miller Comprehensive Catholic High School community will try to ensure that rights and obligations are respected for all.

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.



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

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.

SAFE AND ORDERLY ENVIRONMENT

LOCKDOWN, FIRE DRILLS & SCHOOL EVACUATION

Miller has in place protocol to cover all emergent situations, including lockdowns, natural disasters, and fire situations. Our teachers, support staff, and students are briefed each year in regards to all emergent situations and all members of the school community are expected to participate in lockdown review, fire drills, and emergency evacuation procedures.

Someone's life may someday depend on how well everyone has learned to evacuate the building in an orderly manner. Students must, therefore, be aware of the following items:

- Become familiar with rehearsed emergency procedures and the specific exit route posted in each classroom.
- When in class, do not leave until you are directed to do so by the attending teacher.
- Descend stairs in either a single or double file, as instructed by the teacher, and always in an orderly manner.
- Do not run, push or crowd. Move only at a quick and steady walk.
- Once outside, assemble in the designated area away from the building.
- Do not re-enter the building until the all-clear signal has sounded.
- Students on spares must use the concourse or the Resource Centre. In an emergency, they should enter the Resource Centre in a lockdown situation or leave the building with office staff at the nearest exit.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

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 videotaping the exterior of the school (parking lot and other areas).

ACCIDENTS

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

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.

ELEVATOR

The elevator is for the exclusive use of physically challenged students and students who require the service due to temporary injuries. The elevator is not for general student use. Access will be granted through the office.

LOCKS & LOCKERS

All students must have a Miller lock for their locker. Students will receive a Miller lock in Homeroom on the first day of school. Please note: any 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 the Student/Parent Portal. Please note that due to safety concerns students are not to bring backpacks into the classrooms.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

STUDENT PARKING

Due to our increased enrollment and our intent to make the student parking lot accessible to as many students as possible, student parking is offered on a first come, first served basis. Students who drive to school should listen closely to the daily school announcements for further details regarding student parking.

Please Note: The parking lot will be patrolled regularly to ensure students are parking properly and that the driving lanes are clear for emergency vehicles. Parking tickets will be issued to anyone who is:

- illegally parked,
- on the “no parking” lines,
- in “no parking” areas
- parked in staff parking

Students who are using the parking lot are asked to register the plate, make and model of their vehicle by emailing millerhighschoolparking@gmail.com

If a student accumulates too many parking tickets, their parking privileges may be revoked or their vehicle may be towed

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 available.

TELEPHONE AND LOST& FOUND

Parents wishing to contact their son or daughter should phone the main office. Only calls of an urgent nature will be forwarded to students. The lost and found is located in the main office. Please check for missing articles.

POSTERS AND BULLETIN BOARDS

Anyone wishing to display posters, leaflets or other similar materials on bulletin boards or in hallways, must have the prior permission of the administration. Posters, signs or leaflets posted without permission will be removed.

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. *[Regina Catholic School Division Policy]*. Violators will be expected to make restitution to the victim or the school division.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

DRESS CODE POLICY (RCSD Policy 9210/7610)

Members of the school community are expected to dress appropriately for the business of education. Dressing for success means dress that maintains Catholic values and appropriate personal hygiene. Students shall conform to reasonable standards of taste in dress and grooming. Student dress that would be considered to be in violation of the standard *business of education* include:

- Generally immodest or inappropriate dress.
- Dress with wording or graphics that is racist, sexist, profane, or demeaning to another person or group.
- Dress with wording or graphics that advocates violence.
- Dress with wording or graphics that advocates the consumption of alcohol or illicit drugs.

In addition to the above mentioned restrictions, the following guidelines further defines the standard of appropriate dress for the business of education:

- Outdoor clothing must not be worn in class and should be placed in lockers upon arrival at school.
- Caps, hats, hoods and bandanas defined as any tie up or scarf, are to be taken off upon entry into the school and remain off until you leave the school.
- Health regulations require that students must wear shoes in the building at all times.
- Pyjamas, bedtime clothing and slippers should not be worn in the school.

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. Sanctions, in accordance with Board policy, may include suspension from attendance at school-approved functions for a period of up to one year, suspension from school attendance, and in the case of trafficking, a recommendation for expulsion. [*Regina Catholic School Division Policy*].

SMOKING/TOBACCO/VAPING USE

Miller Comprehensive Catholic High School upholds the Provincial Tobacco Control Act, City of Regina by-laws and Regina Catholic School Division policies relating to smoking and use of tobacco products on school property.

The use of tobacco or tobacco, e-cigarettes, vaporizers and related products in the school division is subject to applicable laws, by-laws and regulations pursuant to this administrative application. All Board property and facilities are free of tobacco, tobacco products, smokeless tobacco, environmental smoke, e-cigarettes and vaporizers or other smoking alternatives.

Students will be suspended if vaping or smoking in the building and if vaping/smoking on the property. This includes being in a vehicle parked on school property. The product will be confiscated if visibly in their possession in the building and may be confiscated if visible on the property. Confiscated items may only be returned to parents.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

To clarify, at Miller Comprehensive Catholic High School, students who are vaping/smoking in the building will face a one-day suspension and the confiscation of the device. The device will only be returned to parents at semester end.

SCENT ALERT

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. Each student who eats in the cafeteria, or in the school, is to dispose of the waste – boxes, wrappers, cellophane, etc. – 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.

SKATEBOARDS / ROLLERBLADES

These items are not to be used on school property.

STUDENTS AND TECHNOLOGY

ELECTRONIC TECHNOLOGY

Technology, through a variety of web and social media tools, connects us locally and globally extending classroom experiences. With this in mind, the Regina Catholic School Division provides wireless access for technology to all teachers and students through the division's Bring Your Own Technology (BYOT) initiative that is in place at all Regina Catholic School Division high schools. Technology in a BYOT environment allows students to bring privately owned wireless and/or portable electronic equipment for educational purposes. Students will have access to a division wireless network using their personal, portable electronic equipment, but only under the direction and discretion of the teachers and school administration. Students participating in BYOT are subject to school division policy, and they must understand their responsibility to use technology safely, legally, and ethically. In all cases, students must agree to the following conditions when utilizing personal or school provided electronic technologies:

- Students must adhere to all Board Policies and the Student Code of Conduct when accessing mobile services and utilizing school electronic equipment.
- Students are fully responsible for the set-up and maintenance of their own devices. Technical support will not be provided.
- 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 at school with permission from a classroom teacher or administrator 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
Student Handbook 2022 - 2023**

CELL PHONES PRACTICE AND PROCEDURE

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 correlation between the increased usage of phones and mental illness 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.

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 bring their cell phone with them to the washroom.**
- Failure to adhere to classroom rules and procedures may result in a meeting with Administration.

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.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

- 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.

Misuse of the computer resources of the school including the Internet and Email, may result in loss of access to these resources. [Regina Catholic School Division Policy]. **The server is monitored on a regular basis.**

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. Student access to the portal will open on September 1 and Parent access on September 16. 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).

ATTENDANCE

DIVISION SECONDARY ATTENDANCE PRACTICES

The Education Act, 1995, 150(3) clearly stipulates that every pupil shall attend school regularly and punctually. Secondary Attendance Practices went into effect August 29, 2005.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

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 LINE

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

- call the 24 hour “ATTENDANCE LINE” at 306-791-7230
- email MillerHighSchool@rcsd.ca.
- enter it on the Edsby App (available after September 16)

EARLY LEAVES

An early leave from school will be granted to students only if a parent/guardian has phoned the school, or to students who have presented a note, signed by a parent/guardian, to the main office. Once a phone call or note has been received, an early leave notice is entered into the computer for teacher reference. A student’s responsibility is to remind his/her teacher of the early leave request and the classroom teacher will be able to confirm this with his/her computer attendance program. If a student is ill and wishes to go home, he/she must go to the office, prior to leaving the school, so parents can be contacted.

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. With this in mind, students may anticipate a drop in their marks as a result of their prolonged absence. **A Prior Knowledge Form must be completed well 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 prior knowledge or emergent issue forms obtained from the office or the school’s website.**

HOMEROOM

All students have been assigned to a 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 major events of the church year will be celebrated over the school year by the Miller community. The celebrations reflect Catholic tradition and are planned in collaboration with our



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

parish priests. Eucharist, Reconciliation, daily prayer, as well as other seasonal liturgical celebrations are an integral part of the school program. It is compulsory for all students to participate.

STUDENT SERVICES

ALCOHOL, DRUGS & PSYCHOLOGICAL WELL BEING CLASSES

Each of our Catholic high schools offers a weekly support system focused on drug, alcohol and psychological well-being. The educator presents weekly on a variety of topics, visits classrooms and provides individual counselling. It is hoped that such education will help support all students and lead to improved overall well-being.

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.

CHAPLAIN

The Chaplain serves as a resource person for the faith-life of the school. The chaplain is available to give personal guidance and direction in matters which concern faith and morality. This includes working personally with students as well as coordinating morning prayers, Eucharistic celebrations, scripture services and student retreats. The office is located right across from the Conference Room.

RESOURCE CENTRE

The Resource Centre is open daily. Students have access to books, magazines, reference materials, newspaper and information files as well as on-line data bases found on the Regina Catholic Schools' home page. Computers are available for library and internet searches and word processing. Students are issued a library card in early fall. The library card is required to borrow library materials. Students are asked to keep their library cards at school for easy accessibility. Downloading a student library barcode onto a cellphone is also an option. The library staff is available to guide students through this process.

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.

PUBLIC HEALTH NURSE

Although public health nurses are not available in high schools on a scheduled basis, they will provide information and resources to students and parents/guardians in regards to health issues



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

upon request. If you have health questions/concerns, please feel free to contact an RQHR public health nurse at 306-766-7500.

STUDENT FACILITIES

CANTEEN – MILLER MART

The Miller Mart is located in the back Concourse. It is open at break and during lunch. Specific hours of operation are posted at the canteen. Vending machines are also available throughout the school. Students are responsible for utilizing the many garbage cans and recycling containers provided throughout the building.

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. The cafeteria also offers a snack program during the morning break. At noon students may purchase hot meals, salad plates, sandwiches, desserts and milk at a very reasonable cost. Meal cards with a value of \$25.00 and \$50.00 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.

MILLER STORE

All school and spirit wear (t-shirts, sweat suits, shorts, caps, etc.) may be purchased at the Miller Store. The Miller Store is located in Student Services. Prices are also posted in the Miller store display and on our school website. Gift cards are also available at the Main Office.

GYMNASIUMS

Students are required to 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. Miller students have the opportunity to access Certified Strength and Conditioning Personal to discuss training, fitness, nutrition, and to seek advice for health related questions.



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

PROGRAMS

FRENCH IMMERSION

The Immersion Program is new to Miller Comprehensive Catholic High School. The Immersion Program provides an opportunity for students to experience French Canadian and French (European) culture. 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. Français 10, 20, and 30 are compulsory courses in the Immersion Program. There are a variety of other Immersion courses available for students to choose from their Immersion experience.

ADVANCED PLACEMENT

The Advanced Placement (AP) Program, sponsored by the College Board, provides the means for secondary schools to provide university-level studies during secondary school. Students in Grades 11 and 12 may enroll in one or more 30 level AP courses if they meet the basic entry criteria. The AP Program provides college-level courses to the schools, coordinates the evaluation of the examinations, and sends the results of those examinations to the university of the students' choice. Participating universities, in turn, grant either credit or placement or both to students who have performed at a required level on the AP examination(s). AP courses currently being offered at Miller High School are AP English Literature and Composition, AP Calculus AB, AP Psychology, and AP Computer Science A. All AP students are required to pay the \$25.00 administration fee which has been approved by our Board.

BAND

Miller Comprehensive Catholic High School offers Band 09, 10, 20 and 30. The Band rehearses twice a week. The preparation and performance of different styles of music will allow each student to learn musical concepts and to develop technical skills on his or her instrument. In addition to full band rehearsals, students will be given the opportunity to develop solo and ensemble skills as well as to study the theory of music. Students will be involved in several performances including school functions and activities, public concerts, festivals and an annual band tour. Students also have the opportunity to participate in extra-curricular groups such as Jazz Band and Honour Band.

CHORAL

The Miller Choral Program includes Choral 09, 10, 20 and 30 and a credit Vocal Jazz class. The credit Choral classes rehearse twice a week. There is also a general music class offered as a credit class during the regular school day.

DRIVER EDUCATION



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

This course consists of a minimum of 30 hours of classroom instruction and six hours behind-the-wheel in-car instruction, and is conducted under the direction of Saskatchewan Learning. . Students must be 15 years of age. Selection is made based on birthdates – older students get into the program before younger students. Registration forms are available in the office. Admission into, and continuation within, the Driver Education Program will be base on students displaying the four habits of success:

1. Exceptional attendance
2. Positive attitude
3. Come prepared to class with all materials
4. Complete tests and assignments on time

Students suspension or withdrawal from school will result in being discontinued from the Driver Educational Program.

ATHLETICS

At Miller High School, 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.

Miller has long been known for athletic excellence. We've had championship streaks and successful seasons in nearly every sport: football, volleyball, basketball, wrestling, soccer and more. Our athletes have gone on to play post-secondary athletics and professional sports.

We believe we are strong in sports because we are strong as team mates, friends and fans. We are strong because of our sportsmanship.

At Miller High School, students will get a workout - whether in Physical Education class, intramurals, or on the RHSAA line-up. At every level, we'll be there to celebrate our athletes because of how they play...and because of their positive attitude and commitment to excellence.

At Miller High School, 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 in order to ensure the success of our student-athletes.

Offering the following sports will depend upon student interest and involvement as well as support from our school staff. Students are encouraged to become involved in school activities. Continued participation is dependent upon:

1. Exceptional Attendance
2. Positive attitude
3. Commitment to academics and positive classroom behaviours.



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

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 calculated before the end of May in order that Honour Roll can 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



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

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.

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 Chretienne 10 History 10/Histoire 10/Native Studies 10/Social 11 Science 10/11 or Sciences Naturelles 10 Math 10/11 or Mathematiques 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 Chretienne 20 Math (Highest math class in current year) 4 highest remaining current year marks (Top 3 for Immersion students)	ELA A30/31 or Francais 30 ELA B30/31 or Francais 30 Catholic St. 30/Education Chretienne 30 Social Studies 30/31 or Native Studies 30 or Sciences Sociales 30 3 highest remaining current year marks For Immersions Students Francais 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

Marauder Extracurricular Awards are presented to students based on the points they have accumulated during the year.



Miller Comprehensive Catholic High School Student Handbook 2022 - 2023

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

EXTRA-CURRICULAR PARTICIPATION TRAVEL

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



**Miller Comprehensive Catholic High School
Student Handbook 2022 - 2023**

- **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 the above four criteria are not being demonstrated by an extra-curricular participant, teachers and coaches/advisors will consult to discuss next steps. Participants should know that they **may not** be allowed to be involved in any travel associated with the extra-curricular activity. As always, academics must be our first concern.

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.