



# **Miles Macdonell Collegiate**

Policy and Procedures Manual



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**Revised August 20, 2008**

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## **ASSESSMENT**

Assessment policy is under review.

### **PARENT/STUDENT/TEACHER CONFERENCES**

Parent/Student/Teacher conferences are a tool for successful communication as well as a means of encouraging maximum achievement. Conferences provide for early interventions and strategies to improve student performance. Students are the focal point of the meetings and students should be part of the discussion to develop strategies for improvement and success.

### **PROCEDURES**

- Subject teachers should use comment 91 on Comment Description Sheet when requesting a conference for any student.
- Parents of students with grades below 60% are requested for interviews.
- Students with grades below 60% are to be advised in advance, by their subject teachers, that their presence is required at the conferences.
- Students who are 18 and have not signed the Release of Information Sheet may attend conferences without their parents. This information is posted in the mailroom.
- Teacher Advisors will complete the Parent/Student/Teacher forms for their T.A. group for enclosure with the report card.

### **FRAMEWORK FOR CONFERENCING**

Possible data for student conferencing may include:

- Student course assessment
  - a. Integrate Student Progress Reports
  - b. Rubrics as related to the evaluation of student performance
  - c. Work samples/portfolios
  - d. Attendance profile
- Possible interventions and strategies for improving performance may include:
  - a. Outline outstanding assignments
  - b. Extra practice assignments
  - c. Asking the teacher for assistance
  - d. Regular attendance
  - e. Attending tutorials
  - f. Using agenda book
  - g. Peer tutoring
  - h. Accessing additional resources
  - i. Students Services Support (Resource/Guidance)

- j. Course adaptations
- k. Study skills sessions

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Assessment - Revised August 20, 2008

## **REPORTING**

### **EXAM PROCEDURES**

- Students write exams at the end of each semester.
- Final exams are equal to 20% - 30% of the total grade as determined by each department.

### **REPORT CARDS PROCEDURES**

- Report cards are completed electronically using Integrate.
- Students who receive a mark below 60% on the first reporting period of the semester must have the comment "Teacher requires a conference with the Parents and Student" specified on the report card. For students 18 and over, a conference is requested (parents optional). The comment code is 91 on Comment Description Sheet.

## **AWARDS**

### **HONOUR ROLL**

Each year in the fall, Honours certificates are awarded to Grade 10 and 11 students with high academic standing. Grade 12 students are recognized at their commencement each June. The criteria for establishing honours eligibility are as follows:

### **HONOURS CRITERIA – to be revised for 2008-2009**

### **HONOUR WALL**

Students are recognized annually and their names are displayed. (Student Council President, Governor General Winner, Male/Female Athlete of the Year, Macdonell Award Winner.)

### **SCHOLARSHIPS & BURSARIES**

- All information and applications about scholarships and bursaries are kept in binders that can be booked through the Student Services Department.
- Grade 12 scholarships and awards are given at the June Commencement.

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Assessment – August 20, 2008

## **SCHOOL BOOKING**

### **PROCEDURES**

- The office is responsible for managing all room keys in the school. Teachers are required to hand in school keys at the end of June.

### **IN SCHOOL BOOKING**

- **Computer Lab booking** – the lab booking sheets are posted in the teachers' mailroom by the P.A.
- **Gym** – see the Phys. Ed. Department well in advance.
- **Theatre** – the booking sheet is located in the Library.
- **Conference Room** – the booking sheet is located in the office.
- **Library** - see Library Services.

### **AFTER SCHOOL BOOKING**

- **Evening** – For all school use after 6:00 p.m., a booking form must be completed. Booking forms are located in the office and after completion are sent to the Maintenance Department (please see A. Genik).

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School Booking - Revised February, 2006

## **EMERGENCY PROCEDURES**

### **CLASSROOM EMERGENCIES**

- Every classroom has an emergency red button that provides communication directly to the office.

### **MEDICAL**

- In the event of a medical emergency, contact the office via the red emergency button.
- The names of students with known medical concerns are underlined on the attendance sheet.

### **EMERGENCY – FIRE**

- Check the exit signs in each classroom for the appropriate emergency exit.
- When vacating the building, close windows, lock doors. Leave the lights as they were when the alarm went.
- Science teachers ensure that all gas and electric outlets have been turned off.
- Take your attendance sheets with you when you leave and once outside, confirm your attendance.
- The teacher reports to the monitor the names of students who have gone missing since the beginning of class. A nil report is required.

### **FIRE DRILLS**

- Provincial division policy requires ten (10) fire drills per year.
- Teachers should instruct their classes on exit procedures in the first 2 days of each semester.

- Diagrams showing school exits are posted in all rooms.
- When vacating the building, close windows, and lock doors. Leave the lights as they were when the alarm went.
- Students and teachers exit together in an orderly direct fashion as soon as the fire alarm rings. Students should remain with their teacher a minimum of 25 feet away from the building.
- Science teachers ensure that all gas and electric outlets have been turned off.
- Take your attendance sheets with you when you leave and once outside, confirm your attendance.
- The teacher reports to the monitor the names of students who have gone missing since the beginning of class. A nil report is required.
- All entranceways must be kept clear in anticipation for emergency vehicles.
- Students will remain outside and wait until the “all clear” has sounded (two short rings of the bell).

## **ROOMS**

## **EXIT**

1, 2, 3, 4, 5, 6 & 7.....	South Roch Street exit
Main Office, 9, Student Services, 10, & 12.....	Main Roch exit – Centre Door
11, 13, 14 & 15.....	Exit to rear loading area
16, 17, & Cafeteria.....	Chelsea exit
Music room.....	Room fire exit
Gym A, 7 & Change Rooms.....	Doors to tennis courts
20, 21 & 22.....	West stairs to main Roch Street exit
23, 24, & 25.....	Center stairs to main Roch Street exit
26, 27, & 28.....	East stairs to rear loading area
Theatre B – Music lab.....	Front fire exit and starts to tennis courts (if full, teacher should direct use of rear doors)
Theatre A, 9, & MRC.....	Rear fire exit to loading area
Gym B.....	Direct fire exits to Roch Street
Cosmetology & Art Room.....	Through lobby to Roch Street exit
30, 32, 33, & 34.....	Kimberly exit – West doors
40, 41, 42, & 43.....	Kimberly exit – West doors
36, 37, 38, & 44.....	Kimberly exit – East doors
44, 45, 46, 47, & 48.....	Kimberly exit – East doors

## **EMERGENCY EVACUATION**

- In the event of an evacuation staff will be informed via the PA – “please evacuate the building.”
- Students should not attempt to pick up clothing in their lockers.
- North Wing (Kimberly Street side), the Library, the Art room and Theatre are required to go to the YMCA.
- South Wing (Chelsea Street side), are required to go to the church on Watt across the school field.

### **LOCKDOWN SITUATION**

- This is a procedure for securing a building so that no one enters or exits, until it is deemed safe to do so.
- All schools are to practice two lock down drills during the school year (in development).

# **LIBRARY PROGRAM AND SERVICES**

## **PHILOSOPHY**

Teachers are encouraged to work collaboratively with the teacher librarian to integrate research and information literacy skills into their subject content. Teachers wanting to involve their classes should meet with the teacher librarian in advance to discuss and plan the unit.

The teacher librarian works with teachers to integrate a range of skills into subject area content. Some of these skills include:

- Library organization and using the Follett Automated Library System
- Searching the Internet efficiently and effectively
- Using online research tools such as EBSCOhost/Répère and World Book Online
- Using Inspiration, an online thinking tool
- Taking good notes
- Documenting sources
- Avoiding plagiarism

## **PROCEDURES**

### **BORROWING MATERIALS**

#### **Students**

- May borrow an unlimited number of items (maximum of 3 items per topic) for up to three weeks.
- Overdue materials:
  - Assessed at 25¢ per item per day, to a maximum of \$10.00 per item or value of book.
  - Students with overdue fines lose borrowing privileges until materials are returned and fines are paid.
  - Overdue notices are sent to Teacher Advisors every T.A. meeting.
- TA's will send students to the library during the T.A. meeting if they have materials to return or money to pay their fines.
  - At the end of Semester 1 and 2, students who owe books or fines will have their report cards withheld.
  - At the end of Semester 2, students with outstanding materials or fines will be denied attendance at the Graduation dinner and dance.

#### **Staff**

- May borrow an unlimited number of items until the items are no longer needed.
- May reserve materials for a class project.

## **BOOKING**

### **Classes**

- The library has a seating capacity of 120. A reservation system is used to guarantee class accommodation. Up to 4 classes can be booked into the library at any one time.
- The Class Reservation Book is located on the circulation desk.
- A teacher who has the majority of his/her students in the library is required to accompany the class.
- A teacher who has a minority of his/her students in the library is asked to check on these students as frequently as possible.

### **Computers**

- Internet stations are available in the library.
- Computers are reserved for educational purposes only; access to games, chat rooms or message boards is not allowed. Inappropriate use of the computers will result in a one day suspension from the library for a first offence and a week suspension for a second offence. A student who continues to violate this policy will meet with an administrator.
- Teachers should use the computer booking sheets to reserve stations for their students. Sheets for the current week are kept on the circulation desk. Reservations for future bookings can be made by consulting with the library staff.

### **Audio Visual Equipment**

- Equipment is reserved on a period by period basis and is available to staff and students.
- AV equipment is reserved by means of the AV equipment booking sheets, located on the circulation desk.
- Staff and students are asked to return AV equipment promptly at the end of the period.
- Overhead projectors are booked on a yearly basis and can be kept in the classroom for the whole year.

### **Library Teaching Area**

- Includes Internet access, projector, screen and seating for 30 students.
- May be reserved by teachers through the teacher librarian.

**Seminar/Peer Tutoring Rooms**

- May be reserved by both students and staff by using the booking sheets located on the circulation desk.

**STUDENT BEHAVIOUR**

- Disruptive students will be asked to leave the library.
- Except for bottled water, food and drinks are not allowed in the library. A violation of this rule will result in a one day suspension from the library for the first offence and a week suspension for the second offence.

## **MEDICAL CONCERNS**

### **ACCIDENT REPORTS**

#### **POLICY**

The supervising staff present at the scene of the accident completes accident reports. The completed forms are kept on file in the office. If any student suffers an injury while at school or while at a school sponsored activity, a form **must** be completed by the supervising staff member.

#### **PROCEDURE**

- Submit the signed and dated form to the office.

### **ADMINISTERING MEDICATION**

#### **POLICY**

Regulations in the R.E.T.S.D. Policy Manual govern the administration of medications. Prior to going on a local or out of town field trip, teachers are required to review the medical concerns of the students who will be in their care.

#### **PROCEDURE**

- Parents are given the forms from the office staff for completion.
- The school Health Concerns Coordinator in Student Services reviews the completed form with the parent/guardian, and then places it in the Cumulative File.
- Students are expected to carry their epi-pens and diabetic supplies with them during the school day and on field trips.
- Medication is self-administered by students.
- Trained personnel will assist students who are unable to self-administer their medication.
- In an emergency, supervising staff will notify the office immediately and an administrator or designate will call on trained personnel to assist.
- Non-medicinal supplies for diabetics, such as juice and Cake Mate, are kept in the front office.
- A minimum of two weeks prior to over night field trips, staff will provide the coordinator with a list of the students who will be participating in the event.
- If any students require a Health Care Plan, the Direct Service Nurse will meet with the supervisor(s).

### **PHIA/FIPPA (Personal Health Information Act & Freedom of Information and Protection of Privacy Act)**

**POLICY**

All information on student medical concerns is confidential. Student names with known medical concerns are underlined on the attendance sheets.

**PROCEDURE**

- Parents/guardians complete the medical questionnaire on the divisional registration form.
- As medical conditions change, the parents/guardians of students will update the school.

**STAFF TRAINING – October '08 Staff Meeting****POLICY**

All school staff will participate in yearly epi-pen training and other medical training sessions, as needed which will be delivered by the Direct Service nurse of the Winnipeg Regional Health Authority.

**PROCEDURE**

- The school health concerns coordinator arranges the time for the medical training.

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Medical Concerns – Revised August 20, 2008

## **SCHOOL PROGRAMS**

### **PHILOSOPHY**

Miles Macdonell Collegiate offers 10 programs which are designed to meet the different needs, interests, and abilities of students. All programs are designed to provide a sound, general education and to provide a balance of compulsory and optional academic opportunities.

### **PROCEDURE**

The following are the programs offered:

- High School Academic
- International Baccalaureate
- French Immersion
- Business and Computer Technology
- Human Services Technology including Hairstyling, Nail Technology, and Health and Child Care
- Career Quest (Grade 12 students only)
- English as a Second Language
- School and Employment Training
- Senior High Re-Entry (SHARP)
- International Education

For detailed information about these programs consult the program brochure and/or MMC Program Information & Course Description Handbook which can be obtained from the school office.

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School Programs - June, 2005

# **STUDENT SERVICES**

## **PHILOSOPHY**

The Student Services Department provides a guidance and counselling curriculum, individual planning, responsive services and system support in the areas of personal/social development, educational development and career information. Guidance is an integrated curriculum and is the shared responsibility of all school staff.

## **PROCEDURES**

### **Referrals**

- To a counsellor or resource teacher can be made by teachers, administrators, parents or students
- To the Child Guidance Clinic are made by Student Services personnel

### **Pupil files**

- Cumulative Files are reviewed upon receipt by the Student Services Department and are housed in the main office.
- Pupil Support Files (third party files) are housed in the Student Services Department
- The Young Offender File is housed in the principal's office to be shared at his/her discretion with teachers. It is to be destroyed when the student leaves the school.

### **Course Changes**

- Students with valid reasons may make changes to their timetable by seeing a member of the Student Services Department.
- Changes should be completed by the end of the first week of classes, at the beginning of each semester.
- Changes to courses in Health & Child Care, Cosmetology, International Baccalaureate and French Immersion programs must be approved by the department head of that program.

### **Transition Education**

- Transition events are planned as whole school initiatives (Career Portfolio Development), grade level initiatives (Grade 12 and Grade 11 Career Symposium).

### **Scholarships**

- A scholarship meeting is held for parents and students in the fall of each year
- Application forms are available in student services
- Individual student counselling is available by appointment
- Scholarship binders are available to sign out

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Student Services - June, 2005

**Student Leadership Opportunities**

- Student exchange programs and forums are available for students.

**Peer Tutoring program**

- At the beginning of each semester, applications are sent out to all Math and Science students.
- Students who desire academic assistance in any course may request a tutor by completing a request form.
- Students who wish to tutor may volunteer their services.

**S.H.A.R.P. (Senior High Academic Re-entry Program)**

- It is an alternative high school program setting for students of average ability, but are not succeeding academically in a regular high school.
- Administration and the Student Services personnel liaison make student referrals to the program on a quarterly basis.
- Candidates are referred to the coordinator of S.H.A.R.P.

**Para Educators**

- Assigned to work with Level II and III students
- Assigned to classes to work with Level I students.

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Student Services - Revised February, 2006

## **ATTENDANCE POLICY**

Regular attendance in high school is an important component in developing academic success. It is expected that any absences will be explained. Excessive absences and/or tardiness will be viewed as a breach of a student's attendance commitment to school and will be treated in a serious manner. Responsibility for attendance rests with the student and the parents/guardians. Responsibility for monitoring attendance rests with the Teacher Advisor. It is the goal of the attendance policy to have all students remain in school, attend all classes and be successful academically.

### **ATTENDANCE**

1. Students are expected to explain all absences. Calls must be made by parents/guardians of students who are under 18. Students over 18 may call in to explain their own absences. **The attendance line phone number is 663-4068.** This is open 24 hours a day. If possible, calls should be made before 8:30 a.m. on the day of the absence. This call is important to ensure that the reason for the absence is recorded. **Explained absences must be made within 3 days of the absence, after this time all absences will remain unexplained.**
2. A dialer on a 24 hour delay will automatically notify parents of Unexplained Absences.
3. Students with a high number of absences in a course will be placed on attendance alert. If there are unwarranted absences after that, students may be withdrawn from the course. In a semestered system every class missed has a negative effect on student learning and performance. Excessive truancy will result in loss of credit and/or withdrawal from class.
4. If a student's course load falls below three courses in any semester, the student may be required to withdraw from school.
5. If a student's course load falls below half of the courses for which he/she has registered, the student may be required to withdraw from school.

### **LATES**

1. Punctuality is stressed at Miles Macdonell Collegiate. This is as important at school as in the world of work. Students are responsible for being at class on time and ready to work.
2. It is understandable that on occasion a student might be delayed from being at class on time, therefore, students will be issued 2 late slips per month. A record of these late slips will be kept in the office. The late slips will be issued up to 15 minutes after the class starts. After that time the student will only be admitted to class if an

administrator speaks to the student and signs the late slip. If a student is late for school due to a medical appointment a note from home can be used for entry into class.

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Attendance Policy - February, 2006

### **OUT OF SCHOOL TRIPS**

**Protocol amended February 20, 2007**

1. For Out of School Activities in the Local Community

- form IJOA-E1 - Parental Informed Consent
- included in summer mailing for completion by all students prior to start of school year
- housed in main office

**IMPORTANT:** All MMC trips will include the following:

- required
- a) Miles Macdonell Activities Registration whereby authorization is from the principal
  - b) Miles Macdonell Activity Form

2. For Day Trips

- form IJOA-E2 is to be prepared by supervising staff for parent signature (“PARENTAL INFORMED CONSENT”)

3. For trips in Manitoba, North Western Ontario involving an overnight stay

- Parental Informed Consent IJOA-E2
- Request to Superintendent - Out of School Program Approval Form IJOA-E4

4. For Senior Years Trips to Canadian Destinations Beyond Manitoba/Northwestern Ontario

Senior Years Trips to North Dakota or Minnesota

Senior Years International Trips Beyond North Dakota or Minnesota

- Approval in Principle (3 months prior) to Superintendent on form IJOA-E3
- Documentation of Final Details (1 month prior) to Superintendent on forms:
  - IJOA-E5 - final details sheet
  - IJOA-E4 - Out-of-School Program Approval Form
  - list of participating students
  - blank copy Student Information form IJOA-RD
  - blank copy of the Parental Informed Consent IJOA-E2
  - copy of the insurance form(s)
  - copy of agreements with agencies

5. For International Exchange Programs (Senior Years only)

- Approval in Principle form IJOA-E3 to Superintendent (up to 15 months prior to departure)

Staff - Field Trips - Revised August, 2007

- Approval of Final Details form IJOA-E4 to Superintendent 3 months prior
- Documentation following to Superintendent 1 month prior
  - IJOA-E5
  - list of participating students
  - blank copy Student Information Form
  - blank copy of the Parental Informed Consent
  - copy of the insurance form(s)
  - copy of agreement with agencies

6. For Practicum/Internship Programs (Senior Years only)

- same protocol as in #5
- to add:
  - supervised accommodations
  - work site supervision and evaluation process
  - description of internship program and work environment

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Staff - Field Trips - Revised August, 2007

## **TEACHER ADVISOR - ROLES AND RESPONSIBILITIES**

### **PHILOSOPHY**

Students enrolled in Miles Macdonell Collegiate are assigned to a specific teacher advisor group. Ideally, students will remain in the same group from Grade 10 to Grade 12. Meetings are held on a regular basis so that advisors get to know students personally and in a friendly and caring working relationship. Meetings consist of specific agenda activities, attendance, academic or personal concerns. Attendance at these meetings is compulsory.

### **RESPONSIBILITIES OF THE TEACHER ADVISOR:**

#### **Student Advocate**

- Mediate between a student and a staff member

#### **Attendance Issues**

- Discuss attendance concerns

**Student Progress**

- Monitor academic progress
- Assist students to realistically assess their abilities and potential
- Assist students in reviewing graduation tracking reports
- Ensure that the students are on track for graduation

**Extra-curricular and Co-curricular Activities**

- Inform students of extra-curricular and co-curricular activities

**Parent Relations**

- Establish and maintain contact with each student's parent or guardian

**Career Planning**

- Provide students with information regarding career planning and post-secondary studies
- Conduct activities to develop an awareness of employability skills

**Demographic Information**

- Ensure demographic information is accurate

# TECHNOLOGY

## PHILOSOPHY

Miles Macdonell Collegiate is a TTT school housing a teacher computer in each learning space and supports the integration of technology into the curriculum. In-house training is provided for staff throughout the school year. The instruction covered in the workshops includes software and technical instruction. IT workshops are usually held after school and during lunch time when necessary.

## PROCEDURES

- Workshops are advertised in the Daily Bulletin
- Interested staff sign up in the staff room
- Individuals may require professional development outside the school by consulting the Business & Technology department head and Administration.

## SCHOOL TECHNICIAN

The school technician is responsible for maintaining the school network, assisting teachers and paraprofessionals with technology issues. The school technician's office is in Room 14A.

## LAB RULES AND REMINDERS

1. No food or drinks are permitted in the lab.
2. Students should be working on class-related work while in the lab.
3. Students may only use the internet to visit sites that are educationally relevant.  
The following is not permitted:
  - downloading of games, music, or videos
  - accessing chat rooms or installing any software or programs as viruses enter the school via downloaded programs. The maintenance and protection of the school network is a responsibility of all who use it.
4. Teachers must actively supervise their class while in the lab.
5. Printing must be minimized:
  - students must have the permission of their teacher to print multiple copies of one document.
6. Passwords are private and must not be shared with others:
  - students must not allow others to use their accounts since they are responsible for what happens in their accounts.
7. Student accounts are subject to monitoring at any time and should not be considered private. Accounts can be remotely observed to see what website students are on or have accessed.
8. Keep labs clean and tidy.
9. Do not unplug hardware or interchange components. Only divisional staff are authorized to do this.
10. Labs should be locked when vacated.



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Technology - Revised August 20, 2008

## **PROGRAM SUPPORT**

### **BUDGETS**

School operating money is allocated into a number of different accounts.

- **Base Budget** (School Operating Budget)
  - General supplies, photocopier, paper, telephone, most equipment, audiovisual hardware, furnishings. This budget runs from July 1<sup>st</sup> to June 30<sup>th</sup>. Any balance remaining is carried over to the next year. Administration will request submissions and rationale in May in preparation for budgetary considerations for the next school year. Additional requests can be made during the course of the year and will be dealt with on an ongoing basis, depending upon funds available. Schools receive \$90 per student in Grades 6 to 12.
- **Supplementary to Base**
  - Each school is allocated a supplementary amount to be used in conjunction with the Base Budget.
  - The principal makes decisions about this budget.
- **Textbook Budget**
  - (Texts, library books, computer software, games, manipulatives) - deficits and/or surplus are carried over from year to year. Schools receive \$50 per student for students in Grades 6 to 12.
  - Applications are made to the principal through the department head.
  - The department head manages this budget.
- **Basic French Grant**
  - Granted on a per capita basis (number of students enrolled in the basic French courses).
  - \$7.00 per student
  - These monies can be used for textbooks or other resources and cultural activities as deemed appropriate.
  - Decisions regarding this budget are managed by the department head.
- **Unexpended Sub Budget**
  - Money is carried over from the previous year's substitute budget and added to the next year's base budget.

- This money is used at the discretion of the Administration and is primarily used for professional development, release time, paid leave and for other needs as deemed necessary.
- Application for this budget can be made directly to the school principal.
- **Maintenance Budget**
  - The principal surveys the staff annually to determine needs.
  - These requests are forwarded to the Maintenance Department through the school principal.
  - The Maintenance Department prioritizes projects depending on cost and time available.
- **Central Phys. Ed.**
  - This budget is managed divisionally.
  - Annual applications are made for items of substantial value and are forwarded to the Phys. Ed. Consultant as well as Senior Years Assistant Superintendent for approval.
- **Transportation Budget**
  - This budget is based on number of students in the school and is intended to **subsidize** school outings. Students are often charged the difference to offset the cost.
  - \$6.25 per student
  - The school is responsible for any deficit at the end of the school year. In the event of a surplus these monies are not carried forward.
- **Industrial Arts and Vocational Replacement Grants**
  - This budget is managed divisionally.
  - Applications are made annually for replacement, repair or additional equipment that has a value of over \$25.00 per item by the Industrial Arts and Vocational programs.
  - The Assistant Superintendent of the Industrial Arts and Vocational programs makes approval.
- **International Funds**
  - Money received is based on the number of international students accepted into the school and a formula developed by the River East Transcona School Division determines the final amount forwarded to the school.
- **School Funds**
  - This is a discretionary fund and generated from the cafeteria rent, YMCA/YWCA parking lot rent, and any other donations given to the school.
  - This money is used to support individual teacher/student requests not covered by base budgets.
  - This budget is managed by Administration.
- **Student Fee - Phys. Ed. Budget**

- A fixed amount of \$2,500 is granted by the Administration through student fees.
- This budget is managed by the Phys. Ed. Department
- **Student Fee - Technology Budget**
  - A fixed amount of \$5,400 is granted by the Administration through student fees.
  - The Business & Technology Department manages this budget.
- **Student Fee - Student Council Budget**
  - A fixed amount of \$2,500 is granted by the Administration through student fees and money generated from school dances and other activities.
  - This budget is managed by the Student Council and is primarily used to finance student activities and projects.

**Consultation takes place between staff and the Administration.**

## **FINANCIAL**

### **Forms – All financial forms are located in the office.**

- Cash deposit forms
- Transfer forms
- Cheque requisition forms

### **Purchase requests**

- Must be pre-authorized by the department heads.
- Acquisitions should be made by purchase order.
- All packing slips must be signed and dated.

### **Cheque requests**

- Complete the request and attach detailed, original bills.
- Debit or credit card receipts by themselves are not sufficient documentation for reimbursement. These receipts do not indicate what was purchased nor do they show applicable taxes. In the case of restaurants, either the original or a copy of the restaurant bill is required.

### **Money deposits**

- Complete the deposit slip.
- Place money in a sealed plastic bag including the deposit slip.
- All money must be handed directly to the head secretary or to one of the other secretaries. Money should not be left unattended on her desk.
- Do not leave money in your room overnight.

## **FUNDRAISING**

- Fundraisers are required to complete the Fundraising Request Form and return it to the vice-principal responsible for this area.
- A supervisor is assigned to each fundraiser.
- At the end of the fundraiser, the supervisor must complete the Fundraising Follow Up Form, the Final Fundraising Report and return it to the vice-principal responsible for this area.
- The Fundraising Request Form, the Fundraising Follow Up Form, and the Final Fundraising Report can be obtained from the office.



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Program Support - Financial – August 20, 2008

## **STAFF**

### **COMMITTEES**

#### **PHILOSOPHY**

Serving on committees is an important way for staff to exchange ideas, gain insights, and contribute to the more effective running of the school.

Committees may be formed in any year as needed to deal with various matters.

Committee involvement could include, but is not be limited to, the following committees:

- Social
- Technology
- Assessment
- School Wide Positive Behavior
- Emergency Situation Committee (“Building Committee”)
- Graduation
- Scholarship
- Grades 10 & 11 Awards
- Parent Advisory
- Crisis Response
- Music Parents Association
- Buckeye Football Booster Club

#### **PROCEDURES**

- Staff may volunteer to be on a committee of their interest
- Because of particular areas of expertise, staff may be asked to be part of a committee.

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Staff - Committees - Revised August 20, 2008

## **DUPLICATING**

### **POLICY**

- Every staff member is given an account number for photocopying at the start of the school year by the secretary and given periodic updates indicating the balance of that account.
- Staff is allocated one copy per day per student for the semester.
- Staff is expected to be prudent with the use of the paper.
- It is recommended that duplicating may be sent to the Board Office (3-4 day turnaround).
  - This is a less expensive method of duplicating - approximately 30% saving.
  - These copies will be charged to the teacher's account.

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Staff - Duplicating - Revised August 20, 2008

## **STAFF ABSENCES - SUBSTITUTES**

### **LEAVING THE SCHOOL BUILDING**

#### **POLICY**

- The school day starts at 8:15 a.m. and finishes at 3:15 p.m.. If a teacher needs to leave the building during the school day that teacher is requested to touch base with the administration and advise the front desk **before** leaving.

### **SUBSTITUTE TEACHERS**

#### **PROCEDURES**

- If you are absent due to an unplanned illness:
  - Phone the Board Office (667-7130) between 6:30 - 7:30 a.m.
  - Teachers are requested to phone the MMC office and indicate the day plan to the secretary or substitute. This may also be e-mailed to W. Harrison and V. Laurie (example: [wharrison@retsd.mb.ca](mailto:wharrison@retsd.mb.ca)).
  - Teachers must provide as much information as possible on things such as: seating plans, lesson plans for the day, lunch hour supervision and/or other special situations.
  - Substitute teachers are provided with a folder containing items such as: class times, substitute responsibilities, school map with fire drill information, and a general report to be completed at the end of the day.
- If teachers are involved in a professional development session or committee work and require a substitute, please arrange for this well in advance:
  - Inform W. Harrison who will arrange for the sub.
- If substitutes are being charged to outside sources e.g. Assistant Superintendent or BEF, an Authorization for Substitute form must be completed and given to the clerical staff.

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Staff - Absences - Revised August 20, 2008

## **PROFESSIONAL DEVELOPMENT**

### **PHILOSOPHY**

Staff should maximize opportunities for professional development. Annual PD sessions include: SAG, divisional-wide and school-based sessions. Staff interested in additional PD should consult the principal and their department head.

### **PROCEDURES**

- Teachers are allowed a maximum of 7 days per year of release time for professional development and/or provincial/divisional committee work. Permission for additional time up to a total of 12 days must be first obtained from the Superintendent.
- Funding can be obtained from the following sources: RETTA, the school, the divisional consultants, or the Superintendent's Department.

### **Staff Professional Assessment**

- Takes place according to the divisional policy.

### **Teacher Professional Growth Plan**

- The divisional policy requires all teachers are to complete their professional growth plan by September 30<sup>th</sup> of each school year.
- The teacher and the school administration review this plan at year-end.

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Staff - Professional Development - June, 2005

## **SUPERVISION**

Supervision is an essential component for a safe and secure school. All staff play a vital role in the daily expectations of this important responsibility:

### **PROCEDURES:**

- Noon Hour: Lunchtime supervision duties may be assigned by the Administration. All teachers are entitled to a 55 minute uninterrupted meal period between 11:00 a.m. and 2:00 p.m.
- Extra Curricular Activities: These add to the breadth of learning opportunities for students and assist them to become well rounded young citizens. Examples are sports, clubs, committees, exchange, field trips, drama and/or musical presentations, dances, etc. Staff involvement in these areas is essential as coaches, advisors, supervisors. At times, administration may call upon staff for support in these areas.

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Staff - Supervision - Revised February, 2006

## **GENERAL EXPECTATIONS**

### **Cell Phones/Pagers**

- Cell phones and pagers must be turned off and put away during classes.

### **Diskmen/Walkmen/MP3's, etal.**

- Personal audio players must not be used in classes unless they are used as part of the academic program.

### **Dress Code**

- Overly revealing garments and attire with inappropriate messages should not be worn.
- Outside jackets and headwear must be stored in lockers.

### **Drugs and Alcohol**

- Use of drugs and alcohol is prohibited at Miles Macdonell Collegiate or at any school sponsored activity. Failure to comply will result in suspension or expulsion from the school as per RETSD policy.

### **Extra/Co-curricular Activities**

- Extra/co-curricular activities are offered during the school year. A list of activities is available in the student agenda book. Intramural activities are offered during the lunch period.

### **Field Trips**

The safety and well being of students is a prime concern and every effort is made to minimize the risks inherent in any activity. To protect all participants, a variety of procedures exist for different activities. Refer to the policy handbook for these specific procedures.

- All parents are asked to sign the Parental Informed Consent for Out of School Activities during registration.
- Students must complete an Absent from Class form and submit it to the teacher in charge of the field trip.
- Students are responsible for the completion of all assignments missed.

### **Illness during Class**

- A student who becomes ill during class should be sent to the office to sign out.

### **Internet Usage**

- Students are required to complete an Internet Permission Form with their original Registration Form.
- Students who abuse the privilege of using the Internet at school will have their privileges revoked.

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Students - General Expectations - Revised February, 2006

### **Students over 18 Years Old**

- At 18 years of age, a student can authorize whether or not the school can contact his/her parents in regard to attendance, academic performance and behaviour.

### **Student Parking**

- Student parking is provided on a space available basis.
- Selection is done through a draw.
- Students who do not pay for a parking spot are not allowed on the lot at any time with their vehicles. All unauthorized vehicles may be towed or ticketed.



- Restricted/Unrestricted parking is available on streets close to the school. Students will not be allowed out of class to move their vehicles from restricted areas.

#### **Parent/Student/Teacher Conferences**

- Parent/Student/Teacher conferences are held once every semester.
- Students are expected to attend.
- Teachers will request interviews with students who receive a grade below 60%.

#### **Registration for the next school year**

- Registration forms are distributed in February by the teacher advisors.
- Students will be counselled by teacher advisors to ensure that they are selecting appropriate courses.

#### **Smoking**

- Smoking is prohibited in the building and on school property.
- Failure to comply with this divisional expectation may result in suspension.

#### **Student Council**

- Student Council elections are held in May.
- Students who wish to run for Student Council must maintain a minimum C average, and have a good attendance record.
- The Student Council is governed by its constitution.

#### **Student Fees**

- The student fee is payable upon registration.
- Student fees cover the cost of the yearbook, locker, student agenda book, student ID card, student council fee, Phys. Ed. fee, computer fee and commencement cap and gown fee.
- The student fee is payable upon registration.
- Additional fees may be charged for courses.

#### **Visitors**

- All visitors must report to the office.
- Students from other schools will not be permitted in the building without an administrator's approval.

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Students - General Expectations - Revised February, 2006

## **COMMUNICATION**

**School Web page** - the following information is posted:

- General
- School programs
- Activities and Special events
- Library
- The Community
- School newsletter

**Daily Bulletin**

- Placed in staff mail slots each morning by 8:15 a.m.
- Teachers wishing to place a message must complete a form and return it to the secretary by 3:30 p.m. the previous day.

**Newsletter**

- Produced 5 times in a school year
- Distributed during teacher advisor meetings
- Articles and contributions are welcome.
- Deadline dates for contributions are announced.

**Staff mail box**

- Common media for information exchange

**Staff room bulletin board location for:**

- RETTA
- Professional Development
- Workplace Health and Safety
- Student Medical Concerns
- Computer lab bookings
- Miscellaneous

**P.A. use**

- Student Council announcements are made at the beginning of Slot 2.
  - Announcements read by the Student Council are not to be duplicated in the Daily Bulletin.
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Communication - June, 2005

**Home Communication**

- 18 year old students have the legal right to determine whether or not communication takes place between the school and their parents.
- These students will be asked to sign a “Release of Information” form when they turn 18 years of age.



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Communication - June, 2005

## **FORMS**

All forms are located in the office.

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Forms - June, 2005