



Collège Miles Macdonell Collegiate

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August 26th, 2024

Dear Parents/Guardians and Buckeyes students,

WELCOME NEW AND RETURNING FAMILIES TO THE 2024-2025 SCHOOL YEAR!

We hope all our families have had a safe and restful summer. As we prepare to welcome our students in September, we continue to be committed to providing and sustaining a safe and positive school environment for students, staff, and community members. We would like to share some information as we prepare for our **students to return to school on Wednesday, September 4th, 2024.**

STUDENT SCHEDULES

- Student schedules were sent on the June 19th.
- Please ensure your child has a copy of their timetable (paper or electronic) when they come to classes on September 4th. Students will be asked to report to their TA class at their designated time (see schedule below).
- **Student Council (STUCO) members will be available to assist students to their TA classrooms on the first day of classes.**
- Student Services will ONLY be available from Tuesday, August 27th – Thursday, August 29th to make changes to timetables for the following reasons/errors:
 - Missing required course (core courses for graduation)
 - Missing a course required for graduation or post-secondary education
- NOTE: Timetable changes will NOT be made to accommodate teacher or friend requests, work schedules, requests for spares at a given time, or to change option courses.
- The Student Services Department will be available from 8:30am-3:00pm on the following days. Appointments must be made on the Parent Conference Management system. **It is located on our website and will be available on August 19th at 9:00am.** If you're unable to get an appointment, please email your Student Services contact and they will contact you the first week of school.
 - Grade 12 students → August 27th and August 28th
 - Grade 11 students → August 28th and August 29th
 - Grade 10 students → August 28th and August 29th
 - Grade 9 students → no timetable changes will occur.



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Additional Course Request – Grade 10-12 Students ONLY

- Due to the high enrollment and limited space in classes, students will not be able to request additional courses prior to the commencement of classes.
- Students may be able to request additional courses once all timetable requirements (compulsory courses) have been met for all students.
- Students who are **requesting an additional course will be required to fill in the Microsoft FORMS starting at noon on September 4th until Monday, September 9th at noon. No late submissions will be accepted.**
- Microsoft FORMS (QR codes will be posted on the CMMC TEAMS site and outside of Student Services).
- If space allows, Student Services will be using a wait list system to fill requests with the priority being placed on graduation and post-secondary requirements. Students are asked to follow their current schedules until they have met with Student Services if they are requesting a possible change. **Please note that due to high enrollment in all courses, requests may not be granted.**

2024-2025 BELL SCHEDULE

AM	7:15am-8:20am
Period 1	8:25am-9:35am
Period 2	9:40am-10:45am
Period 3	10:50am-11:55am
Period 4	12:00pm-12:55pm
Period 5	1:00pm-2:05pm
Period 6	2:10pm-3:15pm

2024-2025 BELL SCHEDULE

Throughout the school year, there will be designated days where students will meet with their TA (Teacher Advisor). These dates will all be posted on our Collège Miles Macdonell Collegiate website as well as on our daily announcements. On these days, the bell schedule will differ slightly.

AM	7:15am-8:20am
Period 1	8:25am-9:20am
Period 2	9:25am-10:15am
TA	10:20am-11:00am
Period 3	11:05am-11:55am
Period 4*	12:00pm-12:55pm
Period 5	1:00pm-2:05pm
Period 6	2:10pm-3:15pm



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LOCKERS

- Lockers will be available for students upon request during their TA meeting on the first day of classes.
- Any requests for lockers after the first day will have to be made with a secretary in the office.

ENTRANCE

- All exterior doors are open for students to enter between 8:00am-8:30am.
- All doors will be locked at approximately 8:30am, except for the main doors on Roch Street. Any students arriving after 8:30am, will be required to use the main doors on Roch Street.

LUNCH HOUR

- There is a designated period 4 lunch hour in most student schedules. The exception to this would be for some students who have chosen options in Music or Technology courses. These students may have a period 4 class and have a designated lunch period during another time slot.
- Students may eat their lunch in the cafeteria, library, designated classrooms, or may choose to go home during this time.
- Microwaves will be available. Due to the limited number of microwaves, we recommend students bring a lunch that does not require heating.
- Cafeteria service will continue to be offered.

STUDENT UNSCHEDULED TIME

- Students who have spares throughout the day are asked to go to the cafeteria or library.

TECHNOLOGY AND MEDIA

- Office 365 will continue to be our primary communication and collaboration tool for students and teachers. Students have access to the full functionality of Office 365 applications (E.g.: Word, Excel, PowerPoint, Outlook, Teams, One Note).
- Office 365 link can be found on the CMMC Website.



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- RETSD technology use and media release policies and forms can be found at the following links:
 - Technology Use:
 - [Policy IJND](#)
 - Media Release:
 - [Policy KDDB](#)
- Anyone who opted out of technology last year will have to do it again this year, as the form is only valid for the school year in which it is signed.
- Any families who require additions or deletions to the Parent Portal, are asked to contact the school.

If parents choose to opt out of the technology use or media release, they must submit the appropriate forms to the school, otherwise **all permissions will be in place for your child.**

STUDENT HANDBOOK

Please review the Student Handbook with your child. It contains important information about policies, procedures, and practices. An updated Student Handbook is posted on our school website.

ATTENDANCE

The Student Handbook outlines attendance expectations, practices, and procedures. Regular attendance is an important element of student success. Attendance is taken every period at Collège Miles Macdonell Collegiate. Parents/guardians of students will be notified of their absences at the end of the day by our automatic dialing program.

If a student is going to be absent, the **parent/guardian** of the student is asked to **call the school attendance line at 204-663-4068** either the night before or the day of the absence before 9:00am. The attendance line accepts calls 24 hours a day. Please note that siblings cannot call in to excuse a student.

EXTENDED ABSENCES

If a student will be absent for an extended period of time, students are asked to meet with their Student Services contact to get an Extended Absence form.



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FIRST WEEK PROCEDURES

Tuesday, September 3rd – Administration Day (No classes)

WEDNESDAY, SEPTEMBER 4TH

Grade 9 students	
8:25am-9:35am	Report directly to TA (located on student timetable) <ul style="list-style-type: none"> All staff will be available to assist students to identify their Teacher Advisor (TA) and classroom Collection of student fees (\$50.00 – if not already paid) Distribution of lockers (by request only) Review Student Handbook Please send \$10.00 for Grade 9 students to receive a Buckeyes shirt and support the event. Money will be collected during TA time in the morning.
9:40am-10:25am	School Tour
10:30am-11:20am	Assembly
11:25am-12:30pm	Lunch provided (hot dogs and chips)
12:35pm-12:50pm	Report to TA
12:55pm-3:15pm	Grade 9 Welcome Activities (R U Buck Enuf)

NEW Grade 10-12 students	
9:00am-9:35am	Report directly to Room 18 <ul style="list-style-type: none"> Student Services will give a brief presentation School Tour
9:40am-11:55am	Report directly to TA (located on student timetable) <ul style="list-style-type: none"> All staff will be available to assist students to identify their Teacher Advisor (TA) and classroom. Collection of student fees (\$50.00) Distribution of lockers (by request only) Review Student Handbook Student Services Introduction and Roles
12:00pm-12:55pm	Lunch provided (hot dogs and chips)



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Returning Grade 10-12 students	
9:40am-11:40am	<p>Report directly to TA (located on student timetable)</p> <ul style="list-style-type: none">• All staff will be available to assist students to identify their Teacher Advisor (TA) and classroom• Collection of student fees (\$50.00 – if not already paid)• Distribution of lockers (by request only)• Review Student Handbook• Student Service Introduction and Roles

THURSDAY SEPTEMBER 5TH - Regular classes

Grade 10 Assembly – Period 2

Grade 11 Assembly – Period 5

FRIDAY, SEPTEMBER 6TH – Regular classes

Grade 12 Assembly – Period 2

SCHOOL PICTURES

Every student is expected to have their photo taken, but there is no obligation to purchase a package. The photos are required for student cards and used for the yearbook, student records and Winnipeg Transit ID. **Photos will be taken on Tuesday, September 17th – all day.** Retake day is **Friday, November 1st.**

Payment is made directly to Lifetouch, either online or to the photographer.

WELCOME EVENING:

We are pleased to be able to host all our families to our Welcome evening on **Tuesday, September 17th from 6:00-7:00PM.** We are also cordially inviting you to visit our CMMC Teams/Clubs Fair from 5:30PM-6:00PM. CMMC Teams and Clubs will be featuring their club/team with our school community in the CMMC hallways. This is a great opportunity for students and their families to learn about the variety of clubs/teams students can join during the 2024-2025 school year.

Following the Club/Extra-Curricular Fair, your child will then become your tour guide of the school including visits to meet their teachers.



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Student Fees : Collection of student fees (\$50.00) and issuing of receipts.

Note: Some Grade 9 students may have paid this fee. Please refer to the

TA outstanding fees paper.

Student fee allocations:

• Incidental	\$25.00
• Yearbook	<u>\$25.00</u>
	\$50.00

HONOURS AWARDS

Collège Miles Macdonell Collegiate will be hosting their Honours Awards in October for current Grade 10-12 students. More information will be sent to families closer to the event.

We hope you enjoy the remaining days of summer. We look forward to working with our students and families during the 2024-2025 school year!