

Collège Miles Macdonell Collegiate

“HOME OF THE BUCKEYES”

STUDENT HANDBOOK 2025-2026



J. Muller
PRINCIPAL

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Website: Collège Miles Macdonell Collegiate

Attendance Line: 204-663-4068

PRINCIPAL'S MESSAGE

Welcome to Collège Miles Macdonell Collegiate...home of the Buckeyes!

We are a learning community, and our team is here to assist you in the learning process. As members of the Buckeye team, we challenge you to care for each other, demonstrate positive leadership, and have pride in your school and your work and to take personal ownership for the school environment. You have the responsibility of making the most of all the opportunities that are available to you by attending all classes, being on time and keeping up with your assignments.

It is essential that you engage in all that the school has to offer, as together we can ensure that a world of opportunity awaits each and every one of our students. To achieve this, we will continually seek ways to improve our teaching and learning, to the benefit of all of us.

On behalf of the staff, I wish each and every one of you a successful and enjoyable year.

Mr. John Muller Principal

MISSION STATEMENT

At Collège Miles Macdonell Collegiate we value the development of critical thinkers who responsibly and compassionately contribute to a more peaceful, sustainable, and equitable world.

**THE COMPASS REPRESENTS OUR FOUR CORE VALUES:****DIRECTION:**

We value perseverance: setting and pursuing goals and developing leadership skills.

EXPLORATION:

We value inquiry: being academically dedicated, thoughtful, intellectual risk-takers who consider both global and local issues.

INCLUSION:

We value balance: supporting all members of our community, inclusive of language, culture, and background.

COMPASSION:

We value service: striving to be caring, empathetic citizens.

COLLÈGE MILES MACDONELL COLLEGIATE BUCKEYES

We want students to make moral and ethical decisions based on what is in their hearts and minds NOT because it is a school expectation or because there is an adult standing there, but because it is the right thing to do.

Collège Miles Macdonell Collegiate staff and students interact and work within the building and in the community, mindful of the importance of respecting the community and of nurturing a sense of belonging. As students experience a multitude of programs, courses, community events, activities and clubs at Collège Miles Macdonell Collegiate, they will also learn about themselves and develop the characteristics of Buckeyes. At Collège Miles Macdonell Collegiate, Buckeyes dare to be...

B - BOLD: We are confident.

U - UNITED: We are connected.

C - CREATIVE: We are imaginative.

K - KNOWLEDGEABLE: We are curious.

E - EMPOWERED: We are responsible.

Y - YOURSELF: We are unique.

E - ENTHUSIASTIC: We are positive.

S - SELFLESS: We are caring.

SCHOOL HISTORY

Collège Miles Macdonell Collegiate has a long history of academic, arts and sports excellence and has been a part of the community of East Kildonan since 1952. The initial building is now the Science Wing, and the North Wing was Melrose Junior High. These two schools were connected in the 70s by what we now call the *Tunnel*, to make Collège Miles Macdonell Collegiate the school it is today.

SCHOOL FACT SHEET

Student Population Approx. 1325

Teachers.....Approx. 95

Programs: Regular Academic

English as an Additional Language

Immersion Français

Flex Program (Alternative Program)

sTeam

School Colours: Green – Gold – White

School Team Name: Buckeyes

SCHOOL DAY:

- Begins at 8:25 a.m. and ends at 3:15 p.m.
- Classes are 65 minutes.
- There are six regular periods per day.
- Lunch is scheduled in period 4

SCHEDULES:**Regular Day**

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

ADMINISTRATION:

J. Muller Principal

R. Manary Vice Principal

D. Michaleski Vice Principal

K. Bartlett Vice Principal

Office Staff: L. Loewen, A. Salem, M. Walkof, M. Klassen, D. Chaeng

Custodian: R. LaPlume

To contact any staff member, use the following email address: <First Initial><Last Name>@retsd.mb.ca

AWARDS AND SCHOLARSHIPS

Special certificates, awards, scholarships and the Governor General's Medal are presented to students who have exhibited academic excellence. Students may also apply for other awards and scholarships available through post-secondary institutions and other organizations. Scholarship and awards information is available in Student Services.

Honours Criteria

1. Averages are calculated using the average of the following five final marks at each grade level:
 - one compulsory English or Français
 - one Mathematics
 - three next best marks
2. Courses comprised of two half credit courses are included; the mark forwarded will be the average of the two.
3. Distance Education, Online, Special Language and non-repeater summer school credits may be included.
4. Any failures or marks under 70% disqualify students from receiving Honours.
5. The minimum average for Honours is 80%. A student will receive Honours with Distinction if their average is 90% or higher.

RIVER EAST TRANSCONA SCHOOL DIVISION ASSESSMENT PROTOCOL

River East Transcona School Division recognizes that assessment promotes student, parent, teacher and system learning. Through the use of validated assessment practices and procedures, teachers will enhance and promote learning, growth and development for all students in an inclusive, educational environment.

Assessment for Learning (Formative) is the process of seeking and interpreting evidence for use by learners and their teachers. Formative assessment communicates growth and progress to students and teachers. It helps students monitor their learning over time and assists in the identification of student needs and interventions. This process informs classroom instruction and occurs constantly during the learning process and assessments through observation, conversation and product.

Assessment of Learning (Summative) is the summarized information collected about learning. It allows opportunities for communication and reporting to parent(s)/guardian(s). This process enables teachers to monitor student performance.

Assessment is Outcome-based

Students are assessed on their evidence of meeting the learning outcomes which are consistent with provincial and divisional targets and criteria.

Assessment is balanced, multi-faceted, equitable and fair

Assessment is differentiated and includes a variety of methods to support students in reaching the learning outcomes. Assessment provides students with sufficient opportunity to demonstrate knowledge, skills, attitudes or behaviours.

Assessment Protocol

During the school year at Collège Miles Macdonell Collegiate, report cards, including anecdotal comments will be published on the student/parent portal:

Academic Responsibility

River East Transcona School Division recognizes that academic responsibility is part of the overall development of a student's sense of responsibility, skills and values. The division believes that students, in collaboration with parents/guardians and teachers, are responsible for providing evidence of their learning within established reasonable timelines. Consequences for not completing work and submitting work late shall be age and developmentally appropriate.

Academic Honesty

River East Transcona School Division recognizes the value of academic honesty. Divisional staff will strive to promote and reinforce the principle of academic honesty in all students. Students will understand that the tests/exams they complete and the assignments they submit as evidence of learning must be their own work. Cheating, lying, and plagiarism is not acceptable. Consequences for academic dishonesty shall be age and developmentally appropriate.

COURSE CHANGES

Student-initiated timetable changes involving compulsory course selection are not possible due to the limited spaces and course availability. Course change requests will be prioritized in the following order:

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.

Additional course load requests

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 3rd until Monday, September 8th at noon. No late submissions will be accepted.

Please see our 2025-2026 course handbook

[2025-2026 Course Handbook](#)

PARENT/STUDENT/TEACHER CONFERENCES

Parents are invited and encouraged to participate in our Parent/Student/Teacher conferences held once each semester. Please check the Calendar of Events for the specific dates. Further information regarding the format will be shared closer to the dates.

FIPPA REQUIREMENTS RESPECTING STUDENTS 18 YEARS OF AGE & OLDER

Directed by the Public Schools Act and by Freedom of Information and Protection of Privacy Act, (FIPPA) please note the following information:

Section 58.6 of the Public Schools Act sets out the rights and responsibilities of parents and pupils. It entitles parents/guardians to be informed about attendance, behaviour, academic achievement and so forth AND to have access to the pupil files of their children. However, the above provision/entitlement for parental access to information about their children is precluded or overridden by Section 42.3(3) of the Public Schools Act, when it states: 'the school board shall not disclose to a parent the pupil file of his or her child who has attained the age of majority without first obtaining the consent of the pupil.'

Additionally, FIPPA goes even further by referring to any or all information, not being disclosed to parents without the informed consent of the child via a written waiver.

During the year prior to students turning 18 years of age, a waiver forms will be emailed to parents/guardians and the student whereby they will indicate if they would like their parents/guardians be removed from the informed consent of the child via a signed and waiver. This written waver must be returned to the office process next steps as indicated on the waiver.

NEWSLETTER/CALENDAR/SCHOOL WEBSITE

A newsletter containing announcements regarding events, news about the students, staff and school will be found on the Collège Miles Macdonell Collegiate website. Our school website is [Collège Miles Macdonell Collegiate \(retsd.mb.ca\)](http://Collège Miles Macdonell Collegiate (retsd.mb.ca))

TEACHER-PARENT/GUARDIAN COMMUNICATION

A partnership in learning is important in student success. Parents/guardians are encouraged to speak to their child's teacher with any questions/concerns. Teachers will also engage families in communication as needed to provide specific student support.

TECHNOLOGY AND MEDIA RELEASE

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).

RETSO 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.

RETSO HIGH SCHOOL ATTENDANCE POLICY

The River East Transcona School Division believes that regular attendance and punctuality are positive behaviours that must be fostered in our school system. Regular attendance is necessary for a student to gain the full benefits of educational instruction.

Students are expected to be punctual for all their classes and to complete the requirements of the course of study.

Under the *Manitoba Public Schools Act*, a student must attend school regularly until the age of eighteen. A student who is not of compulsory school age is required to attend regularly once they enroll. A student who refuses to attend or is habitually absent from school is guilty of an offense under the *Manitoba Public Schools Act*. The parent/legal guardian must ensure that their child is in school, otherwise is guilty of an offense under the *Manitoba Public Schools Act*.

Responsibility for Attendance

Responsibility for attendance rests jointly with the student and their parents(s)/guardians(s). Absences:

Student absences are categorized as:

- Excused
- Explained
- Unexplained

Absences are considered excused if the activity is initiated by the school. Excused absences may include, but are not limited to, field trips, sports trips, special group trips, conferences, suspensions, etc.

Absences are considered explained if they are for unavoidable cause and are supported by a telephone call or email from a parent or guardian. Attendance Line: 204-663-4068

Attendance Protocol

Each high school will publicize the attendance policy and their procedures which will be communicated to students/parents/legal guardians at the beginning of the school year. Attendance will be taken and recorded by teachers on a period-by-period basis each day.

Where the parent (s) / guardian (s) has determined that the student must be absent from school, the parent(s)/guardian(s) must inform the school prior to the schedule time for that class or no later than one day immediately after the student's return to school. In the case of long-term illness, the student's absences must be supported by a medical certificate.

Attendance Procedures

A tiered intervention attendance support model will be used to assist students and parents when students are not attending class as required by the *Manitoba Public Schools Act*.

Where exceptional circumstances warrant, such as a documented chronic illness, the school administration may grant an extension to students who have accumulated excessive absences allowed under this policy.

Where a student misses a test or examination due to an explained/excused absence, alternate arrangements will be made by the student/teacher/principal. Where a final examination is missed due to illness, a medical certificate may be required.

Where a student is suspended from school, each day of the suspension will be recorded/counted as an excused absence for

attendance purposes, while the suspension is in effect. The student will not be allowed to participate in extracurricular or school-sponsored activities. Tests or exams may be administered during this time at an alternate time and location as determined by school personnel.

COLLÈGE MILES MACDONELL COLLEGIATE ATTENDANCE PROCEDURE

At Collège Miles Macdonell Collegiate, we believe every student has the potential to succeed. Regular attendance plays a vital role in achieving success, both academically and personally.

Our goal is to partner with students and families to ensure consistent attendance and timely support when challenges arise. Open and ongoing communication is central to this process.

- **After 5 and again after 8 explained or unexplained absences:** Teachers will connect with parents/guardians to discuss attendance concerns and the student's progress.
- **After 10 absences: (explained or unexplained)** The school office will issue a letter to parents/guardians. At this stage, a meeting may be arranged with the teacher, student, parents/guardians, and the student services team to plan the next steps for student success.

If a student does not demonstrate active effort to improve their attendance following these supports, they may be removed from the course.

SCHOOL FIELD TRIPS

For the school year, day field trips will be permitted. Field trips are an important part of your education. They enable you to experience, hear or do things that are not always possible in the school environment. When you are on a field trip, you will be marked absent from a class in another subject that you miss as a result of the field trip. The absence is excused.

The reason given is "school activity." It is the responsibility of the student to complete all assignments given during the absence on a field trip.

EXTENDED SCHOOL ABSENCE

Extended absence is discouraged as it affects school performance. Therefore, we encourage families to vacation during regular school break times. This should assist students in keeping up with their studies. Students who need to be absent from class for an extended time must obtain a form from their Student Services advisor entitled "Extended Absence Notification" form. The form must be signed by all subject teachers and returned to their Student Services contact prior to being away from school. Students are responsible for any missed work during their absence.

ILLNESS DURING CLASS

If a student becomes ill during class, the student will be required to go home. The teacher will send the student to the office. A parent or guardian will immediately be notified before the student is sent home.

STUDENTS' UNASSIGNED TIME

It should be emphasized that it is the responsibility of each student to organize and utilize their unassigned time in a manner which will help to improve the student's performance in their educational program. During unassigned time, a student may study in the library or work in the cafeteria. Students are asked to refrain from walking through the halls, as this will disturb classes in session.

COMPUTER USE/EMAIL

Students may access the divisional Wi-Fi by using their divisional login username and password.

Proper student behaviour in computer labs is essential. Students need to adhere to the signed *Acceptable Use of Internet Agreement* and abide by the conditions outlined. Students will be subject to appropriate discipline which could lead to loss of computer privileges, suspension from classes and/or suspension from school. Computer offences include:

improper use of computer software (e.g. internet or programs),

improper conduct which results in damage to equipment,

violating security. All students will be assigned an e-mail address. This may be used for personal and school use. The *Acceptable Use of the Internet Agreement* signed by all students and their guardians will apply to use the email system. Any student found to be using inappropriate language or sending or receiving messages not suited to a school environment, may have his or her email address revoked and be referred to the administration.

LUNCH HOUR

Students who normally go home or have the ability to go home for lunch are encouraged to do so. Students can eat their lunches in the cafeteria, library or in supervised classrooms.

STUDENT FEES

The \$50.00 student fee is not refundable and covers the following costs:

Yearbook	\$25.00
Incidentals	<u>\$25.00</u>
TOTAL	\$50.00

VISITORS

All visitors must report to the office. Students are NOT to invite friends who are not students into the building, unless permission from an administrator has been granted. Students are also reminded not to visit other schools during regular school hours.

CAFETERIA

The cafeteria provides hot and cold meals for students and staff. Food selection includes hot breakfast, hot entrees, soups, salads, pastries, fruits, and beverages. Cafeteria hours are 7:30 a.m. to 2:50 p.m. daily, Monday to Friday for food services.

Limited microwaves are also available in the cafeteria for student use.

STUDENT ACCIDENT INSURANCE

All students may enroll in the group Student Accident Insurance program. Forms are available in September from their teacher or office. Students involved in sports are encouraged to enroll in the plan.

LOCKS AND LOCKERS

Lockers will be assigned during TA on the first day September 3rd, on a "as requested basis".

LOST AND FOUND

Enquiries about lost items may be made at the main office.

TEXTBOOKS

Textbooks are issued by subject teachers, and it is the student's responsibility to take care of them. Students will pay for any lost or damaged books.

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.

STUDENT PARKING

Student parking is provided on a space-available basis. All vehicles driven by these students are recorded in the office. Students who do not pay for a parking space are not allowed on the lot at any time with their vehicle. All unauthorized vehicles will be towed. This also includes the Visitor Parking Area. All spaces are given to students in early September. Students must pay in full to ensure an assigned parking spot. The fee is non refundable. All students will sign a contract and abide by its stipulations. The cost of student parking is \$225.00 for the school year or \$112.50 per semester. (subject to change)

Unrestricted parking is available on streets close to the school. This is preferable to parking in restricted areas around the school as students are not permitted to leave class to move vehicles.

STUDENT SERVICES DEPARTMENT

Counselling:

Counsellors are available to provide assistance and information regarding:

- course selections
- post-secondary information
- private music credits
- completion of cadet training
- special language credits
- community service student-initiated project credit
- credit for employment
- career/transition education
- Summer School
- financial assistance (scholarships/bursaries)
- health issues

Counsellors can also assist with personal concerns that may hinder academic progress.

Resource:

Resource teachers work together with students, subject teachers and parents to provide a wide range of individual and group academic support. Such supports include:

- | | | |
|--------------------------------|-------------------------------------|-----------------------------|
| ● Organizational Skills | ● Distance Education Courses | ● Youth Seminars & Exchange |
| ● Study/Learning Skills | ● Test/Exam Taking Strategies | ● Apprenticeship Credits |
| ● Individual/Group Assessments | ● Individual/Group Academic Support | ● Student Volunteer Credits |
| ● Course Selections | | |

EXTRA/CO-CURRICULAR ACTIVITIES & CLUBS

STUDENT COUNCIL (STUCO)

The Student Council organizes student events while cultivating school spirit. The council acts as a representative of the student body. It is their responsibility to ensure that all students' best interests are taken into consideration when working with the administration.

SCHOOL ACTIVITIES

Many of these activities may be offered during the school year – morning, lunch, and after school. Active participation in school life will make your time at Collège Miles Macdonell much more fun and exciting.

The following are some examples of what is available . . .SO GET INVOLVED!

ATHLETICS – INTERSCHOOL

Collège Miles Macdonell Collegiate is a registered member of the Kildonan Peguis Athletic Conference (KPAC), which involves interschool competition with the following schools – Maples, Mennonite Brethren, Garden City, West Kildonan, Lord Selkirk Regional, River East, Kildonan East, Murdoch MacKay, Springfield and Transcona Collegiates. If you would like to try out for one of the school teams, contact one of the Physical Education teachers.

KPAC sports include cross country running, golf, football and volleyball during the fall, basketball, badminton, indoor track, indoor soccer and curling during the winter, and outdoor soccer, outdoor track and field, ultimate, fast pitch, and lacrosse during the spring. CMMC also has hockey teams that compete in the high school hockey leagues. All students participating on an athletic team, pay a \$40.00 athletic fee per school year.

CLUBS

Collège Miles Macdonell Collegiate offers many opportunities for students to participate in a variety of clubs throughout the school year. We encourage students to pay attention to daily announcements for club information.

POLICIES

For all policies, please refer to the River East Transcona School Division website.

Please note the following policies:

CODE OF CONDUCT and APPEAL PROCESS

The purpose of the code of conduct is to promote a safe, caring, and inclusive school culture where high levels of achievement occur within a positive school environment. River East Transcona School Division believes everyone has the right to be treated with dignity and respect. Please refer to the following link for a comprehensive view of RETSD's code of conduct:

[Code of Conduct and Appeal Process](#) and [Concern Protocol Graphic](#)

ALCOHOL AND OTHER DRUG USE BY STUDENTS

[Alcohol and Other Drug Use by Students](#)

SEARCH POLICY AND PROCEDURES

[Search Policies and Procedures](#)

ASSESSMENT OF RISK TO OTHERS – REPORTING, COLLECTING, SHARING, AND STORING INFORMATION

[Assessment of Risk to Others](#)

RIVER EAST TRANSCONA SCHOOL DIVISION DRESS CODE

[Dress Code](#)

STUDENT USE OF STUDENT SUPPLIED PERSONAL ELECTRONIC DEVICES

[Student Use of Student Supplied Personal Electronic Devices](#)

ELECTRONIC VAPORIZER DEVICE AND TOBACCO USE BY STUDENTS

[Electronic Vaporizer Device and Tobacco Use by Students](#)