



Martensville High School

**Student Handbook
2018-2019**

Table of Contents

Introduction.....	3
MHS Purpose:	3
Your Role in Learning:.....	3
School Information	4
Address and Contact Info	4
Bell Schedule 2018-2019	4
School Office Personnel.....	4
School Operations: Policies, Procedures Routines.....	5
Academic Intervention	5
Attendance and Lates.....	5
Long Term Absences and Holidays	5
Addressing Staff Members	5
Behaviour Policy/Discipline Basics.....	5
Bullying and Harassment.....	6
Types of Harassment.....	6
Responsibility of Students Observing Harassment	6
Cell Phones	7
Communication Protocol.....	7
Damage to School Property.....	7
Dress Expectations	7
Dress Expectation Specifics:.....	7
Computer/Account/Wifi Usage	8
Dance Guidelines	8
Drug and Alcohol Use Policy	8
Emergency Response Preparedness	9
Exams	9
Missed Tests or Exams	9
Final Exams.....	9
Extra-Curricular	9
Fulltime Students	9
Graduation.....	9
Late and Missing Work	10
Legal Considerations for Students	10
Section 149 - Duties of Pupils (Students).....	10
Section 150 - Every Pupil (Student) Shall be Accountable:	10
Lockers.....	10
Online Classes	11
PowerSchool	11
Smoking/Tobacco/Vaping Products.....	11
Student Parking and Driving	11
Theft Prevention	11

Introduction

Welcome to Martinsville High School! We look forward to creating new memories and experiences with you. We will strive everyday to provide you with opportunities to learn and grow. It is our hope that you do your best, diligently work, and build relationships to get the most out of your time as a citizen of the Martinsville High community.

This handbook outlines many of the rules, expectations, initiatives, and opportunities that will form your experience here. Use it as a starting point when you have a question.

Again, welcome to Martinsville High School. We are glad you have joined us.

MHS Purpose:

MHS exists to...

1. Provide a safe and accepting environment where students develop into respectful and empathetic citizens.
2. Create self-motivated, confident, critical, and reflective learners.
3. Prepare students to navigate their next steps in life.

Your Role in Learning:

Be a lifelong learner:

- Ask for help
- Engage in learning
- Work hard
- Try new ways of learning
- Be positive
- Be curious

Demonstrate your sense of self:

- Set and work toward goals
- Be honest
- Use time wisely
- Be responsible

Be a classroom citizen:

- Participate in group work
- Contribute positively
- Help your peers

Work Habits:

- Listen to instructions
- Follow instructions
- Be on time
- Be prepared to work
- Complete work on time
- Organize your materials

School Information

Address and Contact Info

Box 730, 150 Mike Sands Boulevard
Martensville, SK S0K 2T0
Phone: 306-931-2230
Attendance line: 306-931-2350
Email: mhs@spiritsd.ca
Web: www.spiritsd.ca/mhs

Bell Schedule 2018-2019

9:00:	Warning Bell
9:05-10:09:	Period 1
10:09-10:13:	Break
10:13-11:15:	Period 2
11:15-11:19:	Break
11:19-12:21:	Period 3
12:21-1:10:	Lunch
1:10-2:12:	Period 4
2:12-2:16:	Break
2:16-3:18:	Period 5

School Office Personnel

Admin Assistants:	Mrs. Roxane Therres Mrs. Moyca Stoffel
Principal:	Mr. Paul McTavish
Vice Principal:	Ms. Neda Wilson
Superintendent:	Mrs. Tracey Young
Director:	Mrs. Lori Jeschke
Board Representative:	Mrs. Bonnie Hope

School Operations: Policies, Procedures Routines

Academic Intervention

- Students who are struggling to be successful in one or more classes will go through a process of intervention, wherein meetings take place with teachers and contact is made with home, to attempt to improve student learning. Students on an Academic Intervention list will meet regularly with the school principal/vice principal or until the learning improves. Academic Intervention is a support for students.

Attendance and Lates

- MHS knows that consistent attendance is a factor in academic success. Therefore, attending regularly is very important.
- Attendance is taken at the start of every period. It is the responsibility of the student to be in class on time. Students knowing they will be away must have their parents contact the school prior to the absence so that it can be cleared ahead of time (or within 48 hours after the absence). **Our attendance line is 931-2350.**
- Homes of students who are absent and unexcused will receive an automated phone call and/or text message from the school on the day of the absence. If the absence is to be excused, the parent must phone to do so within 48 hours of the absence. Students may also be asked to make up time after school for unexcused absences. Attendance is tracked closely and if a pattern of unexcused or even excessive absences occurs, families and students are notified that the situation and placement in the course is under review. Patterns of excessive absences may result in removal or withdrawal from classes.
- Students who develop a pattern of late arrival to classes will be brought to the attention of the office. Contact with home will take place and an action plan (which may include detentions, etc.) will be developed to fix the problem. Should the problem continue, review of student standing will take place.
- Parents and guardians are able to log into the PowerSchool website to check on student attendance and academic standing at any time. This can be set up through the school.

Long Term Absences and Holidays

- It is not uncommon for families to take holidays during the school year. If families are anticipating having their students out of class for holidays for more than five days, we request that an extended absence form be completed and returned to the office.

Addressing Staff Members

- Staff members of Martinsville High School are to be addressed formally with the appropriate title (Mr., Mrs., Miss, or Ms.) followed by the teacher's last name.

Behaviour Policy/Discipline Basics

- Students are expected to maintain appropriate behaviour while at MHS. Students who are not able to be redirected by any supervising adult may result in an office referral. The student will then meet with the school Principal and/or the Vice-Principal to engage in a correction, resolution, and restitution process. Parental contact is typical in such cases. Consequences typically increase with the severity or repetitiveness of the behaviour.

Bullying and Harassment

- It is the responsibility of every member of MHS to be aware of positive actions to take against bullying and harassment. Incidents of bullying and harassment may occur and are treated seriously. Below is some information on our policy and protocols around bullying and harassment.
 - **Harassment:** Unwanted behaviour perceived to be hurtful or intimidating is considered harassment, regardless of how often it occurs. Harassment can consist of a single incident. It is common, however, for harassment to involve a series of unwanted, often subtle, incidents over time.
 - **Bullying:** Bullying is repeated harassment. It is unwanted physical, verbal, psychological, or sexual treatment that is repeated over time.

Types of Harassment

- 1) *Physical:* involving contact in some way with the physical person of the target. Examples include hitting, grabbing, pushing, using a weapon, etc.
- 2) *Verbal:* involving using words in some way to hurt or intimidate another person. Examples include name-calling, demeaning language, racial slurs, rumours, etc.
- 3) *Social:* Harassment may not necessarily involve direct physical or verbal contact. Examples include purposeful exclusion, refusal to work with a person, inciting a group to reject someone, etc.
- 4) *Sexual:* involving unwanted sexual activity or attention. It may involve remarks, gestures or actions of a sexual nature that result in a person feeling unsafe or uncomfortable. Examples include unwelcome physical contact, rude jokes or sexually suggestive remarks, threats or bragging about sexual prowess, requests for sexual favors, etc. It may also involve displaying pornographic or offensive material.
- 5) *Cyber bullying-* the use of computer technology to repeatedly invoke one or more forms of harassment.

Responsibility of Students Observing Harassment

- When students observe harassment they are encouraged to offer assistance to the targeted person. This may be done in the following ways in any order:
 - asking the target if he/she wants help
 - telling the aggressor to stop if safe to do so
 - reporting the incident to an adult as soon as possible
- The supporting adult may address the issue and will report the incident(s) or issue to the administration where a formal or informal investigation and resolution process will be determined.

Consequences of Bullying or Harassment:

In any case, when a student is demonstrating bullying behaviour or harassment, they must stop the behaviour immediately. Students will be encouraged to reflect on the impact of their negative actions and demonstrate empathy. If necessary, the person demonstrating bullying behaviour may be referred to additional supports, such as the school counsellor or school liaison officer.

Cell Phones

- Students are **not allowed** to use cell phones during class time unless the teacher deems them necessary for learning to take place.
- Phones may be collected by the teacher at the start of or during class time.
- Students can always be reached for emergencies by phoning the office.
- Students will not be permitted to have cell phones/MP3 players in their possession during tests or exams, unless it is an accommodation described in a student support plan.
- Students wishing to use the washroom or get a drink during class time will leave their cell phones in the classroom. This is a school safety measure.

Communication Protocol

It is expected that parents will follow the PSSD communication protocol when addressing a concern. If parents have a concern to express regarding classroom issues, these concerns should first be addressed to the classroom teacher. If further discussion is required the school's administration should be contacted, and if further dialogue is needed the Superintendent of Schools would become involved. Finally, if no resolution has been made, the Director of Education would be contacted.

Damage to School Property

- Students responsible for damage to the school building, equipment or property will be required to make restitution. Further disciplinary action may also result.

Dress Expectations

- In order to ensure student comfort, hygiene and a positive working environment in the school, students shall dress in an appropriate manner. Clothing should be appropriate, modest, clean and in good repair.

Dress Expectation Specifics:

1. Shirts: Straps of tops should have a width of two fingers. Muscle shirts, under shirts, spaghetti straps, tube tops, backless tops, "short" tops, see through or mesh tops are not allowed.
2. No underwear showing at any time.
3. Skirts and Shorts must have a minimum hem line length that covers the entire buttocks.
4. No cleavage (butt or chest) should be showing. Necklines must be modest.
5. No vulgar or obscene words or graphics on clothing. Clothing that depicts sexually suggestive expressions or actions, profanity, obscenity, drugs, alcohol, or tobacco, or which degrade the integrity of individual groups are not allowed.
6. Sunglasses are not to be worn in the school at anytime.
7. Students are expected to store gloves, scarves and winter parkas in their lockers.
8. Teachers have discretion in their classroom to determine what is inappropriate dress. **This includes hats.**

Note: Students deemed to be wearing clothing that does not meet with the dress code will be required to change.

Computer/Account/Wifi Usage

- Responsible use of school and personal technology is expected.
- Each student receives an account (with a username and password) and space on the school server to save their work. Student accounts can be accessed at any time by school administration.
- The school division monitors computer usage, including Internet activity. Students using the computers inappropriately (inappropriate use of the Internet, etc.) will have their accounts suspended. Computers are not provided to access online games.
- Students caught vandalizing school computers (keyboard/mice/etc.) will lose computer privileges and be charged the full replacement cost.
- At the end of each year, stored student files are wiped clear. Students wishing to save any of their files should do so using their own storage device by the end of the school year.

Dance Guidelines

- A one-way door policy will be in effect. Students who leave, at anytime will not be readmitted.
- Students who will be arriving late to the dance will need permission from Administration or an SRC advisor to do so. These students will be placed on a “late” list no later than one day before the dance.
- All guests (non students of MHS) must be cleared by the school administration at least 3 days before the dance.
- A minimum of 6 adult chaperones will be required for each dance, with at least one female and one male chaperone). Additionally, a ratio of 1 adult to 20 students will be required. These chaperones will need to arrive 30 minutes before the start of the dance.
- There will be a compulsory coat/bag check in effect. Any student who refuses to check his/her coat or purse/bag/backpack will be asked to leave.
- Students with an unexcused absence or serving a suspension on the day of the dance will not be permitted to attend the dance.
- Any student suspected of being under the influence of drugs or alcohol will not be permitted entrance into the dance. Any student caught drinking/smoking during the dance will be removed and will not be allowed to participate in SRC activities for the remainder of the year. In addition, these individuals will be dealt with by the school administration and/or the RCMP and further consequences may apply.
- School dress code will be in effect.

Drug and Alcohol Use Policy

- Martensville High School has zero tolerance for the possession or use of alcohol or drugs at any school related activities or functions or on school property at any time. Therefore, any MHS student found either in possession of or having consumed alcohol or drugs, on or off school property during school hours or on school property after school hours, will be subject to the following sanctions:
 1. The student will be immediately removed from the activity and the parents/guardians will be called to pick up their child.
 2. The student may receive an out-of-school suspension.
 3. The student may be suspended from all school activities and trips for one calendar year (including graduation).

4. The student will be required to meet with the administration and school counsellor prior to his/her return to classes.
5. The student will be required to attend follow-up sessions with the school counsellor at the discretion of the administrative-counselling team.
6. Involvement of the police may occur at the discretion of the administration/staff.

Emergency Response Preparedness

- Every school is expected to have several fire drills and lockdown drills throughout the school year. Students and staff should be aware of these procedures and follow the Emergency Response Preparedness Plan.
- In the cases of drills and or actual emergencies, students must remain accountable to the teacher or immediate supervisor until being released to a parent or guardian.
- During lockdown drills, student cell phones must be turned off and handed in to teachers. This is standard protocol to ensure the safety.

Exams

Missed Tests or Exams

- Students who miss a scheduled test must have their parent or guardian contact the subject teacher immediately.
- Students who are absent on the day of a test are expected to write the test on the first day they return to school, unless they have made prior arrangements with the subject teacher or there are extenuating circumstances involved.
- Students should not automatically expect class time to write a missed exam and should be prepared to write the missed exam before school, at noon or after school if necessary.

Final Exams

- All students will write all of their scheduled Final Exams during the pre-determined examination time.

Extra-Curricular

- Involvement in extra-curricular activities, teams, and/or clubs is one of the best ways to enrich your school experience. Notice of extra-curricular offerings will take place at the start of each school year to promote our sport and club offerings. They are offered for you. Get involved!

Fulltime Students

- Fulltime students at MHS are expected to take no less than three (3) courses per semester. Students can take up to five (5) credits in one semester. In circumstances where students take fewer than three (3) courses per semester, they may be expected to attend only those classes and leave the campus when not in classes.

Graduation

- The list of students eligible for graduation is typically set at the start of the second semester. It will be reviewed and confirmed following the Third Report Card. To be eligible for graduation exercises, a student:
 - Shall be taking sufficient credits to satisfy the requirements of the Department of Learning for a Grade 12 diploma.

- Shall have no subject average less than 40% on the Third Report Card, unless the subject is an elective in excess of 24 credits.
- The school and its staff will not become involved in any activities following the banquet. The involvement and responsibility of the school ends with the banquet.

Late and Missing Work

- Student work is intended to show evidence of student learning. It is important that assigned work comes in in a timely manner. Students failing to turn in or complete assignments in a timely manner will have interventions applied. Typically, parents will be notified and in-school detentions may be assigned. If students fail to hand in the work after these interventions, zeros may be assigned for the work.

Legal Considerations for Students

- Our actions at Martensville High School are guided by the Province of Saskatchewan's Education Act. The most frequently accessed sections include sections 149 and 150.
- The following information is adapted from the Education Act:

Section 149 - Duties of Pupils (Students)

- Students have the right to access education that is provided by their school board.
- Students have the responsibility to co-operate with the supervising adults that are to work with them. This includes:
 - 1) attend school regularly and punctually;
 - 2) bring supplies and materials considered necessary for the course of study;
 - 3) demonstrate appropriate student standards approved by the Board of Education, including cleanliness and tidiness, behaviour, obedience, courtesy and respect to others, as well as being diligent in studies;
 - 4) follow to the rules and expectations of the school and expect to be disciplined when this is not the case, just as a kind, firm, and judicious parent would do so.

Section 150 - Every Pupil (Student) Shall be Accountable:

- to the teacher for his/her conduct on the school premises during regular school hours and school associated extra curricular activities.
- to the Principal for his/her general behaviour at any time that he/she is under the supervision of the school and members of the teaching staff, including the time spent in travelling between the school and his place of residence;
- any other person appointed by the Board for the purpose of supervision during school hours when students are in the personal charge of such employees of the Board. Those employees shall be responsible to and report to the Principal.

Lockers

- Lockers are the property of MHS. Treat them accordingly.
- Students are assigned lockers and locks and are not to switch without permission from the office.
- Students will be held responsible for keeping their lockers locked at all times.
- Students who choose to leave their lockers unlocked will eventually lose the privilege of having a locker.

- Students will be held responsible for ensuring that no volatile, toxic, or otherwise objectionable or illegal materials are stored in their lockers.
- The school reserves the right to examine lockers at any time.

Online Classes

- Students wishing to take an online class will be considered eligible to do so if:
 - The school does not offer the course.
 - The online class will not cause the student to exceed 5 classes per semester.
 - The student has an aptitude and work ethic deemed necessary for success in online classes.
- PSSD may cover the cost of students taking an online course if the student meets the criteria listed above.

PowerSchool

- Martensville High School uses the Student Information System called *PowerSchool*. This system allows students, parents, and guardians to view student attendance and academic performance at any time from any computer. Parents and guardians will be provided with secure logins and passwords to access this information.

Smoking/Tobacco/Vaping Products

- This policy pertains to both smoking (cigarettes, cigars, pipes, e-cigarettes, vaporizers, tobacco cessation devices, etc.) and smokeless tobacco products (snuff, chewing tobacco, etc.).
- Smoking on school/public property is illegal. Persons caught using tobacco or vaporizing products on school property are subject to legal repercussions (which may include fines), as well as school disciplinary action.
- The use of tobacco and vaping products must take place off school property. This includes within vehicles located on school property.
- Students will only take out, light up, smoke, and butt out off school property.
- Any tobacco/vaporizing products and equipment can be seized if found on school property (i.e.: in jackets, lockers, backpacks, etc.).

Violations of these guidelines will result in disciplinary action including in-school and out-of-school suspensions.

Student Parking and Driving

1. Municipal and Provincial traffic laws apply to the student parking lot.
2. Speed limits in school zones are 30 km/h.
3. Student parking is in the Martensville Athletic Pavilion.
4. Students violating the above or driving in a reckless manner on or near campus will be subject to disciplinary actions and/or be reported to the R.C.M.P.

Theft Prevention

- The school will not be responsible for lost or stolen items. Large sums of money and/or valuable items should not be brought to school. Unfortunately, theft does occur from time

to time. Students should take the following necessary precautions to help prevent theft and loss:

- Mark all clothing, books, and belongings clearly and permanently.
- Keep all clothing, books, and belongings in their locker and keep it LOCKED at all times.
- Keep lock combinations absolutely private.
- Store large amounts of money or valuables at the office if, in exceptional circumstances, there is no choice but to bring such items to school.
- Lost or stolen articles must be reported immediately to the appropriate subject teacher or the administration. The sooner articles are reported missing the better the chances are for recovery. Articles that are found should be turned in immediately to the office.