



Martensville High School

**Student Handbook
2020-21**

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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 2020-2021

Grade	AM CLASS	LUNCH	PM CLASS
AM Class Grade 9 & 10	8:55 – 12:07	12:07-1:08	1:08-3:13
AM Class Grade 11 & 12	9:00 – 12:12	12:12- 1:13	1:13- 3:18

- ❖ AM Warning Chime @ 8:50am
- ❖ Lunch Transition Chime @ 12:45pm
- ❖ PM Warning Chime @ 1:03pm

School Office Personnel

Admin Assistants:	Mrs. Roxane Therres Mrs. Moyca Stoffel
Principal:	Mr. Marty Johnson
Vice Principal:	Ms. Neda Wilson
Superintendent:	Mr. Dave Carter
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 306-931-2350.**
- 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.

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 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.

Class Enrollment, Changes and Drops

- It is expected that grade 10 students will take a full course load (10 classes, without any spare periods), grade 11 students will have a maximum of 1 spare per semester, and grade 12 students will take the required amount of classes to set them up for their next steps after high school.
- At the start of each semester, students will have 6 days of class to make changes to their timetable. This allows for the opportunity for students to make adjustments to their schedule should they find they have not chosen the proper course. But, changes to schedules will only be made when there is room in the desired class and the changes does not adversely effect graduation eligibility. After 6 days of class, changes to schedules will only be allowed under special circumstances, requiring a meeting with admin.
- Students may drop a class with the permission of the teacher, guidance counsellor, parent/guardian, and administrator. Forms for this can be picked up at the office. Student cannot drop a class within the last two weeks of the semester.

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.

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.

Conflict/Fighting

- It is expected that students will be able to resolve their differences in a civilized manner. If a student feels that they are not capable of doing this by themselves, our office staff are willing to help them have conversations toward this end. Students are encouraged to speak to the principal or vice principal if this service is needed.

- At no point should violence be used to settle disagreements. Students who engage in physical violence and fighting will have disciplinary consequences that may include, but will not be limited to, suspensions and engaging in restitution.
- Students who are involved in an altercation are expected to abide by the principle of the duty to retreat. This means that a threatened person cannot harm someone else and then claim self-defence when it is possible to retreat to a place of safety. The first expectation is that students remove themselves from escalating situations to avoid a physical fight.

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.

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.

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: Muscle shirts, under shirts, spaghetti straps, tube tops, backless tops, “short” tops, see through or mesh tops are not allowed. Straps of tops should have a width of two fingers.
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. Hoods or 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.

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.

Extended Leave Form

- At MHS we want to help students grow into responsible life-long learners. As part of that work, we ask that when students are absent from school they both check with their peers and contact their teachers to see what was missed. In the event of an absence that is 5 days or longer, the student is to contact each of his or her teachers to let them know that they will be absent for the dates above. This is done by picking up an extended leave form from the office. We do not recommend extended leaves for vacations. In the event of a medical absence, students are encouraged to bring a doctor's note when the student returns to school. The teacher may or may not assign work for the duration of the absence. It is the student's responsibility to catch up on any missed learning in a timely manner. Please note that many of the activities that take place in a classroom are based around discussions and that these learning experiences cannot be easily replicated for students who miss class. Also please be aware that when students are absent from school for extended periods of time, it is very often impractical to reteach all the content that was missed, and therefore the school has no obligation to reteach material covered during an extended absence. We have found that extended absences usually effect a student's achievement and do not encourage this practice.

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.

PSSD Fair Notice Letter



PRAIRIE SPIRIT
SCHOOL DIVISION

Box 809 • 121 Collins Street
Warman SK CAN • S0K 4S0
Phone: 306-683-2800
Fax: 306-934-8221
www.spiritsd.ca

September 3, 2019

Dear Parent and/or Guardian:

Re: Caring, Healthy and Safe Learning Environments in Prairie Spirit Schools

Prairie Spirit School Division is committed to providing learning environments that are safe and caring places for students, staff, parents and community members. The Division's Caring, Healthy and Safe Schools strategy supports our students and staff to be healthy and safe at school.

In addition, Prairie Spirit works with other local school divisions and a variety of community organizations to put best safety and prevention procedures into place. This collaborative work, called the Community Threat Assessment and Support Protocol (CTASP), involves the entire community to support our safe schools and neighbourhoods.

When a student may pose a risk of violence towards themselves or others, the CTASP protocol facilitates sharing of information and advice between community organizations, such as Mental Health and Addictions Services, Ministries of Education, Justice and Social Services, as well as local police services and other organizations. As part of our commitment to CTASP, all our principals, vice-principals and many other school leaders have benefited from training called *Violence Threat Risk Assessment (VTRA)*. Because of our shared understanding and commitment to safety, we are well equipped to intervene and respond to a student in crisis.

VTRA is a multi-disciplinary, collaborative, problem-solving approach to preventing high risk behaviour and school violence. If a student makes a significant threat to harm themselves or others, the school's Threat Assessment Team, comprised of the school administrator, counsellor and School Resources Officer (RCMP/Police), determines how to best support the student so that their behavior does not become harmful or destructive.

For more information about our strategy for caring, healthy and safe schools, including [CTASP](#), please go to our website: www.spiritsd.ca/safe-schools. If you have questions about our safety procedures, please contact your principal.

We will continue to work with you and our community partners to provide safe and caring schools for our students.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lori Jeschke', written over a light grey background.

Lori Jeschke
Director of Education

Appendix A

Day 1 In Class Orientation to MHS and the Covid-19 Safety Regulations: teachers to review with their period 1 students

Expectations for Students when Entering MHS

- Sanitize hands as you enter with a [sanitizer that is approved by Health Canada](#)
 - o Use personal hand sanitizer
 - o There are automatic sanitizer stations at entries
 - o Classrooms have hand sanitizer
 - o Avoid touching commonly used surfaces if possible
- Put on a mask: Must have mask on in the building at all times when physical distancing of 2 m cannot be ***maintained***. This is a classroom expectation, as our classrooms are not large enough to accommodate for this.
- If bathroom is needed before class:
 - o Only go to the designated bathroom associated with your classroom.
 - o Mask must remain on, as 2m of physical distance cannot be maintained
 - o Be sure to maintain safe handwashing practices
- Students are to go to classroom to wait for class to start.
- Do not gather with students outside of classroom cohorts.
- Do not gather in common areas outside of the classroom.
- Masks must be worn during all transitions throughout the day, including the bathroom.
- No students should arrive before 8:30 AM and the school doors will be locked until this time.
- It is important that your classroom cohort “bubble” is maintained on MHS property. Please do your best not to intermingle with students not in your scheduled classes while on MHS property.

Entries for Classrooms

Lobby (1003) General entry for students with classes in theatre, pods, music room, MAP

- o 1048 (Worman)
- o 1055 (Evanisky)
- o 1062 (Dunville)
- o 1057 (Keene)
- o 1059 (Beck)
- o 1067 (Labrecque)
- o 1069 (Durant)
- o 1074 (Bergermann)
- o 1071 (Mackenzie)
- o 2019 (Shepherd)
- o 2016 (Snell)
- o 2012 (Bader)
- o 2014 (Baranieski)
- o 2008 (Koop-Hunter)
- o 2005 (Robinson)
- o 2003 (McKinnon)

Bus Entrance (1103) General entry for students on the bus, as well as classes near entry 1103, corridors 1091, 1096 1135 and 1032:

- 1095 (Munday)
- 1083 and 1084 (SERT)
- 1090 (Cooper)
- 1102 (Stewart)
- 1134 (Salzl)
- 1133 (Lahti)
- 1112 (Mojelski)
- 1033 (Stevens)

PAA Entrance (1128) Arrival for students in classrooms in corridor 1121 and 1131

- 1132 (Kaweski)
- 1129 (Muench)
- 1114 (O’Hara/Fanner)
- 1115 (O’Hara/Fanner)
- 116 (Fossum)

Entries:

- Opened at 8:30 AM
- Locked at 9:30 AM – must ring bell at MHS Main Doors after this time for entry.
- Opened at 12:45 PM
- Locked at 1:30 PM – must ring bell at MHS Main Doors after this time for entry.

Hallways:

- Students should be expecting to be coached by teachers to assist them with appropriate hallway behavior when Covid-19 Safety Measures are in place.
- Students and staff are to wear a mask at all times when a physical distance of a 2m radius can not occur (indoors and outdoors).
- Staff in hallways to monitor traffic, direct lost students, avoid gathering in areas outside of the classroom, especially bathrooms, remind of “ways to be at school during a global pandemic”.
- Students who are early and enter the building are expected to go to morning classroom and wait for class to begin.
- Walk single file as much as possible, right side of the hallway, awareness of traffic jams

Bathrooms:

- Go to designated bathroom that your teacher has discussed with you for your period 1 class (AM only) and your period 2 class (PM only)
- Masks are to be worn in bathrooms at all times and you do not have to restrict bathroom stalls.
- Gender Neutral Bathrooms are available at MHS to be discussed with classroom teacher.

Classrooms: General

- Review the [MHS student's handbook](#) and direct them to refer to it whenever they have questions. Remember that Covid-19 Safety Measures may change some of the items in the handbook. We hope to add this information to the handbook as an appendix.
- Review your classroom practices and procedures (before, during, end of class)
- Students and staff are to wear a mask at all times when a physical distance of a 2m radius cannot occur (indoors and outdoors).
- Seating plan for all room that your students will be learning in, including computer and science labs. Copies must be printed for the office and changed out whenever teachers change this plan.
- Teachers and students are expected to have a sanitation practice at the end of class to ensure the surfaces have been cleaned before the next class enters. This is a part of your daily classroom regimes.
- Wipes will also be available. Note: wipes for tech devices require isopropyl wipes only.
- Sanitation spray may be used at end of class to prepare for switchover to new students. Surfaces are sanitized after 10 minutes of application. Students are not to use the spray.
- If you are experiencing a medical emergency, immediately alert an adult or have a peer assist you in doing so.
- Review emergency evacuation exits and lock down drill procedures (in Red ERPP binder located in teacher classrooms). This document will be updated by Oct, 2020.

Timetables:

- Block schedule and classes: 2 classes a day to create a cohort of 60.
- Help students understand their timetable.
- Be sure they know where their period 2 class and who their teacher is.
- Timetable Questions Contacts: students may email or teachers may email on their behalf
 - Grade 9 – Martin.Johnson@spiritsd.ca
 - Grade 11 – 12 – Breanne.Cooper@spiritsd.ca

Block Schedule:

➤ Semester 1

H1	H2	H3
September 8 – October 19 Final Oct. 20 am Marking/Prep Oct. 21 am.	October 22 – December 2 Final Dec. 3 am Marking/Prep Dec. 4 am	December 7-January 26 Final Jan. 27 am Marking/Prep Jan. 27am Div. Prep Day Jan 29
Q1		Q2
September 8-November 12 Final Nov. 13 pm Marking/Prep Nov. 16 pm		November 17-January 26 Final Jan. 28 am Marking/Prep Jan. 28 Div. Prep Day Jan.29

➤ Semester 2

H4	H5	H6
February 1-March 23 Final Mar 22 Marking/Prep Mar 23am	March 24-May 13 Final May 12 Marking/ Prep Mar 13am	May 14-June 28 Final June 25 Marking June 28am
Q3		Q4
February 1 – April 20 Final April 19 Marking/ Prep Apr 20pm		April 21-June 28 Final June 28 Marking/Prep June 29

Technology:

- Cell Phones: appropriate storage and appropriate usage (set and maintain norms.)
- Establish which students need assistance with computer and/or PowerSchool login. Student computer access resets must be requested by scheduled teacher. Teacher is responsible for assisting student in the password reset. Send in a [tech ticket](#) on the student's behalf.
- Review Office365 and other digital platforms that they may use: word, outlook email, etc.
- Discuss the expectations of them accessing your blended learning platforms in the event that they must be at home for short periods of time: remember that a day of school is 2 – 3 hours of class to catch up on per absence.

Lunch:

- Students are strongly encouraged to go home for lunch and to plan to return after 12:45 PM.
- Morning classroom teachers are responsible for ensuring lunch students are in their appropriate classrooms at the end of the morning classes.
- No microwaves are available for heating up lunch items.
- Eating with others is considered to be a higher risk activity, therefore students who cannot maintain physical distancing of 2m or more in their lunch classrooms must eat in morning classroom and be forward facing in their classrooms.
- No intermingling of students in common areas of the school, including lunch time.

- Students may sit outside, but they must clean up after themselves and be physically distant (2 m or more) from others. These students should plan not to return back inside until after 12:45 pm. When students return inside, they are to go to their afternoon classroom.
- Students indoors for lunch are to listen for transition bell at 12:45 PM (indoors only). Students are to be done eating and sanitize desk before they go.
- Students are to eat forward facing in the case that physical distancing of 2m or more cannot be accomplished.
- At the 12:45 PM transition bell, students in classrooms must sanitize desks and move to their afternoon classroom. Wait for all students to exit their morning classroom before you enter your afternoon classroom.
- Ask supervisor on duty if you have concerns. Refer to the supervisor schedule so that students are aware who their lunch supervisor is.
- Students in Worman’s classroom (music room) will eat lunch in Pod D Breakout Space (1072)
- Students in Steven’s classroom (gymnasium) will eat lunch in Room 1085. Use regular door only.
- Students in Computer Lab classroom will eat lunch in O’Hara/Fanner’s “spare classroom” – Check on this with schedules. These classroom teachers are to establish the schedule for each other, as this alternates days.
- Note supervision schedule.

Bell Schedule:

Note on Bell Schedules:

- 312 daily curricular minutes per day.
- A warning bell will chime at 8:50 AM. Another warning bell will chime at 1:03 PM. These warning bells are for everyone to get ready for the first and then second group of students entering the building and classrooms.

Bell Schedule: effective Sept 10, 2020

- Morning Warning Bell: 8:50 AM (chime 1)
 - 8:55 AM Grade 9 and 10 Classroom Bell (chime 2)
 - 9:00 AM Grade 11 and 12 Classroom Bell (chime 3)
 - 12:07 PM Grade 9 and 10 Lunch Bell (chime 2)
 - 12:12 PM Grade 11 and 12 Lunch Bell (chime 3)
- Lunch Transition Bell: 12:45 PM (chime 1, indoors only)
- Afternoon Warning Bell: 1:03 PM (chime 1)
 - 1:08 PM Grade 9 and 10 Classroom Bell (chime 2)
 - 1:13 PM Grade 11 and 12 Classroom Bell (chime 3)
 - 3:13 PM Grade 9 and 10 Dismissal Bell (chime 2)
 - 3:18 PM Grade 11 and 12 Dismissal Bell (chime 3)

Student Arrival and Departure in Buses or Vehicles:

- Busing:
 - BUS ARRIVALS – enter the building and go to morning classroom to get settled. Possibly go to the bathroom if traffic in hallways is not congested.

- Students are to be wearing a face mask on the bus. No exceptions, including medical exemptions.
- Students will have to load and unload as specified by the bus garage instructions and bus drivers.
- Bus students are to wait outside with their bus group (by colour).
- In inclement weather, we will ask them to wait in classrooms and then announce when their bus arrives.
- Private Vehicles:
 - Encourage students to park near the entry that is closest to their scheduled class.
 - Encourage parents to drop off near the entry that is closest to their student's scheduled class.

Classroom Breaks:

- 5 minute breaks are to be planned by teachers' discretion in the morning class. There will not be a bell signal for this.
- These breaks are intended to be a learning break for the students, not necessarily a social opportunity, as cohorts are not to intermingle.
- Encourage students to get up, move and stretch.
- You may want to go outside with your class for a break and/or part of your lesson.

Limitation of Commonly Touched Surfaces and Avoiding Gathering in Common Areas:

- Students will not have access to a locker, however there may be exceptions. Students who are interested in obtaining the locker can email mhs@spiritsd.ca .
- Removal of furniture in hallways
- Students that use bathrooms and water fountains are expected to return immediately. No mingling in these areas.
- Students may need body breaks. Students are to build trust with teachers when this is needed.
- Teachers will work with colleagues to stagger exits from classrooms (de-plane model: closest to the entrance exits first) if they have students with the same bell schedule.
- Student workout room is limited to the scheduled phys ed classes only.
- Library is closed at this time to students. It may be used as a prep space for teaching staff at lunch time, provided that no aspects of the catalogue or the circulation desk are touched.
- Visits to office should be requested by email to mhs@spiritsd.ca . This includes general questions, visits to administrators, academic guidance, counselling. This email will be forwarded to the appropriate contact.
- Office will have a line-up area outside of office and students will be waved in one at a time. Students will wait for Ms. Stoffel or Ms. Therres to wave you in.
- Learning spaces need to be booked (hour blocks): labs, breakout spaces are for adjacent classrooms, Chromebooks, theatre and spare classroom (gym and library TBD). These spaces will also require a seating plan when classes are taking place in them.

Students and Symptoms

- Students exhibiting the following symptoms are to be escorted to the office by Neda Wilson. Please ask the student to have a conversation with you and ask that they wait to be escorted to an isolation room.
- Symptoms Include:
- Fever (greater than or equal to 38 degrees Celsius
 - o New or worsening respiratory symptoms (cough shortness of breath, difficulty breathing, sore throat, runny nose)
 - o New onset of atypical symptoms (chills, aches, headaches, loss of sense of smell or taste)
- We are expecting information from the Saskatchewan Health Authority about student allergies Information by Sept 4. The direction we are currently provided for the start of school is that all students with COVID-like symptoms will be sent home and asked to get testing. So even if a student has allergies, he/she will not be excluded from testing. There will be no “baseline” for testing either; therefore, parents do not need to take their child to a Testing Centre prior to school starting.