

# Martensville High School

HOME OF THE ROYALS

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## **FAQ's**

### **Attendance**

How do I submit attendance for my student? All attendance can be submitted in Edsby. Please see the [Edsby Tips for Parents](#) for instructions and information.

*Please note the times needed for an attendance entry:*

Absent the whole day – Beginning of day to End of day

Morning absence – 9:05-12:22

Afternoon absence – 1:10-3:20

P1 – 9:05-10:08

P2 – 10:12-11:15

P3 – 11:19-12:22

P4 – 1:10-2:13

P5 – 2:17-3:20

We are going away on holidays. Do I need to enter attendance differently? If your student will be away for 5 or more days, they must stop at the office for an Extended Absence Form. This needs to be filled out by the student and signed by a parent/guardian and teachers. Please have this completed 1 week before the absence. The absence will then be entered by the office.

Do I need to enter attendance if my student will be late for a class? Yes, please enter the attendance time for the whole period they will be gone with a comment that they will be late. Please do not enter partial times for a late entry. The teacher will be able to adjust the attendance accordingly when your student arrives. Ex) Late for period 1 – Excuse 9:05AM-10:08AM with a comment indicating “will be late for period 1”.

Do I need to enter attendance if my student needs to leave early? Yes, please enter the actual time that you need your student to leave the class until the end of the period/day.

Ex) Leaving early from period 2 for the morning – Excuse 10:30AM-12:22PM.

Leaving early from P5 2:45PM-3:20PM

### **Grad**

What day is graduation? Graduation will be held June 19<sup>th</sup>, 2025.

## **Driver's Ed**

How does my student apply for Drivers' Ed? Application forms and information regarding Drivers' Ed are available on the River of News in Edsby. Please have application forms in as soon as possible if your student turns 15 during the 2024/25 school year.

## **Edsby**

Why do I need Edsby? Prairie Spirit uses Edsby for Everything! From student attendance, classes, grades, report cards, interview booking, and communication with school staff. You will find a calendar of events, daily announcements, as well as other articles of news from the school and division.

How do I get access to Edsby? If you are a parent contact for a student and currently do not have access to Edsby please email [mhs@spiritsd.ca](mailto:mhs@spiritsd.ca) to request access for your student(s). Edsby is available as an app on smart phones or can be accessed from the [link](#) on the main PSSD website.

What is the server name needed for Edsby? The server name is 'prairiespirit' – all one word, all lower case.

## **Student Schedule and Accounts**

When will I find out my student's classes? Student courses will be posted in Edsby at the end of August. A printed copy will be available on Day 1.

How will I know if it is an A day or B day? Grade 9's follow an A/B schedule for the year. This can be found in Edsby on the calendar or in the Daily Announcements.

My student is new to Prairie Spirit, how do I find out their username and password for email and Edsby? Usually new students will receive their usernames and passwords on their first day of school. If you are coming to MHS over the summer the office will email the main contact on the student's account the username and password.

## **Lunch**

Do you have a cafeteria/server? MHS does not have a cafeteria or server. Students need to bring a lunch or can leave the campus to go home/out for lunch. There are a few microwaves available for student use.

My student forgot their lunch. Can I drop it off? Please make arrangements for your student to meet you in order to pick up their lunch. Lunches cannot be dropped off at the office for pick up.

Can food be delivered to the school (Skip the Dishes, Door Dash, etc)? Students should not use these third party delivery services to make deliveries to the school. Delivery drivers will be asked to not come into the building to make deliveries.

## **Lockers**

Will my student get a locker? Lockers are available upon request. **All** students who wish to have a locker must email their full name and grade from their school email account (xx####s@spiritsd.ca) to mhs@spiritsd.ca to request a locker. A locker number and combination will then be emailed back in the order that the request was received. Please allow 24-48 hours for requests to be filled.

## **Student Supply List**

What supplies will my student need? There is a complete supply list available on our [website](#) and in the River of News on Edsby.

*\*Please note: Kleenex should be given to their period 1 teachers. If your student has a spare, please bring them to the front office.*

## **School Facility**

Where can I get a map of the school? School Maps can be found on our [website](#) and in the River of News in Edsby.

Where are students allowed to park? Students who drive to school can park in the joint MAP parking lot accessed from Mike Sands Blvd. There is additional street parking around the building. **PLEASE NOTE:** there is no parking permitted on the residential (west) side of 6<sup>th</sup> Ave North.

What time does the school open/close? The school opens for the day at 8:30AM and closes for the afternoon at 4PM. All secondary access door will be locked from 9:30-12:22 and 1:30-3:20. Please use the main entrance of the building during these times.

Where is the student drop off and pick up zone? Please use the student parking lot at the main entrance of the building. The 6<sup>th</sup> Ave entrance is a loading zone for buses and special needs students. For the safety of our students, we would kindly stress that parents avoid using the 6<sup>th</sup> Ave (west side) entrance.

## **Busing**

How do I apply for busing? All busing applications can be made through the [Bus Planner](#) website. Please see the River of News in Edsby for more information.

## **Clothing**

Where can I purchase MHS clothing and swag? School clothing can be purchased from the [online store](#). Please see the River of News in Edsby.

## **Updating Parent and Student information**

How do we update incorrect information (addresses, phone numbers, email addresses, emergency contacts, etc)? Any changes that need to be made to parent or student information needs to be made by the office. Please email [mhs@spiritsd.ca](mailto:mhs@spiritsd.ca) with the correct information that needs to be updated.