

Student Handbook

2023

William Mason School

Confident, Caring, and Committed to Community

Table of Contents

School Mission and Our Vision	2
Greetings from the School Administrator	2
William Mason School Staff	3
Contact Details	3
School Hours	4
Visitors to School	5
Parental Involvement	5
Parent – School Communication Process	6
School Discipline	6
Bullying	13
Bus Behaviour Expectations	13
Attendance Policy	14
Leaving School Property	16
Dress Code	16
Gym Shoes	16
Smart Device, Tablet and Laptop Use	17
Fire Drills	18
Nut Allergy Alert	18
Library (Learning Resource Center)	18
Student Extracurricular Activities	19
William Mason School Athletic Philosophy	19
William Mason School Code of Ethics (For Coaches & Athletes)	20

School Mission

Confident, Caring and Committed to Community.

Our Vision

We want students to be confident learners and to enhance their personal and social well-being. We want students to care about others through their thoughtful actions. We want students to be committed to building a safe environment with a positive sense of belonging for all students.

Greetings from the School Administrator

Dear Students and Parents:

Welcome to another school year at William Mason School! The start-up of a new school year brings excitement and an eager anticipation of good things to come. We believe that each student can reach their fullest potential with the collaborative support of all stake holders. Each student can succeed academically and socially when we work together to support the learning environment at school and at home. Working collectively and collaboratively will foster a culture of learning and social development which is the hallmark of William Mason School.

Students at William Mason School will have a broad range of opportunities to pursue their academic goals, develop socially, or strive for excellence through athletics. We believe that students who are actively engaged will always do much better. We will encourage each student to find ways to develop strong character and healthy personalities by participating in various extracurricular activities.

Our Student Handbook was written with the premise of helping students and parents with guidelines to enhance student learning. This handbook is a living document and may be subject to change as the needs of the student population change. If you have any questions or concerns, please do not hesitate to call 428-2157.

I would like to end by wishing everyone a happy and successful school year.

Best regards,

Trevor Davidson
Principal

William Mason School Staff

Staff Members	Position
Mr. Trevor Davidson	Principal
Mr. Andrew Rushby	Vice-Principal
Mrs. Renée Kurbis	Teacher
Mrs. Cara Long	Teacher
Mrs. Amanda Moser	Teacher
Mrs. Julie Rempel	Teacher
Mrs. Susan Taylor	Teacher / DET
Mrs. Anne-Marie Waldner	Teacher
Mr. Todd Atkings	Teacher
Mr. Joshua Baron	Teacher
Ms. Monica Bell	Administrative Assistant
Ms. Cindy White	Educational Assistant
Ms. Melissa White	Educational Assistant
Ms. Ingrid Chamberlain	Educational Assistant

Contact Details

School Office	306-428-2157
School Email Address	WilliamMason@nesd.ca
School Website	http://wms.nesd.ca/
School Address	100-7th St. E., Box 219, Choiceland, SK, S0J 0M0

School Hours

Supervision of students begins at 8:45 am. The side doors to the school will be locked by 9:30 am to restrict the flow of traffic to the front door which remains open during the day. During extreme cold weather or rainy weather students will be directed to come into the school upon arrival.

ELEMENTARY BELL SCHEDULE (Grades K-6)		
8:55	Warning Bell	
	National Anthem & Announcements	
9:00	Period 1	62 min
10:02	Period 2a	30 min
10:32	Recess	15 min
10:47	Period 2b	31 min
11:18	Period 3	62 min
12:20	Noon	45 min
1:05	Period 4	62 min
2:07	Recess	15 min
2:22	Period 5	63 min
3:25	Dismissal	

MIDDLE YEARS & HIGH SCHOOL BELL SCHEDULE (Grades 7-12)		
8:55	Warning Bell	
	National Anthem & Announcements	
9:00	Period 1	62 min
10:02	Break	7 min
10:09	Period 2	62 min
11:11	Break	7 min
11:18	Period 3	62 min
12:20	Noon begins	50 min
1:10	Period 4	62 min
2:12	Break	11 min
2:23	Period 5	62 min
3:25	Dismissal	

Visitors to School

At William Mason School, the staff and students welcome all stakeholders to visit our facility. Parents, alumni and all other visitors to the school are asked to report to the Main Office upon entering the school and are encouraged to arrange to visit at times that are the least disruptive to the learning of the students. The doors at either end of the school will not open from the outside during instructional hours. Visitors will be expected to observe respectful conduct while visiting our school.

Parental Involvement

Students benefit greatly when parents take an active role in their education. By showing interest in your child's education, you pass on an important message. You are saying that school is valuable, interesting and worth talking about at home. Students will usually enjoy learning and school life more; improve their skills and attitudes and do better in school; develop confidence in themselves and be better prepared for the future. The following are some of the things you can do to get involved in your child's education:

1. Get to know your child's teachers, the school staff, and subject matter and school policies. Read the school handbook with your child. Attend school activities (Open Houses, Hot Dog Sales, Concerts, Sports Events, S.C.C. meetings, etc.). We are always looking for volunteers in the school.
2. Talk about school each day. Ask about subjects, friends, sports and activities, homework and projects. Encourage your child to share school experiences. Be positive; praise your child's efforts.
3. Make your home a learning place. Provide a time and place for homework and studying. Set clear rules about homework and study times. Be a guide: offer assistance and encouragement, but do not do their work for them.

Parent – School Communication Process

We believe that the parent – school communication process is extremely valuable. We would therefore ask that you utilize the following communication guidelines if you have a question, concern, or suggestion.

1. **Your Child** - If you have a concern regarding your child or if you need clarification please direct it to the classroom teacher through Edsby, email or telephone. Most concerns can be dealt with at this level. A parent may be redirected to communicate with a teacher if they haven't already done so. Feel free to contact the principal if there are any unresolved concerns.
2. **The School** - If you have a concern that is general in nature or if you need clarification about the school, please contact the school office.

School Discipline

The North East School Division Board of Education believes the school has an important role to play in facilitating all areas of a student's development. The Board expects, therefore, that when discipline situations arise, corrective educational processes aimed at encouraging social and personal growth will be taken. When disciplinary action must be taken, the principal or designate will take reasonable measures which are of such nature as would be exercised by a kind, firm, and judicious parent. The function of discipline in the school can be described as follows:

- a. To protect the right of every individual to attend school without fear of harassment and disruption by other students.
- b. To help the child experiencing difficulties to recognize and develop acceptable behavioral patterns.

Discipline is always administered on a case-by-case basis. Considerations are made that take into account past history, the nature and seriousness of the offense, and the restitution the offender is to make.

Acts such as obscene language, verbal and physical abuse, harassment, damage to personal or school property, failure to complete assigned tasks, disrespect for authority and use of tobacco, vape products, alcohol or drugs will lead to escalations in the discipline procedure at William Mason School.

Parents will be informed of any serious offense that takes place. Students may have any number of consequences to face as a result of the nature and seriousness of the incident in question, as well as the student's past history. Restitution when possible is preferred, but consequences may also include any of the following:

- Verbal Reprimand
- Parent Notification
- Meeting with parents, student and teacher
- Loss of privileges such as school dances, extracurricular participation
- Student Behaviour Contract
- In-school suspensions
- Out of school suspensions

It is assumed:

1. Before any contact is made with the parents, the teacher has done everything in their means to help the student modify their behaviour.
2. The student has been given alternatives and encouraged to correct the misbehavior in positive ways.
3. Situations occur in educational settings that do not allow "blanket" consequences. On a case-by-case basis, the staff and administration will use fairness and professionalism and obtain cooperation from home to deal with issues that arise.

To respect the privacy of all students, staff will only discuss with parents the disciplinary action that involves their child or children.

William Mason School Discipline Guide

LEVEL 1

Level 1 behaviours are handled by the attending staff member and are addressed through pre-teaching and pre-correcting. Considerable effort must be directed towards implementing expectations for learning and behaviour which are reinforced continually in our classrooms.

Infrequent Errors:

- Remind students of the expected behavior and why the expectation exists.
- Be specific – communicate what was observed.
- Help students identify possible replacement behavior(s) to avoid future errors.

Chronic Errors:

- Chronic is defined as regular, repeated, and frequent behaviors over a short period of time.
- Seek input/guidance from colleagues, case managers, counselors, RTI team and/or administration.
- Contact the parent to discuss the inappropriate behavior(s) and strategies to resolve. A parental discussion is required prior to a referral to administration.

- Document incidents, responses, etc. in the student data-base.

(Depending on the circumstances and seriousness of the offense, the student may have a verbal warning, a time out, a loss of privilege, a community service assignment, some form of restitution, an action plan, a restricted recess) Here are some examples:

<input type="checkbox"/> Assembly Behavior <input type="checkbox"/> Bus Behavior <input type="checkbox"/> Disrespect toward other students/adults <input type="checkbox"/> Misuse of Electronic Devices <input type="checkbox"/> Gym Behavior <input type="checkbox"/> Hallway Behavior <input type="checkbox"/> Incomplete Homework/assignments <input type="checkbox"/> Inappropriate Internet sites <input type="checkbox"/> Inappropriate Print material	<input type="checkbox"/> Littering <input type="checkbox"/> Non- Compliance <input type="checkbox"/> Rough play/Pushing <input type="checkbox"/> Playground behavior <input type="checkbox"/> Inappropriate language /swearing <input type="checkbox"/> Teasing/Derogatory remarks/gossip/put-downs <input type="checkbox"/> Unprepared for Class <input type="checkbox"/> Wandering Halls during class time <input type="checkbox"/> Late for school
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LEVEL 2

Level 2 behaviours are handled by the attending staff member. Chronic behaviours should result in a CLVR progress monitoring. Teachers need to communicate with parents and seek out support from RTI team and administration.

First Occurrence:

- Discussion with student about the importance of the expected behavior.
- Natural consequence and/or restitution by the student.
- Document incidents, responses, etc. in the student data-base.
- Informal notification to Administration. Parental contact.

Second Occurrence:

- Discussion with student about the importance of the expected behavior.
- Natural consequence and/or restitution by the student.
- Informal notification to Administration. Parental contact.
- Document incidents, responses, etc. in the student data-base.

Third Occurrence:

- Referral to the office and principal
- Document incidents, responses, etc. in the student data-base.

(Depending on the circumstances and seriousness of the offense, the student may have a verbal warning, a time out, a loss of privilege, a community service assignment, some form of restitution, check in check out action plan, a restricted recess, an in-school suspension) Here are some examples:

<input type="checkbox"/> Cheating or plagiarism <input type="checkbox"/> Inappropriate representation of school (field trips, sports, etc.) <input type="checkbox"/> Opposition to authority <input type="checkbox"/> Refusal to follow the rules of the school <input type="checkbox"/> Use of matches or lighters <input type="checkbox"/> Smoking on school grounds <input type="checkbox"/> Skipping school <input type="checkbox"/> Irregular attendance	<input type="checkbox"/> Lying <input type="checkbox"/> Racial / Derogatory Slurs <input type="checkbox"/> Bullying others / Social alienation <input type="checkbox"/> Fighting <input type="checkbox"/> Rude/Crude behaviors toward others <input type="checkbox"/> Vandalism of School Equipment <input type="checkbox"/> Neglect of duty <input type="checkbox"/> Swearing at another person with intent to hurt
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LEVEL 3

Level 3 behaviours will result in an immediate referral to the school administration and RTI. Communication will occur with the parents and documentation from CLVR will be used to intervene. Counselling and other supports will be sought out.

Any Occurrence:

- Immediate referral to the office and principal

(Depending on the circumstances and seriousness of the offense, the student may have a loss of privilege, a community service assignment, some form of restitution, check in check out action plan, a restricted recess an in-school suspension, an at-home suspension) Here are some examples:








<input type="checkbox"/> Repeated Bullying/Intimidation <input type="checkbox"/> Severe/Extreme Defiance <input type="checkbox"/> Escalated Fighting <input type="checkbox"/> Escalated Physical Aggression <input type="checkbox"/> Safety Concern (Dangerous) <input type="checkbox"/> Intimidation and threats towards others <input type="checkbox"/> Defiance towards teacher or staff member <input type="checkbox"/> Swearing that is directed towards a teacher or staff member	<input type="checkbox"/> Theft <input type="checkbox"/> Vandalism <input type="checkbox"/> Weapons <input type="checkbox"/> Illegal substances <input type="checkbox"/> Sexual Behavior/harassment <input type="checkbox"/> Continuous disregard for school rules <input type="checkbox"/> Gross misconduct as <input type="checkbox"/> Inappropriate clothing
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Our schoolwide expectations are taught to all staff and students. These expectations are found on our behaviour matrices which are displayed throughout the school.



William Mason School

Confident, Caring, and Committed to Community

KG-Grade 2	Be Responsible	Be Respectful	Be Safe
Hallways and Entrance Ways 	<ul style="list-style-type: none"> Move quickly and quietly Put garbage in the trash 	<ul style="list-style-type: none"> Hands and feet to yourself Be quiet 	<ul style="list-style-type: none"> Walk Boots and shoes on the racks
Playground 	<ul style="list-style-type: none"> Put your garbage in the trash cans Use equipment properly Line up with your class when the bell rings Bring in your equipment 	<ul style="list-style-type: none"> Have fun and play nice Be a good sport Be kind and helpful Keep your hands and feet to yourself Include others Respect equipment and natural surroundings 	<ul style="list-style-type: none"> Dress for the weather Listen to the supervisor Stay where the supervisor can see you
Library 	<ul style="list-style-type: none"> Return books on time 	<ul style="list-style-type: none"> Be quiet Use a book stick Be gentle with books 	<ul style="list-style-type: none"> Push in your chair when finished
Computer Room 	<ul style="list-style-type: none"> Use equipment as instructed Remain seated 	<ul style="list-style-type: none"> Clean your area Look at your own screen Be quiet 	<ul style="list-style-type: none"> Push in your chair when finished
Washrooms 	<ul style="list-style-type: none"> Use the toilet quickly Put garbage into the garbage cans 	<ul style="list-style-type: none"> Give others privacy (no peeking) Feet on the floor 	<ul style="list-style-type: none"> Report problems to an adult
Lunch 	<ul style="list-style-type: none"> Eat only your lunch Clean up your area Remain seated until time to get ready for recess Recycle bottles, cans, and paper in appropriate bins 	<ul style="list-style-type: none"> Sit while eating Use your manners Quiet voice 	<ul style="list-style-type: none"> Wash your hands before eating
Bus 	<ul style="list-style-type: none"> Be on time Keep your hands and feet to yourself 	<ul style="list-style-type: none"> Pick up your garbage Quiet voice 	<ul style="list-style-type: none"> Listen to your bus driver Dress for the weather



William Mason School

Confident, Caring, and Committed to Community

Grade 3-6	Be Responsible	Be Respectful	Be Safe
All Settings	<ul style="list-style-type: none"> Be engaged and ready to learn Give your best effort Ask for help when you need it Keep your hands and feet to yourself Recycle bottles, cans, and paper in appropriate bins 	<ul style="list-style-type: none"> Be caring and committed to our community Help others when they ask Share with others Keep hands, feet, and objects to self 	<ul style="list-style-type: none"> Be mindful of others Tell an adult if something is unsafe Keep hands, feet, and objects to self Wear footwear Report bullying to an adult
Hallways and Entrance Ways	<ul style="list-style-type: none"> Go directly to your destination Keep your locker organized and clean Put garbage in the trash 	<ul style="list-style-type: none"> Use a quiet voice Use respectful words to others Walk on the right 	<ul style="list-style-type: none"> Walk Put footwear on the racks Keep hallways clean
Playground	<ul style="list-style-type: none"> Do something you enjoy Follow rules in games Take turns Bring your equipment and clothing in 	<ul style="list-style-type: none"> Be kind and helpful Be a good sport Include others Respectful playground equipment and natural surroundings 	<ul style="list-style-type: none"> Dress for the weather Play safely with equipment Be aware of others Listen to the supervisor Line up with your class when the bell rings
Library	<ul style="list-style-type: none"> Renew or return books by due date Use a book stick Keep the library free of food and drinks 	<ul style="list-style-type: none"> Be gentle with books Use a quiet voice 	<ul style="list-style-type: none"> Walk Keep chairs pushed in after use
Computer Lab and e-Learning	<ul style="list-style-type: none"> Use resources to support your learning Keep the computer lab free of food and drinks Plug in devices to charge 	<ul style="list-style-type: none"> Clean your area Use a quiet voice Only post things that are constructive and positive Share relevant information that helps with our learning 	<ul style="list-style-type: none"> Walk Carry devices with two hands Keep chairs pushed in after use Follow guidelines for internet safety
Washrooms	<ul style="list-style-type: none"> Flush toilet Wash hands Put paper towels in the garbage Take care of your needs and then leave the restroom 	<ul style="list-style-type: none"> Respect the privacy of others Flush toilet Keep the facilities clean Use quiet voices 	<ul style="list-style-type: none"> Keep feet off stalls, toilets, or sinks Wash hands Return straight to class Report problems to an adult
Lunch	<ul style="list-style-type: none"> Eat only your food and do not share foods Sit down when eating or drinking Clean up your area 	<ul style="list-style-type: none"> Use good manners Use a quiet voice 	<ul style="list-style-type: none"> Wash your hands before eating Clean up any spills Wait to be sent outside Report problems to an adult
Bus	<ul style="list-style-type: none"> Be on time Take your possessions with you when you leave the bus 	<ul style="list-style-type: none"> Keep the bus clean and pick up trash Use a quiet voice 	<ul style="list-style-type: none"> Dress for the weather Sit on your seat Listen to the bus driver's instructions



William Mason School

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Grade 7-12	Be Responsible	Be Respectful	Be Safe
All Settings	<ul style="list-style-type: none"> Be ready to learn by having all classroom materials Attend school and be punctual Dress appropriately Ask for help when you need it Take care of your wellness Recycle bottles, cans, and paper in appropriate bins 	<ul style="list-style-type: none"> Use appropriate and respectful language Help others when they ask Let others learn Respect differences 	<ul style="list-style-type: none"> Be mindful of others Keep hands, feet, and objects to self Wear footwear Use equipment appropriately and safely Tell an adult if something is unsafe Report bullying to an adult
Hallways and Entrance Ways	<ul style="list-style-type: none"> Go directly to your destination Keep your locker organized and clean Put garbage in the trash 	<ul style="list-style-type: none"> Use a quiet voice Use respectful words to others Keep the hallway clear Walk on the right 	<ul style="list-style-type: none"> Walk Put footwear on the racks Keep hallways clear
School Grounds	<ul style="list-style-type: none"> Put garbage in the trash Bring your equipment and clothing in Sign-out at office if leaving school early 	<ul style="list-style-type: none"> Respect school grounds and natural surroundings 	<ul style="list-style-type: none"> Dress for the weather Drivers must follow the speed limit (20 km/hr) Follow bus laws (do not pass when light out, etc.) No vaping or use of tobacco products
Library and Tutorial	<ul style="list-style-type: none"> Renew or return books by due date Use a book stick Keep the library free of food and drinks 	<ul style="list-style-type: none"> Respect books Use a quiet voice Computers are for class assignments Print only what is required to complete assignments 	<ul style="list-style-type: none"> Walk Keep chairs pushed in after use
Computer Lab and e-Learning	<ul style="list-style-type: none"> Use resources to support your learning Keep the computer lab free of food and drinks Plug in devices to charge 	<ul style="list-style-type: none"> Clean your area Use a quiet voice Only post things that are constructive and positive Share relevant information that helps with our learning 	<ul style="list-style-type: none"> Walk Carry devices with two hands Keep chairs pushed in after use Follow Technology User Agreement
Washrooms	<ul style="list-style-type: none"> Flush the toilet Wash hands Put paper towels in the garbage Take care of your needs and then leave the restroom 	<ul style="list-style-type: none"> Respect the privacy of others Flush the toilet Keep the facilities clean Use quiet voices 	<ul style="list-style-type: none"> Keep feet off stalls, toilets, or sinks Wash hands Return straight to class Report problems to an adult
Lunch	<ul style="list-style-type: none"> Eat only your food and do not share food Sit down when eating or drinking Clean up your garbage 	<ul style="list-style-type: none"> Use good manners Use a quiet voice Respect our local community if you leave for lunch 	<ul style="list-style-type: none"> Wash your hands before eating Clean up any spills Report problems to an adult
Bus	<ul style="list-style-type: none"> Be on time Take your possessions with you when you leave the bus 	<ul style="list-style-type: none"> Keep the bus clean and pick up trash Use a quiet voice 	<ul style="list-style-type: none"> Dress for the weather Sit on your seat Listen to the bus driver's instructions

Bullying

Bullying entails an imbalance in strength between the bullies and the victim. This is what experts call an asymmetric power relationship. It includes an assortment of negative acts carried out repeatedly over a period of time generally away from the presence of adults, or in the presence of adults who fail to intercede.

A broad definition of bullying is when a student is repeatedly exposed to negative actions on the part of one or more other students. These negative actions can take the form of physical contact, verbal abuse, or making faces and rude gestures. Spreading rumors and excluding the victim from a group are also common forms.

For these reasons we consider bullying to be a very serious matter and will investigate any instances of bullying reported to us. Any students involved in such behaviour will face appropriate disciplinary action.

Bus Behaviour Expectations

It is understood that the safety of all students riding on the bus comes first. Bus safety rules are in place to ensure that students can ride the bus in a manner that is not disruptive to the well-being of other students or the bus driver. The bus should be viewed as an extension of the school and students need to show respect to others and act responsibly which are the same expectations for school. Bus drivers have been trained according to bus safety standards that are province wide. Some of the bus safety rules are as follows:

1. Students must stay properly seated at all times. Bus drivers discuss with students that they need to face the front and sit in a manner that they can be seen by the bus driver. Students must not be standing in the aisle while the bus is moving. The bus driver won't drive unless everyone is seated properly.
2. Students need to be respectful and courteous at all times when the bus driver is speaking or giving instructions.
3. Students must use a quiet voice when speaking to friends.
4. Parents should notify the bus driver if the student will not be on the bus.
5. Students may have their riding privileges suspended for misbehaviour.
6. The bus driver will notify parents of any concerns. If the concerns are not addressed or the students doesn't make a reasonable attempt to change their behaviour, a report will be made to the school administration.
7. The administration will discuss bus behaviour expectations with the student and will also contact parents. If needed, the administration will issue a bus suspension.

In short, it is expected that students will conduct themselves in such a way that keeps everyone safe including themselves. If safety is ever in jeopardy due to misbehavior the

concern will be addressed by the bus driver and or the school administration. Support from parents in finding a solution is much appreciated.

Attendance Policy

The guidelines presented will be followed to enable students to be responsible for their attendance. The staff and administrators of William Mason School are aware that extenuating circumstances will arise; these will be handled on an individual basis.

1. Regular and punctual attendance is a legal requirement for all students under the age of 16.
2. Both tardiness and absenteeism can be a disturbance to the rest of the class.
3. Students with poor attendance often have problems completing their course/grade successfully.
 - Parents should report absences prior to the start of the day using the Edsby. Alternatively, they can telephone the school at 306-428-2157.
 - Parents should also inform the school if their child is expected to be absent for more than one day.
 - If, for some reason, a student must leave during the school day, they **must report** to the office and be signed out by Ms. Bell.

GRADE 10-12 ATTENDANCE

Student Attendance Policy

1. Regular attendance in class is one of the most important contributing factors to student learning. The process of learning as well as the subject content and the continuous evaluation of students, require regular attendance. **All students are expected to attend regularly and punctually.** Responsibility for regular attendance rests with students and parents/guardians.
2. When a student is absent from school for any reason, the parent/guardian must provide the school with a written note, phone call, or e-mail as to the reason for the absence. Parents are expected to contact the school between 8 a.m. and 4:00 p.m. to report excused absences prior to, or on the day of the absence. Parents will be notified if a student has an unexcused absence.
3. Excused Absences:
 - a. Excused absences are defined as illnesses, medical or dental appointments, death in the family, emergencies, school activities verified by staff, and absences sanctioned by the principal of the school.

- b. Extended travel by a student requires that the parent/guardian inform the principal of the period of absence from school that is anticipated as a result of the travel. A student may be required to complete assigned work during the travel time; however, it is the responsibility of the student and of the parent to maintain reasonable continuity in the progress in the courses upon the student's return.
 - c. Excused absences will also include instances where school buses are unable to operate or when extremely cold weather prevents students from attending school.
 - d. Students and parents should try to make every effort to arrange medical and dental appointments outside of school hours.
- 4. All other absences are **unexcused**. All absences not verified by the parent or sanctioned by the administration will be considered inexcusable.
- 5. **Kindergarten to Grade 9** students who accumulate **five to ten** unexcused absences will have their attendance reviewed by the administration. Upon review, the classroom teacher or administrator will contact the parents/guardians to discuss the concerns to date. A success plan will be created to help the student return to “on track” status.
- 6. **Grade 10 to 12** students will have their attendance reviewed on a course-by-course basis.
 - a. If a student accumulates **more than five** unexcused absences AND the classroom teacher feels absences are negatively impacting their coursework (not meeting expectations, missing assignments, and/or failing grades), their attendance will be reviewed by the administration. Upon review, the classroom teacher or administrator will contact the parents/guardians to discuss the concerns to date. These students may be withdrawn from the course if the behavior does not improve.
 - b. If a student accumulates **more than 15** total absences (excused or unexcused), they may be deemed to have missed too much of the content to earn the credit and they will be immediately withdrawn from the course. Special consideration will be given to students in special circumstances like prolonged illness.
 - c. Students who have an unexcused absence on the day of a planned assessment will be required to take that assessment as soon as they return no exceptions.
- 7. If a student plans to leave school during school hours, they are expected to sign out at the office and have their parent/guardian contact the school to excuse the absence.

Leaving School Property

Leaving school property during class time and breaks is prohibited. Any student who has to leave because of appointments, parent pickup, etc. must sign out at the office before leaving.

Leaving the school at noon hour is only allowed when:

- a) The student is in Gr. 6-12 and the parents have signed a Request for Noon-Hour Privileges sheet (effective for the current school year only).
- b) A note from the parent of bused Gr. K-6 students must be provided to the homeroom teacher. The note must be dated, signed with the purpose for leaving, and handed in prior to leaving the school. The note cannot be a blanket note that covers multiple dates.
- c) Students with spares are able to leave the school, however if they choose to stay, they are expected to work quietly on other class work.
- d) Parent permission is required for a student to drive in a vehicle with other students or adults.

Students should not be leaving school property during breaks. Students leaving the school for any reason other than going home for lunch must sign out at the office and sign in at the office upon their return to the school. Failure to do so will result in disciplinary action.

Dress Code

A reasonable standard of dress is expected of all students of William Mason School. ***A clean, safe, and neat appearance is the general theme of the code.*** Fashions reflecting antisocial values, vulgar or suggestive thoughts, or promoting alcohol or drugs are not to be worn. Revealing clothing is also not to be worn. Every attempt should be made to keep under garments from being exposed. Clothing worn by students should promote a positive, safe and healthy atmosphere within the school. Moreover, we ask that students take their hats off during class.

All concerns related to student apparel will be reported to the office. Students who are not dressed appropriately will be asked to comply with the dress code and to fix the situation. A phone call home may be required to get more appropriate clothing.

Gym Shoes

Students must have an extra pair of clean gym shoes that are used exclusively inside. Please be sure that indoor shoes have non-marking soles. Gym shoes should be locked in lockers and only used during gym periods.

Smart Device, Tablet and Laptop Use

William Mason School believes that students need to access all tools available to support their learning. As a result, we are allowing students to use any smart device, tablet, or laptop (devices) in their classes for educational purposes. Students are allowed to have devices out during breaks and noon hour with the expectation that the device does not hinder student's ability to arrive in class on time.

Guiding Principles:

1. Students are only to use their device **when the teacher gives them permission** to utilize it for educational purposes. Device use is a privilege not a right.
2. Students are responsible for the security of their devices at all times. The school will not be responsible for lost or stolen devices, but the school will investigate any such matters.
3. Students without a device will have access to laptops provided by the school when possible.
4. Taking pictures or videos without permission is also strictly prohibited.

Guidelines for appropriate use include:

- 1) Using your device in class with permission, you need to be willing to show your screen to your teacher at any time, and you are responsible for it at all times.
- 2) If you would like to use your device for something that was not outlined by the teacher, then you need to ask permission first.
- 3) No texting or instant messaging in class unless asked to do so by your teacher.
- 4) Social Networking (such as Facebook and Twitter) will only be used for educational reasons and as directed by your teacher.
- 5) Accessing school appropriate websites.
- 6) Recording videos, images, or voice recordings with permission.
- 7) Not participating in Cyber bullying.
- 8) Ensuring you don't "Hack" or misuse someone else's device.

Inappropriate Use Policy:

Action will be taken if cell phones are being used in a way that violates the guidelines. A student may be asked by the teacher to put them away. If the problem becomes chronic then a referral will be made to the office. The principal will decide what the next action will be.

Fire Drills

There are 3-5 drills held each year to familiarize students and teachers with procedures. One monitor is chosen from each room to report absentees to the checkpoint, during a drill.

We also prepare students for other types of drills which occur:

- Lock-down drills
- Evacuation drills, in which the entire school moves to the skating rink.
- Bus evacuation drills, in which students practice exiting the bus through the rear emergency doors. (This drill also includes town students, to prepare them in case of emergencies while on bus for extracurricular or field trips.)

There are 2 designated muster points in case of emergencies. The student muster point will be the Choiceland Hockey Rink. The parent muster point is the Choiceland Elk's Hall.

Nut Allergy Alert

Due to an increase in student(s) with a severity of peanut and tree nut allergies in our building we feel that it is necessary to make our school a "Nut Free" environment to ensure the safety of all students.

We would ask that all families do their very best to ensure that the lunches they are sending with their children are nut free. Communication will be sent home to ensure that parents understand which items are problematic.

All students who have anaphylactic allergies will have a fact sheet generated for them containing the nature of their allergy and the location of their EpiPen. The school nor school division does not supply EpiPens, we ask that parents provide us with an up-to-date EpiPen for their child if required.

Library (Learning Resource Center)

Expectations:

1. Sign out all materials and books before taking them out of the L.R.C.
2. No food or drinks in the LRC.
3. Do NOT move the tables without permission from the library clerk.
4. Replace chairs under table and tidy your study place when finished.
5. Students are to work quietly.
6. Loaning period for LRC materials is two weeks. Students are urged to check the due date of their material and return them by this date. Overdue lists will be posted outside the LRC frequently. The cost of lost or damaged materials will be billed to the student's family.

7. Reference books are not to be removed from the LRC. No CDs or Computer disks are to be removed from the LRC.
8. The printer is not to be used without consent from teacher.

Student Extracurricular Activities

School Sports:

	Elementary	Jr = Gr. 7-9			Sr = Gr. 9-12		
	Mixed	Boys	Girls	Mixed	Boys	Girls	Mixed
Volleyball		✓	✓		✓	✓	
Badminton		✓	✓	✓	✓	✓	✓
Curling				✓			✓
Cross Country Running		✓	✓		✓	✓	
Track & Field	✓	✓	✓		✓	✓	
Basketball				✓	✓		

*Subject to student numbers and volunteers.

ALL drivers must have \$2 million liability insurance and complete an authorization form yearly.
Students will NOT drive to school sponsored events.

Other Clubs: Yearbook, Student Representative Council, Canoeing, GSA, Art and Singing Club.

William Mason School Athletic Philosophy

The coaches of William Mason School volunteer their time to provide opportunities for students to grow both mentally and physically, through their participation in competitive junior high and high school athletics.

Our athletic philosophy (which will be given to athletes at the opening organizational meeting for each sport) states:

At the junior level playing time will be split as evenly as possible so that all athletes have adequate time to grow and develop. Junior sports are entirely developmental.

At the senior level all members of a team will receive playing time, but it may not be split evenly. Senior sports are intended to balance developmental and competitive purposes.

William Mason School Code of Ethics (For Coaches & Athletes)

William Mason Coaches are expected to:

- Remember that the athletic area is a classroom with moral and education obligations required at all times.
- Insist upon a high degree of scholarship from all participants.
- Maintain a genuine and current knowledge of that which he/she proposes to teach.
- Maintain fair, unprejudiced relationships with all team members.
- Pay careful attention to the physical condition of the athletes.
- Inspire a love of the game and a desire to compete fairly.
- Take a strong stand against profanity, unfair play and **unsportsmanlike** behavior of their athletes.
- Maintain self-control at all times and to accept the decisions of all officials.
- Teach athletes to win by use of legitimate means only.
- Believe in the honesty and integrity of opponents and officials.
- Teach that to win is always desirable, but to win at all costs defeats the purpose of the game.

W.M.S. athletes are expected to:

- Conduct themselves at all times with honor and dignity, cooperating fully with all coaches and staff members.
- Treat visiting teams, spectators, and officials as honored guests.
- Faithfully complete schoolwork as practical evidence of their loyalty to school and team.
- Show that it is a privilege to represent their schools.
- Remember that there is no place in school athletics before, during, or after competition for the use of drugs, vaping products, tobacco or alcohol.
- Maintain a suitable level of fitness.
- Be fair at all times no matter what the cost.
- Believe in the honesty and integrity of opponents and officials, accepting gracefully and without question the decision of the officials.
- Learn and abide by the rules of the game.
- Accept both victory and defeat with pride and compassion, being neither boastful nor bitter, recognizing and applauding honestly and whole-heartedly the efforts of their teammates and opponents.
- Play hard to the limits of their abilities regardless of discouragement. True athletes do not give up, nor do they cheat, bet or show off.

William Mason School is a place where academics is the top priority and participation in extra-curricular activities is encouraged. Students are expected to comply with the Duties of Students as prescribed in the Education Act and to follow all school rules as outlined in the W.M.S. student handbook. Students who do not meet these minimum requirements may lose the privilege of participating in extra-curricular activities.



