



**SANDWICH SECONDARY SCHOOL  
STUDENT HANDBOOK  
2023-2024**

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***This handbook belongs to:***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/Town:** \_\_\_\_\_ **Postal Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Home Room:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## **MESSAGE FROM THE PRINCIPAL**

Welcome to Sandwich Secondary School.....“Home of the Sabres!”

At Sandwich Secondary School, we have a rich tradition of academic excellence. We offer a variety of programs and services to meet the learning needs of all students. In addition to a regular high school curriculum, we offer a French Immersion Program, Specialist High Skills Major Programs, Ontario Youth Apprenticeship Program, Cooperative Education and Skills to Enhance Personal Success Program (STEPS). We are very proud of our students’ academic achievement. We traditionally score very well on the Gr. 9 EQAO Provincial Assessment of Mathematics and on the Ontario Secondary School Literacy Test. In addition to provincial testing, our students also participate in a variety of local and regional Visual Art, Mathematics, English, Science and Business competitions. Many of our Gr. 12 graduates earn scholarships, awards and bursaries to Colleges and Universities across Ontario and North America.

In addition to academics, we offer a wide variety of extracurricular clubs and activities from art, music and drama to robotics. In athletics, we offer a full complement of boys’ and girls’ teams. Our teams perform extremely well at local, regional and provincial competitions. I hope students will take the opportunity to join at least one of our clubs, activities or sports teams throughout the year.

This handbook was designed to help students have a successful school year. It contains all the essential information that students need to know with respect to our rules, policies and procedures. Students are encouraged to review this information with their parents/guardians. It is important that everyone understand our expectations. This handbook also contains a calendar for students to organize their homework assignments, tests, exams and extracurricular activities. It is essential that students take the time to plan for success. I look forward to meeting our new and returning students and wish everyone a fantastic school year!

Sincerely,

Mr. J. Marusic  
Principal

## **MESSAGE FROM STUDENT PARLIAMENT**

Welcome back to another year at Sandwich Secondary, Sabres! Wishing you much success and prosperity in the 2023-2024 school year. We are looking forward to serving you, the student body, and making your year as memorable as possible. Together, we can make this year the best school year ever! GO SABRES!

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## IMPORTANT DATES

Labour Day Holiday.....	September 4
First Day of School (Semester 1) .....	September 5
Professional Activity Day (No Classes) .....	September 22
Thanksgiving Holiday .....	October 9
Progress Reports.....	October 10
Parent-Teacher Interviews.....	October 11
Professional Activity Day (No Classes) .....	October 27
Professional Activity Day (No Classes) .....	November 17
Christmas Holiday .....	December 25 to January 5
Gr. 9 EQAO Math Assessment .....	Mid-Late January
Semester 1 Exams.....	January 26 to February 1
Professional Activity Day .....	February 2
Start of Semester 2 .....	February 5
Professional Activity Day (No Classes) .....	February 16
Family Day Holiday .....	February 19
Progress Reports.....	March 5
Parent-Teacher Interviews.....	March 6
March Break Holiday .....	March 11 to March 15
Good Friday Holiday .....	March 29
Easter Monday Holiday.....	April 1
Professional Activity Day (No Classes) .....	April 26
Prom .....	TBD
Victoria Day Holiday .....	May 20
Gr. 9 EQAO Math Assessment .....	Mid-Late June
Semester 2 Exams.....	June 21 to 27
Professional Activity Day (No Classes) .....	June 28
Gr. 12 Graduation Ceremony .....	June (TBD)

**GENERAL INFORMATION  
REGULATIONS AND PROCEDURES**

**ATTENDANCE POLICY**

Sandwich Secondary School has always stressed the importance of attendance, participation, citizenship, and being on time. All contribute to current and future student success. Attendance is checked each period and is tracked carefully throughout the day. The following procedures are used at Sandwich:

**Absences from Class**

1. If a student is absent from school, a parent/legal guardian must contact the school on the day of the absence or enter the absence in Edsby explaining **the reason** for their son/daughter's absence the following day.
2. If a phone call is made, the parent/legal guardian can call the **school at 519-734-1237 Extension 1 which is available 24 hrs a day** and leave a message regarding the absence or enter the absence through Edsby accessed through the app of the board website at <https://publicboard.edsby.com> (see Appendix A). Please be sure to spell the first and last name of your son/daughter and indicate the reason for their absence. In addition, please leave a phone number where we can contact you.
3. Students that continually leave the building and do not sign out as per our attendance policy will face progressive discipline.
4. Forged documents and/or parent/guardian impersonations via phone contact are a serious violation of trust and will result in disciplinary action.
5. A truant student **will not be** granted make-up tests or be given full credit for late assignments or missed homework.
6. Once a pattern of truancy is **established**, parents will be notified to help resolve the problem. Should the problem persist progressive discipline will be used.
7. If the student must leave the school early or for part of the day, parents must call the attendance office on the day of the planned absence or enter the absence in Edsby excusing them from classes. Students must have the excusal entered in Edsby by the office before 8:15 a.m. for teacher verification before leaving the building. **If a student leaves the building without permission from the attendance office, the student will be considered truant.**
8. If a student is signed out of school, they **cannot remain on school property**. Students **cannot** be signed out to work in the library or watch a track meet.
9. If a student should become ill, she/he must report to the Attendance Office. The parent, guardian or emergency contact will be notified and arrangements will be made for his/her release from school.
10. Students who reach the age of 18 may sign their own notes but they will be held accountable for their attendance and academic progress. **Once a student has signed out 10 times during the entire school year; medical, dental or legal documentation will be required for future absences.** If attendance becomes a concern, the student will have to report to the Vice Principal and progressive discipline will be used.
11. Absences due to field trips, hospitalization, illness or school activities are recorded as explained absences.

**LATES**

If entering late, students will be counselled by their classroom teacher for the first 5 lates. On the 6<sup>th</sup> late, the student will not be permitted into class and will be sent to the Attendance Office to be counselled by the Vice Principal. Students who are more than 10 minutes late to any period will be required to see the VP before being admitted to class. Being late for reasons like: "I slept in", "I missed the bus", "I went for lunch", etc...even with parental/guardian consent, are not acceptable. The Vice Principal will issue a late slip and it must be presented to the appropriate classroom teacher when returning to class. Parents will be contacted to assist in resolving the issue. Should the problem persist progressive discipline will be used.

**Classroom Attendance**

Your attendance is checked each period of each school day. You may not be absent from a class without prior permission.

**BELL SCHEDULE**

Regular attendance and punctuality are habits and qualities that are important in any work environment. It is also a legal requirement for students attending school. It is the student’s responsibility to report to class on time, ready to learn with all appropriate materials (ie. pencils, pens, calculators etc.) and books (ie. textbooks, notebooks etc.). Below is the bell schedule at Sandwich Secondary School:



**Sandwich Secondary School  
Bell Schedule**



<b>2023-2024 School Schedule</b>	
<b>Sr. Class Schedule (Gr. 11 &amp; 12)</b>	<b>Jr. Class Schedule (Gr. 9 &amp; 10)</b>
<b>8:15 AM-Warning Bell</b>	<b>8:15 AM-Warning Bell</b>
8:20-8:25 AM-Homeroom/Anthem	8:20-8:25 AM-Homeroom/Anthem
8:25-9:40 AM-Period 1	8:25-9:40 AM-Period 1
9:40-9:45 AM-Class Change	9:40-9:45 AM-Class Change
9:45-11:00 AM-Period 2	9:45-11:00 AM-Period 2
<b>11:00-11:40 AM-Sr. Lunch</b>	11:00-11:05 AM-Class Change
11:40 AM-12:55 PM-Period 3	11:05 AM-12:20 PM-Period 3
12:55-1:00 PM-Class Change	<b>12:20-1:00 PM-Jr. Lunch</b>
1:00-2:15 PM-Period 4	1:00-2:15 PM-Period 4

**ACCIDENTS** – An accident that occurs under the supervision of a teacher must be reported immediately to the teacher. All accidents must be reported to the office as soon as possible. This includes any accidents occurring on school property or during school-sponsored events at other sites. An accident report must be fully completed and duly submitted to the administration. Any injuries sustained due to physical altercation must be reported to the Main Office.

**ALCOHOL, DRUGS** – While on school property and/or attending any school function (dances, prom, fashion show, sports events, etc.) students must not be in possession of, or, give, supply or be under the influence of any alcohol, illegal drugs and, except by a medical cannabis user\*, cannabis. Students who violate this policy are automatically suspended pending completion of an investigation which may lead to expulsion. There may be police involvement depending on the nature of the offence.

\*(Definition: “medical cannabis user” means a person who is authorized to possess cannabis for the person’s own medical purposes in accordance with applicable federal law and who has completed and filed the appropriate application with the school)

**ASSEMBLIES** – Assemblies will be held for special events throughout the school year.

**AUTOMOBILES AND PARKING:** Students may bring their car to school and park with permission from School Administration. The **student parking lot is located on the south** (Athletic Complex area) **and west** (Technical wing) area of the school. Everyone must adhere to the “one way” sign and exit the school property onto the road south of the student parking lot. The traffic circle at the front of the school must remain clear for emergency vehicles. The parking spaces between the school and the athletic complex must remain clear to allow for student access. Parking directly behind the shop areas is strictly prohibited. Buses will be parked in the driveways before and after school. All drivers must proceed slowly and cautiously, as students enter and leave the buses.

The student parking lot is not a social area for students. Students are not to loiter in the parking lot or in their cars at the end of the school day. The school assumes no responsibility for damage or loss to vehicles or their contents. Any violation of these rules, or any rules of good driving, can result in immediate and permanent suspension of the privilege to park on school property.

**BUS TRANSPORTATION:** Riding a school bus is a privilege and not a right of the student. Students are expected to display respect, responsibility and citizenship while on any school bus. Smoking, vaping, eating or drinking while on the bus is strictly prohibited. Students will be held liable for any damages to seats and/or equipment. Students who do not adhere to these expectations will be subject to progressive discipline which may include removal of bus privileges.

Bus routes are set to service all students as safely and efficiently as possible. Bus stops are located in accordance with Board and Ministry guidelines. Alternate drop-off points are not available. Students are to be picked up at one designated stop and dropped off at one designated stop during the year. Other students and “friends” are not allowed on the bus. When inclement weather occurs and schools are to be closed or transportation routes delayed or canceled, an announcement will be made on local radio and TV stations.

**CELLULAR PHONES:** Cellular phone use in class is permitted for educational purposes and with teacher approval. If cellphone use interferes with teaching or learning, students will be referred to administration. Progressive discipline will apply for repeat offences.

**CHANGE OF ADDRESS, TELEPHONE NUMBER or EMERGENCY CONTACT:** Any student that has a change of address, telephone number or emergency contact is to report this information to the Main Office.

**COATS, JACKETS, BAGS, AND BACKPACKS:** Coats, jackets, bags, and backpacks are to be stored in assigned lockers and are NOT permitted in classrooms, as they are considered safety concerns. Students who fail to comply with this rule may be issued disciplinary consequences and/or sent to the office to speak with administration.

**COURSE REQUIREMENTS:** Grade 9, 10 and 11 students must have a full timetable of courses. Grade 12 students must take the equivalent of at least three (3) full time credits each semester. Courses cannot be dropped without permission of School Administration and a parent/guardian.

**DETENTIONS:** School detentions are issued for unexcused absences, lates, not following attendance procedures and violations of school policies. Extra-curricular activities do not constitute a reason for missing an assigned detention. Failing to serve detentions will lead to progressive discipline. Students may be required to complete a behaviour/social agreement. Students assigned to in-school supervised withdrawal may be expected to assist with clean up duties during lunch hour.

**GYM USE:** Students are not allowed to access the gymnasium without direct teacher supervision. Valuable items are to be kept at home. The school does not assume responsibility for personal property that is lost or stolen.

**HALLWAYS AND STAIRWELLS:** Students are expected to show courtesy while walking quickly and quietly to class. Students are encouraged to stay to the right when walking in hallways. Students cannot congregate in stairwells and are prohibited from sitting on the STEPS chairs stored in the A stairwell.

**HORSEPLAY, PLAY FIGHTING, PUSHING, SHOVING etc:** All students have the right to be treated with courtesy and respect in a safe, enjoyable learning environment. All instances of horseplay, play fighting, pushing, shoving etc. must be reported immediately to the nearest teacher or the Main Office. Students involved in such behaviours risk disciplinary action.

**IN-SCHOOL WITHDRAWAL:** An in-school withdrawal may be assigned by school administration for a variety of infractions such as late to class, truancies, behaviours, etc. Students assigned an in-school withdrawal are expected to sit and complete their work in a quiet manner.

**LOCKERS:** Use of lockers is permitted, with one student per locker. Students must use their assigned locker and are responsible for all contents in their assigned locker. Students must keep their lockers locked when not in use to protect their personal property. Locks and lockers are the property of the school.

**LOST AND FOUND:** Articles that have been found are to be taken to the Main Office where they can be claimed by the owner. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep any valuable items in their lockers or at home.

**RESPIRATORY ETIQUETTE: (coughing/sneezing):** Students that feel the need to cough or sneeze should cough/sneeze into their elbow or into a tissue. Students must immediately dispose of their tissue and wash/sanitize their hands. If you do not, droplets will remain on the skin which have the potential to be spread to other people or to other surfaces.

**SCHOOL PROPERTY** – Our school is one of the most beautiful school campuses in our local community. **Help keep the school and grounds free from all types of garbage (i.e. food, paper, etc.) by placing all waste materials in the appropriate receptacles.** If littering does occur, set an example by picking it up yourself.

**SENT OUT OF CLASS:** Students that are sent out of class must proceed immediately to the Main Office. Depending on the reason you were sent out, the issue might be resolved by talking to the teacher, seeking counseling in Student Services, with the Vice Principal, or serving detentions. Consequences may necessitate a suspension from school. Failure to report to the office when sent is regarded as a deliberate opposition to authority and will result in consequences.

**SKATEBOARD AND TRICK BIKES:** Skateboards and trick bicycles are not to be used on school property at any time.

**SMOKING:** According to Board Policy and the Smoke Free Ontario Act, smoking is not permitted on school board property, the bus or at school-sponsored events and activities. Smoking between classes is not permitted. Students are not permitted to possess or use vapor cigarettes, vapes, vape boxes, e-cigarettes, chewing tobacco and other such

products on school property or at any school event. Students violating the Smoke Free Ontario Act will be suspended from school and/or fined by the Windsor Essex County Health Unit - Tobacco Enforcement Team.

**SNOW & SNOWBALLS:** Serious injuries can happen when students throw snowballs or loose snow. Students who throw loose snow or snowballs risk disciplinary action.

**STAFF INQUIRIES:** Students are not to access the staff work areas or lunch areas at any time throughout the day. Students who wish to contact a teacher should seek assistance from the Main Office.

**STOLEN PROPERTY** – If property is stolen at school, students are to report the loss to a teacher or to the administration. Students are responsible for calling the police. The school will assist if necessary. The school is not responsible for property that is stolen.

**STUDENT WALKERS:** Students who walk to and from school are expected to display courtesy to our neighbours by respecting their privacy and property. Please do not litter, loiter and or take shortcuts through their yards. For safety reasons, students are not allowed to congregate on the adjacent properties including the area across from Malden Road.

**TEXTBOOKS:** Textbooks are issued to students on loan. They are not to be shared with other students. Students are responsible for returning the same textbook at the end of each semester. A replacement cost will be applied to lost or defaced books and to books that are returned in such poor condition that they are no longer useful.

**VANDALISM** – A school and its students are judged by the care they take of their property. Sandwich students take pride in the appearance of their school. Any vandalism, including writing on lockers and desks will not be tolerated. You will be required to pay for any damages that result from vandalism that is your responsibility.

**VISITORS and TRESPASSING:** Students registered at Sandwich Secondary School, their parents/guardians and employees with the Greater Essex County District School Board can access our building and school grounds. All visitors must report to the Main Office, obtain permission from school administration and wear a Visitor's Pass while on school property. Individuals without permission risk being charged with trespassing. Any person without a Visitor's Pass must be reported to the nearest teacher or the Main Office.

**WASHROOMS:** Only one student is allowed out of a classroom at a time. When finished, students are expected to wash their hands with soap and water for 20 seconds and turn off the manual tap with a paper towel. Students must return promptly to class from the washroom. Large groups of students loitering in the washroom may be searched. More than one student loitering in a stall will result in progressive discipline.

**WEAPONS:** Any student in possession of a weapon, including their locker or backpack, on school property and/or attending any school function is automatically suspended pending completion of the investigation which may lead to expulsion. There may be police involvement depending on the nature of the offence. Laser pointers and toy guns are not permitted under any circumstance.

### **PERSONAL COMMUNICATION AND COMPUTING DEVICES**

The Greater Essex County District School Board recognizes that personal communication and computing devices such as cellular phones, SmartPhones, laptops, Netbooks or other electronic communication and computing devices have value and can be used effectively to support learning. However, within the confines of the school environment, their use has the potential to be disruptive when it undermines the integrity of an individual's right to privacy; adversely affects the quality of teaching or learning; and/or interferes with the safe and efficient operation of the school.

Use of personal communication and/or computing devices is only permitted in school buildings or on school grounds during instructional time when permitted and supervised by a staff member for educational purposes.



Students who choose to bring personal communication and/or computing devices to school, do so with the understanding that:

- Personal communication and computing devices that are brought to school are the responsibility of the owner. The GECSDB and/or the school are not liable for damage, loss or theft of the device or data that is stored on the device.
- Personal communication and computing devices that are brought to school are to be off during instructional time unless use is approved by a staff member.
- Personal communication and computing devices may not be used at any time where individual privacy must be protected such as washrooms, locker or change rooms.
- Unless expressly permitted by a staff member, personal communication and computing devices are not to be used during a curriculum assessment or evaluation (test or examination).

Students will be subject to school discipline, suspension, expulsion and/or police involvement, as per the school and board policy relative to the Code of Conduct, when a communication and or/computing device:

- Is used in such a way that disrespects another's privacy.
- Is used to bully or harass.
- Is used without staff permission, during a curriculum assessment or evaluation (test or examination).

#### **DRESS CODE POLICY**

Students at Sandwich Secondary School are expected to take pride in their appearance by dressing cleanly, neatly and appropriately. All clothing worn to school must be conducive to an academic learning environment. Clothing or accessories containing inappropriate or objectionable pictures and/or words such as references to alcohol, drugs, profanity, obscene language, statements promoting violence, racism or illegal behaviour, sex (including words or phrases with double meaning), or gender-offensive language are not acceptable. Sunglasses or dark glasses are not to be worn inside the building.

Specific dress requirements for technical classes, physical education classes and co-operative education will be outlined by your teacher. For health and safety reasons, shoes must always be worn. Sandals are not permitted in the technical shops, technical classrooms, and during science labs.

This dress code policy must always be adhered to, including field trips, sporting events and excursions to other school events. In all cases, any dispute regarding what is or is not appropriate, will be decided by school administration. Students may be required to change any improper clothing at school, or if necessary, be sent home to change.

#### **STUDENT SERVICES**

Our guidance counselors are ready to assist students with individual counseling regarding effective study habits, course selection, timetable concerns, accumulated credits and graduation requirements. Information related to Colleges and Universities, scholarships, awards and bursaries as well as career exploration activities are also available to students. Our guidance counselors are also available to help students understand and deal with personal issues. Referrals to our school social worker, psychologist, Learning Support Teacher (LST), Student Success Teacher (SST) as well as community support groups and agencies are made through our guidance counselors.

Our Learning Support Teacher (LST) assists students who have been identified as exceptional by an Identification, Placement and Review Committee for additional educational supports. It is the responsibility of the student to access the Learning Support Teacher for assistance as needed. Contact may be initiated by the LST in some cases. The LST also writes the Individual Education Plan (IEP) to ensure the students' educational strengths and needs are met through accommodations to their academic program.

Our Student Success Teacher (SST) works in conjunction with school administration, Learning Support Teacher (LST), guidance counselors, teaching staff and other support staff, in the development of a school culture that is supportive of all adolescent learners and the program pathways they want to pursue. Our Student Success Teacher (SST) will develop and implement the necessary school- and Family of Schools-based strategies and mechanisms through which all students will have the opportunity to experience a successful year.

### **ASSESSMENT, EVALUATION, GRADING, REPORTING & PROMOTION**

Our assessment, evaluation, grading, reporting and promotion policy follows the Ministry's Growing Success document (2010). It further supports the Greater Essex County District School Board's Shared Beliefs and Understandings: All students can achieve high standards given sufficient time and support; All teachers can teach to high standards given the right condition and assistance; High expectations and early intervention are essential and; Educators need to learn all the time and they need to be able to articulate both what they do and why.

**COURSE INFORMATION SHEET:** At the start of each semester, students will receive a Course Information Sheet (CIS) from each of their subject teachers. The CIS will provide an overview of the course and identify what students will learn and how they will be assessed and evaluated.

**COURSE CHANGES:** Students are asked to review their course selections carefully prior to the beginning of each semester. Once a student has made the decision to take a course, it is their responsibility to follow through with that timetable for the full semester.

**HOMEWORK:** Homework is assigned to give students the opportunity to put into practice the lessons learned during the day. While it is the responsibility of the school to provide appropriate and relevant homework, it is the student's responsibility to make certain that he/she understands what is required and that the assigned work is completed on time and to the best of their ability. In general, students in Grades 9 and 10 should average between 1 to 1.5 hour's homework per night. Students in Grades 11 and 12 should average between 1.5- and 2-hours' homework per night. On some occasions such as the night before a test or the weekend before a major assignment is due, the homework load could be heavier.

**EVALUATION INQUIRY:** Students have the right to inquire when they believe that their work has not been accurately evaluated. The inquiry would normally go to the teacher concerned, and then proceed to the Department Head, then to the Vice Principal, and finally to the Principal, if not resolved at an earlier stage.

**OVERDUE (LATE) EVALUATIONS:** It is the student's responsibility to submit work in a timely manner. If work is not submitted in a reasonable time frame, for example, once the assignment has been evaluated and returned to the rest of the class, the teacher will accept the late assignment in order to provide feedback. Students who habitually submit late work are demonstrating poor Learning Skills which can affect a student's performance.

**MISSED EVALUATIONS:** Students who miss an evaluation due to extenuating circumstances are encouraged to meet with their teachers to discuss the situation. Students who fail to do so may receive an incomplete mark.

**CHEATING AND PLAGIARISM:** Students must be made aware of and held accountable for academic honesty. It is academically dishonest to take credit for any work, fact or idea that is not your own, or allow others to do so with your work. Students who cheat or plagiarize will receive a grade of zero (0%) and may be subject to further disciplinary actions by school administration.

**STUDENT'S FINAL GRADE:** The calculation of a student's final grade will be based on evidence of actual achievement of the curriculum expectations. A credit is granted and recorded for every course in which the student's grade is 50% or higher. The final grade for each course will be determined as follows:

- Seventy percent (70%) of the grade will be based on evaluations conducted throughout the course. This portion of the grade should reflect the student’s most consistent level of achievement throughout the course, although special consideration should be given to more recent evidence of achievement.
- Thirty percent (30%) of the grade will be based on a final assignment for evaluation administered at or towards the end of the course. This final assignment for evaluation will determine achievement using one or a combination of the following: an examination, a performance, an essay, and/or another method of evaluation suitable to the course content. The final assignment for evaluation allows the student an opportunity to demonstrate comprehensive achievement of the overall expectations for the course. Should a student not submit the final assignment(s) for evaluation, a grade of zero (0%) shall be assigned for the task. Final exams are to be written as scheduled. **NOTE: All students must write their final examinations on the designated dates as outlined in the school calendar for our school. If not, they will receive a mark of “0” for the percentage portion allotted for this exam (up to a maximum of 30%).**

**PROVINCIAL ACHIEVEMENT LEVELS:** Teachers, parents/guardians can be confident that students who are achieving at Level 3 (70-79 %) are well prepared for work in the next grade or course.

Grade Range	Achievement Level	Summary Description
80 – 100%	Level 4	Identifies achievement that surpasses the provincial standard. The student demonstrates the specified knowledge and skills with a high degree of effectiveness. Achievement at this level does not mean that the student has achieved expectations beyond those specified for the grade/course.
70 – 79 %	Level 3	Represents the provincial standard for achievement. The student demonstrates the specified knowledge and skills with considerable effectiveness. The student is prepared for work at the next level.
60 – 69 %	Level 2	Represents achievement that approaches the provincial standard. The student demonstrates the specified knowledge and skills with some effectiveness. Students need to work on identified learning gaps to ensure future success.
50 – 59 %	Level 1	Represents achievement that falls much below the provincial standard. The student demonstrates the specified knowledge and skills with limited effectiveness. Students must work at significantly improving learning in specific areas if they are to be successful in the next level.
Below 50 %		Insufficient achievement of the curriculum expectations. A credit will not be granted.

**FULL DISCLOSURE:** Full disclosure means that a formal record will be kept every time a course is taken in Gr. 11 or 12 regardless of the final mark (Ontario Student Transcript). In order to avoid a course and mark showing on a student’s transcript, withdrawal from the course must occur in accordance with school procedures and within five instructional days from the issuance of the mid-term Provincial Report Card.

**SUSPENDED STUDENTS:** Upon their return to school, students must meet with their teachers to develop a plan to complete all missed work and assignments.

**SUMMER SCHOOL:** Students can upgrade up to two courses at summer school provided the regular school marks are high enough (approx. 35%) and that all requirements for the course including the completion of the Final Summative Evaluation and Final Exam have been met. Students can also earn a full credit course at summer school provided they have the necessary pre-requisite course. Applications for summer school are available in the Student Services Office. Meeting summer school deadlines is the responsibility of the student.

### EXAMINATION POLICY

1. The exam schedule will be posted before exams.
2. Exams are to be written as scheduled. It is the students' responsibility to be present and ready (i.e. school supplies) on the day and assigned time of their exam.
3. Students who are late for an exam are entitled to the remaining scheduled time. No additional time will be added.
4. Students who miss an exam will receive a grade of zero on the exam. Exceptions will be made for students affected by certified illness, bereavement, or court subpoena. Appropriate documentation must be submitted to the Vice Principal.
5. All students are required to remain in the exam room for a minimum of one hour.
6. Students must **NOT** make vacation, summer camp, or work commitments on exam days.

### CREATING PATHWAYS FOR SUCCESS

The Ministry of Education Individual Pathways Plan (IPP) will be used to support a student's journey from grade 7 to their post-secondary destination. The IPP on "myBlueprint" will help students explore their interests, abilities and identify their strengths to plan for their initial post-secondary destination. Students will receive support from their teachers, guidance counselors, student success teachers and school administrators in the development of their IPP. Multiple opportunities will be provided to support students in their education and career/life path through active planning that continues with: course selection, curriculum connections and experiential learning within our communities.

The development of the new Education and Career/Life Planning Program was designed to enable secondary school students to complete their studies in four years and make a successful transition to their initial post-secondary destination. To this end, the Ministry of Education continues to support student success with a greater focus on having students graduating from secondary school in four years. As part of this Ministry directive, boards of education will receive reduced funding for students in courses that could earn them more than 34 credits. Exemptions to this policy include:

- Students with an Individual Education Plan (IEP)
- Credits achieved in English-as-a-Second Language; and
- Students enrolled in their first four years who earn more than 34 credits

Given this direction, The Greater Essex County District School Board recognizes that some students for a variety of reasons may return for additional credits above and beyond those required for the Ontario Secondary School Diploma (OSSD). Should students plan to return to school beyond the thirty (30) credits required for graduation and exceed the 34 credit threshold, their program of study may not be in a regular day school program. Students exceeding the 34 credit threshold will be afforded opportunities to achieve credits through:

- Night school,
- Summer School;
- Part Time Studies;
- E-Learning (on-line) Courses;
- Blended Model Courses (combination of on line and face to face courses); and
- Independent Study

Students in consultation with their families are strongly encouraged to actively plan their respective high school course selection and initial post-secondary destination with the help of their school guidance counselor and student success team members. Each year of secondary school brings new opportunities, programs and pathways to support a student's

journey from grade 7 to their post-secondary destination. The transition to a post-secondary destination is best navigated with the support from our guidance department and their collective expertise during this important time in the lives of our students. Should you have any questions please contact our school guidance department to assist in the planning process.

### **PROVINCIAL AND SCHOOL BOARD CODE OF CONDUCT**

The Greater Essex County District School Board's Safe Schools Policy is based on the provincial Education Act and the Ontario Code of Conduct which set clear standards of behaviour for students, staff, parents, volunteers and any other individuals involved in public education. Progressive Discipline is a whole-school approach that utilizes a continuum of interventions, supports and consequences to address inappropriate student behaviour. Progressive Discipline builds on strategies that promote positive behaviours.

Sandwich Secondary School is a place that promotes responsibility, respect, civility and academic excellence in a safe learning and teaching environment. All students, parents/guardians, teachers and staff have the right to be safe, and feel safe, in their school community. With this right comes the responsibility to be law-abiding citizens and to be accountable for actions that put at risk the safety of others or oneself. At Sandwich Secondary School, we believe that all school members must:

- Respect and comply with all applicable federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and opinions.
- Treat one another with dignity and respect at all times, especially when there is disagreement.
- Respect and treat others fairly, regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, religion, gender, sexual orientation, age or disability.
- Respect the rights of others.
- Show proper care and regard for school property and the property of others.
- Take appropriate measures to help those in need.
- Respect persons who are in a position of authority.
- Respect the need of others to work in an environment of learning and teaching.

#### **ACTIVITIES LEADING TO POSSIBLE SUSPENSION**

A Principal shall consider whether to suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity, or in any other circumstances where engaging in the activity will have an impact on school climate. Under section 306 of the Education Act, a pupil may be suspended, up to a maximum of 20 school days, for committing any of the following infractions:

- Uttering a threat with an intent to inflict serious bodily harm on another person;
- Possession of alcohol, illegal and/or restricted drugs or, unless the pupil is a medical cannabis user, cannabis;
- Being under the influence of alcohol, illegal and/or restricted drugs or, unless the pupil is a medical cannabis user, cannabis;
- Swearing at a teacher or any other person in a position of authority;
- Committing an act of vandalism causing extensive damage to the school property at the pupil's school or to property located on the premises of the pupil's school;
- Bullying;
- Any act considered by the Principal to be injurious to the moral tone of the school;
- Any act considered by the Principal to be injurious to the physical or mental well-being of any member of the school community;
- Any act considered by the Principal to be contrary to the Board or school Code of Conduct.

#### **ACTIVITIES LEADING TO SUSPENSION PENDING EXPULSION**

A Principal shall suspend a student if he or she believes that the student has engaged in any of the following activities while at school, at a school-related activity or in other circumstances where engaging in the activity will have an impact

on the school climate. An investigation will ensue. Under section 310 of the Education Act, the following activities will lead to a suspension pending expulsion:

- Possession of a weapon, including possession of a firearm;
- Using a weapon to cause or to threaten bodily harm to another person;
- Committing physical assault on another person that causes bodily harm requiring treatment by a medical practitioner;
- Committing sexual assault;
- Trafficking in weapons or restricted drugs;
- Committing robbery;
- Giving alcohol or cannabis to a minor;
- Bullying if,
  - i) The pupil has previously been suspended for engaging in bullying, and
  - ii) The pupils continuing presence in the school creates an unacceptable risk to the safety of another person.
- Any activity listed in subsection 306(1) that is motivated by bias, prejudice or hate based on race, national or ethnic origin, language, colour, religion, sex, age, mental or physical disability, sexual orientation, gender identity, gender expression, or any other similar factor.
- An act considered by the Principal to be significantly injurious to the moral tone of the school and or to the physical or mental well-being of others;
- A pattern of behaviour that is so inappropriate that the pupil's continued presence is injurious to the effective learning and or working environment of others;
- Activities engaged in by the pupil on or off school property that cause the pupil's continuing presence in the school to create an unacceptable risk to the physical or mental well-being of other person(s) in the school or Board;
- Activities engaged in by the pupil on or off school property that have caused extensive damage to the property of the Board or to goods that are/were on Board property;
- The pupil has demonstrated through a pattern of behaviour that she/he has not prospered by the instruction available to him or her and that she/he is persistently resistant to making changes in behaviour which would enable him or her to prosper;
- Any act considered by the Principal to be a serious violation of the requirements for pupil behavior and/or a serious breach of the Board or school Code of Conduct.
- Where a pupil has no history of discipline or behaviour intervention, or no relevant history, a single act, incident or infraction considered by the Principal to be a serious violation of the expectations of pupil behavior and/or a serious breach of the Board or school Code of Conduct.

#### **EXCLUSION**

A Principal can exclude students from attending school and all school related activities. Under section 265 (m) of the Education Act, it is the duty of the principal of a school, in addition to the principal's duties as a teacher:

- Subject to an appeal to the Board to refuse to admit to the school or classroom a person whose presence in the school or classroom would in the Principal's judgment be detrimental to the physical or mental well-being of the pupils.

## VIOLENT THREAT RISK ASSESSMENT

### *Greater Essex County District School Board*

451 Park St. W. P.O. Box 210, Windsor, ON N9A 6K1 • Tel: 519-255-3200



#### VIOLENCE THREAT RISK ASSESSMENT

##### FAIR NOTICE AND PROCESS

Greater Essex County District School Board (GECDSB) recognizes all members of the school community have the right to be safe and feel safe in the school community. The Greater Essex County District School Board holds the violence expressed in any form will not be tolerated and that all partners have a responsibility in its prevention.

Under certain conditions, students may undergo a Violence Threat Risk Assessment. This assessment determines the level of risk to others and themselves.

*\* The Violence Threat Risk Assessment is the work of Kevin Cameron, Director of the North American Center for Threat and Risk Assessment and Trauma Response (NACTATR). The GECDSB invests in the training of our administrators, support services personnel (social workers/attendance counsellors, psychological services staff), and other school personnel in this model.*

##### **What behaviors initiate a Violence Threat Risk Assessment?**

A Violence Threat Risk Assessment will be initiated when a student's behavior include, but are not limited to:

- Serious violence with the intent to kill or harm
- Verbal/written threats to kill or seriously harm others (clear, direct and plausible)
- Internet/website/social media threats to seriously harm or kill others
- Possession of weapons, including replicas
- Bomb threats (making and/or detonating explosive devices)
- Fire setting
- Sexual intimidating or assault
- Gang related intimidation and violence
- Significant worrisome behavior

##### **Duty to Report high-risk behaviour**

Consistent with the Greater Essex County District School Board's Safe School Policy and the related regulations, all threat related behaviors by a student must be reported to the appropriate school administrator.

##### **What is a Threat Assessment Team?**

Each school has a multi-disciplinary team consisting of administration and school support personnel (psychological services, social work/attendance counselling services, guidance counsellor (if applicable), learning support teacher) In some cases, it may be required that people that represent community agencies or police participate in the Violence Threat Risk Assessment protocol, we currently have over 15 community agencies represented.

##### **What is the purpose of a Violence Threat Risk Assessment?**

- To ensure the safety of students, staff and parents/guardians, and school community
- To understand, based on the data gather, the factors which contribute to the threat maker's behavior
- To develop an intervention plan that addresses the emotional and physical safety of the threat maker and others

##### **What is the process?**

- All threat making behaviors are reported to a school administrator who may activate the protocol
- The threat assessment team is formed and team members will gather relevant data
- Information will be obtained from multiple sources which may include:
  - Teachers, students, targets, threat maker
  - Parents/guardians
  - Current and previous school records
  - Law enforcement
  - Support groups/agencies
  - Online site-Facebook, Twitter, Instagram etc.
  - Locker and backpack search, home search
- The team will share data and determine a current level of risk
- A comprehensive intervention plan will be developed.

*Building Tomorrow Together!*

[www.publicboard.ca](http://www.publicboard.ca)

## **STUDENT SEARCH POLICY**

To respond to situations that require quick and effective actions, the Greater Essex County District School Board has established the following guidelines in regard to searches:

1. Desks and lockers are considered school property and a search of such property is permitted by school administration.
2. In carrying out their duties to maintain proper order and discipline in the school, the Principal/Vice-Principal who has reasonable grounds to do so, may conduct a search of a student's clothing, possessions, or any area in the school where these possessions may be stored (backpacks, etc). Reasonable grounds may be based on information from a variety of sources, including but not restricted to, students, parents, staff or members of the community.
3. Where there are reasonable grounds to believe that a student is carrying a gun or some other dangerous weapon, or is in possession of, or is distributing an illegal narcotic (including cannabis) OR where there are reasonable grounds to believe that a student is in possession of stolen property, pornographic material or hate literature, or vaping products the Principal and/or Vice Principal may decide to:
  - search lockers, personal property, and/or personal electronic devices where it is believed doing so will provide evidence of the threat, illegal drug, or stolen property.
  - call in the proper authorities if they deem a more intensive search is necessary
  - notify their immediate supervisor and a parent/guardian in a timely fashion of the action they have taken
  - conduct all searches in the presence of a witness where possible
  - involve parents/guardians at the earliest possible stage of an investigation (Principal/Vice-Principal's discretion)
  - pending the results of the search, notify the police in accordance with the Police-School Board Protocol.

## **BEING A GOOD CITIZEN AT SANDWICH SECONDARY SCHOOL**

### **Character Education**

*"We must remember that intelligence alone is not enough. Intelligence plus character – that is the goal of a true education."* Martin Luther King Jr

Parents and guardians have the primary responsibility for character development, with the support of others in the community. Business and faith communities work collaboratively with schools to share this key responsibility. At Sandwich, we believe that developing good character is a fundamental component of quality education. Schools play an active role in organizing, developing and implementing programs that serve to foster and develop character. We believe that all members of our school community should strive to be: **Caring, Responsible, Fair, Self-Disciplined, Respectful, Diligent and Trustworthy**. Our interest in developing character is derived from the fact that these attributes affirm our human dignity, promote the development and welfare of the individual person, serve the common good and define our rights and responsibilities in society.

We have the responsibility to work together to make Sandwich Secondary School an inviting place for all of us, a place that represents our global society, a place that we enjoy coming to and where we feel we belong. We must ensure that we work towards eliminating threats, physical and verbal abuse, sexual, racial, religious and ethnic harassment, sarcasm, teasing, gossip, harassment and bullying.

## **BULLYING AND RACISM: REPORTING AND PREVENTION**

Students have the right to feel safe at school, in your community and online. Students are encouraged to talk to someone they trust, a friend, a teacher, a child and youth worker, a coach, or a guidance counsellor. Adult intervention stops bullying. Tell someone so they can help stop the harassment. You don't have to deal with this alone! If you can't say how, you feel out loud, write it down, then get it to someone who can help. Click [here](#). Once the bullying has been reported to the School Principal and/or Vice Principal (P/VP):



**If you are the Victim:**

- Share the details of the incident with an adult at school that you trust, remember – all conversations are confidential and dealt with strategically\*.
- It is recommended that parents/guardians/caregivers be part of the solution. In fact, it is a MUST if you are under the age of 16 (unless there is a good reason not to).
- If your safety is at risk, the office will respond to keep you or others safe. Please note that keeping you safe may affect confidentiality.
- Work with a trusted adult to problem solve the solution. Often, the incident being reported will need to be investigated.
- Honour the investigation and keep all information confidential from others if possible. Avoid social media and responding to students' questions in class or at lunch.
- Your Principal/Vice Principal and staff in the building will guide you with how to respond when other students get involved.
- Keep track of additional information that comes up related to the incident. Report this information to the office right away.
- Your Principal/Vice Principal cannot help if they do not know!
- Student Voice must be honoured, and the adults in the school will help you as every situation is unique.

**If you are the By-Stander or Supporter:**

- Encourage the victim to report the situation to a trusted adult.
- Encourage the victim to report the situation to the Principal and/or Vice Principal
- If anyone's safety is at risk, you report the incident immediately to an adult, P/VP, or the police, depending on the situation.
- Support the victim by actively listening, attending the school meetings with them, and checking in on them.
- You want to help them solve the problem. Always honour their confidentiality and the confidentiality of the situation.
- Avoid social media and responding to other student's questions about the incident.
- School staff will guide you and the victim by providing what to say when other's get involved.
- Keep track of additional information related to the incident and encourage the victim to report it to the office right away.

**What is Bullying?**

The Ontario Education Act says that bullying means an aggressive behaviour that is usually repeated, by a child or youth, that is intended to cause fear, harm or distress to another person. This aggressive behaviour occurs in a relationship where is a real or perceived imbalance of power based on factors such as: sizes, age, intelligence, peer group power, economic status, social status, religion, ethnic origin, sexual orientation, family circumstances, gender, gender identity, gender expression, race, disability and/or other reasons.

**Types of Bullying:**

- Physical (hitting, shoving, stealing or damaging property)
- Verbal (name-calling, threats, humiliating comments)
- Social (excluding others, spreading gossip and rumours)
- Electronic/Cyber (spreading hurtful rumours, images or comments using technology)

**Examples of Harassment/Bullying:**

- remarks, jokes, or stories of a sexual, racial, or ethnic nature
- display of sexually suggestive or racially offensive pictures and literature
- refusal to work or converse with a person because of his/her ethnic or racial background, religion, or sexual orientation
- mockery of a student's appearance
- persistent, unwelcome social invitations

- suggestive gestures or staring
- unwelcome physical contact such as touching, patting, hugging, and other unwelcome advances

Teasing: Teasing can be positive or negative.

**Positive Teasing:**

- Shows closeness, affection, and familiarity with another person
- Person being teased is not distressed or upset
- Takes place within a strong relationship
- Strengthens the relationship

**Negative Teasing:**

- Criticizes and embarrasses the other person
- Person being teased is distressed or upset
- Takes place within a weak relationship
- Undermines the relationship

**When Does Teasing Become Bullying?**

- There is a power imbalance between the children/youth involved—the person teasing has more social power or social value among peers compared to the person being teased.
- The child who is teasing intends to distress or harm the child being teased.
- The child being teased is distressed or hurt by the interaction.
- The negative teasing occurs repeatedly.

**Consequences of Bullying**

- Harassment is prohibited under the Ontario Human Rights Code.
- If bullying becomes assault, it is a chargeable offense.
- suspension and/or expulsion
- referral to the police
- removal of school privileges and other consequences

Click [here](#) for additional fact sheets, tools and resources.

Need Help NOW?

24/7 Support

Kids Help Phone 1-800-668-6868

Text: CONNECT to 6

**HUMAN RIGHTS AT GECD SB**

For information about human rights and responsibilities, please visit <https://www.publicboard.ca/humanrights/>

**STUDENT’S EMERGENCY RESPONSE**

**ACCIDENTS AT SCHOOL:** If a student is injured at school, or on school board property, the student MUST report the injury immediately to the teacher in charge or to the Main Office. The supervising teacher must complete an ACCIDENT FORM. If the Main Office is closed, students are to call 911 and give the name of the school and the location of the injured or ill person.

**ACCIDENTS IN THE COMMUNITY:** If a student is injured in the community, the parent/guardian or student should report the injury to the Main Office so that assistance can be provided as needed. This includes, but is not limited to community sports injuries, concussions, etc.

**FIRE DRILL PROCEDURES:** A fire evacuation route is posted in each room. When the fire alarm sounds, students are to leave the building immediately by the designated exit. All doors and windows must be closed by the last person leaving the room. All occupants of the building must evacuate the premises. Once out of the building, students are to report to their designated area where your teacher will take attendance. Students are instructed to stay with their teacher for the duration of the fire drill. School administration will signal “all clear” and instruct students and staff to re-enter the building.

**INCLEMENT WEATHER AND EMERGENCY CLOSING:** On occasion, severe weather may interrupt busing schedules and/or force a school closing. Any decision made that would affect either the bus schedule or the operation of the school is made at the Board level. Do not contact the school. Please listen to local radio or TV stations for information. You can also check the board’s web page at <http://www.gecdsb.on.ca> or [www.buskids.ca](http://www.buskids.ca)

**LOCKDOWN:** When a lockdown warning has been issued, all students and staff are to move from high-traffic common areas to classrooms or enclosed rooms. All students and staff are to hide out of line of sight. Doors should be closed and locked. The use of cell phones is strictly prohibited. Should the fire alarm be activated, staff and students are to remain in their classroom or enclosed room. An announcement over the PA system will indicate when the lockdown is complete.

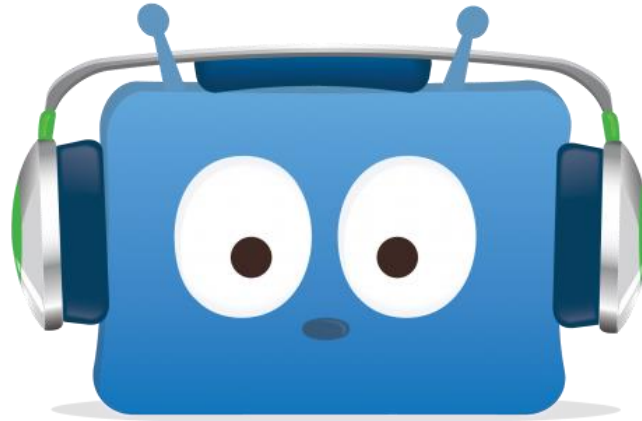
**TORNADO WARNING:** When a tornado warning has been issued, all students and staff are required to immediately move from external classrooms, portables and locations in an orderly fashion to their designated area. Staff and students are to sit on the floor with their backs to the walls. All internal and external doors and windows are to be closed. Staff and students are to sit a minimum of 6 to 10 feet away from external corridor doors or windows. An announcement over the PA system, by school administration will signal “all clear” and/or provide additional information.

**OTHER EMERGENCIES** – Follow teacher instructions without question.

#### **COMMUNITY AGENCIES AVAILABLE TO SUPPORT STUDENTS**

There are many community agencies and organizations that students can access to help a friend or family member in need. Students are encouraged to contact any of the following agencies or organizations for assistance which are listed in detail on the school website found at [www.publicboard.ca](http://www.publicboard.ca).

Appendix A:



**EDSBY**

#### **USING MOBILE TECHNOLOGY**

1. Download the Edsby App
2. Launch the app – server name is publicboard

#### **USING OFFICE365 GO TO TILES**

1. Click on view my APPS
2. Click on the .... In the top right corner for the Edsby APP and Pin the Edsby tile to App Launcher
3. Click on Sign in with Office365

#### **USING THE INTERNET**

1. Go to [publicboard.edsby.com](http://publicboard.edsby.com)

**Students - USER I.D. IS YOUR STUDENT I.D. – PASSWORD IS YOUR PASSWORD FOR SCHOOL COMPUTER ACCESS**

**Parents Access is available when email addresses are provided to the office.**

**If you would like to find more out about using Edsby go to**

**<http://edsby.com/help.students/>**

**REMEMBER STUDENTS USE “SCHOOL CASH ONLINE FOR ALL PAYMENTS”**

**Lost Schedules will not be reissued – login to Edsby for schedules**

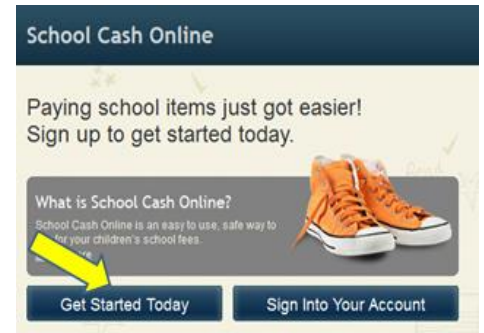
Appendix B:

**Sandwich Secondary School** is pleased to now offer families the opportunity and convenience of paying for school related activities and items online.

**Here's how:** Please take 5 minutes to register by following the steps below. Once you are registered online, you will begin receiving emails about upcoming events specifically related to your child(ren).

**Step 1: Register**

- Please visit the *School Cash Online* home page <https://gecdsb.schoolcashionline.com> and select the **"Get Started Today"** option.
- Complete each of the three Registration Steps to create an account.
  1. Enter your name (not child's name)
  2. Complete all required fields
  3. Choose a password



**Step 2: Confirmation Email**

A registration confirmation email will be forwarded to you. Once you have received your confirmation email, follow the link to complete your registration using your email address and password.

**Step 3: Find Student**

This step will connect your child(ren) to your account.

1. Select your child's School Name from the drop down
2. Enter your child's Student number = **StudentNo**
3. Enter your child's last name = **LastName**
4. Enter your child's date of birth = **DOB**

Select Continue

After confirming that you are related to the child select Continue. Your child has now been added to your account

**Step 4: View Items or Add Another Student**

If you have more children, select **"Add Another Student"** option and repeat the steps above. 5 children can be added to one parent account.

If you do not wish to add additional child, select **"View Items For Students"** option. A listing of available items for purchase will be displayed.

**NOTE:** If you have any questions during the registration process or while shopping online, please select the **GET HELP** option in the top right hand area of the screen.

We value your participation and support as we move towards a secure online payment environment. There may be some field trip and/or items that can be paid online in May and June. However, starting in September 2014, all parents need to pay for school related field trips, activities, and items online.