



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

Important Dates Page 2

General Information, Regulations and Procedures Page 3
and Bell Schedule Page 3

Personal Communication and Computing Devices Page 7

Dress Code Policy Page 8

Student Services Page 8

Assessment, Evaluation, Grading, Reporting and Promotion Page 9

Creating Pathways for Success Page 11

Provincial and School Board Page 12

Being a Good Citizen at Sandwich Secondary School Page 14

Student s Emergency Response Page 16

Community Agencies Available to Support Students Page 17

Appendix A: Edsby Page 18

Appendix B: School Cash Online Page 19

Labour Day Holiday September 4

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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:

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 _____ for their son/daughter's absence the following day.
2. If a phone call is made, the parent/legal guardian can call the _____ and leave a message regarding the absence or enter the absence through Edsby accessed through the app of the board website at _____ (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 _____ granted make-up tests or be given full credit for late assignments or missed homework.
6. Once a pattern of truancy is _____, parents will be notified to help resolve the problem. Should the problem persist progressive discipline will be used.

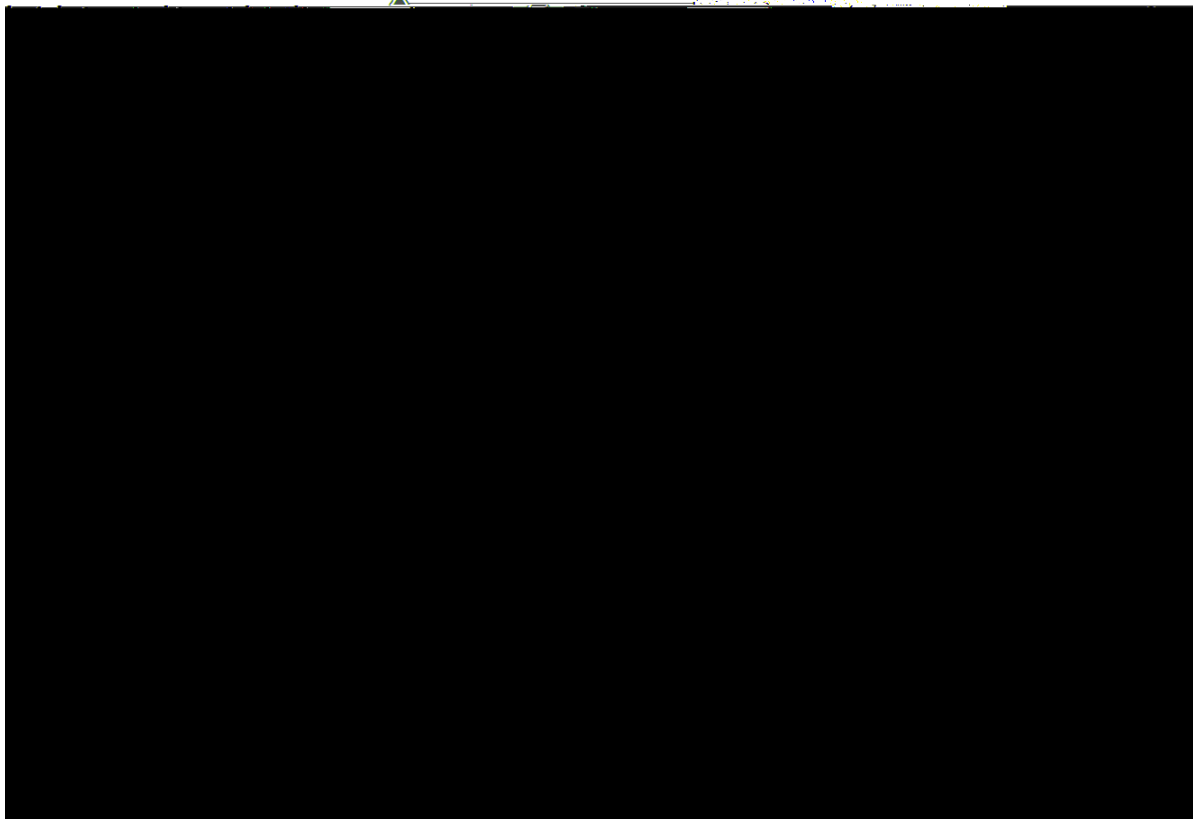
If the student must leave the school early or for part of the day, parents must call the attendance office on the day of the planned absence or enter the absence in Edsby excusing them from classes. Students must have the excusal entered in Edsby by the office before 8:15 a.m. for teacher verification before leaving the building.

8. If a student is signed out of school, they _____ . Students _____ 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. _____ 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.

If entering late, students will be counselled by their classroom teacher for the first 5 lates. On the 6th 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.

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

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:



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.

_____ : Serious injuries can happen when students throw snowballs or loose snow. Students who throw loose snow or snowballs risk disciplinary action.

_____ 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.

_____ 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.

_____ Students who walk to and from school are expected to display courtesy to our neighbours by

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

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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 make vacation, summer camp, or work commitments on exam days.
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The Ministry of Education Individual Pathways Plan (IPP) will be used to support a student's journey from grade 10 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.

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.

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.

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

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

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.

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.

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.

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)

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.

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

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

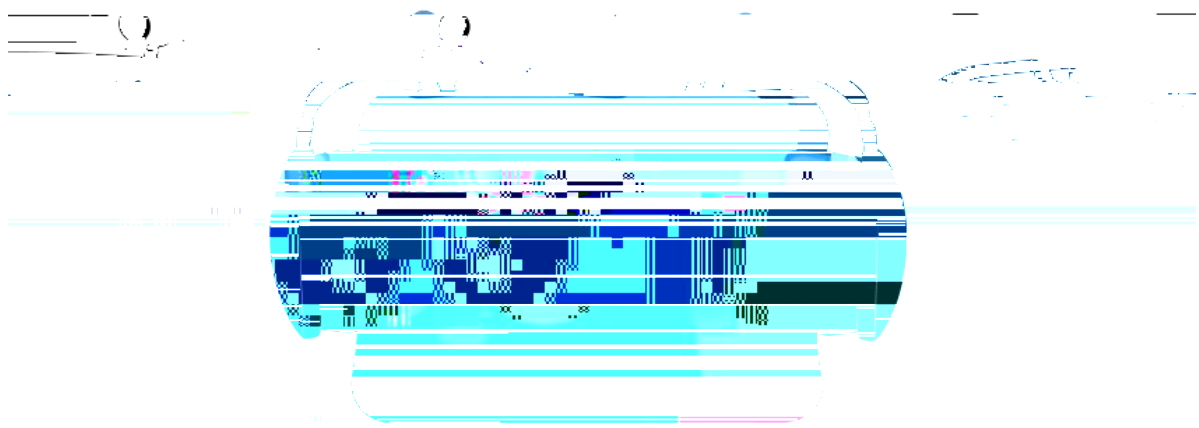
There is a power imbalance between the child/youth involved – the person teasing has more social power or social value among peers compared to the person being teased.
The child who is teasing intends to distress or harm the child being teased.
The child being teased is distressed or hurt by the interaction.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

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

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

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Appendix A:



EDSBY

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

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

1. Go to publicboard.edsby.com

