



## **Parent/Guardian Handbook**

**Developed by Sandwich Secondary Parent Advisory Council  
Ministry of Education - Parents Reaching Out Grant**

# Introduction

Parents/guardians are encouraged to stay involved with their son or daughter's education throughout high school. Numerous studies have shown that student learning and achievement improve when parents/guardians play an active role in their son/daughter's education and that good schools become even better when parents/guardians are involved. At Sandwich Secondary School we believe in and embrace parent/guardian partnerships. There are many opportunities for parent/guardian involvement in our school.

## **Parent/Guardian Teacher Interviews**

Each semester, parent/guardian-teacher interviews are scheduled to allow parents/guardians the opportunity to review their son/daughter's progress. These interviews are typically scheduled in October and March to allow for early intervention. Additionally, parents/guardians are encouraged to call the school and request an appointment with their son/daughter's teacher at any time during the school year.

## **Parent Advisory Council**

Sandwich Secondary School's Parent Advisory Council welcomes the involvement of any interested parents/guardians, as part of the council or as observers. Observers are welcome to join in discussions and raise issues pertinent to items on the agenda. Parent Advisory Council meetings are typically held on the third Monday of each month beginning at 7:00 pm in our School Library.

## **Fundraising**

Fundraising is a vital and necessary role that parents/guardians play in any school setting. Monies raised by parents/guardians are used to support extracurricular programs, clubs, teams, field trips, graduation bursaries and other activities that go beyond regular classroom instruction.

## **Volunteering**

Parents/guardians who wish to volunteer their time and energy to a school club, team, activity or sports team must contact the school principal.

# School Code of Conduct

## **For Students**

Sandwich Secondary 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. School administration believes in progressive discipline – a continuum of interventions, supports and consequences to promote positive student behaviours. Please request the student handbook from your son or daughter and review our school rules, expectations and policies together.

## **For Parents/Guardians**

Communication between home and school is important for success in any educational setting. Parents/guardians are encouraged to speak with their son/daughter's teachers regarding their progress and any areas of concern. Any concerns not resolved may be forwarded to school administration.

# Student Attendance

## Requirements

Students are required to attend school everyday. Student attendance will be checked each period by the classroom teacher. Students may only be absent from class with prior permission from school administration. Students missing class time to work on assignments or to study for a test or an examination is not acceptable.

Students who are persistently late will be counseled by their teacher and/or guidance counselor regarding their attendance. If it continues, the student will be sent to the Main Office to be counseled by the Vice Principal. Parents/guardians will be notified to help resolve the problem. Cafeteria clean up and detentions will be assigned to remedy the situation. Should the problem persist, students may be suspended from school.

On days 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. If the school is open during a fog or snow day, parents are encouraged to bring their son/daughter to school.

## Absence reporting

If a student is absent from school, the parent/guardian must call the school on the same day and report the absence. Our attendance phone number is 519-734-1237 Ext. 1. If the parent/guardian has not phoned the school, the student must bring in a signed note from them which states the reason for the absence on the day he/she returns to school. This note must be presented to the Main Office prior to the start of the school day.

## Truancy

Students who are absent from school without permission are considered truant. A truant student may not be granted make-up tests or be given full credit for late assignments or missed homework. If a pattern of truancy is established, parents/guardians will be notified to help resolve the problem. Should the pattern continue beyond this point, the student will serve detentions and may be suspended from school.

## Illness

If a student becomes ill during the school day, he/she must report to the Main Office so that staff can provide assistance. The parent/guardian or emergency contact will be notified and arrangements will be made for the student's release from school.

## Prolonged Absences

Students who will be away from school for a prolonged period of time due to illness or injury may be eligible for home instruction. Parents/guardians should contact school administration regarding any reasons for prolonged absences from school.

# Student Activities

Sandwich Secondary School provides many opportunities for extra-curricular involvement. Our clubs, activities and sports teams are meant to complement and enhance our academic program so that all students have the opportunity to enjoy a well-rounded educational experience. The criteria for eligibility in extra-curricular activities include academics, citizenship

and attendance. Please take the time to review the extra-curricular policy found in the student handbook with your son/daughter.

### **Clubs and Activities**

Sandwich Secondary School provides many opportunities for extra-curricular involvement. Some of our clubs and activities include: Student Parliament, Students for Global Awareness, Peer Helpers, Drama Club, Art Club, Music Club, Yearbook Club, EcoSchools, Terry Fox Run, Sabre Sun Newspaper, Spirit Club, Math Club and Robotics Team. Students who wish to participate in these activities or who wish to initiate a new club or activity are encouraged to speak with the designated staff member or any staff member who may share their interest.

### **Athletics**

Sandwich Secondary has a proud tradition of athletic excellence. Each year many of our teams participate in local (WECSSAA), regional (SWOSSAA) and provincial (OFSAA) Championships. Most of our athletic teams are divided by gender and according to age/grade level: junior (Gr. 9-10) and senior (Gr. 11-12). Students are encouraged to take an active role in athletics. Our athletic teams include: Golf, Cross Country, Football, Tennis, Volleyball, Basketball, Hockey, Curling, Bowling, Wrestling, Badminton, Soccer and Track and Field.

### **Social Events**

A variety of extra-curricular social events are organized by Student Parliament and other student groups throughout the year. These include: guest speakers, the Terry Fox Run, our Annual Talent Show, school assemblies and various pep rallies. Students who wish to get involved are encouraged to consult the student activities list and speak to the teacher advisor.

### **Yearbook**

All students receive a yearbook in late June. The cost was included in the student activity fee paid at the time of course selection. Students may submit their own photos, stories, poems, etc. for consideration by the yearbook staff for inclusion in the yearbook. All interested students are encouraged to contact the staff sponsor or listen to the announcements for meetings dates and time.

## **Logistics**

### **Student Cards**

In September, all students will have their pictures taken. This picture will be included on their student card and school yearbook. Anyone wishing to purchase copies of the student pictures must request a picture form and present it at the time pictures are taken.

### **Student Parking**

Students may bring their car to school and park with permission from school administration. The student parking lot is located on the south and west area of the school. The make, model, colour and license number of the car must be registered in the Main Office. Students are not to loiter in the parking lot or in their cars during the school day.

## Cellular Phones

Students may use cellular phones before school, during spare periods, lunch and after school in the cafeteria only. Parents/guardians who need to reach their son/daughter for **urgent matters** must contact the Main Office. For non-urgent matters, parents/guardians are encouraged to contact their son/daughter after hours by voice or text message.

## 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, eating or drinking while on the bus is strictly prohibited. Students will be held liable for any damages to seats and/or equipment. 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.

## Cafeteria

Sandwich Secondary is an “Eat Smart” school. Our cafeteria offers healthy lunch and snack options for students who do not wish to bring along their own lunch or who wish to purchase hot or cold drinks. As part of a province wide initiative to provide healthy choices, many popular items will be discontinued in accordance with Ministry legislation.

## Student Handbook

All students will receive a student handbook as part of their activity fee. It contains important information with respect to school rules, policies and procedures as well as a calendar for students to organize their homework, extra curricular activities, exams etc. In September, school administration will review the handbook with students at an assembly. It is important that you review the handbook with your son/daughter as well.

# Instructional Hours

The school day at Sandwich Secondary begins at 8:15 am. All students are expected to be in class with all required learning materials by the start of each period. Our school schedule is listed below:

8:15 am		Morning Bell Tone
8:20 am	- 9:45 am	“O Canada”, Announcements and Period 1
9:45 am	- 9:50 am	Bell Tone (Class Change)
9:50 am	- 11:05 am	Period 2
11:05 am	- 11:10 am	Junior Class Change
11:05 am	- 11:50 am	<i>Senior Lunch</i>
11:50 am	- 1:05 pm	Period 3 (Senior Class)
11:10 am	- 12:25 pm	Period 3 (Junior Class)
12:25 pm	- 1:10 pm	<i>Junior Lunch</i>
1:05 pm	- 1:10 pm	Bell Tone (Class Change)
1:10 pm	- 2:25 pm	Period 4

# Programs and Planning

## OSS Diploma and Certificate Requirements

To achieve the **Ontario Secondary School Diploma**, students must complete the requirements outlined in sections A, B **and** C below:

**A. 30 course credits** (18 compulsory plus 12 elective courses). A passing grade for any course is 50%. Compulsory credits are listed below:

- 4 credits in English (1 credit per grade)
- 1 credit in French as a second language
- 3 credits in mathematics (at least 1 credit in Grade 11 or 12)
- 2 credits in science
- 1 credit in Canadian history
- 1 credit in Canadian geography
- 1 credit in the arts
- 1 credit in health and physical education
- .5 credit in civics
- .5 credit in career studies
- 1 additional credit in English, or French as a second language, or a Native language, or a classical or an international language, or social sciences, and the humanities, or Canadian and world studies, or guidance and career education, or cooperative education.
- 1 additional credit in health and physical education, or the arts, or business studies, or cooperative education.
- 1 additional credit in science, or technological education, or cooperative education.

### **B. Literacy Test**

The Ontario Secondary School Literacy Test (OSSLT), administered by Ontario's Education Quality and Accountability Office (EQAO), is used to determine whether a student has the literacy skills required to meet the standard for understanding reading selections and communicating in a variety of writing forms expected by *The Ontario Curriculum* up to the end of Grade 9. The OSSLT is administered each spring to students in Grade 10. The successful completion of this test or the Ontario Secondary School Literacy Course (OSSLC) is one of the requirements for students receiving an Ontario Secondary School Diploma.

### **C. Community Service Hours**

All students are required to complete a minimum of 40 hours community service as part of their diploma requirements. Opportunities to fulfill these hours are often available and announced at school. Students can get authorization for proposed community service activities through the Student Services Office. Students are responsible for tracking their own community service hours and submitting their completed form to the Student Services Office. Students may continue to volunteer their services as many scholarships, awards and bursaries take into consideration volunteerism.

To achieve the **Ontario Secondary School Certificate** students must complete 14 credits (7 compulsory and 7 elective). Compulsory credits are listed below:

- 2 credits in English
- 1 credit in Canadian geography or Canadian history
- 1 credit in mathematics
- 1 credit in science
- 1 credit in health and physical education
- 1 credit in the arts or technological education
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A **Certificate of Achievement**, is a means of acknowledging student achievement which falls short of meeting the requirements for the diploma or certificate. Students who leave school with a Certificate of Achievement are able to upgrade to an Ontario Secondary School Certificate or Ontario Secondary School Diploma once the requirements for those programs are complete.

### **Course Planning and Selection**

One of the most important steps to ensure that all requirements for graduation and subsequent post secondary planning are met is to plan out all four years of high school courses as soon as possible. Students are encouraged to meet with their Gr. 8 teacher, parent/guardian and high school guidance counselor to select the appropriate Gr. 9 courses (Applied or Academic) and pathway (Apprenticeship, College, University, Workplace).

## **Sandwich Secondary School Programs**

At Sandwich Secondary School, we offer a wide variety of programs and services to meet the learning needs of our students. Below is a brief overview of the programs we offer.

### **French Immersion**

We offer a French Immersion program for students who graduate from a French Immersion or French Language elementary school. The program consists of 10 courses spread throughout Grades 9 and 12. The current offerings for French Immersion students are:

- 4 French Immersion Courses (Gr. 9-12)
- Grade 9 Canadian Geography
- Grade 9 Physical Education
- Grade 10 History
- Grade 10 Civics/Careers (.5 credits each)
- Grade 11 Ancient History
- Grade 11 Parenting

In Grade 11, a 2-credit, half-day co-op placement in a French speaking environment can be substituted for the Grade 11 History and Parenting courses. Students will need to apply for Coop through Student Services. Transportation to and from these placements is the responsibility of the student and their parent/guardian. Students who successfully complete the 10 qualifying courses will receive a French Immersion Certificate upon graduation.

### **Specialist High Skills Major (SHSM)**

We offer a Specialist High Skills Major Program for students in Manufacturing Technology – Metal Cutting. The SHSM is a ministry-approved specialized program that allows students to focus their learning on a specific economic sector while meeting the requirements for the Ontario Secondary School Diploma (OSSD) and assists in their transition from secondary school to apprenticeship training, college, university, or the world of work. A SHSM enables students to gain sector-specific skills and knowledge in the context of engaging career-related learning environments and helps them focus on graduation and on pursuing their postsecondary goals. Successful completion of an SHSM is indicated on the student's Ontario Secondary School Diploma by a red seal. Students interested in this program should discuss it with their guidance counselor and technology teacher.

### **Cooperative Education**

For students who are interested in a more pragmatic approach to their education, we offer cooperative education. Cooperative education provides students the opportunity to earn 2 or more credits in one semester. Cooperative education consists of a classroom component and a placement component. Through these two components, cooperative education prepares the student for successful participation in a work placement; provides sufficient time and various opportunities at the placement to enable the student to apply and further develop the knowledge and skills acquired in the related course; and provides opportunities for the student to integrate the learning acquired in school and at the placement. Transportation to and from these placements is the responsibility of the student and their parent/guardian. Students interested in this option should apply through Student Services.

### **Ontario Youth Apprenticeship Program (OYAP)**

We offer an Ontario Youth Apprenticeship Program in Manufacturing Technology – Metal Cutting. The Ontario Young Apprenticeship Program is a specialized program that enables students who are 16 years of age or older to meet diploma requirements while participating in an occupation that requires apprenticeship. This is a school-to-work transition program in which students can earn credits through cooperative education placements in skilled trades areas. Students who are interested should contact their guidance counsellor, cooperative education teacher or the OYAP teacher at the school. Additional information is available at [www.gecdsb.on.ca/programs/OYAP](http://www.gecdsb.on.ca/programs/OYAP)

### **Skills to Enhance Personal Success (STEPS) Program**

Our S.T.E.P.S. program consists of courses, supports and experiences designed to meet the needs of students with severe learning and physical challenges. It is designed to allow students the opportunity to proceed at a rate of learning that is appropriate to their ability, needs, and interests. Our program is designed to assist students in developing functional language, numeracy skills as well as daily living and social skills. Opportunities for integration and work exploration within the school are also provided.

### **Hockey Canada Skills Academy**

We offer a Hockey Canada Skills Academy for interested students. The primary objective of the Academy is the effective combination of student academic progress and individual hockey skill development. The program strives to enhance a hockey student's confidence, individual hockey skills, self-esteem and opportunities in both academics and athletics. The program is offered as a Grade 10 physical education course to both male and female students. Additional costs associated with ice rental (Vollmer Complex) and hockey equipment are the responsibility of the student and their parent/guardian.

## **Recreation and Fitness Leadership Program**

Each year, Gr. 9 and Gr. 12 students are nominated by their teachers to participate in the Recreation and Fitness Leadership Program. The program focuses on the development of leadership and coordination skills related to recreational activities. Students will acquire the knowledge and skills required to plan, organize and implement recreational events. They will also learn how to promote the value of physical fitness, personal well-being, and personal safety to others through mentoring. This program includes a leadership training retreat in May, provided at an additional cost to students.

## **Other Learning Opportunities**

In addition to traditional academic courses and certificate programs outlined above, other opportunities to prepare for post secondary learning are available.

## **E-Learning**

Additional learning opportunities exist outside the classroom for students who can learn independently, are highly motivated and show strong goal directed initiative. E-learning courses are offered through the GECDSB as well as through other school boards across Ontario (E-learning consortium) in Grade 11 and 12. Teachers are available in each school to be a resource to students enrolled in E-learning courses. Courses are offered in a variety of subject areas. Students interested in E-learning opportunities should consult with their guidance counselor. Additional information can be found at: [www.gecdsb.on.ca/schools/online/gecva](http://www.gecdsb.on.ca/schools/online/gecva).

## **Prior Learning Assessment and Recognition (PLAR)**

The PLAR challenge process is the process whereby students' prior learning is assessed for the purpose of granting credit for a course developed from a provincial curriculum policy document. Students who believe they can provide sufficient evidence of accomplishment should make an appointment with their guidance counselor. The deadline for registering for the PLAR challenge process is November 30<sup>th</sup> of each year.

# **Student Success**

## **Homework Expectations**

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 can expect the following: Grade 9 & 10 about 1-1½ hours homework per night; Grades 11 and 12 about 1 ½ -2 hours homework per night. On some occasions such as the night before a test, an assignment or exam, the homework load could be heavier. Parents/guardians are encouraged to meet with their student's teachers and take an active role in encouraging completion of all assigned work.

## **Study Techniques**

Many students find demands for independent study and test or exam writing challenging. Preparation is of key importance. Many study techniques are available to assist with this preparation and structure the student's time toward ACTIVE information processing and studying that is more effective than simply reading over materials. Students are encouraged to meet with their teachers and guidance counselors regarding study techniques.

## **Homework Resources**

The Greater Essex County District School Board, the Independent Learning Centre and the Ontario Ministry of Education are pleased to partner together to bring the Homework Help Program to students. This free site focuses on math help for students in Grades 7, 8, 9 and 10. Students will have access to both guided and independent learning in a unique environment that combines technology and personal interaction. For more information on how to register, log-in and use the Homework Help website, contact [homeworkhelp@gecdsb.on.ca](mailto:homeworkhelp@gecdsb.on.ca)

## **Tutoring**

At times, students may struggle to master course content. Options for additional help are available at Sandwich Secondary. Teachers are readily available to meet with students to address concerns and direct student efforts for better achievement, upon request. Additionally, student tutors are available within the school. Students who wish to avail themselves of tutoring services should contact their classroom teacher or guidance counselor to set up an appropriate student-tutor pairing. Most times these services are provided at no charge by older students looking to meet community service hours or to take on a leadership role in the school.

## **Student Services (Guidance)**

A key resource for students is their assigned guidance counselor. Guidance counselors can assist with course selection, timetable concerns, study skills, career exploration, graduation requirements and post secondary applications to colleges and universities. Guidance counselors are also available to assist students with conflict resolution, peer mediation and personal issues.

## **Student Success - Credit Recovery**

On occasion, there are students who fail to successfully complete all courses in a semester. To support students who struggle to complete their course requirements independently, the student success teacher is available for assistance. The student success teacher will work with students, learning support teacher, guidance counselors and subject teachers to assure that opportunities are set out for the recovery of missed credits in Grades 9 and 10.

## **Special Education (Learning Support Teacher)**

Students who are identified exceptional through the IPRC process can access additional supports such as additional time, an alternate environment, extra help or the use of assistive technology to complete daily work and assessments. Students can also receive accommodations when writing tests and exams. Parents/guardians are encouraged to contact the learning support teacher regarding the development of Individualized Education Plans for their son/daughter.

# **Student Awards**

Achieving awards is one way for students to distinguish themselves and receive recognition for their abilities, commitment and initiative. Setting goals and carrying out the planning and implementation of strategies to reach those goals are essential life skills. Awards provide an additional means to demonstrate to potential post secondary schools and employers that students have the ability to be successful.

## **Academic Honours**

Students who achieve an average of 80% or better in any academic year will receive an Honours Award that is granted at the Academic Awards Banquet. The Academic Awards Banquet takes place in late October. Invitations will be sent out automatically from the office to the families of all students who achieve this award. Student meals are complimentary; tickets for family members to attend the dinner can be purchased through the school.

## **Athletic Awards**

All students who play on a school team are invited to attend the Athletic Awards Banquet held in mid June. Generally, awards are given for Most Improved Player, Most Valuable Player and Most Dedicated Player on each team. The top male and female Junior (Gr. 9-10) and Senior (Gr. 11-12) Athlete of the Year are also recognized.

## **Graduation**

Each year, more than 250 students graduate from Sandwich Secondary School with an Ontario Secondary School Diploma. In addition to receiving their diploma, many students receive scholarships, awards and bursaries from Colleges and Universities, the Greater LaSalle Community and our Parent Advisory Council. Some of these awards and bursaries are based strictly on grade averages while others are based on community involvement, school spirit, leadership, contribution to the school - or a combination of these.

Students who successfully complete a program or a combination of courses will also receive a school certificate upon graduation. The Program Certificates include: OYAP Metal Cutting and French Immersion. Students who complete 5 arts classes (ie. music, drama or visual arts) will receive an Art Certificate. Students who complete 5 business classes will receive a Business Certificate. Students who complete 4 Core French classes will receive a Core French Certificate. Students who complete 5 technology classes (ie. construction, media studies, automotive or metal cutting) will receive a Technology Certificate.

Graduating students who achieve academic honours (80% or above) will receive their award in the mail rather than at the Academic Awards Banquet.

## **External Awards**

In addition to awards available at school, there are external opportunities for students to distinguish themselves through service clubs in our community. Students are encouraged to listen to announcements as well as meet with their guidance counselor regarding external award opportunities.

## **Scholarships**

There are a wide variety of post secondary scholarship opportunities available to students of many ability levels. Not all awards are based on academic standing. Many must be applied for individually. Students are encouraged to check with their guidance counselor to find out about post secondary scholarships as early as possible.

# **Post Secondary**

Career planning resources are available at school and throughout the community. In Grade 9, students and their parents/guardians are offered the opportunity to participate in the "Take our Kids to Work" program. In Grade 10, students spend time exploring career options and choices

through the compulsory Careers Course. Students are also encouraged to talk with their guidance counselor and to visit the career cruising webpage via the link on the school website ([www.gecdsb.on.ca/schools/SEC/sss](http://www.gecdsb.on.ca/schools/SEC/sss)).

Additional opportunities for career exploration and planning are available through the Human Resource Development Canada website, private career counselling providers, through personally arranged interviews with people currently working in fields the students are considering or through personally arranged job shadowing opportunities (similar to the “Take our Kids to Work” program).

### **Colleges and Universities**

A wide variety of opportunities exist for students pursuing post secondary education and training through government subsidized universities and colleges to private institutions. Often, post secondary schools will send a representative to speak with students about what each school or program has to offer. Students and parents are encouraged to visit schools they are considering and to make appointments to speak with heads of programs or departments. The application processes are generally handled on-line but additional information about the schools, what they offer and how to apply is available through the student services office. Deadlines vary with the type of post-secondary institution. University applications are generally due in January. Additional information may be found on-line at the Ontario Universities’ Application Centre [www.ouac.on.ca](http://www.ouac.on.ca). College applications are generally due at the beginning of February. Additional information may be found on-line at the Ontario College Application Centre [www.ontariocolleges.ca](http://www.ontariocolleges.ca).

## **Challenges and Resources**

High school is a time of significant change and adjustment for teenagers. Each teen copes with this adjustment period differently. Some manage with seemingly little difficulty while others experience many challenges. There is something you can do as a parent/guardian to help. Our community has a number of options to assist you and your teen through these transition years. Take a look at a new website developed cooperatively by education and mental health at [www.werkidsmentalhealth.ca](http://www.werkidsmentalhealth.ca) Here you will find local community resources to address adolescent struggles and includes information on good mental health and how to encourage your teen to maintain good mental health. Our local mental health agencies are: Maryvale, Teen Health Centre, Windsor Regional Children’s Center, Glengarda, Children First and The Inn of Windsor.

### **Additional Student Services**

At Sandwich Secondary we have access to specialized staff to meet the diverse needs of our student population. These include educational coordinator, psychological services, social work/attendance counselling services as well as speech and language services. Itinerant teachers for the deaf/hard of hearing and blind/low vision students are also available. Referrals for these specialized services are made through students’ guidance counselors and school administration. Nursing, Occupational Therapy and Physiotherapy services are provided through Erie-St. Clair Community Care Access Centre for students in need of these supports.

### **Community Police**

Officers from the LaSalle Police Department visit the school regularly to maintain a positive presence and relationship with students, staff and school administration. Each year, Grade 9 students participate in our School Board/Local Police **B-RAD Program**. The program is delivered by our Community Liaison Officer and addresses: **Bullying, Relationships, Alcohol and Drugs**. Local Police Officers are also invited to share their knowledge and experience as guest speakers in various classes (ie. Grade 10 Civics and Grade 11/12 Law). Contact with these officers is arranged through school administration.

### **Accessibility and Special Needs**

Whether the result of permanent or temporary injury or disability, barriers that affect accessibility to the school can be addressed. At Sandwich Secondary School, there are specialized washroom facilities, parking locations, an elevator and ramps to address various accessibility issues. Parents/guardians and students are encouraged to report any accessibility issues to school administration immediately so that they can be addressed quickly and appropriately.

### **Conflict resolution and Peer Mediation**

Our guidance counselors are available to help students with conflict resolution and negotiating the issues and relationships of high school. Peer Mediation is also available at Sandwich Secondary and can be arranged through our guidance counselors.

Create Win/Win situations – Learn how at The International Child and Youth Care Network [www.cyc-net.org/cyc-online/cycol-0505-addison.html](http://www.cyc-net.org/cyc-online/cycol-0505-addison.html)