

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, Co-operative Education and an Ontario Youth Apprenticeship Program. This year we will be adding a STEPS Program (Skills to Enhance Personal Success) Program. 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. 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 activities from music and drama to robotics and athletics. Our students, staff and coaches are proud of their achievement in each of these areas. I hope you will take the opportunity to join at least one of our clubs, activities or sports teams.

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

Sincerely,
Mr. E. Novelletto, Principal

MESSAGE FROM STUDENT PARLIAMENT

Welcome back to another year at Sandwich Secondary, Sabres! Wishing you much success and prosperity in the 2009-2010 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 yet! GO SABRES!

Prime Minister Paige Guin
Deputy Prime Minister Val Walters
Secretary.....Ronya Kobrosli
Minister of External Affairs..... Erica Iarusso
Minister of Finance..... Kaitlyn Bakos
Minister of Charities..... Meghan King
Minister of Internal Affairs Melissa Iarusso
Minister of Athletics..... Emma Westray

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IMPORTANT DATES

Professional Activity Days.....	September 2 and 3
Labour Day.....	September 7
First Day of School.....	September 8
Thanksgiving.....	October 12
Progress Report Cards.....	October 13
Parent – Teacher Interviews.....	October 14
Semester Midpoint - Half Credit Courses End.....	November 10
Midterm Report Cards.....	November 16
Professional Development Day.....	November 20
Last Day of Classes before Winter Break.....	December 18
Winter Break.....	December 21 to January 1
Classes Resume.....	January 4
Graduation Photos.....	January (TBA)
Gr. 9 EQAO Math Assessment.....	January 7 to January 22
First Semester Examinations.....	January 27 to February 2
Second Semester begins.....	February 3
Family Day Holiday.....	February 15
Progress Report Cards.....	March 8
Parent – Teacher Interviews.....	March 10
Last Day of Classes before March Break.....	March 12
March Break.....	March 15 to 19
Classes Resume.....	March 22
Good Friday.....	April 2
Easter Monday.....	April 5
EQAO Literacy Test (OSSLT).....	April 8
Semester Midpoint - Half Credit Courses End.....	April 15
Professional Activity Day.....	April 23
Midterm Report Cards.....	April 26
Victoria Day.....	May 24
Senior Prom.....	May/June (TBA)
Gr. 9 EQAO Math Assessment.....	June 3 to 18
Second Semester Examinations.....	June 22 to 28
Professional Activity Days.....	June 29 & 30
Graduation.....	June 29

GENERAL INFORMATION REGULATIONS AND PROCEDURES

AFTER SCHOOL ACTIVITIES: Attendance in school is mandatory in order to participate in any after school activity (i.e. sports team, clubs etc.). Students cannot participate in these activities without direct teacher supervision.

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 and west area of the school. The make, model, colour and license number of the car must be registered in the Main Office. 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 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 during the school day, including lunch. 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. 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. 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. Any behavioural infractions will be reported to school administration by the bus driver. Students can lose the privilege of riding the bus.

CAFETERIA, FOOD & DRINK: In an effort to maintain a neat and sanitary school environment, all food, snacks and beverages are to be consumed in the Cafeteria, outside and in designated areas. After eating, students are expected to clean up and dispose of their garbage in a responsible manner. Failure to comply will lead to such consequences as helping to clean the Cafeteria, detentions including suspension from school.

CELLULAR PHONES, PAGERS & WALKIE TALKIES: Cellular phones, paging devices, walkie talkies etc. are not to be used in the school. Students may use these devices before school, during lunch time and after school. These items are to be stored in student lockers during class time.

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

COATS, JACKETS, BAGS & BACKPACKS: Coats, jackets, bags and backpacks are not allowed in the classroom as they represent a safety concern. These items are to be stored in student lockers during class time.

COMPUTER USE: Students are required to fill out and sign an Acceptable Computer Use Form. Students who use computers in an unacceptable manner (i.e. chat rooms, computer games, inappropriate websites, cyber bullying etc.) may be disciplined or lose the privilege of using a computer for an extended period of time.

DETENTIONS: A detention may be assigned by the Main Office or by school administration. Students will be given a day's notice in order to arrange alternate transportation on the day of the detention. Detentions are to be served after school on Tuesday, Wednesday and Thursday beginning at 2:30 pm. While in the detention room, students are to sit and complete their homework quietly. Failure to serve a detention may lead to further disciplinary action.

FUNDRAISING EVENTS: Any fundraising events such as a bake sale, pizza sale or ticket sale must be approved by the Principal. Requests to hold a fundraising event must be submitted in writing to the Principal at least one week prior to the event.

GYM USE: Students cannot access the gymnasium without direct teacher supervision.

HALLWAYS: Students are expected to show courtesy while walking quickly and quietly to class. To maintain the best learning environment possible, students are not to congregate or sit in the hallway during class time. Food, snacks or drinks are strictly prohibited in the hallways and in classrooms during instructional time.

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.

LOCKERS: Each student will be assigned a locker for his/her own use. A master combination padlock must be used and may be purchased from the Main Office during the first week of school. The combination of all locks must be registered with the Main Office. Lockers are provided for storage of personal property and

school-related materials. Students are not to share lockers. To ensure safety, it is important that students not reveal their combination to anyone. Lockers must also be kept locked at all times. Students are responsible for maintaining both the inside and outside of their locker and will be held responsible for any damages. Changes to locker assignments may be made with permission from school administration. Students are encouraged to keep all money and valuable items at home. The school does not assume responsibility for personal property that is lost or stolen. School administration reserves the right to examine any locker at any time when deemed necessary.

LOST AND FOUND: Articles which have been found are to be taken to the Resource Centre where they can be claimed by the owner. The school assumes no responsibility for lost or stolen items. Students are encouraged to keep all valuable items at home.

PHOTOGRAPHIC AND VIDEO RECORDING DEVICES: The use of any photographic or video recording devices shall be strictly prohibited except for instructional purposes as outlined in the Ontario curriculum.

PAGED TO THE OFFICE: Students that are paged to the Main Office must report as directed. Failure to report is a serious offence and may result in disciplinary action.

PAY TELEPHONE: A pay telephone is located near the cafeteria. Students are not to access the pay telephone during class time or while proceeding to their next scheduled class.

PORTABLE RADIOS: Portable radios (i.e. Walkmans, CD players, DVDs, MP3, Ipods etc.) are not to be used in the school. Students may use these devices before school, during lunch time and after school. These items are to be stored in student lockers during class time.

SCHOOL AUDITORIUM: Students cannot access the stage in the auditorium without direct teacher supervision.

SENT OUT OF CLASS: Students that are sent out of class will be issued a **Class Dismissal Form** by their teacher. Students are to proceed to the Main Office and submit the Class Dismissal Form to the Attendance Secretary. Students will then proceed to the Waiting Area outside of the Vice Principals Office to complete their own Class Dismissal Form. Once completed, students are to submit their Class Dismissal Form to the Attendance Secretary. The Vice Principal will review the reason(s) for the dismissal from class. Depending on the nature of the incident/infraction, the student may be instructed to report back to class or remain with the Vice Principal. Failure to report to the Main Office is a serious offence and will result in disciplinary action.

SKATEBOARDS, ROLLER BLADES, HEELIES AND TRICK BIKES: Skateboards, roller blades, heelies 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. Students will be suspended from school and/ or fined for smoking.

SNOW & SNOWBALLS: Serious injuries can happen when students throw snowballs or loose snow. Students who throw loose snow or snowballs may be suspended from school.

STAFF INQUIRIES: Students are not to access the staff mailboxes, 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.

STUDENT FEES: All students are required to pay a student fee. Student fees are collected with option sheets. The fee is used to supplement the costs of a yearbook, student card, student planner, and student activities such as: clubs, dances, graduation, assemblies, athletic teams and student council.

STUDENT WALKERS: Students who walk to and from school are expected to displaying 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.

STUDY PERIODS: Grade 12 students with 23 credits may be assigned a study period on their timetable. Students with study periods are to spend this time on school work in the Resource Centre, the Cafeteria or outside. Students must not wander the halls or interrupt classes. If the study period is at the start of the day, the student is required to sign in at the Main Office prior to the start of their first scheduled class.

TEAM UNIFORMS: Team uniforms are issued to students on a loan basis. Team uniforms remain the property of the school and must be returned at the end of the scheduled season. Students will be required to pay for any lost or damaged uniforms. Report cards, transcripts, diplomas or textbooks will be withheld until all outstanding items have been accounted for.

TEXTBOOKS: Textbooks are on loan to students. 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. Report cards, transcripts, diplomas or textbooks will be withheld until all outstanding items have been accounted for.

TRACK and FIELD COMPLEX: Students cannot access the track and field complex unless they are supervised by a teacher or attending a school event.

Students are not allowed to access the track and field complex during events hosted by other groups.

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.

DRESS CODE POLICY

Students at Sandwich Secondary School are expected to take pride in their appearance by dressing cleanly, neatly and appropriately. In general, all clothing worn to school must be conducive to an academic 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.

Torn or revealing clothing, sleeveless undershirts, muscle shirts, tube tops, halter tops, backless tops, spaghetti-straps, swim attire, pajamas, mesh or transparent clothing are not acceptable. All tops must reach pant or skirt line. Shorts and skirts must be between knee length and the tips of the fingers when arms are fully extended. Care must be taken to ensure that undergarments are not showing.

Head coverings such as hats, bandanas, hoods, kerchiefs, caps, head bands, toques, etc. are not to be worn in the building. If worn, it may be confiscated by any staff member and taken to the Main Office to be reclaimed at the end of the day or at a time designated by the Principal or Vice Principal.

Wallet chains, "dog collar" bracelets, and/or metal studded wrist bands, chokers and similar adornments are not to be worn in the school. 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 be worn at all times. Sandals are not permitted in the technical shops and technical class rooms.

This dress code policy must be adhered to at all times 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.

BELL SCHEDULE AND ATTENDANCE POLICY

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:

8:15 am		Morning Bell Tone
8:20 am	– 9:40 am	“O Canada”, Announcements and Period 1
9:40 am	– 9:44 am	Bell Tone (Class Change)
9:44 am	– 11:00 am	Period 2
11:00 am	– 11:50 am	Lunch – Bell Tone at 11:45 am
11:50 am	– 1:06 pm	Period 3
1:06 pm	– 1:10 pm	Bell Tone (Class Change)
1:10 pm	– 2:26 pm	Period 4

CLASSROOM ATTENDANCE: Student attendance will be checked each period. 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.

LATE: Students who arrive late to class Period 1 must report to the Main Office for a **LATE SLIP**. Being late for reasons like: “I slept in,” “I missed the bus,” “I went out for lunch,” etc. even with parental/guardian consent, are not acceptable. The late slip must be handed in to the Period 1 teacher. Students who arrive late to class for Periods 2, 3 and 4 will be counseled by their classroom teacher for the first 4 lates. On the 5th late, the student will be sent to the Main Office to be counseled by the Vice Principal. Parents will be notified to help resolve the problem and detentions will be assigned to remedy the situation. Should the problem persist, students may be suspended from school.

LEAVING SCHOOL: Students can leave school early provided they get permission from their parent/guardian. If the parent/guardian has written a note, it is the student's responsibility to submit that note to the Main Office prior to the start of the school day. The student will be issued an **EXCUSE FROM CLASS SLIP** which must be presented to the teacher at the start of the class which they will leave. Students who leave school for part of the day and return must sign in at the Main Office. Students, who leave school without permission from the Main Office, will be considered truant. A note brought in at a later time to avoid possible consequences will not be accepted.

ABSENCE FROM SCHOOL: **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 519-734-1240.** If the parent/ guardian have not phoned the school, the student must bring in a signed note from them which state the reason for the absence on the day they return to school. This note must be

presented to the Main Office prior to the start of the school day. An **ADMIT SLIP** will be issued to the student to show his/her teachers.

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. Once a pattern of truancy is established, parents 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. The parent/ guardian or emergency contact will be notified and arrangements will be made for the student's release from school.

AGE OF MAJORITY STUDENTS: Students who reach the age 18 must complete an Age of Majority form. This allows students the opportunity to sign their own notes regarding late and absences. Students will still 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.

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 or Learning Support Teacher 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 by either the Special Education Conference Committee (SECC) or by an IPRC (Identification, Placement and Review Committee) who require additional educational supports. Contact may be initiated by the LST or the student but it is the responsibility of the student to access the Learning Support Teacher for assistance as needed. The LST also writes the Individual Education Plan (IEP) for IPRC students to ensure their needs are being met through accommodations to their academic program.

Our Student Success Teacher (SST) works in conjunction with school administration, Learning Support Teacher, 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 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 outcome in education.

RESOURCE CENTRE

The Resource Centre at Sandwich Secondary School offers a wide variety of best-selling paperbacks, hardcover fiction, non-fiction as well as reference books. Most materials are available on loan for two weeks. Other materials are available for overnight use. Students are to return all borrowed books or materials on or before the assigned due date. A fine of ten cents per day per item will be charged for all overdue materials. Students will be held financially accountable for lost and/or damaged books or materials.

Students are expected to work quietly while in the Resource Centre. While some interaction may be necessary to assist with the learning process, students are encouraged to remain conscientious of others. Students who fail to cooperate will be asked to leave the Resource Centre.

The computers in the Resource Centre are to be used for school-related assignments only. All students are required to fill out and sign an Acceptable Computer Use Form. Students who use computers in an unacceptable manner (i.e. Chat rooms, computer games, inappropriate websites etc.) may be disciplined or lose the privilege to use a computer for an extended period of time.

Individual students coming from class must present a signed library pass to the Resource Centre staff when they arrive. This slip will be signed and provided to the student on their return to class.

ASSESSMENT, EVALUATION, GRADING, REPORTING & PROMOTION

Our assessment, evaluation, grading, reporting and promotion policy supports our 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; Teachers 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 the 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. Proper use of this planner will assist students in organizing their homework, assignments and tests. 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 average between 1.5 and 2 hour's homework per night. On some occasions such as a 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.

GRADUATION: Graduation will be held in June of each year following our Final Summative Evaluation. Students with 22 credits in September will be deemed eligible to graduate. This will be considered their graduation year.

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, the teacher has the option of refusing to grade the work. For example, once the assignment has been evaluated and returned to the rest of the class, the teacher is no longer required to grade the late assignment. Teachers should accept the late assignment in order to provide feedback. Students who habitually submit late work are demonstrating poor Learning Skills. While this behaviour will tend to affect a student's performance, tardiness is not necessarily an indication of poor achievement of the curriculum expectations.

MISSED EVALUATIONS: The procedure to make up a missed evaluation has been established for each department. 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 will 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. Academic dishonesty is an offence for which serious consequences will be imposed. Students who cheat or plagiarize will receive a grade of zero (0%) and will be subject to further disciplinary actions by school administration.

PROGRESS REPORT CARDS (October and March): Students will receive two progress report cards during the school year. These reports will be based on the teacher's general assessment of the student's work on tests, assignments, class work etc. The primary purpose of these reports is to assist students, parents/guardians and teachers plan an appropriate course of action to help the student be successful.

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 the Final Summative Evaluation in the form of an examination, performance, essay and/or other method of evaluation suitable to the course content and administered towards the end of the course. This may be in the last 3-4 weeks in a semester course. Exemptions from the 30% Final Summative Evaluations are not permitted. Students who fail to submit or complete their Final Summative Evaluations will receive a mark of zero (0%) unless their absence is verified by a medical certificate, appropriately dated, which clearly states the medical necessity for their absence from school. No other exception will be permitted.

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 the next course.

% Grade Range	Achievement Level	Summary Description
80 – 100%	Level 4	A very high to outstanding level of achievement. Achievement is <u>above</u> the provincial level
70 – 79 %	Level 3	A high level of achievement. Achievement is <u>at</u> the provincial standard.
60 – 69 %	Level 2	A moderate level of achievement. Achievement is <u>below</u> , but approaching the provincial level.
50 – 59 %	Level 1	A passable level of achievement. Achievement is below the provincial standard
Below 50 %		Insufficient achievement of the curriculum expectations. A credit will not be granted.

PROVINCIAL REPORT CARD: Two Provincial Report Cards will be issued each semester: one approximately mid way through the semester (November, April) and the other shortly after Final Summative Evaluations (February, July).

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: Students that are suspended from school lose the opportunity to be assessed and evaluated by their classroom teachers. Students that are suspended from school must meet with their teachers to discuss this situation. Students who fail to do so will receive an incomplete mark.

SUMMER SCHOOL: Students can upgrade up to two courses at summer school provided the regular school marks are high enough (35% +) and that all requirements for the course including writing the Final Summative Evaluation 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.

EXTRA - CURRICULAR ACTIVITY POLICY

The Greater Essex County District School Board values the important role that extra-curricular activities play in the development of our students. Activities provided by our schools are meant to complement and enhance the academic program so that all students have an opportunity to enjoy a well-rounded educational experience. Extra-curricular programs are a privilege for students to enrich their school lives.

Students who wish to participate in extra-curricular activities are subject to the expectations and standards outlined in the new Greater Essex County District School Board policy and that of any policies, expectations and standards found within the governing sport bodies: WOAA, WECSSAA, SWOSSAA and OFSAA. The criteria for eligibility in extra-curricular activities include the following three areas:

Academics: Although there is not a set average to determine eligibility, it is expected that all student participants strive towards academic success. School administration will review the eligibility of any student failing 1 or more course. IPRC and SECC students may be exempted by the principal. Reviews will be held prior to major sports season and will be based on the last full report. Interim progress reports may also be used to determine eligibility. For all fall activities, the previous year's results will be used. In the event that a student was successful at summer school in a course failed during the previous academic year, the failure will be considered a passing course. Elementary marks will not determine a student's first eligibility in high school.

Citizenship: Student participants must be in good standing (ie. behaviour and deportment etc.) at the school as outlined in the pages of the school's current student planner.

Attendance: Student participants are required to attend all classes and arrive to class on time. Unacceptable attendance and punctuality may cause a student to be deemed ineligible. Excessive absences and/or unexcused absences will not be tolerated. Student participants must attend school for the full day on game days in order to play.

Based on the criteria outlined above, school administration will declare a student eligible or ineligible.

- a) Eligible – The student has met all three criteria and is therefore eligible to participate in all organized extra-curricular activities or events. If the student fails to maintain any one of the three eligibility criteria during the term, the student will be immediately declared ineligible.
- b) Ineligible – The student has not met one or more of the criteria and is unable to participate in any extra-curricular activities during the present term. Should the student improve and meet all three criteria, the student may be declared eligible pending a written appeal to the Principal.

Appeal Process: Students that have been declared ineligible due to extenuating circumstances may appeal their eligibility in writing to the Principal. Once the appeal is received it will be reviewed by school administration and a final decision will be made. Students may be deemed to remain ineligible or eligible for participation in the extra-curricular activity.

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.

Any form of bullying, harassment and/or intimidation will not be tolerated at Sandwich Secondary School. Students who witness these incidents or hear about them must report it to the nearest teacher or the Main Office so that it may be dealt with swiftly and appropriately. Forms of bullying, harassment and/or intimidation include:

- Physical intimidation, property destruction, physical contact
- Verbal threat, oral or written comments, rumours, graffiti, internet
- Exclusion, gestures, negative manipulation

Types of bullying, harassment and/or intimidation include:

- Sexual/Gender: Negative reference to gender-specific traits, unwanted comments, jokes and nicknames of a sexual nature.
- Racial/Ethnic/Cultural/Religious: Negative reference with respect to any of these areas including derogatory comments, stereotyping and generalizations that promote negative characteristics.
- Individual Difference: Negative reference to traits specific to the victim such as weight, size, clothing etc.

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 drugs;
- Being under the influence of alcohol;
- 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 student's school or to property located on the premises of the student'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 to a minor;
- 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 student's continued presence is injurious to the effective learning and or working environment of others;
- Activities engaged in by the student on or off school property that cause the student'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 student 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 student 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 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.

STUDENT SEARCH POLICY

To maintain proper order and discipline in the school, the Principal and/or Vice Principal, who has reasonable grounds to do so, may conduct a search of a student's clothing, possessions or any area (desk, locker, backpack etc.) where his/her possessions may be stored.

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 marijuana) OR where there are reasonable grounds to believe that a student is in possession of stolen property, pornographic material or hate literature the Principal and/or Vice Principal may decide to:

- Search lockers and personal property.
- Have the student empty and turn out pockets, remove outer clothing and remove shoes and socks.
- Call in the proper authorities if they deem a more intrusive search is deemed necessary.
- Notify their immediate supervisor and parent/guardian in a timely fashion of the action they have taken.

STUDENT'S EMERGENCY RESPONSE

ACCIDENTS AT SCHOOL: If a student is injured at school, or on school board property, the student is expected to report the injury immediately to the teacher in charge or to the Main Office. An ACCIDENT FORM must be completed by the supervising teacher. 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.

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 instructed to re-enter the building.

INCLEMENT WEATHER AND EMERGENCY CLOSING: On occasion, severe weather during the winter months 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 the following radio or TV stations for direction or check the board's web page at <http://www.gecdsb.on.ca>

AM Stations: CBE – 1550, CBEF – 540, CFCO - 630, CKWW - 580, CKLW - 800
 FM Stations: CHYR - 96.7, CKLW - 93.9, CIMX - 88.7, CKSY - 95.1
 TV Stations: CBC TV – Ch. 9, A Channel News – Ch. 16

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 and lights should be left on. 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 signal “all clear” and/or provide additional information.

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 will signal “all clear” and/or provide additional information.

COMMUNITY AGENCIES AVAILABLE FOR STUDENT SUPPORT

Adolescent Crisis Centre	519-252-2720 (24 hours)
Alateen.....	519-252-8474
Alcoholics Anonymous	519-256-9975
Alive! Canada	519-973-4411 Ext. 3265
Canadian Mental Health Association	519-255-7440
Centre for Addiction & Mental Health.....	1-800-463-6273
Children’s Aid Society	519-252-1171 or 519-326-3172 or 1-800-265-5609
Crisis Pregnancy Centre	519-973-0150
Community Crisis Centre (16+ emotional or psychiatric).....	519-973-4435
Distress Centre of Windsor-Essex County.....	519-256-5000
Essex County Crisis Intervention Program	519-736-0255 (Mon-Fri, 9-5pm)
Essex County Social Services.....	519-776-4281 or 519-726-5025 or 519-839-5288
Help Link.....	519-257-5437
House of Sophrosyne.....	519-252-2711
Inn of Windsor	519-252-7768
John Howard Society.....	519-252-3461
Kids Help Phone – Crisis Line	1-800-668-6868
Kids Griefworks.....	519-255-7440
Sexual Assault Crisis Centre.....	519-253-3100
Teen Health Centre.....	519-253-8481
Windsor Essex County Health Unit	519-258-2146