



**Southwood Secondary
School**
30 Southwood Drive
Cambridge, ON
N1S 4K3
519-621-5920

PRINCIPAL
Kerri Beirnes

VICE-PRINCIPAL
Bob Kline

OFFICE SUPERVISOR
Ms. Bain, Ext. 5501

GUIDANCE SECRETARY
Mrs. Goodhue Ext. 5520

GUIDANCE COUNSELLORS
Mrs. Madge (A-J, Z)
Mrs. Krawchyk (K-Q)
Ms. Vitale (R-Y)

STUDENT INFORMATION AND CODE OF CONDUCT 2026-2027

The Southwood Code of Conduct applies to the entire school community, as outlined in the Ministry of Education and WRDSB Codes of Conduct. Students are expected to adhere to this code of conduct while on school property, on school buses, at school-related events and activities, and in online learning environments. Parents and caregivers are expected to support the Code of Conduct.

ATTENDANCE

Regular school attendance and punctuality are essential contributors to school success and is also a legal requirement. **Students are expected to attend all assigned classes on time and ready to learn.** All absences for students under the age of 18 must be approved by a parent or guardian. Students 18 years of age and older may excuse their own absences.

ABSENCES

Students may need to be absent for illness or appointments. In order to excuse absences, parents/guardians must provide the following information **in writing** to the school:

- The date and time of the absence.
- The reason for the absence.
- The date and time the student will return to school.

EMAIL: sss-attendance@wrdsb.ca

OR: Send in a note with the student to be submitted to the main office.

We have an attendance phone line available for last-minute or emergency situations; however, written confirmation will still be required to excuse absences. **Call 519-621-5920, Press 1.**

LATES

- Late students should go directly to class and sign in on the class attendance tracking clipboard.
- Students with a pattern of lates will develop an attendance contract (action plan) with their teacher. Parents/guardians will be contacted and need to sign the attendance contract.
- Students who continue to have a pattern of lates will need further support from the Vice Principal. Progressive discipline may be used as part of the support plan.

APPOINTMENTS

Students who are absent for any portion of the day should inform the office ahead of time and be proactive in notifying teachers. Students who return during a period should go directly to class and sign in. Students who are leaving for an appointment or for any other reason must sign out at the office.

Southwood Top 3 for 2026/27

Southwood's Code of Conduct is based on the following overarching policies:

Ontario Provincial Code of Conduct for Schools

WRDSB Code of Conduct

To maintain positive connections with each other, we have identified three focal points for our school community this year.

#1 - WASHROOM SAFETY

Everyone at Southwood has the right to use the washroom *safely* and *privately*.

One student at a time

- ✓ From each class (except in emergencies).
- ✓ In each stall within group washrooms.
- ✓ In single-stall washrooms.

In and out

- ✓ Promptly use the washroom (aim for 5 minutes or less when possible).
- ✓ Use the washroom on the same floor as your class.

Privacy

- ✗ Gatherings/groups loitering in the washrooms cause students to feel uncomfortable and potentially unsafe.
- ✗ Washrooms are phone-free zones.

#2 - VAPING, SMOKING, DRUGS & DRINKING

Everyone at Southwood has the right to a healthy environment at school.

- ✗ Students cannot possess or use tobacco products, e-cigarettes (vapes), nicotine products, or alcohol at school or on school property.
- ✓ Items listed above will be confiscated. Students who are seen vaping or smoking outside in areas surrounding the school (e.g. the bus shelter) will have items confiscated upon school entry
- ✓ Refer to the [Smoke Free Ontario Act](#) for details.

#3 - CELL PHONES

Everyone at Southwood has the right to focus on learning without distractions, and the right to privacy while at school.

Cell phones can be used:

- ✓ Before school.
- ✓ Between classes.
- ✓ During Lunch.
- ✓ After school.

Cell phones cannot be used:

- ✗ During classes: in classrooms and in hallways.
- ✗ In bathrooms at all times.

Privacy

- ✗ Videos, audio recordings, and/or photographs should never be made without a person's knowledge and consent.

Exceptions

- ✓ Teachers can give clear directions for how and when cell phones can be used to support learning activities.
- ✓ Students with spare periods may use their phones in the Cafeteria and/or Library.

Confiscating phones

- ✓ Any staff member can confiscate a student's phone.
- ✓ Confiscated phones will be safely stored in the classroom or in the main office.

Reaching students in an emergency

- Contact the main office at (519) 621-5920. We will locate students in their classrooms or page them if necessary.

Connection & Community

Staff and students are collectively responsible for ensuring a safe and productive learning environment.

- Connect with each other by learning each other's names and by speaking with each other in a respectful, positive manner.
- Arrive to class on time and ready to learn.
- Prioritize learning in all situations.
- Follow all school expectations as outlined in this code of conduct and as provided by teachers and administrators.

Southwood Code of Conduct Quick Reference

Lockers

- ✓ One student per locker. Keep it locked.
- ✓ Lockers are WRDSB property.

Gym Change Rooms

- ✓ Store valuables in your locker prior to getting changed. Change Rooms will be locked during class.

Parking & Student Drop Off/Pick Up

- ✓ Student parking is located in front of the school and spots marked with a "V"
- ✓ Parents/guardians can drop off students in the front lot only.
- ✓ Drive safely and slowly in our parking lot and on Southwood Drive.
- ✗ Students and parents should not park in or drive in the staff parking area at the side of the school.

Bikes, E-Scooters, Skateboards

- ✓ Lock bikes & e-scooters up outside.
- ✓ Store skateboards in your locker.

Hallways During Class

- ✓ Students who are on spare or have an e-learning period should be in the Cafeteria or the Library.
- ✗ Hallways are out of bounds during class unless staff permission is given.
- ✗ Reminder: no cell phones in the halls during class.

Academic Integrity

- ✓ All course work must be a student's own work.
- ✓ Teachers will meet with students to resolve academic offences and make an action plan.

Full-Time Status

- ✓ Students must have a full course load (four courses per semester) unless arrangements have been made with the Vice Principal.
- ✓ Students who have earned 16 credits may opt, with parent permission, to take three credits per semester.
- ✓ Students who are removed from a course due to 15 consecutive absences must be re-enrolled in the same course or an alternate course.

Exam Attendance

- ✓ Students are expected to be available on all exam days.
- ✓ Semester 1 exams: January 28 - February 2
- ✓ Semester 2 exams: June 23 - 28
- ✗ Families should not schedule vacations on exam days. Please contact the Vice Principal if an unforeseen circumstance arises.

Be a Good Neighbour

- ✓ Treat community members and staff members at local businesses with civility and respect when off campus during school hours.
- ✓ Abide by the rules and expectations of local businesses.

Bus Shelter on Southwood Drive

- ✓ Treat community members and GRT staff members with civility and respect at the bus shelter.
- ✗ Smoking and vaping is prohibited inside the bus shelter.

Reporting Concerns to Administration

- ✓ Students should report issues related to student safety and wellbeing to the Vice Principal.
- ✓ For immediate needs, students should report to the main office for support.
- ✓ The Vice Principal is available to meet with and speak with parents/caregivers by appointment. Appointment booking is available on our school website.
- ✗ Parents/caregivers should make every effort to notify the school and/or book an appointment prior to dropping in to ensure the appropriate staff members are available to meet.

WRDSB Detailed Code of Conduct for All Schools

The purposes of this Code of Conduct are:

- ✓ To ensure that all members of the school community, especially people in positions of authority, are treated with respect and dignity.
- ✓ To promote responsible citizenship by encouraging appropriate participation in the civic life of the school community.
- ✓ To maintain an environment where conflict and difference can be addressed in a manner characterized by respect and civility.
- ✓ To encourage the use of non-violent means to resolve conflict.
- ✓ To promote the safety of people in the schools.
- ✓ To discourage the use of alcohol, illegal drugs and, except by a medical cannabis user, cannabis.
- ✓ To prevent bullying in schools.

This Code of Conduct applies:

- ✓ On school property.
- ✓ On school buses.
- ✓ At school-related events or activities.
- ✓ In other circumstances that could have an impact on the school climate, such as incidents that may happen between students off school property.
- ✓ In virtual learning environments.

Standards of Behaviour at Southwood Secondary School

Respect, Civility and Responsible Citizenship

All members of the school community must:

- ✓ Comply with all Ministry of Education, school board and school policies.
- ✓ Respect all members of the school community, especially persons in positions of authority.
- ✓ Come to school prepared, on time and ready to learn.
- ✓ Take appropriate measures to help those in need.
- ✓ Seek assistance from a member of the school staff, if necessary, to resolve conflict peacefully.
- ✓ Demonstrate honesty and integrity.
- ✓ Treat one another with dignity and respect at all times, and especially when there is disagreement.
- ✓ Respect differences in people, their ideas and opinions.
- ✓ Respect and treat others fairly, regardless of, for example, their race, ancestry, place of origin, colour, disability, marital status, family status or socio-economic status.
- ✓ Respect the rights of others.
- ✓ Refrain from using abusive and/or identity-based hateful language as defined by the Ontario Human Rights Code (OHRC) or swearing at another person.
- ✓ Respect the need of oneself and others to work in an environment that is conducive to learning and teaching, including by ensuring that cellphones and other personal mobile devices are not used except under the following circumstances: for educational purposes, if explicitly permitted by the educator; for health and medical purposes; or to support special education needs.
- ✓ Show proper care and regard for school property and the property of others.
- ✓ Dress in a manner that is appropriate to school activities with regard to exposure, cleanliness and/or message. See [WRDSB Policy 6010 on Student Dress Code](#).

Safety

All members of the school community must not:

- X Engage in bullying or cyberbullying behaviours (see the [Board Policy 6009 - Bullying Prevention and Intervention](#)).
- X Record, take or share non-consensual recordings or photos of members of the school community.
- X Engage in hate propaganda and other forms of behaviour motivated by hate or bias.
- X Inflict or encourage others to inflict bodily harm on another person.
- X Cause injury to any person with an object.
- X Commit robbery or theft.
- X Commit an act of vandalism that causes extensive damage to school property, to property located on the premises of the school or to the property of a member of the school community.
- X Be in possession of or under the influence of alcohol, cannabis and/or illegal/restricted drugs (unless medical approval has been granted); or for the persons under 19, this would include being in possession of electronic cigarettes (ie. vape), tobacco and nicotine products.
- X Provide others with alcohol, illegal/restricted drugs, tobacco, electronic cigarettes, cannabis and related products.
- X Be under the influence of a noxious or intoxicating substance.
- X Be in contravention of the [Smoke-Free Ontario Act](#), which prohibits smoking (tobacco and cannabis) and the use of electronic cigarettes at schools and on school grounds as well as the sale and supply of tobacco or electronic cigarettes to anyone under 19 years of age.
- X Bring anything to school that may compromise the safety of others.
- X Commit sexual assault or sexual harassment.

Progressive Discipline

In order to promote and support appropriate and positive student behaviours that contribute to creating and sustaining safe and inclusive learning environments, progressive discipline, ranging from preventative practices to intervention strategies, will be applied when standards of behaviour are not met.

This Code of Conduct has been developed in adherence to [WRDSB Policy 6001 - Code of Conduct](#)



Safe, Caring, and Inclusive Schools Policy at Southwood

WE ARE



We BELIEVE

We **CELEBRATE**, **RESPECT** and **RECOGNIZE** the diversity in our school and community.

We **REJECT** all forms of intolerance and prejudice on the basis of race, religion, sex, gender identity, sexual orientation, class and family status.

WE ARE COMMITTED to the **ELIMINATION** of discrimination, racism, intolerance, prejudice, both overt and unintended, as well as micro-aggressions in our school.

WE SHARE THE RESPONSIBILITY of eradicating expressions of prejudice and challenging the beliefs, knowledge, and attitudes that allow them to emerge.