



Southwood Secondary School
 30 Southwood Drive
 Cambridge, ON
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 519-621-5920

PRINCIPAL
 Carli Parsons

VICE-PRINCIPAL
 Bob Kline

OFFICE SUPERVISOR
 Ms. Bain, Ext. 5501

GUIDANCE SECRETARY
 Mrs. Goodhue Ext. 5520

GUIDANCE COUNSELLORS
 Mrs. Madge (A-L)
 Mrs. Krawchyk (M-Q)
 Mrs. Martin (R-Z)

STUDENT INFORMATION AND CODE OF CONDUCT 2025-2026

Southwood Sabres' Code of Conduct

The Southwood Code of Conduct applies to the entire school community, as outlined in Policy and Program Memorandum 128 from the Ministry of Education. 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.

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.** 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 validate their own absences.

WHAT DO I DO IF I'M ABSENT?

Students may need to be absent for illness or appointments. There are three ways to report an absence. Please use one of the following options:



Call 519-621-5920, Press 1. Voicemail is available 24/7.



Email sss-attendance@wrdsb.ca



Send in a note with the student to be **submitted to the main office** upon return to school.

WHAT DO I DO IF I'M LATE?

- If you are late, go directly to class and sign in with your teacher.
- Your late arrival will be recorded by your teacher and you may be assigned a consequence by your teacher.
- If a student continues to be late, parents/guardians will first be contacted by the classroom teacher to establish a plan of correction. If lateness continues, the Vice-Principal will meet with the student to determine appropriate consequences, following the progressive discipline model.

WHAT DO I DO IF I HAVE AN APPOINTMENT FOR PART OF THE DAY?

If you are absent for any portion of the day, you should inform the office ahead of time and be proactive in notifying your teachers. If you return during a period, go directly to class where your teacher will mark you late. If you are leaving for an appointment or any other reason, you must sign out at the office.



ACADEMICS

MISSED TESTS, PRESENTATIONS, AND ASSIGNMENTS

It is expected that students complete all assigned work in a timely manner. Work that has not been submitted will be deemed “incomplete” for the purposes of grade reporting. Failure to complete all required work may negatively impact a student’s final grade and prevent successful achievement of the credit. **Students who have incomplete work may be required to spend some lunch hours completing work under the supervision of a teacher or EA.**

ACADEMIC INTEGRITY POLICY

Some students will knowingly or unknowingly commit academic offences. A teacher will inform an administrator and will meet with the student to determine the nature and extent of the incident, and the student’s understanding of the situation and intent. Students who commit an academic offence will face one or more of the following consequences:

- Redoing part or all of the assessment under direct supervision, or completing an alternate assignment.
- Limited access to academic recognition, school awards and scholarships.
- Additional consequences related to the student’s behaviour.

See the school website for more information about [Academic Honesty](#) and [Plagiarism Awareness](#).

INSTRUCTIONAL SUPPORT DAYS AND SUMMATIVES

Summative assessments are an important opportunity for students to demonstrate learning. Please see the school year calendar for specific dates, and check with your teachers to ensure that you understand the expectations for those dates in your courses.

GUIDANCE APPOINTMENTS

Counsellors are available to assist students with academic or personal concerns. Students may book an appointment by signing up online, through the school website, under the guidance tab. See the Guidance Tab on our website: <https://sss.wrdsb.ca/guidance>

FULL-TIME STATUS

All students are required to carry a full course load, which includes four courses per semester. Students who have successfully earned 16 credits, may opt (with parent permission) to take three credits per semester and have a “spare” period.

FULL DISCLOSURE FOR GRADE 11 AND 12 COURSES

A student taking a grade 11 or 12 course has up to five instructional days after the mid-term report card to drop the course in order for it not to appear on their transcript.

NEED HELP? WE’RE HERE FOR YOU!

Let your classroom teacher know, make a guidance appointment, see a Resource Teacher or EA in LAC or come to the main office to see your Vice Principal. Help is available, and we’re here to support you!

USE OF TECHNOLOGY AND CHROMEBOOKS

USE OF SCHOOL COMPUTERS AND CHROMEBOOKS

Use of school computers, Chromebooks, and other technology (e.g. iPads) is a privilege, not a right. Computer and/or network privileges may be revoked for unacceptable conduct and students may be subject to disciplinary action. In order to maximize use and ensure security, please review the WRDSB [Responsible Use Procedure](#).

CELL PHONES AND PERSONAL ELECTRONIC DEVICES

Cell phones are not permitted during class time, unless directed by a teacher for educational purposes. PPM 128 from the Ontario Ministry of Education dictates that, “students’ personal mobile devices [are to be] stored out of view and powered off or set to silent mode during instructional time, except when their use is explicitly permitted by the educator.” Consequences for inappropriate cell phone use is outlined in the SSS Cell Phone Policy. Students who do not adhere to these expectations may be subjected to progressive disciplinary consequences.

SSS is not responsible for any lost, stolen or damaged cell phones or electronic devices.

CELL PHONES, PHOTOGRAPHY, AND PRIVACY

Cell phones must never be used to take photos or videos in class or elsewhere without a person’s knowledge and consent. This is a violation of privacy and is illegal. Inappropriate use of your cell phone may result in it being confiscated by an administrator along with other consequences, up to and including the involvement of law enforcement.

STUDENT PARKING

Student parking will be in the ‘front’ lot only while staff will utilize the ‘side’ parking lot. All ‘numbered’ spots are assigned to staff. The ‘staff’ or ‘side’ parking lot is out of bounds for students and student vehicles at all times. Parking is allowed in designated ‘lined’ parking spots only. It is a violation to stop or park between rows, on sidewalks or grass, etc. Be aware, check and obey all parking signs. Violations will result in ticketing, loss of parking privileges or towing at owner’s expense. Students are not allowed at any time to loiter in the parking lot or sit in vehicles while they are parked. Students should only be in their cars when arriving at or leaving school. Please exercise caution at all times. Careless and reckless driving will be reported to Regional Police. If parking on city streets in the Southwood area, please be courteous to our neighbours.

HEALTH AND SAFETY

SMOKING AND VAPING

SSS has established a zero tolerance policy regarding smoking or vaping (use of e-cigarettes) in the school building or on school property; it's the law. Failure to adhere to this rule will result in a school suspension and may result in a fine issued by the Waterloo Region By-Law Office.

WASHROOM USE

It's important for all students to feel safe using washrooms at school. Loitering and socializing in washrooms is not permitted, and may result in school consequences (progressive discipline). Please keep washrooms tidy and free from vandalism and graffiti. Remember, our custodians are awesome and work hard! Please show them the respect they deserve! Only one student may be in a single-use washroom or a single stall at one time. Failure to adhere to this rule will result in school consequences.

ANAPHYLAXIS

Many students have life-threatening allergies to foods, scents, or other substances. We are a scent-aware and nut-aware site and do not permit the use of latex gloves or balloons at school. No allergy-inducing foods may be brought into classrooms. Students who use EpiPens must carry one with them at all times.

PERSONAL BELONGINGS AND LOCKERS

- Whenever possible, leave your valuable items at home.
- Never leave your personal items unattended.
- You will be assigned a locker for your personal use. You must not use any other locker than the one assigned to you.
- Sharing lockers is not permitted. Do not share your locker combination.
- Gym change rooms are not secure areas. Leave valuable items in your locker.
- SSS is not responsible for lost or stolen items

RESPECT IN HOW WE DRESS

Clothing choices should reflect Southwood's intent to foster an inclusive and welcoming learning environment that is safe for all and that embraces a diverse range of backgrounds and identities. Student attire, and conversations surrounding such, should not interfere with the health and safety of individuals nor should it contribute to the marginalization of any group.

DIGITAL CITIZENSHIP

Be a responsible digital citizen. Before you post, **THINK**: Is it TRUE, HELPFUL, IMPORTANT, NECESSARY, or KIND? If not, avoid posting or sending it!

Respect and Responsibility

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

- Show respect for yourself, others, and for those in authority. This includes identifying yourself to any staff member upon request.
- Come to school prepared, on time, and ready to learn.
- Take responsibility for your own actions.
- Follow all school expectations as outlined in this code of conduct, on the school website, and as provided to you by your teachers and administrators.

BE RESPECTFUL TOWARDS OTHERS

All members of the school community are expected to comply with the [WRDSB Code of Conduct](#) (Board Policy 6001).

BE A GOOD NEIGHBOUR

It is expected that all Southwood students will behave respectfully to all of our neighbours, both in homes surrounding the school and at the nearby plaza. Please avoid littering, including on school property and on neighbouring streets, and avoid excessive noise that may disturb our neighbours.

POSITIVE STUDENT BEHAVIOUR AND BULLYING

It is expected that all interactions between members of the school community are positive in nature, which precludes the use of inappropriate, hurtful, threatening or demeaning language, comments, and actions.

Inappropriate comments and actions will be addressed by a staff member and consequences will be progressive in nature, potentially resulting in suspension from school.

"Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem or reputation. Bullying occurs in a context where there is a real or perceived power imbalance." (PPM 144)

Bullying can take many forms: physical (hitting, pushing, tripping); verbal (name calling, mocking, making sexist, racist or homophobic comments); social (excluding others from a group, spreading gossip or rumours); or it can occur through the use of technology (spreading rumours, images or hurtful comments through the use of e-mail, cell phones, text message, Internet websites or other technology). Bullying using technology is often referred to as cyberbullying.

Bullying will not be accepted on school property, at school-related activities, on school buses, or in any other circumstances where engaging in bullying will have a negative impact on the school climate. Students who engage in bullying behaviour can expect school consequences through an administrator, and may include police involvement.

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.