



# STUDENT INFORMATION AND CODE OF CONDUCT 2022-2023

## Sabre Pride

We at Southwood take great pride in our students' commitment to learning, to our school, and to our community. We value your contributions to student life at Southwood, and are proud of the ways in which you model our collective values of Sabre pride, positivity and commitment.

### ATTENDANCE

Regular school attendance is an important contributor 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 who are not feeling well, or are experiencing symptoms of illness, must not attend school (see above). 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](mailto: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 less than fifteen minutes, go directly to class and sign in with your teacher.
- If you are more than fifteen minutes late, please sign in at the Attendance Desk in the Main Office.
- In either case, 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 or misses an assigned detention, parents/guardians will be contacted by the teacher, and 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 must sign-in with the office when you arrive: E.g. if you have an appointment in the morning and arrive at school during the middle of lunch, you must sign-in at the main office before going to your next class. You must sign out at the office if you need to leave for any reason during the school day.

**Southwood Secondary  
School**

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

**PRINCIPAL**  
Jennifer Bistolas

**VICE-PRINCIPAL**  
Mr. Linnerth (A-L), Ext 5511  
Ms. Parsons (M-Z), Ext 5512

**OFFICE SUPERVISOR**  
Ms. Bain, Ext. 5501

**GUIDANCE SECRETARY**  
Ms. Goodhue Ext. 5520

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



## 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.

### 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, including community service hours, detentions and/or suspensions.
- Parent/guardian phone call or meeting.

See the school website for complete [Assessment and Academic Integrity \(Plagiarism\) Policies](#).

### 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.

### 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 and other personal electronic devices must never disrupt the learning environment. When in class, your cell phones should be turned off and out of sight, unless otherwise directed by your teacher.

The use of external speakers in hallways and classrooms with electronic devices is not permitted.

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 without a person’s knowledge and consent. This is a violation of privacy. Inappropriate use of your cell phone may result in it being confiscated by an administrator.

## HEALTH AND SAFETY

### SMOKING AND VAPING

Smoking or vaping (use of e-cigarettes) is prohibited 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!

### 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. Each classroom will have a list of prohibited foods. No allergy-inducing foods may be brought into specified 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.