



Important Information – Please Translate
这是一份重要信息 – 请找人为您翻译
اطلاعات مهم - لطفا ترجمہ کنید
Mahalagang Impormasyon - Paki salin sa sariling wika
중요한 정보 - 번역 부탁드립니다
ਮਹੱਤਵਪੂਰਨ ਜਾਣਕਾਰੀ-ਮਿਹਰਬਾਨੀ ਕਰਕੇ ਅਨੁਵਾਦ ਕਰੋ/ਕਰਵਾਓ
Важная информация!Переведите,пожалуйста

New Westminster Schools recognizes and acknowledges the Qayqayt First Nation, as well as all Coast Salish peoples, on whose traditional and unceded territories we live, we learn, we play, and we do our work.

Please read this package carefully as there are many details about the school and school start up that will help make your transition back to school more manageable and enjoyable.

At New Westminster Secondary, we will continue to offer memorable school experiences and provide learning opportunities and academic excellence for all our students. In preparation for the new school year, we ask all students to do the following:

- Read this school start up package and accompanying information carefully.
- Pay attention to the orientation information provided in your classes during the first week.
- Keep yourself organized.
- Check the school website regularly for school updates.
- Attend all your classes and be an active participant.
- Ask questions!

Principal's Message:

On behalf of the entire staff of New Westminster Secondary I would like to welcome everyone back to school. I hope that each of you have enjoyed a safe and relaxing summer holiday, and as school opening gets closer, I trust that you are looking forward to a new year full of potential. I look forward to working with our parents, guardians, and the New Westminster community in supporting our students to develop the skills and passions that will guide them to future successes.

Throughout the year we will be posting important dates and information on our school website. The link to our website: <https://nwss.ca/>

I also encourage parents to sign into MyEdBC in order to access their child's course schedule and future report cards, as we will not be printing these documents. MyEdBC will be open to students and parents on Friday, September 1st after 4 pm (See 'Student Timetable' section below for more information) <https://www.myeducation.gov.bc.ca/aspen/logon.do>

We are thrilled to welcome our new grade nine students. I hope they are excited about the move to secondary school and that they look forward to exploring new opportunities at New Westminster Secondary. A special "Welcome Back" is reserved for our 2024 graduating class. As the graduating class, you have a special and important role to play in the life of our school. You can, and should, provide both leadership and positive role modeling to the student body. As individuals, you have tremendous potential, so continue to work hard and leave a positive legacy through your actions.

I encourage all students to take advantage of the first-class opportunities available to you at New Westminster Secondary and to participate 100% in all aspects of your school experience. I also encourage parents to become actively involved in your child's high school experiences. Clear, open communication between school and home is extremely important. If at any point you have questions about the school or our programs, please do not hesitate to contact me. I wish you all the best for a positive and outstanding 2023-2024 school year.

Sincerely,

Murray McLeod

NWSS Administration and Counselling Student Support

Last Names Between

A – D Inclusive Ed Support
E – L
M – R SIGMA
S – Z & Int. Ed

Administrator

Ms. Miriam Schellenberg
Mr. Murray McLeod
Ms. Harinder Mahli
Ms. Susana Quan

Counsellors *Please note the change in organization*

Last Names Between

A – Ce and International Ed
Ch – Ha
He – Mas
Mat – Sam
San – Z
SIGMA

Counsellor

Mr. Matt Mitchell
Ms. Marika Melvin
Ms. Erin Kenny
Ms. Nancy Milne
Ms. Jennifer Towers
Ms. Sarekha Jagpal

Opening Day – Sept. 5, 2023

All students will be expected to attend their block A class on opening day to review expectations for the school year. Students will participate in an exercise guided by the administration and supported in class by their block A teacher that will focus on school culture and student expectations. Students in Grade 9 and Grade 12 will also have an assembly in our gymnasium to further review school expectations.

9:45 am – 10:45 am


Grade 9 Assembly in gymnasium*

11:00 am - noon

All students attend block A for School Wide Activity*

12:15 pm – 1:00 pm

Grade 12 Assembly in gymnasium*

*Students who require EA support during assemblies or the School Wide Activity – Please contact VP Ms. Schellenberg (mschellenberg@sd40.bc.ca) 

Grade 10 and 11 students will have grade assemblies later in the week.

Wednesday, September 6th is the first full day of school.

Student Timetables

Effective **Friday, September 1st at 4 pm** students are able to log into MyEd BC to view their schedule. Please log onto: <https://www.myeducation.gov.bc.ca/aspen/logon.do>.

After you log into MyEdBC choose (in blue) VIEW FULL SITE, then “My Info” (top tab), then “Schedule” (left tab) and you will see your new schedule. Click on the small blue link “List View” and it will be easier to read.

Reminder:

Students: Your login ID is your Student Number.

Parents: Your login ID should be your first name initial followed by your last name all in lower case. (Ex. mmcleod)

If you need to reset your password click on *reset password*. The email address for recovery is the one you left in MyEd (it could be your ‘nwss.ca’ email).

Our student timetable and course planning were created based on student course requests from the spring. Our Counsellors have done an extraordinary job of changing and verifying student course requests based on what they chose in the spring as well as successful completion of any summer school or online courses. **Please understand that course change requests will be**

extremely limited and may not be possible in most circumstances due to many factors including the size and composition of our classes.

Our counselling department will return to the office on Monday, August 28th. They will be busy with adjusting student timetables and balancing classes. As such, it is important that students view their timetable on MyEd BC **before the start of classes on Wednesday, September 6th**.

Here is a summary of our first week back to school and connecting with your counsellor:

Date	Event
Monday, August 28 – Friday, September 1	Counsellors complete student timetable adjustments No appointments with counsellors available Please note that if you have emailed or phoned your counsellor, these requests may not be addressed. Please see further information below in regard to eligibility of counsellor appointments for the week of September 5 th .
Tuesday, September 5	Grade Assemblies and Block A class No appointments with counsellors available
Wednesday, September 6 – Thursday, September 7	<p>Course Correction Requests <i>*New Procedure*</i> <i>Please read through the following before completing this form; many of your questions will be answered here:</i></p> <p>Course correction requests will be prioritized as follows:</p> <ol style="list-style-type: none"> 1. INCOMPLETE schedules, i.e. one or more course(s) is missing from your timetable 2. INCORRECT grade level of a course (ex. course not completed in Summer Session) 3. MISSING graduation/university admission requirements 4. ERRORS in your timetable (ex. two classes scheduled in one block) <p>Note: Making requested changes in your timetable may result in other alterations to your schedule. We will make every effort to disrupt your schedule as little as possible, but some changes are unavoidable. Once a change is made, <i>we cannot change your schedule back.</i></p> <p>This form must be completed by Friday, September 8th at 4:00pm. Counsellors will advise you of your course correction(s) VIA YOUR MS TEAMS EMAIL address. Please check your email regularly.</p> <p>Course correction procedures:</p> <ul style="list-style-type: none"> • You may use this form to request corrections to full-year and Semester 1 courses only. There will be another opportunity to make changes to Semester 2 courses, later in the school year. • You may ask for a new course, but requests for a specific block or teacher will not be considered. • Submit only ONE form. The counsellors are working as fast as they can, but it will take some time to process all requests. Please do not send follow-up emails, as this will slow the process. Your counsellor will contact you if they have questions. • Submit your form only if you are SURE that you want to make the change. Your request may result in other changes in your schedule, and counsellors cannot reverse changes after they have been made. • Forms must be approved by your parent/guardian. Unverified forms will not be considered.

	<p>***The course correction request deadline is FRIDAY, SEPTEMBER 8th at 4:00pm. After this time, the online form will no longer be available, and course correction requests will only be considered in exceptional circumstances.***</p> <ul style="list-style-type: none"> • PLEASE DO NOT LINE UP OUTSIDE THE COUNSELLING CENTRE or request appointments to make course changes.
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NWSS Bell Schedules

New Westminster Secondary school operates on a two semester schedule with four classes each day. We also offer full year courses that run on a Day 1/2 schedule. The regular bell schedule is as follows:

Time	Regular Bell Schedule
8:25	Welcome Bell
8:34 – 9:59	A Block
9:59 – 10:06	Break
10:06 – 11:27	B Block
11:27 – 12:16	LUNCH
12:16 – 1:37	C Block
1:37 – 1:44	Break
1:44 – 3:05	D Block

We have two Parent Teacher conferences in our school year. The regular bell schedule is altered for those days when parent-teacher interviews are held.

TIME	Parent Teacher Conference Bell Schedule Weds Oct 25 th , Weds April 3 rd
11:50	Welcome Bell
12:00 – 12:30	A Block
12:30 – 12:40	Break
12:40 – 1:10	B Block
1:10 – 1:20	Break
1:20 – 1:50	C Block
1:50 – 2:00	Break

2:00 – 2:30	D Block
2:30 – 2:45	Break
2:45 – 4:45	Parent Teacher Conference Session #1
4:45 – 5:45	Dinner Break
5:45 – 7:15	Parent Teacher Conference Session #2

NWSS Information

September Calendar Important Dates

- September 4th Labour Day
- September 5th School Opens
- September 8th School Photo Day
- September 15th Homecoming Football Game
- September 18th Pro-D Day – (classes not in session)
- September 20th Welcome to NWSS - Grade 9 Parent Evening
- September 28th PAC Meeting @ 7:00 pm

Attendance

Regular attendance is a major factor contributing to student success in school. We expect that students at NWSS will attend school regularly and arrive to class on time. If a student is absent, parents are requested to report the absence online at <https://nwss.ca/contact-us/report-a-student-absence/> the morning of the absence. We ask that all absences be reported before 9:45 am to be recorded for that day.

Student's first name *

Student's (legal) last name *

Student's grade

Parent or guardian's first and last name *

Parent or guardian's email address *

*A confirmation email will be sent to this address

First date of absence *

Last date of absence *

Portion of the day that will be missed *

Full Day

Block A

Block B

Block C

Block D

Reason for absence

Illness / sick

Late arrival (specify time below)

Early departure (specify time below)

Family vacation

Other

Any additional information you might want to provide:

Student Information Verification Forms. All Students

Each year, it is important that we have the most up-to-date information regarding your child(ren). If there have been changes in your child(ren)'s personal information such as a change in address, contact numbers in case of an emergency, or any changes in medical information or dietary information, it is extremely important that you inform the school office so we have it at our fingertips in case of an emergency. To update your child's information, please email nwss@sd40.bc.ca with the specific details so that we can ensure that our information about your child(ren) is accurate.

Communication

Our school website www.nwss.ca will provide up to date information regarding upcoming special events and activities. We will also be emailing a 'Weekly NWSS Bulletin' to families every Friday with important information. Please continue to update the school if you have any contact information changes including e-mail, phone numbers, or home address so we can keep open lines of communication between school and home. Contact us at nwss@sd40.bc.ca

Twitter: @NWSSHyacks

Instagram: newwestsecondary

Student Photographs

We have student photographs scheduled to be taken on Friday, September 8th. All students are required to have their picture taken for the Yearbook and School Identification/Go Card.

Students who are away or receive photographs of poor quality will be given an opportunity to have their photographs taken on October 13th. Packages must be ordered online at artona.com before Photo Day. Please mark these dates on your calendar.

School Fees

School Cash Online is an online parent portal that offers a safe, fast and convenient way to pay for school activity fees. The portal is customized to meet our school's needs and allows parents to add a student, make payments, check current balance/account history and print or view receipts. Please visit our school website: <https://nwss.ca/online-payment/> to register for this online service.

Parent School Access

While parents are always welcome in the building, we ask that you first make an appointment before arriving at the school, use only the main entrance leading into our Grand Commons and report to the office upon your arrival—please do not enter the building by any other door. We will not be able to accommodate the delivery of lunches to the school for students. We ask that students bring their lunches to school, or arrange for a lunch drop-off during lunch hour off campus. Wherever possible, any fees related to school (eg. student, grad, course) will be collected via the on-line fee payment system.

Locker Sign-Up Information

We are excited to be able to offer lockers at NWSS. There are approximately 800 lockers available to our students so we ask everyone to consider the need for a locker before reserving.

Note: there are lockers available for students during their PHE block for use while using the gym. **If you are only using the locker for gym clothes, do not reserve a locker** as all students will have access to a locker during their PHE block.

Please read the following information carefully.

If you would like to reserve a locker, please book online at nwss.lockerassignment.com beginning **WEDNESDAY SEPTEMBER 6th at 7:00 am and ending FRIDAY SEPTEMBER 8th at 12:00 pm**. Please note that lockers will be distributed on a first come, first served basis.

Lockers are available on each floor. Please consider choosing a locker closest to the location of your courses, remembering to look at your semester 2 courses as well.

Lockers are the property of the New Westminster School District and students are expected to follow the locker guidelines listed below:

- Students are responsible for the locker and contents assigned to them
- Lockers are assigned to students for the entirety of the 2023/2024 school year. Switching lockers is not permitted.
- Students are to provide their own locks for lockers and register the combination when signing up for a locker. Please note that locks may be purchased through School Cash Online at <https://nwss.ca/online-payment/>
- The locker may only be used for the storage of books, school supplies, outerwear, school sports equipment and lunches.
- The locker is to be kept clean and food removed on a regular basis.

- Students are responsible for cleaning and removing all material from their locker at the end of the year.
- No illegal substances, weapons or other prohibited or offensive material may be placed in school lockers.
- School officials may search student lockers at any time and without prior notice in order to ensure compliance with the conditions of use and other school policies and rules.
- Permission to use a locker may be terminated when a student does not comply with the conditions of use or school policies or rules.
- It is the responsibility of all members of the school community to keep our schools safe. If any student has reason to believe that any locker contains anything which would impact the health or safety of other students or staff, that student is expected to report the information to a staff member.

Beginning, September 6th at 7:00 am, please log on to nwss.lockerassignment.com and use the following information to reserve a locker.

USER ID:

Your USER ID is your student number

PASSWORD:

Your birthdate is your password. The format of the password is YYYYMMDD

(example: Birthdate of Jan 28, 2000 would be a password of 20000128)

Lockers will be available for students to begin using starting Monday September 11th.

Please do not place any contents into lockers until this date unless you have permission from school administration.

Student Parking

There is very limited parking available for students on school property. Students must park in the Massey Courtyard parking area during school hours. All other parking areas are reserved for staff.

Welcome to NWSS - Grade 9 Parent Evening

We are excited to welcome our Grade 9 parent community to New Westminster Secondary School. Please join us on the evening of Wednesday, September 20th at 6:00pm to learn more about your child's new school. We hope you will be able to join us to meet some of our staff as well as our NWSS Parent Advisory Committee!