

# New Westminster Secondary School

Student Handbook 2023 – 2024



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*We acknowledge the Qayqayt First Nation, along with all Coast Salish Peoples, upon whose **traditional** and **unceded** territory we live, learn, play, and work.*





# Introduction

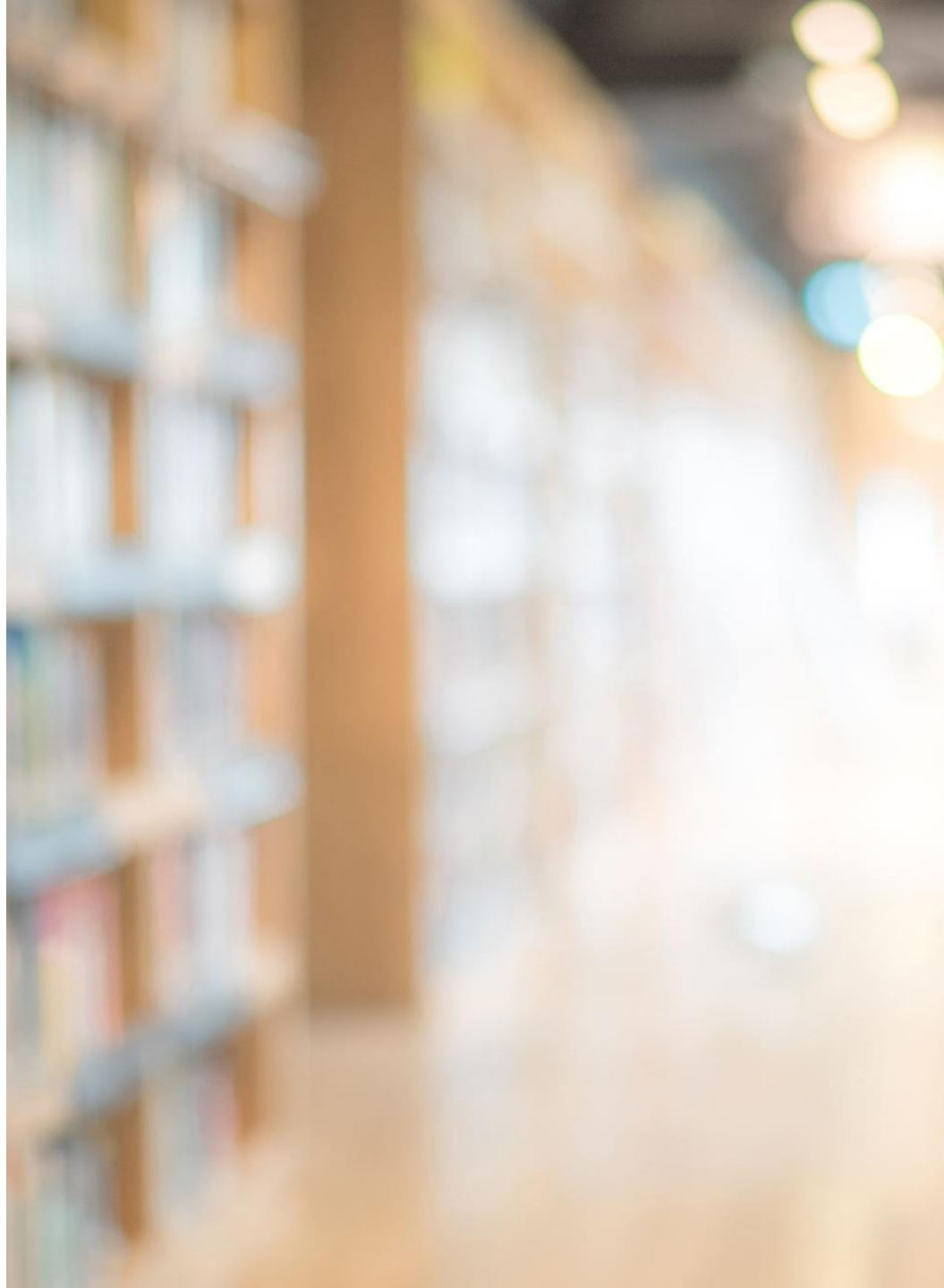
New Westminster Secondary School Student Handbook is intended to be an overview of YOUR school. Please take an opportunity to review its contents. It is a resource that you can refer to throughout the year should you have questions about procedures, processes, and expectation. This is a working document that will be continually updated. Please visit our school website for the latest edition.



For 2023 - 2024, NWSS is expecting approximately 2,400 students in Grades 9 through 12. In addition, our school has one alternate school program (Sigma), Adult Learning Centre, academic night school and the New Westminster's Online Learning.

## British Columbia Ministry of Education and Child Care's Vision

B.C. students achieve their full potential in an education environment that is equitable, free of racism and systemic barriers, and where all students, staff, and families feel welcome, safe, respected, and valued.



# NWSS Administrative Team



## Left to Right

Ms. Mahli (she/her)  
Vice-Principal

Ms. Quan (she/her)  
Senior Vice-Principal

Mr. McLeod (he/him)  
Principal

Ms. Schellenberg (she/her)  
Vice-Principal

# NWSS Administrative Contacts

<p>Murray McLeod E - L</p> <p><a href="mailto:mmcleod@sd40.bc.ca">mmcleod@sd40.bc.ca</a></p> <p>604.517.6217</p>	Principal
<p>Susana Quan S – Z &amp; International Ed</p> <p><a href="mailto:squan@sd40.bc.ca">squan@sd40.bc.ca</a></p> <p>604.517.5953</p>	Senior Vice-Principal
<p>Harinder Mahli M – R, SIGMA</p> <p><a href="mailto:hmahli@sd40.bc.ca">hmahli@sd40.bc.ca</a></p> <p>604.517.5933</p>	Vice-Principal
<p>Miriam Schellenberg</p> <p>A – D, Inclusive Education Support</p> <p><a href="mailto:mschellenberg@sd40.bc.ca">mschellenberg@sd40.bc.ca</a></p> <p>604.517.6230</p>	Vice-Principal

# Bell Schedule

Your Z Block teacher will provide the start and end times.

GRADE 9 - 12 REGULAR SCHEDULE	
8:25	Welcome Bell
8:34 – 9:55	Block A
9:55 – 9:59	Morning Announcements
9:59 – 10:06	Break
10:06 – 11:27	Block B
11:27 – 12:16	LUNCH
12:06	Welcome Bell
12:16 – 13:37	Block C
13:37 – 13:44	Break
13:44 – 15:05	Block D


## COUNSELLORS

First Name	Last Name	email
Sarekha	Student Support - SIGMA	<a href="mailto:sjagpal@sd40.bc.ca">sjagpal@sd40.bc.ca</a>
Erin	Kenny - He - Mas	<a href="mailto:ekenny@sd40.bc.ca">ekenny@sd40.bc.ca</a>
Marika	Melvin - Ch - Ha	<a href="mailto:mjmelvin@sd40.bc.ca">mjmelvin@sd40.bc.ca</a>
Nancy	Milne - Mat - Sam	<a href="mailto:nmilne@sd40.bc.ca">nmilne@sd40.bc.ca</a>
Matthew	Mitchell - A - Ce, International Education	<a href="mailto:mmitchell@sd40.bc.ca">mmitchell@sd40.bc.ca</a>
Jennifer	Towers - San - Z	<a href="mailto:jtowers@sd40.bc.ca">jtowers@sd40.bc.ca</a>



# Important Note

Students should be seated in their classroom at the beginning of every class.



This means that locker access, usage of washrooms and any other errands to have been conducted prior to.

# Bell Schedule for Collaborative Days

<b>Oct 26, Jan 18, Feb 15 and April 18</b>	
<b>8:25</b>	Welcome Bell
<b>8:34 – 9:55</b>	Block A (Oct 26, Feb 15) Block C (Jan 18, April 18)
<b>9:55 – 9:59</b>	Morning Announcements
<b>9:59 – 10:06</b>	Break
<b>10:06 – 11:27</b>	Block B (Oct 26, Feb 15) Block D (Jan 18, April 18)
<b>11:27 – 12:16</b>	LUNCH
<b>12:16 – 15:05</b>	Staff Collaborative



## NWSS Mission Statement

Our mission at New Westminster Secondary School is to develop responsible citizens and lifelong learners who respect learning, the environment, themselves and others.

# NWSS Code of Conduct

Students, staff and parents working together to teach, model and reinforce our School Code of Conduct, will ensure a successful year for everyone:

**Respect Learning**

**Respect the Environment**

**Respect Yourself and Others**



# How can you demonstrate that you understand and comply to our Code of Conduct?

CREATE A SAFE SCHOOL ENVIRONMENT.

FOSTER RELATIONSHIPS WITH YOURSELF AND OTHERS.

PARTICIPATE ACTIVELY IN LEARNING



# NWSS Student Recognition

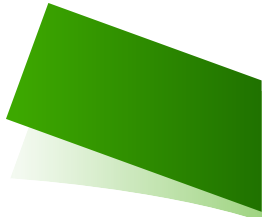
This recognition goes out to:

(Name) \_\_\_\_\_

(Student #) \_\_\_\_\_

- You demonstrated **respect for yourself and others**
- You demonstrated **respect for learning**
- You demonstrated **respect for the environment**

Submitted by: \_\_\_\_\_





Our NWSS  
Student  
Community  
has shared  
that...

"All members of our community have a right to learn within a positive school climate. Everyone deserves to feel safe, welcome and treated with dignity. All members of the school community have rights and responsibilities outlined within this code of conduct and can expect to be held accountable for their actions."

# BC HUMAN RIGHTS CODE:

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Two purposes of the BC Human Rights Code:

- “foster the society in British Columbia in which there are no impediments to full and free participation in economic, social, political and cultural life in British Columbia”
- “promote a climate of understanding and mutual respect where all are equal in dignity and rights”





In accordance with School District #40 Policy, students at NWSS are expected to meet the standards set out in the BC Human Rights Code that include the prohibition of discrimination.

As such, behaviours by students that conflict with the BC Human Rights Code will not be tolerated.

NWSS is a kind, caring and orderly environment where students and staff experience freedom from harm and discrimination.

For example; the display or publication of any statement, notice, sign, symbol, emblem or other representation that indicates discrimination or intention to discriminate against a person or group or class of persons.

Discrimination of any kind must not be displayed in graffiti, student publications, blogs, websites or other communication methods.





## Standards of Behaviour

All members of the school community must:

- Respect differences in people
- Resolve conflicts and disagreements while treating everyone, including yourself with dignity and respect
- Show care and respect for school property and the property of others
- Respect the need of others to work in an environment that is conducive to learning and teaching

# Standards of Behaviour

All members of the school community must not:

- Engage in any form of bullying, cyberbullying, harassment, intimidation, threatening or violent behaviours
- Commit sexual harassment or assault
- Be in possession of weapons, alcohol or illegal drugs
- Be under the influence of alcohol, cannabis or illegal drugs
- Commit an act of vandalism that causes damage to school or personal property
- Cheat and/or plagiarize

# Standards of Behaviour

All members of the school community must not:

- Wear clothing containing inappropriate images and/or language. Examples of inappropriate language/images are those that promote violence, discriminate against a certain individual or group of people, or display drug, alcohol, and/or sexual references



# Friendly and Firm Reminder

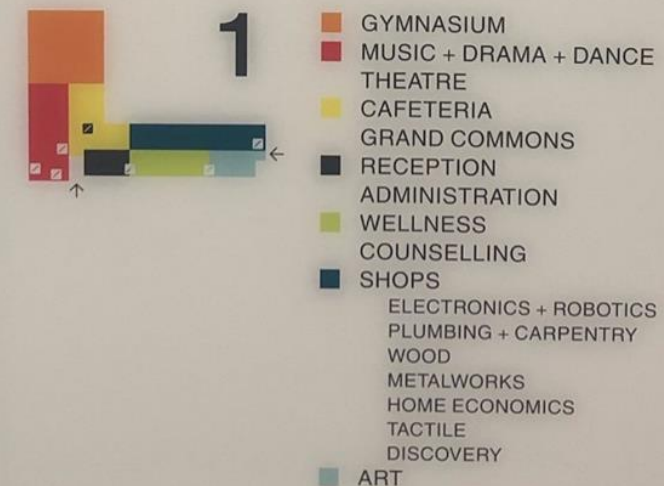
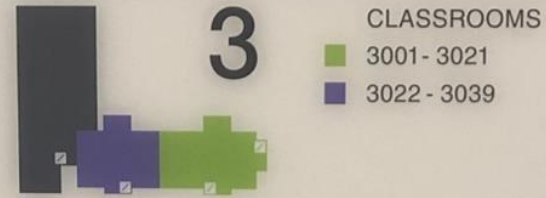
- All public and private kindergarten to Grade 12 schools in B.C. are tobacco and vape-free under the Tobacco and Vapour Products Control Act and Regulation.
- This ban extends to all school property 24 hours a day, 7 days a week, regardless of whether or not school is in session.



# NWSS School Map

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## NEW WESTMINSTER SECONDARY SCHOOL DIRECTORY



# NWSS Staff Contact List

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Please visit our school website: [www.nwss.ca](http://www.nwss.ca) for an updated list of staff contact.



# INDIGENOUS EDUCATION

- NWSS provides additional support for our Indigenous learners. This additional support has contributed to a significant improvement in achievement for Indigenous students in recent years.
- The Indigenous Education Room is located on the first floor by the Counselling office and offers students an additional place to enhance a sense of community, where culture and friendship are further nourished beyond the classroom. Social, emotional, cultural and academic support is available. Drop in at lunchtime any day and experience the welcome.



# School Procedures ACADEMIC

## **French Language Assessments**

- Jan 16 – 20, 2023

## **Numeracy and Literacy Assessments 10 & 12**

- Our Numeracy and Literacy 10 & 12 Assessments are held four times in the school year:
- Oct 31 – Nov 4, January 23 – 27, April 25 – 28 and June 19 – 23.
- Students who require assessment accommodations will make arrangements with their Learning Support teacher.

## **International Baccalaureate**

- NWSS has scheduled formal exams for Grade 12 International Baccalaureate students in May 2023.

# Student Lockers

- 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.

# Student Lockers

***Please read the following information carefully.***

- 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/>

# Student Lockers

***Please read the following information carefully.***

- 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.

## Need access to Staff or Student WiFi?

Scan this QR code.



If the QR Code does not work visit the following URL:

<https://newwestschools.ca/wp-content/uploads/2023/08/BYOD-to-District-WiFi-Connection-Guide-v2.pdf>

### *Guests - Visiting New Westminster Schools?*


- *Connect to SD40-Guest WiFi Network*
- *Fill out access request form from the WiFi sign-in Page (Guest sponsor must be a school district staff member)*
- *Once your approver reviews and approves your request you will get an access code - enter that in the WiFi sign-in page to get connected*



## Report a Student Absence

Our NWSS team asks that parents and guardians call the school in the case of a student absence, before the start of a the school day. This helps us ensure that you have given permission for your child to be absent, and supports our staff in accurately tracking and following up.

### **Absences can be reported:**

- **24 hours a day through our voice message system at 604-517-6391,**  
If you are leaving a voicemail message, please state the student's full name, grade, the date of the absence, the reason for absence, and, if possible, their student number.
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# Report a Student Absence

- Alternatively, visit: <https://nwss.ca/contact-us/report-a-student-absence/> and complete the form:

Student's first name *	Student's (legal) last name *
<input type="text"/>	<input type="text"/>
Student's grade	
<input type="text" value="---"/>	
Parent or guardian's first and last name *	
<input type="text"/>	
Parent or guardian's email address *	
<input type="text"/>	
<small>*A confirmation email will be sent to this address</small>	
First date of absence *	Last date of absence *
<input type="text"/>	<input type="text"/>
Portion of the day that will be missed *	
<input type="checkbox"/> Full Day	
<input type="checkbox"/> Block A	
<input type="checkbox"/> Block B	
<input type="checkbox"/> Block C	
<input type="checkbox"/> Block D	
Reason for absence	
<input type="checkbox"/> Illness / sick	
<input type="checkbox"/> Late arrival (specify time below)	
<input type="checkbox"/> Early departure (specify time below)	
<input type="checkbox"/> Family vacation	
<input type="checkbox"/> Other	
Any additional information you might want to provide:	
<input type="text"/>	
<input type="submit" value="Submit"/>	

# Universal Washrooms

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*This is a  
UNIVERSAL  
washroom*

You can expect to see **people of all genders** in this space

Gendered washrooms are available by the gym and on 2nd and 3rd floors

**GO...  
THEN GET GOING**

**RESPECT YOURSELF:**

Choose the bathroom that works for you.

**RESPECT OTHERS:**

Give space for privacy.  
Anyone is welcome to use this bathroom.  
Give the facility a once-over before you exit and leave it clean. Consider the comfort of the person who enters after you. Remember to flush and wash your hands!

**RESPECT LEARNING:**

Get back to class as quick as you can. This is not a place to congregate and socialize.



# Student Parking

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There is very limited parking available for students on school property.

Students must park in the Massey Courtyard parking area during school hours.

# Collaborative Spaces

Collaborative spaces are for classes to break out of their room and have students work together; they are NOT for students with no class, an online class, or a spare block.



Do you have a  
study block? Or are  
you enrolled in an  
Online course?

Conduct your online studies in the  
following locations only:

- 1) Online Classroom Room #3039
- 2) Grand Commons
- 3) Library



# The Wellness Centre at NWSS (Room 1113)



New  
Westminster  
Schools

# What is the Wellness Centre?

The Wellness Centre is a safe space for students to take meaningful steps to promote the health and wellbeing for themselves and others:

- Speak to a counsellor or youth care worker
- Attend a program
- Gather educational resources
- See a Nurse Practitioner



Here for life

# Nurse Practitioner

Nurse Practitioners are registered nurses and primary care providers who practice in many different settings (like a family doctor!). Care provided is free and confidential.

Reasons to be seen by the Nurse Practitioner at the Wellness Centre:

- Sexual health concerns
  - Birth control counselling, initiation, or continuation
  - Sexual transmitted infection information, examination, and treatment
  - Pregnancy testing and support
- Mental Health
  - Depression/anxiety assessment
  - Body image and eating
- Free medical care for any other medical concerns

*The Nurse Practitioner will be available on Tuesdays, from 10:30am–2:30pm, starting September 20th*

# Process for Accessing Services

## Nurse practitioner

- Drop-in
- By appointment

## Other services

- Mental health services – by referral
- District clinical counsellor – by referral
- Groups & programs – see your school counsellor for info
- Welcome Centre – MOSAIC



# Get involved!





#gohyacks

