



New Westminister School District #40

New Westminister Secondary School

835 Eighth Street, New Westminister, BC V3M 3S9

Phone: 604-517-6220

Fax: 604-517-6204

www.nwss.ca

REGISTRATION INFORMATION



Welcome to New Westminister Secondary School!

It is our hope that your child will enjoy a successful time here as New Westminister Secondary School offers an exciting variety of programs. The accompanying copy of the Course Selection Booklet describes the program offerings. For further course information please see www.nwss.ca.

This registration package contains the information required to ensure a successful start for your child at NWSS. Please complete the forms and have the necessary materials ready in advance of your registration appointment.

Educating our Youth for Tomorrow

REGISTRATION PROCEDURES - INFORMATION FOR PARENTS

REGISTRATION PROCEDURE:

Bring the completed Registration forms and the following documentation to the Pearson Office.

A) Status in Canada for Parents and Students:

Documents for the Parents – ONE of the following for each parent:

- | | | |
|---|------------------------------|------------------------------|
| <input type="checkbox"/> Canadian Birth Certificate | <input type="checkbox"/> Mom | <input type="checkbox"/> Dad |
| <input type="checkbox"/> Canadian Passport | <input type="checkbox"/> Mom | <input type="checkbox"/> Dad |
| <input type="checkbox"/> Canadian Citizenship Card | <input type="checkbox"/> Mom | <input type="checkbox"/> Dad |
| <input type="checkbox"/> Confirmation of Landing/Permanent Residency (8.5 x 14" sheet) AND Passport | <input type="checkbox"/> Mom | <input type="checkbox"/> Dad |
| <input type="checkbox"/> Permanent Resident Card (Front and Back) | <input type="checkbox"/> Mom | <input type="checkbox"/> Dad |
| <input type="checkbox"/> First Nations documentation/Band Card | <input type="checkbox"/> Mom | <input type="checkbox"/> Dad |

Or, **ONE OF:**

- Work Permit* valid for a year or more **AND** proof of full time employment **AND** passport.
- Study Permit* valid for a year or more **AND** Letter of Acceptance or transcript showing full-time enrollment in degree or diploma granting program at a post-secondary institution authorized by the BC Ministry of Advanced Education AND passport.

*Please contact International Education department for verification **PRIOR** to the child starting school.

Documents for the Students – ONE of the following:

- Canadian Birth Certificate
- Canadian Citizenship Card
- Confirmation of Landing/Permanent Residency (8.5 x 14" sheet) AND Passport
- Permanent Resident Card (Front and Back)
- First Nations documentation/Band Card
- Refugee Claimant documentation conferring status – (If child has own documents parent documents are not required).
- Parental Work or Study Permit (Please provide a copy of child or parent permit that indicates the child is accompanying the parent.)

B) Residency in BC for Parents:

Please provide TWO of the following to demonstrate residency:

- Long-term tenancy agreement – showing name and address
- Property purchase agreement – showing name and address
- Income Tax statement – showing name and province of residency
- Property Tax statement – showing name and address
- Utility Bill – Hydro, Cable, or Landline Phone – showing name and address
- ICBC Registration – showing name and address
- Other legal documents indicating BC residence (Specify:)

NOTE: Items that will not be accepted, Internet or Cell Phone Bills, Driver's License or B.C. ID.

C) Guardianship

Parents please provide ONE of the following documents:

- Paper Birth Certificate – parents are named
- Canada Child Tax Benefit Notice – child is listed
- Parent's Confirmation of Permanent Residency or Records of Landing or valid Immigration Canada Documents – children are named
- Other original documentation that demonstrates the status of the parent or guardian to the satisfaction of the Principal

NOTE: If parents live separately, please provide a written agreement or court order. Guardians please provide documents showing legal guardianship in the form of a court order or will..
Notarized forms may not be sufficient.

D) Copy of the student's most recent school marks (including summer school)

- An official copy of marks from the student's Permanent Record Card; or
- The student's most recent report card; or
- A transcript of academic record; or
- A transcript form with marks.



**Students and a Parent/Guardian will be required to attend an Intake Meeting with their Grade Counsellor.
Meeting times are arranged upon receipt of completed registration documents.**



New Westminster School District #40

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ADMISSION POLICIES AND PROCEDURES

Admission to New Westminster Secondary School is in accordance with the Province of British Columbia School Act, Ministry of Education policies, and the procedures of the New Westminster Board of Education. The student registration process requires that parents register with their child and provide documentation establishing age, status in Canada, and residency location.

① Admission of Resident Students:

- A) A NWSS catchment area child, residing in New Westminster on an ongoing basis with a parent or legal guardian may apply for admission.
- B) A non-catchment area child will be considered based upon space and ability to accommodate an appropriate program.

② Admission of Non-Resident Students:

- A) A student who is resident in another school district in the province and whose parent is ordinarily resident in British Columbia may apply for admission to the school district as a non-district child. Students will be considered based upon space and ability to accommodate an appropriate program.

③ Admission of Out-of Province and International Students:

- A) A student who is resident within the boundaries of the school district but whose parent is not ordinarily resident in British Columbia is considered an Out of Province or International student. *(Does not apply for out-of-province First Nations students with a Band card issued by Indian and Northern Affairs Canada.)*
- B) The following International Students, upon presentation of required documentation, may be accepted to the District through the Office of the Superintendent or designate at the International Education office.

International Students who:

- are refugee claimants, or are deemed Conventional Refugees, or
- are on reciprocal and equal exchange.

International Students whose parents:

- have been admitted as temporary residents and meet funding eligibility requirements as temporary workers or temporary students; or

- meet the criteria for “Deemed Resident” as per Ministry policy.

GETTING STARTED

SCHOOL DAY

School begins at 8:40 am with the start of first period and ends at 3:10 pm at which time students are encouraged to get involved with extra-curricular activities.

Block A – 8:40 a.m. – 10:02 a.m.

Block B – 10:12 a.m. – 11:28 a.m.

Lunch Break - 11:28 a.m. - 12:28 p.m.

Block C – 12:28 p.m. – 1:44 p.m.

Block D – 1:54 p.m. – 3:10 p.m.

STUDENT ABSENCES

Please call the **Pearson Office at 604 517-6220** prior to **1:00 p.m.** if you have a student that is going to be absent from school. Please indicate your child's

- (1) Grade
- (2) Student Number
- (3) Name
- (4) Day of absence and/or blocks to be missed

Kindly send a note with your son or daughter to share with his/her teachers upon the return to school.

AN INTRAMURAL PROGRAM IS AVAILABLE FOR ALL STUDENTS

A noon hour intramural program is available to all students at both the junior and senior levels on a sign-up basis.

LOCKERS ARE ASSIGNED TO ALL STUDENTS

Each student is allotted a locker by the secretary in the Massey Office. Key locks will not be accepted. A supply of locks is available through the school office for **\$6**. The school will not be responsible for lost or stolen items.

****All valuables should be left at home.****

PARKING IS AVAILABLE TO STUDENTS

Student parking is provided and permits may be applied for through the Massey Office. Cost is \$2 to park.

STUDENT FEES SUPPORT MANY STUDENT ACTIVITIES

Each student is required to **pay a student fee of \$25** which subsidizes school social and athletic activities. Payment of this fee entitles the student to a GO CARD. The GO CARD is used as student ID. The GO CARD has many benefits such as Transit discounts, withdrawing library books, school dances, and much more.

THE CAFETERIA IS OPEN DAILY

The school cafeteria provides a healthy variety of lunches and snacks. Cafeteria is closed during class times. Opening hours are as follow,

Breakfast Hours 8:00 a.m. – 8:30 a.m.

Snacks 10:02 a.m. – 10:12 a.m.

Lunch/Snacks 11:15 a.m. – 12:00 (noon)

We Expect All Students to Practice the School Rules

- Respect Yourself and Others
- Respect Learning
- Respect the Environment

We Expect All Students to Follow the District Code of Conduct

The New Westminster School District expects all members of the school community to treat others with respect and courtesy, and to promote a safe and positive school climate.

This includes respecting the property of others, not having any involvement with illegal substances, and resolving conflict in a non-violent and responsible manner.

Conduct by any member of the school community that adversely affects the school climate shall be considered a serious breach of the District Code of Conduct, warranting appropriate forms of intervention.

The NWSS Code of Conduct may be found at the nwss.ca website.

