

# Sir Winston Churchill Guidebook for New Students



**Welcome to Sir Winston Churchill Secondary School!**



**FOUNDED:** Established in September 1959, Sir Winston Churchill Secondary School was originally located in the present Southridge Community Church, which was the former Lady Spencer Churchill. Staff and students moved into the present building in September 1964.

**OUR MOTTO:** *“Facta non Verba.”*  
*Latin for “Deeds Not Words.”*

## How to Access Busing Information

To find out if you qualify for busing please click on the following link <https://www.nsts.ca/policy-service/eligibility-finder>. To find out your bus routes please click <https://www.nsts.ca/>.

## Bell Times

- Start of classes - 9:20 a.m.
- End of day – 3:20 p.m.

## Lockers

All students will be assigned a locker. Please do not switch lockers as the number is registered in the main office. STUDENTS ARE NOT PERMITTED TO SHARE LOCKERS. Your locker will remain the same for your entire time at SWC. Locker numbers are found once you have logged into Aspen under “My Info”. Login instructions are located on the next page.

## Student Login Procedures

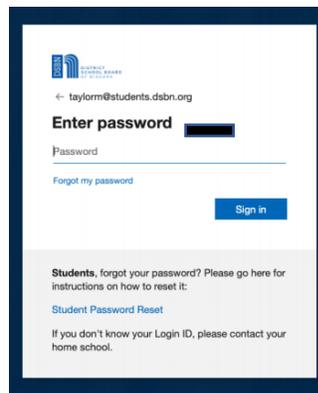
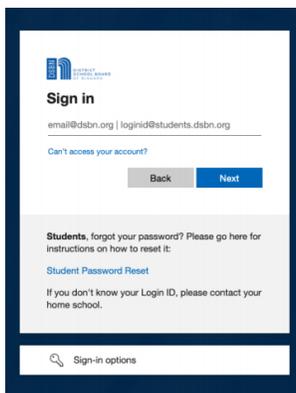
The easiest way to start your academic day is to login to the Student Portal using the links provided on the **dsbn.org** homepage.



Or the **sirwinston.org** homepage.



Enter your login ID and password in the following...



\*\*Your login ID (username) is most likely your last name followed by the first initial of your first name.

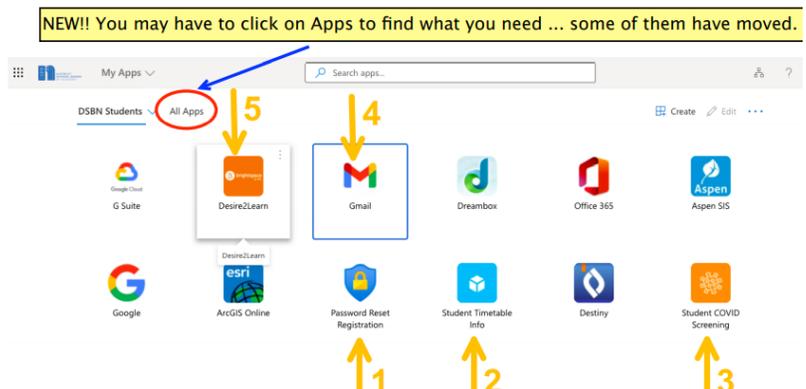
Example: Diana Prince's username is likely **princd**  
Diana would type in ... [princd@students.dsbn.org](mailto:princd@students.dsbn.org)

\*\*The default password for Diana will be **swcpd {swc(last name initial)(first name initial)}**.

If this does not work for you, please contact the school at 905-684-6349.

Once you get in, you have access to a number of Apps. The first thing you should do is to reset your password.

1. Password Reset
2. Student Timetable
3. Student COVID Screening (No longer exists)
4. Student Email
5. D2L (Desire to Learn), and more



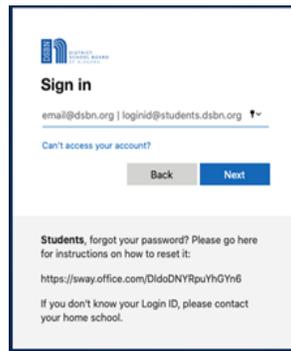
## Timetable

How do I access my timetable?

- There is now a Staff & Student Login at [dsbn.org](https://dsbn.org) and on all school homepages - <https://sirwinston.dsbm.org/>. Look for it at the top of the page, off to the right. It looks like this:



- You need to enter your username - i.e. *username@students.dsbm.org*.



- If you do not remember your password, the Student Login also leads to a page with information on getting a password reset. Here is the link if you want to jump to these instructions: <https://sway.office.com/DldoDNYRpuYhGYn6?ref=Link>.
- When you are logged in, you will be able to access a variety of applications. Timetables are in the “Aspen” application.
- For more explanation on how to navigate Aspen, and access your timetable, click on the icon titled, “Student Timetable”. Here is a quick link to that document: <https://sway.office.com/ZbZDKx3GYjLu8maq?ref=Link>.



- Once you are in Aspen:
  - Go into “My Info” then
  - “Current Schedule” and hit
  - “List View” to “Matrix View” then check out the “Term” that says S1 (Semester 1)

<< List view

School: Sir Winston Churchill Secondary

Time: S2T1

1 - Cycle - 1

1-3

Matrix view >>

Course	Description
...	...

- Note that in the example below, the student has a spare period 2.
- Look to the numbers circled in red under the column titled, "Schedule". This is the period (1,2,3, or 4). Ignore the number in brackets.
- **HINT:** If you hit "Term" your courses will re-shuffle in order of semester and period.

<input type="checkbox"/>	Course	Description	Schedule	Term	Classrm	Teacher
<input type="checkbox"/>	MHF4U1-02	Advanced Functions	1(1)	S1	113	Mouck, Steve
<input type="checkbox"/>	SCH4U1-04	Chemistry	1(1)	S2	214	Tomins, Tobi
<input type="checkbox"/>	ENG4U1-04	English	2(1)	S1	202	Rigas, Bob
<input type="checkbox"/>	SPH4U1-01	Physics	3(1)	S1	212	Huyzers, Andre
<input type="checkbox"/>	MCV4U1-02	Calculus and Vectors	3(1)	S2	119	Huizer, William
<input type="checkbox"/>	SBI4U1-03	Biology	4(1)	S2	206	Kamatovic, David

- Some students are running into trouble with their Aspen log in because they are not hitting the correct button. Be sure to hit "Log in using AASP"



- Some teachers post important classroom information in D2L and/or Google Classroom. If you do not know how to access D2L and/or Google Classroom, look to this document: [How to Access D2L and Google Classroom](#)

## Supports Available

### Grab and Go Breakfast Program

- Individually packaged items will be available as you enter the school

### Social Worker and Youth Counsellor

- Youth Councillor – Ronna Katzman [ronna.katzman@dsbn.org](mailto:ronna.katzman@dsbn.org)
- Social Worker – Lorelei Gold [lorelei.gold@dsbn.org](mailto:lorelei.gold@dsbn.org)

### I am having difficulty in a course?

- Have you contacted your teacher? If you need to find their email, look it up here: [Teacher Websites and Emails](#)

### Need School Supplies?

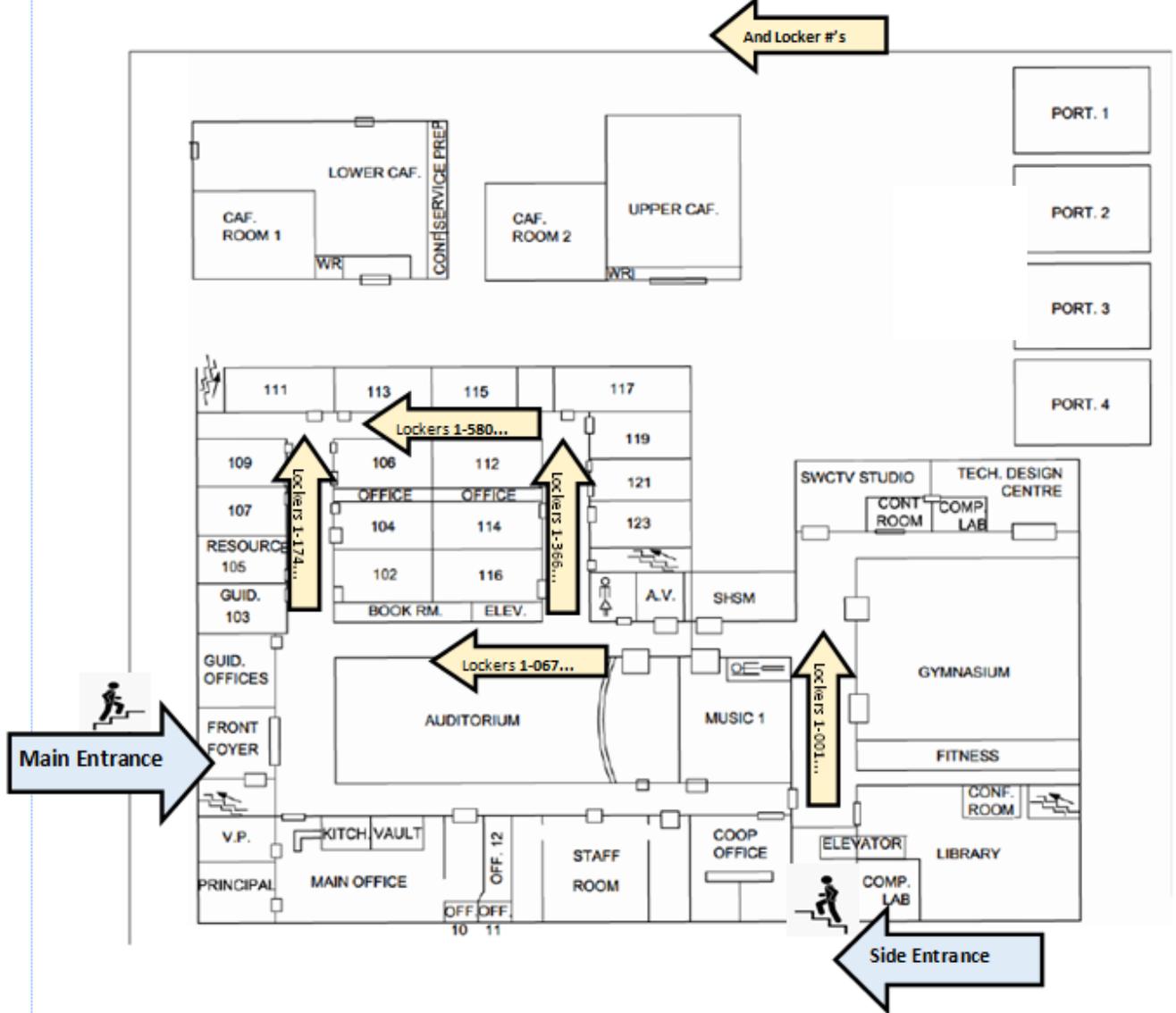
- Please email our Student Success Teacher, Mr. Onclin, at [Adam.Onclin@dsbn.org](mailto:Adam.Onclin@dsbn.org).

## How to Stay Informed?

- Review DSBN Board website [www.dsbn.org](http://www.dsbn.org).
- Regularly check your emails for communications from the school.
- Follow our school on Twitter - @SWCDog\_Pound. You do not need Twitter to see these posts, as they are displayed on our website <https://sirwinston.dsbn.org/>.
- Contact the school at 905-684-6349 or [swc@dsbn.org](mailto:swc@dsbn.org).

**Need to see a School Map?**  
**Look to the following pages**

# Main Floor



# Second Floor

