

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 or visit the following link <https://www.nsts.ca/policy-service/eligibility-finder>. To find out your bus routes please click/visit the following link <https://www.nsts.ca/>.

NSTS contact number: (905) 357-6787

****Please allow 1-2 weeks to have student busing approved, your child must be an active member with an attendance record to process bussing. Please make arrangements for your child during this transition period, thank you in advance for your patience.**

Bell Times

Period 1	9:20 a.m. - 10:35 a.m.
Travel Time 10:35 a.m. - 10:40 a.m.	
Period 2	10:40 a.m. – 12:00 p.m. <i>*Announcements take place during P.2</i>
LUNCH 12:00 p.m. - 12:40 p.m.	
Period 3	12:45 p.m. – 2:00 p.m.
Travel Time 2:00 p.m. - 2:05 p.m.	
Period 4	2:05 p.m. – 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 will be under “My Info” in your Aspen account.** Login instructions are located on the next page.

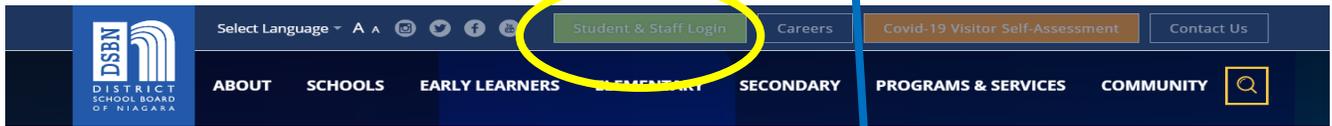
Attendance

Please ensure that you report your student's attendance through SafeArrival – 1-866-606-5567 or visit <https://dsbn.org/safearrival/> or by calling our direct Attendance phone number – 905-988-6303. All absences, whether it be a period, all day or longer, must be verified by a parent/guardian.

Please do not use the School's Main Phone Number to report absences, lates or sign-outs.

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.



****Your login ID (username) is most likely your last name followed by the first initial of your first name- all lowercase!**

Example: Diana Prince's username is likely `princd`
Diana would type in ... princd@students.dsnb.org

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

If this algorithm does not work using your credentials, you will need to contact Tech Support

*Enter your login ID and password in the following window
see below example...*

Sign in
(last name)(first initial)@students.dsnb.org

[Can't access your account?](#)

Students, forgot your password? Please go here for instructions on how to reset it:
[Student Password Reset](#)

If you don't know your Login ID, please contact your home school.

[← taylorm@students.dsnb.org](#)

Enter password
swc(last name initial)(first name initial)

[Forgot my password](#)

Students, forgot your password? Please go here for instructions on how to reset it:
[Student Password Reset](#)

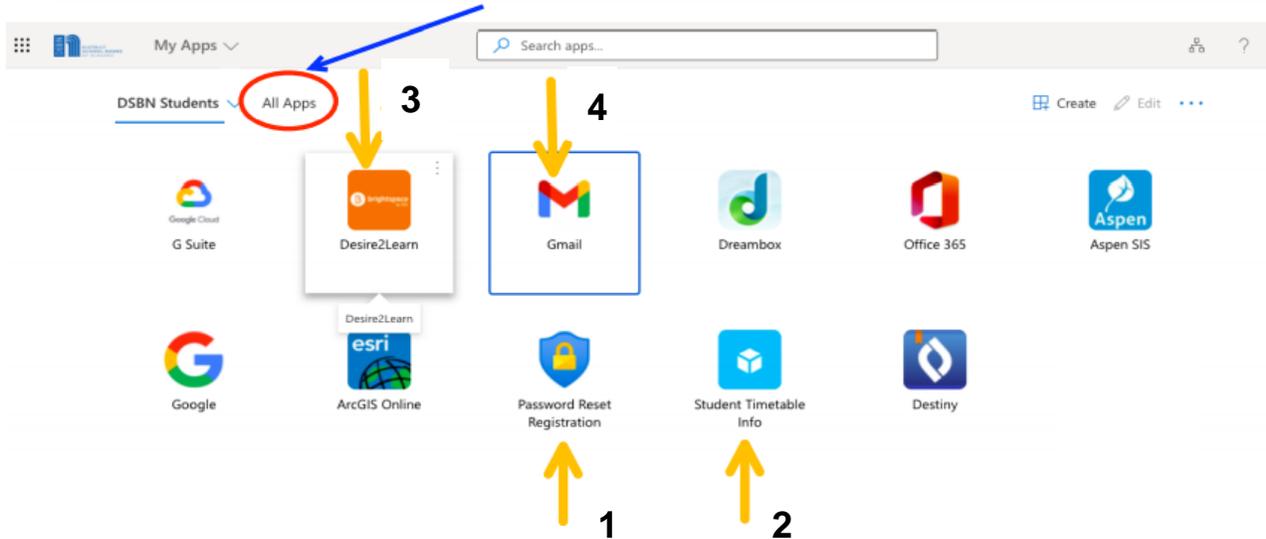
If you don't know your Login ID, please contact your home school.

You will have access to several Applications once you have successfully logged in. Explore the Applications, locating your Student Timetable, email and D2L. **Be sure to reset your password as soon as possible, keeping your student information private- Your first task!**

1. Password Reset
2. Student Timetable Information
3. D2L- Desire to Learn
4. Gmail

What you will see when you log in to your student portal

NEW!! You may have to click on Apps to find what you need ... some of them have moved.



Accessing your Timetable

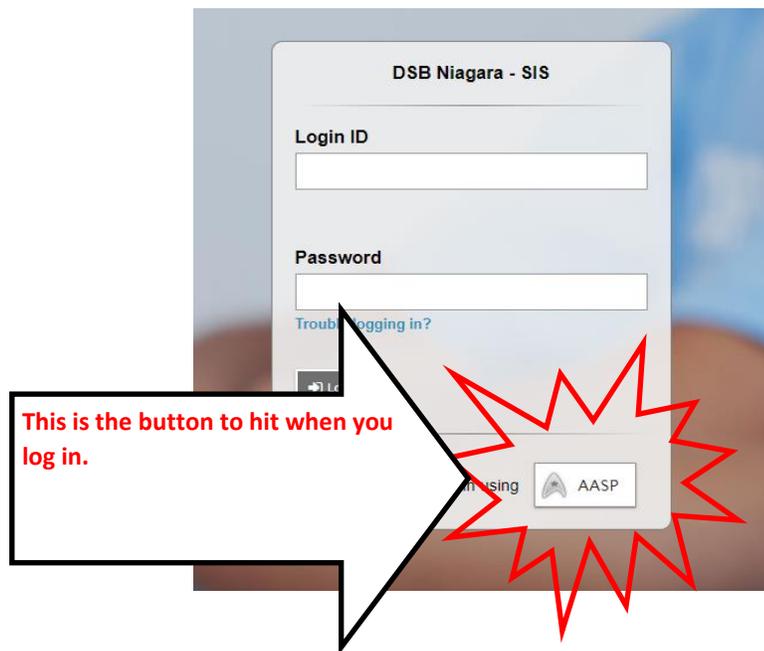
How do I access my timetable?

- There is a Staff & Student Login at dsbn.org and on all school homepages - <https://sirwinston.dsb.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.dsb.org*.

- If you do not remember your password, the Student Login also leads to a page with information on getting a password reset.
- When you are logged in, you will be able to access a variety of applications. **Timetables** are in the **“Aspen”** application.
- 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”**



- For more explanation on how to navigate Aspen, and access your timetable, click on the icon titled, **“Student Timetable”**.
- 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

1-3	1 - Cycle - 1
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Matrix view >>

<input type="checkbox"/>	Course	Description
<input type="checkbox"/>

- 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 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

- Sarah Lichter sarah.lichter@dsbn.org

School Nurse

- Austin White, RN,BScn - Austin.White@niagararegion.ca or [905-328-3968](tel:905-328-3968)

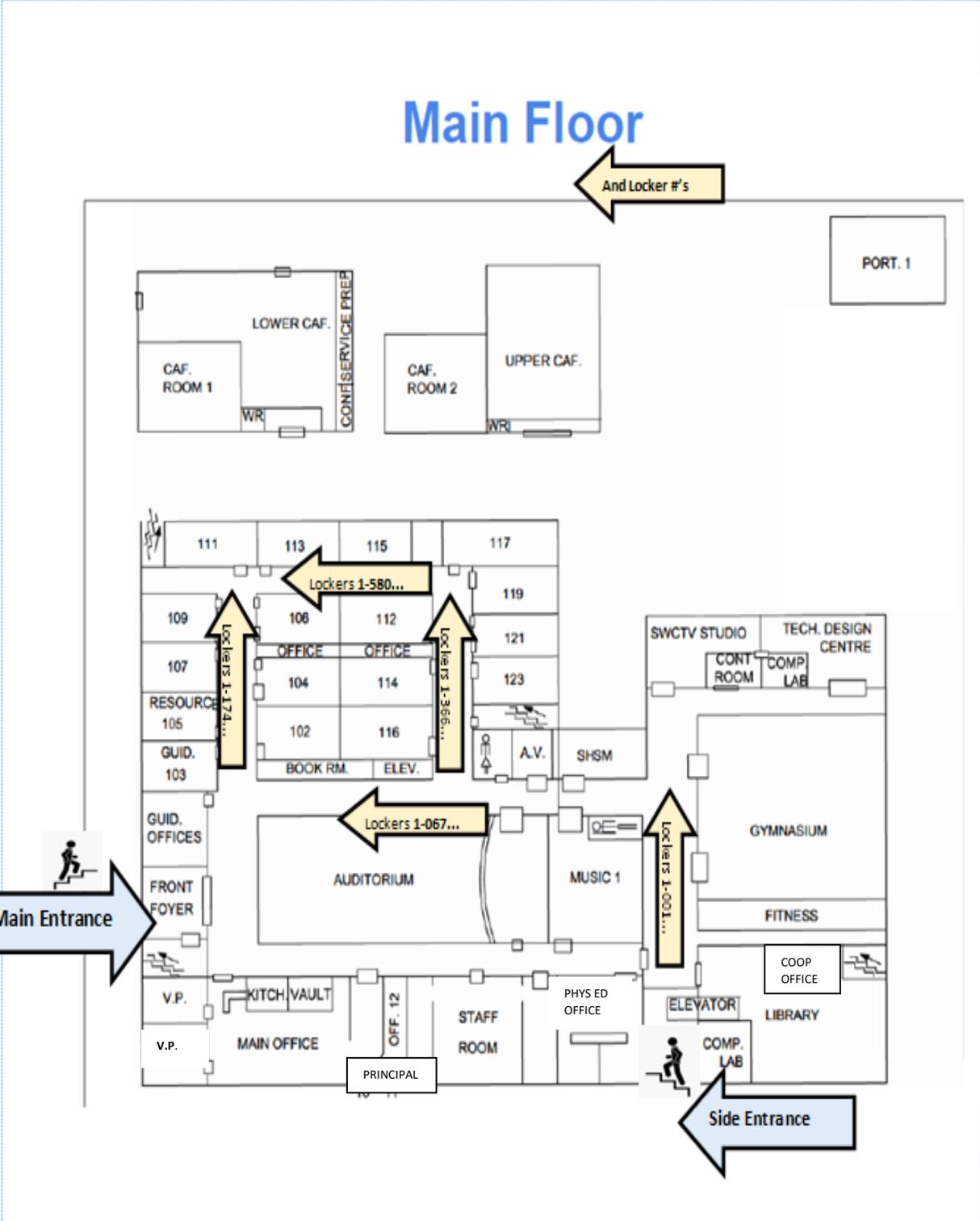
Technical Support

- Tech Support Site Manager; *Andre Huyzers*- andre.huyzers@dsbn.org.

How to Stay Informed?

- Review DSBN Board website www.dsbn.org.
- Regularly check your emails for communications from the school. Remember to read the **BULLDOG BULLETIN** as it is filled with important information related to school events. Posted by the Main Office monthly, while a Special Guidance Edition is posted Bi-Weekly, sent directly to your Student and Parent email addresses.
- Please Contact School for any questions or concerns at 905-684-6349.

School Map and Locker Locator



Second Floor

