



Westview SECONDARY SCHOOL

Inspiring and encouraging students to strive for excellence

Hello, Éy' Swayel, to our Westview Learning Community,

Welcome to the 2024-2025 school year! We are excited to welcome our students back to school on September 3 and look forward to an exciting year of engagement and growth at Westview. Our staff prides itself on inspiring and encouraging students to strive for excellence in a learning environment that respects and adapts to the strengths and stretches of individual students. We look forward to continuing to work alongside our students, their families and staff to continue the great work done at Westview to encourage an inclusive learning community.

We are very excited starting this school year as we are entering into a partnership with Douglas College to run an academic program in which students will earn credits for high school graduation and first year post-secondary. The focus of this program is pathways to nursing, education and health sciences. Please reach out to Cathryn Blanco if you wish to learn more.

I want to express my gratitude to our custodial and district maintenance teams for their commitment and hard work to getting Westview into beautiful condition over the summer break.

In this letter I will share with you some information about school start-up with our doors opening on September 3.

Firstly, please welcome the newest Westview staff members:

- Yuri Cowie - Science/PE
- Kevin Kazun - Science/PE
- Brooke Carter - English 9
- Eddie Davis - Support
- Sydney Lowrie - Math
- Nicki Ravensbergen - Food Studies/Baking
- Christina Goncalves - EA
- Kristine Balakrishnan - EA
- Emily Gubert - EA

Week One Overview

On Tuesday September 3, we will welcome students back to school. Our Grade 8s will arrive at 10:00 am with our Grade 9 - 12s joining them at 10:30. Grade 8s are to head to the Multi Purpose Room (MPR) and Grade 9 - 12s please head straight to your Advisory class. Students will collect their timetables, get lockers, review the daily schedule and general expectations. During the remainder of the week students will attend their Advisory class after the first period to review the Code of Conduct and Emergency Procedures such as fire drills.

******Please note that attendance is important on this first day of school and we request that if your child is unable to attend please submit the absence on the Parent Portal.***



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Advisory

Advisory classes for all grades will be posted in the front entrance of the school after 12:00 pm on Friday August 30. The scheduled start time for each grade level on September 3 is as follows:

- Grade 8s: 10:00 am (please go to the MPR)
- Grade 9s, 10s 11s & 12s: 10:30 am (please go directly to your Advisory Class)

Our regular daily schedule will start on Wednesday September 4, 2024, as follows:

- 8:25 am: Warning Bell
- 8:30 - 9:40 am: First Block (Block B)
- 9:45 - 10:25 am: ADVISORY
- 10:30 - 11:40 am: Second Block (Block A)
- 11:40 - 12:15 pm: LUNCH
- 12:20 - 1:30 pm: Third Block (Block D)
- 1:35 - 2:45 pm: Fourth Block (Block C)
- 2:45 pm: Dismissal

Timetables

[MyClass](#) will open for student access by the end of the day on Wednesday August 28 and students will be able to view their timetables. Passwords were not reset this year so your previously used password remains unchanged. Please note, our counselling and Admin team are making adjustments to timetables to accommodate class size and composition requirements so they may change. If you are unable to access [MyClass](#) you will receive a hard copy of your timetable on Tuesday September 3. The only thing you really need to know for Tuesday morning is your Advisory class, which will be posted in the front lobby of the school after 12:00 pm on Friday August 30.

Cafeteria Services

We will be working to get our Cafeteria and Food Services up and running as quickly as possible. **Please plan on students bringing their own lunch for the first week of school as we have a limited menu.** A gentle reminder, that if your child is ordering for a food delivery service they need to arrange for these deliveries to arrive during the lunch period (11:40 - 12:15 pm) and must meet the delivery outside the school building. Our office staff is unable to collect these food deliveries.

School Fees & Locks

School Fees support a multitude of student activities in our school that support a warm, caring and inclusive environment for our Westview community. You will receive a message regarding payment of these fees in the next couple of days. This year school fees are \$35. Locks will not be sold at the school. If you require one, please be prepared to provide your own. School Fees are to be paid on [SD42 Parent Portal](#). Please contact the school office if you are unable to pay the fees on the portal.

Yearbooks

We are finalizing details for our 2024/2025 Yearbook and will be sent out through the parent portal in Sept.



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Administration, Counselors & Office Staff

Our Administration team works alongside our amazing office staff and counsellors to ensure that the needs of our students and their families are met through the school year.

- Cathryn Blanco, Principal: Grade 12s
- Denis Drapeau, Vice Principal: Grade 8s & 10s
- Robyn Sheridan, Vice Principal: Grade 9s & 11s
- Shannon Sharpe, Counsellor: Grade 8s, 10s, 12s & International Students
- Lauren O'Leary: Grade 9s, 11s, 12s & International Students
- Jessica Green - Aboriginal Support Worker
- Shannon Moody - Youth Care Worker
- Leah McCardle - Career Planning Assistant
- Stacey Gloude, Administrative Coordinator
- Lorri Mclean, Records Clerk
- Accounts Clerk (TBA)
- Nicole Connolly, General Clerk

Code of Conduct

Please take some time with your child(ren) to review the [Westview Secondary Code of Conduct July 2 2024 .pdf](#) which includes information regarding general expectations, attendance, bullying & harassment, vaping & smoking, cell phone/electronics misuse and discipline. Teachers will be taking to review this document with students during the first week of classes and will revisit it periodically throughout the school year.

Electronic Devices and Technology Policy

The staff at Westview collaboratively designed this policy as we are deeply concerned about the negative ramifications on learning we are witnessing among our students. The social media and communication apps electronic devices facilitate can be harmful to relationships and to learning, which are the two most important aspects of school.

Policy

At Westview Secondary students are NOT permitted to use personal digital devices during instructional time.

There may be situations when the school permits a student to use a personal digital device for inclusion and accessibility. Examples of those are digital literacy, communication, medical and health needs and as defined by an individual education plan.

Consequences for not following the expectations noted above are:

- 1st Breach – Phone will be held in the office until end of the day
- 2nd Breach – Parent/caregiver contact made, and phone dropped off in office at start of the day and picked up at the end of the day or for a predetermined amount of time
- 3rd Breach- Parent/caregiver contacted and student is expected to keep phone at home



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There will be times that students do use technology while at school. Please refer to the [SD42 Appropriate Use of Information Technology and Communication Systems](#) policy for information about appropriate use.

How can you and your student connect during the day?

- The school office can take messages from parents/guardians and get those messages to you students. Additionally, students will be able to access their phones during the lunch period and after school.

Bring Your Own Device (may be used within the guidelines of the Electronic Device and Technology Policy)

We often get questions about whether or not students should bring their own laptops/tablets to school. If a student does have a laptop it can be a valuable tool at school. Students should talk to their teachers if they feel a computer will support the learning. Please be advised that students are responsible for storing and securing their own devices.

Fair Notice

This refers to all students, staff and parents being given “fair notice” that violence and threats of violence will not be tolerated, and all being made aware of the district’s policy and protocol regarding violence threat risk assessment. You can find more information at the following link:

[SD 42 Fair Notice](#)

Keep Connected to Westview

We will communicate all that is going on at Westview through a variety of channels so that our community is aware of all the amazing things happening at our school. The best ways for you to keep track of Westview events are:

1. Our [Website](#)
2. The [Parent Portal](#) (more information about the Parent Portal comes further down this newsletter)
3. The Westview App <https://myschoolday.app/download> (more information about the App comes further down this newsletter)
4. Our Westview Instagram account <https://www.instagram.com/wsswildcats/>
5. Facebook <https://www.facebook.com/WSSWildcats/>

Parent Portal

Just a reminder to submit your consent forms as soon as possible. Without them, your child might not be able to participate in certain activities.

All notices, important updates, field trip notices, team & club information specific to your child will be communicated via the [SD42 Parent Portal](#). Additionally, parents & guardians use the parent portal for registrations, transfer requests, student withdrawals and attendance reporting.

Click this [link](#) for detailed information about the portal’s features and functionalities. If you are not linked to the portal please email stacey_gloude@sd42.ca and a linking code will be set to you via email.



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The Westview App

Students, parents and school staff have access to the full year calendar of activities and events on our App. Simply download the app for free from your App Store by searching, MySchoolDay. Once downloaded, select Province>School District 42>School. We will push out information about upcoming events and last minute notifications using this app.

School Supplies

We do not publish a school supply list for students. Here are some suggestions for what your child may need:

- Pens, pencils, pencil crayons
- A binder or two with subject dividers
- Two Locks (one for their primary locker and one for the PE locker)
- PE Strip - teacher will provide more information
- Elective supplies - teacher will provide more information

Please note each teacher your child has may ask for specific supplies for their class. This will be communicated to students directly by their teacher. If you have questions about the supplies being requested please contact the office.

Course Changes

At Westview our student population is growing! As such, our classes are very full which makes adjusting timetables difficult. However, we will be providing information in the first few days of school about how to request a course change. The focus will be on ensuring all students have required courses and classes needed for Graduation requirements.

Staff Collaboration - Late Start Fridays for Students

On six Friday mornings during the school year our staff meets to collaborate on topics that enhance the learning and culture at Westview. Broad topic areas include but are not limited to, assessment practices, Indigenous Pedagogy, Inclusive education, Equity and Anti-Racism and trauma informed classrooms and schools. On collaboration days our students are welcome to be in the school working on projects, assignments, etc., but formal classes will not start until 9:55 am.

Our collaboration days for 2024/2025 are:

- October 11
- November 8
- January 17
- February 7
- April 25
- May 16



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Advisory

The purpose of Advisory is to provide a low-stakes connection time for community building at Westview. It is intended to be a stress free block of time once/week (Fridays) to give space for staff to check in and connect with kids. During our first week of school students will attend their Advisory block (after first block) daily and we will use this time to get to know each other and review school wide safety procedures & expectations that support in fostering a safe and caring learning community. As we progress through the school year the first Advisory of each month will be a time for students to learn about and reflect on their [Core Competencies](#).

Flex Time

Flex time is a 45 minute session everyday between our 1st and 2nd blocks. This is instructional time and the purpose of this block is to give students time in their day to study & review, collaborate with peers on group projects, connect with teachers for extra help and catch up on assignments, tests and quizzes. Here are a few reminders about Flex Time:

- FLEX TIME is INSTRUCTIONAL TIME so students are expected to be in classrooms working on school activities and assignments
- Students MUST be in a classroom with a current teacher
- Our Grade 10 - 12 students may study in the Learning Commons
- Students are expected to arrive on time and stay in the classroom for the entire period
- Use your time wisely & come prepared
- Students may be assigned Flex Time by a teacher if they fall behind in coursework
- **Westview Park is out of bounds for all students during instructional time or between classes.**

This includes any student who may have an open block in their schedule. Grade 8 and 9 students are not to be in the park before, during school or after school hours.

Throughout the school year we will have weeks that are assigned as Flex Push (stay in first period class) or Flex Pull (go to second period class for Flex). These are strategically placed during the school year for different purposes. At the beginning of the school year we implement the Flex Hold/Push schedule so there is time to provide students with guidance about how to best use this time. The remainder of the Flex Hold/Pushes are aligned with returns from breaks and during Graduation Assessment weeks. Our rationale is to provide a reset after returning from break and during the assessment weeks to reduce bells and hallway movement while students are writing their Graduation Assessments.

Flex Hold/Push Schedule 2024-2025 for the Week of:

- September 9: Flex Hold
- September 16: Flex Push
- September 23: Flex Hold
- October 28: Flex Push
- January 13: Flex Hold
- January 20: Flex Push
- March 31: Flex Hold
- March 7: Flex Push



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WSS PAC

We have a dedicated PAC who are committed to supporting the staff and students at Westview. During the summer break they operated a concession stand at the summer games to raise money for school activities. We are grateful to our PAC for their support. Their first meeting of the school year is on September 23 at 7:00 pm in the library. Here is a [LINK](#) to more information about our PAC.

Wildcat Wear Wednesdays

Wednesdays will continue to be Wildcat Wear Day! We are transitioning our Wildcat Wear development, design, marketing and sales to our Marketing classes. They will need some time to get organized so stay tuned for announcements about sales of Wildcat Wear!

SD42 and Westview Calendars

The [Westview calendar](#) provides an overview of activities and events for the 2024/2025 school year.

The [2024-2025_District_and_Westview_Calendar \(2\).pdf](#) provides an outline of school breaks, assessment schedules and other important dates through the school year.

Westview Website

You can view any important information, staff contacts, student fees, graduation information, PAC information and upcoming dates on our Website <https://secondary.sd42.ca/wss/my-calendar/>.

Upcoming Dates:

- Monday August 26: Office Opens for 2024/2025 school year
- Tuesday August 27: Grade 8 Open House, (10:30 - 12:00 pm)
- Friday September 1: Advisory classes posted on front doors after 1 pm
- Monday September 2: Labour Day (School Closed)
- Tuesday September 3: First day of school for students (see above for detailed information)
- Tuesday September 3 : International Student Orientation (1 - 3 pm)
- Wednesday September 4: First day of regularly scheduled class
- Thursday September 5: School Photo Day
- Friday September 6: Day 2 (E F G H)
- Friday September 6: Grade 8 Orientation Day - Lunch provided to Grade 8s
- Monday September 9: Grade 11 Assembly @ Flex
- Tuesday September 10: Grade 10 Assembly @ Flex
- Wednesday September 11: Grade 9 Assembly @ Flex
- Thursday September 12: Grade 12 Assembly @ Flex (Pancake Breakfast!)
- Friday September 13: Day 3 (C D A B)
- Thursday September 19: Grade 8 Parent Night @ 7 pm



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- Friday September 20: Day 4 (G H E F)
- Friday September 20: Terry Fox Run
- Monday September 23: PAC Meeting @ 7 pm
- Tuesday September 24: Grade 12 Parent Meeting (Grad & Dry Grad) @ 7 pm
- Thursday September 26: Photo Retake Day
- Friday September 27: Day 1 (A B C D)
- Friday September 27: Orange Shirt Day at Westview
- Monday September 30: National Day for Truth & Reconciliation (School Close)
- Tuesday October 1: School Growth Planning Day (Non-Instructional, no classes)
- Friday October 11: Late Start Friday - Staff Collaboration (School Starts for Students @ 9:55 am)
- Monday October 14: Thanksgiving (School Closed))
- Thursday October 24: 2023/2024 School Awards Presentation @ 9:45 am in Library
- Friday October 25: Non Instructional Day (No Classes for Students)
- Monday October 28: PAC Meeting @ 7 pm