

est. 1854



# The Guelph Collegiate - Vocational Institute

PROUD OF OUR PAST CONFIDENT IN OUR FUTURE

Dear GCVI Student and Parent/Guardian;

Ms. Chesney, Mr. McCabe and I welcome everyone to the 2022-2023 academic year. Please also join us in welcoming over 400 grade 9 students and over 80 International Students to our remarkable community. Our custodial and secretarial staff have been working very hard all summer to prepare for the new school year. We can assure you that the teachers and support staff at GCVI are dedicated to your success and that they will always be willing to help you.

As a school we are very proud of our over 160 years of history, while still maintaining diverse and innovative programming. Our mission is to develop informed, engaged and responsible global citizens. These aspects of citizenship are achieved through social responsibility, academic rigor, environmental stewardship, intercultural understanding and the pursuit of positive relationships, health and well-being. We are committed to ensuring students feel safe and see themselves represented in their classrooms. At GCVI we are proud of our past and confident in our future.

Below you will find some information and updates to help you plan for the upcoming school year:

**GCVI News & Calendar:** You can keep updated on school news and see upcoming dates on our public calendar through our [school website](#). Please check the school website on a regular basis and consider following us on **Twitter @GuelphCVI** or **Instagram @gcv\_ugdsb** for more information about news and dates.

- Grade 9 orientation is taking place Wednesday Aug. 31st (8:45 am - 12:45 pm)
- The First official day of school is **Tuesday, September 6th**. See daily schedule below for the 2022-2023 year:

TIME	TIMETABLE
8:55 -10:15 am	PERIOD 1
10:15-10:22 am	Travel Time
10:22-11:37 am	PERIOD 2
11:37 am - 12:33 pm	LUNCH
12:33-12:38 pm	Travel Time
12:30- 1:53 pm	PERIOD 3
1:53- 2:00 pm	Travel Time
2:00- 3:15pm	PERIOD 4

**Communication with the School:** As information becomes available it is imperative that the school has up to date contact information. If your address, phone number, or emergency contact information has changed over the summer, please



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contact the school to update your information. Also be sure the school has your correct email as we often send communication through the “messenger” email tool.

**Welcome Back Guide to School:** It's back to school season! To help make the transition back to school smoother for our students and families, we are sharing a website with information about back to school. Please visit:

[www.ugdsb.ca/2022](http://www.ugdsb.ca/2022)

**Covid-19 Screening:** Screening for COVID-19 symptoms and potential exposures is recommended to help prevent the spread of COVID-19. Students are asked to perform a daily screening for COVID-19 **BEFORE** leaving for school. Staff, students and families can use the provincial screening tool for daily screening:

<https://covid-19.ontario.ca/school-screening/>

All staff and students who are experiencing symptoms identified in the screening tool that are consistent with COVID-19 must not attend school and should follow the guidance provided in the screening tool, which may include seeking appropriate medical attention as required, and/or getting tested for COVID-19.

- Do not come to school if you have any symptoms of COVID-19. Do your self-screening before you leave for school.
- If you or anyone in your household has COVID symptoms, you must self-isolate for 5 days if you are fully vaccinated. If you are not fully vaccinated or partly vaccinated, you must self-isolate for 10 days. We understand this will be stressful. We will work with you on a plan to help you finish your classes successfully.
- If in isolation students will work on asynchronous work that teachers will post to the Google classroom.

**Key Protective Measures:** As a school board, we want to remind everyone of the importance of all the key protective strategies to help keep staff and students safe and healthy:

- Recommended daily screening before coming to school / work
- If you are feeling unwell or have symptoms, please stay home
- Continue frequent hand washing/sanitizing and respiratory etiquette
- Distance from others where possible, especially indoors
- A reminder that rapid antigen tests are available to staff and students at all schools and work locations
- Every class, learning space and staff eating area in the UGDSB has a standalone HEPA filter unit, with more than 2,500 units across the board. Standalone HEPA units must be running in all occupied spaces where they are located

**Photo Day will be held on Thursday, September 15<sup>th</sup>.** Please have your photo taken for your free Student Photo ID Card and you may purchase additional pictures at a cost (picture packages will be sent home with students on the first day of school). A Photo “retake” day is scheduled for **October 20th, 2022**.





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**Busing:** To access busing information, please visit the transportation website at <https://stwdsts.ca/>. In the last 2 weeks of August, parents can obtain September busing information by creating a new account through the [Parent Portal](#). If parents already have a Parent Portal subscription from previous years, they will be able to access busing information through their existing subscription.

**Driving:** During the school year, for students being dropped off for school, please **do not use** the GCVI parking lot for dropoff and pick-up unless there are special accommodations approved through the office. Instead drop off on the streets around the school and allow your child to walk a block or two. For safety reasons, we are trying to reduce the number of people congregating in our parking lots due to the large volume of traffic at drop off and pick up times.

**Timetables:** As of **Monday, August 29th**, students can view their timetables through *Edsembli connect*.

- Website: <https://connect.edsembli.com/>
- Username: First 5 letters of the student's last name and the first 3 letters of their "Usual" first name. No spaces or hyphens or special characters
- Example: John Smith = smithjoh
- Password: The student's 9 digit OEN. This number can be found on a report card to the right of their name or on their student card.

A paper copy of timetables for the first semester will also be available to students from their teacher in their first period/homeroom class. We will have all students and first period classes posted on the walls of the hallways outside of the Japanese Garden on the first day to help students locate their homeroom/period 1 class.

**Guidance & Timetable Changes:** Any students looking to connect with a guidance counselor, Child and Youth Counselor or Social Worker, can do so through making an appointment through this link: <https://forms.gle/MHpR7U8virbsrzc37>

- If you need to make a change to your timetable during the first week, times will be available after school to make changes. After the first week, or if you cannot stay after school to make changes, be sure to fill out the google form and someone from guidance will contact you to come to Guidance for an appointment

**Secondary Schools Online Learning Graduation Requirements & Opt Out Form:** Beginning with the cohort of students who entered Grade 9 in the 2020-21 school year, all students in Ontario must earn a minimum of two *online learning credits* as part of the requirements for an Ontario Secondary School Diploma unless they have been opted out. In response, the UGDSB is offering an increased number of UGDSB lead eLearning courses.

The Ministry of Education also recognizes the extraordinary circumstances of the COVID-19 pandemic. As a result, the province's Policy/Program Memorandum recognizes up to one secondary school credit completed by Grade 9 students in the 2020-21 school year during the province-wide school closures (from April 2021 to June 2021) may be counted toward the graduation requirement.

Should parents/guardians, or the student if they are 18 years of age or older or 16 or 17 years of age and have withdrawn from parental control, wish to [opt-out of online learning](#), they may use the fillable form linked below. Students are to bring back the signed form to guidance to update the student record. One will be filed in the Ontario Student Record and one copy is sent back to the parent and/or student.





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***Click here to download the Online Learning Graduation Requirement Opt-Out Form***

**Plans of Care:** GCVI strongly encourages you to refrain from bringing any foods to school that contain nuts. We appreciate your efforts in being sensitive to our students with severe allergies. If your child has a Plan of Care for any Life Threatening Medical Conditions or Asthma Management Prevention Forms, please complete these forms as soon as possible and share with Lisa Tarantino in the front office.

- If there are no significant changes needed for your child's plan of care, please complete [this form](#).
- If there are new or significant changes in your child's plan of care, please complete [this form](#).

**Breakfast Program and Lunch:** We wanted to let you know our breakfast program has started up again from Church of Apostles just a block from us on Paisley St. Volunteers will be providing Grab and Go bags for students in need to pick up before both the morning and afternoon classes that include individually packaged snacks. This program is for all GCVI students who need something to eat that day – please use it whenever you need.

We currently do **not** have a full time food service vendor in the cafeteria. We encourage all students to bring lunch to school to eat in the cafeteria, halls or outdoors. Students may also opt to go off campus to purchase food at a local establishment. GCVI is proud of its EcoSchool Platinum Status. We continue to work hard to reduce, reuse and recycle. You can do your share by using reusable containers and finding ways to reduce waste. We know that you will do your best to support our efforts.

**Good Neighbour Policy:** The Guelph Collegiate neighbours are proud of their neighbourhood and of this school. Using lawns as pathways, vaping, and leaving garbage behind shows disrespect for our neighbours. Students must remember that these taxpayers support many of our activities and deserve to live in a clean, uncluttered area. Thanks for your good neighbour approach as we start the school year.

**Course Fees:** All students will have the opportunity to demonstrate course expectations and achieve course credits with no financial cost. This year, GCVI will not be asking for any registration fees. That said, some courses may provide enhancement opportunities for students to extend their learning and enrich their experience. These enhancements will incur a cost which the students may be given the option to pay. Course handouts given out on the first day in all classes will provide information regarding enhancement opportunities and an outline of associated costs. It should be noted that financial assistance may be provided to support a student due to financial need. Please contact the school administration in order to access support. Where fees may be applicable, parents/guardians/students are encouraged to use SchoolCashOnline. You can find instructions for setting up [SchoolCashOnline here](#).

**Student Activities, Payment and Fees:** We are hoping to continue to offer many student life activities (sports, arts, leadership, service, etc..) following Public Health guidelines. You can keep up on activities being offered through the "[Clubs @ GCVI](#)" tab of the school website found [here](#). As mentioned, we are **not** collecting any registration student fees in advance. Instead, Student Life Activity fees will be connected to service and the extra curricular activities you opt to join. As with curriculum enhancement fees, please note that financial assistance may be provided to support a student due to financial need. Please contact the school administration in order to access support. Where fees may be applicable for extra curricular student life activities, parents/guardians/students are encouraged to use [SchoolCashOnline](#).







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**Attendance & Personal Technology:** We expect each student at GCVI to take responsibility for their learning and behavior. We believe that regular attendance and punctuality are required for academic success, and that both are also desirable work habits. Please inform the school in advance of an absence, if possible, and provide a note explaining the absence the day the student returns to school. Acceptable reasons for missing classes are: school related activities (trips, teams), illness, bereavement, unavoidable causes (medical appointments, emergencies), and religious holidays. Personal technology is allowed for use within our classrooms for the purpose of enhancing student learning. Technology (Cell phones and computers) are allowed for educational use in supervised areas *at the discretion of the classroom teacher*.

**What to Bring to School:** Students may bring a lock and use a locker that is close to their homeroom for their personal belongings. All students will need to provide their lock combination to their homeroom teacher. If students choose not to use a locker, they should keep personal items in a backpack with them throughout the day including their lunch. Secondary Students are to bring:

- Knapsack or tote bag for personal belongings
- Face Masks (optional)
- Personal water bottle
- Seasonal outdoor wear
- Only those items that are necessary for the day (e.g. laptop, textbook, notebook, pens/pencils, calculator, etc.)
- Personal Technology
- Lunch (or money to purchase lunch off campus)
- Lock (Locks are also available to purchase at the front office for \$5.00)

**Student Support:** Support is always available to our students. If students require additional support related to special education, mental health and wellness, academics, transitioning back to school and other concerns, staff are available to help. Please use the following contact information:

Jamie Hocken: Special Ed	jamie.hocken@ugdsb.on.ca	519-824-9800 x 326
Heather Buck: Guidance Head	heather.buck@ugdsb.on.ca	518-824-9800 x 341
Colleen Anstett: Student Success	colleen.anstett@ugdsb.on.ca	519-824-9800 x 336
Bill Bulmer: CYC	bill.bulmer@ugdsb.on.ca	519-824-9800 x 345



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Lori Lutes: Social Worker	lori.lutes@ugdsb.on.ca	519-824-9800 x 356
Sandy Zahnd: IB Coordinator (Grades 10 & 12)	alexandra.zahnd@ugdsb.on.ca	519-824-9800 x 332
Angela Snell: IB Coordinator (Grades 9 & 11)	angela.snell@ugdsb.on.ca	519-824-9800 x 351
Sarah Bolton: International Students	sarah.bolton@ugdsb.on.ca	519-824-9800 x 355
Carolyn Chesney: Vice-Principal (Students Last Names A-L)	<a href="mailto:carolyn.chesney@ugdsb.on.ca">carolyn.chesney@ugdsb.on.ca</a>	519-824-9800 x 307
Ben McCabe: Vice-Principal (Students Last Names M-Z)	benjamin.mccabe@ugdsb.on.ca	519-824-9800 x 308

We feel very fortunate to be at GCVI as school administrators and looking forward to supporting your educational journey. We hope that you are enjoying the wonderful summer weather and that you have an opportunity to spend some quality time with family and friends. We wish everyone a safe and successful return to school. Please do not hesitate to contact us if you have questions, concerns or suggestions.

Sincerely,

Mr. James Cako  
Principal

[james.cako@ugdsb.on.ca](mailto:james.cako@ugdsb.on.ca)

Mr. Ben McCabe  
Vice-Principal

[ben.mccabe@ugdsb.on.ca](mailto:ben.mccabe@ugdsb.on.ca)

Ms. Carolyn Chesney  
Vice-Principal

[carolyn.chesney@ugdsb.on.ca](mailto:carolyn.chesney@ugdsb.on.ca)

