

August 2, 2023

Dear GCVI **GRADE 9** Student and Parent/Guardian;

Mr. McCabe, Ms Chesney (Vice Principals) and I would like to extend a warm welcome to you! In September you will be Secondary School students and we are so excited that you are joining us at GCVI. You will receive another letter addressed to all families in the school in mid to late August with additional opening week details, but we wanted to provide you with some information now in this letter to help you start planning for your high school experience.

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.

### **Grade 9 Orientation**

We would like to invite all grade 9 students to GCVI for the Grade 9 orientation on **Thursday August 31st, from 8:45AM to 12:45PM**. Students should bring a water bottle for the day and snacks will be provided. Each Grade 9 student will have two LINK leaders who they will meet during orientation. LINK Leaders are senior students who will be their mentors for their first year of high school. The purpose of the orientation and mentorship program is to help ease the transition for Grade 9 students into high school, meet new people and encourage Grade 9s to get involved at GCVI. During orientation students will take part in a number of activities as well as receive their timetable and go on a school tour. Between August 29th-30th all Grade 9's can expect a call from one of their LINK leaders who will share more information about the day and answer any questions. It is highly recommended that all Grade 9 students attend orientation on August 31st; however, if anyone is unable to attend, they will still be assigned LINK leaders who will support their transition to high school.

### **Additional information (More coming later in August):**

- **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 Grade 9 Orientation and other school updates.
- Please note that the first day of school is **Tuesday, September 5th**. See daily schedule below for the 2023-2024 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- 3:15 pm	PERIOD 4

- **Photo Day will be held on Thursday, September 14<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 **November 3rd, 2023.**
- **The Grade 9 Open House for parents/guardians & students will take place on Thursday, September 21st at 6:00 p.m.** Parents/guardians will have an opportunity to meet the students’ admin and teachers and ask questions regarding the course curriculum and evaluations. A letter and invitation to this evening will be sent home with students during the first week and messaged to all grade 9 parents/guardians through our messenger system.
- **Busing:** To access busing information, please visit the transportation website at <https://stwdsts.ca/>. In the last 2 weeks of August, parents/guardians 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:** Grade 9’s will receive a paper copy of their timetable during the Grade 9 orientation on August 31st. Timetables for the first semester will also be available from their teacher in their first period class (We have all students and first period classes posted at the school for the first day to help students locate their homeroom/period 1 class). **Also, as of Monday, August 28th,** students can view their timetables through *Edsembli connect*.
  - Website: <https://connect.edsembli.com/>

- Username: First 3 letters of the student's usual name and the student's full surname. (**eg. John Smith will be johsmith**).
- 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.
- **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 or dropping by the guidance office to set up an appointment: <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
- **Fees:** All students will have the opportunity to demonstrate course expectations and achieve course credits with no financial cost. GCVI does not ask 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](#).
- **Attendance & Personal Technology (Cell Phones):** 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.

This year we are focusing on ensuring that students whenever possible are attending classes on time and throughout the day to support their success and achievement. We are also going to encourage students to **refrain from using their cellphones** in the classroom unless directed by the teacher to use for learning purposes.

- **Breakfast Program and Lunch:** We wanted to let you know our breakfast program will run again out of the GCVI Cafeteria each morning from 8:30 - 8:55 am. This program is for all GCVI students who need something to eat that day – please use it whenever you

need. Students may also pack some snacks or a bagel from the breakfast program for their lunch.

We currently do not have a full time food service vendor in the cafeteria (although lunch will be sold on certain days by community partners and school clubs). 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.

- **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
  - Lock (Locks are also available to purchase at the front office for \$5.00)
  
- **Student Support:** Supports are available to 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
Lori Lutes: Social Worker	lori.lutes@ugdsb.on.ca	519-824-9800 x 356

Sandy Zahnd: IB Coordinator (Grades 9 & 11)	<a href="mailto:alexandra.zahnd@ugdsb.on.ca">alexandra.zahnd@ugdsb.on.ca</a>	519-824-9800 x 332
Angela Snell: IB Coordinator (Grades 10 & 12)	<a href="mailto:angela.snell@ugdsb.on.ca">angela.snell@ugdsb.on.ca</a>	519-824-9800 x 351
Sarah Bolton: International Students	<a href="mailto:sarah.bolton@ugdsb.on.ca">sarah.bolton@ugdsb.on.ca</a>	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)	<a href="mailto:benjamin.mccabe@ugdsb.on.ca">benjamin.mccabe@ugdsb.on.ca</a>	519-824-9800 x 308

We feel very fortunate to be at GCVI as school administrators and look forward to welcoming our incoming grade 9's and families. Our school is a dynamic place to learn, develop as citizens and share experiences. 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. 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)

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