



The Guelph Collegiate - Vocational Institute

PROUD OF OUR PAST CONFIDENT IN OUR FUTURE

August 23rd, 2023

Dear GCVI Student and Parent/Guardian.

Ms. Anstett, Mr. McCabe, and I welcome everyone to the 2023-2024 academic year. Please also join us in welcoming over 400 grade 9 students and over 50 International Students to our remarkable school community. Our custodial, maintenance 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 165 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.

- Students are expected to be in their homeroom by 8:55 am to listen to daily announcements. **Daily announcements** will be updated each day and posted to the website [here](#).
- **Grade 9 orientation is taking place Thursday Aug. 31st at GCVI (8:45 am - 12:45 pm)**

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- The First official 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

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 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.

Photo Day will be held on Thursday, September 14th. 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**.

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/guardians 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 drop off 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.

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Timetables: 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.

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 going to the guidance office or using this link: <https://forms.gle/MHpR7U8virbsrzc37>

- If you need to make a change to your timetable, you must do so IN PERSON. Please do not email and expect a change to be made.
- A guidance counselor will be available in the afternoon of grade 9 Orientation Day (Aug. 31st) to help you if you would like to make a change before school starts on Sept. 5th.
- During the first week, times will be available after school (and in the school day when possible) to make changes. Come to Guidance and listen to announcements for updates. After the first week be sure to fill out the google form and someone from Guidance will contact you to come to Guidance for an appointment. Remember- Guidance is here to help you, come see us!

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.

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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. 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.

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](#) and return to the front office.
- If there are new or significant changes in your child's plan of care, please complete [this form](#) and return to the front office.

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.

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.

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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 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.). 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 extracurricular 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 to access support. Where fees may be applicable for extracurricular student life activities, parents/guardians/students are encouraged to use [SchoolCashOnline](#).

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.

This year we will continue 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 continue to encourage students to refrain from using their cellphones in the classroom unless directed by the teacher to use for learning purposes.

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

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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 (there are water stations in halls to fill bottles)
- 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
Jill Goodreau: Student Success	jill.goodreau@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)	alexandra.zahnd@ugdsb.on.ca	519-824-9800 x 332

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Angela Snell: IB Coordinator (Grades 10 & 12)	angela.snell@ugdsb.on.ca	519-824-9800 x 351
Sarah Bolton: International Students	sarah.bolton@ugdsb.on.ca	519-824-9800 x 355
Colleen Anstett: Acting Vice- Principal (Students Last Names A-L)	colleen.anstett@ugdsb.on.ca	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

Mr. Ben McCabe

Vice-Principal

ben.mccabe@ugdsb.on.ca

Ms. Colleen Anstett

Acting Vice-Principal

colleen.anstett@ugdsb.on.ca