



Hello Glebe Students and Families,

We hope that you are having an amazing summer.

We know it's only mid-August, but we would like to share some information with you for the return to school on September 2nd.

This is a lengthy email, so we have listed and bookmarked the content for more easy reference:

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## A. START-UP PROCEDURES

### First Day of School

Our first day of school is on September 2nd, 2025. Students will receive an email on the first day of school. For new registrants, this will arrive at the email address used at registration. If you do not receive an email, do not worry, room assignments will be posted at the front of the school. Find your last name, and you will be directed to your first classroom.

All room numbers marked in the 400s are on the fourth floor; the 300s are on the third floor, the 200s are on the second floor, which is also the main floor and location of the front entry “door A”; the 100s are on the first floor accessible by any of our other entries.

### Our Daily Schedule

Below is an overview of our daily schedule at Glebe. At 8:45am, a warning bell rings, and music begins to play, signaling to students that classrooms are open and learning is about to begin. At 8:50 am, the bell rings and students must be in class. We start each day with a Land Acknowledgement, and the playing of the National Anthem. We then share important announcements about upcoming events, sports’ team opportunities and clubs. These announcements are also posted on our [announcement website](#).

On “Day Ones” students attend periods in A, B, C and D order. Day One are odd-numbered calendar days (Sept 3, 5, 11, 13, etc). “Day Twos” are even-numbered calendar days (Sept 4, 8, 10, 12), and classes on these days are flipped to B, A, D, C.

Daily Schedule Sample

TIME	DAY ONE (odd days)		DAY TWO (even days)
8:45	Music plays until a bell at 8:50 to signal class begins	8:45	Music plays until a bell at 8:50 to signal class begins
8:50 - 10:05	Period A	8:50 - 10:05	Period B

10:05 - 10:10	Travel Time	10:05 - 10:10	Travel Time
10:10 - 11:25	Period B	10:10 - 11:25	Period A
11:25 - 12:20	LUNCH	11:25 - 12:20	LUNCH
12:20	Bell	12:20	Bell
12:25 - 13:40	Period C	12:25 - 13:40	Period D
13:40	Travel Time	13:40	Travel Time
13:45 - 15:00	Period D	13:45 - 15:00	Period C

\*Bells will mark the start and end of each period.

**\*To make things less complex for everyone's start up, we will begin with a Day 1 (even though it is an even-numbered day)**

September 2- Day 1 (Periods A, B, C, D)

September 3- Day 1 (Periods A, B, C, D)

September 4- Day 2 (Periods B, A, D, C)

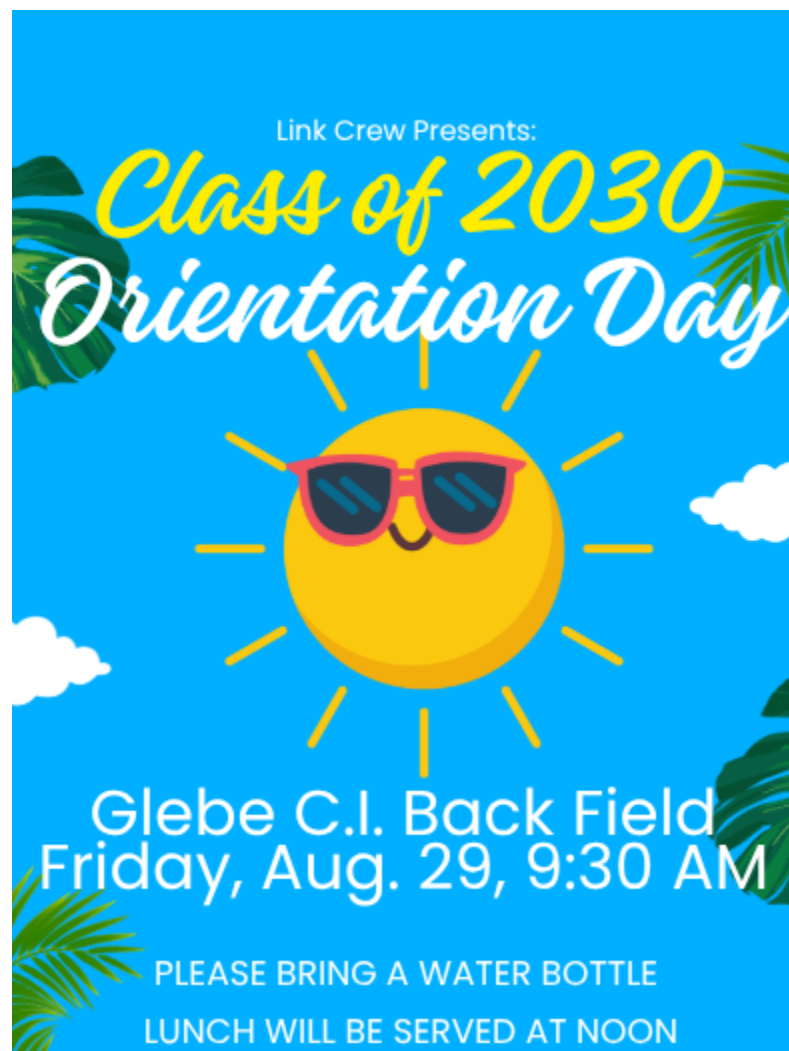
September 5- Day 2 (Periods A, B, C, D)

Beginning September 4th, the morning classes flip order, and the afternoon classes flip order, but afternoon classes are always in the afternoon, and morning classes are always in the morning. This same schedule is followed at all semestered OCDSB secondary sites.

**Grade 9  
Orientation and  
Welcome BBQ  
AUG 29th!**



For grade nine students we have a special program called LINK. Link is operated by two wonderful staff, Gabrielle Hoover and Alanna Dewan and a team of senior students dedicated to supporting students transition successfully to high school.



**We will be having our Grade 9 Orientation on Friday, August 29th from 9:30 am to 1:00 pm.** Students will be participating in a morning of fun and games. This gives grade nine students a chance to get to know their Link Leaders, their classmates, get familiar with the school, and assign their lockers. Students will meet at Glebe's backfield for this event.

Students are encouraged to dress appropriately for the weather, wear a pair of running shoes and to bring a refillable water bottle. The day will end with a BBQ.

### **All Other Students**

Students who are in grades 10-12 and are new to Glebe will be contacted regarding opportunities to visit the school in advance of the first day. This email will come to the address provided at registration.

### **Lockers**

Lockers are assigned to each floor by grade, and **locks are provided to incoming students**. Most grade 12 university classes are on floors 3 and 4, so grade 11 and 12s are assigned to higher floors. More grade 9 students take Phys-Ed and Arts courses so they are assigned to lower floors that host these classes. Grade 9 students will obtain their lockers at their Orientation Day on August 29th. Grade 10–12 students can come in on August 26th or August 27th from 9:00am- 3:00pm and pick up a locker registration form at the main office. Returning students should bring their lock with them. Only school locks are allowed on lockers and all lockers must be registered. If you are a returning student and have lost your lock, the office will be able to provide a new one for a fee of \$15.00. Only 1 student per locker.

### **Did you leave your locker contents behind?**

Some students did not empty their lockers at the end of the previous school year. If this is the case for your student, remaining items from lockers have been placed in bags in the office and will be held until the end of September for students to come and pick up.

## Transportation



This year, there is a new process for transportation being managed by OSTA. Instead of receiving presto passes, students will receive a student bus pass. Students in grade 9, can pick these up at Orientation Day on August 29th. Students in grade 10-12, can come in on September 26 or 27th to get their pass.

### Not In Town the Week Before School?

Do not worry if you are not in town the week before school or cannot make it in on the week of August 25th to pick up your bus pass or register your locker. You will be able to register your locker and get your student transportation pass the first week of school as well. We are setting up advanced times to help both you and the school in early organization. All you need to do is come to the main office, and our staff will help you get started.

### Timetable Change Requests




Every year timetables are made, and teaching staff are hired and scheduled based on what courses Glebe students select for the next school year. This means that opportunities to change courses will be limited, and will be restricted to changes which are necessary due to pathway changes and post-secondary requirements, summer school results or needed prerequisite courses. Our student service website will outline the process for making a timetable change. We thank you in advance for following the process instructions and guidelines.

## B. Our School Team and Contact Information

### Our Administration Team

Our administration team has changed for the 2025-2026 school year. We are pleased to welcome Christine Reynolds to the team as our new vice-principal. Christine is an experienced vice-principal. She will be replacing vice-principal Julie Prankard, who has transferred to a new site at the Ottawa-Carleton District School Board. We thank Julie for her hard work and dedication at Glebe, and look forward to Christine Reynolds joining the team.

We have listed our key responsibilities as they relate to students and families, but please reach out to any of us at any time if you have questions or concerns as we are very pleased to be able to serve and support students and families.

Role	Name	Responsibilities
Vice-Principal	Christine Reynolds 	<ul style="list-style-type: none"> <li>-Christine supports students with surnames from A to L.</li> <li>-Christine oversees the scheduling and staffing for Special Education and Learning Support Services, and the DDP program at Glebe.</li> <li>-Oversses school safety protocols (fire drills and other safety drills)</li> <li>-Student transportation</li> <li>-Staff supervision duties</li> <li>-EQAO Math and Literacy</li> </ul>
Vice-Principal	Sam Laggis <a href="mailto:sam.laggis@ocdsb.ca">sam.laggis@ocdsb.ca</a> 	<ul style="list-style-type: none"> <li>-Sam supports students with surnames from M to Z.</li> <li>-Athletic Leadership Speciality High Skills Major for students (SHSM)</li> <li>-Timetabling of staff and students</li> </ul>
Principal	Robin Small <a href="mailto:robin.small@ocdsb.ca">robin.small@ocdsb.ca</a> 	<ul style="list-style-type: none"> <li>-Student Achievement and Student Wellbeing planning and action</li> <li>-Teacher absences and staffing</li> <li>-Instructional and operational leadership of staff, and programming</li> <li>-School Budget</li> <li>-Cross Boundary Transfers</li> <li>-Field trip approval</li> </ul>

## Our Office Team

We have 5 Office staff, and we have listed their key responsibilities for your ease.

Office Staff	Responsibility
Nadia Choudhry	Guidance Technology Assistant -Student handbook -Nadia updates the Glebe and Student Services Website
Sheri Buffett	Guidance Assistant -Registration of OUAC and OCAS achievement data for students applying to post-secondary studies
Anissa Lowe	Staffing Assistant -Works with Robin to support staffing behind teacher absences Volunteer Assistant -Assists in the registration of school volunteers
Jennifer Officer Vroom	Attendance Office Assistant -if your student will be absent from school, please email the school at <a href="mailto:glebeci@ocdsb.ca">glebeci@ocdsb.ca</a> and Jennifer will ensure that the absence is correctly coded. -if your student has sustained a concussion over the summer or has an injury/illness requiring accommodation, please send an email to <a href="mailto:glebeci@ocdsb.ca">glebeci@ocdsb.ca</a> and we will reach out.
Tracey Lamothe	Office Administrator Assistant -registration of new students -works in partnership with Sam Laggis to support school operations and all reporting (attendance, achievement, suspension)
Wendy Gagnon	Office Administrator -oversees office staff -oversees operations and school budget in partnership with principal

## Leadership Team and Teachers with Specialized Roles

<i>Leadership Team</i>	<i>Department</i>
Paula Leitch-Blais	Guidance Department
Siobhan McComb	Math Department



Aimee Barber	English, ESL and Library Department
Jessica McIntyre	Canadian and World Studies and Social Sciences Department
Scott Hughes	Engineering, Science and Technology Department
Nancy Fraser	Special Education and Student Success Lead
Emily Grant	Athletic Director, Physical Education and Health Department
Svetlana Markov	Languages Department
Sandra Christie	Arts Department
Anna-Marie Kukla	ELL Lead
Jacklin Coolican	Speciality High Skills Major: Non-Profit Leadership

### **Learning Support Team**

Led by Special Education Department Head Nancy Fraser, our team consists of Lynn Addison, Janet King, Brett Miller, Siobhan McComb, Heather Towns, Donna Douglas, Angel Vezina, Angela Nixon, and Temecka May.

### **Guidance Team**

We are pleased to welcome Guidance counsellor, James Hum, to our team this year. James is an experienced guidance counsellor and we are excited for him to join our team. Laura Pong has left the Glebe team; we would like to congratulate her on her new position with the Ministry. Our new team consists of Paula Leitch-Blais, Jasmin Schuster, Nancy Fraser and James Hum. In a subsequent letter we will share their alpha-assignments as we are still welcoming new registrants and adjusting accordingly.

### **Contacting Teachers**

Our school website lists all contact information for all staff.

### **C. Learning Support Services at Glebe**

We have a magnificent Learning Support Team at Glebe. Our home base for Learning Support Services is Room 300.

Students with an IEP who are new to Glebe this year can expect a learning support teacher to reach out in the first few weeks of September to discuss their accommodations. Students are also welcome to drop into room 300 if they need any help finding their classes or getting settled.

Any new documentation obtained over the summer that might help to inform an existing IEP or support the development of a new one can be sent to the appropriate learning support teacher (Contact information can be found here - [Glebe Learning SGCI LSS - learning support servicesupport](#))

### D. Getting Involved

Would you like to be more involved in the school? Here are some ways that you can engage.

#### School Council Meeting

Our first School Council meeting will be held on September 15th in the library. All are welcome.

## School Council Meetings

Date	Student and Teacher Presenters
Monday, September 15	Elections, welcome back + start-up info
Monday, October 21	
Monday, November 17	
*December Exec Meeting*	Grade 8 Night Preparation/Support
Monday, January 19	
Monday, February 23	
Monday, April 20	
Monday, May 25	
Monday, June 15	

### Volunteering

If you are interested in volunteering at the school, we would love to have your support. Please reach out to Anissa Lowe.

### Parent / Guardian Voice

We want to serve you better. We are looking to have some special family information evenings this year, and are looking for input about what content that you would like to learn more about. Please complete [this form](#) to tell us what you would like to learn more about and to share any other feedback with us.

### E. Important School Policies

#### Attendance Policy

Please notify the office if your student will be absent by calling 613-239-2424 ext 1 or by emailing to [glebeci@ocdsb.ca](mailto:glebeci@ocdsb.ca). Students arriving late or leaving early must

present themselves to the main office with a note from their parent/guardian to register an excused absence. If a student does not have a note, they should proceed directly to class, and will be marked late.

If students have a series of unexplained absences, they will be referred to an Attendance Support Program, where we will work with the student and their families to support improved attendance. This program is designed to be supportive and positive for students as consistent attendance is a predictor of higher student success.

### **Mobile Device Policy**

The Ontario Ministry of Education has issued a directive that students may not use mobile devices during learning time.

*Glebe Collegiate Institute strives to improve student achievement and student well-being outcomes. Research indicates that cellphone use correlates with less desirable learning and wellness effects. (Kohlhar 2021, Beland and Murphy 2016, Ismailov 2014). A 2023 study recently found that students who used their smartphones for more than 5 hours per day had higher levels of anxiety, depression and aggression (OECD).*

Since starting our no-cellphone policy in our classes, we saw improvements in achievement outcomes and overall behaviour incidents. So, we are keen to continue to support the Ministry of Education's new directive. With your support, we hope to see continued benefit from setting these norms. Thank you to all of our parents and students for taking these steps with us last year.

### **F. Medical Plan of Care Form**



Parents / Guardians must submit the [Plan of Care Form](#) to the school for all students with serious or life-threatening conditions. On the form, please provide detailed written information and specific directions about handling medical situations. If your student carries an epi-pen, please provide an additional one to be retained in the school office for emergencies.

### **G. Opportunities for Student Leadership and Involvement**

#### **Student Council**

We have a very active Student Council. We are pleased to share that we will be holding Student Council elections mid-September for grade 9 students to have the opportunity to run for grade representative positions.

Glebe is fortunate to have an unprecedented number of volunteer coaches on its staff! Opportunities to participate in Athletics will be shared on the school website as well as on the daily announcements.

There are many clubs and organizations at Glebe for a variety of identity groups, passions and interests! Last year, we had the opportunity to host the National Reach for the Top Championships in our Auditorium!

### **SHSM (Specialist High Skills Major)**

Glebe hosts a non-profit SHSM (supported by Jacki Coolican) and has also just opened an Athletic Leadership SHSM. If your grade 10 or grade 11 student is interested in being a part of either of these opportunities, please reach out to [jacklin.coolican@ocdsb.ca](mailto:jacklin.coolican@ocdsb.ca) (for non-profit), and Sam Laggis ([sam.laggis@ocdsb.ca](mailto:sam.laggis@ocdsb.ca)) for the Athletic Leadership opportunity. To learn more about SHSMs in general, please see this link from the ministry: [SHSM](#)

### **H. Our Glebe Library**

Our Library is managed by Aimee Barber, who we are proud to share won the Ontario School Teacher-Librarian of the Year Award in January 2024!

- 1) Weekly Library Hours will be posted on the [Library website](#), on the Bulletin Board in the Library, Library announcements, Google Classroom, and on our Instagram account [@glebecilibrary](#). Students are encouraged to check the Weekly Library Hours.
- 2) ESL Book Club, Library Book Club and Film Club will be starting back up in September. Please check the [Library website](#), [@glebecilibrary](#), school and Library announcements for more information.
- 3) Research and Writing Help will be biweekly starting at the end of September during the lunch hour. This is on a drop in basis for students to get help with their research and/or writing task. More information will be available when the school year is underway.
- 4) Students must use their student cards to check out items from the Library - books and/or Chromebooks. Please bring your student card with you. Grade 9 students will be able to check out materials without a student card, but will need to use it when it is issued to them.
- 5) The Library is a digital lending Library. Students are able to borrow Chromebooks, using their student card, to check out a Chromebook before school or in the first 10 minutes of class and must have their student card to do this. Chromebooks are to be returned by 3:00 pm daily.

## **I. Key Dates for the 25/26 Secondary School Year**

### **SEPTEMBER - COMING SOON!**

#### **School Photos**

We will confirm the date the first week of school, but heads up, that in early September we will have 3 consecutive days of school photos. Students will be told which day their class will be assigned.

#### **The Media Permission Form**

You will be asked to complete a media permission form. We have a very active media production community at Glebe. We share a weekly parent newsletter, and students also produce a school newspaper, named *The Glebe Gazette*. Our School Council works closely with many local media publications to share news about Glebe. By filling out the media permission form, you are letting us know if students can be featured in these publications.

#### **Important Dates to Plan Ahead**

*It is very important that you do not book non-urgent travel during summative and exam windows.*

- First Day of School: September 2, 2025
- PA Day: September 29, 2025
- PA Day: November 7, 2025
- Winter Break: December 22, 2025 - January 2, 2026
- Semester 1 Exams: January 23 - January 29, 2026
- PA Day: January 30, 2026
- PA Day: February 13, 2026
- March Break: March 16 - March 20, 2026
- PA Day: April 27, 2026
- Semester 2 Exams: June 18 - June 24, 2026
- PA Day: June 25, 2026
- Last Day of School Year/PA Day: June 26, 2026
- Graduation: June 26, 2026 at 10:00AM