



**WELCOME BACK
Community News**



August 29, 2025

Dear Glebe Families,

Welcome back to another exciting school year. We are pleased to welcome all students on September 2nd, 2025. Our school day begins at 8:50 AM, so make sure you arrive early to obtain your classroom assignment. Classroom assignments will be posted by surname in the front foyer, cafeteria and just past the Door C entry. Once you have your assignment, proceed to that room to receive your timetable and to participate in your first-period class.

*If you have “Spare” listed beside your name, you will go to the Library where one of our vice principals will give you your timetable. If you have *eLearning* listed beside your name, you will go to the Cafeteria where Mr. King will give you your timetable.

For those of you who already registered for Glebe Collegiate Institute this past spring, this letter will repeat some of the information you received earlier in August, so thank you, for your patience.

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 8:45 AM, 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 1 (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 BBQ

The grade 9 welcome bbq was a great success today. We welcomed more than 250 students to the bbq! Thank you to Link Lead, Alana Dewan, and her teammates Thomas Bent and Jay Watts for facilitating an amazing event. Thank you to our Student Link Leaders who exemplified great leadership and enthusiasm throughout the day.

Missed the BBQ? New to the school?

Not to worry! Students who are in grades 9 or who are new to Glebe (grades 10-12) can come to the main office to pick up a lock, and have a locker assigned.

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. 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 can pick these up in the main office if they have not already picked them up. We have now received the majority of them.

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.




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"> -Christine supports students with surnames from A to L. -Christine oversees the scheduling and staffing for Special Education and Learning Support Services, and the DDP program at Glebe. -Oversees school safety protocols (fire drills and other safety drills) -Student transportation -Staff supervision duties -EQAO Literacy
Vice-Principal	Sam Laggis sam.laggis@ocdsb.ca	<ul style="list-style-type: none"> -Sam supports students with surnames from M to Z. -Athletic Leadership Speciality High Skills Major for students (SHSM) -Timetabling of staff and students

		
Principal	Robin Small robin.small@ocdsb.ca 	<ul style="list-style-type: none"> -All school operations -Student Achievement and Student Wellbeing planning and action -Teacher absences and staffing -Instructional and operational leadership of staff, and programming -School Budget -Cross Boundary Transfers -Field trip approval -EQAO Math
Office Administrator	Wendy Gagnon	Office Administrator <ul style="list-style-type: none"> -oversees office staff -oversees operations and school budget in partnership with principal
Chief Care Staff	Tyler Nakagawa 	Care Staff Chief <ul style="list-style-type: none"> -oversees all facilities and maintenance personnel and needs at GCI

Our Office Team

We have 4 Office staff on Wendy Gagnon's team, 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 glebeci@ocdsb.ca 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 glebeci@ocdsb.ca 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)

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
Adam Gordon	Athletic Director
Emily Grant	Physical Education and Health Department Lead
Svetlana Markov	Languages Department
Sandra Christie	Arts Department
Anna-Marie Kukla	Multilingual Learner 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 Lyn Addison, Janet King, Brett Miller, Siobhan McComb, Heather Towns, Erin Brady, Donna Douglas, Angel Vezina, Angela Nixon, Amalia Molina 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, and they will be supporting the following groups of students.

James Hum james.hum@ocdsb.ca	Students with surnames A-C
Jasmin Schuster jasmin.schuster@ocdsb.ca	Students with surnames D-K
Paula Leitch-Blais paula.leitch-blais@ocdsb.ca	Students with surnames L-R
Nancy Fraser nancy.fraser@ocdsb.ca	Students with surnames S-Z

Contacting Teachers

Our school website lists all contact information for all staff. This year we had strong growth and welcomed many new students to Glebe. As a result, we did some recruiting and hiring!

Please join me in welcoming the following new staff to the Glebe Team:

Liam Baylis- Science

Emilia Dashko- French

Marieeve Fontaine- French

Eliza Hinton- English
James Hum- Guidance and Tech
Eli Johnson- ESL
Tamara Khalaf- Math
Jaime MacInnis- French
Patrick Marshall- Science
Temecka May- Education Assistant
Amalia Molina- Education Assistant
Alex Paynter- Physics
Phil Giansante- Math
Jay Watts- Music
Gabriella Zagordo- Art
Danylo Zubaryev- Math

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](#))

Getting Involved

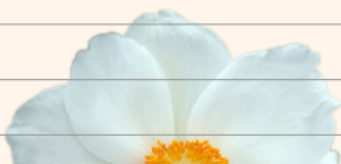
Would you like to be more involved in the school? Here are some ways that you can engage.

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.

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. 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.

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.

Opportunities for Student Leadership and Learning

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!

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 (for non-profit), and Sam Laggis (sam.laggis@ocdsb.ca) for the Athletic Leadership opportunity. To learn more about SHSMs in general, please see this link from the ministry: [SHSM](#)

Learning Opportunities

We will be offering some literacy and numeracy clubs and opportunities. Students will be able to earn an additional credit if they participate the majority of weeks. Please let us know if any of these opportunities are of interest to your student by indicating your interest at this [link](#). You will then be provided with more information.

Key Dates for the 25/26 Secondary School Year

SEPTEMBER - COMING SOON!

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
- Picture Day: September 15-16
- Meet the Teacher Night- September 25
- 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