



Lisgar Collegiate Institute

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August 2024

Dear Students, Parents, and Guardians,

Welcome to the 2024-2025 school year at Lisgar Collegiate Institute!

New Student Orientation: Students beginning Grade 9 in September, as well as all other students who are new to our school, are invited to join our Link Leaders for an orientation day and barbecue on **Thursday August 29th from 9:00am to 1:00pm**. Link Leaders are specially-trained senior students who will serve as welcoming ambassadors for our incoming students. Details of the orientation day will be shared in the coming days by each student's Link Leader.

Tuesday September 3, 2024 - Special Day 1

8:30 - 9:30am	Timetable Pick-Up Grades 10, 11, 12
9:30 - 10:05am	Period 1
10:10 - 11:25am	Period 2
11:25am - 12:25pm	Lunch
12:25 - 1:40pm	Period 3
1:45 - 3:00pm	Period 4

During timetable pick-up, students will receive their timetables and network log-in information. Throughout the rest of the day, students will meet each of their teachers and receive course information, learn about assessment and evaluation, and spend some time getting to know their classmates.

Timetable Changes: Instructions on how to request a timetable change will be available through the QR code printed on students' timetables. Students must attend all classes that appear on their timetable until a replacement timetable has been issued.

Daily Schedule: Lisgar Collegiate Institute is a semestered school; the school year is divided into two equal semesters: Semester 1 (September to January) and Semester 2 (February to June). Our daily schedule is posted below and on our website:

REGULAR DAY SCHEDULE	Day 1 (odd-numbered days)	Day 2 (even-numbered days)
8:35 - 8:50	Classrooms Open	Classrooms Open
8:50 - 10:05	Period 1	Period 2
10:05 - 10:10	Travel Time	Travel Time
10:10 - 11:25	Period 2	Period 1
11:25 - 12:20	Lunch	Lunch
12:20 - 12:25	Travel Time	Travel Time
12:25 - 1:40	Period 3	Period 4
1:40 - 1:45	Travel Time	Travel Time
1:45 - 3:00	Period 4	Period 3
3:00	Dismissal	Dismissal

Fees: Students are asked to pay their Student Activity Fee and purchase their 2024-2025 yearbook using our online payment system, [School Cash Online](#). This system allows you to pay for items online without the need to write cheques or send cash to the school. Course fees may be charged for course enhancements outside of the Ontario curriculum (ex. AP exams). Field trips are considered course enhancements and a fee may be charged to cover costs associated with the trip. Students should speak with their teacher if financial assistance is required. Contact the Main Office at 613-239-2696 x 0 if you need assistance accessing School Cash Online.

Forms to be completed:

- [Media/School Website Permission Form](#) (required annually)
- [Use of Technology Form](#) (required annually)
- [Online learning graduation requirement Opt-Out](#) (optional)

Lockers: Grade 9 students will be assigned a locker on orientation day. Students in Grades 10, 11 and 12 may choose a locker on the first day of school in the designated locker area for their grade. Starting this year, students in grades 9 will be provided a school lock for their locker. They are required to use this lock each year and return it to the main office when they leave Lisgar. Students in grades 10, 11 and 12 will need to bring their own **combination lock** (no key locks). Please note that the sharing of lockers is not permitted. **All students** must register their lockers once they have secured one with a combination lock. To register, students need to know the

location of the locker (floor number and locker number) as well as their combination. QR codes for locker registration will be posted throughout the school.

Medical: Students with medical conditions must inform the school annually, using the appropriate form found [here](#). Students with anaphylaxis are encouraged to provide the school with an extra epi-pen that can be stored in the Main Office. Students with asthma are encouraged to provide an extra inhaler for storage in the Main Office.

Photos: School Photo Day is scheduled for **Tuesday, September 17th**. All students are required to have their photo taken each school year.

Presto Cards: Students who are eligible for Presto cards will receive their registered card during the first week of school.

School Calendar: The school year calendar and a list of upcoming events can always be accessed on our website: LisgarCI.ocdsb.ca. Students and parents are encouraged to check our website regularly.

School Clothing: Students and families are encouraged to visit our [online school clothing store](#). Students can purchase high quality and fashionable *Lisgear* clothing and accessories in school colours and themes. Orders are generally processed and delivered to Lisgar within a few days. The offerings on the site will change from month to month so check back regularly!

School Council: The Lisgar School Council is made up of students, parents, guardians, and community representatives. The School Council serves as an important advisory body to the Principal, sharing ideas on school improvement, raising funds for identified needs, and celebrating student success. Generally, the Council meets once per month. **Please save Tuesday October 1st at 7:00pm** for the Council's first meeting of the year. Details to follow in an upcoming message.

School Messenger: Lisgar Collegiate Institute uses an automated messaging system, called School Messenger, that alerts parents to absences, lates, and other important information. Attendance will be monitored by teachers and the Main Office. Parents are reminded to verify that the school has up-to-date contact information so that these messages can be properly delivered. All accounts should be active by September 9th. If you are not receiving messages from School Messenger, it is recommended that you check your spam or junk mail. If you are still missing messages, please contact the Main Office.

Student Drop-Off and Pick-Up: Student safety is our top priority and vehicle traffic in and around the school grounds can be very heavy at certain times of day. Students are strongly encouraged to walk or use public transit. Our campus is a short walk from the uOttawa LRT station and several bus routes. This is a friendly reminder that student pick-up and drop-off may take place on Lisgar Street only. Please take careful note of all posted parking and stopping restrictions and be aware that all Lisgar parking spaces are reserved for staff. We thank you for your cooperation and understanding.

Textbooks: For returning students who may have textbooks or other learning resources from last school year, please return them to the Main Office as soon as possible. To pay for lost or damaged textbooks, please visit the Main Office.

Technology: In order to support their learning, students are welcome to bring their own technology from home. If your child does not have access to a computer at home, please email Vice-Principal Babak Ghiri (babak.ghiri@ocdsb.ca) and put “Technology Required” in the subject line. Please include the name and grade of your child in the email. We will do our very best to provide technology to students who do not have access to a computer at home. As you may be aware, the Ontario government has introduced regulations around the use of personal mobile devices (ex. phones, laptops, Chromebooks, tablets, smart watches, etc.) in schools. The Ottawa-Carleton District School Board will be issuing communications to students and parents in the coming weeks with respect to these new rules, which come into effect on September 1, 2024.

Along with Vice-Principals, **Babak Ghiri** and **Janice Bernstein**, I look forward to an exciting year for the Lisgar community and encourage students and their families to stay connected with the school to let us know if we can be of assistance in any way!

Sincerely,

A handwritten signature in blue ink, appearing to read 'S. Spidell'.

Steve Spidell, Principal