

Gloucester High School School Start Up Information

2026-2027

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First Day of School and Student Timetables

Grade 9

Tuesday, September 1st, will be Grade 9 Orientation Day. On this day, you will be connected to a fantastic group of senior students who have been hand-picked to mentor Grade 9 students throughout the entire school year. These responsible older students are good role models and leaders within our school community; they are called Link Leaders.

- You will receive an email from your Link Leader before their first day of school to invite you to the orientation and to make connections with you before school starts.
- On Orientation day, all Grade 9s will start the day together in the auditorium.
- During the morning, students will participate in a series of activities designed to help you feel comfortable at GHS.
- Lunch will be provided - halal and vegetarian options will be available.
- In the afternoon, the Link Leaders will help the Grade 9 students find their classes, distribute Presto passes, and give each student a GHS shirt.
- You will be assigned a locker on Wednesday, September 3, so please bring a combination lock.

Grades 10, 11, 12

Upon arrival at Gloucester on Tuesday, September 1st, students can find their first-period class for Day 1 posted in the display cases in the main foyer.

After finding your name and class, please go directly to that classroom, where you will receive your complete timetable.

If your name is not on the posted list or you don't have an assigned homeroom, report to the main office to pick up your timetable.

Presto Passes

Presto passes will be distributed during lunch on the first day of school to eligible students as determined by OSTA (Ottawa Student Transportation Authority), organized by grade and last name.

School Schedule

Our school timetable is divided into 2 days.

School days with an **odd calendar date** (e.g., September 1st) are **considered Day 1**.
School days with an **even calendar date** (e.g., September 2nd) are **considered Day 2**.

Time	Day 1	Day 2
9:15 to 9:20 (Opening Bell)	Travel	Travel
9:20 to 10:35 (Period 1)	Block A	Block B
10:35 to 10:40	Travel	Travel
10:40 to 11:55 (Period 2)	Block B	Block A
11:55 to 12:50	LUNCH	LUNCH
12:50 to 2:05 (Period 3)	Block C	Block D
2:05 to 2:10	Travel	Travel
2:10 to 3:25 (Period 4)	Block D	Block C

Voluntary School Fee

To support a vibrant school experience, Gloucester High School requests a **voluntary** Student Activity Fee of \$5.00 to \$25.00.

This fee is spent exclusively on enriching student life and directly funds a wide variety of activities and programs throughout the year, including:

- School Events & Community: The Welcome BBQ, student activity days, motivational speakers, and school-wide assemblies.
- Clubs & Athletics: Student Council activities, interscholastic programs, extracurricular activities, and student clubs.
- Recognition & Development: Fine Arts programs, student recognition, leadership training, and student-initiated projects.

Your contribution helps us provide these valuable opportunities and create a more engaging and positive environment for every student.

We can accept this voluntary fee through an online payment available at [School Cash Online](#) until the end of June each school year.

Parents, Students, and Community Electronic Forms (Immediate Action Required)

[OCDSB Electronic Forms](#)

Please take some time to review and complete the following important forms:

1. [OCDSB 021 - Media/School Website Permission Form](#)
2. [Appropriate Use of Technology Agreement](#)
3. [Appendix C: OCDSB Student Science Lab Safety Agreement](#)

Personal Mobile Devices

As we start the new school year, our top priority is focused on learning in the classroom. To support this, please review the following expectations for students with respect to personal mobile devices. A personal mobile device refers to any personal electronic device that can be used to communicate or access the internet, such as a cell phone or smart device, and includes the use of headphones.

We understand that parents and caregivers may need to contact their children during the school day. Please call the main office, and we will ensure the message is delivered. In the event of an urgent matter or emergency, we will notify your child without delay. Students also have access to a phone in the main office to contact you.

- Personal mobile devices are not to be used during class instructional time. They can be used during breaks, such as spares, or at lunch.

Additional resources and information about these changes can be found here: ocdsb.ca/mobiledevices

We appreciate your support and look forward to a successful, distraction-free school year.

Timetable Changes

Students may make a course change request by completing the **Course Change Form** (must be completed by parent/guardian if student is under 18). **This course change form will be shared with students via the Grade Google Classroom and teachers on the first day of school.** Students must continue to attend scheduled classes until they receive a confirmation from guidance that a change has been made. **A request does not guarantee a change.**

During the first week of school, students with courses missing in their timetables will be given priority. Students with missing courses in their schedules should come to the Guidance Office during those blocks **ONLY**.

Sept. 1-4	• Guidance will be assisting with orientation, no-shows, and conflicts • Students can begin submitting course request changes via the course change form below • Students with missing courses may come to guidance during that block ONLY • Priority will be Grade 9s and 10s, not fully scheduled in Semester 1 and students who have completed a course in summer school.
Sept. 8-11	• Continued registrations of new students • Students with missing courses may come to guidance during that block ONLY • Students continue using the course change form for change requests • Guidance will call down students to address conflicts
Sept. 14-18	• Continued registrations of new students • Students may start booking appointments • Students continue using the course change form for change requests

	Guidance will call down students to address conflicts
Sept. 18	Last day to request course changes. Some exceptions apply. Teachers will be notified of the change via Email by the counsellor after this date. (Exception - level, prerequisite or missing course)

Students on Spare or eLearning

We want to help all students succeed in their eLearning courses. To ensure a productive and smooth start, all students with an eLearning course will have their work periods scheduled in the Library for the first few weeks of school. This dedicated space will provide a structured environment with access to resources and support to help them stay on track and meet their goals.

Lockers

Grade 9 Students: Students will be assigned a locker as part of the Link activities. These lockers will be found in the hallway outside of the cafeteria near the woodshop classroom.

Grades 10, 11, 12: Students in grades 10, 11 and 12 will receive an email in their school board email account with their locker assignment. First period teachers and the main office will also have a list of assigned lockers if a student is unable to check their school board email.

Locker Registration

- Please bring a combination lock with you to school. **Do not submit your locker registration until you have a lock.**
- Check your school board email for your locker assignment. If you cannot access your account, your Period 1 teacher and main office will also have a copy of your assigned locker number.
- It is **mandatory** to submit your locker number and lock combination using the link below or by scanning the QR codes on school posters. Teachers have also posted the direct link to the [Locker Combination Registration Form](#) in Google Classroom for easy access. **You must use your school board email to use the QR code or link. You may also share this information with the main office.**



School Year Calendar

Please use [Gloucester High School's Calendar](https://gloucesterhs.ocdsb.ca/our-school-landing/calendar#grid) (<https://gloucesterhs.ocdsb.ca/our-school-landing/calendar#grid>) to access our school calendar.

The OCDSB's calendar can be accessed via the [2026-2027 Secondary School Year Calendar](#). This calendar has information about final evaluation days, PD/PA days, holidays and more.

Reporting Student Absences

To make reporting your child's absence more convenient, we are introducing the SafeArrival feature in the SchoolMessenger App and Website this year. Alternatively, you can still choose to call the school or send an email if that is more convenient for you.

[Reporting Student Absences | Ottawa-Carleton District School Board](#)

Ways to Report an Absence **(Do not use SafeArrival for late arrival)**

If a student is absent from school, a parent or guardian should choose one (1) of the 3 options below.

Option 1 ➤ Use the School Messenger App or Website

If you are interested in reporting absences through SchoolMessenger, please follow the steps below to create your account

Step 1

- Sign up (App and website only)

Sign up for the SafeArrival system **using the email address that your student's school has on record**. If you do not use that same email address, you will not be able to create an account or may not be able to see the 'Attendance' option.

Signing Up through the SchoolMessenger app

1. Install the free SchoolMessenger app on your mobile device via [Apple's App Store](#), [Google's Play Store](#), [SchoolMessenger](#) web portal or access it from within the OCDSB app.
2. Open the SchoolMessenger app.
3. Tap on Sign Up. Enter the same email address that you have provided to your school. Choose your password.
4. Select Location as Canada. Tap Sign Up.
5. You will receive a verification email. From this email, click the link to verify. This will open in a browser where you will be prompted to enter your login details. Log in and confirm your details.
6. Log in to your app with your email address and the password you just created, and make sure the location is still set to Canada.
7. You are now all set up and ready to use the SafeArrival system.

Signing up through the SchoolMessenger website

1. Visit the [SchoolMessenger](#) website.

2. Click on Sign Up (top right of the page). Enter the same email address that you have provided to your school. Choose your password. Select Location as Canada. Click Sign Up. You will receive a verification email. From this email, click the link to verify. This will open in a browser where you will be prompted to enter your login details. Log in and confirm your details.
3. When you log in, make sure the location is still set to Canada.
4. You are all set up and ready to use the SafeArrival system.

Step 2

- Reporting an Absence via the App

1. Tap the blue three-line icon (three stacked lines on the top left) and then tap on Attendance. You will see the student names listed here.
2. Click on the plus (+) icon at the bottom right where it says REPORT AN ABSENCE.
3. Select the student's name and then select Full Day or Multiple Day.
4. Choose the type of absence and then select the Date of Absence. For the Multiple Day option, select the first and last date of absence.
5. Tap SEND.
6. You will now see the absence listed and also get a confirmation message.
7. Log in to the SchoolMessenger web portal.
8. Follow the steps listed in the app.
(Note: REPORT AN ABSENCE BUTTON is at the top right in the web portal)

- Reporting an Absence via the Website

1. Log in to the [SchoolMessenger web portal](#).
2. Follow the steps listed in the app.
(Note: REPORT AN ABSENCE BUTTON is at the top right in the web portal)

Option 2 ➤ Send an email about the absence to gloucesterhs@ocdsb.ca

Option 3 ➤ Call (613) 745-7176

If your call is outside of school hours, please leave a message providing the student's first and last name, the grade, the time or period of the absence and the reason for the absence.

Morning Arrival: Class begins at 9:20 am; students are expected to be in their designated classroom no later than 9:15 am for the start of the day.

Late Arrival: Students who arrive after 9:20 am are to report directly to their class, where their teacher will record their late arrival. **Do not use SafeArrival to record late arrivals.**

Appointments: Students who need to leave early for appointments are to go to the Main Office to sign out. Parents/Guardians' permission is required to sign out. For known absences, parents should send

an email about the absence to gloucesterhs@ocdsb.ca or call (613) 745-7176 in advance. Students are asked to inform teachers of their absence to ensure assigned learning can be completed.

Illness While at School: Students who become ill during the school day are to report to the Main Office. Parents/guardians will be contacted so that a pick-up can be arranged *for any student under the age of 18 years old.*

Student Parking

For those students who drive to school, you must register your vehicle with the main office. Student-designated parking spaces are found near the tennis courts.

Safe School Reporting Tool

The Safe Schools Reporting Tool is a confidential and anonymous way to report a concern. You can choose to provide your name or remain anonymous.

A note on anonymity: If a situation is life-threatening or puts someone at serious risk, we will take all necessary steps to help, which may include attempting to identify the person who made the report.

This tool is available for all students in Grade 4 and up.

To make a report or for more information, visit: ocdsb.ca/report-it

Medical Needs

To ensure your child's safety, the OCDSB has created an electronic form for reporting life-threatening medical conditions. This new form is for conditions such as anaphylaxis, epilepsy, diabetes, heart conditions, asthma, and any other serious medical needs.

This electronic form replaces all previous paper forms (405, 616, 802, and 902). You can use a single form to report multiple conditions by simply checking all the appropriate boxes.

Please use the link below to access and complete the form:

[OCDSB 963 - Plan of Care for Students with Life-Threatening Medical Conditions](#)

When filling out the form, please make sure you:

- Complete all required fields.
- Upload a recent 'head shot' photo of your child.
- Include a photo of your child's prescription(s).
- Click the 'submit' button once all fields are complete.

If you are providing medication to be stored in the main office, please ensure it is clearly labelled with your child's name.

Food at School

Our cafeteria will be open for lunch starting on the very first day of school.

Here are a few things to know about lunch:

Leaving for Lunch: Students are permitted to leave school property during the lunch period between 11:55 AM and 12:50 PM. However, they are expected to return to class on time for their afternoon periods, which begin at 12:50 PM.

Food Delivery: For safety and security reasons, food delivery services (e.g., Uber Eats, SkipTheDishes) are not permitted on school property.

Microwaves: Microwaves will be available for student use in the cafeteria

Breakfast & Snacks: Our Breakfast Program and Healthy Snack Program will also be available to all students between 8:30 AM and 9:10 AM in the breakfast program room and again at 11:55AM in the main office.

School Council

The Gloucester High School Council serves as an important advisory body to the Principal. The Council is composed of students, parents, guardians, and community representatives who collaborate to:

- Advise on school improvement initiatives
- Raise funds to support school needs
- Celebrate student and school success

The Council generally meets eight times per year. All meetings will be held virtually until further notice. Please look for further information on how you can get involved or reach out to joe.ross@ocdsb.ca to express your interest in joining the school council.

Important Websites

[GHS Website](#) - Use this website to keep up to date on the happenings at Gloucester, find ways to connect with your child's teachers, guidance counsellor, or vice principal.

[School Cash Online](#) - Use this website for all payments related to school activities. This includes fees for sports teams, art supplies, field trips, and more.

[Safe Schools Reporting Tool | Ottawa-Carleton District School Board](#) - This website provides a way for students to share their concerns about school safety.