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August 25, 2025

Dear Notre Dame Families,

Welcome to the 2025/26 school year! I am very pleased to introduce myself to you as the new principal of Notre Dame High School, and I am very grateful to be joining this wonderful school community.

Our board's spiritual theme for this school year calls us to *Build Bridges*; this is a continuation of last year's theme which asked us to *Open Doors*. We are encouraged to create connections that will unite and strengthen our school community, as we continue to foster a spirit of inclusivity and mutual respect.

Our staff is busy preparing for the new school year, and we are all very excited and energized to welcome students back to Notre Dame on Tuesday, September 2nd. I look forward to building bridges with all of you this school year.

Sincerely,

Stephanie Glancey
Principal

NEW STUDENT TOURS/BBQ

Any new student in grades 7-12 who has registered for the fall is welcome to visit Notre Dame on **Thursday, August 28th from 11:00 am - 1:00 pm**. When students arrive, they will be directed to the cafeteria. Our student leaders will be leading tours of the school to help our new students feel more comfortable before they arrive on the first day of school. The BBQ will take place after the tours. This event is intended for students only.

STUDENT FEE

Student fees play an important role in enhancing the school experience for all students. These funds help cover the cost of Student Council activities, materials, and other resources that directly support student learning and engagement.

We kindly ask that families pay the student fee through [School Cash Online](#) by the **last school day in September**.

- **Student Fee:** \$20.00 per student
- **Maximum Family Fee:** \$35.00 per family

Thank you for your support in helping us provide enriching opportunities and resources for all students.

SCHOOL UNIFORM

Notre Dame is a uniform school. Students must wear a uniform shirt, pants, or skirt. Our uniform supplier is a Canadian company, [Top Marks](#). Families are asked to create an account and use the code **NOT01** to log in and order their items. Students with special needs or those who have questions about custom sizing, please call Lisa @ 1-800-667-7105 or email info@topmarks.ca. Students who are out of uniform will be asked to report to the office where they will then be directed to call home and have their uniform dropped off or to go home to change.

SCHOOL DAY SCHEDULE

Our school day begins promptly at **8:45am and finishes at 2:55pm**. Students are asked to be at school by **8:30am** to have enough time to go to their locker, remove their coats/belongings and have their class materials organized for homeroom. Students arriving to class after the 8:45am bell must report to the office to sign-in (see below). Here is a sample copy of our [Intermediate schedule](#) which has 6 periods and lunch.

ATTENDANCE NOTIFICATION - NEW SIGN-IN PROCEDURES

If students are arriving late to school for the first time that day, they **MUST** sign in at the main office. If students are already at school and are late between classes, they should go directly to class and will be marked late by their respective teachers. **Students only report to the office if they are arriving late to school for the first time that day.** Late arrivals will send an email to the teacher and to the parent/guardian with their sign-in time. Students who are late due to appointments will also receive this notification. We appreciate parent/guardian communication for lates and absences.

SCHOOL BOARD BUS PASSES AND PICK-UP

Bus pass eligibility is determined by the Ottawa Student Transportation Authority (OSTA). OSTA provides passes to students based on their eligibility, not the school. If you are unsure if your child will receive an OCtranspo Bus Pass, you can log in to the [OSTA Parent Portal](#) or visit the [BusPlanner](#). **Please note that student ridership eligibility also changes once students move from Grade 8 to Grade 9.**

School Board Student Bus Passes will be distributed on September 2nd, the first day of classes during homeroom period. Students transferring from other schools may have a delay in their Bus Pass delivery.

SPECIAL TRANSPORTATION

Students with special transportation will receive communication from OSTA regarding their pick up and drop off times.

LUNCH TIME PROCEDURES

Grade 7/8 students have access to the cafeteria every day during lunch. Grade 7/8 Students are **NOT** permitted to leave school property at lunch. Any student who needs to leave during lunch time must be signed out and picked up by a parent/guardian.

High school students are permitted to leave the school during lunch time. Students must give themselves enough time to get back to school so that they are not late for their period 3 class.

MORNING ANNOUNCEMENTS

We have many extracurricular activities occurring each week at Notre Dame. In order to keep track of all of these activities, we have our [Morning Announcements](#) to help students and parents navigate our busy weeks. The link is also available on our [website](#) and provides quick access. Teachers review the morning announcements in homeroom daily. We encourage parents to check the site for dates and times for events and to use the morning announcements to encourage your child to get involved at Notre Dame.

STUDENTS WITH SPECIAL EDUCATION REQUIREMENTS

Students with Individual Education Plans (IEPs) will have their IEPs transferred to Notre Dame prior to the start of the school year, September 2025. If you have any questions

about accommodations or modifications or if your child requires special transition support (e.g. SEA equipment), please reach out to your current resource teacher and we will work together to ensure your child's transition plan is supported. You are always welcome to contact our Student Services Department for details as well.

STUDENT TIMETABLES

At Notre Dame, students use the app **my.studentinfo.ca** to help stay organized. This application allows students to do the following:

- Book appointments with guidance counsellors
- View their timetables
- Set up their locker
- Sign in if they arrive late to school

Students will log in using their **school email account**, and the **default password** is: **S** followed by their **student number** (e.g., S123456789).

Students will be able to access **my.studentinfo.ca** starting **Friday before the first day of school** to view their schedule.

Grade 7 & 8 students will get a printed schedule in their homeroom.

GRADE 7/8 FIRST DAY OF SCHOOL

All intermediate students will receive an email the Friday before school starts with their Tuesday, Period 1 classroom number. Schedules will be printed and handed out in class.

CELLPHONES IN GRADES 7-12

A reminder that students in grades 7-12 must store their cell phones in their lockers during instructional/class time. Students will only be permitted to use their cell phones during lunch, before and after school. Students will be encouraged to leverage technology using school-based chromebooks and/or laptops brought in from home.

NOTRE DAME WEBSITE

We encourage families to visit the [Notre Dame Website](#) with their child to become more familiar with our school. School Newsletters will be sent on a monthly basis during the school year to highlight the events happening at the school.

PARENT/GUARDIAN COMMUNICATION

Please note that the first school newsletter of the year is sent to all parents; however, in order to receive future emails, families must be signed up for [School Messenger](#).

Please use the following link to sign up for general school communication via email if you have not done so already. *(Families new to the OCSB will need to register for their Messenger account - please see below.)*

[Helpful note on how to Register](#)

PARENTS/GUARDIANS SCHOOL CHECKLIST

To help you and your family prepare for the new year, we've created a checklist for you to reference before the start of school. This will help ensure you and our students do not miss out on any exciting news and opportunities we have here at Notre Dame High School throughout the school year. If you have any questions or need further assistance, please do not hesitate to reach out to us.

- ☐ [Sign-Up for Parent Portal Account](#) *Helpful Hints*
 - ☐ [School Messenger Account](#) *Helpful Hints*
 - ☐ [Register for School Cash On-Line Account](#)
 - ☐ [Update Your Child's Health Forms](#)
 - ☐ [Fill Out School Forms on Parent Portal](#) *Helpful Hints*
 - ☐ [Update Your Contact Information on Parent Portal](#) *Helpful Hints*
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NOTRE DAME CATHOLIC SCHOOL COUNCIL

Our Catholic School Council is excited to start a new school year together and look forward to working in partnership with the families of Notre Dame. All parents and guardians are warmly invited to join the first School Council Meeting in September. This is a great opportunity to connect, share ideas, and support our students' success. If you are interested, please contact the school, and we will share your name with the School Council chair.

SCHOOL CALENDAR

2025/2026 OCSB 9-12 SCHOOL CALENDAR

2025/2026 OCSB K-8 SCHOOL CALENDAR

September

2 - First Day of School

11 - Meet the Teacher

19 - School Photos

24-26 - Leadership Camp

30 - Orange Shirt Day