



*We Strive for the Highest*

# LAURIER HOTLINE

## Sir Wilfrid Laurier Secondary School

### Home of the Lancers



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

*Educating for Success*

1515 Tenth Line Road  
Orleans, ON K1E 3E8

Telephone 613-834-4500  
Fax 613-834-4511  
Website <http://www.sirwil.com>  
Student Attendance Reporting  
[swlattendance@ocdsb.ca](mailto:swlattendance@ocdsb.ca)  
Twitter SirWilSS  
SWL Guidance

## Opening Day Newsletter



### Principal

N. Girozan

[nancy.girozan@ocdsb.ca](mailto:nancy.girozan@ocdsb.ca)

### Vice-Principals

B. Fazakas

C. Siwy

### School Council Co-Chairs

D. Vroom

T.L. Kennedy

### Superintendent

M.J. Farrish

### Trustee

K. Penny

Telephone 613-808-8190

## Welcome to Sir Wilfrid Laurier Secondary School!

We extend a warm welcome to new and returning students and families. Our aim is to keep parents and guardians well-informed. Almost all school correspondence is sent home by email. You may expect to hear from us regularly concerning school news and upcoming events.

Our email communication system is called **School Messenger**. Parents/guardians should watch for emails from this account:

**[sirwilfridlaurierss@ocdsb.ca](mailto:sirwilfridlaurierss@ocdsb.ca)**

Please add it to your contact list, and make sure that you do not accidentally block our emails! If that happens, let us know and we will help.

You will also be notified about any unexplained student absences each day. Attendance notifications are sent to you by email and telephone around 6 p.m. Please see the summary of our student attendance policy on the next page.

Because we want to keep you informed about student attendance and school events, it is essential that we have a current email address for at least one parent/guardian of every student. We will be sending home a **Student Information Verification Sheet** later in September. Watch for it and check your contact information carefully. Please keep us informed if any information changes during the school year.

If you have any questions about our school or its operations, please don't hesitate to contact us by phone—613-834-4500—or email:

General inquiries—[sirwilfridlaurierss@ocdsb.ca](mailto:sirwilfridlaurierss@ocdsb.ca)

Student attendance messages—[swlattendance@ocdsb.ca](mailto:swlattendance@ocdsb.ca)

**Keep track of School News and Events on our website:**

**[www.sirwil.com](http://www.sirwil.com)**



*Our school is wheelchair-accessible.*

*Please let us know what kinds of accommodation or accessibility features might be necessary for you to more fully participate in and enjoy the events at our school.*

Canadian Blood Services  
**Blood Donor Clinics**  
at Sir Wilfrid Laurier  
Secondary School

Monday, September 16th  
4:30 p.m.—8:30 p.m.

## Student Attendance

In the first few days of school, teachers will explain the expectations to the students regarding their attendance. We wish to provide a summary to parents and guardians as well:

Students should arrive at school at 8:20 a.m. or earlier. Classes start at 8:30 a.m. Please follow the school traffic rules if you are dropping off the student by car: *follow the loop through the parking lot, don't drop off students at entrance doors C, A or B....keep the traffic flowing smoothly!*

**If a student is absent, late or leaving early, the parent/guardian needs to inform the school by phone or email or note:**

- **Call** our 24-hour attendance line: **613-834-4500**. Select voice mailbox **100**. State your relationship to the student. Clearly state or spell the student's name, the date and reason for the absence.

*Example: "This is Mary Smith's mother. Mary will be absent all day on Friday, September 6th. She is sick."*

*Example: "This is Mary Smith's mother. Mary needs to sign out at 1:15 on Monday, September 9th for a dental appointment. She will come to the Main Office to sign out."*

*Example: "This is Mary Smith's mother. Mary has a doctor's appointment today and will be absent for the morning. She will sign in when she arrives at lunchtime."*

- or **Email** the school attendance account: **swlattendance@ocdsb.ca**.
- or **Send a written note** with the student in advance of the absence.

When a student arrives late or leaves early they need to come to the Main Office to obtain a sign-in, or sign-out, permit. The Main Office needs to obtain a parent/guardian's authorization for a student to sign out. Please make the arrangements in advance so that we do not have to interrupt a class for a student to leave early.

In addition, if a student is going to be absent for more than two days due to illness or surgery, the parent/guardian should contact the teacher or guidance counsellor to make arrangements for instructional material. However, if a student is going to be absent for more than two days due to travel, the parent/guardian should contact the Principal or Vice-Principal to discuss the absence.

You may find the complete student attendance policy in the Student Handbook, found online at [www.sirwil.com](http://www.sirwil.com) under the "Our School" tab.

Thank you very much for your cooperation.

## School Photo Day is Monday, September 9, 2019

Every student must have their photograph taken for their school ID card and school records.



In a few days, we will email you more information about Photo Day. In the meantime, here is a quick summary of the information you need to know: Parents/guardians do not have to choose a package in advance or send money with the student on Photo Day. After Photo Day, the photographer will provide a photographic proof page showing the various poses and packages available. We will send the proof page home with the student. Parents/guardians will order what they wish and pay online at the photographer's website. Every student receives an ID card.

Students should avoid wearing green tops on Photo Day as the photographer uses a green screen.

**The School Photographer is  
Studio NanC.**



Check out the Photographer's website:  
<http://www.studionanc.com/en/>

**YOU ARE INVITED  
TO THE  
WELCOME  
BARBECUE!**

**SEPTEMBER 19, 2019**

- **Who:** All Sir Wil students and their parents, guardians & siblings
- **What:** Welcome BBQ
- **Where:** The Courtyard at Sir Wilfrid Laurier
- **When:** Thursday, September 19 between 5 - 7 p.m.
- **Why:**
  - ♦Join the staff for hot dogs (All-Beef, Halal and Vegetarian) and cookies
  - ♦Meet your child's teachers in an informal setting
  - ♦Learn more about the sports and clubs offered at SWL, and the School Council