



Colonel By Secondary School
2381 Ogilvie Road
Gloucester, ON K1J 7N4

August 2016

Dear Grade 12 Students and Parents/Guardians:

Welcome *back* to Colonel By Secondary School and to our new students, welcome *to* Colonel By S.S.!

On **Tuesday, September 6th, 2016**, the school day will begin at 9:15 a.m. to ensure all students have their timetables. We will run a Homeroom and a Day X format ending at 3:15 p.m. Students will meet their teachers and receive course outlines and evaluation procedures. Students are asked to bring a secure lock on September 6th to install on their assigned locker. It is essential that students occupy the locker which they are assigned. Students are responsible for their designated locker and therefore should not share their locker.

During the Homeroom block, students will:

- pick up your 2016/2017 timetable and student planner,
- pick up the Media Permission Form and Appropriate Use of Technology form
- pick up the form for the Student Activity Fee, Yearbook Order form, and Commencement Fee form

Students who have textbooks from a previous course/year should return them to the drop box in the main office. Students with lost / damaged textbooks should report to the main office with the pink liability form and payment.

SEPTEMBER 6, 2016 DAY X SCHEDULE

Arrival	9:15 – 9:30 am	*check postings in Atrium/Annex for Homeroom (2C) location
Period 2C*	9:30 – 10:00 am	locker assignment, review of student planner and timetable
Period 2A	10:05 – 10:40 am	
Period 2B	10:45 – 11:20 pm	
Period 2D	11:25 – 12:00 pm	
LUNCH	12:00 – 12:45 pm	
Period 1A	12:50 – 1:25 pm	
Period 1B	1:30 – 2:05 pm	
Period 1C	2:10 – 2:40 pm	
Period 1D	2:45 – 3:15 pm	

Colonel By Secondary School has an automatic messaging system that will alert parents to absences, lates and other important information. Attendance will be monitored by the teachers and the office. Parents are reminded to verify that the school has an up-to-date phone number and e-mail address to which the system is able to forward information as needed.

Wednesday, September 7th will be a regular school day beginning at 9:15 a.m., following a Day 1 schedule.

Our **School Council** is always welcoming new members and interested parents to monthly meetings. Upcoming events include:

- **Tuesday, September 13th, 2016, New Parent Information Night**, 7:00 pm, CB Gym
- **Tuesday, September 20th, 2016 at 7:00 p.m.** School Council Meeting and AGM. School Council meets on the third Tuesday of the month; please join us in the CB library for the meetings.

Check the website <https://colonelbyss.ocdsb.ca> as our school calendar will be posted and updated frequently.

Any questions or concerns may be directed to the Administration, as I and the Vice Principals, Laurie Labelle and Larry Ruch, look forward to meeting you and working with you towards a successful school year.

Sincerely,

Jean Fulton-Hale, Principal

Colonel By Secondary School
 2381 Ogilvie Road, Ottawa, ON K1J 7N4 (613)745-9411

August 2016

Student Activity Fee

Colonel By Secondary School requests a yearly Student Activity Fee of \$30.00 from all students. This voluntary fee will only be spent on students and their activities, such as the Student Planner/Agenda, Students Council Activities, Fine Arts Extra-curricular Activities, Interscholastic Programs, Student Clubs, Student Recognition and Leadership Training, the Grade 9 Welcome BBQ, Student Body Activity Days, motivational speakers/assemblies, and other projects such as student conferences and student initiated projects.

Colonel By Secondary School Yearbook

Show your Cougar spirit, buy the *Yearbook!*

Buy your school yearbook early to make sure you get a copy. Every year students come to us in June asking to purchase a yearbook. Unfortunately, we must turn many students away because we order the number of yearbooks that are pre-purchased by students in the fall. Don't be left out – **order your yearbook in September**. In September, the cost of the yearbook is **\$40.00**; orders are taken until October and the price increases in June if there are extra books available for sale.

Commencement Fee for Graduating Students

A Commencement Fee of \$35.00 is requested from each student graduating from Colonel By S.S. This is a cost recovery fee to purchase graduation caps and gowns as well as venue and event costs. Each gown is individually sized and has a commemorative cap tassel with the graduating year.

Two important items:

- 1) Please return this form to the school along with a **cheque or money order**, made out to Colonel By Secondary School, **or cash in the exact amount only**.
- 2) Yearbook will provide a receipt once school has started. **Please keep a receipt for your records; you *may* need to show it in June to prove that you purchased a yearbook.** If something goes wrong with our orders and you **do not** have your receipt, we cannot guarantee you a yearbook.

2016 – 2017 Fees and Yearbook Information Form

PLEASE PRINT ALL INFORMATION

Received from (student name): _____

- Attached is: \$30.00 (Fees only)
 \$65.00 (Fees & Commencement)
 \$105.00 (Fees, Commencement & Yearbook)
 Media Permission Form
 Appropriate Use of Technology Agreement Form

I will be participating in Commencement:

- Yes No

Height _____ ft. _____ inches (for gown sizing)

TOTAL PAID	<input type="checkbox"/> \$30.00 (Fees only)
Cheque _____	<input type="checkbox"/> \$65.00 (Fees & Commencement)
Cash _____	<input type="checkbox"/> \$105.00 (Fees, Commencement and Yearbook)

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If paying in cash, please staple EXACT amount only. Thank you.

Colonel By Secondary School School Council

The advisory School Council would like to welcome you, or to welcome you back, to Colonel By. The mandate of the advisory school council is to help increase communication between the school and its communities and to serve the needs of students. As such, the school council liaises through the school principal, Ms. Jean Fulton-Hale, and is an important link between parents and the school community.

The Colonel By School Council is comprised of parents of Colonel By students, and has regular meetings on the third Tuesday of the month from September through June. All parents are welcome.

School Council Fee

The Colonel By School Council requests a voluntary yearly fee of \$5.00 per student. As the Colonel By School Council does not engage in fund-raising activities during the year; this \$5.00 voluntary fee is the only contribution that we ask from parents. Each year, the School Council invites requests from Colonel By staff for items that will enhance the learning experience. Most of the voluntary fees from parents are put towards these purchases. In the past few years, purchases made using the voluntary fees have included a Smart Board and manipulatives for the math department, upgrading of lighting/sound to improve the presentation space in the Cafetorium, the renewal of technology for classrooms, and most recently, lendable technology (iPad minis/Chromebooks) for the CB Library.

Recently, Council has also made a commitment to explore how it may support student clubs/excursions. Please indicate if you are open to your donation being used for this purpose. Further discussions will be held at fall meetings to establish a clear process for application/approval of this type of financial support.

The Colonel By Community Bursary

Colonel By's School Council invites our families to consider donating to the Colonel By S.S. Community Bursary. The Colonel By Community Bursary helps to support students with a solid academic standing (70% or better) who may face financial barriers to continue their studies at the post-secondary level. Our goal is to award a bursary to at least two Colonel By graduates each year. Any support would be greatly appreciated and receipts will be issued for donations by cheque of \$25 or greater.

Should you wish to have a receipt, please fill out the receipt request including your home address as the OCDSB mails charitable receipts directly to contributors.

2016 - 2017 School Council Information Form PLEASE PRINT ALL INFORMATION

Received from:

Parent name: _____ email: _____

Student name: _____ Grade: _____

Attached is:

- \$5.00 School Council voluntary fee
- Yes, I am willing to support clubs/student experiences as part of my voluntary fee
- Contribution to Colonel By Community Bursary
Amount _____ Tax Receipt requested: Y N

Total Paid: Cheque _____ Cash _____	Please make cheques payable to Colonel By School Council . Please staple cheque or exact change to this form.
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2016 - 2017 CB School Council Receipt Request (by mail from OCDSB) for donations \$25 or more

Received from (Parent Name): _____

Home Address: _____

City: _____ Postal Code: _____

Parent/Guardian Email: _____

Total Paid: Cheque _____ Cash _____	<input type="checkbox"/> \$5 School Council Fee <input type="checkbox"/> Bursary Contribution \$ _____
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