



Colonel By Secondary School

Home of the Cougars

2381 Ogilvie Road Ottawa K1J 7N4

www.colonelby.com

Sep 4, 2020

A Message from the Principal

Dear Parents and Guardians,

We are very much looking forward to the start of the 2020-2021 school year. We know that it is going to be a year like no other and I want to take this opportunity to share some information about school operations, health and safety protocols, and our academic program. I recognize that there remains a great deal of uncertainty around many of these issues and commit to sharing information with you as it becomes available.

Colonel By Secondary School has a long history of academic excellence and student well-being. This is a testament to the dedication of our students and the professionalism of our faculty. The support and encouragement of parents and guardians is integral to our shared success and we rely very much on the home-to-school partnerships that we have fostered in the CB community. This partnership will be of even greater significance as we navigate our evolving learning environment.

This year, more than any other, we will rely upon the skills and characteristics that make for successful contributors to 21st Century society. The [OCDSB Exit Outcomes](#) help to frame our vision of student success and continue to serve as the foundation of learning for students in kindergarten to grade 12.

I ask you to monitor the [Colonel By website](#) and share today's message with your Colonel By students.

Stay strong. Stay safe. We're in this together and we'll get out of it together, too.

Sincerely,
Steve Spidell, Principal

Please excuse the length of this message. There is a lot of important information to share at this time and we ask that you review all of it with the Colonel By student(s) in your home. Thank you!

WEEK OF SEPTEMBER 7, 2020

Mon Sep 7	Tue Sep 8	Wed Sep 9	Thu Sep 10	Fri Sep 11
Labour Day (no classes)	Grade 9 students in Cohort A attend school	Grade 9 students in Cohort B attend school	Grade 9-12 students in Cohort A attend school	Grade 9-12 students in Cohort B attend school

Next week, Colonel By will be welcoming it's new Grade 9s for Orientation Day activities. We're excited to welcome them to CB with physically-distanced activities, a tour of the school, and time with their first period teacher. Students will need to bring their own lunches, and have a mask for all indoor time. Link Crew is excited to support our Grade 9 students in their transition to CB!

COHORT INFORMATION

COHORT A	COHORT B
Students with surnames A to K	Students with surnames L to Z

Please note: Due to public health direction with respect to contact tracing, we are unable to accommodate requests to change cohort.

DAILY SCHEDULE

	DAY 1		DAY 2	
	Cohort A In-Person	Cohort B At Home	Cohort A At Home	Cohort B In-Person
9:15 - 9:30am	Student Arrival	Independent learning using posted materials.	Independent learning using posted materials.	Student Arrival
9:30am - 1:20pm	Learning Block (will include in-class nutrition break)	Synchronous interaction with Cohort A as scheduled by the teacher	Synchronous interaction with Cohort B as scheduled by the teacher	Learning Block (will include in-class nutrition break)
1:15 - 1:20pm	Student Dismissal	n/a	n/a	Student Dismissal
1:20 - 2:00pm	Staff Lunch	Staff Lunch	Staff Lunch	Staff Lunch
2:00 - 3:15pm	Asynchronous learning at home	Virtual Support Period	Virtual Support Period	Asynchronous learning at home

HEALTH AND SAFETY - A SHARED RESPONSIBILITY

We will be following the advice and direction of public health officials to ensure we provide a clean and safe environment for all who work, learn and play at Colonel By. It is our expectation that students will come to school each day with the following items:

- personal hand sanitizer
- cloth mask
- learning materials as outlined by the teacher
- refillable water bottle

Sanitizing or washing hands is mandatory at the following times:

- upon entry to class
- before leaving class
- after using the washroom
- before and after eating

Hand sanitizer will be available at school entrances and in each classroom.

To prevent the spread of illness, students will be expected to:

- wear their mask at all times, except when eating and drinking;
- practice proper hand hygiene;
- avoid touching their face, eyes, nose, and mouth;
- cough and sneeze into a tissue, their sleeve, or their elbow.

Parents/guardians will be sent a checklist of COVID-19 symptoms and are to review it daily with their child each morning. Students should only be sent to school if they have none of the symptoms present on the checklist.

Students who cannot wear masks for medical reasons should send an email to the student's Vice-Principal (see contact info at the end of this newsletter). A medical note must be provided to support the request for a mask-wearing exemption.

Questions to ask every day:

1. Do you have any of the following symptoms: fever/feverish, new or existing cough and difficulty breathing?
2. Have you travelled outside of Canada (including the United States of America) within the last 14 days?
3. Have you had close contact with a person who has tested positive for COVID-19 or is suspected to have COVID-19?
4. Have you had close contact with a person who has a fever, cough or shortness of breath that started within 14 days of travel outside of Canada?

Any person answering YES to one or more of these questions must not attend school.

ARRIVALS AND DEPARTURES

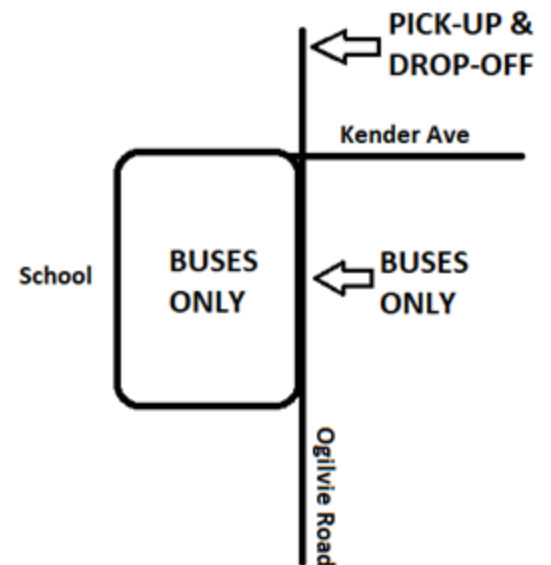
Morning Arrival: Students will be able to enter the building beginning at 9:15am and must be in their designated classroom no later than 9:30am. Students will be assigned a particular door for entry and exit and these doorways will be clearly marked.

Drop-Off and Pick-Up: The driveway and parking lot of the school are reserved for buses and permit holders from 8:45-9:45am and from 1:00-2:00pm. Students may be picked up and dropped off on Ogilvie Road, north of Kender Ave. Please obey all posted signs regarding parking restrictions in the Colonel By neighbourhood and be respectful of our neighbours' property.

Late Arrival: Students who arrive after 9:30am are to report directly to their class where their teacher will record their late arrival.

Appointments: Students who need to leave early for appointments are to go to the Main Office to sign out. Parents/guardians should not enter the building to sign students out. Instead, the Main Office will call you at the number you provided at registration. To update your contact information, please email colonelbyss@ocdsb.ca

Illness: Students who become ill during the school day are to report to the Main Office. Parents/guardians will be contacted so that an immediate pick-up can be arranged. Students who are ill will be supervised in a part of the school that is isolated from the rest of the population. The OCDSB will be communicating with parents about the protocols for suspected or confirmed cases of COVID-19 in schools.



BICYCLES

Over the summer, we installed 120 bike racks on the north and west sides of the school. Students are encouraged to always secure their bikes with a sturdy lock affixed to the bike rack. Please be sure to walk your bike when on school property and do not bring bicycles into the building. Bicycles must not be locked to fences, railings, signs or trees on school property.

COMMUNITY INVOLVEMENT

One of the requirements to earn the Ontario Secondary School Diploma is the completion of 40 hours of community involvement. This requirement was waived for students who graduated in June 2020 but has been reinstated for all other students. For more information about this important graduation requirement and to access recording sheets, please visit the [OCDSB Community Involvement Hours website](#).

EXTRA- AND CO-CURRICULAR ACTIVITIES

Clubs: Will be able to continue but meetings will need to be run virtually for the time being. All clubs need to have a teacher-supervisor and must be registered with Vice-Principal Corrigan.

Interscholastic Sports: Have been suspended indefinitely.

Intramural Sports: Have been suspended indefinitely.

Service Clubs: May be able to continue but may require modifications in order to meet health and safety requirements. All activities need to have a teacher-supervisor and must register with Vice-Principal Corrigan.

FOOD AND DRINK

Students will be permitted to snack at their desk at times designated by the teacher. Students with medical conditions such as diabetes or hypoglycemia should contact their Guidance Counsellor to ensure accommodations are arranged.

Important information about food and drink:

- Cafeteria and vending services will not be available.
- Food delivery services (ex. UBER Eats, Skip the Dishes, etc.) are prohibited on school property.
- Microwaves will not be available for use in the school.
- Our Breakfast Program and Healthy Snack Program will continue, on a modified format.

Water fountains have been disabled throughout the building but there is a water bottle filling station available on each floor. Students are encouraged to bring a full refillable water bottle to school each day.

LEARNING MANAGEMENT SYSTEMS

The Ministry of Education's Return to School Plan for September 2020 indicates that all teachers should be using a Learning Management System (LMS) and will use it to regularly post student learning activities and resources. An LMS provides great learning value for our students; it assists them and their parents in knowing what the learning expectations and tasks are, how student learning will be assessed, and when the demonstration of learning is due.

An LMS will also support learners who are not present on a particular day including those in the cohort at home in the secondary adaptive model, those not able to attend in-person when scheduled to do so, or in the event of an outbreak or a decision to move back into remote learning.

OCDSB supports three Learning Management Systems: **Brightspace by D2L** (also known as the Virtual Learning Environment); **Google Classroom**; and **Managebac**. Teachers will be using at least one of these Systems for each of their classes and will communicate log-in information to students at the start of the school year.

Many teachers will be using Managebac to communicate and share lesson information with their classes. In some cases, assignments may also be submitted in this way. All grade 9 students will receive information about logging into their Managebac account through their OCDSB email address. Managebac accounts for parents/guardians of grade 9 students will be issued once we have verified contact information. These accounts will allow parents to see messages from teachers and information about upcoming assignments.

LOCKERS

Current Students: In an effort to promote physical distancing, lockers will not be available to students this year. Some students may have left items in their locker when the school closed in May 2020. There will be opportunities for current students to vacate those lockers during the first few days of the school year.

Former Students: Students who graduated in June 2020 may come to the school on September 8 between 2:00-3:00pm to empty their lockers. Students must complete the [COVID-19 self-assessment](#) before coming, enter through the Main Doors (Door A), and sign in at the Main Office. Masks are mandatory for all persons entering the building. If you are unable to come during that time, please contact Vice-Principal Ruch (larry.ruch@ocdsb.ca) by email to make alternate arrangements.

MEDICAL NEEDS

If your child has a medical condition such as asthma, anaphylaxis, diabetes, etc., there are medical forms that must be completed and returned to the school. These forms must be completed, signed by a medical practitioner, and returned to the school at the start of every school year. If you are providing us with medication such as a spare Epi-Pen, please check its expiry date and ensure it is clearly labelled with the student's name.

Parents are encouraged to review Appendices B-H in [OCDSB Procedure 584.SCO](#).

For your convenience, you may access some of the forms using these links:

- [Serious Medical Protocol Registration](#)
- [Severe, Life-Threatening Allergy Protocol Registration](#)
- [Emergency Use of Auto-Injector Authorization](#)

Completed forms may be sent to school with your child or they can be scanned and emailed to colonelbyss@ocdsb.ca. Please put "Medical" in the subject line.

If you have any questions or need assistance with these forms, please contact our Office Assistant, Susan Romard (susan.romard@ocdsb.ca).

PARENTS/GUARDIANS ONSITE

Parents/guardians should not enter the school building or congregate outside of the school entrances. Should you need to enter the building, kindly phone 613-745-9411 to request an appointment.

SCHOOL COUNCIL

The Colonel By 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 a month and may take place in person or through virtual means. Please monitor the [Colonel By School Council website](#) for information about past and upcoming meetings as well as details on the 2020 AGM.

TECHNOLOGY

Portable Devices: Colonel By welcomes the use of personal devices such as laptops and Chromebooks. Parents may request that the school issue a device to their child. To make such a request, please contact Vice-Principal Ruch (larry.ruch@ocdsb.ca).

Wireless Network: The school is equipped with a wi-fi network. Students will be provided with log-in information by their teachers.

Responsible Use: All users of OCDSB networks and devices are responsible for following the [OCDSB Appropriate Use of Technology Agreement](#).

TIMETABLE

Timetable Distribution: Students will receive their timetables on their first day of school.

Grade 9 students/parents will receive an email on Friday, Sept. 4th from their teacher, which will identify the classroom location for their first class on Sept. 8th (Cohort A) or 9th (Cohort B). Timetables will be distributed in this class.

Grade 10-11 students/parents will receive an email on Wednesday, Sept. 9th from their teacher, which will identify the classroom location for their first class on Sept. 10th (Cohort A) or 11th (Cohort B). Timetables will be distributed in this class.

Cancelled Classes: Due to the transition to our current Return to School model, the following classes were cancelled. Students' alternate course choices were used to replace cancelled electives. PAI1O (SPARK program), AMR1O (band), AMR2O (band), PAF2OP, CIE3M, HSE4M, GPP3O (LINK), and IDP4U (LINK).

Timetable Changes: Students requiring course changes must complete the *Course Change Request 2020/21 - Return to School* form on the [CB website](#) under NEWS. ONLY essential pathway course changes will be considered at this time. Because of the current circumstances, it is unlikely that elective changes and changes requested after the school year begins will take place.

If students or parents have questions about essential pathways courses, please consult the [Ontario Universities' Application Centre](#), the [Ontario College Application Service](#) or contact a guidance counsellor using [this link](#).

Students on Spare: Students are not to attend school on the days when they have a spare period. They should use those days to work on material from their other course and to take advantage of synchronous and asynchronous learning opportunities provided by the school.

Please be advised that only essential course changes will be made once school has begun. Urgent guidance requests or inquiries should be made via email to your student's guidance counsellor (Badgery A-H, Storey I-Q, Nakashoji R-Z). Guidance appointments will be virtual (on a student's at-home days) and can be booked on www.colonelby.com (under Admin -> Guidance).

TRANSPORTATION SERVICES

The [Ottawa Student Transportation Authority](#) (OSTA) has been hard at work preparing routes to provide safe service for students of Colonel By SS.

OC Transpo: As of September 8, all OC Transpo routes will be operational. Students who are eligible for a Presto Pass will receive it on their first day of school. Students will need to make their own way to school on the first day. For route information, visit the [OC Transpo school transportation website](#).

Van Transportation: As of September 8, and over a period of 2 weeks, some van routes will be ready to take students to school. As drivers are assigned their routes, and parents are contacted, the route will begin to operate. The operator will call parents to advise them of which runs will be starting on which days.

Yellow Bus Service: As of September 14, yellow buses will begin their planned routes.

Safety: Students are reminded to practice physical distancing while waiting for their transportation to arrive. Masks must be worn on all buses and vans and seating plans may be required on some transportation services.

WHERE TO FIND MORE INFO

[Colonel By Secondary School website](#) (includes the school year calendar)

[Ottawa-Carleton District School Board Return to School Plan](#)

[Ottawa Public Health COVID-19 Info](#)

Follow us on Twitter: @ColByPrincipal @ColByCougars @ColByGuidance @ColByLibrary @OCDSB

Vice-Principals	Guidance Counsellors	Student Support
<p>Surnames A to K Ms. Corrigan anne.corrigan@ocdsb.ca</p> <p>Surnames L to Z Mr. Ruch larry.ruch@ocdsb.ca</p>	<p>Surnames A to H Ms. Badgery jill.badgery@ocdsb.ca</p> <p>Surnames I to Q Ms. Storey sarah.storey@ocdsb.ca</p> <p>Surname R to Z Ms. Nakashoji rachel.nakashoji@ocdsb.ca</p>	<p>Learning Support Teacher Mr. Chapman paul.chapman@ocdsb.ca</p> <p>Student Success Teacher Mr. Shea mathew.shea@ocdsb.ca</p>

STILL HAVE QUESTIONS?

Please visit www.colonelby.com to access up-to-date information, newsletters, and contact information for all members of the CB Faculty.
