

June 29, 2016

Dear Students and Parents,

The administration and staff of John Taylor Collegiate are looking forward to a successful 2016-2017 school year with your daughter/son. The information in this letter is intended to keep you informed of opening day procedures.

1. The **first day** for the fall term is Wednesday, September 7, 2016. The school hours at John Taylor are 8:30 a.m. - 12:03 p.m. and 1:11 p.m. - 3:30 p.m.; however, our school opening day schedule is as follows:

Morning Schedule – 10:00 a.m. - 11:45 a.m. (Orientation Session):

This orientation is only for **grade 9 students and any grade 10-12 students who are “new” to John Taylor Collegiate**. Students are to report to the theatre at 10:00 a.m.

Lunch 12:05 – 1:11

A BBQ lunch will be provided by our Student Council.

Afternoon Schedule - 1:11 p.m. – 3:30 p.m. (All students, grade 9 – grade 12):

1:11 – 1:40 period 1 class

1:40 – 2:10 period 2 class

2:10 – 2:40 period 3 class

2:40 – 3:05 period 5 class

3:05 – 3:30 period 6 class

3:30 Dismissal

**Students should bring a binder with lined loose-leaf and a pen/pencil in preparation for classes.** There is no set supply list for Grade 10-12. Teachers will inform students of any other supplies that are needed.

Division transportation for opening day will be provided for bussed students and will follow regular hours; however, because of the 10:00 a.m. or 1:11 p.m. start time for opening day, it would be appreciated if alternate arrangements could be made for your son/daughter so that they don't arrive too early.

Note - For those students who must take the bus, there will be supervision provided at the school. Students provided with division transportation will be returned home at the end of the opening day by school division bus.

2. Starting on August 23<sup>rd</sup> student fees can be paid for by going to our website [johntaylor.sjisd.net](http://johntaylor.sjisd.net) and follow the school cash online link. Timetables will be available during the following times: **(proof of paid student fees required) Wednesday, August 31<sup>st</sup> and Thursday, September 1<sup>st</sup>, 8:30 am - 3:30 pm - Grade 10 – 12**. Any student wishing to order a yearbook can also place their order at the same time through the school cash online.

**Grade 10-12 Timetable Changes: Proof of paid student fees will be required.** After you have reviewed your timetable, it may be possible to make some changes if you:

- a) have changed your career goals
- b) have completed courses at summer school

- c) are repeating a course from the previous term or
- d) are adding another course

Please note that the number of changes possible will be minimal. The four guidelines are followed closely. Appointments for course changes can be made by calling the school office at 204-888-8930. They will be scheduled as of Wednesday August 31<sup>st</sup> and Thursday September 1<sup>st</sup>. **Changes will only be accommodated if the student is accompanied by a parent or has a note of approval that must be signed by a parent.**

- 3. Student fees at John Taylor are \$25.00 and include agenda calendars, books, school lock and locker rental, payment of certain school activities such as motivational speakers, student council activities and field trip transportation, etc. We are announcing this procedure well in advance so that you might have an opportunity to obtain the required money during the summer. In the event you are unable to pay the student fees when picking up your timetable, please see one of the administrators.
- 4. The Attendance Policy for JT will be reviewed with students in a grade level meeting in the fall. It is very important that the school be informed by the parent or guardian by phone within 24 hours of the student's return to school if the absence is to be considered excused. Parents and students are encouraged to track progress and attendance using the **Powerschool Parent Portal**. To keep you informed, attendance letters are sent home as well, and newsletters are electronically sent home every month. Parents wanting a hardcopy of the newsletter can have their son/daughter pick one up in the school's office.

**Reporting dates for the 2016-2017 school year are as follows:**

|                           |   |                               |
|---------------------------|---|-------------------------------|
| November 18 <sup>th</sup> | - | Midterm Report Card           |
| February 10 <sup>th</sup> | - | Final/Semester I Report Card  |
| April 28 <sup>th</sup>    | - | Midterm Report Card           |
| June 29 <sup>th</sup>     | - | Final/Semester II Report Card |

- 5. Staff Meetings – The first staff meeting of the school year is Tuesday, September 20<sup>th</sup>. Please note, the 1st and 3rd Tuesday of each month will be staff meeting days or professional learning days resulting in early dismissal (2:40 p.m.).

**Tuesday** classes will start at 9:00 a.m. instead of 8:30 a.m.

If you have questions or require further information, do not hesitate to contact the school. We look forward to meeting all parents at our **Meet the Teacher** scheduled for Thursday, September 29<sup>th</sup> from 5:00 p.m. – 6:30 p.m.

The staff and I hope you have a relaxing and enjoyable summer vacation and that students will be ready to return in the fall, keenly interested in renewing their studies. We look forward to meeting our students on the first day of classes, Wednesday, September 7, 2016.

S. Lockhart,  
Principal.