



Robert Ogilvie Elementary School

9907 - 86 Street, Fort St. John, BC V1J 3G4

Phone (250) 785-3704 Fax (250) 785-7963

Monday August 26th, 2013

Dear Parents and Guardians,

Welcome back to Robert Ogilvie Elementary School. We trust that your families have had a fun, restful and exciting summer filled with lots of special memories. The staff is gearing up for another exciting year filled with great learning opportunities and fun activities. For each child to gain the most from this year, we are looking forward to your support at home and at school. Being involved in your child's education is instrumental to a successful learning experience.

Please check our bell schedule below. The first day of school is an early dismissal day. Classes will begin at 8:45 a.m. and end at 10:45 a.m. Due to a number of physical changes and staff changes this year, we are asking students to line up outside the school on the first day by the orange cone with their last year's teacher/class posted on it. This will allow student to meet with their friends outside and the teacher assigned to them to bring them inside to their designated room. Wednesday, September 4th will be a full day of classes. Students will return to their assigned room (in most cases last year's classroom) until class lists are finalized. We are hoping to have class lists ready by lunch on Wednesday at which time students will be taken to their new rooms. Lists will be posted in the halls so that parents will know where to find their children. New students on Tuesday are asked to report to the office and the office will give you instructions for the first day.

2012-2013 Bell Schedule: To include a warning bell at recess

8:25 Supervision begins	12:10 Lunch
8:40 Warning Bell	12:30 Warning Bell
8:45 Classes Begin	12:35 Classes begin
10:15 Recess	2:41 Dismissal
10:30 Warning Bell (5 minutes)	2:56 Playground supervision ends
10:35 Classes Resume	*students heading home**
11:50 Bell for going outside time	

Students will continue to "play first" then "eat" at the lunch break.

Attendance: We strongly recommend that all students arrive on time. We had a significant number of students who were chronically late last year, sometimes arriving closer to lunchtime. When a student is absent or late, research indicates they are less likely to adjust to school, are less successful in their learning, experience stress or anxiety and find it harder to adjust to the social aspect of school. Students arriving on time have an easier transition to the classroom and are aware of the agenda for the day. Teaching starts as soon as the bell rings. Students who arrive late miss out on optimal learning time. Routines and key concepts in Language Arts and Numeracy are taught in that optimal learning time. Arriving late also disrupts the learning of the students and the teaching that has begun. Developing good habits in elementary school, with consistent attendance and punctuality, goes a long way to establish healthy habits for life.

First Week of School: During the first week, teachers will focus on Social Responsibility activities and our School-wide expectations. Teachers will review expectations for different areas of the school. Please see the Matrix of School-Wide Expectations that is attached to this letter. We are hoping to have a school wide pancake breakfast in individual classrooms on Friday, September 6th. It should be an exciting week for everyone.

Staff: We would like to welcome back our wonderful staff members who are committed to supporting your children. A number of staff changes occurred at the end of the year. Mr. Halliday says he is enjoying his retirement. Mrs. Lee and Mrs. Forster are posted at Ambrose Elementary. Mrs. Morrison is now calling Vancouver Island her home. We would like to wish them all good luck and a fond farewell. Joining us this year are Miss Schneider, Ms. Leed, Mrs. Logeman, Mrs. Neuls and Mrs. Vasarhelyi. Grade assignments at this time are tentative and depend on student population.

Teaching Staff:

Mrs. Shuster/Ms. Prontack - Kindergarten

Ms. Leed - Kindergarten

Miss Schneider - Grade 1

Mrs. Vasarhelyi - Grade 2

Mrs. Neuls - Grade 3

Ms. Bulmer/Mr. Flury - Grade 4/5

Mrs. Dressler/Mr. Peterson - Grade 5/6

Ms. Bragg - Learning Assistance/Reading Recovery

Ms. Prontack - Prep teacher

Mrs. Kenyon - Kindergarten

Mrs. Lavoie - Grade 1

Mrs. Logeman - Grade 1/2

Mrs. Gauthier - Grade 3

Ms. Yates - Grade 4/5

Mrs. DeGroot - Grade 5/6

Ms. Wrixon - Counselor

Mrs. Shuster - Reading Recovery

Mr. Flury - Prep teacher

Mr. Peterson - Vice-Principal

Mrs. Scheck - Principal

Support Staff:

Mrs. Knott - Secretary

Mrs. Towns - Canteen and Meals

Mrs. McCracken - Classroom Support

Mrs. Testawitch - Aboriginal Support, Lunch Period Monitor

Mrs. Knight - Classroom Support

Mrs. Johnson - Classroom Support

Mrs. McAddie - Classroom Support

Mrs. Campbell-Dunlop - Custodian

Mrs. Bueckert - Lunch Monitor, classroom support and custodian

School Fees: The School Board has approved our school fees for the 2013-20134 year. Please see the school fee table below:

Grade Level	Supplies	Cultural Fee	Busing Fee
Kindergarten	\$35	\$10.00	\$10.00
Grade 1-3	\$35	\$10.00	\$10.00
Grade 4-6	\$35	\$10.00	\$10.00
Wireless Writing Rental Charge for Grade 6	As per board direction(\$67.00)		
Other	<u>Agenda:</u> All classes ordering agenda will pay a \$10.00 agenda fee (some primary classes and all intermediate classes)	Camp Cameron \$40.00 to offset costs for trips	*\$20.00/sports team requiring buses *Up to \$5.00 for class field trips

Families who opt to bring their own school supplies will need to make arrangements to pay the Cultural and Bus Fees. We would like all fees paid by September 30th. The first week of school is extremely hectic in the office and we would appreciate it if you could send school fees beginning Monday, September 9th. We are unable to accept postdated cheques.

Thank You: A special thank you for our custodial staff for having our school so shiny and clean. We ask that all students and visitors remove outside footwear in the mudrooms. Students will need to bring inside shoes to help keep the school in great shape.

Volunteers: We encourage and welcome all parents, guardians and grandparents as volunteers in our school. Volunteers are needed for whole school activities as well as individual classrooms. See Mrs. Knott if you are able to help with whole school activities (i.e. special lunch orders). Teachers appreciate assistance in the classroom as well. Please see your child's teacher to arrange a time that is suitable. It is a requirement of the School District that volunteers complete a criminal records check every two years. If you will be volunteering, please come and get a form at the office. It is the responsibility of the volunteer to complete the appropriate paperwork, take this paperwork to the R.C.M.P., pick up paperwork from the R.C.M.P. and return the paperwork to the School District 60 board office. Criminal Records checks take a minimum of three weeks for the process to complete.

Kindergarten: The first day of Kindergarten will be Wednesday, September 13th. The kindergarten teachers will be contacting parents the first week in September to set up the visitation schedule and inform parents of the first day procedures for the students. If you are aware of any students who still need to register for kindergarten, please let the parents know we are accepting registrations August 26th-30th.

Canteen and Meals Program: Both the Canteen and Meals programs will be available mid-September. Please look for the details in our September newsletter. Meal Program order forms will be sent home with your student for the month of October. Once the canteen opens, canteen items will be available to order each morning. We try to offer a variety of healthy choices and are approved by the Healthy Schools as healthy choices. Items may change periodically and students will receive the updated lists in their classrooms. Subway and Panago Pizza will be offered as well this year. We are looking for parent volunteers to assist with these orders. Please let Mrs. Knott know if you are interested in assisting with this. We are hoping to offer these choices beginning in October. Please look for these order forms and more information at the end of September.

Cell Phones and Electronics: Students are asked not to bring cell phones to school. We discourage students from bringing cell phones and other electronic devices to school because of such items being lost or stolen. If a student does have a cell phone or electronic device, it must be turned off and left in their backpack. The school does not assume responsibility for any lost or stolen items.

Newsletters: Newsletters and memos will be sent home or can be emailed on a regular basis. If you wish to receive the newsletters and updates by e-mail, please complete the form at the bottom of this letter and return it to the office (even if you received them electronically last year). Each month there will be a draw for students who return the

bottom portion of the newsletter for prizes (return to the school or return by e-mail). The first newsletter in September will be sent home to all students on paper to ensure that information arrives home. Future newsletters will only be sent home to families who have not requested an e-mailed copy and only with the youngest family member.

Medication: Any medication that your child needs must be stored and administered from the office. An "Authorization for Medication" form is required, which provides written permission from both you as the parent/guardian and from your family doctor. Forms are available upon request. Please advise the office if your child has severe allergies and needs an epipen. This information is crucial for your child's safety.

Website: For information on events that are occurring at our school, visit our website at: www.ogilvie.prn.bc.ca. Newsletters are posted on the website each month. The website should be updated shortly.

Allergy Alerts: We have a number of staff members who are highly allergic to scents that are put in perfumes, hairsprays, deodorants, and even dryer sheets. For their safety, we ask that students and parents refrain from wearing scents at school. Please remember that a little goes a long way in making someone else sick. At this time, we will continue to be a scent free school. Thank you for assisting us in this matter. ☺

Kidsport: The cost of organized sports can be a barrier to participation and limit the choices for some families. KidSport™ is a community-based sport funding program that provides grants for children ages 6 - 18 to participate in a sport of their choice, "So All Kids Can Play!" When kids have access to physical activity, they have the opportunity to reach their highest potential, which can positively impact physical health, development of social skills, self-esteem, and friendships. If you are interested in this program, please check out the following website from the City of Fort St. John.

http://www.fortstjohn.ca/index.php?option=com_content&view=article&id=357&Itemid=323

Changes to Facility: We would like to send out some special thanks for our Maintenance department for completing a number of items over the summer. These include: new sidewalks at the primary entrance, grass along 86th Street, a new classroom completed, walkway from the road, drainage in the front parking lot, rewiring the school, and dismantling of the playground. Thank you for taking care of our school for us. We would also like to send a thank you to Mrs. Monique Anderson, Mr. Ben Peterson, Mrs. Lavoie and many others for taking care of the flowerbeds. They look amazing! We are looking forward to the new playground equipment that should be installed before back to school starts. Thank you to the playground committee for making the playground a reality.

Robert Ogilvie Elementary will be open from 8:30-3:30 p.m. August 26th-August 30th should you require additional information. Please feel free to contact the school at 250-785-3704. We are looking forward to working together with all of the members of our school community to have another successful school year.

Enjoy the remainder of your summer vacation and the September long weekend.

Sincerely,

Mrs. Kathy Scheck
Principal

Mr. Karl Peterson
Vice Principal

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*Calendar of Events*

Robert Ogilvie Elementary School  
September 2013

| <b>Monday</b>  | Tuesday                                       | Wednesday                 | Thursday                                  | Friday                           |
|----------------|-----------------------------------------------|---------------------------|-------------------------------------------|----------------------------------|
| 2              | 3<br>First Day of School<br>Dismissal @ 10:42 | 4                         | 5                                         | 6<br>Tentative pancake breakfast |
| 9<br>Assembly  | 10                                            | 11<br>Kindergarten starts | 12                                        | 13                               |
| 16             | 17                                            | 18                        | 19<br>Tentative Open house 6:00-7:30 p.m. | 20<br>Non - Instructional Day    |
| 23<br>Assembly | 24                                            | 25                        | 26<br>Terry Fox Run                       | 27                               |

Return this portion of the newsletter by Wednesday, September 12<sup>th</sup> to be entered in a draw ☺

I would like to receive/continue to receive newsletters by email. \_\_\_\_\_ (please check✓)

I would like to like to receive paper copies of the newsletters. \_\_\_\_\_ (please check✓)

Parent Name: \_\_\_\_\_ Student name(s): \_\_\_\_\_

Email address: \_\_\_\_\_ Student grade (s): \_\_\_\_\_



**School District No. 60 (Peace River North)**  
**Adopted School Calendar**  
**2013/2014**

| School Calendar Information &<br>Non-Instructional Days                   | Proposed District Dates                                        |
|---------------------------------------------------------------------------|----------------------------------------------------------------|
| <b>Number of Days of Instruction</b>                                      | <b>193</b>                                                     |
| <b>Schools Open</b>                                                       | <b>Tuesday, September 3, 2013</b>                              |
| <b>Non-Instructional Day</b>                                              | <b>Friday, September 20, 2013</b>                              |
| <b>Thanksgiving Day</b>                                                   | <b>Monday, October 14, 2013</b>                                |
| <b><i>Non-Instructional Day</i></b><br><i>(Pro-D – Province)</i>          | <b>Friday, October 25, 2013</b>                                |
| <b>Remembrance Day</b>                                                    | <b>Monday, November 11, 2013</b>                               |
| <b><i>Early Dismissal Day</i></b>                                         | <b>Wednesday, November 27, 2013</b>                            |
| <b><i>Early Dismissal Day</i></b>                                         | <b>Thursday, November 28, 2013</b>                             |
| <b><i>Non-Instructional Day</i></b><br><i>(Parent-Teacher Interviews)</i> | <b>Friday, November 29, 2013</b>                               |
| <b>Christmas Vacation Period</b>                                          | <b>Monday, December 23, 2013 – Friday,<br/>January 3, 2014</b> |
| <b>Schools reopen after Christmas Vacation</b>                            | <b>Monday, January 6, 2014</b>                                 |
| <b><i>Non-Instructional Day</i></b><br><b>Semester Turnaround</b>         | <b>Friday, January 31, 2014</b>                                |
| <b><i>Family Day</i></b>                                                  | <b>Monday, February 10, 2014</b>                               |
| <b><i>Non-Instructional Day</i></b><br><i>(Report Writing)</i>            | <b>Friday, February 28, 2014</b>                               |
| <b><i>Early Dismissal Day</i></b>                                         | <b>Wednesday, March 12, 2014</b>                               |
| <b><i>Early Dismissal Day</i></b>                                         | <b>Thursday, March 13, 2014</b>                                |
| <b>Spring Vacation Period/District<br/>Closure Days</b>                   | <b>Monday, March 17-Friday, March 28, 2014</b>                 |
| <b>School Reopens After Spring Break</b>                                  | <b>Monday, March 31, 2014</b>                                  |
| <b>Good Friday</b>                                                        | <b>Friday, April 18, 2014</b>                                  |
| <b>Easter Monday</b>                                                      | <b>Monday, April 21, 2014</b>                                  |
| <b><i>Non-Instructional Day</i></b><br><i>(School Planning Day)</i>       | <b>Friday, May 9, 2014</b>                                     |
| <b>Victoria Day</b>                                                       | <b>Monday, May 19, 2014</b>                                    |
| <b>Last day for Students</b>                                              | <b>Thursday, June 26, 2014</b>                                 |
| <b>Administrative Day – Schools Close</b>                                 | <b>Friday, June 27, 2014</b>                                   |

### School Improvement Plan Goals:

At Robert Ogilvie, we are creating a community of respectful, responsible lifelong learners.

After discussion and examination of the data at our School Planning Day in May, it was decided to continue with the following goals:

1. Our first goal is about **Social Responsibility**: to foster a community where everyone feels safe, respected and accepted.
2. Our second goal is **Numeracy**: to improve all students' numeracy skills.

We look forward to working with our students and you on these goals.

### Code of Conduct and Traffic Light

Following is our Code of Conduct and our Traffic Light that form the basis of our expectations for student behaviour. Please also see the School Wide Matrix that is attached to this letter. Teachers will be teaching and practicing the expectations on the Matrix with classes during this first month of school. Please review these expectations at home with your children.

### ***Robert Ogilvie Code of Conduct***

*The purpose of our code of conduct is to maintain student rights and responsibilities with expectations for behaviour during any school related activity.*

All members of the school community are expected to:

- \*Take care of ourselves
- \*Take care of others
- \*Take care of our school
- \*Take responsibility for learning

| Rights                                                                                                            | Responsibilities                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All members of our school community have the right to:                                                            | All members of our school community have the responsibility to:                                                                                                                                                                    |
| <ul style="list-style-type: none"><li>• Be safe</li></ul>                                                         | <ul style="list-style-type: none"><li>• Behave in a safe manner at all times</li><li>• Tell an adult of incidents of bullying, harassment or intimidation</li></ul>                                                                |
| <ul style="list-style-type: none"><li>• Be accepted and respected</li><li>• Learn and achieve potential</li></ul> | <ul style="list-style-type: none"><li>• Care for others and show respect</li><li>• Listen to and respect others' learning</li><li>• Pay attention in class and complete assignments</li><li>• Set and work towards goals</li></ul> |
| <ul style="list-style-type: none"><li>• Be heard and ask questions</li></ul>                                      | <ul style="list-style-type: none"><li>• Listen to and respect others' ideas</li><li>• Ask questions and share ideas politely and respectfully</li></ul>                                                                            |
| <ul style="list-style-type: none"><li>• Work in a healthy, clean environment</li></ul>                            | <ul style="list-style-type: none"><li>• Keep the school clean and respect school property</li></ul>                                                                                                                                |



### Rising Expectations:

As students become older, more self-disciplined and mature, expectations regarding their behaviour and responsibility will rise accordingly. Older students are expected to set a good example for others.

| Unacceptable Conduct                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Consequences                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The following behaviours are some examples of conduct that is not acceptable and should not be considered a complete list.</p> <p>Behaviours that:</p> <ul style="list-style-type: none"><li>• Are disrespectful to others</li><li>• Interfere with the learning of others</li><li>• Interfere with an orderly environment</li><li>• Create unsafe conditions</li></ul> <p>Acts of:</p> <ul style="list-style-type: none"><li>• Bullying, harassment or intimidation</li><li>• Physical violence</li><li>• Retribution against a person who has reported such incidents</li></ul> <p>Illegal acts, such as:</p> <ul style="list-style-type: none"><li>• Theft or damage to property</li></ul> | <p>There will be consequences for inappropriate behaviour.</p> <p>Consequences will be determined based on the severity and frequency of the unacceptable conduct, and the age and maturity of the student.</p> <p>Consequences will include restorative actions and could range from community service to suspensions. They will be logical and reasonable for the behaviour or action.</p> |

### Notification

Parents of student offenders and victims will be notified by school staff when it is deemed necessary to re-assure parents that we are aware of the incident and are taking appropriate action to address it.

Multiple infractions of an expectation and serious infractions will be followed up with a phone call home.

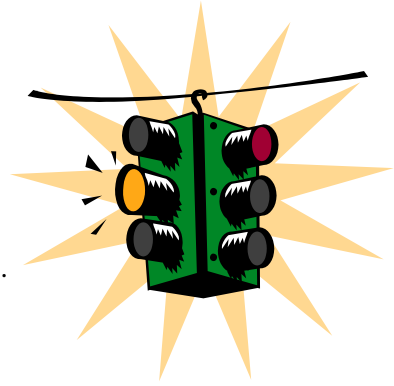
***You can't just say it, you have to do it.*** Steven Hammel



## Robert Ogilvie's Traffic Light

### Red **STOP**

- I don't listen to the teacher or do my work.
- I was disrespectful.
- I put my hands or feet on someone or tried to hurt them.
- I was swearing at someone.
- I took something that does not belong to me without permission.
- I brought illegal substances to school.
- I brought a weapon to school.
- I was harassing / threatening someone.
- I don't treat others how I want to be treated.
- I purposefully caused damage to others' property or possessions.
- Any yellow light behaviour that is repeated three or more times.



### Yellow **THINK**

- I need to be reminded to listen to the teacher and do my work.
- Usually friendly, I will help someone if they ask.
- I need to be asked to join into class discussions.
- I try to say when I'm angry, but I get frustrated.
- I try to keep my temper.
- Sometimes I ask an adult when I should try to handle the problem.
- I understand the argument but need help to solve it.
- I try to use appropriate body language when interacting with others.
- I try to respect others' personal space.
- I am usually respectful.
- I have trouble noticing that others are not being treated fairly.
- When reminded, I keep the classroom tidy and find ways to keep the environment safe.

### Green **GO**

- I am consistently prepared, ready to learn, and use time effectively.
- I contribute and show commitment to classroom and group activities.
- I accept ownership for my problems and seek productive ways to solve them.
- I am friendly, considerate, and helpful and include others.
- I listen to others' point of view.
- I treat others fairly and respectfully, often showing interest in correcting injustice.
- I care about our school, community and world.
- I want to make a positive difference.
- I make good choices knowing it is the right thing to do.

### Blue Ribbon **WELL DONE**

- I am fully engaged and committed to school, classroom and group activities.
- I make a positive difference in my school community and world.
- I am honest even when it is not easy.
- I look for responsibility and follow through.
- I am trusted by both adults and peers.
- I am kind, friendly and inclusive to peers and adults.
- I am committed to making good choices, even if no one notices.

## Robert Ogilvie School-wide Expectation and Setting Matrix

|              | Take Care of Ourselves                                                                                                                                                                                                                                                                                                                              | Take Care of Others                                                                                                                                                                                                                                                                                                                        | Take Care of Our School                                                                                                                                                                                                                                                       | Take Responsibility for Our Learning                                                                                                                              |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| All Settings | <ul style="list-style-type: none"> <li>-Be on time and prepared</li> <li>-Hands and feet to yourself</li> <li>-Shoes on and tied</li> <li>-Be courteous</li> <li>-Be responsible for yourself</li> <li>-Use good judgement</li> <li>-use respectful language</li> <li>-use crosswalks safely</li> <li>-wait inside the fence for the bus</li> </ul> | <ul style="list-style-type: none"> <li>-Respect other people's personal space</li> <li>-Speak respectfully and listen to others</li> <li>-Use your manners</li> <li>-Be friendly, kind and trustworthy</li> <li>-Make arrangements to meet with your friends and siblings ahead of time</li> <li>-Use the phone for emergencies</li> </ul> | <ul style="list-style-type: none"> <li>-Help keep the school and grounds clean by pick up garbage</li> <li>-Recycle</li> <li>-Wear inside shoes</li> <li>-Put your outside shoes on the racks</li> </ul>                                                                      | <ul style="list-style-type: none"> <li>-Complete your work</li> <li>-Follow instructions</li> <li>-Appropriate noise level in all areas</li> </ul>                |
| Washroom     | <ul style="list-style-type: none"> <li>-Flush</li> <li>-Wash your hands</li> <li>-Clean up after yourself</li> <li>-Use at break times</li> </ul>                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>-Respect privacy of others</li> <li>-Be quick and quiet</li> <li>-Keep your hands to yourself</li> <li>-Return to class quickly</li> </ul>                                                                                                                                                          | <ul style="list-style-type: none"> <li>-Keep the area clean</li> <li>-Make sure not to damage things</li> </ul>                                                                                                                                                               | <ul style="list-style-type: none"> <li>-Use at break time</li> </ul>                                                                                              |
| Hallway      | <ul style="list-style-type: none"> <li>-Walk quietly</li> <li>-Use inside voice</li> <li>-Remove and carry your hats</li> </ul>                                                                                                                                                                                                                     | <ul style="list-style-type: none"> <li>-Allow others to pass</li> <li>-Keep to the right side</li> <li>-Acknowledge others</li> <li>-Respect the working environment</li> <li>-Keep hands and feet to yourself</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>-Respect displays and bulletin boards</li> <li>-Keep your hands off the walls</li> </ul>                                                                                                                                               | <ul style="list-style-type: none"> <li>-Carry materials safely</li> <li>-Walk quietly</li> </ul>                                                                  |
| Playground   | <ul style="list-style-type: none"> <li>-Dress appropriately for the weather</li> <li>-Make safe decisions</li> <li>-Be a good sport</li> <li>-Take turns</li> <li>-Stay on the playground</li> <li>-Use your own door</li> <li>-Head home after dismissal bell</li> </ul>                                                                           | <ul style="list-style-type: none"> <li>-Help and care for others</li> <li>-Rocks, sticks, sand, ice and snow stay on the ground</li> <li>-Play safe</li> <li>-Include others</li> <li>-Welcome new students</li> </ul>                                                                                                                     | <ul style="list-style-type: none"> <li>-Change shoes in the mudroom</li> <li>-Use equipment properly and return it</li> <li>-Report any concerns</li> <li>-Walk bikes on the school ground</li> <li>-Carry skateboards to the classroom</li> <li>-Put garbage away</li> </ul> | <ul style="list-style-type: none"> <li>-Go straight in when the bell rings</li> <li>-Be a good role model</li> <li>-Teach other students the new games</li> </ul> |

|             |                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                  |                                                                                                                                                                     |                                                                                                                                                                        |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Lunch Time  | <ul style="list-style-type: none"> <li>-Sit down to eat</li> <li>-Wash your hands before eating</li> <li>-Inside voice</li> <li>-Stay in the classroom</li> <li>-Use appropriate language</li> <li>-Eat the lunch provided</li> <li>-Use microwave properly</li> <li>-Be prepared to start work on time</li> </ul> | <ul style="list-style-type: none"> <li>-Respect lunch hour monitors and follow directions</li> <li>-Use your manners</li> <li>-Line up politely at the canteen</li> </ul>                                                                                        | <ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Rinse and recycle containers</li> </ul>                                                   | <ul style="list-style-type: none"> <li>-Learn from the good behaviour of others</li> <li>-Learn about healthy food choices</li> </ul>                                  |
| Assemblies  | <ul style="list-style-type: none"> <li>-Enter and exit quietly</li> <li>-Listen carefully</li> <li>-Eyes on the presenter</li> <li>-Use the washroom before or after the assembly</li> </ul>                                                                                                                       | <ul style="list-style-type: none"> <li>-Sit with your bottom on the floor</li> <li>-Clap appropriately</li> <li>-Stand quietly for "O Canada" and sit down without talking</li> <li>-Keep your hands at your side while singing</li> <li>-Sing nicely</li> </ul> | <ul style="list-style-type: none"> <li>-Keep the floor clean</li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>-Keep your eyes on the presenter</li> <li>-Listen quietly to the presentation</li> <li>-Show virtues in your actions</li> </ul> |
| Field Trips | <ul style="list-style-type: none"> <li>-Be prepared</li> <li>-Stay with the group</li> <li>-Follow the safety rules</li> <li>-Listen and follow directions</li> <li>-Sit quietly and stay in your seat on the bus</li> </ul>                                                                                       | <ul style="list-style-type: none"> <li>-Be respectful of field trip area</li> <li>-Respect supervisors and guides</li> </ul>                                                                                                                                     | <ul style="list-style-type: none"> <li>-Be a positive ambassador for Robert Ogilvie</li> <li>-Pick up after yourself</li> <li>-Be on your best behaviour</li> </ul> | <ul style="list-style-type: none"> <li>-Connect the experience with other learning</li> </ul>                                                                          |
| Fire Drills | <ul style="list-style-type: none"> <li>-Wear inside shoes</li> <li>-Remain calm</li> <li>-Walk quietly</li> <li>-Listen to your teacher or supervisor</li> <li>-Be safe</li> </ul>                                                                                                                                 | <ul style="list-style-type: none"> <li>-Walk in a single file</li> <li>-Hands and feet to yourself</li> <li>-Hold the door open for others</li> <li>-Remain calm and quiet at all times</li> </ul>                                                               | <ul style="list-style-type: none"> <li>-Close the classroom door and the windows</li> <li>-Turn off all the lights</li> </ul>                                       | <ul style="list-style-type: none"> <li>-Listen and respond to your name in the roll call</li> <li>-Follow instructions</li> <li>-Know your fire drill plan</li> </ul>  |

Home of the Robert Ogilvie Royals