

ROBERT OGILVIE ELEMENTARY SCHOOL

9907-86th Street

Fort St. John, BC

V1J 3G4

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PARENT HANDBOOK

2015-2016

Welcome to 2015-2016 at Robert Ogilvie Elementary School!
We hope that this calendar and parent handbook are helpful to your family!

MISSION STATEMENT:

AT ROBERT OGILVIE WE ARE CREATING A COMMUNITY OF RESPECTFUL, RESPONSIBLE
LIFELONG LEARNERS

SCHOOL GOALS

- 1) Social Responsibility: To foster a community where everyone feel safe, respected and accepted
- 2) To strengthen all students' number sense, numeracy skills and retention of facts
- 3) To strengthen all students' writing ability

TEACHING AND SUPPORT STAFF

Principal:	Mrs. Kathy Scheck
Vice-Principal:	Mrs. Louise Neuls
Secretary:	Mrs. Jody Lefebvre
Librarians:	Mrs. Laurie Dressler and Mrs. Kathy Scheck
Learning Assistants:	Mrs. Denise Bragg and Mrs. Chantelle Fowler
Custodians:	Mrs. Colleen Dunlop and Ms. Jona DeBuque
Gym Prep Teacher:	Miss Kit Brekkas
Reading Recovery:	Mrs. Kendra Kenyon
Counsellor:	Ms. Lezli Wrixon

Primary Teachers:

Mr. McColm Mr. Nowell
Mrs. Leed Mrs. Eyre
Mrs. Kenyon Ms. Vasarhelyi
Mrs. Nowell Mrs. Forster
 Mrs. Gauthier

Intermediate Teachers:

Miss Gouwenberg
Ms. Bulmer
Mrs. Klassen
Mrs. Dressler
Mrs. DeGroot

Robert Ogilvie School
Bell Schedule

Time:	
8:25	Supervision Begins
8:40	Warning Bell
8:44	Classes Begin
10:15	Recess
10:30	Warning Bell (4 minutes)
10:34	Classes Resume
11:50	Outside Lunch Time Begins
12:10	Lunch
12:30	Warning Bell - lunch Ends
12:34	Classes Resume
2:41	Dismissal
2:56	Playground Supervision ends

School Fees

Grade Level	Supplies	Cultural Fee	Busing Fee	Agenda:	Total:
Kindergarten	\$35.00	\$10.00	\$10.00	Not applicable	\$55.00
Primary	\$35.00	\$10.00	\$10.00	\$10.00	\$65.00
Grade 4-6	\$35	\$10.00	\$10.00	\$10.00	\$65.00
Other Items:	<u>Camp Cameron:</u> \$40.00 to offset the cost for the trip	<u>Team Sports:</u> \$20.00 for teams requiring buses and referees	<u>Field Trips:</u> Up to \$5.00 for each field trip	<u>Wireless Writing</u> Insurance Charge for Grade 6: As per board direction (\$30.00)	

Check out our school web site at: www.ogilvie.prn.bc.ca . Calendars, pictures and newsletters updated often.
We are looking forward to the 2015-2015 School year. If you have any questions, please feel free to contact the school.

Sincerely,

Mrs. Kathy Scheck
Principal
Robert Ogilvie School

Mrs. Louise Neuls
Vice Principal
Robert Ogilvie School

CODE OF CONDUCT / TRAFFIC LIGHT / MATRIX

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 our school community are expected to:

- Take care of ourselves
- Take care of each other
- Take care of our school
- Take responsibility for our 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">• Be safe	<ul style="list-style-type: none">• Behave in a safe manner at all times
<ul style="list-style-type: none">• Be accepted and respected	<ul style="list-style-type: none">• Tell an adult of incidents of bullying, harassment or intimidation
<ul style="list-style-type: none">• Learn and achieve potential	<ul style="list-style-type: none">• Care for others and show respect• Listen to and respect others' learning• Pay attention in class and complete assignments

	<ul style="list-style-type: none"> • Set and work towards goals
<ul style="list-style-type: none"> • Be heard and ask questions 	<ul style="list-style-type: none"> • Listen to and respect others' ideas • Ask questions and share ideas politely and respectfully
<ul style="list-style-type: none"> • Work in a healthy, clean environment 	<ul style="list-style-type: none"> • Keep the school clean and respect school property

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"> • Are disrespectful to others • Interfere with the learning of others • Interfere with an orderly environment • Create unsafe conditions <p>Acts of:</p> <ul style="list-style-type: none"> • Bullying, harassment or intimidation • Physical violence • Retribution against a person who has reported such incidents • Discrimination based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age <p>Illegal acts, such as:</p> <ul style="list-style-type: none"> • Theft or damage to property 	<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 reassure parents that we are aware of the incident and are taking appropriate actions to address the incident. Multiple infractions of an expectation and serious infractions will be followed up with a phone call home.

The school promotes the values expressed in BC Human Rights code respecting the rights of all individuals in accordance with the law. The school will treat seriously, behaviour or communication that discriminates based on race, colour, ancestry, place of origin, religion, marital status, family status, physical or mental disability, gender, sexual orientation or age.

Robert Ogilvie Elementary School School Wide Expectations And Behaviour Matrix

	Inside	Outside	Everywhere	Technology
R Respect	<ul style="list-style-type: none"> • Use your manners • Move carefully • Listen 	<ul style="list-style-type: none"> • Take turns when playing • Treat others kindly • Help others 	<ul style="list-style-type: none"> • Hands and feet to self • Use manners and appropriate language • Follow expectations 	<ul style="list-style-type: none"> • Be respectful in what you post • Use safe sites only • Use equipment appropriately
O Organized	<ul style="list-style-type: none"> • Be prepared with supplies • Put things back where they belong 	<ul style="list-style-type: none"> • Return equipment • Look after your belongings 	<ul style="list-style-type: none"> • Look after your belongings • Be prepared • Clean up after yourself 	<ul style="list-style-type: none"> • Follow directions • Stay on task • Keep information organized
A Accountable	<ul style="list-style-type: none"> • Be ready and on time • Give your best effort 	<ul style="list-style-type: none"> • Use equipment safely • Be a good role model and an 	<ul style="list-style-type: none"> • Be Safe • Admit mistakes and accept consequences 	<ul style="list-style-type: none"> • Focused on learning • Follow directions • Stay on task

R Responsible	<ul style="list-style-type: none"> • Stay focused 	<ul style="list-style-type: none"> upstander 	<ul style="list-style-type: none"> • Take pride in your accomplishments 	
	<ul style="list-style-type: none"> • Follow instructions • Be ready to learn • Stay on task 	<ul style="list-style-type: none"> • Go in when the bell rings • Clean up after yourself 	<ul style="list-style-type: none"> • Be on time • Make good choices • Take care of yourself and others 	<ul style="list-style-type: none"> • Cell phones stay at home or locked up • Use care and caution around equipment • Report problems

GENERAL SCHOOL INFORMATION:

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 to 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.

We ask parents to alert the school if their child has allergies. This information and treatment plan needs to be gathered to ensure that all children stay safe.

Breakfast Program: Between 8:25-8:40 a.m., we will offer breakfast to students who come to school without eating. We will offer breakfast in our Student Support Room next to the canteen.

Fruits and Vegetable Program: This program will be offered again this year. Once a month, the school will receive produce that showcases fruits and vegetables grown in our province. There is no cost for this program. Students and staff have a chance to learn about B.C. produce and are encouraged to try all the different produce supplied.

School Meal Program: This program will continue this year. Menus and order forms will come out on a monthly basis. Please look for this material to come out mid-September and mid-month after than.

Kid Check: The secretary will be making kid check phone calls after attendance is done each day. Please contact the school if your child is going to be late or absent as this ensures accurate records and safety of students. Children who are late need to come to the office for a late slip.

School Canteen: Students will be able to purchase items daily beginning October. These items are pre-ordered each morning and delivered to the classroom. Special items (pizza, Subway, Booster Juice) will come home on a monthly order and will start in October. Look for these order forms to come home with your children.

Lost and Found: All lost and found items will be kept in the lost and found boxes around the school. We put these items on display in the hallways three times/year hoping that the owners will collect them. Any items not claimed by the end of June, will be donated to the Salvation Army.

Newsletters: Monthly newsletters will be sent home through the youngest student in a family. These newsletters will be available in paper copy. Families can also request that they receive the newsletter electronically. Please provide the office with your current email if you would like to receive electronic emails. All newsletters will be posted on our website: www.ogilvie.prn.bc.ca . You will find this website very valuable with pictures, updates and weekly information. Newsletters will also provide monthly updated calendars.

Extra-Curricular Activities: These will be offered throughout the year thanks to the volunteers on staff and in our parent community. If you are able to volunteer in a specific sport or activity, please contact the office.

Health Rooms/Sick Students: Parents will be contacted if their child is sick and in the health room. As we do not have abundant space, we ask that all parents have alternate arrangements should a child need to go home sick. The office can only dispense medication if there are written instructions and paperwork completed by your family physician. These forms are available at the office.

School District #60 Calendar 2015/2016

Schools Open	Tuesday, September 8 th , 2015
Non-Instructional Day	Friday, September 25 th , 2015
Thanksgiving Day	Monday, October 12 th , 2015
Non-Instructional Day	Friday, October 23 rd , 2015
Remembrance Day	Wednesday, November 11 th , 2015
Early Dismissal Days	Wednesday, November 25 th and Thursday, November 26 th , 2015
Non-Instructional Day (Parent Teacher Interviews)	Friday, November 27 th , 2015
Christmas Vacation	Monday, December 21 st , 2015-Friday, January 1 st , 2016
Schools Reopen after Christmas	Monday, January 4 th , 2016
Non-Instructional Day	Friday, January 29 th , 2016
Family Day	Monday February 8 th , 2016
Non-Instructional Day (report card writing)	Monday, February 29 th , 2016
Early Dismissal Days	Wednesday, March 16 th and Thursday, March 17 th , 2016
Schools Reopen after Spring Break	Monday, April 4 th , 2016
Non-Instructional Day	Friday, May 13 th , 2016

Victoria Day	Monday, May 23 rd , 2016
Last Day for Students	Thursday, June 23 rd , 2016
Last Day for Staff	Friday, June 24 th , 2016

Monthly Calendar ~ Robert Ogilvie Elementary
September 2015

Monday	Tuesday	Wednesday	Thursday	Friday
August 31 School open for registrations	1 School Closed - training day	2 School Open for registrations 8 a.m.-4 p.m.	3 School Open for registrations 8 a.m.-4 p.m.	4 School Open for registrations 8 a.m.-4 p.m.
7 School Closed	8 First Day of School 8:45 a.m. 10:40 a.m.	9	10	11
14 Assembly @ 9:00 a.m.	15	16	17	18
21	22	23	24	25 Non-Instructional Day School Closed for training
28 Assembly @ 9:00 a.m.	29	30		

Monthly Calendar - Robert Ogilvie Elementary
October 2015

Monday	Tuesday	Wednesday	Thursday	Friday
			1	2
5	6	7	8	9
12 Thanksgiving Day School Closed	13	14	15	16
19	20	21	22	23 Non-Instructional Day School Closed for training
26	27	28	29	30

Monthly Calendar - Robert Ogilvie Elementary
November 2015

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4	5	6
9	10 Remembrance Day Assembly 11:00 a.m.	11 Remembrance Day School Closed	12	13
16	17	18	19	20
23	24	25 Early Dismissal Day School Dismissed @ 1:40 p.m.	26 Early Dismissal Day School Dismissed @ 1:40 p.m.	27 School Closed for Parent Teacher Interviews
30				

Monthly Calendar - Robert Ogilvie Elementary
December 2015

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21 School Closed for Christmas Break	22	23	24	25
28	29	30	31	January 1 st School remains closed for Christmas Break

Monthly Calendar - Robert Ogilvie Elementary
January 2016

Monday	Tuesday	Wednesday	Thursday	Friday
4 School re-opens after Christmas holidays Assembly @ 9 a.m.	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29 School Closed Pro-D Day

School Calendar - Robert Ogilvie Elementary
February 2016

Monday	Tuesday	Wednesday	Thursday	Friday
1	2	3	4	5
8 B.C. Family Day School Closed	9	10	11	12
15	16	17	18	19
22	23	24 Pink Shirt Day - wear pink to support anti-bullying	25	26
29 Non-Instructional Day Report Card Writing Day				

Monthly Calendar - Robert Ogilvie Elementary
March 2016

Monday	Tuesday	Wednesday	Thursday	Friday
	1	2	3	4
7	8	9	10	11
14	15	16 Early Dismissal Day School dismissed @ 1:40 p.m.	17 Early Dismissal Day School dismissed @ 1:40 p.m.	18 Last Day before Spring Break
21 Spring Break Begins	22	23	24	25
28	29	30	31	

Monthly Calendar - Robert Ogilvie Elementary
April 2016

Monday	Tuesday	Wednesday	Thursday	Friday
				1
4 School re-opens after Spring Break	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Monthly Calendar - Robert Ogilvie Elementary
May 2016

Monday	Tuesday	Wednesday	Thursday	Friday
2	3	4 "Star Wars Day" May the 4 th Be With You	5	6
9	10	11	12	13 Pro-D Day School Closed
16	17	18	19	20
23 Victoria Day School Closed	24	25	26	27
30	31			

Monthly Calendar - Robert Ogilvie Elementary
June 2016

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23 Last day of school Dismissal @ 11:40 a.m.	24 Last day for staff

Enjoy your summer break ☺

