



**Robert Ogilvie Elementary School**  
9907 - 86 Street, Fort St. John, BC V1J 3G4  
Phone (250) 785-3704 Fax (250) 785-7963

Monday, September 5<sup>th</sup>, 2016

Dear Parents and Guardians,

Welcome to Robert Ogilvie Elementary School and to the official fall season. We trust that your families have had a fun, restful and exciting summer filled with lots of special memories. 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. The staff have worked hard to ensure that start up will go as smoothly as possible. We would like to give a special thanks to our custodial and maintenance staff who have worked hard to clean and prepare the school. We hope you enjoy your year at Robert Ogilvie Elementary.

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 10:40 a.m. If the weather is co-operating, students will line up outside by the traffic cone with their teacher's name on it. If it is raining, we will start our day at assigned classrooms. Temporary class lists will be posted on the bulletin boards in each wing of the school to assist families in finding the correct classroom teacher. Students and parents can check these lists beginning at 8:15 a.m. and then head outside. This will allow students to meet with their friends. The teachers will bring students inside to their designated room at the start of the day (8:45 a.m.). Our first day class lists are tentative only.

The second day of school will be a full day of classes. Students will return to their assigned room until class lists are finalized. We are hoping to have class lists ready by lunch on the third day 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 are asked to report to the office and the office will give you instructions for the first day. If your child does not appear on a class list, please report to the office. With all the changes over the summer, it is highly likely we have missed a few students on our class lists.

Kindergarten Start Up: Welcome to our starting kindergarten students and families. This is an important and exciting year for all of you. Due to a large group of students, our school will be having 2 kindergarten classes and possibly a K/1 split. Staff will do their best to ensure placements meet the needs of all students. Roll out for kindergarten will begin on Wednesday, September 7th with small groups of students. The teachers will meet with students over the week and finalize classes on Tuesday, September 13<sup>th</sup>. At that time, class lists will be set, parents contacted on which home room their child will be assigned to and the first official day of kindergarten will begin on Wednesday,

September 14<sup>th</sup>. Kindergarten teachers will be in contact with all parents by Tuesday, September 6<sup>th</sup> with your child's schedule for the week.

Please see the bell schedule below:

2015-2016 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	2:40	Dismissal
10:30	Warning Bell (5 minutes)	2:55	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 and is in the parent handbook you will receive. We are hoping to have a school wide pancake breakfast at the end of the first week.

Staff: We would like to welcome back our wonderful staff members who are committed to supporting your children. Temporary assignments are listed below:

Teaching:

Mr. McColm - Kindergarten

Ms. Leed - Kindergarten

Mrs. Nowell - Grade 2

Mrs. Gauthier - Grade 2/3

Miss Lahucik - Grade 3

Ms. Bulmer - Grade 4/5

Mrs. DeGroot - Grade 6

Ms. Wrixon - Counselor

Mrs. Clarke - Learning Assistance/Reading Recovery

Mr. Ylagan - Vice Principal

Mrs. Kenyon/Mrs. Wilson - Grade 1

Ms. Palma- Grade 1

Mr. Nowell - Grade 2/3

Mrs. Forster/Miss Elsa - Grade 2/3

Miss Gouwenberg - Grade 4

Miss Brekkas - Grade 4/5

Mrs. Dressler/Mrs. Klassen - Grade 5/6

Mrs. Kenyon - Reading Recovery

Mrs. Fowler - Learning Assistant

Mrs. Scheck - Principal

Support Staff:

Mrs. Lefebvre - Secretary  
Mrs. McCracken - Classroom Support  
Mrs. Knight - Classroom Support  
Mrs. Basisky- Classroom Support  
Miss Jona - Custodian  
Mrs. E. Gunn - Classroom Support  
Mrs. Myles - Classroom Support  
Mrs. Corderio - Classroom Support  
Mrs. Clarkson - Classroom Support  
Mrs. J. Gunn - Classroom Support

Mrs. Anderson - Canteen and Meals  
Mrs. McKinnon - Classroom Support  
Mrs. Johnson - Classroom Support  
Mrs. Stafford - Classroom Support  
Miss Halvorson - Classroom Support  
Mrs. Phillips - Classroom Support  
Mrs. Essensa - Strong Start/Pre-School  
Mrs. Meaver - ASSW/Lunch Monitor  
Mrs. Fischer- Classroom Support

School Fees: The School Board has approved our school fees for the 2016-2017 year. Please see the school fee table below:

Grade Level	Supplies	Cultural Fee	Busing Fee	Agenda Fee:	Total
Kindergarten	\$35	\$10.00	\$10.00	N/A	\$55.00
Kindergarten/1	\$35	\$10.00	\$10.00	N/A	\$55.00
Grade 1-3	\$35	\$10.00	\$10.00	\$10.00	\$65.00
Grade 4-6	\$35	\$10.00	\$10.00	\$10.00	\$65.00
Other	Camp Cameron \$40.00 to offset costs for trips	*\$20.00/sports team requiring buses	Up to \$5.00 for Field trips - class specific	Wireless Fee: As per board direction	

Mrs. Gauthier's class will not be using agendas this year so their total will be \$55.00. School supplies have been ordered for all students. Parents have the option to purchase from the school or buy supplies on their own. The school gets a discount when we shop in bulk and as a result we pass that savings on to you. Families who opt to bring their own school supplies will need to make arrangements to pay the Cultural, Agenda and Bus Fees. We would like all fees paid by October 30<sup>th</sup>.

Thank You: A special thank you to 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. Visitors who wish to keep their outside shoes on are asked to wear the "blue booties" that are available in each hallway. We also ask that visitors check in to the office and if you are picking up a student prior to the end of the day that you sign them out at the office.

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 the secretary 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.

Canteen and Meals Program: Both the Canteen and Meals programs will be available in late September. Meal Program order forms will be sent home with your student shortly. 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, Booster Juice and Panago Pizza will be offered as well this year. We are looking for parent volunteers to assist with these orders. Please let the office 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](http://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 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](http://www.fortstjohn.ca/index.php?option=com_content&view=article&id=357&Itemid=323)

Students In Harmony: All grade 5 students will be participating in a "Students in Harmony" District program this year. Mrs. Brooks, District Band Instructor, will be at our school for two blocks of music instruction for grade 5 students starting in mid-September. Students will be engaged in 4 modules over three months: singing, percussion, brass and woodwinds. All instruments will be provided for at no cost. The music instruction will give grade 5 students an opportunity to experience many instruments prior to signing up for the grade 6 Band program. Modules will run on Monday and Wednesday mornings and will take place in the computer lab. We will send home more information as it becomes available.

Early Learning Opportunities: Robert Ogilvie Strong Start Program will continue this year from 8:30-11:30 a.m. The program will be instructed by Pam Essensa and will continue daily at this time. Strong Start is a parent participation program and is open to children 0-5 years old. Pam also is the pre-school instructor for our school in the afternoon. Please check with Pam for available spots in the pre-school program.

Construction Area/Portable: With all the rain over the past few weeks, the construction area around the portable is not completed. We ask that families walk around the outside of the portable (to the south) rather than through the wet muck and mud. This will ensure safety of students and cleanliness of the school.

N.E.A.T Gardening Program: A special thank you to all the volunteers who weeded and watered our gardens this summer. There was quite a bit of activity at the garden beds, harvesting and weeding. You are welcome to pick this produce when it is ready for harvesting. We would like to thank N.E.A.T. and their sponsors for this great endeavor and look forward to this project continuing next year. If you would like to come and celebrate the gardens, there will be an open house from 4:30-6:00 p.m. on Tuesday, September 20<sup>th</sup> with N.E.A.T. and joint sponsors of the bed, Pembina. We look forward to this activity in our community.

We are looking forward to working together with all of the members of our school community to have another successful school year.

Sincerely,

Mrs. Kathy Scheck  
Principal

Mr. Tim Ylagan  
Vice Principal

Calendar of Events for Robert Ogilvie  
September 2016

Monday	Tuesday	Wednesday	Thursday	Friday
5 School Closed	6 First Day of School 8:45 a.m. 10:40 a.m. Assembly at 9:45 a.m.	7	8	9 Pancake Breakfast
12 Assembly @ 9:00 a.m.	13	14	15	16
19	20 Garden Opening 4:30-6:00 p.m. with NEAT and Pembina all welcome	21 Cultural Event Infinitus @ 9:00 a.m.	22 Tentative Open House Time T.B.A	23 Pro-D Day School Planning
26 Assembly @ 9:00 a.m.	27 SQX Dance training p.m. (cultural event school wide)	28	29 SQX Dance Training a.m. (cultural event school wide)	30

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Student Name: \_\_\_\_\_ Parent Name: \_\_\_\_\_

Return this portion of the newsletter by the end of September 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): \_\_\_\_\_

## 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></ul>	<ul style="list-style-type: none"><li>• Care for others and show respect</li></ul>
<ul style="list-style-type: none"><li>• Learn and achieve potential</li></ul>	<ul style="list-style-type: none"><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***

The following behaviours are some examples of conduct that is not acceptable and should not be considered a complete list.

Behaviours that:

- Are disrespectful to others
- Interfere with the learning of others
- Interfere with an orderly environment
- Create unsafe conditions

Acts of:

- 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

Illegal acts, such as:

- Theft or damage to property

### ***Consequences***

There will be consequences for inappropriate behaviour.

Consequences will be determined based on the severity and frequency of the unacceptable conduct, and the age and maturity of the student.

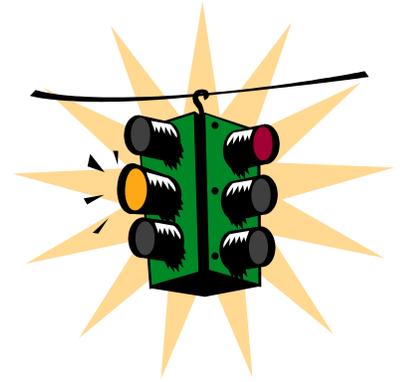
Consequences will include restorative actions and could range from community service to suspensions. They will be logical and reasonable for the behaviour or action.

### **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 communications 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'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 Elementary School  
School Wide Expectations  
And Behaviour Matrix**

	Inside	Outside	Everywhere	Technology
<b>R</b> Respect	<ul style="list-style-type: none"> <li>• Use your manners</li> <li>• Move Carefully</li> <li>• Listen</li> </ul>	<ul style="list-style-type: none"> <li>• Take turns when playing</li> <li>• Treat others kindly</li> <li>• Help others</li> </ul>	<ul style="list-style-type: none"> <li>• Hands and feet to self</li> <li>• Use manners and appropriate language</li> <li>• Follow expectations</li> </ul>	<ul style="list-style-type: none"> <li>• Be respectful in what you post</li> <li>• Use safe sites only</li> <li>• Use equipment appropriately</li> </ul>
<b>O</b> Organized	<ul style="list-style-type: none"> <li>• Be prepared with supplies</li> <li>• Put things back where they belong</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment</li> <li>• Look after your belongings</li> </ul>	<ul style="list-style-type: none"> <li>• Look after belongings</li> <li>• Be prepared</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Follow directions</li> <li>• Stay on task</li> <li>• Keep information organized</li> </ul>
<b>A</b> Accountable	<ul style="list-style-type: none"> <li>• Be ready and on time</li> <li>• Give your best effort</li> <li>• Stay focused</li> </ul>	<ul style="list-style-type: none"> <li>• Use equipment safely</li> <li>• Be a good role model and an upstander</li> </ul>	<ul style="list-style-type: none"> <li>• Be safe</li> <li>• Admit mistakes and accept consequences</li> <li>• Take pride in your accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>• Focused on learning</li> <li>• Follow directions</li> <li>• Stay on task</li> </ul>
<b>R</b> Responsible	<ul style="list-style-type: none"> <li>• Follow instructions</li> <li>• Be ready to learn</li> <li>• Stay on task</li> </ul>	<ul style="list-style-type: none"> <li>• Go in when the bell rings</li> <li>• Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>• Be on time</li> <li>• Make good choices</li> <li>• Take care of yourself and others</li> </ul>	<ul style="list-style-type: none"> <li>• Cell phones stay at home or locked up</li> <li>• Use care and caution around equipment</li> <li>• Report problems</li> </ul>



