



## *Dollard – des – Ormeaux School 2021 – 2022*

18 Ladas Street, Shannon, QC G3S 0B8

☎ School: 418.844.1457 📠 418.844.3138 ✉ ddo@cqsbc.qc.ca

☎ Daycare: 418.844.1457 option #2 🌐 [www.cqsbc.qc.ca/ddo](http://www.cqsbc.qc.ca/ddo)

Facebook: Dollard-des-Ormeaux Elementary and Secondary School

### **SCHOOL OFFICE HOURS**

***7:30 a.m. – 4 p.m.***

Parents or visitors must report to the main entrance door and remain outside to wait for instructions from the front office.

### **SCHOOL PARTNERSHIP**

Dollard-des-Ormeaux School is committed to maintaining a safe, caring and calm environment. Through the collaboration of staff, students and parents, DDO sustains a positive school culture where student learning and well-being are our primary focus. School staff and parents work together to model and outline clear, common expectations of the respectful, responsible and safe behaviours that will lead to student success. These common expectations apply to behaviour at school, daycare and during school-organized or sponsored activities.



CENTRAL QUÉBEC SCHOOL BOARD  
2021-2022 SCHOOL CALENDAR



*Dollard-des-Ormeaux School*

AUGUST 2021							SEPTEMBER 2021							OCTOBER 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	3	4	5	6	7	8	9
8	9	10	11	12	13	14	12	13	14	15	16	17	18	10	11	12	13	14	15	16
15	16	17	18	19	20	21	19	20	21	22	23	24	25	17	18	19	20	21	22	23
22	23	24	25	26	27	28	26	27	28	29	30			24	25	26	27	28	29	30
29	30	31													31					
5 ped days 0 school days							1 ped day 20 school days							2 ped days 18 school days						
NOVEMBER 2021							DECEMBER 2021							JANUARY 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	5	6	7	8	9	10	11	2	3	4	5	6	7	8
8	9	10	11	12	13	14	12	13	14	15	16	17	18	9	10	11	12	13	14	15
15	16	17	18	19	20	21	19	20	21	22	23	24	25	16	17	18	19	20	21	22
22	23	24	25	26	27	28	26	27	28	29	30	31		23	24	25	26	27	28	29
29	30													30	31					
2 ped days 20 school days							0 ped day 15 school days							2 ped days 17 school days						
FEBRUARY 2022							MARCH 2022							APRIL 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	6	7	8	9	10	11	12	3	4	5	6	7	8	9
8	9	10	11	12	13	14	13	14	15	16	17	18	19	10	11	12	13	14	15	16
15	16	17	18	19	20	21	20	21	22	23	24	25	26	17	18	19	20	21	22	23
22	23	24	25	26	27	28	27	28	29	30	31			24	25	26	27	28	29	30
1 ped day 19 school days							1 ped day 17 school days							2 ped days 17 school days						
MAY 2022							JUNE 2022							KEY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S		Holidays for students/teachers					16
1	2	3	4	5	6	7	5	6	7	8	9	10	11		Pedagogical Days					17
8	9	10	11	12	13	14	12	13	14	15	16	17	18		Snowstorm/emergency closures					3
15	16	17	18	19	20	21	19	20	21	22	23	24	25		March break					5
22	23	24	25	26	27	28	26	27	28	29	30				First day of school: September 1, 2021					
29	30	31					26	27	28	29	30				Last day of school: June 23, 2022					
1 ped day 30 school days							3 ped days 17 school days							Number of student days: 180						
1 <sup>st</sup> snow day to be used on: March 14, 2022							2 <sup>nd</sup> snow day to be used on: April 1, 2022							Number of teacher days: 200						
3 <sup>rd</sup> snow day to be used on: April 29, 2022																				
QPAT will be held on: October 14 and 15, 2021																				
Report Cards: No Later than: Nov. 20 (Term 1), March 15 (Term 2) & July 10 (Term 3)														Adopted by the CQSB Council of Commissioners on January 20, 2021						
March Break: March 7 to 11, 2022																				

## GENERAL INFORMATION

### Attendance & Punctuality

To facilitate academic success, student well-being and the school's daily running, we strongly encourage the habit of punctuality and regular attendance. Each absence from school hinders a student's progress. If a student is late for class, he/she must report to the office before he/she is admitted to class. Should a student need to leave for an appointment during school hours, make sure you inform your child's teacher and the front office at least 24 hours ahead of time. It is strongly suggested to arrive in advance to pick up your child and avoid periods in the day (during recess and lunch periods) when it is difficult to reach a student due to transitions. Students will not be called out of class between 3:00 and 3:15 p.m.

### Absences

We ask parents to call 418.844.1457 and select option #1 to report their child's absence - a detailed message may be left on the answering machine 24/7. An email can also be sent to ddo@cqsbc.qc.ca. The school will verify any unreported absences. Students arriving late must bring a note signed by a parent or guardian. Students who wish to leave the school early must also have written permission from their parents.

### Change of Contact Information

Please inform the school secretary of any changes in your contact information (home address, telephone numbers (home, work, emergency) and/or email).

### Textbooks

Textbooks are on loan to students and must be returned in good condition at the end of the school year. We ask that all textbooks be **covered**. Any damaged or lost textbooks will be charged to the student.

### Lockers

Lockers are assigned to all High School students. These lockers are the property of the school. However, all personal belongings, clothing, textbooks, etc. are the sole responsibility of the student. He/she is therefore responsible for the neatness of their locker. Note that the school is not responsible for lost or damaged articles stored in lockers.

The school will supply **one combination** lock for secondary lockers. For security reasons, the administration will have access to all locks via a master key. All student lockers, which do not have a DDO School lock, will be changed to a school-provided one. A member of administration may open a locker at any time to check its contents or tidiness. The student must be present for this procedure.

Offensive material (inappropriate photographs, words or sayings, crude symbols, etc.) may not be posted in/on student lockers.

## **Telephone Calls**

Office telephones are reserved for staff members and student emergencies (illness). If a student needs to be contacted at school, we will accept the call and transmit the message.

## **School Grounds**

Elementary students are not allowed off school grounds during the school day unless they walk home for lunch. Walkers should only be on school grounds after 8:10 and 5 minutes before the start of afternoon classes. Secondary 1 & 2 students must have their parents complete a permission form to allow them off school grounds. This form is sent home to parents the first week of school.

## **Cell Phones and other Electronic Devices**

Students are not to use cell phones or any other electronic devices (iPods, tablets, etc.) during class hours, unless it is specifically guided by the teacher in a learning activity. Teachers may require that cellphones be 'parked' in a specific area during class. Parents are asked to call the school secretary should they need to contact their son/daughter for an emergency. Phones and electronic devices will be confiscated by the office if improper use is detected.

## **Dress Code**

It is the responsibility of parents to determine what constitutes suitable and respectable attire for their children. The school reserves the right to withdraw the privilege of wearing any style which does not reflect positively on the image of the school. Therefore, extremes of fashion that are considered by the administration, in consultation with staff and parents, to have this effect on our students will not be permitted.

- Students' clothing must be in good taste and in good condition.
- Students must be neat and clean in their person and clothing.
- Students may not wear clothing which contains negative, obscene, racist or defamatory comments / pictures.
- Outdoor wear, hats, caps and other head gear are not to be worn in school unless in transit.
- Overly revealing clothing is discouraged.

## **Vandalism**

All damages caused voluntarily to the property, private vehicles, etc. during school hours or during extra-curricular activities will be subject to the following:

- The students or their parents will be held liable for payment of the cost of damages (cost of material and labor) without delay. In certain cases, reimbursement in the form of compensation could be applied with parental approval.

## **Violence**

- All forms of harassment are deemed unacceptable and intolerable no matter if done online, on school outings, walking to and from school or on the school bus\*.
- Any student caught fighting or guilty of any form of violence will be subject to disciplinary actions which may lead to suspension or expulsion.
- Elementary students must abide by the Hands-Off Policy.

- The possession of any dangerous weapon or object is strictly forbidden on school property.  
\*The procedure to be followed when a situation of harassment occurs is the same as described in the School Board Policy against all forms of harassment and in DDO School's Anti-Violence, Anti-Bullying Action Plan (Bill 56) at [www.cqsb.qc.ca](http://www.cqsb.qc.ca).

### **Suspension of Privileges**

Any student suspended from school loses his/her privilege to take part in any school activities or any extra-curricular activities for the duration of the suspension.

### **Skateboards/Rollerblades/Bicycles**

Students are NOT ALLOWED to use skateboards or rollerblades in the school or on school grounds. They are to be used as transportation to and from school only. There is a skate park across the street from DDO for students to use when permitted and when not under school supervision (not during school hours).

### **Community Relations**

The conduct of our students is quickly judged by our neighbours. We expect reasonable conduct on your way to and from school. Pride in our school will ensure that our lawns, fields and yards will remain uncluttered. Our community neighbours appreciate you walking on the sidewalk rather than on their property.

## **Student Involvement**

At DDO School students are expected to get involved in student life. Teachers are responsible for teaching and helping students succeed. You, the students, are responsible for your learning. This is a list of what we expect of you, and what you should be proud to accomplish!

- Arrive at school on time in the morning and for each class during the day.
- Have all the materials required for class.
- Interact nicely with others by:
  - Respecting other people and their property
  - Being polite at all time with staff and other students
  - Playing and working safely
- Take responsibility for your actions.
- Do your best to produce quality work.
- Keep your parents informed by delivering school letters and newsletters to them.
- Do homework when it is assigned. Show respect for the school environment by putting garbage in proper containers and keeping personal and common areas clean. These expectations were conceived and developed in the spirit that they would contribute to a healthy school environment for all.
- You are a DDO student. Be proud, speak English.

### **Extra-Curricular Guidelines**

Participation in extra-curricular activities is subject to regular school attendance, consistent effort in a student's work, and appropriate behaviour. Any student judged by his/her teacher(s) as not fulfilling his/her academic potential could lose his/her privilege of participating in any activity. Remember being a member of a school team or an extra-curricular activity **is a privilege – not a right.**

The following are to be observed:

- The regular school program is your number one priority. School work should not suffer due to involvement in any activity.
- Any student not well enough to participate in all classes on a specific day will also be incapable of participating in an extra-curricular activity.
- School equipment is expensive. It is to be treated with care and respect.
- You represent your school, your teachers and your teammates at all time whether it be at DDO, in another school or in transit. Therefore, your behaviour must be at its best. Sportsmanship, adherence to game rules, courtesy to all officials, coaches, opponents, guests and hosts in other schools is expected at all time.

## **Family / School Partnership**

As the parent or guardian of a DDO student, it is expected that I show an active interest in my child's work and progress and that I encourage and assist my child in meeting DDO common expectations. To effectively do this, I

- Ensure my child is ready for school
- Read school staff communications regularly
- Follow teachers' guidelines
- Help out with homework and assignments
- Model common expectations
- Collaborate and communicate politely with school staff
- Support school interventions in my child's best interest

## **Behaviour Intervention • Roles and Responsibilities**

### **Teacher/Educator/Supervisor**

- Regular, daily interventions with students who do not respect DDO Common Expectations and the Hands-Off Policy

### **Behaviour Technician**

- Repetitive, recurrent behaviours despite numerous interventions by teacher / educator / supervisor
- Behaviour impacting social order

### **Professionals**

- Crisis intervention, suicidal thoughts, mental health problems, addictions, persistent or significant socioemotional difficulties

### **Administration**

- Crisis intervention, violence, harassment, bullying, vandalism, consumption, possession or traffic of drugs or alcohol, persistent or significant socioemotional difficulties

When a Behaviour Technician, Professional or the Administration is involved in an intervention, the parent will be contacted.

## **English Policy**

At Dollard-des-Ormeaux School we believe in the success of our students within an **English-speaking environment**. Therefore, we all agree to the following policies to promote English at DDO School.

As a **student** of DDO School, I:

- recognize that I attend this school so that I can be successful learning in an English-language environment.
- communicate in English at all time (unless I am in French class) while on school grounds.
- speak English with other students, teachers, supervisors and any other person whom I encounter at DDO School.
- politely remind others of our English policy at DDO School.

As a **teacher/supervisor/staff member** of DDO School, I:

- am dedicated to providing quality English education at all time.
- communicate in English with students, teachers, supervisors and administration of DDO School.
- seek out activities and field trips that provide English services.
- am responsible for encouraging students and adults to communicate in English when on school grounds.

As a **parent** of a child attending DDO School, I:

- accept to provide my child with the support that he/she needs in order to successfully develop his/her English-language skills.
- make an effort to communicate with school personnel and with my child in English when on school grounds.

## Policy on Healthy Eating (Elementary)

In September 2007, the **Ministère de l'Éducation, du Loisir et du Sport** (MELS) published the ***Framework Policy on Healthy and Active Living: Going the Healthy Route at School***, demonstrating its firm intention to make Québec schools a place where students can eat better and be more active.

In 2008, **CQSB** decided to develop its ***Policy on Healthy Eating and Active Living*** in support of the schools providing an environment conducive to the adoption and maintenance of healthy eating and active living habits and the development of students' personal competencies in this area.

To ensure that our school environment promotes the adoption of healthy eating habits, Dollard-des-Ormeaux School has developed guidelines for the daily snacks and lunch.

Snacks	Lunch Desserts	At School
We <b>STRONGLY</b> recommend: <ul style="list-style-type: none"><li>• Fruits</li><li>• Vegetables</li><li>• Milk</li><li>• Milk products: cheese, yogurt, etc.</li></ul>	Will be allowed as lunch time desserts only: <ul style="list-style-type: none"><li>• Doughnuts</li><li>• Cakes (Jos Louis, etc.)</li><li>• Cookies, brownies, squares</li><li>• Chocolate covered granola bars</li><li>• Any other sugary/salty treats or deserts</li></ul>	Will be <b>FORBIDDEN</b> : <ul style="list-style-type: none"><li>• Peanut and Nut products (allergies)</li><li>• Pop</li><li>• Chocolate bars</li><li>• Candy</li><li>• Chips</li><li>• Sports Drinks (Gatorade ...)</li><li>• Energy Drinks (Red Bull ...)</li><li>• Chewing Gum</li></ul>

Dessert-type snacks (column 2) should be reserved for lunch. The teachers have the right to require a student to choose a different snack, if deemed unhealthy.

*(Approved by DDO Governing Board – 2010)*