



Dollard – des – Ormeaux School 2023 – 2024

18 Ladas Street, Shannon, QC G3S 0B8

📞 School: 418.844.1457 📠 418.844.3138 ✉️ ddo@cqsbc.ca

📞 Daycare: 418.844.1457 option #2 🌐 www.cqsbc.ca/ddo

Facebook: Dollard-des-Ormeaux Elementary and Secondary School

SCHOOL OFFICE HOURS

8:00 a.m. – 3:30 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
2023-2024 SCHOOL CALENDAR**



Dollard-des-Ormeaux School

AUGUST 2023							SEPTEMBER 2023							OCTOBER 2023						
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						1 ³	2	1	2 ⁴	3 ⁵	4 ⁶	5 ⁷	6 ⁸	7
6	7	8	9	10	11	12	3	4	5 ⁴	6 ⁵	7 ⁶	8 ⁷	9	8	9	10 ⁹	11 ¹	12	13	14
13	14	15	16	17	18	19	10	11 ⁸	12 ⁹	13 ¹	14 ²	15 ³	16	15	16 ²	17 ³	18 ⁴	19 ⁵	20 ⁶	21
20	21	22	23	24	25	26	17	18 ⁴	19 ⁵	20 ⁶	21 ⁷	22	23	22	23 ⁷	24 ⁸	25 ⁹	26 ¹	27 ²	28
27	28	29	30	31 ²			24	25 ⁸	26 ⁹	27 ¹	28 ²	29 ³	30	29	30 ³	31 ⁴				
4 ped days 2 school days							1 ped day 19 school days							2 ped days 19 school days						
NOVEMBER 2023							DECEMBER 2023							JANUARY 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1 ⁵	2 ⁶	3 ⁷	4						1 ⁷	2		1	2	3	4	5	6
5	6 ⁸	7 ⁹	8 ¹	9 ²	10	11	3	4 ⁸	5 ⁹	6 ¹	7 ²	8 ³	9	7	8	9 ⁵	10 ⁶	11 ⁷	12 ⁸	13
12	13 ³	14 ⁴	15 ⁵	16 ⁶	17 ⁷	18	10	11 ⁴	12 ⁵	13 ⁶	14 ⁷	15 ⁸	16	14	15 ⁹	16 ¹	17 ²	18 ³	19 ⁴	20
19	20 ⁸	21 ⁹	22 ¹	23 ²	24	25	17	18 ⁹	19 ¹	20 ²	21 ³	22 ⁴	23	21	22 ⁵	23 ⁶	24 ⁷	25 ⁸	26	27
26	27 ³	28 ⁴	29 ⁵	30 ⁶			24	25	26	27	28	29	30	28	29 ⁹	30 ¹	31 ²			
2 ped days 20 school days							31 No ped days 16 school days							2 ped days 16 school days						
FEBRUARY 2024							MARCH 2024							APRIL 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1 ³	2 ⁴	3						1 ⁴	2		1	2 ¹	3 ²	4 ³	5 ⁴	6
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25	26 ⁹	27 ¹	28 ²	29 ³			24	25 ⁶	26 ⁷	27 ⁸	28 ⁹	29	30	28	29 ⁹	30 ¹				
2 ped days 19 school days							31 No ped days 15 school days							2 ped days 19 school days						
MAY 2024							JUNE 2024							KEY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S		Holidays for students/teachers	16				
			1 ²	2 ³	3	4						1			Pedagogical Days	17				
5	6 ⁴	7 ⁵	8 ⁶	9 ⁷	10 ⁸	11	2	3 ⁴	4 ⁵	5 ⁶	6 ⁷	7 ⁸	8		Snowstorm/emergency closures	3				
12	13 ⁹	14 ¹	15 ²	16 ³	17	18	9	10 ⁹	11 ¹	12 ²	13 ³	14 ⁴	15		March break (March 4-8)	5				
19	20	21 ⁴	22 ⁵	23 ⁶	24 ⁷	25	16	17 ⁵	18 ⁶	19 ⁷	20 ⁸	21 ⁹	22		First day of school: August 30, 2023					
26	27 ⁸	28 ⁹	29 ¹	30 ²	31 ³		23	24	25	26	27	28	29		Last day of school: June 21, 2024					
2 ped days 1 school day							30 3 ped days 15 school days							Number of student days: 180						
1 st snow day to be used on: January 26th, 2024							2 nd snow day to be used on: April 19th, 2024							Number of teacher days: 200						
3 rd snow day to be used on: May 17th, 2024														<p align="center"><i>Adopted by the CQSB Council of Commissioners on November 9, 2022</i></p>						
QPAT will be held on October 12th and 13th, 2023																				
Report Cards: No Later than Nov. 20 (Term 1), March 15 (Term 2) & July 10 (Term 3)																				

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 2:50 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. All students must use the lock provided to keep their belongings safe. 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.

Cell Phones and other Electronic Devices

Students are not to use cell phones during class hours unless it is specifically requested by the teacher in a learning activity. Teachers will 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. No cell phones will be permitted during exams.

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.
- 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.

Vaping and smoking

Any student caught vaping or smoking in school will be subject to disciplinary actions. The vaping device will be confiscated and given to the legal authorities for due process.

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.
- Verbal aggressions and slurs will not be accepted and will be subject to disciplinary actions.

- 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.cgsb.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!

- Take responsibility for your actions.
- Put in the necessary effort to learn.
- Be respectful.
- 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 times 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 times.

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 successfully learn in an English-language environment.
- communicate in English at all times (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
<p>We STRONGLY recommend:</p> <ul style="list-style-type: none"> • Fruits • Vegetables • Milk • Milk products: cheese, yogurt, etc. 	<p>Will be allowed as lunch time desserts only:</p> <ul style="list-style-type: none"> • Doughnuts • Cakes (Jos Louis, etc.) • Cookies, brownies, squares • Chocolate covered granola bars • Any other sugary/salty treats or deserts 	<p>Will be FORBIDDEN:</p> <ul style="list-style-type: none"> • Peanut and Nut products (allergies) • Pop • Chocolate bars • Candy • Chips • Sports Drinks (Gatorade ...) • Energy Drinks (Red Bull ...) • Chewing Gum

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)