

DDO Student & Family Guide

Your child will soon start attending DDO School and our school's team wants to make sure you, as a parent, hold all the tools to make this transition as smooth as possible.

This guide answers the most frequently asked questions and outlines the routine procedures of the school.



DOLLARD-DES-ORMEAUX SCHOOL
18 RUE LADAS
SHANNON, QC G3S 0B8
(418) 844-1457

Mission Statement

The mission of Dollard-des-Ormeaux School is to establish a student-centered environment that encourages our students to attain their fullest potential and acquire the necessary skills to become well-rounded individuals and literate in the English language. This environment will meet the present needs of our students as well as prepare them to be happy, creative, productive and caring members of society.

Vision

To empower our students in becoming decisive/active members of society.

Beliefs & Values

We believe in community involvement for the development of future generations, and we value student health and well-being as a basis for all learning.

Certificate of Eligibility – Bill 101

You have recently completed the necessary forms to obtain a Certificate of Eligibility for your child. Once this certificate is issued by the Ministry of Education, it will give your child permission to attend an English school. Approval from the government must be granted before the child can begin school at DDO.

Please note, there are two types of eligibility issued, **permanent** and **temporary**. If there is an expiration date on the certificate, this is an indication that it is a **temporary** eligibility. Most often these are based on a responsible adult's employment in the Canadian Armed Forces as an active regular member. These need to be renewed everytime they expire. If the only way a child is eligible is because of an adult responsible's employment in the military you will need to re-apply for temporary eligibility every time. They no longer give permanent eligibility after a certain number of years of temporary eligibilities. The school will send new forms home in the spring before the eligibility expires.

Your child will not be able to attend the first days of school unless the Ministry of Education grants you eligibility. The sooner you get all completed forms and supporting documents submitted to the school, the better. Otherwise, you may need to register your child in a French school until eligibility for English instruction is confirmed

DDO 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 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.

As a student of DDO School, I:

- recognize that I attend this school so that I can be successful in an English-language environment.
- communicate in English at all times while on school grounds (except in French Class).
- speak in English with other students, teachers, supervisors and any other person whom I encounter at DDO School.

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

- am dedicated to providing quality English education at all times.
- 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.

Getting Ready for a Happy Successful Life

DDO is the first step in a lifelong journey that will see your child learn, grow, achieve and succeed. We look forward to sharing this journey with you and your child. As a parent or guardian, you are your child's most important role model. Together, you and your child's teachers can create the nurturing environment that will lead to a lifelong love of learning.



Tips to get ready for school

- Be enthusiastic about school!
- Talk about your child's day at school.
- Attend the parent meetings and get acquainted with your child's teachers.
- Encourage your child to start a good routine daily to prepare for school; homework, reading, lunch box, gym bag, bus timings, weather appropriate clothing, healthy breakfast.
- Mark sure your child has all that he/she need for his/her school day.

Kindergarten Orientation

Please refer to the DDO website www.cqsb.qc.ca/ddo and expect more information to be sent by email. Parents must fill out, in details, the Kindergarten Orientation Forms. Those forms help your child's future Kindergarten team make balanced groups and select the best pairing for our students.

Late Arrivals and Early Departures

Dropping off students in the morning

- 1) Before 8:15 – Registered Daycare users must drop off their children at the Children's Planet Daycare Service, through the door in DDO's parking lot. Parents are asked to accompany their child to the Daycare door. Please use the three parking spaces clearly marked for Daycare Parents near the Children's Planet Daycare Daycare sign.
***If you are not a registered daycare user, your child must not be on the school grounds before 8:15 as there is no teacher supervision until this time.**
- 2) From 8:15 to 8:25 – Your child should enter the school through their grade's assigned door. This will be shown to them on the first day of class. If you are dropping them off by car please use the parking lot near the bus lanes. Parents are responsible for their children's safety when crossing streets and lanes.
- 3) After 8:25 – Please walk with your child to the front office where he/she will be issued a late slip to enter their classroom. These late slips will be collected by the teacher. If there is a continued pattern of tardiness DDO may contact you to help find a resolution to the problem.



(More information on Late Arrivals & Early Departures after the Daily Schedule)



Daily Schedule 2023-2024



KINDERGARTEN			
8:15	Buses arrive	12:15	Bell rings
8:20	Bell rings	12:25	Teaching block 2
8:30	Teaching block 1	14:30 – 15:15	Playtime with daycare
11:00 – 12:15	Lunch Hour	15:25	Buses depart

ELEMENTARY		SECONDARY	
8:15	Buses arrive	8:15	Buses arrive
8:18	Bell rings	8:20	Bell rings
8:18	Teaching block 1 (Grade 4-6)	8:25 – 8:33	Advisory
8:20	Teaching block 1 (Grade 1-3)		<i>5-minute break</i>
9:55	Recess Cycle 2 & 3 (20 min)	8:38 – 9:53	Teaching block 1 (75 min)
10:25	Recess Cycle 1 (20 min)		<i>10-minute break</i>
	Teaching block 2	10:03 – 11:18	Teaching block 2 (75 min)
11:20	Morning classes END (Grade 4-6)	11:18	Morning classes END
12:20	Morning classes END (Grade 1-3)		
	Lunch Hour		Lunch Hour
12:10	Bell rings (Grade 4-6)	12:35	Bell rings
13:10	Bell rings (Grade 1-3)		
	Teaching block 3	12:35 – 13:50	Teaching block 3 (75 min)
14:00	Recess Cycle 1-2-3 (20 min)		<i>10-minute break</i>
	Teaching block 4	14:00 – 15:15	Teaching block 4 (75 min)
15:15	Afternoon classes END	15:15	Afternoon classes END
15:25	Buses depart	15:25	Buses depart

* this schedule could be modified for the upcoming school year, based on groupings

* A detailed Schedule will be available in August

Arrivals and Departures Continued

Students leaving during the day

If you need to pick up your Elementary or Secondary child **between 8:15 and 2:50**, please sign your child out at the Front Office a few minutes ahead of time. We will call your child down from class **once you are here**. When picking up your child, please be aware of their recess and lunch schedules; these are difficult times to reach students. Try to come before or after their lunch or recess. Student will **NOT be called out of class after 2:50** or picked up from the daycare until after the buses leave the school or 3:25 at the latest. This is a crucial transition period between the teachers, daycare and bussing. Respecting these time restrictions helps DDO ensure all of the students get home safely.

Kindergarten students may be picked up in the front yard **between 2:30 and 2:50**.

Which door should you use?

For security reasons, all doors are locked. All parents, visitors and students arriving late, etc. must use the main front entrance and sign in at the Front Office. There is an intercom button to ring at the right side of the front entrance this prompts the Secretaries to unlock the door. Upon entering the building please notify the Front Office of your presence. Parents are not to circulate in the school as this is disruptive to the learning environment. Please read the following tips to help us ensure your child's safety.

- 1) Advise the office, daycare and your child's teacher (via phone, email or a written note) that your child is to be picked-up.
- 2) If someone other than the student's parent is picking him/her up, a written note giving this person authorization to leave with the student must be provided. You must also inform the front office and front office by phone or email.
- 3) If parents plan on picking up their child, but do not arrive by 3:25, your child will be sent to daycare, and parents will be charged accordingly. Parents will then need to pick up their child at the Daycare's puzzle door.

Departures at the end of the day

Students who walk home will be sent home at the end of classes.

Bussing students will leave through their grade's assigned door and proceed to the buses. Once the Bussing Supervisors have ensured all students are on the busses, the busses will leave.

If you wish to pick up your child at the end of the day you are welcome to park in the parking lot near the bus lanes. Exemplify proper road safety by using the crossing guard to cross the street. This is really important for parents, students and staff to help ensure there are no accidents near the busses. We ask that you make plans with your child to meet in front of the flag pole, not in the school yard.



School Calendar

Post it on your refrigerator door or somewhere for easy reference. It is always available on the [School Website](#) for a quick reference as well.

Holidays: the school is closed and there is no school or daycare services.

Snow days: are usually scheduled in the calendar; these are ped days. The lost school day is retaken on the indicated date (see order at bottom).

There is no school or daycare service during the Christmas Break, March Break or June and August ped days.

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

School Closures Before School Starts

The decision to close the school is always taken by the Central Québec School Board. An email is sent to all parents throughout the Board regarding any closure. Information is also broadcasted on the radio, posted on the School Board's site (www.cqsb.qc.ca) in the Establishment Closures section, as well as on the school's Facebook and web pages.

Emergency Closure After Classes Begin

Please see the next page for the procedures on an Emergency Closure after classes have already begun for the day.

Sickness

If your child is not feeling well during the school day, our school secretary will contact you to pick him/her up. We encourage you to keep your child home if he or she has a fever or is not feeling well in the morning. To avoid contagious diseases being spread to other students, we recommend that you keep your child home at least 24 hours after the last gastro symptom (throwing up, diarrhea, etc.). **All infectious diseases (head lyce, chicken pox, 5th-disease, etc.) must be reported the school administrative email, ddo@cqsb.qc.ca. Please rest assured this information will be kept confidential, referred to the school nurse and protocols will be followed.**

Absences

If your child is absent or will be arriving late, you MUST inform the school before 8:45 a.m. You can leave a message on our voice mail at any time (418) 844-1457, select Option 1. You can also send an email to your child's teacher, Daycare AND to ddo@cqsb.qc.ca. Please inform the front office of any other absences in advance (trip, medical appointment, hockey tournament, etc.). Teachers are not required to prepare work for planned absences.

If a parent does not advise the DDO Office their child will be absent before 8:45, calls could be made home to verify where the student is. For unjustified Secondary students absences, there may be administrative consequences (home suspension, detention, etc.).

Transportation and Bussing

Information about your child's bus is made available on the School Board's website, www.cqsb.qc.ca around August 20th. The link to the Find my Bus application can be found in the Transportation section. The student ID number is required to access the information, this number will be emailed to you when the bussing information is available in August. Please note there is no bus transportation home during the lunch hour. If your child walks home for lunch, this must be indicated on the Student Information Form completed at registration.

Students are not allowed to take a different bus or to get off at a different bus stop (ex: going to a friend's house) – School Board Policy. All requests for changes to bussing (change of address, addition of a complimentary address, bus stop location, change of shared custody arrangements, etc.) must be made directly to the CQSB Transportation Department at transport@cqsb.qc.ca or by phone 418 688-8730 ext. 6667.



EMERGENCY CLOSURE PROCEDURES AFTER CLASSES BEGIN

IN THE EVENT DOLLARD-DES-ORMEAUX SCHOOL HAS TO CLOSE DURING THE SCHOOL DAY WHEN STUDENTS HAVE ALREADY BEGUN CLASSES, STUDENTS WILL FOLLOW THEIR END-OF-DAY ROUTINE IMMEDIATELY. IT IS YOUR RESPONSIBILITY TO ENSURE YOUR CHILD KNOWS AND UNDERSTANDS WHAT TO DO IF YOU ARE NOT THERE WHEN THEY ARRIVE HOME.

(Go to a neighbour's, use a hidden key, call Mom or Dad from home phone, etc.)

Important points to remember:

- Your child will not be able to use a school phone to call you.
- Do not call the school to ask about your child – the phone lines need to remain open for emergencies only.
- Do not leave a message (or send an email) on the school phone. The voicemails will not be checked before students leave the school. Especially with 700+ students in the school.
- School Staff will not phone you to inform you of the school closure.

Please note the following procedures will be followed during an early closure:

- An email will be sent to all parents from the Central Quebec School Board and/or Dollard-des-Ormeaux School as per the Director General and Principal's direction. Closures will also be indicated on the School Board's website.
- Buses will be sent to the school.
- The regular end-of-day plan for your child will be followed as soon as the buses arrive.
 - If students take a bus home after school, they will take the bus home. Buses will leave without delay.
 - Regular after-school registered Daycare students: Parents must pick them up promptly. No Daycare services provided.
 - Students who walk home will be dismissed promptly.
 - Sporadic Daycare students will follow their regular after-school weekly routine.

IT IS VERY IMPORTANT TO ENSURE THE SCHOOL HAS YOUR CORRECT CONTACT INFORMATION INCLUDING PHONE NUMBERS AND EMAIL AT ALL TIMES IN CASE OF AN EMERGENCY. EMAIL DDO@CQSB.QC.CA OR CALL 418-844-1457 TO UPDATE THE DDO MAIN OFFICE OF ANY CHANGES.

Daycare and Lunch Supervision

DDO School offers Daycare services in the morning from 6:45 a.m. to 8:15 a.m. as well as after school from 3:15 p.m. to 5:30 p.m. Daycare Educators and Student Supervisors are also responsible for our students during the lunch time.

Fees are based on the use of Daycare services your child requires. They are also based on the 2023-2024 School Year and can be expected to increase annually at the discretion of the Ministry and School Governing Board. Please read the Daycare policy for fees, procedures and rules governing our services.

Lunch and Snacks

Parents are asked to provide nutritious snacks and lunches for their children. Students must bring a cold lunch (sandwich, salad, etc.) or a thermos meal. Students should also have two healthy snacks (morning and afternoon). Fruits, vegetables, cheese, crackers, V-8 juice, 100 percent pure fruit juices, yogurt, etc. are considered healthy snacks. A small dessert is acceptable as part of the student's lunch, but will not be allowed as a snack. For safety reasons microwaves are not available to Elementary Students. Secondary Students have access to microwaves at lunch hour.



If a child does not have a lunch (ex: forgotten on the bus), parents will be contacted. It is then their responsibility to either bring a lunch to their child.

Students who walk home at lunch

These students cannot return to the school more than 10 minutes before their afternoon classes begin but should try not to be late returning because it is very disruptive to the rest of the class and they could miss something important like a class outing! Lates slips will also be issued.

Allergies (Food and other serious allergies)

Students whose allergies require them to have an EpiPen at their disposal are identified by the nurse assigned to the school and a fact sheet outlining their allergies, corrective measures to be taken and a photo of the child is kept in a clearly marked binder in a central area near the office.

- EpiPens are kept at the Daycare Service.
- Teachers, Student Supervisors and Daycare Educators are made aware of those children in their group with food or other serious allergies.
- All students are sensitized to the serious nature of certain food allergies.
- Students are not allowed to share food.

DDO is a PEANUT-FREE school as per the School's Governing Board's resolution in 2010. Students are NOT allowed to bring any nut products or products containing

Medication

The school personnel are not authorized to administer non-prescription medication. If a child is taking prescription medication and it must be administered during school time, the parent must complete an Authorization Form. Parents have the responsibility to provide the necessary support for the child (watch with an alarm, reminder, etc.). The student must be autonomous to take the medication that the school staff distributes to him (School Board Policy). All medication must be in its original container with a pharmacy label.

School Supplies and School Outings

In accordance with Ministry recommendations, the Governing Board approves all school supply lists and outings. Once these are approved they will be sent to you during the summer. The supplies listed are to be purchased by parents, we encourage families to recycle items from year to year. Some other supplies are purchased by the school (Resale Material) in large quantities and at a lower cost. The invoice for these materials will be given to you in October. You will also be receiving an invoice for class trips and school activities during the school year. You must sign the permission slips and return them to your child's teacher. The invoices for resale and outings can be paid online, by cheque to DDO School or cash sent to the Front Office.

Clothes & Outdoor Apparel

Every year during the school year, we send a large load of our Lost items to charities. If you do not want your child's belongings sent to a charity make sure it has a label with their full name clearly identifiable. If we find a name on it during the school year we will return it to their teacher.

Utilizing our fundraiser with Mabel's Labels helps us get your child's belongings back to you and raise funds to support extra student activities! Follow the link on our website to order: <https://www.cqsb.qc.ca/en/web/dollard-des-ormeaux-school/mabel-s-labels>

We encourage outdoor activities all year round! The fresh air really helps give the student a good break from the classroom. Please be sure your child is always prepared with clothing for the weather outdoors, plus a spare change of clothes in case the first set gets wet and cold. (Rainboots for puddles, snow suits for snow, hat, mitts, sunscreen put on in the morning at home, extra mittens, extra socks). Students will stay indoors only during Extreme cold (-27 and colder), dress warmly. For this reason your child will also need a set of indoor shoes. Please note, umbrellas are not allowed at school for safety reasons.

Younger grades will not be changing for gym class and should dress accordingly. Older grades and Secondary students will need a set of gym clothes, gym bag and gym shoes. Gym classes may go outside for gym class, even the Secondary Students should come fully prepared for a day in the snow or rain!

A yearly tradition at DDO is to go skating at the skating rink across the street. Your child will be able to enjoy this event with a pair of skates, helmet and weather appropriate clothing. We always welcome spare skates and helmets donations to help those who forget theirs.

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, will not be permitted.

- Students' clothing must be in good taste and in good repair.
- 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.

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 parents.

Lockers

Lockers are assigned to all Secondary students. These lockers are the property of the school. However, all personal belongings, clothing, textbooks, etc. are the sole responsibility of the student. The student is therefore responsible for the order, neatness and safety of their locker. The school is not responsible for lost or damaged articles stored in lockers. The school will supply two combination locks for Secondary lockers. For security reasons, the administration will have access to all locks via a master key. All lockers which do not have a DDO School Lock will see the student change their lock for a school provided one.

A member of administration may open a locker at any time to check its contents or tidiness. The student shall 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.

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 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 e

School Grounds

Elementary students are not allowed off school grounds during the school day unless they walk home for lunch. Secondary students are allowed off school grounds during the lunch period, but must return on time for afternoon classes. If tardiness, academics, or behaviour become problematic this privilege will be revoked. Parents hold full responsibility for their children and their actions when they leave school property.

mergency. Phones and electronic devices will be confiscated by the office if improper use is detected.

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 and 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*.

- Any student caught fighting or guilty of any form of violence (physical, verbal, emotional, etc) will be subject to disciplinary actions which may lead to suspension or expulsion.
- Hands off Policy to prevent and stop all forms of physical violence, students cannot touch another student in a manner judged inappropriate. Rough-housing and playfighting will not be tolerated. The safety of our students is a priority.
- 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, AntiBullying Action Plan (Bill 56) at www.cqsb.qc.ca.

Drugs & Alcohol

In case of infractions related to use, possession and/or distribution of drugs and alcohol, actions will be taken. Interventions may vary from prevention and recovery programs to disciplinary actions leading to suspensions/expulsion.

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 unlettered. Our community neighbours appreciate you walking on the sidewalk rather than on their property. Secondary students who go to the Canex must be respectful to the employees and comply with the rules.

Contacting your child's teacher

Each teacher has a specific way of communicating with parents. Please note that teachers do not have access to voicemail at school. However, everyone has an email address: firstname.lastname@cqsbc.gc.ca

Daily journal entries are not common in school. Your child's teacher will reach out to you if there are questions or concerns.

Communication

Visit our website on a regular basis at www.cqsb.qc.ca/ddo. New events, changes to our school calendar, newsletters, etc. are posted on this page.

Connect to our Facebook page (Dollard des Ormeaux Elementary and Secondary School). School activities, school closures, announcements are posted on this page. Make sure your email is valid and that you inform the school if you change it. Important information is sent to parents by email on a regular basis. A valid email also enables you to connect to the Parent Portal (see links below).



Why?	Who?
Absences (Option 1) Payments for Resale materials General Inquiries	418-844-1457 Ext. 8300 or Option 0 ddo@cqsb.qc.ca
Daycare Lunch and Daycare Fees	Ext. 8340 or Option 2(for absences) ddodaycare@cqsb.qc.ca
Transportation	(418) 688-8730, ext. 6667 transport@cqsb.qc.ca
School Registration & Renewals English Eligibility – Bill 101	Ext. 8302 ddoregistration@cqsb.qc.ca
Report cards Financial statements Renewing Registration (in February)	Parent Portal • Mozaïk http://www.parentportal.ca