

ÉCOLE DORVAL ELEMENTARY SCHOOL

PARENT HANDBOOK 2023-2024

ADMINISTRATION



Ms. Heather-Anne Denton	Principal hdenton@lbpsb.qc.ca
Mrs. Helen O'Keeffe (Interim)	Administrative Assistant hokeeffe@lbpsb.qc.ca
Ms. Rosa Gatto	Daycare / Lunch Technician rgatto@lbpsb.qc.ca

Telephone Directory

514-798-0738

<i>Main Office</i>	<i>press 1</i>
<i>Daycare/Lunch Technician</i>	<i>press 2</i>
<i>Student Absence Line</i>	<i>press 3</i>

SCHOOL HOURS

Morning session	9:00 am – 12:20 pm
Morning recess	10:30 am – 10:50 am
Lunch	12:20 pm – 1:10 pm
Afternoon session	1:10 pm – 3:30 pm

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ABOUT OUR SCHOOL

SCHOOL HOURS

- Morning session 9:00 am – 12:20 pm
- Morning recess 10:30 am – 10:50 am
- Lunch KDG 11:50 am – 1:10 pm (3 days a week) Gr 1-6 12:20 pm – 1:10 pm
- Afternoon session 1:10 pm – 3:30 pm
- Afternoon recess 2:10 pm – 2:30 pm
- Dismissal 3:30 pm

OFFICE HOURS

The office is open from 8:00 a.m. to 4:00 p.m. The office and front entrance is closed during the lunch hour. Please direct all arrivals, departures or enquiries to the *SEED Program* entrance during this time.

PROGRAM AND CURRICULUM

We have a French immersion program with approximately 85% instruction in French from Kindergarten to Cycle 1/Year 2 (formerly Grades K-1-2) and approximately 50% instruction in French and 50% in English from Cycle 2/Year 1 to Cycle 3/Year 2 (formerly Grades 3-4-5-6).

SCHOOL SUPPLIES, FEES

A list of school supplies to be purchased by parents was made available on our website. Consumable materials, workbooks, and agendas are purchased by the school; for these items a grade level itemized consumable fee per child is required at the beginning of each school year.

TEXT BOOKS, LIBRARY BOOKS

Textbooks and library books are provided free of charge and remain the property of the school. A replacement fee will be charged to parents for lost or damaged library book.

DORVAL ELEMENTARY SCHOOL SEED Program (daycare) & Lunch Program

The *SEED Program* is a government subsidized \$9.20* per day service offered to all students enrolled at this school, from 7:00 a.m. to 6:00 p.m.

The Lunch Program fee is \$2.54* per day for students choosing to stay at school during the lunch hour.

Pedagogical days are separate to regular school days; therefore reservations must be made in advance. The service is available, on pedagogical days, from 7:00 a.m. to 6:00 p.m. for Kindergarten to Grade 6 students.

The SEED Program will be closed on all statutory holidays, Christmas and March Break, and on these Professional Days: Friday October 13th, 2022, Monday March 18th, 2024 and Tuesday April 2nd, 2024

****Fees are subject to change during the school year depending on the MEES decisions****

- Attendance Change

Two weeks' notice is required for any change in your child's registration. These changes include starting or leaving the SEED and Lunch Programs as well as any change to the days your child attends either program. **A maximum of 1 change per month and 3 changes per year will be accepted.** For safety reasons and in order to adhere to government ratios the *SEED Program* has **No drop-in Service**. Please complete a **Change in Reservation Request Form** and return it to the SEED Program Office (form available upon request.)

ARRIVAL AND DISMISSAL

Arrival/Dismissal SEED Program

- Parents and daycare students will enter by the school parking lot entrance and sign in and out each day.
- Students registered at daycare will be dismissed from daycare at all times.
- Students will only be dismissed from daycare after the busses depart (3:40 p.m. onwards)
- The parking-daycare door is solely for the use of our daycare families, and only until 8:50am

Parents are encouraged to read the full SEED and Lunch Program Rules and Regulation document on our website.

Arrival/Dismissal Bussers

- A teacher on duty will be at the busses 10 minutes prior to the start of the morning and will supervise the unloading of each bus with the cooperation of the bus drivers
- Bussed students will then proceed to enter the schoolyard via the path on the western side of the school. (along the junior wing of the school)
- The students who travel to and from school by bus must embark immediately upon dismissal
- A teacher on duty will be supervising the loading of the busses (p.m.)

Arrival/Dismissal Walkers (Morning and lunch)

- Students may enter the school yard by: the west path adjacent to the cycle 1 wing; the gate from the soccer field; Malcolm Circle entrance (baseball diamond)
- All students are required to exit by the front entrance at lunch
- For exceptional circumstances pre-arranged by a parent or guardian any individuals responsible for picking up a child at dismissal must meet the child in the main office.
- **Students are not to arrive at school prior to 8:50 a.m. or 1:00 p.m. from lunch; supervision at these times is for daycare and lunch program users, only.**

Cyclists

- There is a bicycle rack on school grounds for the use of students riding to school. We are not responsible for lost or damaged bicycles.
- **Helmets are worn at all times by cyclists and skateboarders. Bicycles and skateboards will not be permitted on school property for students not wearing helmets.**
- Bicycles and skateboards must be walked on school grounds. Skateboards will be stored safely throughout the school day.

Parking Lot

While in the parking lot, your engine should be shut off. Speed in the parking lot should not exceed 10 km/hr.

ATTENDANCE AND PUNCTUALITY

Report your child's absence or late arrival on the school's absence phone line. **Dial (514)798-0738 and press 3.** The absence line can be used at any time. Provide your name, your child's name, grade level, and a ***brief reason for the absence.***

- If a child who normally goes home for lunch does not return for the afternoon, parents must notify the school.
- Should it be necessary for your child to be dismissed early, a written request is required and must be presented to the homeroom teacher **or** the office.
- Appointments and family holidays should be scheduled so as not to interfere with school attendance.

- As a security measure - exceptional circumstances pre-arranged by a parent or guardian - any individuals responsible for picking up a child at dismissal must meet the child in the main office.
- **Any changes to your child's dismissal routine must be directed to the office no later than 12:00 p.m.** In the case of an emergency dismissal change, please advise the office as soon as possible.

IMPORTANT

Regular attendance and punctual arrival at school are essential to the development of good work habits that serve a child throughout life. Parents are asked to follow the school schedule in this agenda. Late arrivals must be recorded in the binder at the front entrance by the parent. The Administration will contact the parents when lateness becomes frequent. Absences will be verified by school personnel each morning and afternoon. Family Holidays - Parents must assume responsibility for any academic loss their children might experience at that time. Have your child review Language Arts, Mathematics and French that was previously taught.

HOMEWORK

We continue our efforts to ensure that homework is relevant to the child's learning, can be completed in a reasonable length of time and allows for important family time or activities. Here are our guiding principles:

- Provide homework requirements on a weekly basis. It is not the intention of this school to assign homework during weekends.
- Teachers are encouraged to make all assigned work available online through classroom communities.
- Homework will not be assigned during holidays.
- Whenever possible, projects should be finished during class time. Families are invited to assist with information collection, research, collection of materials and artefacts, fact-finding community visits and library visits. Research at home should merely facilitate assignment completion in the classroom.

DRESS CODE

- Plain navy blue, white tops – *or with school logo only*
- Plain navy blue pants, skirts, tunics, dresses, shorts or jogging pants – *or with school logo only*
- Physical Education T-shirt (*On P.E. days*)
- Please note that appropriate dress is also expected on Dress Down Days. Shirts, shorts, and skirts must be of appropriate length at all times.
- **Dress Down Day is the last school day of the month.**

****Students are required to follow our school dress code****

DORVAL ELEMENTARY SCHOOL CODE OF RESPECT

At Dorval Elementary School, we strive to ensure a safe, caring, positive and respectful learning environment for all our students. Our code of conduct is based on a balance of rights and responsibilities. Our behaviour expectations and disciplinary approach are aligned with the guidelines and legal regulations of Bill 56 (Anti-Bullying/Anti-Violence Law) and the Lester B. Pearson School Board's Safe and Caring Schools Policy.

- C** We are **Cooperative**
- A** We have positive **Attitudes**
- R** We are **Respectful**
- E** We are **Empathetic**
- S** We are **Safe**

Rights	Responsibilities
Students have the right to learn	<p>Students have the responsibility to actively participate and be responsible learners.</p> <p><i>Some examples include but not limited to:</i></p> <ul style="list-style-type: none"> ✓ Always trying their best ✓ Listening carefully to instructions ✓ Being prepared, on time and ready to work ✓ Staying focused ✓ Completing classwork/activities
Students have the right to be respected	<p>Students have the responsibility to respect others.</p> <p><i>Some examples include but not limited to:</i></p> <ul style="list-style-type: none"> ✓ Using kind words ✓ listen respectfully ✓ Take turns ✓ Courteous to others ✓ Taking responsibility for your own actions ✓ Use a respectful tone of voice and kind language ✓ Resolve conflict in a peaceful matter ✓ Include others and embrace diversity
Students have the right to be safe	<p>Students have the responsibility to behave in a safe manner and to protect the safety of others.</p> <p><i>Some examples include but not limited to:</i></p> <ul style="list-style-type: none"> ✓ Walking calmly ✓ Staying in designated areas ✓ Playing games safely ✓ Reporting dangerous situation to staff
Students have the right to privacy and security of personal space	Students have the responsibility to respect the property and privacy of others.

	<p><i>Some examples include but not limited to:</i></p> <ul style="list-style-type: none"> ✓ Keeping hands and feet to self ✓ Respecting personal boundaries ✓ Asking before photographing and/or recording someone
Students have the right to use student equipment and property	<p>Students have the responsibility to use equipment, materials and property according to all applicable rules and with care and respect.</p> <p><i>Some examples include but not limited to:</i></p> <ul style="list-style-type: none"> ✓ Cleaning up after yourself ✓ Asking before borrowing ✓ Returning materials promptly and neatly

Guiding principles when addressing discipline issues

Disciplinary action is preventative and restorative, rather than merely punitive. Consequences given are based on the severity and/or repetitive nature of the unacceptable behaviour as well as the circumstances of the situation. By implementing age-appropriate, logical and consistent consequences, students will learn about their behaviour, choices, and impact on others while still maintaining their dignity.

Unacceptable and inappropriate behaviours will be addressed in one of the following ways depending on the severity and frequency of the behaviour:

- Warning
- Report to principal
- Conflict resolution
- Detention/Loss of basic school privileges (lunch hour, recess) for a designated length of time.
- Written reflection sent home for signature
- Communication with parent by telephone or email
- Loss of school privileges, extra-curricular activities, attendance at outside events, grad activities, etc...
- Community Service either inside or outside of the school setting.
- Restitution when possible (may include financial compensation for damaged property or students will be encouraged to ‘fix’ the problem)
- Out-of-school suspension with progressive re-entry.
- In-school suspension
- Transfer to another school in LBPSB
- Suspension from using the bus service
- Expulsion from bus service

In all instances these consequences are applied at the discretion of the principal or staff delegate, taking into account the circumstances, severity and number of offenses.

BULLYING

We define Bullying as repeated direct or indirect behaviour, comment, act or gesture whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress, and injures, hurts, oppresses, intimidates or ostracizes.

Bullying can show itself in diverse forms such as homophobia, racial discrimination, violence in relationships.

For example, it can be seen in the following behaviours:

- ***Name-calling, derisive laughter, defiance, to humble or threaten another person, to make homophobic, racist or sexist comments.***
- ***Hitting, kicking, shoving, spitting, punching, stealing or damaging property.***
- ***Social isolation, gossip or rumour-mongering and mockery.***
- ***Use of email, texting, cell phone or social media to threaten, harass, embarrass, spread rumours, exclude from the group, or damage a reputation or friendship.***

Indirect bullying comes in the form of organizing (from within a group) the belittling of the social status or the exclusion of a targeted person from the group (e.g. making someone less popular, isolating an individual). This type of behaviour and attitude is often difficult to perceive. Some examples of indirect bullying include:

- ***Gossip***
- ***Spreading rumors***
- ***Malicious gossip and slander***
- ***Divulging secrets***
- ***Talking about someone 'behind their back' or writing slurs (graffiti, email, etc.).***
- ***Make a fool of someone, denigrating that person or suggesting that he or she be excluded from a group***
- ***Use of non-verbal language (e.g. turning one's back, mumbling, or rolling one's eyes) is barely perceptible but can indicate a situation of indirect bullying.***

CYBERBULLYING

Each of the examples listed above relates directly to the school experience; in the classroom, schoolyard, corridors, and on the school bus. However, **cyberbullying** is a destructive form of bullying proliferating on the internet through social media and "smart" technologies where a wide number of people can be communicated with quickly and sometimes, anonymously. Below are some examples of cyberbullying;

- ***'Flaming' (provocative cell phone messaging)***
- ***'Happy slapping' (posting fights, incidents, on YouTube)***
- ***Inappropriate messages or photos***
- ***Incitement to 'out' one or other persons***
- ***Threats, Insults, Rumors***
- ***Identity stealing***
- ***Harassment***
- ***Discrimination, Defamation***

Any inappropriate use of social media which is deemed to constitute an act of bullying or violence will be dealt with accordingly. It is the responsibility of the school to take action when behavior that is considered to be "cyber-bullying" has an adverse impact on the learning and social environment of the school no matter when or where that behavior has occurred.

The Dorval Elementary School Code of Conduct includes the statements and actions of our students on social media and all forms of digital communication to ensure that every member of our school community is treated respectfully, at all times, during and outside school hours.

CONFLICT	VS	BULLYING
Equal power (friends)		Imbalance of power
Happens occasionally		Repeated negative actions
Accidental		Purposeful
Equal emotional reaction		Strong emotional reaction on the Part of the victim
Not seeking power or attention		Seeking power or control
Remorse – take responsibility		No remorse – blames victim
Effort made to solve the problem		No effort to solve the problem

SCHOOL BUS SAFETY

- Always be at the bus stop 5 to 10 minutes early.
- Purple tag holders must always be greeted at the bus stop by a family member or guardian.
- Do not eat, drink, or leave trash on the bus.
- Never put your head or arms out of the windows.
- Never shout, push, fight or cause a disturbance on the bus.
- Know where the emergency exits are but DO NOT touch them.
- Never stand while the bus is moving.
- Be sure the driver can see you directly or in the mirrors at all times, on or off the bus.
- Should you need to cross in front of the bus, keep a safe distance and watch for the driver's signal. Do not run. Proceed with caution.
- Students are permitted to carry only their bag and/or lunch box on the school bus. For any other items the parents/guardians should verify with the bus driver or make alternative arrangements. Speak to the music teacher regarding arrangements for bulky musical instruments.

Sanctions: in the event of unsafe or disrespectful behaviour, students are subject to suspension of bussing privileges for a period of time determined by a school administrator in cooperation with the authorised carrier.

SAFETY AND SECURITY

The procedures of the Policy on Safe and Caring Schools of the LBPSB are in effect at all times. At no time will a child be permitted to bring a combustible material or sharp objects to school or on the bus.

PERSONAL BELONGINGS

Electronic devices such as cell phones are not permitted in school or on school property, unless authorized by a teacher or administration. The risk of loss or damage is great and the school cannot be held responsible. Personal belongings of value should be left at home. Students must ensure that all belongings are safely stowed in school bags, fastened shut.

VISITORS

- All visitors must report to the Office immediately upon entering the school in order to sign in. Volunteers and visitors going beyond the lobby **must** wear a visitor's identification. Parents who need to deliver items to their children during school hours must report to the Office. The items will be delivered to their child.

- We ask that parents refrain from coming into the backyard of the school during school operating hours.
- We also ask everyone's cooperation to **not** admit people at the front door or the daycare door allowing the responsible people in the office or in daycare to buzz them in after verification. We insist that students also be aware of this procedure in order to increase the safety of students at all times.

IMPORTANT

At no time are visitors permitted in the hallways or classrooms without requesting permission from the main office. All visitors must receive a "visitor's pass". All staff members have been advised to redirect visitors to the main office if they have not already made arrangements with our Administrative Assistant. The office is closed during lunch period, 12:20-1:10. During this time, all visitors must enter the school by the Daycare entrance.

HEALTH AND WELLNESS

FOOD AND NUTRITION

We want to foster a high level of consciousness towards health and wellness. Please ensure that your child's recess snacks are nutritious. We actively encourage the development of good nutritional habits and prefer to see fruit, vegetables, etc. as recess snacks. We are also encouraging students to drink more water (and less juice). Balanced and nutritious eating habits have been proven to help promote learning and increase concentration. ***In the spirit of healthy living, we are also asking that parents do not send in treats for birthdays and other events that arise during the school year unless otherwise specified by the teacher and/or administration.*** Any treats sent into school will be sent home at the end of the day.

PEANUT/NUT AWARE SCHOOL

Peanut/nut products are not permitted at school. We request that special attention be paid to lunches and snacks to avoid the possibility of introducing this common allergen to our school. We also request that any child who eats peanut butter for breakfast, or at home for lunch, washes their face and hands before returning to school. Additionally, please instruct your children not to share food with friends as the ingredients of an allergic child's food must always be checked by his/her parents.

Food for thought...Being sensitive towards the environment is also important. Using reusable containers for snacks as well as forks and spoons from home will help reduce the quantity of garbage created from lunches and snacks.

ALLERGIES, MEDICAL CONDITIONS

Dorval Elementary School has an effective system of tracking children with exceptional health issues. Our system alerts all full and part-time personnel of the child's identity and the emergency protocol. All staff members receive training for dealing with extreme allergic reactions as well as first aid treatment for many other health exceptionalities which may threaten the health and safety of a child.

INJURIES, ILLNESS

- Minor injuries and small discomforts will be dealt with by the staff during class time as well as during recess and lunchtime.
- For more serious illnesses or injuries we will notify the parents/guardians immediately. **Make sure we have accurate emergency phone numbers for such instances.** In the meantime we will administer first aid or provide comfort for the student until a parent/guardian picks up the child.

- In extreme circumstances and failing to reach the parents the school will call 911 or Info-Santé and follow their directives, including transporting the child via ambulance to a clinic or a hospital. A staff member will be accompanying the child until a parent/guardian arrives.

PARENTAL RESPONSIBILITIES IN CASE OF SICKNESS OR INJURY

We do not have the staff to supervise students indoors who are well enough to come to school but not well enough to go out at recess and lunch. We ask that you keep your child at home until he/she has recovered. Our Physical Education program is curriculum mandated by MEES. Requests to remove children from physical activities must be supported by a signed request from a medical professional.

ADMINISTRATION OF MEDICATION

In accordance with school board policy, **school personnel are not permitted to administer non-prescription medication to students.** In order for school personnel to administer prescription medication to students, we must have the following:

- Form A – *Request and Authorization for the Distribution of Medication at School* form
- Form B – *Release of Liability for Distribution of Medication* form
- Medication in the original container with all complete pertinent information to remain at school for duration of time being given to student.

CSSS SERVICES

The school is provided with a nurse from the CSSS on an on-class basis to check general health conditions and carry out required immunization programs. A dental hygienist is assigned part-time to the school as well.

EMERGENCY CLOSURES

- Please check with the school's website and Facebook page as well as the school board's website and social media regarding school closures before calling the school.
- If the school/daycare has to be closed during the day due to bad weather or other unforeseen emergency, DES or LBPSB will notify you by phone and/or email. Furthermore, any decision regarding the closure of the school due to adverse weather conditions will be made before 6:30 a.m. The following radio stations will broadcast the appropriate message: CJAD and 92.5

COMMUNICATION

Notices and Messages

- Information, notices and monthly newsletters will be emailed to parents through Mosaik Parent Portal. Occasionally, notices will be sent home via your child's school bag.
- It is **important** to keep your information, including e-mail addresses, accurate so we can reach you easily in case of an emergency.

DIFFICULTIES AND CONCERNS

Communication between parents and the school is essential to the success of our students. Any difficulties or concerns involving students, curriculum or other school-related matter **must first be discussed with the teacher (s) concerned.**

Recommended steps to address concerns:

1. A note or email to the teacher
2. A call to the Office or email requesting a call from the teacher
3. A call to the Office or email requesting an appointment with a teacher
4. A call to the Office or email requesting a call or meeting with the administrator

STUDENT OMBUDSMAN

In accordance with the *Education Act*, the Lester B. Pearson School Board has appointed a student ombudsman. Please refer to the School Board's website at www.lbpsb.qc.ca for more comprehensive information.

REPORT CARDS

There are three reporting periods. Please refer to the Dorval Elementary calendar for the dates

USE OF TELEPHONE BY STUDENTS

Students can use the phone for important or emergency reasons only. Forgotten homework or items, as well as change of after school plans with friends do not qualify as emergencies. Please advise your child in advance (and **in writing** for teachers, daycare or main office) if there is to be a change in his/her dismissal routine. Having all parties informed alleviates anxiety and confusion.

LOST AND FOUND

Clearly indicate your child's name on every article of clothing. You may want to check our *Lost & Found* table periodically for lost items. Prior to parent-teacher interviews and school breaks, all articles will be put on display. Unclaimed items will be sent to a charitable organization.

PARENTAL INVOLVEMENT

Many parents are interested in becoming more involved in their child's school through volunteering – in the classroom, on field trips, in the Library, on a committee or association such as those outlined below. We welcome and encourage parent participation at any level. In the package of forms you receive on the first day of school you will find a volunteer form. You are invited to complete it to indicate ways in which you would like to become involved.

GOVERNING BOARD

The DES Governing Board serves as the school's main consultative body. Composed of parents, staff members and community representatives, this committee approves policies regarding many areas of school life and is consulted on many important issues. Any parent may present himself/herself as a candidate or nominate another parent at the Governing Board General Assembly held in September. Members are elected for a two-year mandate. Meetings are held once a month.

DAYCARE USERS COMMITTEE

This organization plays an advisory role and is chaired by the Daycare Coordinator. It provides a forum for consultations and feedback. It is a liaison for all parents who use the daycare service. Its main focus is on the quality of the daycare services.

PARENT PARTICIPATION ORGANIZATION (PPO)

This organization is made up entirely of parents and its purpose is to provide a forum to share ideas and concerns, and to organize special events. Members of the PPO may advise the members of the Governing Board or may be consulted by them on matters relating to the school. Formation of the PPO takes place at the Governing Board General Assembly in September. All parents are invited to become members of the PPO.

HOME & SCHOOL ASSOCIATION

The DES Home & School Association's primary function is to organize and carry out fund-raising activities. Over the past number of years the Home & School has purchased many items for the school, subsidized field trips, organize and fund school-wide activities and events. Membership is open to all families who pay the Home & School membership fee.

GUIDELINES FOR PARENT VOLUNTEERS

Volunteers are an important part of any school. At Dorval Elementary, we can attribute a significant degree of our success as a dynamic learning environment to the contribution of our volunteers. Please consider the following guidelines and suggestions as you share your time and energies with staff and students.

MANDATORY REQUIREMENTS

- Complete a police background check form (available from the office) before interacting with any Dorval Elementary student.
- Volunteers sign in and out at the office upon arrival/departure and are provided a visitor badge to be worn throughout their stay.
- As a parent volunteer, any information regarding a child remains strictly confidential. This includes any information regarding student behavior, academic performance, medical conditions and any information exchanged between you and the teacher in the service of the student population.

RECOMMENDED GUIDELINES

- Like all members of our school community, we ask that volunteers practice respectful discipline when working with our student population; calm voice, respectful language, unconditional positive regard for the feelings of children.
- Respect the activities as outlined by the teaching staff and administration
- Refrain from the use of cell phones when students are present
- Respect the privacy/confidentiality of every member of the school community
- Ensure that all children benefit equally or fairly from your assistance
- Confine questions, concerns or criticisms regarding school programming or professional practices to an appropriate time and place, i.e. by appointment with a staff member.

We wish to encourage practices that promote the integrity of our school community and all its members, including the essential contributions of our volunteer community. It is our wish that the guidelines indicated above do not discourage you in any way from feeling that your contribution is wholeheartedly appreciated.