



The Dorset Elementary School community is dedicated to educating lifelong learners who are respectful of others, themselves and their environment. Together, we provide a safe and caring school culture through such innovative programs as our peer mediation program (Peace Pals), which helps students learn how to interact positively and politely with one another.

Academic excellence is promoted by our challenging Early Immersion program, dynamic teaching strategies, continuous support of individual student growth and the powerful integration of technology. Across the entire program, Dorset uses a proven balanced literacy approach, to ensure all students develop into confident and capable readers and writers in both English and French. Cycle 3 students are involved in an innovative iPad project, and developing digital citizenship is an integral part of the program.

A Dorset graduate will be a resourceful, creative, problem-solver, and a productive, digitally literate member of a global community, ready to take on new and exciting challenges in a rapidly changing world.

### **Our Programs**

Dorset School, as part of the Lester B. Pearson School Board, follows the Quebec Education Program (QEP) of the Ministry of Education, Recreation and Sports (MEES). School programs are designed to motivate our students to explore, experience and understand their environment, and to grow as learners through discussion, manipulation of materials, and self-evaluation.

### **General Information**

School hours for the school year 2021 - 2022 are:

9:10 a.m. - *Bell for Entry*

12:05 – 1:05 - *Lunch*

3:50 *Dismissal*

4:00 *Busses depart*

Teachers are on duty in the playground areas 10 minutes prior to the bell to commence classes. For reasons of safety, therefore, students who do not take the bus are asked to

arrive at school no more than 10 minutes before classes begin and to leave promptly after school hours.

### **Emergency Closing**

If the school is to be closed prior to the school day, an announcement will be made over local radio stations starting at 6:00 a.m. and the LBPSB automated telephone message system. There will also be a notice posted on the Lester B. Pearson School Board website. If it becomes necessary to close during the day, an emergency communication protocol will be activated by the school. We urge parents to make arrangements with a neighbor/friend/family in case no one is at home to receive your child during such an emergency school closing situation.

### **Busses**

Bus transportation in the morning and after school is provided for all students in our attendance zone living 1.6 km (Kindergarten 0.8 km) or more from the school. We expect that students will behave appropriately while waiting for, on and getting off, the bus. While on the bus, students must remain seated. Students are also not permitted to use electronic devices or eat on the school bus. Students reported for misbehavior will first receive a bus report. Further difficulties could result in loss of bus privileges. Transportation would then become the responsibility of the parent.

Parents who are concerned about a bus problem (lateness, a bus that does not arrive, a route problem, etc.) should phone the Transportation Department at 514-422-3001.

### **Communications**

Formal reports on student performance are issued 4 times per year consisting of 3 full reports and one interim report.

### **Behavior Expectations**

At Dorset, teachers, parents and students work together to support and enhance a harmonious learning environment. Our model is based on mutual respect and trust, politeness, cooperation and consideration of others.

At the beginning of the school year, we discuss with students the meaning of respectful behaviour. On a regular basis, we review with students the kind of behaviour that is expected. We focus on the following behaviour expectations:

*Courteous behaviour:* All members of the Dorset School community are expected to behave courteously to each other. Appropriate language will be used at all times. Peaceful strategies will be taught and used to solve problems.

*Achievement in the learning environment:* Students will be prepared to start all classes on time. Both class work and homework will be completed. Students are encouraged to do their best at all times.

*Respect for property and self:* Students will be neat, clean and appropriately dressed. Students will keep school property as well as personal property in good condition.

*Environment:* The school must be safe for everyone. Students will walk in the halls in a quiet manner. Students will observe the bicycle safety rules. Students will follow the bus safety rules.

In general, the day-to-day discipline is handled by the school. Where a serious problem occurs or repeated interventions do not seem to be effective, parents are notified and requested to meet with school personnel to discuss the problems and seek workable solutions. We have in place an Anti-Bullying, Anti-Violence Plan as well as a code of conduct which is reviewed each year.

Possible interventions/consequences may be:

- restitution, e.g. community service
- behavior contracts/counseling
- loss of privileges
- detention
- temporary withdrawal from class

### **Library**

Students have regular class visits to our updated, bilingual library. They are expected to return all books on time and in good order. Books that have been lost or damaged will be charged to the student. We invite authors, both French and English, to read and discuss their books with students.

### **Absence Check**

A student monitoring program operates to ensure all students are accounted for first thing each morning and after lunch. Parents must advise the school if their child is going to be late or absent. The absence line on the school answering machine is in operation 24 hours a day. We prefer that you email the Dorset absence line at: [dorsetabsences@lbpearson.ca](mailto:dorsetabsences@lbpearson.ca).

### **Attendance**

Students and parents are asked to avoid making dental, medical and other appointments during the school days. As well, any family vacations or other discretionary absences should be scheduled outside of regular school time, especially the period from January to June when exams are written. Should you need to pick your child up early, please avoid doing so between 12:05 – 1:05, as the main office is closed.

### **Extracurricular Opportunities**

Students can participate in a variety of academic, physical and experiential activities throughout the school year. Most of these activities are in addition to the course requirements of the Ministry of Education and the Lester B. Pearson School Board. These extra activities reflect the school's beliefs, goals and the community's wishes. These opportunities may include:

- a variety of remedial programs

- extracurricular programs
- intramural activities during the noon hour
- storytelling exercises and competition
- ecology outings
- intergenerational outreach projects
- concerts

### **Fire Drills & Lockdown Procedure**

During fire drills and other emergencies, everyone in the school must leave the building, quickly and quietly. Students stay with their classes, respond as quickly as possible to instructions given by teachers, and observe the necessary “no talking rule” in force during the evacuation of the building. We also do a practice fire drills and “lockdown” procedure early in the year.

### **Experiential Education – Field Trips**

In the elementary schools of the Lester B. Pearson School Board, trips off the school premises are undertaken for a variety of purposes:

- to enhance academic learning
- to develop personal and social skills
- to compete in athletic activities
- to engage children in non-competitive recreational activities
- to participate in cultural activities and exchanges

### **Locking of Doors**

All exterior doors (including the front inside door) will be locked during school hours. Please check to ensure doors have closed properly when leaving.

### **Entry/Exit:**

- All volunteers and visitors must **enter** and **exit** by the front door. Upon entry into the building, please report to the office where they are to sign in and wear a volunteer/visitor badge.
- Students must never open a door to admit anyone.

### **I.D. Badges:**

- All adults in the building must wear identification badges that are visible. These are picked up at the office when checking in. Please make sure I.D. badges are returned when leaving. Children have the right and responsibility to report to a teacher or to the office any adult not wearing an I.D. badge.
- Parents must report directly to the office. They must **never** go directly to their child’s class. The office will be happy to deliver messages, forgotten lunches, etc.

### **Change of Routine**

Send a note/e-mail to the teacher as well as the office/daycare when a change of routine will occur for your child, especially if someone unfamiliar to school personnel is to pick up your child. Please refrain from making any changes to routine after 2:30 pm.

### **Daycare Arrangements**

Parents are asked to enter by the back door for drop-off and/or pick-up.

### **Walkers/Drop-Offs**

It is advisable that children walk to school with a buddy. They should not arrive before 9:00 a.m. when supervision begins. Please pick up and drop-off your children in the junior drop-off circle. The front door must not be used to drop off students. It should only be used when bringing a child to school after the bell has rung, or picking up a child early. In both cases parents must park and come into the building with their child. Please consult the "Parking" tab on our website for the Drop Off and Pick Up Procedures.

### **Parking**

Parents who drive their children to school must drop them off and move out of the drop-off zones immediately so that there is no traffic congestion which can create a dangerous situation for other children. Please see the map on our website under "Parking".

### **Bicycle Safety Rules**

- Students must know and practice road rules for riding bikes.
- Students must wear bike helmets.
- Bikes must be "walked" while on school property.
- Bikes must be locked at all times when in the bike racks.
- Students will respect the property of others by staying away from the bike racks.
- Students in grades 1 and 2 who ride their bikes to school must be accompanied by an adult.

### **School Dress Code**

Parents and students are required to respect the school's dress code that has been endorsed by the Governing Board.

Hats and caps must be removed when in the school building.

Appropriate footwear must be worn at all times: running shoes in the gymnasium and other suitable shoes elsewhere.

During winter months, students are required to wear winter boots, snow pants, a winter jacket, scarf, mittens and a hat on a daily basis.

Families will receive additional information as well at the start of the school year.