DOROTHY DALGLIESH SCHOOL
2018/2019 HANDBOOK

Mission Statement

Dorothy Dalgliesh School provides a safe, caring, learner-centered environment committed to achieving excellence. In partnership with its students, families, and community, students are nurtured and challenged to achieve their maximum potential.

Vision Statement

At Dorothy Dalgliesh School we believe that children are the future and all learners must become caring, responsible, productive citizens of the global community.

To that end everyone has the right to:

- Personal respect, safety, and dignity;
- Know his or her own worth and importance in the school community;
- Uninterrupted learning;
- Have regular success (academic and social); and Experience fair, consistent, and positive discipline.

Students will:

- Demonstrate respect for the rights and feelings of others;
- Strive to achieve academic excellence, physical health, and appropriate social development;
- Develop a sense of pride in their school achievements;
- Learn to think critically and problem solve respectfully and effectively; and
- Develop independent work habits and the ability to work cooperatively with others.

Morning supervision begins at 8:20 AM
Please ensure your child/ren do not arrive at the School earlier that 8:20 AM

Bell Schedule

Opening Bell	8:30 AM
Morning Recess	10:30 AM
Recall Bell	10:44 AM
Lunch Recess Bell	12:00 noon
Recall Bell	12:20 PM
Lunch Bell:	12:20-12:40
Afternoon Recess	2:10 PM
Recall Bell	2:25 PM
Bus Dismissal	3:25 PM.
Town Dismissal	3:30 PM.

FRIDAY EARLY DISMISSAL 12:05 PM

Parking and Picking Up Children

Our children's safety is our #1 priority.
Visitor parking is available along 6th street.
The bus lane in front of the school must be kept clear at all times.

All entrance doors to the school will be locked directly after the morning bell. If you need to access the school, please use the southeast entrance. Please ring the doorbell and someone will assist you. Thank you for your cooperation in keeping our children safe

Attendance

Regular attendance is very important for student success and must be encouraged. If a student is to be absent we ask that the school be notified electronically through the Safe Arrival program, by phoning the school or through our school website to avoid undue concern by his/her teachers. There is a safety issue here as well. We want to assure ourselves (and you) that your child has arrived safely. Recurrent absences will be reported to the Palliser Regional School Truancy Officer. Issues may be referred to the Provincial Attendance Board and/or Southwest Alberta Child and Family Services.

Fresh Air Policy

It is expected that all students will go outside for recess and during the noon hour. We feel that this opportunity to breathe fresh air is extremely important for a healthy learning environment. If your child is not well enough to go outside, he/she is probably not well enough to be at school.

If it is absolutely necessary for your child to remain indoors at recess, please phone or send a note to the teacher.

This "fresh air" policy necessitates that parents exercise care to ensure that their children are adequately dressed to reflect the prevailing weather conditions. During the winter we ask that your children come to school prepared for any of the extreme weather changes that can occur in this country.

Student Dress Code

School is a place of business and students are expected to dress respectful to that context. The key principles of the Dorothy Dalgliesh School dress policy call for clothing to be neat, clean, and modest. Students dressed inappropriately will be directed to the office to call home for suitable clothing, or to possibly borrow appropriate clothing from the office. Please click on the link for more details. Dress Code

It is very important that children are dressed appropriately for the varying weather conditions. Adequate (age appropriate) footwear is required at all times in case of emergency evacuation of the school or fire drills. An extra pair of clean running shoes is required for gym during physical education and game activities.

Bussing

A large number of our students depend on busses for transportation. To retain the **privilege** of riding these busses students must observe the rules as stated on your bus. Students violating these rules may be reported to the school Principal and may be suspended from riding the bus until assurance is received from parents/guardians and the student that these rules will be observed.

Advance notice must be provided to the driver if a student will not be riding the bus either in the morning or the afternoon. If your child is not riding the bus home from school, he/she **must have a note for the teacher or they will be sent home on the bus**. If your child is riding a different bus home (i.e. to a friend's home) they will need a "ride-a-long" form filled out and signed to allow this.

In the morning each bus will meet at Picture Butte High School to transfer students to "shuttle busses" to transport them to DDS. In the afternoon "shuttle busses" will transport our students from DDS back to PBHS where they will board the appropriate bus for the trip home.

Parking and Picking up Children

Our children's safety is our #1 priority. Visitor parking is available along 6TH Street in front of the school. Please do not park in the driveway—this must be kept clear at all times for bus access and emergency vehicles (if required).
All entrance doors to the school will be locked directly after the morning bell.
If you need access to the school, please use the southeast entrance.
Please ring the doorbell and someone will assist you.
Thank you for your cooperation in keeping our children safe.

Medication

Teachers are not permitted to administer medication to students. In extraordinary cases this policy may be relaxed, providing proper guidelines are followed. Please inquire at the office for more information.

Grade 6 Leadership Program

The leadership program was developed for many reasons but primarily to teach the students in grade six about responsibility and taking pride in ownership. This is carried out by having grade six students take charge of various committees including K.O.P.S, safety patrol, multimedia, assembly and office committee. Students are expected to be successful in all committees they are assigned to. Our student leaders contribute to our school by helping create a respectful, caring and safe environment where students want to come because they feel like it's ***their*** school. We're building character and great young citizens.

Family School Liaison

The Family School Liaison program provides a professional counsellor to support the needs of students and their families throughout the Palliser School Division #26. Family School Liaison counselling services provide a liaison between home and school as well as individual counselling to deal with a range of issues that may affect students reaching their full potential, and success. Issues addressed may range from academic concerns to emotional and social issues. Counselling may be initiated by a referral from the classroom teacher, administrative staff or by parents or student. Counselling services are confidential.

Criminal Record Check

Ensuring a safe and caring environment for students shall be the primary consideration in the selection and use of volunteers. As stated in the" Palliser Regional Schools Policies" volunteers, coaches and supervisors shall be required to provide a current Criminal Record Check. Volunteers must provide the RCMP with a written request from Dorothy Dalgliesh School. It may take up to two weeks to process your request, so please plan ahead. If you have any questions, please contact the school office.

Dorothy Dalgliesh School Safe and Caring School Policy

Helping promote a safe and caring environment which will enable students to excel in their studies and at the same time enjoy school.

At **Dorothy Dalgliesh School**, we believe that the **safety and dignity** of a person is of the utmost importance. It is critical that **ALL** students and staff feel **safe and respected** at Dorothy Dalgliesh School. Effective, positive discipline comes from teaching individuals to be **responsible** for their behavior.

By implementing natural and logical consequences, and by providing opportunities to be responsible and caring members of the community, students will learn about their behavior, their choices, and their impact on others while maintaining their dignity.

Bullying is defined as:

- When a person is the target, over time, of repeated, negative actions.
- When one person has more power, so the person victimized feels they cannot defend him/herself
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry

Please see the website for Dorothy Dalgliesh School's Discipline Policy

Parent/Teacher Conferences

Two parent/teacher conferences are scheduled during the year. The first on in the Fall and the second one in the Spring. The Fall conference will involve parents with individual time with your child(ren)'s teacher. In the Spring, we invite you to a "Celebration of Learning" and the opportunity to spend time with your child/ren as they showcase their school progress and celebrate their learning.

If you wish to initiate a conference with you child's teacher any time during the year, please call the school to arrange a time that is suitable. We encourage you to call at any time if you have any questions, comments or concerns.

WE ARE A PEANUT SENSITIVE SCHOOL

PLEASE DO NOT SEND ANYTHING TO SCHOOL WITH PEANUTS AS SOME STUDENTS ARE SEVERELY ALLERGIC.

CALM, ALERT and LEARNING

Dorothy Dalgliesh School is committed to providing what your child needs to maintain a self-regulated optimal state, where he or she is **CALM, ALERT**, and **LEARNING**.

Self-regulation and your child's health

Calm, alert and learning: who wouldn't want their child in that optimal state of mind? Naturally, your child's overall health—both physical and mental—is a priority for you as a parent. At DDS, it is a priority for us, as well. And who would guess that a major influence on our health as adults and kids lies deep inside the brain, in a system that regulates how well we respond to stress.

The beating of your child's heart, your child's breathing, digestion, how well your child pays attention and learns, even your child's facial expressions and ability to hear your voice are all controlled by this system in the brain. This internal regulation system acts like the thermostat on your furnace. Let's say you set the thermostat to 18˚. The furnace works around this set point by turning on when the temperature falls below about 15˚ and turns off when the temperature hits 21˚. But the thermostat can break if it gets overused, and the same thing can happen to your child's "brain thermostat" when there is too much stress. The thermostat, or ability to self-regulate, simply gets overwhelmed.

Signs of stress

It's usually pretty obvious when your home thermostat breaks down: the house is too cold or too hot.

It's also pretty straightforward for your child. Here are some simple signs that a child's stress system is overworking:

- Trouble falling asleep or staying asleep
- Crabby mood in the morning
- Easily upset—even over little things, trouble calming down when this happens
- Volatile mood
- Trouble paying attention, or even hearing your voice
- Frequent anger, or signs of sadness, fear or anxiety

Finding the causes

If these signs are evident in your child, you can help by "playing detective" and exploring what the reasons might be that have led to the stresses that resulted in the observed behaviours. Even very young children can actively engage in figuring out why they are in a state that isn't pleasant or comfortable for them or for you. Stress might be coming from all sorts of things. Any combination of the following can lead to stress that can upset the thermostat. Your child might be:

- Sensitive to lights, noises, crowds or strong smells
- Under slept
- Responding to the effects of too much junk food or sugar
- Under-exercised or inactive
- Watching too much television or spending too much time playing video games or on other devices.

5 steps of self-regulation

Your child's wishes are the same as yours: to be happy, to have friends, to pursue interests and be successful at school. Here are some steps you can take with your child to get there:

1. **R**ead the signs and reframe the behavior.
2. **R**ecognize the stressors.
3. **R**educe the stress for your child.
4. **R**eflect—help your child learn to reflect on his or her own self-regulation.
5. **R**espond—help your child learn to respond to stressors and return to calm.

Contact The MEHRIT Centre at **info@self-reg.ca** or visit **www.self-reg.ca** for further information.
Stuart Shanker, **The MEHRIT Centre**

"See a child differently, and you see a different child." ~ Stuart Shanker

Dorothy Dalgliesh Home and School Council

Dorothy Dalgliesh Home and School Council consists of a group of committed parents who volunteer their time and energy to organize events and activities for the students of Dorothy Dalgliesh School as well as act as an advisory panel for the Principal and Staff. Home and School Council offer the Lunch Program twice per month, organize school-wide presentations and other activities for the students in our school. Everyone is welcome to attend our monthly meetings. New faces and fresh ideas are always welcome so please consider this your invitation to join our Home and School Council.

Teaching Staff

Mrs. Jane Boras	Teacher
Mrs. Katarina Dato	Teacher
Mrs. Samantha Dennahower	Teacher
Mrs. Carol Gibson	Teacher
Mrs. Lana Grandmont	Teacher
Mrs. Jodi Gurr	Teacher
Ms. Shantel Mohrmann	Teacher
Mrs. Melanie Nishikawa	Teacher
Mr. Mitchell Van Dyk	Teacher
Mrs. Joan Watson	Early Learning Program
Ms. Shari Rogerson	Principal

2018/2019 School Fees

Kindergarten:

Writing Workbook	$13.00
Art & Science Fee	$10.00
Total:	$23.00

Grades 1 – 6

School Agenda	$8.50
Art & Science Fee	$10.00
Technology Fee	$35.00
Total	$53.50

All School Fees are due by September 28, 2018

Dorothy Dalgliesh School is working towards a more environmentally friendly communication system.
Due to the large amounts of paper that are consumed each month with our School Newsletter, we are switching to an electronic format. We will send out the newsletter regularly by email. The newsletter and other important information will also be available on our school website.

Dorothy Dalgliesh School

Dedication

* Our school is named in honor of Miss Dorothy Dalgliesh, a kind, considerate and very gracious lady who taught in the Lethbridge Northern School District for many years, including several at this school. The present building was opened during the 1954/55 school year. At that time it housed grades four through seven. It was named Crescent School, a name it retained until 1967 when, during Canada's Centennial, the name was changed to Dorothy Dalgliesh School.
* In the fall of 1959 the original Dorothy Dalgliesh School, which housed grades one through three, was closed and its students transferred to the present Dorothy Dalgliesh School. It served grades one through seven until the fall of 1968 when it became a school for grades one through six.
* In September of 1985, Kindergarten was added to the school's program.
* In June of 1997, renovations to the entire building began, and a new Gym was added to the west. A new updated Computer Room, Library and Kitchen were included in the renovations
* In September of 2004, the Picture Butte Preschool joined Dorothy Dalgliesh School.

Dorothy Dalgliesh School Song

Dorothy Dalgliesh School is grand
It's the best one in the land
We come to learn and play and
have some fun
And our Teachers are just right,
They help us with all their might,
Yes, it's great to be at
Dorothy Dalgliesh School

Let's give a cheer for Dorothy Dalgliesh
Let's give a cheer for our school,
It's the best one that we know,
We come to learn and grow,
We are proud to be at
Dorothy Dalgliesh School

SPLASH

S Successful
P Place for
L Learning
A Achieving
S Sharing and
H Helping others

What does it have to do with our school? Our school logo is the dolphin, and in order for the dolphin to be seen and admired by others, it must leap through the water and upon landing make a big **"SPLASH"** Dolphins represent change and growth and the courage it takes to do so. Our students are encouraged to constantly seek out ways to grow and improve, which builds courage along with self confidence and inner strength.

Dorothy Dalgliesh School
2018-2019 SCHOOL YEAR CALENDAR

Superintendent Approval: March 2018

August 2018				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

September 2018				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

October 2018				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

November 2018				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

December 2018				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

January 2019				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

February 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

March 2019				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

April 2019				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

May 2019				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

June 2019				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

July 2019				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

NON-INSTRUCTIONAL DAYS

Division-Wide PD Days	Staff Planning/Collaboration	Prof. Development (ATA)
Opening Ceremony Aug. 30, 2018 October 9, 2018 (Summit Day) November 13, 2018 March 11, 2019	Aug 29, 2018, June 28, 2019 **Site PD Days** Aug 27, 28, 2018 Oct 26, March 18, 2018 Jan 28, 2019 (K-9 Only) May 21, 2019 June 27, 2019	Teachers' Convention - February 21 & 22, 2019

School year begins: August 27, 2018
First day for students: September 4, 2018
Semester 2 begins: January 31, 2019
Last day for students: June 26, 2019

XX	No Staff/Students
	Non-Instructional/Prof. Dev. Days (No Students)
	Summer Break
	Staff Preparation / Planning Days
	DDS Collab Day/Staff/No Students

Electronic Quick Links:

Palliser Regional Schools

Dorothy Dalgliesh School

School Cash Online (pay School Fees online here)

SchoolMessenger (Attendance Reporting App)

Bus Ride Along Form

School Bus Status