



## **Dorothy Dalgliesh School**

www.dorothydalgliesh.ca

Box 370 400 – 6 St. N Picture Butte AB T0K 1V0

Phone: (403)732-5636 Fax: (403)732-4226

School Year: 2016/2017

Ms. Shari Rogerson, Principal

### **Vision Statement**

**Dorothy Dalgliesh School is a respectful environment where teamwork and a positive attitude achieve a safe and caring school; and where students and staff demonstrate engagement and a love of learning. The staff at Dorothy Dalgliesh School is approachable, and demonstrate professionalism and pride in all we do.**

To that end everyone:

- Learns and works best in a caring, challenging and safe environment that promotes self-esteem and respect for others;
- Has the right to personal respect, safety, and dignity;
- Has the right to uninterrupted learning; and
- Has the right to 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.

### **Bell Schedule**

|                    |            |
|--------------------|------------|
| Supervision begins | 8:20 a.m.  |
| Opening Bell       | 8:30 a.m.  |
| Morning Recess     | 10:15 a.m. |
| Recall Bell        | 10:30 a.m. |
| Lunch Bell         | 12:00 noon |
| Recall Bell        | 12:39 p.m. |
| Afternoon Recess   | 2:10 p.m.  |
| Recall Bell        | 2:25 p.m.  |
| Bus Dismissal      | 3:25 p.m.  |
| Town Dismissal     | 3:30 p.m.  |

### **Teaching Staff to Date**

|                      |                          |
|----------------------|--------------------------|
| Boras, Jane          | Teacher                  |
| Dennahower, Samantha | Teacher                  |
| Gibson, Carol        | Teacher                  |
| Grandmont, Lana      | Teacher                  |
| Gurr, Jodi           | Teacher                  |
| Maxwell, Sheila      | Teacher                  |
| Mohrmann, Shantel    | Teacher                  |
| Nishikawa, Melanie   | Teacher                  |
| Rogerson, Shari      | Principal                |
| Ross, Dianne         | Learning Support Teacher |
| Van Dyk, Mitchell    | Teacher                  |

**FRIDAY EARLY DISMISSAL 12:15 P.M.**

**Morning supervision will begin at 8:20 a.m. Please ensure your child/ren do not arrive at the school earlier than 8:20 a.m.**

## **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.

## **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. It was also designed so that grade six students could be labeled as leader role models for our school. 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.



## **Dorothy Dalgliesh School is Active!**

Dorothy Dalgliesh School is an active school participating in various activities like swimming, track and field, ice-skating, curling, archery and daily gym classes. Running Club is open for all who would like to participate. We also offer mini-volleyball and basketball leagues along with a ski trip for the grade 5 and 6 students. Our school participates in the annual "Walk-A-Thon" in conjunction with the "Terry Fox Run" and periodically offers intramurals for a change of pace. Activity needs to be practiced daily in order for students to realize that they can take ownership in their lives and stay healthy. Parents can participate and encourage an active healthy lifestyle by exercising with their children.

## **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 the dolphin makes a "SPLASH." Therefore, we encourage our students to make a positive impact in our school by guiding them to build character with a focus on the "Word of the Month" each month. The "Word of the Month" is introduced during our school assembly and then posted in both entrances as well as displayed on our information sign outside the school. Daily messages support ways for student to demonstrate these character traits.

## **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 include: grief/loss, separation/divorce, self-esteem, mentoring/positive role modeling, attendance issues, parent/child conflict, violence, depression, anxiety/worry, anger/aggression, abuse, peer/friendship issues, self-concept, interpersonal conflict and problem solving. Referral information is also provided to those wishing to access alternate community services and supports.

Counselling may be initiated by a referral from the classroom teacher, administrative staff or by parents or student. Counselling services are confidential.

## **Entrance Age**

Board Policy requires that students admitted to Grade One must be at least six years of age on or before Dec. 31 of the year in which they wish to enroll and students admitted to Kindergarten must be at least five years of age on or before Dec. 31 of the year they wish to enroll.

## **Attendance**

Regular attendance is very important and must be encouraged. If a student is to be absent we ask that the school be notified by phone 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. If it is not possible to contact the school and the school has not been successful in contacting the home, we ask that a note be sent the following day.

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.



## **School Fees**

School fees are assessed to assist in paying for textbooks, workbooks and classroom supplies etc. An additional amount is added to supply art and/or music materials for the students.

The fees for the **2016- 2017** school term are as follows:

### **Kindergarten:**

"Letters and Numbers For Me"

|                         |                |
|-------------------------|----------------|
| Consumable Writing Book | 13.00          |
| <b>Total</b>            | <b>\$13.00</b> |

A \$10.00, non-refundable, registration fee is applicable to all registrations payable to Dorothy Dalgliesh School.

### **Grades 1 - 6:**

|                             |                |
|-----------------------------|----------------|
| Textbook Rental             | waived         |
| Music/Art Fee               | 8.50           |
| Classroom consumable agenda | 8.50           |
| Technology Fee              | 35.00          |
| <b>Total</b>                | <b>\$52.00</b> |

Fees are due by the end of September.

## **DOROTHY DALGLIESH SCHOOL Student Dress Code**

School is a place of work and students are expected to dress accordingly. 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. If a student needs to wait for a parent to bring appropriate clothing, the student will wear what is provided at the office in the interim, in order that the student can return to the classroom as soon as possible. A child who wears clothing with inappropriate slogans or pictures may be asked to



wear the clothing inside out for the remainder of the day and requested to not wear the clothing to school again.

An exception to this dress code policy may occur on special days such as School Spirit.

Specific items that shall not be worn to school include:

- Transparent or see-through fabrics
- Short tops that expose the midriff
- Low cut tops, spaghetti straps, tube tops and bathing suits
- Short shorts, skirts and skorts (must be past standing finger length)
- T-shirts that are in poor taste (inappropriate slogans or pictures)
- Hats and headgear are to be removed
- Clothing that is designated underwear should be kept undercover

### ***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 listed below:

1. The bus driver is in charge at all times. You must listen and follow instructions.
2. Students must remain seated at all times when the bus is in motion.
3. Students must not extend any part of their body out of windows.
4. Aisles must be kept clear.
5. The use of foul language or tobacco products is prohibited on the bus.
6. Alcohol, drugs and combustible materials are strictly prohibited.
7. No littering.

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 (ei. 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 discharge its students directly at our school. However for the afternoon run, "shuttle busses" first transport our students to the Picture Butte High School where they 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 6<sup>th</sup> street. 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.

### **No Smoking Policy**

The Board of Education has designated that all school buildings and property under the jurisdiction of Palliser Regional Schools be smoke-free.



### **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. We find that during long periods of severely inclement weather, when children are not sent outdoors, coughs, colds and flues are much more prevalent than when children can get outside for some "fresh air".

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.

### **Cell Phones**

We do not allow children to have cell phones at school.

Cell phones, iPods and/or any other devices with cameras are potentially in violation of FOIP regulations and therefore will be kept in the school office if brought to the school.

### **Parent/Teacher Conferences**

Two parent/teacher conferences are scheduled during the year. The first one in the Fall and the

second one in the Spring. The Fall conference will involve all parents with individual interview 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 participate in a variety of activities centred around the school curriculum. If you wish to initiate a conference with your 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.

### **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.

### **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

### **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.

**WE ARE A PEANUT FREE SCHOOL**  
PLEASE DO NOT SEND ANYTHING TO  
SCHOOL WITH PEANUTS AS SOME  
STUDENTS ARE SEVERELY ALLERGIC.



## **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, volunteer 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 call 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.

Section 7 of the **Alberta School Act** states:

A student shall conduct himself so as to reasonably comply with the following code of conduct:

- (a) Be diligent in pursuing his/her studies.
- (b) Attend school regularly and punctually.
- (c) Cooperate fully with everyone authorized by the Board to provide education programs and other services.
- (d) Comply with the rules of the school.
- (e) Account to his/her teachers for his/her conduct.
- (f) Respect the rights of others.

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.

## **No-Nonsense Procedure**

This procedure is mainly used for major infractions.

### **Level 1**

The individual sits down with the adults involved (teacher, administrator, supervisor, etc.) to talk about the incident and review the discipline policy. Consequence and caring behavior are determined. Incident is documented. Parents may be contacted.

### **Level 2**

Individual, adults involved, and administrator meet and discuss incident and review policy again. Consequence and caring behavior are determined. Parent/s are contacted and informed of behavior and consequence. Both the individual and parent/s are made aware of next step. Incident is documented.

### **Level 3**

Individual and adults involved meet with administrator and parents meet and discuss consequences and caring behavior. Parent/s, adults involved, administrator are involved with the follow-up and a final warning is issued. Police are included if behavior warrants. Incident is documented. Student may be suspended.

### **Level 4**

Individual is expelled.

**RESPECT and PROTECT  
yourself.**

**RESPECT and PROTECT  
others.**

**RESPECT and PROTECT  
your environment.**



## Dorothy Dalgliesh Elementary School 2016-2017 SCHOOL YEAR CALENDAR

| AUGUST 2016   |    |    |    |    | SEPTEMBER 2016 |    |    |    |    | OCTOBER 2016 |    |    |    |    |
|---------------|----|----|----|----|----------------|----|----|----|----|--------------|----|----|----|----|
| 1             | 2  | 3  | 4  | 5  |                |    |    | 1  | 2  | 3            | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 5              | 6  | 7  | 8  | 9  | 10           | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 12             | 13 | 14 | 15 | 16 | 17           | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 19             | 20 | 21 | 22 | 23 | 24           | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    | 26             | 27 | 28 | 29 | 30 | 31           |    |    |    |    |
| 0/3           |    |    |    |    | 18/21          |    |    |    |    | 18/20        |    |    |    |    |
| NOVEMBER 2016 |    |    |    |    | DECEMBER 2016  |    |    |    |    | JANUARY 2017 |    |    |    |    |
|               | 1  | 2  | 3  | 4  |                |    |    | 1  | 2  | 2            | 3  | 4  | 5  | 6  |
| 7             | 8  | 9  | 10 | 11 | 5              | 6  | 7  | 8  | 9  | 9            | 10 | 11 | 12 | 13 |
| 14            | 15 | 16 | 17 | 18 | 12             | 13 | 14 | 15 | 16 | 16           | 17 | 18 | 19 | 20 |
| 21            | 22 | 23 | 24 | 25 | 19             | 20 | 21 | 22 | 23 | 23           | 24 | 25 | 26 | 27 |
| 28            | 29 | 30 |    |    | 26             | 27 | 28 | 29 | 30 | 30           | 31 |    |    |    |
| 20/21         |    |    |    |    | 16/16          |    |    |    |    | 16/17        |    |    |    |    |
| FEBRUARY 2017 |    |    |    |    | MARCH 2017     |    |    |    |    | APRIL 2017   |    |    |    |    |
|               |    | 1  | 2  | 3  |                |    | 1  | 2  | 3  | 3            | 4  | 5  | 6  | 7  |
| 6             | 7  | 8  | 9  | 10 | 6              | 7  | 8  | 9  | 10 | 10           | 11 | 12 | 13 | 14 |
| 13            | 14 | 15 | 16 | 17 | 13             | 14 | 15 | 16 | 17 | 17           | 18 | 19 | 20 | 21 |
| 20            | 21 | 22 | 23 | 24 | 20             | 21 | 22 | 23 | 24 | 24           | 25 | 26 | 27 | 28 |
| 27            | 28 |    |    |    | 27             | 28 | 29 | 30 | 31 |              |    |    |    |    |
| 15/19         |    |    |    |    | 21/23          |    |    |    |    | 14/14        |    |    |    |    |
| MAY 2017      |    |    |    |    | JUNE 2017      |    |    |    |    | JULY 2017    |    |    |    |    |
| 1             | 2  | 3  | 4  | 5  |                |    |    | 1  | 2  | 3            | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 5              | 6  | 7  | 8  | 9  | 10           | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 12             | 13 | 14 | 15 | 16 | 17           | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 19             | 20 | 21 | 22 | 23 | 24           | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    | 26             | 27 | 28 | 29 | 30 | 31           |    |    |    |    |
| 20/22         |    |    |    |    | 20/22          |    |    |    |    |              |    |    |    |    |

### NON-INSTRUCTIONAL DAYS

|   |  |  |
|---|--|--|
| <b>Division-Wide PD Days</b><br>Opening Ceremony Sept 1, 2016<br>October 11, 2016<br>November 14, 2016<br>March 13, 2017<br>May 1, 2017 | <b>Staff Planning/Collaboration</b><br>Aug 29, 2016, June 29 & 30, 2017<br><b>Site PD Days</b><br>Aug 30, 2016<br>Aug 31, 2016 (DIP/PAT) Alt: Sept 2, 2016<br>Sept 2, 2016<br>January 31, 2017<br>May 23, 2017 (AP- survey results/school goals) | <b>Prof. Development (ATA)</b><br>Teachers' Convention -<br>February 23 & 24, 2017<br><b>Parent-Teacher Days Off in Lieu</b><br>February 21, 2017<br>February 22, 2017 |
|---|--|--|

**School will officially close at normal closing time on December 22, 2016 for Christmas Break.**

|   |                       |  |
|---|-----------------------|--|
| School year begins: August 29, 2016<br>First day for students: September 6, 2016<br>Semester 2 begins: February 1, 2017<br>Last day for students: June 28, 2017 | <b>XX</b><br><br><br> | No Staff/Students<br>Non-Instructional/Prof. Dev. Days (No Students)<br>Parent-Teacher Interview Lieu Days (No Students)<br>Summer Break |
|---|-----------------------|--|