

**DALKEITH ELEMENTARY SCHOOL**  
**7951 DALKEITH AVENUE**  
**ANJOU, QC**  
**H1K 3X6**

**DALKEITH SCHOOL AGENDA**  
**AN EDUCATIONAL TOOL FOR YOUR CHILD**

This school agenda is being supplied to all Grades 1-6 students. It is intended to assist your child in keeping track of their school-related activities. Be sure to record homework assignments and other reminders daily. It will also help the teacher and parent to communicate more effectively.

Between regular use of the school agenda and visiting our website regularly, you will be on top of all the latest goings on at Dalkeith Elementary. [www.emsb.qc.ca/dalkeith](http://www.emsb.qc.ca/dalkeith)

Also included is information concerning school and school board policies on such topics as homework, discipline, field trips, school hours, school fees, bus safety, etc.

**MESSAGE FROM THE PRINCIPAL**

Dear Parents and Guardians,

On behalf of the staff at Dalkeith Elementary I would like to extend a warm welcome to the new students and parents that are joining our community this year and a big *welcome back* to everyone who is returning.

It is my firm belief that by working together with open communication between the parents, the school staff and the many other school stakeholders we can provide an environment that will better ensure success for the students entrusted to our care. The agenda is an invaluable tool for achieving this goal. I encourage you to take the time to go through the agenda with your child(ren).

As we look forward to this academic year we hope to continue many of our successful initiatives begun in previous years like our homework and individualized support programs that target student success. This year we are proud to continue our S.T.E.A.M. initiative that we are certain will help find more ways to tap into the creativity and potential found within each child.

I would be remiss in my duties if I did not thank all the parents and community members who volunteered last year. The school would be less without you. I sincerely hope that your support will continue and will inspire others to follow your lead.

I look forward to working with you all for the continued success of the students.

J. Wright  
Principal

***This agenda belongs to:***

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tel: No:** \_\_\_\_\_

## DALKEITH SCHOOL POLICIES

### The Three R's of Dalkeith: **Readon - Respect - Responsibility**

Whenever we need to enforce rules or take disciplinary action we strive to turn every incident into a learning situation. This reflection is done through the three R's of Dalkeith. We strive for all those in our community to make decision and act with **Respect - Readon- and to take Responsibility**

### The True Power to Stop Bullying Lies with You

Ask yourself, "Am I a bully?"

Bullying is when you make fun of others, call them names, humiliate, exclude or threaten to hurt them, whether it's in person, online, by text or by phone, or when you hit or beat them. Bullying is not teasing or a joke that's meant to make the person laugh (but it should never be at someone else's expense.) Remember, there is NO SUCH THING AS "PLAY FIGHTING". Bullying is not an argument between friends that's over and soon forgotten. It's something that keeps on happening, day after day. When you bully, you make others feel weak and helpless. When you bully someone, you make them feel unhappy, troubled. Sometimes victims feel like they're all alone. You should NEVER intimidate anyone. The power to end bullying resides in you.

**You can also be an ordinary hero.** As an individual, you are responsible for:

- treating others with respect
- being fair to others
- respecting someone when they say "no"
- controlling your anger
- letting others make their own decisions
- getting help if something seems unacceptable
- making everyone feel welcomed and part of the gang
- respecting your friend's limits
- calling out bad behaviour inflicted on others

If you find it difficult to control your anger and aggressive behaviour towards other students or adults, ask someone for help (Parents, Principal, teachers, psychologist, or any staff member you feel you can talk to).

By asking for help (for you or for someone else) you can also become an ordinary hero.

### ***DALKEITH STUDENTS' RIGHTS & RESPONSIBILITIES***

1. I have the ***right*** to learn.  
It is my ***responsibility*** to listen to instructions, not talk while others are speaking, raise my hand if I have a question or concern and to complete assignments.
2. I have the ***right*** to grow.  
It is my ***responsibility*** to cooperate, participate, listen to others' points of view, question what I do not understand, act with reason and do the best I can.
3. I have the ***right*** to be safe.  
It is my ***responsibility*** to keep my hands and feet to myself, not to threaten or physically harm anyone.
4. I have the ***right*** to be protected from verbal abuse.  
It is my ***responsibility*** to treat others with dignity, respect and worth.
5. I have the ***right*** to be respected as an individual.  
It is my ***responsibility*** to show respect and consideration for others and their ideas; never to tease, bother other people or to hurt their feelings.
6. I have the ***right*** to have my property respected.  
It is my ***responsibility*** to respect the personal property of others and to accept their right to privacy.

7. I have the ***right*** to work, eat and play in a clean and proper environment.  
It is my ***responsibility*** to keep the school clean and orderly and to make sure that all school equipment is handled with care.
8. I have the ***right*** to be treated with kindness and care.  
It is my ***responsibility*** to help others who are in need.
9. I have the ***right*** to enjoy school.  
It is my ***responsibility*** to have a positive attitude and to participate in a way which helps make our school a place where others can enjoy it too.
10. I have the ***right*** to make mistakes.  
It is my ***responsibility*** to learn and grow from the mistakes that I will make.

SCHOOL HOURS	MORNING	AFTERNOON
Pre-K & Kdg.	9:05 a.m. - 12:12 p.m.	1:25 p.m. - 3:45 p.m.
1 - 6	9:05 a.m. - 12:30 p.m.	1:25 p.m. - 3:45 p.m.

### **SCHOOL DRESS CODE**

For the school year 2024-2025, the policy concerning Dalkeith’s colour code as approved by the Governing Board is as follows:

**Dress Code: Students are to wear plain white tops.** Sleeveless and/or cropped tops should not be considered “School Appropriate”.

**Students are to wear plain navy blue or black pants, skirts or Bermuda shorts.**

Jeans, joggers, track pants are NOT suitable for everyday school use.

Considerations should be made BEFORE sending your child to school as to what is “Elementary School Appropriate”. Things for consideration include but are not limited to skirt length, amount of make-up, appropriate footwear etc. Furthermore, certain jewelry and piercings can become a safety concern as such should be given careful consideration before they enter the school.

During Physical Education, students are to **wear any NON-WHITE athletic t-shirt and plain shorts**; logos or decals (other than those of the school) are NOT to be displayed.

**Sweaters worn by students should be navy blue or black.** Graphic ‘hoodies’ are not suitable for class.

You will be advised of the dates set for “dress down/up days.” through notes home [electronic/email] and/or the website.

With regard to **ALL DRESS CODE RULES** (including dress down days and P.E. classes): Good taste and sensibility are the guiding principles to which the school reserves the right to adhere to.

### **SCHOOL RULES**

Parents are asked to go over these rules and sign that they have been discussed with your child.

1. No fighting of any kind, including play fighting and ‘snowball fights’
2. **Bullying (being repeatedly abusive and victimizing other students either physically, verbally or emotionally) regardless of where it takes place (in school, on the bus, or in cyber space, etc.) will not be tolerated.**
3. No inappropriate language of any kind to any member of the Dalkeith family.
4. Walk in the halls and the stairways.

5. Line up quickly and quietly after the bell rings.
6. Clean up after yourself in the classroom, lockers, cafeteria and school yard.
7. Wear your school colour code, navy blue and/or black pants or skirt, white blouse or shirt. There is to be no writing on the blouse or shirt.
8. Electronic games or entertainment devices, cell phone or any other similar apparatus should not to be brought to school. Dalkeith cannot be held responsible should then these items be lost or stolen.
9. Appropriate footwear is to be worn at all times

## **Discipline and Consequences for Infractions**

1. For minor infractions, teacher or lunch monitors will speak with the students and try to find a solution to the problem.
2. If an offence is a more serious one, the child will lose their recess privileges and either stays with the class teacher, childcare worker or administration to further discuss the problem to find a solution.
3. If interventions do not work, the parents will be informed either by telephone or in writing.
4. If inappropriate behaviour continues, the parents will be invited to the school for a problem solving meeting.
5. If this does not work, the child will be suspended from school up to a maximum of five (5) days.
6. If all the above fails, the Regional Director and the Director of Student Services will be informed as well as Youth Protection, if appropriate, in order to make a plan of action for the child that may include a change of school or program.
7. Serious violence, whether physical or verbal, will never be tolerated. Immediate consequences, notwithstanding the above sequence of steps, will follow  
In keeping with the Safe Schools Policy of the EMSB.

## **EMERGENCIES AND EMERGENCY CLOSINGS**

In case of emergency, it is imperative that the school have current contact information for the families of our students. You must inform the school IMMEDIATELY if your contact details change. This includes home and work numbers as well as cell phone and email addresses (if any).

On forms that will be sent home early in the school year, we ask you to indicate two emergency telephone numbers of friends or relatives that could be contacted should we be unable to reach you.

In case of emergency school closings and / or prolonged evacuations (fire, power failure etc.) **The Anjou United Church, located at 7951 Dade Street** has been designated as the alternate safe location.

The automated “ALL-CALL” system will be used if such an event is required. Please read the verification forms of your contact information carefully and return them promptly.

## **FIRE DRILL AND LOCKDOWN**

School fire and Lockdown drills will be practiced at various times throughout the year. As fire drills will involve exiting the building, it is necessary that students wear shoes at all times.

## **PARENTS DROPPING OFF STUDENTS FOR SCHOOL**

For parents who drop off their children in the morning and pick them up after school, we ask that you **do not enter the driveway, nor park in front of the school nor park your car in the path of the school buses on Dalkeith Avenue.** It is preferred to **use the Goncourt Street entrance.** Please have your children embark and disembark at the sidewalk so that we may ensure the safety of all the children.

## A. TIMES OF ARRIVAL, DOORS OF ENTRY/EXIT & LATE ARRIVALS

It is **illegal** and **dangerous** for students to be in the building or in the school yard unsupervised. The school cannot be held responsible for any problems that may arise at these times.

Morning arrival:                      Between 8:55 and 9:00

Afternoon arrival:                      Between 1:20 and 1:25

## BUS SAFETY POLICY

Only students who are eligible for transportation may ride the school bus.

All students who are eligible for transportation are expected to behave in a safe and appropriate manner at the bus stop and while on the bus. They are to remain seated at all times and talk quietly.

Students are not permitted to change school buses, nor are parents allowed to take the bus with their child.

If problems arise during the year, parents must inform the office. They are NOT to deal with the bus driver or other students directly.

If parents wish to make alternative arrangements for their child to go home, they are asked to write a letter to that effect to be presented to the principal for approval and signature at the start of the day.

## EARLY DISMISSAL

A written request addressed to the School Office is required and must be presented to the Office for your child to be dismissed early.

## HOMEWORK POLICY GUIDELINES

Homework or home study is an integral part of the students' learning experience. Therefore, it is of great importance that home and school work together.

## HOMEWORK PRINCIPLES

- a) Homework should encourage the development of good study habits and a good attitude toward School.
- b) It must serve a valid purpose and be relevant to the daily programme.
- c) Homework shall be listed daily on the blackboard.
- d) Students of Grades I-VI are expected to maintain their agenda book.

## TIME ALLOTMENT

Cycle 1 – Pre-K, K, I & II	15 - 30	minutes
Cycle 2 – III & IV	30 - 45	minutes
Cycle 3 – V & VI	45 - 60	minutes

## ILLNESS OR INJURY AT SCHOOL

If your child becomes ill or injured at school, you will be advised immediately. Arrangements will be made to either send him/her home or to a hospital, if necessary. If parents cannot be reached, the decision to send your child to the hospital will be made by the school. Parents must take over the care of their child as soon as possible. If an ambulance is required, "Urgences Santé" (911) is used. There is a service charge that must be paid for by the parent.

## FIELD TRIP POLICY

The ratio of adults to students for field trips will depend on the grade level of the students.

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Pre-Kindergarten and Kindergarten		Grade 1 (Cycle 1 A)	
Local trips	7:1	Local trips	7:1
With transportation	4:1	With chartered bus	7:1
		With public transportation	4:1-5:1
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Grade II-III (Cycle 1 B / Cycle 2 D)		Grade IV-VI (Cycle 2 E & 3)	
Local trips	10:1	Local trips	15:1
With transportation	10:1	With transportation	10:1
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Permission forms will be sent home at the beginning of the school year to cover all local walking trips for the year.

All students must return to the school at the end of the trip.

Permission slips for field trips should be returned to the school at least one day prior to the event.

There will be no refund on deposits for field trips when a child's behaviour prevents her/him from participating.

## SAFETY AND SECURITY AT DALKEITH

Visitors are not permitted on the top floor of the school at any time unless they are volunteers helping with a specific event. Messages and forgotten materials will be delivered by the office monitor. Parents wishing to speak to their child may do so only at the office. You are always welcome in the building, simply report to the office first so we know you are here.

All doors will be locked after the bell rings. Between 7:00 a.m. and 6:00 p.m. **parents are not allowed to drive on school property including the Horseshoe drive on Dalkeith Ave.** For safety and security of all students.

## PARENT-TEACHER INTERVIEWS

As the need arises, teachers and the Principal will be pleased to confer with parents. A note sent to the school requesting an interview will permit the selection of a convenient time and date. Any parents wishing to speak to a teacher in person, for any reason, must see the principal first unless an appointment has been confirmed in advance. Parents must report to the office before proceeding to the classrooms even when appointments have been made.

## BOOKS

Textbooks are provided free of charge to the students who must in turn, return them at the end of the year in good condition. Books should be covered and placed in a suitable school bag to protect them in all types of weather.

## ***SCHOOL SUPPLIES FEES***

The school fees are set after consultation with the Governing Board. A letter has been sent home and is on the school's website with a breakdown of these fees.

This goes towards the cost of the school agenda, photocopying expenses and some consumable materials. A letter has been sent home which is specific to your child's class/grade level.

Labelled sealed envelopes must be used when payment(s) are made to the HOMEROOM TEACHER ONLY.

## ***LUNCH SUPERVISION FEE***

The lunch supervision fees are set after consultation with the Governing Board. A letter has been sent home with a breakdown of these fees as well as payment procedures.

If the school or lunch supervision fees will cause undue financial hardship, you must contact the school administration so as an alternate payment plan can be arranged.

## **PROGRAMMES AND SERVICES**

### **DAY CARE**

A morning day care session will be offered between 7:00-9:00 a.m. The after school session is from 3:30-6:00 p.m. Parents are instructed to leave their child/ren off at the **Daycare Entrance** in the morning and at pick up after school. Additional information about the cost of this programme is located in the opening handbook. For further information, please contact the ***Daycare Technician, Ms. Maria Santino @ (438) 882-0364.***

### **LIBRARY**

Students are encouraged to read for fun as much as possible. They should use the library, value their books, and, take good care of the books borrowed.

Students must pay for damaged or lost books and are responsible for the replacement costs prior to being able to take out additional books. Books should be placed in plastic bags in order to avoid damage to them during poor weather.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities form an important part of the life of the school we hope you will encourage your child to participate.

### **HERITAGE LANGUAGE PROGRAMMES**

Where numbers warrant, our school offers instruction for 20 to 30 weeks, in Mother tongue languages during the lunch hour. The classes are for 45 minutes three or four times weekly. Information will be sent home in September for interested parents.

### **PARENT VOLUNTEERS**

Parents play an essential part in the successful operation of an effective school. If you have any spare time, we encourage you to get involved. You may do this by participating on committees such as the Governing Board or the Dalkeith Parent Participation Organization. Please Note: in keeping with board policy a police check is required for all volunteers.

**E.M.S.B. POLICY ON ABSENTEEISM**

All children are expected to attend school every day and to arrive on time unless they have a valid reason. When arriving at school late for a valid reason or when returning to school following an absence (even if the school was called), your child must present a **dated note signed by a parent explaining the absence or late arrival**. (Please do NOT write absence notes in the Agenda book, as we must keep notes on file for the entire year.)

**SCHOOL POLICY ON ABSENTEEISM**

It is the **parents' responsibility to call (514) 352-6730 before 9:30 a.m. and leave a message on the answering machine** if your child will be late or absent. If we do not hear from you, an attempt will be made to call you. The school cannot be held responsible if calls from the school are delayed in the morning. A **WRITTEN** note must still accompany the child on the first day of return to school.

**E.M.S.B. POLICY ON CONTROL OF COMMUNICABLE DISEASES**

Every child enrolled in E.M.S.B. shall be vaccinated, except for these who have a specific counter-indication. Parents shall furnish proof of vaccination upon registration. A child who contracts a communicable disease shall remain at home until proof is provided that the child is no longer infectious.

<b><u>STATEMENT OF SUPPORT AND COMMITMENT TO DALKEITH POLICIES</u></b>	
As a member of the 'Dalkeith Family', I have read all preceding information pertaining to the policies of the school and school board. This will be my guideline in understanding and supporting the administration of Dalkeith School.	
Parent's Signature _____	Date _____
As a member of the Dalkeith Family, I have understood all the information herein and agree to respect these rules.	
Student's Signature _____	Date _____