



Souvenir Elementary School  
Ecole primaire Souvenir

This agenda belongs to:

\_\_\_\_\_

4885 Souvenir Ouest, Chomedey, Laval (Québec), H7W 1E1  
Tel./ Tél: (450) 688-1944 Fax / Télécopieur: (450) 688-0539  
Before- & After-School Program : 514-952-7151

### Parent and Student Contract

I have read the rules of conduct and safety measures with my child:

\_\_\_\_\_  
(Child's Name)

We agree to abide by the rules of conduct and safety measures so as to allow all students to grow in a safe and healthy environment.

Student's signature \_\_\_\_\_

Parents' signature: \_\_\_\_\_

Date: \_\_\_\_\_



### Important Information

Please refer to our school website at [www.swlauriersb.qc.ca/schools/souvenir](http://www.swlauriersb.qc.ca/schools/souvenir) for the monthly calendars, the **Handbook of School Rules and Procedures**, and other notices. **Souvenir is a "Green School"**, therefore the website is our main tool of communication.

Telephone at Home: \_\_\_\_\_  
Telephone at Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Parent: \_\_\_\_\_  
Telephone at Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Parent: \_\_\_\_\_  
Medicare Card Number \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ **ALLERGIES:** \_\_\_\_\_

## OUR MISSION STATEMENT

The focus of each student is aimed at;

- S**urmounting
- O**bstacles through
- U**nderstanding the
- V**alue of
- E**ducation,
- N**urturing,
- I**ntegrity, and
- R**espect, Responsibility & Readiness



Souvenir Elementary School  
École primaire Souvenir

Mr. Eric Ruggi  
Principal

Mrs. Lyanna Bravo  
Vice-Principal

At Souvenir Elementary School our aim is to provide the best learning opportunities for each and every one of our students. It is our belief that there should be no borders or boundaries to restrict the growth and potential of every child. It is their right to learn in an environment where they feel safe, unthreatened and respected for whom they are. It is our belief that teaching and learning have no boundaries.

## CONTACTING THE SCHOOL

Our school number is **450-688-1944**.

You may contact us by email. Please see the list of staff emails available on our school website.

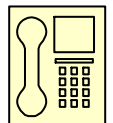
**\*\*Please remember the teacher is always your first level of communication.**

He or she can be reached via your child's agenda, by email, phone or any other means established by your child's teacher.



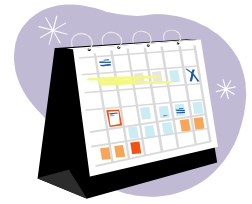
## ABSENCES

- ❖ It is the **responsibility of the parents** to call the school **before 8:00 am** to inform the secretary of their child's absence. Please leave a message on the answering machine at **450-688-1944**. Press 1.
- ❖ The sooner we receive your message, the safer everyone's child will be as we will be able to have an accurate attendance record early in the day.
- ❖ Please make sure you state the reason for the child's absence so that we may keep track of potential outbreaks of the flu or any other ailments.



## EXTENDED ABSENCES

Critical learning stops during this interval of time. This is detrimental to a child's progress.



- ❖ Schedule holidays during the holiday periods indicated on our school calendar.
- ❖ It **is not** possible for teachers to prepare a "Vacation Homework Package" as learning is built into the day to day activities taking place in the class. Reading, studying and keeping a journal is recommended while on vacation.
- ❖ **Please notify your child's teachers, in writing, if planning an extended holiday.**

## VISITORS TO THE SCHOOL

- ❖ A security system at the main entrances prevents unexpected visitors from entering the school.
- ❖ Please ring the bell and we will buzz you in. All visitors, including parents must report to the secretary's office upon entering the school.
- ❖ Exceptionally, if you must bring an item to school for your child, whenever possible, please do so before 8:30 AM, during recess (10:15 - 10:30 AM) or during lunch (11:35 AM-12:35 PM)
- ❖ Teachers need to be focused on their students and **must not be disturbed in their classrooms.**
- ❖ Respect classes in session. Do not approach a teacher during teaching hours.
- ❖ Make arrangements to speak to the teacher when it is mutually convenient.



## ARRIVAL AND DEPARTURE

- ❖ Students begin entering the school yard at 7:50 AM when the gate opens.
- ❖ Walkers/car-pooled students **MUST** enter the school yard through the gate and not the front door.
- ❖ **STUDENTS MUST BE AT SCHOOL BY 8:00AM**
- ❖ **Homeroom starts at 8:05AM and class starts at 8:15AM.**
- ❖ Students arriving at school **after 8:05 AM** must report to the office before reporting to class.
- ❖ Students arriving at school **after 8:15 AM must be signed in by a parent.**
- ❖ Being on time is important and promotes respect and responsibility.
- ❖ **Tardiness will be recorded and persistent incidences will be dealt with by the administration in a manner appropriate to the circumstances.**



## EARLY DEPARTURE

- ❖ Parents must advise the school ahead of time, in writing, if their child must leave early. A valid reason is required.
- ❖ Please use your child's agenda book and **tell your child to show it to their teacher as soon as they get to school. If an emergency arises, you must call the school by NOON so that we can advise the teachers.**
- ❖ Students who leave early are to meet their parents at the office.
- ❖ Guardians/Parents must sign their child's name in the sign out book at the office.
- ❖ Whenever possible, appointments should be scheduled before or after school or on ped days so as to not disrupt the child's learning and to respect the classroom routine.



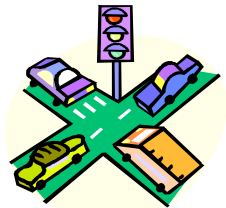
## SCHOOL BUS

- ❖ All students must follow the bus safety rules as stipulated in the SWLSB School Bus Regulations/Policy: **Students who receive bus tickets will be suspended from the bus**
- ❖ Students are not be allowed to take the bus to a friend's house. Assigned transportation is meant to be respected and cannot be changed unless the student's address has changed.
- ❖ Emergencies are the only reason accepted for a temporary bus change.
- ❖ Our Kindergarten students have the same school hours and ride the same school buses as the older students.
- ❖ If your child will not be taking the bus, please write a note in the agenda and **tell your child to show it to his/her teacher in the morning.**
- ❖ As much as possible, please keep a routine for school bus use so as to minimize your child's anxiety and to ensure his/her safety.



## DROP OFF AND PICK-UP

- ❖ Walkers/ car-pooled students **MUST** enter the school yard through the east side school yard gate and **NOT** the front entrance.
- ❖ At dismissal, students who do not take the bus will be dismissed at the east side school yard gate.
- ❖ **Please do not block the school gate entrance.**
- ❖ Please do not park in the staff parking lots during pick-up/drop-off.
- ❖ Please follow directions, signage and be courteous to other drivers and pedestrians.



## EMERGENCY SCHOOL CLOSURE

- ❖ All school closures will be posted on the SWLSB website and announced on major radio stations.

## SICK CHILDREN

- ❖ If your child is not well, we ask that you please keep your child at home. Sick children risk passing their germs to other students. Unfortunately, children who are sick cannot experience a productive day of learning.
- ❖ Parents will be called to pick up their child from school if their child is sick.
- ❖ All students go outside at recess, lunch and during daycare. If a child is too sick to go outside, then they are too sick to be at school.
- ❖ Any exceptions to this must be approved by the administration.
- ❖ Any infectious illnesses, including lice must be reported to the secretaries.



## NUTRITION/ÉCOLE EN SANTÉ

### Important Goal: *Healthy Body / Healthy Mind*

- ❖ Good nutrition is very important for the well being of our students.
- ❖ Please provide nutritious snacks and lunches that include fruits and vegetables, proteins and grain products.
- ❖ Water is essential in helping students concentrate and focus on their work. Please use a re-fillable water bottle.
- ❖ Souvenir is a **PEANUT SENSITIVE SCHOOL**, so please check all packaging before sending food to school.



## SCHOOL DRESS CODE

- ❖ *The purpose of our dress code is to promote a positive environment for learning and living.*
- ❖ The school Dress Code is **compulsory**. Our colours are **navy blue and white**. Clothing with logos, shirts with stripes, short shorts, halter tops, spaghetti straps, platform shoes, flip flops and dangling earrings may not be worn. Tops must cover the midriff.

TOP	BOTTOM
<ul style="list-style-type: none"> <li>- Plain white dress shirt or blouse</li> <li>- Plain white polo with collar, short-sleeved or long-sleeved (with or without Souvenir crest)</li> <li>- Plain white turtle neck or mock turtle neck.</li> <li>- Navy sweatshirt (with or without Souvenir crest)</li> </ul>	<ul style="list-style-type: none"> <li>- Plain navy dress pants</li> <li>- Plain navy corduroy pants</li> <li>- Plain navy jogging pants</li> <li>- Plain navy shorts</li> <li>- Plain navy tunic</li> <li>- Plain navy skirt</li> </ul>

- ❖ Sanctions will be imposed by the school administration, where deemed necessary for not following the dress code policy.
- ❖ Children sporting long hair will be asked to keep it tied to avoid spreading lice. Please inform the office if your child has lice. Helpful information about treating lice is available on our school website.

## CLASSROOM RULES

Teachers will establish their own individual classroom rules, procedures, rewards, and consequences.

## STUDENT DAILY EXPECTATIONS

### 1) UPON ARRIVAL AND ENTRY

- ❖ **Walk safely on the side walk to the school yard.**
- ❖ Enter the building quietly.
- ❖ Walk on the right hand side of the halls and stairways.
- ❖ Remove hat or cap upon entering the school.
- ❖ Carry your backpack
- ❖ Make sure to place and hang all belongings neatly in the lockers.
- ❖ **Change your shoes... STUDENTS MUST HAVE INDOOR SHOES**
- ❖ Students should have a change of clothes available in case of accidents.



### 2) IN THE CLASSROOM

- ❖ Enter the classroom to learn. Be on time
- ❖ Be positive about learning.
- ❖ Have necessary books and materials.
- ❖ Follow classroom rules.
- ❖ Keep your desk & locker clean.
- ❖ Have healthy snacks.



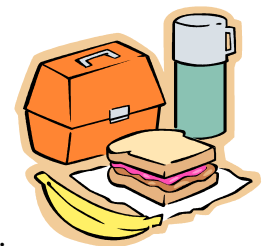
### 3) IN THE HALLWAYS

- ❖ Use indoor voice.
- ❖ Always walk.
- ❖ Wear hallway passes.
- ❖ Stay on the right side.



### 4) AT LUNCH TIME

- ❖ Wash your hands before eating.
- ❖ **Use a place mat when you are eating.**
- ❖ **Sit properly and calmly at your own desk.**
- ❖ Use an indoor voice.
- ❖ Keep the area clean.
- ❖ Raise your hand to ask for assistance and to throw out garbage.
- ❖ Use appropriate and polite language.



- ❖ Line up quietly and orderly when it is time to leave the classroom.
- ❖ \*\*\*Remember, we are a peanut sensitive school.

### 5) OUTSIDE

- ❖ Wear outdoor shoes or boots depending on weather conditions.
- ❖ Wear appropriate outdoor clothing.
- ❖ Be respectful of others when playing.
- ❖ Never throw any kind of object at others; rocks, snowballs, ice etc.
- ❖ If you see repeated inappropriate behaviour: Seek **help** from an adult.
- ❖ LINE-UP FOR ENTRY IN SILENCE



### HOMEWORK

Homework is essential for assuring success for all. Homework allows for the completion of classwork, the reinforcement of skills taught, and development of study habits. Parents and teachers must work together to insure that our students develop a responsible attitude toward homework.

Your child should have a quiet place in which to work and a regular timetable that allows an adequate time to complete all assignments.

### LOST & FOUND

There is a lost and found bin located on the main floor by the front door. Students can find their lost items in the bins or on the hooks. Please note, the school is not responsible for broken, damaged or lost items. Please leave expensive items at home.

### LIBRARY



Students must return books to the library on or before the due date. Overdue books will be subject to a fine. For lost or damaged books, students will be required to pay for the replacement of the book. Treat all school materials and books with respect.

### ELECTRONIC DEVICES

IPods, cellular phones, video games, cameras, and any other electronic devices **are not allowed in school**, unless students are asked to bring their devices to school for a special project. Our School does not accept responsibility for these personal items.



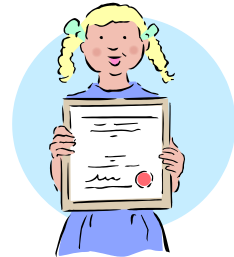
## SCHOOL WIDE CODE OF CONDUCT

A positive attitude contributes to a positive learning environment.

### **To be Respectful... To be Responsible... To be Ready... To be Safe!**

To be respectful our responsibilities are to:

- ❖ Follow the school and classroom rules
- ❖ Use appropriate language
- ❖ Be courteous toward others & treat them with respect
- ❖ Be tolerant of others
- ❖ Show empathy
- ❖ Show good sportsmanship
- ❖ Respect school property and property of others
- ❖ Respect school dress code



The code of conduct will be supported through the implementation of a **School-Wide Tracking System**. (*At school, on outings, on the bus, during lunch, and during after school or extra curricular activities*)

In partnership with the parents, it is the school's responsibility to help students develop self-control and a sense of responsibility. Parents' cooperation is **essential** in order to help the child reflect upon his/her behaviour and find ways to improve it. Good behaviors will be acknowledged and rewarded with certificates.

\*\*Please refer to the school website for the full **Code of Conduct** document;

[www.swlauriersb.qc.ca/schools/souvenir](http://www.swlauriersb.qc.ca/schools/souvenir)