



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**  
Daycare x-6620

### 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 and email are our main tools 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



Mr. Eric Ruggi  
Principal

Mrs. Michela Cortese  
Vice-Principal

At Souvenir Elementary School, our aim is to provide the best learning opportunities for each 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 who they are. It is our belief that teaching and learning have no boundaries.

## CONTACTING THE SCHOOL

The school office is open from 7:30 AM – 3:30 PM. To contact the school, please call: **(450) 688-1944**.

*Please do not telephone the school to relay messages to your children, except in emergency situations.*

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.** They 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 7:50 am** to inform the secretary of their child's absence. Please leave a voicemail message at **450-688-1944**. **Press option 1**. 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

It is important that children attend school regularly and be on time for class throughout the school year. Extended absences are 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 and school secretary, 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 to the school, including parents and volunteers, must use the main entrance and report to the office upon entering the school.** If you must bring an item to school for your child, whenever possible, please do so before 8:30 AM, during recess (10:05 – 10:20 AM). 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. Please arrange to speak to the teacher when it is mutually convenient.

## ARRIVAL AND DEPARTURE

### SCHOOL HOURS

Start of School	Morning Recess	Lunch	Dismissal
7:50 AM	10:05 AM – 10:20 AM	11:25 AM-12:25 PM	2:30 PM

**STUDENTS MUST BE AT SCHOOL BY 7:50 AM.** Students may begin entering the schoolyard at **7:40 AM** when the gate opens and the gate will **close at 7:50 AM** sharp. Walkers/car-pooled students **MUST** enter the schoolyard through the gate and **not** the front door.

Students arriving **after 7:50 AM must be signed in at the Main Office by their 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.

Any students who have not been picked up by 2:40 PM will be brought back to the office, and the parents will be called. Students will be sent to the daycare at 2:50 PM and parents will be charged. Please do not be late in picking up your child.

## EARLY DEPARTURE

Parents must advise the school, 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 before noon** so that

we can advise the teachers. Otherwise, students may only be picked up at the regular time of 2:30 PM. Students who leave early are to meet their parents at the office before 2 PM.

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 3 bus tickets or more will be suspended from the bus.** Students **are not 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. 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.

If your child is on the school bus, you are not permitted to go on the bus to remove him/her. All students must remain on the bus.

**DROP OFF AND PICK-UP**

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

Once your child(ren) is dismissed from school, he/she will not be allowed to re-enter the school to get any forgotten items such as homework, clothing, etc. The same rule applies to parents. Parents are not permitted to wander the halls or enter the classrooms or daycare rooms.

**DAYCARE**

**DAYCARE HOURS**

REGULAR SCHOOL DAY			Pedagogical/ Professional Days	Holidays Closed
Morning	Lunch	Afternoon		
7:00 AM-7:45 AM	11:25 AM – 12:25 PM	2:30 PM – 6:00 PM	7:00 AM – 5:00 PM	

Qualified personnel supervise the students during the various activities scheduled such as time to complete homework, participate in arts and crafts, take part in educational activities, and

opportunities for fun and games. All this takes place in a warm and open atmosphere. For further information, contact the school daycare at (450) 688- 1944 x-6620. Parents who are using the Daycare program must sign in and sign out their child.

#### SCHOOL BOARD POLICY

##### **CHANGING THE REGISTERED SCHEDULE FOR BUS SERVICE AND DAYCARE IS NOT PERMITTED.**

With advance notice, any changes in the dismissal schedule can only be made twice during the school year and these can only begin after the Christmas break and Spring break.

**DISMISSAL CHANGES CAUSE SAFETY CONCERNS** for all students and delay bus dismissal. **IN URGENT CASES, PARENTS MUST CONTACT THE OFFICE BEFORE NOON** for any changes.

#### EMERGENCY SCHOOL CLOSURE

Once the decision is made to close schools, the school board will immediately:

- Post the list of schools/centres closed on the SWLSB website's homepage.
- Post the information on the SWLSB Facebook page
- List the names of schools that are closed for the day on the administrative centre line (450-621-5600 or 1 866 621-5600)
- Inform radio and television networks
- Send a text message to subscribers of the REMIND APP with link to SWLSB website to access list of schools

#### SICK CHILDREN

If your child is ill, we ask that you **please keep your child at home**; we do not have the facilities or staff to care for them. Sick children risk passing their germs to other students. Unfortunately, children who are sick cannot experience a productive day of learning and cannot stay at the office.

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. Should your child become ill with a communicable disease (scarlet fever, impetigo, chicken pox, Fifth's disease, whooping cough, pediculosis (head lice), meningitis, conjunctivitis, streptococcal infection, H1N1), please seek appropriate medical attention and inform the school immediately.

#### FIRST AID - INJURIES

Should an accident or illness occur at school or during a school outing, school personnel will give immediate attention and first aid to the child. In consultation with the CLSC, the school purchases the necessary equipment and materials to administer First Aid. Since we do not have a medical room, we keep names and telephone numbers of parents and/or designated adults handy and require the parents (designated adults) to be readily available. If a student should require immediate medical attention, the school will act in the best interest of the child, while at the same time, alerting the parents or guardians.

## SCHOOL NURSE

The school is assigned a nurse from the CLSC on a consultative basis. The nurse carries out required immunization programs and student information programs. Please complete any questionnaires or follow any suggestions given by the nurse, as they concern the health of your child.

## NUTRITION

### **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 **NUT SENSITIVE SCHOOL**, so please check all packaging before sending food to school. All sharing of food is prohibited throughout the school.

## ALLERGIES

In the case of a child with a life-threatening allergy, forms must be completed and arrangements must be made with the school in regards to their EpiPens. The classmates of severely allergic children in the primary grades will receive a notice indicating that we ask your cooperation in not bringing food items containing the life-threatening allergen into the classroom.

Staff members and students are educated about life-threatening allergies, and all staff members, including lunch monitors, receive initial training and refresher course in the administration of the EpiPen.

## ADMINISTRATION OF MEDICATION TO STUDENTS

In order to administer prescription medication to a child we require written authorization (form will be given to the parent or sent home from the office). Medication must be in a labelled container with a prescription, indicating the child's name, name of medication and dosage, etc. We cannot administer any medication (including Aspirin, Tylenol or Benadryl) without a doctor's prescription.

## ITEMS NOT PERMITTED

Dangerous objects such as matches, firecrackers, knives, laser pointers, etc. are not permitted on school property. Toys, trading cards/items, expensive electronic games and equipment (MP3's, Ipods, and cellular devices), skateboards, roller blades are not permitted at school. The school does not accept responsibility for these items should they be lost or stolen. The school will supply balls, hockey sticks, baseball bats, etc. at the appropriate time.

Students who ride a bicycle to school must wear a helmet and bring a lock to secure the bicycle. The school does not accept responsibility should the bicycle be damaged or stolen.

## 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, jeggings, halter-tops, spaghetti straps, platform shoes, flip-flops and dangling earrings may not be worn. Tops must cover the midriff. A uniform company is available to order items with the school logo. More information is available on our school website.

<b>TOP</b>	<b>BOTTOM</b>
-Plain white dress shirt or blouse -Plain white polo with collar, short-sleeved or long-sleeved (with or without Souvenir crest) -Plain white turtleneck or mock turtleneck. -Plain navy hoodie/cardigan (with or without Souvenir crest)	- Plain navy dress pants - Plain navy corduroy pants - Plain navy jogging pants - Plain navy shorts - Plain navy tunic - Plain navy skirt

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 sidewalk to the schoolyard.**
- 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

- Be on time and enter the classroom ready to learn.
- 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 Nut 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**

## DISCIPLINARY SANCTIONS

The administration will impose consequences for behaviour based on the severity and/or repetitive nature of the behaviour as well as the circumstances of the situation. It should be understood that sanctions are applied with the principle that the long-term goal is the rehabilitation and reintegration of the student who commits an offence. The safety of all students is always the primary goal.



## CONSEQUENCES

Serious infractions including bullying and violence, lack of respect for others or for property, will automatically result in the following disciplinary measures:

- Immediate intervention with the child by staff members/ special education technician
- Communication with parents (telephone, incident report, letter, email)
- Detentions at recess, lunch or on Ped Days
- Suspensions

It may also result in the loss of recess and/or lunch recess, loss of field trip privileges, loss of graduation privileges, loss of extra-curricular privileges, loss of in-school activities or events, loss of bus privileges, or loss of daycare outside play privileges and/or daycare services.

In addition, serious or repeated offences may also involve one or more of the following measures:

- An in-school meeting with the parents and the child
- A conference with the principal and/or teacher
- The supervision of the student during free time (i.e. must be followed by a supervisor during recess and at lunch time)
- Reflection time
- Community service either inside or outside of the school setting
- Referral for outside services
- A suspension in school or out of school followed, if necessary, by a meeting with parents before the student may be permitted to return. When determining the duration of the suspension, Souvenir shall take into account the student's best interest, the severity of the incident, and any previously taken measures.
- If the problem continues, an individual discipline plan involving school professionals and parents may be developed.
- Recommendation to move the student to another school, or to expel from the Board.

## EXTRA CURRICULAR ACTIVITIES AND FIELD TRIP PRIVILEGES

Extra-Curricular Activities (ECAs) include, but are not exclusive to, athletic teams, clubs, cocurricular activities, field trips, and dances. Students are encouraged to get involved in these activities; however, students should recognize that participation in ECAs is a privilege and not a right.

## 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. While at home, your child should have a quiet place 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. As such, students are asked to leave these electronics at home. Our School does not accept responsibility for these personal items. Kindly be advised that it is illegal to take unauthorized pictures, videos, and sound clips on school property. Electronic devices may only be used within an academic context, which is endorsed by the staff and administration.

A student using a cell phone or personal camera, and/or electronic devices on school property will have the item confiscated. It will be returned only to the parents. Parents will also be asked to verify that there are no pictures on the camera or cell phone that were taken at school.

## GOVERNING BOARD

Souvenir's Governing Board serves as the school's main consultative body. Composed of parents, staff members and community representatives, this committee approves policies regarding many areas of school life and is consulted on many important issues. Any parent may present himself/herself as a candidate or nominate another parent at the Governing Board General Assembly held in August (see the school calendar on our website), at which an election is held. Members are elected for a two-year mandate. Meetings are held once a month.

## HOME AND SCHOOL

Souvenir's Home and School Association is very active. Its primary purpose is to organize and carry out fund-raising activities. Over the years, Home and School has purchased many items for the school, and sponsored plays, field trips, concerts, and school-wide events. Membership is open to all families who pay the Home and School membership fee. We welcome and encourage parent participation at any level.

## 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. Positive behaviour and academic achievements will be recognized and celebrated as per the school's Student Recognition Policy.

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