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Student's Name

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Class

**St. Paul Elementary School (K4- Gr. 2)**

2425 rue Honfleur  
Laval, QC  
H7E 1Y3  
Office: 450.680.3033  
Fax: 450.663.5833



**St. Paul Annex (Gr. 3-6)**

1305 Rue de l'Assomption  
Laval, QC  
H7E 4C5  
Office: 450.680.3034  
Fax: 450.629.9587

Mrs. Lynn Neveu, Principal  
Mrs. Tara Venieris, Vice Principal

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### St. Paul Students' Responsibilities



It is my **RESPONSIBILITY** to listen to instructions, work quietly, raise my hand if I have a question or concern, and to complete assignments. I will cooperate.



It is my **RESPONSIBILITY** to speak politely to students and adults.



It is my **RESPONSIBILITY** not to tease or bother other people, or to hurt their feelings, but to show respect and consideration for others and their ideas.



It is my **RESPONSIBILITY** not to threaten, kick, punch or physically harm anyone else, and to adhere to the rules of this school.



It is my **RESPONSIBILITY** to respect the personal property of others, and to accept their right to privacy.



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 school too.

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

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

City & Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Homeroom Teacher: \_\_\_\_\_

SWLSB Username and Password: \_\_\_\_\_

LEARN Quebec [www.learnquebec.ca](http://www.learnquebec.ca) Username & Password: \_\_\_\_\_

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## Principal's Message

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It is our pleasure to welcome you to St. Paul Elementary School for the 2021-2022 school year.

This document is designed to inform you about our policies and procedures as well as serving as an organizational tool for students. We would encourage you to read this document with your child and highlight those items that are relevant to him/her. Research has demonstrated that the involvement of parents in the academic life of their child and in the school community significantly benefits their child's development and progress in school.

**Since communication between home and school is vital, you are always welcome to contact the school directly to communicate with our teachers. Please accept our invitation to become a full partner in your child's education.**

We look forward to this coming school year with you and your child. If you have any comments or concerns, feel free to contact your child's teacher. We wish you and your child a happy and successful year!

We look forward to working with you again this year!

Mrs. Neveu  
Principal

Mrs. Venieris  
Vice- Principal

Goals & Objectives	Examples of our Expectations	
	Our students will...	As parents we will...
<b>St. Paul is a safe and caring environment</b>	<ul style="list-style-type: none"><li>Walk calmly in the hallways</li><li>Follow instructions</li><li>Be kind and caring towards each other and all adults</li></ul>	<ul style="list-style-type: none"><li>Keep our child(ren) home if they are ill</li><li>Support the school staff by teaching my child empathy and kindness</li><li>Hold our child(ren) accountable for their actions</li></ul>
<b>St. Paul has an atmosphere of respect</b>	<ul style="list-style-type: none"><li>Use appropriate language</li><li>Be polite with peers and all adults</li><li>Respect themselves, others, school property and the environment</li><li>Respect the rules as outlined in the Code of Conduct</li></ul>	<ul style="list-style-type: none"><li>Encourage our child(ren) in a positive manner</li><li>Assist the school by laying the foundation for respectful behaviours</li><li>Model respectful behaviours and language</li></ul>
<b>St. Paul's students will experience success</b>	<ul style="list-style-type: none"><li>Be prepared for class by having all necessary supplies and completed homework</li><li>Be an active participant in class while not disrupting the learning environment</li><li>Listen carefully to instructions and follow directives given by adults</li><li>Always try their best with their work and behaviour</li></ul>	<ul style="list-style-type: none"><li>Send our child(ren) to school on time</li><li>Ensure our child(ren) have a healthy breakfast, snacks and lunch</li><li>Ensure assignments are completed</li><li>Encourage our child(ren) to persevere and believe in themselves(s)</li></ul>
<b>St. Paul students, staff and parents will be proud of their school</b>	<ul style="list-style-type: none"><li>Respect and comply with the school dress code</li><li>Participate actively in class and activities</li><li>Be a good citizen</li></ul>	<ul style="list-style-type: none"><li>Assure that our child(ren) are appropriately dressed and comply with the school dress code</li><li>Be respectful members of the school community and support our school</li></ul>



## Code of Conduct 2021-2022



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### Communication between Home and School

Communication, between parents and teachers, is important in ensuring your child's success at school. Teachers provide feedback to parents in a variety of ways; report cards, interviews, written notes, Class Dojo, email and phone calls are the most common. At curriculum night, your child's teachers will tell you their preferred method of communication.

- Please respect your child's teacher's preferred method of communication;
- Please consult your child's teacher first, as they interact with your child the most. If the problem is not resolved, **only then** should the Principal be contacted;
- Teachers are not required to supply work for personal tutors;
- All communication between parents and staff members must be conducted in a respectful manner. Disrespect (verbal or written) will not be tolerated.



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### Use of School Telephones

- Students are not permitted to use the telephones at school. In the event of an emergency, parents will be contacted by a member of the school staff;
- In an effort to ensure students learn organizational skills and responsibility, students will not be permitted to call home for forgotten work, projects or clothing;
- Parents are responsible for updating any changes in telephone number, email address or home address at the beginning and during the school year.



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### Personal Health

- As part of the Province of Quebec's "Healthy Schools" initiative, students are encouraged to bring healthy food to school for lunch and snacks (soft drinks are forbidden);
- Students must be careful with the kind of food brought to school (peanuts and tree nuts are forbidden) since St. Paul is a NUT SAFE school;
- Holiday goody bags, birthday treats (food items) are NOT PERMITTED at school due to allergies;
- Students are not permitted to share food or snacks;
- Gum is forbidden;
- No fast food drop-offs or deliveries are permitted. Please pack your child's lunch. You may come and sign your child out for lunch or pre-order from our catering service;
- Students must sit properly and calmly to eat;
- No money should be carried by the students, except for fundraisers;
- If students are healthy enough to attend school, it should be understood that they will go outside at recess/lunch. No indoor supervision is available.



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### Medication

- No medication (antihistamines, aspirin, Tylenol, Advil) will be administered to any elementary school child while in attendance at school without written consent from the child's parent or doctor;
  - Students may not bring medication with them to be self-administered. Prescription medications should be left at the office, with a copy of the prescription and will be administered by the school staff;
  - Students with a fever are not permitted to attend school. Parents will be called to pick them up, without exception. If your child has a fever in the morning, do not give them Tylenol/Advil and send them to school. You will be called to pick them up, without exception.
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## Safety & Security

- Students must use the staircase designated for their classroom;
- Students must prevent accidents by leaving snow, ice, rocks, sand and sticks on the ground. Throwing these or other dangerous objects is strictly forbidden;
- Students must never open any exterior door for anyone;
- Shoes must be worn at all times;
- Cell phones, iPads, cameras, video games, laser pointers and other electronic devices are FORBIDDEN (the school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school).
- Students are not to bring any toys, including trading cards (sports, cartoon and other), stickers and all other “fad items” to school from home (the school or its personnel will not be held responsible for loss, damage or theft if these items are brought to school);
- School personnel reserve the right to confiscate forbidden items. Parents will be required to pick up the items from the office;
- Jewelry should be left at home. The school is not responsible for loss or theft;
- Any item deemed to be a weapon is forbidden. Students in possession of these items will be suspended immediately (pocket knife, knife, bb gun, pellet gun, etc.);
- Parents are not permitted to use the staff parking lot, nor the designated bus lane in front of the school in the morning when dropping off their children. Municipal parking signs must be respected.



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## Parent Volunteers

- Only parents who have completed the “Declaration of Judicial Record” are invited to volunteer at St. Paul School. This form is available on the SWLSB website and must be submitted to the school office prior to volunteering;
- In order to ensure your children’s safety, we wish to advise you that parents must report to the office upon arrival at school;
- Parents are not permitted to circulate in the school and must use the designated pick up area if picking up their children after volunteering;
- Volunteers and visitors must sign in at the office and wear a visitor/volunteer badge;
- Volunteers are expected to respect confidentiality, use appropriate language and dress appropriately for work in a school.

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## School Bus Safety

- Students are responsible for following the bus safety rules which are available on the SWLSB website;
- Students are never permitted to take a bus other than their own;
- According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) at St. Paul are not permitted to take the bus when enrolled in Daycare. If they are not going to Daycare, they must be picked up by a parent or authorized guardian;
- Children who use the bus must have a regular routine for its use (ex: always on M-T-W, not on Th-F). **Frequent or sporadic changes of the routine put the child’s safety in danger**;
- The SWLSB Transportation Policy can be viewed on the SWLSB website at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca).

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## Daycare

- Students enrolled in Daycare at St. Paul are expected to follow the school rules at all times (before school, lunch, after school, on Pedagogical Days and on outings). Refusal to do so could result in a suspension from Daycare, or termination of services if the behaviour persists;
  - Please consult the Daycare pamphlet for more information.
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## Attendance

- Students are expected to be in school for 180 days each school year. Excessive absences have a negative effect on the students' academic achievements and often result in a reduced acquisition of the competencies; *\*Truancy (excessive, unexplained absences) cases may be referred to Youth Protection;*
- For security reasons, if your child is to be absent, you **must notify the office** by calling or leaving a message before 8:55 a.m.;
  - Main Building (K4 to Grade 2): 450.680.3033 ext. 6915 or [gpiperissa@swlauriersb.qc.ca](mailto:gpiperissa@swlauriersb.qc.ca)
  - Annex Building (Grades 3-6): 450.680.3034 ext. 6715 or [vlahara@swlauriersb.qc.ca](mailto:vlahara@swlauriersb.qc.ca)
- Students who are absent are responsible for obtaining and completing missed work upon their return. Missed work will not be available for pick up at the office or sent home via another student unless it is a long-term absence for medical reasons;
- Any family who chooses to take a vacation outside of the pre-determined school holiday calendar is responsible for having their child(ren) catch up on missed work upon his/her return, on his/her own time;
- Teachers will not provide and prepare work for students prior to their departure for vacations;
- It is advisable that parents verify with the school administration prior to choosing to remove their child from school for vacations during the regular school year (especially at the end of term when assessments are being done). ***Due to exam periods, vacations are strongly discouraged during April, May and June for Grades 2 & 4. Grade 6 Ministry exams do not allow for absences.***

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## Arrivals

- Students are required to be in school at 8:50 a.m. and to be punctual for all classes; *\*Late arrivals are disruptive to your child and the entire class;*
- After 9:05 a.m. parents are required to sign them in at the office;
- Students are only permitted to enter through the front door if they are arriving late. Otherwise, they should enter via the school yard;
- Students should not arrive before 8:50 a.m. and should not remain in the yard after 4:00 p.m. Students who do so will be brought to daycare and the occasional user fee will apply to all those who are not regular users.

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## Dismissal

- For your child's safety, you must contact the office **before** the beginning of the lunch hour for changes to your child's usual dismissal routine;
- Parents are forbidden from taking their child off the bus during dismissal. In the unlikely event of an emergency, please advise a staff member on duty and they will get your child from their bus;
- Students who must leave early for medical or any other legitimate reason, must present a note to their teacher, and then report to the office to be signed out by an adult before leaving the school;
- Any adult whose name does not appear on the student's identification sheet is forbidden from signing the child out without written permission from the parent;
- For safety reasons, any modifications to the student's regular dismissal time must be communicated to the school in writing;
- Pick-ups and drop-offs are not permitted during the lunch hour as the office is closed at this time. Please ensure that you arrive during our office hours and not during the lunch hour.

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## Homework

The purpose of homework is to reinforce skills taught during class or to complete work which was not finished during class time. Students are expected to complete assigned homework to the best of their abilities and on time.

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## Dress Code

The St. Paul Governing Board has approved the implementation of a dress code in our school, by which all students are required to abide. Clothes worn to school must be appropriate and comfortable for the types of activities planned for the day. Since we have over 450 students wearing the same kinds of clothing, **ALL clothing should be labeled with your child's full name.**

### Shirts:

- Must be plain white, plain gray, plain navy blue (t-shirts, golf shirts, turtlenecks, blouses and dress shirts, sweaters are all acceptable). Coloured shirts, tank tops or undergarments worn under white shirts cannot be visible;
- Sweaters are permitted in plain white, plain gray or plain navy blue;
- Must be appropriate length with no midriff showing (arms up or down);
- No logos or brands should be larger than a loonie;
- No inappropriate language or graphics are permitted;

### Bottoms:

- Pants, skirts or shorts must be navy blue. No logos are permitted on the pants. Only white stripes are permitted. Jeggings (leggings that look like denim jeans) are NOT PERMITTED;
- If wearing a skirt, stockings or tights must be either plain navy blue or plain white. No alternate colours or patterns are permitted;
- Skirts and shorts must be longer than the students arms, fully extended by their sides;
- Pants must be worn on the hips or waist, with no undergarments showing;
- **If wearing navy blue leggings, the white/gray/navy shirt MUST cover the student's entire backside.**

### Shoes:

- Outdoor shoes must be appropriate for playground activity. NO platform, high heels or flip flops. Sandals pose a risk for safety when running and are strongly discouraged;
- Indoor shoes must be appropriate for school related activities, have a flat sole and be 'non-marking' (high heels, platform, and 'flip-flops' are not permitted);
- In winter, students must wear boots until the school personnel deem the playground safe for wearing shoes (no snow, puddles, ice).

### Hats & Accessories:

- Caps and hats are for outdoor use only and must be removed immediately when entering the building. Caps are recommended during the warm months to protect the students' heads and eyes from the sun;
- Bandanas are forbidden when worn as a head-covering (indoors), may be worn as a hair-band (folded).

### Personal Hygiene

- Deodorant or antiperspirant is encouraged for Cycle 2 & 3 students and should be applied at home. No sprays are permitted at school;
- Strong-smelling perfumes, colognes or body sprays are discouraged;
- Acrylic nails are strongly discouraged as they often interfere with the child's ability to write/grip their pencil properly and can be a safety risk in Phys Ed.

### Physical Education:

- A change of clothing is mandatory for all students (except K4 and K5);
- Plain navy blue shorts and plain white or plain gray t-shirts;
- Students MUST wear APPROPRIATE running shoes (non-marking, athletic style);
- For safety reasons, watches and jewelry must be removed before Physical Education class;
- For safety reasons, fingernails must be kept short.
- Students who do not have appropriate Physical Education attire may not be permitted to participate in Physical Education class;
- Kindergarten students should wear clothes that are appropriate for Physical Education class on their designated Physical Education day.

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## Rules to Ensure Respect & Responsibility

- Students must respect the adults in charge, the other students, their environment and themselves;
- Students must always use appropriate language. Vulgar language or uttering verbal threats/insults will not be tolerated;
- Students must respect school property (no vandalism, graffiti) by keeping desks, walls, furniture and books in excellent condition. Lost or vandalized items will be charged to parents;
- Students are expected to be prepared for class (books, homework, pencils, Physical Education clothes etc.) and make necessary efforts to ensure their success.
- Students must refrain from any inappropriate physical contact (pushing, kicking, shoving, punching, slapping, play fighting, roughhousing, kissing etc.) on school grounds (inside & outside);
- Students must walk quietly INSIDE the school, on the right-hand side and refrain from physical contact;
- Plagiarism will not be tolerated.

*St. Paul School respects the rights of all members of the community. We celebrate diversity and actively protect the rights of minorities. Racist, homophobic, prejudicial or discriminatory comments/actions won't be tolerated.*

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## Distance Learning Rules & Responsibilities

In the event of a class or school closure due to Covid-19, students will shift to distance learning. In partnership with parents, it's the students' responsibility to attend their online classes and follow the expectations below:

- The use of photography or any recording equipment (including Zoom recording) is not permitted.
- Students are expected to be on time for their online classes;
- Students are expected to respect their teachers' online classroom rules and expectations;
- Students are expected to follow their teacher's instructions and stay focused and on task,
- Students are expected to complete and submit their assignments,
- Students must be respectful and appropriate at all times;
- Students are expected to remain muted if/when requested by the teacher;
- Students must only use the chat function if/when requested by the teacher.
- Parents may assist their child with online functions, but must allow their child to participate in their online classes independently, as would be the case in a regular classroom setting;
- Parents must refrain from interrupting, interjecting or posing questions during online lessons.

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## Consequences

In partnership with 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 to find ways to improve it. Depending upon the nature, frequency and severity of the inappropriate action, one of the following consequences may follow:

<b>Classroom Issues (at the discretion of the teacher)</b>	<b>School Management (at the discretion of the Principal)</b>
<ul style="list-style-type: none"><li>▪ Teacher-Student discussion, redirection</li><li>▪ "Reflection-Time", reflection sheet etc.</li><li>▪ Reflection Room/Restorative Practices</li><li>▪ Parent contact</li><li>▪ Office referral</li></ul>	<ul style="list-style-type: none"><li>▪ Parent contact (letter, email, telephone call)</li><li>▪ Meeting with the parent(s)</li><li>▪ Reflection Room/Restorative Practices</li><li>▪ Loss of activity privileges or non-educational trips</li><li>▪ In-school suspension</li><li>▪ Home suspension</li><li>▪ Expulsion from the school (extreme cases)</li></ul>

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## St. Paul Anti-Bullying & Anti-Violence Summary Plan

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The word “**bullying**” means any repeated direct or indirect behaviour, comment, act or gesture, whether deliberate or not, including in cyberspace, which occurs in a context where there is a power imbalance between the persons concerned and which causes distress and injures, hurts, oppresses, intimidates or ostracizes;

The word “**violence**” means any intentional demonstration of verbal, written, physical, psychological or sexual force which causes distress and injures, hurts, or oppresses a person by attacking their psychological or physical integrity or well-being, or their rights or property.

The following actions can be considered bullying and/or violence if they meet the above criteria:

### Physical:

- Hitting, kicking, punching;
- Pushing, shoving, spitting;
- Forcing others to hand over food, money or something that belongs to them; and
- Making someone do something they don't want to do.

### Verbal:

- Name calling;
- Teasing, insults, putdowns;
- Threatening of any kind;
- Making fun of someone because of their appearance, physical characteristics or cultural background; and
- Making fun of someone's actions.

### Indirect (social and psychological):

- Excluding others from the activity or the group;
- Spreading untrue stories about others;
- Making inappropriate gestures;
- Taking, hiding or damaging something which belongs to someone else;
- Sending nasty or violent notes, emails or text messages; and
- The inappropriate use of websites, chat-sites or camera phones.

### Cyberbullying

#### (Involving the use of Information & Communication Technologies):

- Threats, Insults, Rumors;
- Identity stealing;
- Harassment, Discrimination, Denigration, Defamation;
- Filtering or online blocking;
- Making inappropriate messages;
- Posting fights, incidents on YouTube or any other social media website.

\*These lists are not exhaustive.

**Bullying and violence must not be tolerated and require intervention should they occur.**

**Bullying is not fighting. Bullying is aggression (imbalance of power) and not necessarily a physical fight. A jostle, a fight, an insult or another threat restricted to two individuals on equal power footing is not considered bullying.**

### Strategies to Deal with Bullying and Violence

Our goal is to teach self-discipline and respect – respect for self, for others and for property. Our behaviour plan aims to teach students to be respectful and kind to themselves and to others.



## The Members of the Anti-Bullying & Anti-Violence team (ABAV team) for 2021-2022 are:

L. Neveu, Principal [lneveu@swlauriersb.qc.ca](mailto:lneveu@swlauriersb.qc.ca)

T. Venieris, ABAV Coordinator & Vice Principal [tvenieris@swlauriersb.qc.ca](mailto:tvenieris@swlauriersb.qc.ca)

Other members TBD

### Responsibilities of staff:

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To treat seriously all reports or observed incidents of bullying or violence;
- To report incidents of bullying or violence to the principal in writing;
- To ensure that students are supervised at all times.

### Responsibilities of students:

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To help someone who is being bullied or hurt;
- To refrain from bullying or hurting others;
- To inform a member of the ABAV team or any adult if they are being bullied or hurt or if they see someone else being bullied or hurt - both at school and on the way to and from school.

### Responsibilities of parents:

- To model appropriate behaviour, respecting individual differences and diversity;
- To reinforce the message that bullying and violence are not accepted nor tolerated;
- To instruct their children to tell the appropriate adult if they are bullied or hurt;
- To inform a member of the ABAV team if their child is being bullied or they suspect that this is happening.

### Students who bully or hurt others may face one or more of the following consequences:

- Meetings with administration with or without parents;
- Reflections;
- Restitution;
- Involvement in a mediation process;
- Involvement in social skills programs;
- Referral to the Behaviour Technician;
- Parents will be contacted by the school;
- Privileges may be withdrawn (e.g. exclusion from the playground or special activities);
- Sanctions outlined in the School's Discipline Policy such as detention and suspension;
- Ultimately, a student could be expelled by the SWLSB Council of Commissioners complying with Article 96.27 of the L.I.P.

### Pro-Active Plan:

- Lessons in the classroom;
- Small group programs and special guest speakers;
- School Blitz (Pink Shirt day, bus campaigns, International Day Against Homophobia);
- The "My School Survey".

### How to Report Bullying:

- Student reports to any member of the ABAV team or any adult;
- Student completes an *Incident Report form* (attached) and leaves it with the secretary;
- Student's parents can contact any member of the ABAV team or a staff member.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER  
SIR WILFRID LAURIER SCHOOL BOARD

## ***Elementary Student User Agreement and Parent Consent***

- When using school computers, I will use appropriate language and not look at or use anyone else's work without permission;
- I shall not give out personal information such as my address, telephone number, parents' work addresses or telephone numbers, credit card;
- I shall not give out the name and address of my school without permission from a staff member or teacher;
- I shall tell my teacher right away if I come across any information that is inappropriate or makes me feel uncomfortable;
- I shall never send my picture or anything else without first checking with my parents and /or teacher;
- I shall not give out my password to anyone (even my best friends);
- I shall never agree to get together with someone I "meet" on-line;
- I shall talk with my parents about the rules for going on-line;
- I understand that anyone can read messages I send and that my work on the computer is not private;
- I have read and I understood the rules and promise to follow them. If I do not follow these rules I know that I may have my computer privileges restricted or taken away.

Student's School: \_\_\_\_\_

Grade: \_\_\_\_\_

Student Name (please print): \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

A complete version of the Policy is available on the School Board Web site at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)

### **Parent / Guardian Consent**

As the parent / guardian of the above-named student, I have read and I have understood the Policy on the Use of Information and Communication Technology Resources. I grant permission for my child / charge to access networked services such as e-mail and the Internet.

Name of Parent / Guardian (Please Print): \_\_\_\_\_

Signature of Parent / Guardian: \_\_\_\_\_

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

# Parent and Student Contract

I have read the Code of Conduct, safety measures, consequences and the policies with my child.

We will make sure to respect the rules as well as the policies of St. Paul Elementary School so as to allow all students to learn and grow in a safe and healthy environment.

Student's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

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

Parent's Signature: \_\_\_\_\_

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

**This Code of Conduct was developed collaboratively with the teachers and administration.  
Approved by the Governing Board in April 2021.**

