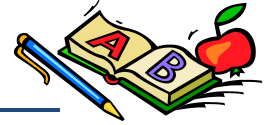




JULES VERNE ELEMENTARY SCHOOL ÉCOLE PRIMAIRE JULES VERNE

1701 rue de l'École, Laval (Québec), H7G 1V5
Telephone/Téléphone : (450) 680-3050 Facsimile/Télécopieur : (450) 662-5543
<http://jverne.schoolqc.ca>



This agenda belongs to: _____



Parent and Students' Responsibilities

BE READY means to:

*Be Punctual
Be Prepared
Be Organized*

*I will arrive on time.
I will have all my materials.
I am ready to learn.
I keep my desk and locker in order.*



BE RESPECTFUL means to:

*Be Polite
Be Attentive
Be Kind*

*I listen carefully to whoever is speaking.
I follow the teacher's instructions.
I respect Myself, I respect Others, I respect Property,
I respect the Environment*

BE RESPONSIBLE means to:

*Be Safe
Be Fair
Be Honest*

*I always do my best.
I complete all my assignments and homework.
I know and follow the school rules.
I play safe.*



Student Information

Parent's Name: _____ Telephone number: _____

Parent's Name: _____ Telephone number: _____

Address _____ City: _____

Computer Lab Username: _____ Password: _____

LEARN Username: _____ Password: _____



CODE OF CONDUCT



Rules to Be Ready, Be Respectful, Be Responsible

- Students are expected to be Ready and prepared for class (books, homework, pencils, gym clothes etc...) and make necessary efforts to ensure their success.
- Students must Respect the adults in charge, the other students, their environment and themselves;
- Students must be Responsible and use appropriate language at all times. The use of 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;
- Students must be Responsible and refrain from any inappropriate physical contact whether it is inside or outside school (pushing, kicking, shoving, punching, slapping, play fighting, roughhousing, kissing etc..);
- Students must be Ready, be Respectful and be Responsible and walk quietly at all times and refrain from all physical contact;

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 behavior 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 and not necessarily in this order:

- *Verbal Warning and Reminder of the Rules*
- *Referral to the Principal*
- *Written reflections*
- *Communication/Meeting with Parents*
- *Behaviour Intervention Plan*
- *Detentions*
- *Withdrawal of privileges*
- *Community service*
- *Suspension: Internal-school or External-home*

School Dress Code

The Jules Verne 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, comfortable and not distracting.



- Students must wear navy blue pants, skirts or shorts and plain white or navy tops. Jeans and jean imitation (*jeggings*) are not permitted.
- **A navy blue sweat shirt may be worn over the white top provided it has the school logo.** A navy blue sweater may also be worn.
- Shoes must be appropriate for school and for school related activities. **All students must have an indoor and outdoor pair of shoes.**
- The school's **physical education uniform**, navy blue shorts/jogging pants and white top is compulsory and Grades 3, 4, 5 and 6 are expected to change in order to participate. Students must wear appropriate indoor running shoes (non-marking).
- No logos (other than the school logo), stripes, pictures, etc. are allowed on any clothing worn to school (tops or bottoms).
- Sanctions will be imposed by the school administration, where deemed necessary for not following the dress code policy. **Administration reserves the right to rule on the appropriateness of dress and appearance.**

Timetable

School Starts: 9:00
Recess Time: 11:15-11:30
Lunch Time: 12:35-1:35
School Ends: 3:35

Attendance (Drop off)

- **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;
- Students are expected to be in school at 9:00 a.m. Students should enter the schoolyard through the gate with the bussers. The gate is closed at 9:05 a.m. Students who are not **in their classrooms by 9:05 a.m.** must pick up their absence card from the office before reporting to class. Late arrivals are disruptive to the entire class. Tardiness will be recorded and persistent incidences will be dealt with by the administration in a manner appropriate to the circumstances;
- Any child who chooses to take a vacation outside of the pre-determined school holiday calendar is responsible for catching up on missed work upon his/her return, on his/her own time, unless prior arrangements have been made with his/her teacher;
- 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). No vacations are permitted during the months of April, May and June due to exam periods;

Late Arrivals

- **Students who are late must be accompanied by a parent. Parent(s) must sign them in at the office;**
- **For security reasons, if your child is to be absent, please notify the office by calling or leaving a message before 8:30 a.m. or email the School Secretary.**
- 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;

Early Dismissal (Pick up)

- **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;**
- If you are picking up your child early cut-off time is **3:00 p.m.** and you must sign them out in the office.
- 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;
- At dismissal, students who do not take the bus will be dismissed at the front school entrance doors. Students will not be permitted to cross the street without an adult. Please make sure you do not stand between the school and the bus loading area.

Visitors to the School

- A security system at the main entrance prevents unexpected visitors from entering the school;
- Please ring the bell at the **front door** located on Rue de l'École and we will buzz you in.
- If a parent needs to drop off something for a child, we ask that you please come to the office and **we will make sure your child receives it during recess or lunch time not during class time;**
- Parents are not permitted to roam through the hallways nor are they allowed to approach a teacher during teaching hours. (Arrangements to speak to a teacher may be made by a written note in the agenda or by email);
- Parents are not permitted to use the staff parking lot.



School Bus

- Students are responsible for following the bus safety rules;
- Students are never permitted to take a bus other than their own;
- Please do not call or send a note to the office to change daycare/transportation service. These messages will not be considered;
- According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) at Jules Verne 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;
 - Children who use the bus must have a regular routine for its use (ex: always on M-T-W, no on Th-F). **Frequent or sporadic changes to 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;



Contacting the School/Use of School Telephones

- Our school number is 450-680-3050;
- The office is open daily from 8:30 a.m. to 4:30 p.m.;
- Please note that the office telephone line may be closed during the lunch hour, which is between 12:35 and 1:35. However, an automated answering service is available at the school and messages will be processed at 1:40;
- 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 or address at the beginning and during the school year.



Volunteers

- Volunteers can be a multifaceted resource in a classroom and throughout a school. There are many opportunities to be a volunteer at Jules Verne. Please contact the school for more information on ways to volunteer. *You must fill out a declaration of judicial record.*



Emergency School Closure



- In the event that the School Board decides to close schools due to inclement weather conditions or other safety reasons, parents should consult the SWLSB website at www.swlauriersb.qc.ca, Facebook page www.facebook.com/swlsb or to call the Administrative Centre line at 450 621-5600 or 1 866-621-5600.
- Text the information to REMIND app users (copy this link in your web browser to sign up to the REMIND app:
 - http://www.swlauriersb.qc.ca/docs/parent%20info/2015_2016/Comm_email%20to%20parents_remind_october%2027%202015.pdf). Seeing as this is a text message service we can use a minimal amount of characters. Therefore the text message will only indicate which groups of schools are closed. You need to consult the board website or Facebook page for exact list of schools mentioned in the remind text. You can also view the groups by copying this link in your web browser: <http://bit.ly/1PzQcpT>
- In the event that the school is forced to close during the school day, you will receive an email from the school board and/or a notice will be on the school's website and Facebook page.

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.**

Personal Health/Nutrition/École en Santé; Healthy Body = Healthy Mind



- Students must sit properly and calmly to eat;
- As part of the Province of Quebec's "Healthy Schools" initiative, students **must bring only healthy food** to school for lunch. Snacks such as candy, chips, chocolate bars and soft drinks are forbidden. 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. Parents are strongly encouraged to provide a reusable water bottle for their children.
- Jules Verne is a **peanut and nut-safe school**. Please check all packaging before sending food to school. We request parents to support this policy as there are many children in the school who are severely allergic to nuts and peanut by-products.
- **Please do not send any treats to school for your child's birthday.** The school will be highlighting your child's special day on the intercom, as well as, offering them a small treasure. Any treat, food or other will be returned home.

Medication



- No medication (antihistamines, aspirin, Tylenol, Advil) will be administered to any elementary school child while in attendance at school without a written consent from the child's parent or a prescription issued by a physician.
- 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.

Communication and Report Cards in Digital Form



The school will be using email to communicate with parents. **Please make sure your email address is accurate.** The school newsletter is emailed out during the first few days of each month. Information can also be found on the school website: <http://jverne.schoolgc.ca> or Facebook page: www.facebook.com/julesverneelementary. Paper copies are sent home to families who do not have access to the internet.

Please note that your child's report card for Terms I, II and III (including the final report card) will now be issued to you in digital format. The school may, upon your request, provide a paper copy of your child's report card. Please be sure to keep a copy of your child's final report card for your records.

Electronics and Toys



Items such as cell phones, cameras, gaming devices, iPods, playing or trading cards and toys should not be brought to school. Please do not allow your child to bring any valuable items to school as we cannot ensure their safety. Although we do our best to teach children to be responsible and to respect the property of others, **we cannot be held responsible if items are lost or stolen.** Students who are found using personal electronics in class may have the electronic confiscated and returned to the parent/guardian after the instructional day or as appropriate.

Library

Students must return books to the library on or before the due date. Students who fail to return books on time will not be permitted to choose new books. Overdue books will also be subject to a fine. For lost or damaged books, students will be required to pay for the replacement of the book.



Bullying

The word “**bullying**” means any REPEATED direct or indirect behavior, 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 following actions can be considered bullying 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;
- 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, cultural background or sexual orientation;
- 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 emails or text messages;
- The inappropriate use of websites, chat-sites or camera phones.

Cyberbullying (involving the use of Information & Communication Technologies):

- Threats, Insults, Rumors;
- Identity theft;
- 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

Jules Verne's goal is to teach self-discipline and respect – respect for self, for others and for property. Our positive behavior plan is to teach students to *Be Ready, Be Responsible and to Be Respectful*.



Tips for students:

- Avoid unsupervised areas or where students from other grades play.
- Walk away from a "bad situation".
- Have at least one good friend to play with and support you.
- If something happens to you, make sure you tell a grown up.
- If you see something happen to someone else try to support the student by bringing her/him to an adult.

How to Report Bullying

- Student reports to a teacher or an educator;
- Student or parent completes an *Incident Report form* and hands it in at the office;
- Student's parents contact the principal;

Homework Success: How to help your child succeed in school



- ✓ Ask your child about their homework-when is it due, what is it about.
- ✓ Check your child's agenda daily.
- ✓ Let your child do his/her homework independently. Parents should monitor their child doing their homework and not complete their homework for them.
- ✓ Provide a quiet place away from distractions.
- ✓ No T.V., no phone calls, during homework time!
- ✓ Have an extra set of homework supplies at home (pencils, sharpener, eraser, ruler, etc.)
- ✓ Contact the teacher if there is a homework problem you can't resolve.
- ✓ If your child is absent from school or an assignment is unclear, suggest your child call a "homework buddy".
- ✓ When a test or assignment is sent home to be signed, please sign it and return to your child's teacher the next day.

Homework Buddies:

Name:	Phone:
	Email:
Name:	Phone:
	Email: