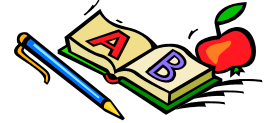




# JULES VERNE ELEMENTARY SCHOOL ÉCOLE PRIMAIRE JULES VERNE

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



## 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 and I am ready to learn.  
I will keep my desk, locker and belongings 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 school property and the school 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 safely.*



## SCHOOL HOURS

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Monday to Friday, arrival begins at **8:55 A.M.** and dismissal is at **3:42 P.M.**

→ Morning Entry/Arrival	8:55 a.m.
→ Homeroom	9:00 a.m.
→ Morning recess	11:05 a.m. – 11:25 a.m.
→ Lunch	12:25 p.m. – 1:20 p.m.
→ Afternoon recess	2:20 p.m. – 2:40 p.m.
→ Dismissal	3:40 p.m. – 3:42 p.m.
→ Supervision	3:42 p.m. – 3:52 p.m.



All students should be in class at 9:00 a.m. It is important that students **arrive at school on time** daily and respect the teaching hours.

### Arrival (Drop off) and Late Arrivals

All students must enter the schoolyard through the gate on rue de l'École. The gate is locked at 9:00 a.m. All students arriving after 9:00 a.m. must enter through the main entrance, **accompanied by a parent** and report to the office. Parent(s) must sign them in at the office. Late arrivals disrupt the learning environment; these are recorded. Persistent incidences will be dealt with by administration in a manner appropriate to the circumstances.

### Early Dismissal

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, the 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.

### End of the Day Pick-Up

All students who do not take the bus will be dismissed from the main entrance (front doors facing rue de l'École). Parents are expected to wait for their child on the sidewalk, in a location visible to the staff member on duty. Please make sure you do not stand between the school and the bus loading area. Students are not permitted to cross the street without an adult.

## ABSENCES

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It is the parent's responsibility to report their child's **absence or late arrival**. For security reasons, please inform the school secretary about your child's absence or late arrival by leaving a message at 450-680-3050 or by emailing her at [gcatalfamo@swlauriersb.qc.ca](mailto:gcatalfamo@swlauriersb.qc.ca) before 8:30 a.m. Students who are absent are responsible for obtaining and completing missed work upon their return.

In the event parents choose to go on vacation with their child outside the pre-determined school holiday calendar, students are responsible for catching up on missed work on their own time upon their return; no vacations are permitted during the months of April, May and June due to exam periods.

### IMPORTANT

#### **PARENTS MUST AVOID MAKING DISMISSAL CHANGES.**

Changes in dismissal procedures cause safety concerns for all students and delay bus dismissal.

## CONTACTING THE SCHOOL/USE OF SCHOOL TELEPHONES

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- Our school number is 450-680-3050.
- The office is open daily from 8:30 a.m. to 4:00 p.m.
- Please note that the office telephone line may be closed during the lunch hour. However, an automated answering service is available at the school and messages will be processed at 2:00 p.m.
- 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.

## CODE OF CONDUCT

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### Jules Verne students are expected to Be Ready, Be Respectful, and Be Responsible.

- Students are expected to be Ready. Students will be:
  - punctual (on time for all classes).
  - prepared for class with all necessary materials (homework, school supplies, PE clothes and library books).
- Students must be Respectful. Students will:
  - use polite language with all adults and other students.
  - take care of the school property/environment by keeping it clean and orderly and will replace any lost or broken materials.
  - circulate the hallways, stairs and washrooms, in a calm and quiet manner.
  - play in their designated area at recess and lunch and walk calmly and quietly to class when the bell rings.
- Students must be Responsible. Students will:
  - not bring electronic devices or any inappropriate items to school.
  - wear the school's colored dress code and dress appropriately with proper footwear and clothing for the weather.
  - interact positively with others. Aggressive acts or threats are not tolerated.
  - play safely (rough play/play fighting/ roughhousing will not be permitted).



The Jules Verne code of conduct aims to create a safe, caring and collaborative community that develops students' self-esteem, encourages academic curiosity and promotes life-long learning. All students have a **right** to learn in a safe and respectful environment. All students have an **obligation** to choose behaviors that do not infringe upon the rights of others. The school-wide discipline techniques consist of **rules, routines and interventions** that are implemented by all Jules Verne staff to support positive behavior and respond to student impropriety. Student misbehaviors may lead to the following: reflection period during recess/lunch, removal of privileges, special work assignments and/or communication with the parents. Our policy is designed to encourage positive behaviors and to help students understand when they have chosen to behave inappropriately. Parents' cooperation is essential in order to help the child reflect upon his/her behavior and to find ways to improve it.

## SCHOOL'S DRESS CODE

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Jules Verne Elementary School has a colored dress code. A colored dress code increases safety, work habits, school spirit and sense of unity, while minimizing socioeconomic status, non-academic distractions and morning stress.



### Colored Dress Code includes:

- Solid navy blue bottoms with or without school logo (no other logo permitted)
- Solid white or solid navy blue top with or without school logo (no other logo permitted)
- A solid white or solid navy blue sweater may be worn over the white or navy top with or without school logo (no other logo permitted)
- Only solid white or solid navy blue HOODIES with or without school logo (no other logo permitted) may be worn (this includes arrival and departure from school).
- Any personalized JVES school clothing distributed through a school-approved activity/club may be worn.
- Comfortable **INDOOR** and **OUTDOOR** shoes. For safety, shoes must be worn with laces tied at all times. All students must practice and learn to tie shoe laces at home.

### Physical Education

Students are responsible for wearing the proper physical education clothing. For hygienic purposes, students must have a change of clothing for Phys. Ed. Students are expected to wear:

- Solid navy blue shorts or jogging pants with or without school logo (no other logo permitted)
- Solid white or solid navy blue t-shirt with or without school logo (no other logo permitted)
- Non-marking athletic *indoor* running shoes

### Change of Clothing/Labeling School Clothing

Students are expected to dress appropriately for the weather. Parents should ensure that ALL articles of clothing (school dress code items, winter wear that includes hats, neck warmers, scarves, mitts, snow pants, coats, etc.) are **labeled** with the student's name. Having a colored dress code means that all students have similar clothing; labels with nametags are essential in helping to identify items. Belongings often get misplaced and students are encouraged to look regularly in the Lost & Found box if they have lost an item.

### Items Not Permitted

Clothing with stripes, prints, textures, logos, jeans, jeggings, short skirts/shorts, low-cut tops, flip-flops, open-toe sandals, caps (indoors), visible makeup, facial piercing, chewing gum, toys, any portable electronic device, playing or trading cards etc.

To ensure safety and avoid loss/damage, electronic devices, as well as, any item viewed as unsafe or inappropriate will be confiscated by staff members. Administration will then communicate with parents.

**Administration reserves the right to rule on the appropriateness of dress and appearance.**

## VISITORS TO THE SCHOOL

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All visitors must enter through the **front door** located on rue de l'École and report to the office. If a parent needs to drop off something for a child, 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 or peek in their child's class 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.*

Please note that the school parking lot is reserved for staff members only.



## BUS TRANSPORTATION

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Students within the school zone of Jules Verne Elementary have transportation services. At the beginning of the year, these students will receive an email from the Sir Wilfrid Laurier School Board Transportation Department.



Each student will be assigned a morning and afternoon bus stop. The morning bus stop can be different from the afternoon bus stop provided that it is the regular stop five days a week. Students are not permitted to change bus stops on alternate days, weeks or months. Students are not permitted to request a change of bus stop to attend another child's home. It is the parents' responsibility to make private transportation arrangements to accommodate such needs.

Students with bus services may also attend the daycare on certain days provided that the student follows a regular weekly schedule. These arrangements are made prior to the beginning of the school year and the parent must provide a letter with the outlined schedule. Changing the registered schedule for bus service and daycare is not permitted.

### Bus Safety

Students must be at the bus stop 10 minutes ahead of schedule and never play in the street while waiting. They must always wait for the bus to come to a complete stop before boarding or getting up from their seat to exit the bus. Students must get to their seat quickly and keep the aisle clear. They must walk a safe distance away from the bus so the bus driver can see them and check both ways to cross the street with caution; never run.

Students must respect the bus safety rules. The driver will issue **bus tickets** to students that do not exercise safe behavior on the bus. Students with 3 bus tickets or more will receive a 3-5 day suspension from the bus. After 3 suspensions, your child risks being expelled from using the bus services. The SWLSB Transportation Policy can be viewed on the SWLSB website.

### Bus Safety Rules:

- REMAIN SEATED.
- Listen to the bus driver.
- Use a calm voice and polite language.
- Keep hands and objects to yourself and away from windows.
- Resolve conflicts with respect.
- Keep the area clean.
- Do not eat or drink on the bus.
- Never tamper with the emergency exits.

## LIBRARY

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There is a great selection of books available for you to read and enjoy! All students have regularly scheduled library period. Although, we do not dispense fines for overdue books, all parents are asked to ensure that books are returned promptly and remain in good condition.

- Most students are able to borrow books for one week.
- Books must be returned on time and may be renewed, if needed.
- A fee will be charged for lost or damaged books.



## EMERGENCY SCHOOL CLOSURE

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In the event that the School Board decides to close schools or suspend classes due to inclement weather conditions or other safety reasons, parents should consult the SWLSB website at [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca), Facebook page [www.facebook.com/swlsb](https://www.facebook.com/swlsb) or to call the Administrative Center line at 450-621-5600 or 1-866-621-5600.



The Sir Wilfrid Laurier School Board also has an App for smartphone mobile devices, which is free to download. This App is simply another means of communicating to keep you informed of emergency school closures, bus delays, important board news and so much more:

- Make sure to ALLOW Notifications when you install the App from the Apple App Store or Google Play Store. You may select the school(s) of your choice in the settings. Simply touch the oval button beside the school.

Decisions by the BOARD to cancel transportation or suspend classes are usually made by 6 a.m. at the latest. As soon as the decision is made, it is communicated to all school communities through the SWLSB App, SWLSB website and SWLSB Facebook page.

## RECESS AND LUNCHTIME REGULATIONS

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All students will be required to go outside during morning, lunch and afternoon recess, except when it rains or during severe weather conditions. Students are expected to respect the authority of lunch monitors. Failure to follow the lunch regulations will result in disciplinary action. Only students with a **medical note** explaining a serious health condition will be permitted to remain indoors during recess.

## PERSONAL HEALTH/NUTRITION      HEALTHY BODY = HEALTHY MIND

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Jules Verne is dedicated to promoting a setting that fosters good eating habits. As part of the Province of Quebec's "Healthy Schools" initiative, all students are encouraged to eat healthy foods. Please provide a nutritional lunch and snack for your child to enjoy: *yogurt, cheese, fruits, raw vegetables, low-fat breads, whole-grain cereals, rice cakes, dried fruits or granola*. 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.



## NUT-FREE ENVIRONMENT

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Foods containing **nuts or peanuts are NOT permitted** and lunches or snacks must not be shared. Students should not bring soft drinks, fast foods, chocolate bars, candies, chips or other sugary snacks. Sending edible treats for classmates is not permitted; this includes birthdays and special occasions.



## PLASTIC- FREE INITIATIVE

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Students at Jules Verne are encouraged to *Reduce, Reuse, Recycle* – three great ways to eliminate waste and protect our environment!

In an effort to protect our environment, Jules Verne has taken steps to eventually become a plastic free school. Parents and students are encouraged to reduce waste by not using single use plastics like plastic water bottles, zip lock bags and saran wrap. Students are encouraged to use reusable water bottles, and reusable plastic containers to store their food.



## STUDENT HEALTH

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Jules Verne does not have a full-time nurse at the school. For the health of our school community, it is essential that sick students **remain at home**. Parents are asked to make sure that their child is well enough to come to school. Once at school, every student is expected to participate in all activities including outdoor recess, unless a medical note indicates otherwise. Parents will be contacted and expected to pick up their child if the child is unable to stay in school due to **illness, injury or fever**.



## MEDICATION

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Parents must fill out an Authorization to Administer Medication Form and give it to the office. All medication must be prescription medications and issued by a physician. No medication (such as antihistamines, aspirin, Tylenol, Advil, etc.) will be administered to any student without a prescription issued by a physician. All prescription medication must be left at the office with a copy of the prescription and will be administered by the school staff. Students may not bring medication with them to be self-administered.



## COMMUNICATION AND REPORT CARDS IN DIGITAL FORM

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All school communications as well as will be done through email. **Please ensure your email address is accurate.** It is the parent's responsibility to notify the school secretary should there be a change in email addresses. The school newsletter and calendar will also be emailed during the first few days of each month. School information may also be found on the school website: <http://jverne.schoolqc.ca> or Facebook page: [www.facebook.com/julesverneelementary](http://www.facebook.com/julesverneelementary). Please note that your child's progress report, report card for Terms I, II and III (including the final report card) will be made available through Mozaik Parent Portal. 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.



## COMMUNICATION WITH TEACHERS

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Should you have any concerns regarding your child, you may communicate directly with your child's teacher by leaving a note in your child's agenda or by emailing the teacher directly. You may also call the school and leave a message. Kindly note that working hours are from 9:00 a.m. to 3:40 p.m. during which teachers are in the presence of students and may not have access to emails or telephones. Teachers may verify messages outside of these hours and will do their best to respond within a few days at the discretion of their schedule. Please note that in order to maintain positive, productive and collaborative exchanges between staff members and parents, we expect all communications with our staff to be done in a respectful manner. Intimidation or verbal abuse of any kind will not be tolerated towards staff members or school professionals and will be reported.

## VOLUNTEERS

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Jules Verne Elementary greatly appreciates the support of parent volunteers in helping with activities in the classroom and throughout the school. All volunteers must complete the annual (yearly) Judicial Record Declaration form available on the school website.

Volunteers and guests must wear a volunteer badge and are required to sign-in/sign-out upon arrival and departure. Volunteers should refrain from discussing their child's progress with the teachers; *please make an appointment, if needed.*



## ANTI-BULLYING & ANTI-VIOLENCE PLAN (ABAV)

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As defined by **Law 19**, bullying can be physical, verbal or non-verbal intimidation. It is a repeated aggressive behavior that is **persistent, intentional** and involves an imbalance of power. If you are a victim of bullying or a witness to bullying, speak up and make your voice be heard until someone helps; **tell a teacher, a supervisor, a parent, the administration or a trusted adult.**

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 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.

Bullying or violence are not tolerated and require intervention should they occur. **Bullying is not fighting**; it is aggression with an imbalance of power and not necessarily a physical fight. A jostle, fight, insult or threat restricted to two individuals on equal power footing is not considered bullying.

*These definitions are from Law 10 and are not created by our school.*

**The full version of our ABAV plan is posted on our website: <https://jverne.schoolqc.ca>.**

## HOMEWORK

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Jules Verne places emphasis on the acquisition of both English and French language skills and the development of competencies associated with other subjects. Students learn to complete assignments, meet deadlines and develop study skills. Through homework assignments, parents are provided an opportunity to be part of their child's school life and to recognize the value of home-school collaboration. Students are responsible for their homework assignments. They are expected to **complete homework well and on time**. Students must be prepared with all the necessary materials, listen to instructions, put effort in their work and take care of belongings/school supplies. **Reading** is the most essential skill necessary for school success and is an expected aspect of each student's daily homework.



### Homework Tips to Follow

Students are encouraged to:

- ✓ Write homework legibly in the school agenda or homework sheet daily.
- ✓ Pack their school bag carefully with all books/materials needed (not more).
- ✓ Have an extra set of homework supplies at home (pencils, sharpener, eraser, ruler, etc.)
- ✓ Do their homework at the same time every day in a quiet place away from distractions.
- ✓ Ask for help if they do not understand or speak to their teacher if there is a homework problem they cannot resolve.
- ✓ Read in English and French every night or have someone read aloud to them.
- ✓ Remember to study, even if a test is not the next day.
- ✓ Have a parent sign a test or assignment when it is sent home and return it to their teacher the next day.
- ✓ Have a parent sign the agenda or homework sheet daily and check that everything is done.
- ✓ If you are absent from school or an assignment is unclear, call a "homework buddy".

### Homework Buddies:

Name:	Phone:
Name:	Phone: