



Souvenir Elementary School  
École primaire Souvenir



4885 Souvenir Ouest, Chomedey, Laval (Québec), H7W 1E1  
Tél: (450) 688-1944 Fax/Télécopieur: (450) 688-0539 Daycare ext. 6620

### Parent and Student Contract

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

\_\_\_\_\_

Child's Full Name (include nickname)

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

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

Parent's 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, email and Mozaïk are our main tools of communication.

Telephone at Home: \_\_\_\_\_

Telephone at Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Parent: \_\_\_\_\_

Telephone at Work: \_\_\_\_\_ Cell: \_\_\_\_\_ Parent: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ **ALLERGIES:** \_\_\_\_\_

Name:



\_\_\_\_\_

Class: \_\_\_\_\_

## 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



Ms. Helen Kalipolidis  
Principal

Ms. Sunday Skoufaras  
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.

We are closed from 11:20 – 12:20 for lunch.

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 remember the teacher is always your first level of communication.** They can be reached via your child's agenda, by email or any other means established by your child's teacher. All parental communication (in person, via email, phone messages) is expected to be courteous. Anything to the contrary is not acceptable.

## ABSENCES

All absences must be reported using the Mozaïk communication portal. It is the **responsibility of the parents to enter their child's absence using the Mozaïk portal before 7:50 am** by logging in to

the Mozaik account, entering the absence date and stating the reason for the absence so that we may keep track of potential outbreaks of the flu or 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 as soon as our secretary is available. **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 8:30AM. Teachers and students **must not be disturbed in their classrooms during teaching time.** **Do not approach a teacher during teaching hours.** Please arrange to speak to the teacher when it is mutually convenient. This applies even if you are an employee-parent or a volunteer-parent in the school.

### ARRIVAL AND DEPARTURE

#### SCHOOL HOURS

Start of School	Morning Recess	Lunch	Afternoon Recess	Dismissal
7:52 AM	10:00 AM – 10:20 AM	11:20 AM -- 12:20 PM	1:20 PM -- 1:40 PM	2:40 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 designated 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 (reflected in your child's report card) and persistent incidences will be dealt with by the administration in a manner appropriate to the circumstances. Please do not drop off your child at the office before 7:50 AM; they should be dropped off at the gate area. Should you choose to do so, you will be asked to sign them in and it will be considered a late arrival.

Any students who have not been **picked up by 2:52 PM** will be brought back to the office, and the parents will be called. Students will be sent to the daycare at **3:00 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 and **tell your child to show it to their teacher as soon as they get to school.** Should a circumstance arise where you child must leave early, you **must call the school before noon** so that the teachers are advised in a timely fashion. Otherwise, students may only be picked up at the regular time of 2:40 PM. Students who leave early are to meet their parents at the office **before 2 PM.** **For security reasons, no early dismissal will be authorized after 2:00 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 hours 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. The following are examples of unacceptable behaviors that warrant a bus driver's infraction report: not staying in assigned seat, spitting, eating, yelling, jumping, rudeness, roughhousing, fighting, throwing things inside or outside of the bus, head/hands out of windows, drawing on benches, etc. **Students who receive 3 minor bus infractions will be suspended from the bus. Any major bus infraction (i.e. fighting, hitting, foul language, etc.) may result in an automatic bus suspension.**

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 Pre-Kindergarten (K4) & Kindergarten (K5) 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 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

All students who do not use the SWLSB transportation services **MUST** enter the school through the designated area and **NOT** the front entrance. **Please do not block the school gate entrance. Staff parking lots are not to be used during pick-up/drop-off.** Please follow directions and 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-7:40 AM	11:20 AM – 12:20 PM	2:40 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 ext. 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/viruses to other students. Unfortunately, children who are sick cannot experience a productive day of learning and cannot stay at the office, nor can we lend our phones to them to speak with you. 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, COVID-19, etc.), 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 CISSS, 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.

## CISSS NURSE

The school can consult with a nurse from the CLSC; s/he is not available for day-to-day illnesses or injuries. 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. Avoid sending fast food or junk food for your child. Water is essential in helping students concentrate and focus on their work. Please use a re-fillable water bottle; we highly encourage students to use their own reusable bottles and not plastic ones. 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 EpiPen. 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 (cellular devices, smart/digital watches), skateboards, roller blades, etc. are not permitted at school. These items will be taken from the student and parents will be contacted to reclaim them. The school does not accept responsibility for these items should they be lost or stolen. The school can supply equipment for outdoor play (soccer ball, basketball, ...). 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.

**Wearing make-up and/or hair dyes are not permitted at school.**

<b>TOP</b>	<b>BOTTOM</b>
-Plain white or navy dress shirt or blouse	- Plain navy dress pants
-Plain white or navy polo with collar, short-sleeved or long-sleeved (with or without Souvenir crest)	- Plain navy corduroy pants
-Plain white or navy turtleneck or mock turtleneck.	- Plain navy jogging pants
-Plain navy hoodie/cardigan (with or without Souvenir crest)	- Plain navy shorts
-Plain white or navy T-shirt <b>ONLY</b> during Phys. Ed. class	- 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 gate.
- 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 MUST have a change of clothes available in case of various types of mishaps at all grade levels.

## 2) IN THE CLASSROOM

- **Be respectful at all times with peers and staff**
- 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.
- Make sure you ALWAYS have permission to be in the hallways.
- Stay on the right side.

## 4) AT LUNCH TIME

- Wash your hands before eating.
- Walk through the halls quietly to go outside or the cafeteria;  
NO RUNNING OR PUSHING
- Use a place mat when you are eating.
- Sit properly and calmly at your designated area/spot in the cafeteria.
- Use an indoor voice.
- Keep the area clean.
- Raise your hand to ask for assistance and to throw out garbage.
- Use appropriate, polite and respectful language with staff and peers.
- Line up quietly in an orderly fashion when it is time to leave the classroom, to go to the cafeteria and/or when it's time to go outside.
- \*\*\*Remember, **Souvenir Elementary is a Nut Sensitive School.**
- MOST IMPORTANTLY, **show respect to your lunch monitors.**

## 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.
- Avoid physical contact of any kind.
- If you see repeated inappropriate behaviour, seek **help** from an adult.

## HEALTHY STUDYING AND HOMEWORK HABITS

Studying and homework are essential for assuring success for all students. Completing assignments and studying regularly offer parents the opportunity to engage in learning at home. Coursework reinforces skills taught and develops good work habits. Parents and teachers must work together to ensure that students develop a positive and responsible attitude toward their studies and homework. While at home, your child should have a quiet place to work, free of distractions and a regular timetable that allows an adequate time to complete assignments. Students are encouraged to be responsible for checking their agenda daily and packing their school bag appropriately. This promotes organization and preparedness for the following day.

## DISCIPLINARY SANCTIONS

The administration will impose consequences for behaviour based on its severity and/or repetitive nature as well as the circumstances of a situation. Sanctions are applied with the long-term goal of 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 (physical, emotional or social) and violence, lack of respect for peers, staff or for property can result in some of the following disciplinary measures:

- Immediate intervention with the child by staff members/special education technician
- Communication with parents (telephone, incident report, letter, email)
- Reflections at lunch
- Suspensions (at home or in school)

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.

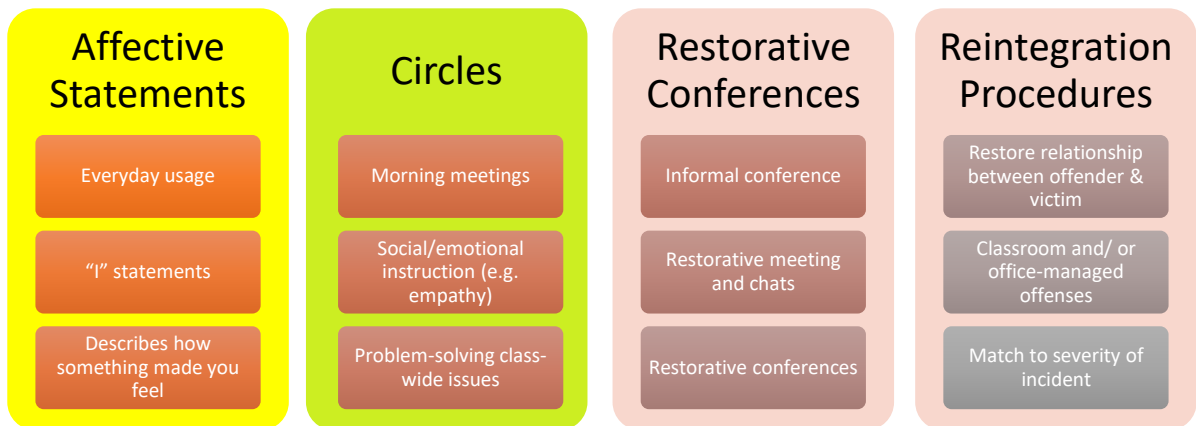
In addition, serious or repeated offences may also involve one or more of the following measures:

- 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 consideration 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

## RESTORATIVE PRACTICE

Souvenir Elementary is using Restorative Practice as one of our approaches to discipline. Restorative Practice<sup>1</sup> gives voice to both the person who has done harm and the person harmed and recognizes that strong relationships are core to developing a school community. Central to these practices is the idea that relationships are built proactively throughout the school. Within the context of strong relationships, students are able to develop empathy and engage in Social and Emotional Learning while developing the skills to problem solve in situations which might have traditionally been handled with consequences determined by the adults in the school. In the end, restorative practices can improve school climate, reduce bullying<sup>2</sup> and increase the likelihood of success for all students, and most particularly for those who struggle socially and behaviourally by significantly reducing suspensions, disruptive behaviour, reoffending and discipline referrals generally.<sup>3</sup>

### TYPES OF RESTORATIVE PRACTICE



## Zones of Regulation

Souvenir also practices the Zones of Regulation<sup>4</sup> approach to support the development of self-regulation in our students. As noted by Charles Swindoll: Life is 10% what happens to us and 90% how we react to it.



The Zones create an approach to teach regulation by categorizing all the different ways children feel and the states of alertness they experience into four colored zones. The framework is designed to assist students toward more independent regulation while also honoring and respecting each student and their unique self.

1(Bob Costello et al., The Restorative Practices Handbook for Teachers, Disciplinarians and Administrators, 2010)  
 2(Morrison, 2007)  
 3(Restorative Justice for Oakland Youth, 2017)  
 4Adapted from The Zones of Regulation 2-Storybook Set, Think Social Publishing, Inc. 2021

### EXTRA CURRICULAR ACTIVITIES AND FIELD TRIP PRIVILEGES

Extra-Curricular Activities (ECAs) include, but are not exclusive to: athletic teams, clubs, co-curricular 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.

### LOST & FOUND

Please label ALL your child's items in order to facilitate their return to your child if lost. There is a lost and found bin located on the main floor by the gym 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

All digital and cellular phones, smart and digital watches, video games, cameras and any other electronic devices **are not allowed in school**. 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 available by the school can be used within an academic context. Only these are endorsed by the staff and administration.

A student using a cell phone or personal camera, and/or electronic device on school property will have the item confiscated. It will be returned **only** to the parents, with no exceptions. 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 Elementary's Home and School Association (SEHASA) is very active. Its primary purpose is to organize and carry out fundraising activities. Over the years, SEHASA 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 QFHSA (Quebec Federation of Home and School Associations) membership fee. Being a member provides voting rights during meetings as well as other QFHSA perks. It is not a

requirement to be a paid member in order to attend meetings nor necessary when volunteering. SEHASA welcomes and encourages parent participation at any level.

<b>SCHOOL WIDE CODE OF CONDUCT</b>
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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 towards 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. All parental communication (in person, via email, phone messages) is expected to be courteous. Anything to the contrary is not acceptable. As such, disrespectful behaviour or messages will not be tolerated.

A student's positive behaviour and academic achievements will be recognized and celebrated as per the school's Student Recognition Policy.

## **CODE OF CONDUCT**

**We have read and discussed the Souvenir Code of Conduct and we will support and follow the right and responsibilities outlined within it.**

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Child's Signature

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Parent's Signature

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Date