Student's Name	

Homeroom

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

WELCOME TO SAINT-PAUL ELEMENTARY SCHOOL Our school hours are 8:50am to 3:50pm

On behalf of our school team, we would like to welcome all our new and returning families to Saint-Paul Elementary School for the 2024-2025 school year.

This handbook provides families with important information about who we are, how we learn, how we grow, and how we care at Saint-Paul. You'll find information about our mission and vision, guidelines for responsible behaviour, our dress code, and much more.

We encourage you to read this document with your child. We strongly believe that it is by working together that we can best support our learners as they discover, learn, and grow.

We encourage you to contact your child's teacher or the school should you have any questions or concerns.

We look forward to this coming school year with you and your child.

Name:		
Homeroom Teacher	:	
SWLSB Username: _ SWLSB Password:		



MISSION

At Saint-Paul, we are committed to nurturing every child's intellectual, social and creative development in a caring, collaborative and bilingual learning community.

VISION

Engaging students in rigorous learning experiences that prepare them to thrive in an ever-evolving world.

SCHOOL VALUES

At Saint-Paul, we CARE for others, we CARE for our school, we CARE for ourselves, and we CARE for learning. Our core values are encouraged and reinforced daily.

COMMUNICATION

Our team is dedicated to offering your child a safe and supportive learning environment. Teachers provide feedback to parents in a variety of ways; report cards, interviews, online platforms, email, and phone calls. Teachers will inform you of their preferred method of communication.

PARENTAL SUPPORT

Our team counts on our parent partners to cultivate a love of learning and an appreciation for the educational experience. Some ways you can support your child's school experience include:

- Ensuring your child arrives on time and ready to learn;
- Supporting your child with homework, when necessary;
- Celebrating your child's successes and working with our team through any challenges;
- Ensuring communication between home and school is conducted with respect;
- Communicating concerns with your child's teacher. If the concern persists, contacting the principal;
- Refraining from planning family vacations when school is in session.

Please note that teachers are not required to supply work for personal tutors nor to prepare work in advance for students going on vacation.

PUNCTUALITY

All students are expected to be on time for school every day. Drop off gates open at 8:50am and are closed at 9:00 am as our staff must promptly return to their classrooms to welcome their students.

All students who arrive after 9:00am must be checked in at the front office of their respective building. We thank you for ensuring that your child is punctual and ready to learn.

DISMISSAL

For safety reasons, any modifications to your child's regular dismissal routine must be communicated with the school secretary before 1:00pm. Parents are not permitted to take their child off the bus during dismissal. Any adult whose name does not appear on the student's identification sheet is not permitted to sign out a student without written parental permission.



SCHOOL ZONE

Please drive slowly on the streets surrounding our school and remain mindful of families crossing the streets. Parents are reminded that they must respect all road rules and signs. Do not park your car on the wrong side of the street.

Students should not be crossing the street without the presence of a parent.

ATTENDANCE

Students are expected to remain at home when they are sick and when they have fever.

If your child is absent, you **must** notify the office by entering the absence in Mozaik. Should you need to reach the secretary:

- Main Building (K4 to Grade 2): 450.680.3033 ext. 6915
- Annex Building (Grades 3-6): 450.680.3034 ext. 6715

Students are expected to be in school for 180 days each school year. Excessive absences have a significant impact on students' academic, social, and emotional growth. Please try to schedule medical appointments outside of school hours.

It is advisable that parents verify with the school prior to booking vacation during the regular school year, especially when assessments are planned. Vacations are strongly discouraged during April, May, and June for Grades 2, 4, and 6 as Ministry exams do not allow for absences.

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.

NUT SAFE SCHOOL

Saint-Paul is a NUT SAFE school. For the safety of children with severe allergies, please do not send nuts, peanuts, or nut/peanut products to school. Due to allergies, holiday goody bags and birthday treats (food items) are not permitted, as well as the sharing of food or snacks.

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.

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 work to the best of their ability and return it on time. Parents can support their child by actively monitoring the completion of work assigned.

You can loginto the LEARN website for additional tutorial help. Learn username and passwords will be provided to all students. www.learnquebec.ca

MEDICATION

All families will receive the *Health Form* to fill out at the beginning of the year. Please return it duly completed so that we may ensure the health and safety of all students.

To administer medication, including Tylenol or Advil, the school requires **written authorization** from the child's parent or doctor.

Students may not bring medication with them to be self-administered.

Medication must be in a labelled container, include a copy of the prescription, and will be kept at the office to be administered by 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, please do not give them Tylenol/Advil and send them to school. You will be called to pick them up, without exception.

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. Canned and bottled soft drinks are not permitted.

Gum is not permitted in school for safety reasons.

Money should not be carried by students in school, with the exception of 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.

SAFETY AND SECURITY

Students must never open any exterior door for anyone.

Cell phones, iPads, video games, smart watches, and all other electronic devices are not permitted (the school and its personnel will not be held responsible for loss, damage, or theft if these items are brought to school).

Students are not permitted to bring any toys to school (the school and its personnel will not be held responsible for loss, damage or theft if these items are brought to school).

Students are not permitted to sell any items at school unless approved by the school team.

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, damage, or theft.

Any item deemed to be a weapon is strictly forbidden. Students in possession of such items will be suspended immediately.

Parents are not permitted to use the staff parking lot. The designated bus lane must be clear of cars during arrival and dismissal.

VISITORS AND VOLUNTEERS

To ensure the safety of our students, only parents who have completed the *Declaration of Judicial Record* are invited to volunteer at school. This form is available on the SWLSB and St. Paul websites and must be submitted to the school office prior to volunteering.

All visitors to our school, including parents and volunteers, must use the main entrance and report to the office immediately upon entering the building. All visitors will be asked to sign in and wear a visitor/volunteer badge.

Parents are not permitted to circulate in the school and must use the designated pick up area if picking up their children after volunteering.

All visitors and volunteers are expected to respect confidentiality, use appropriate language, and dress appropriately for work in a school.

Individuals on school property not having anything to do with the functioning of the school will be asked to leave.

BUS SAFETY

Students are responsible for following the bus safety rules which include:

- Always staying seated;
- Keeping hands and objects away from windows;
- Always using appropriate language;
- Following the bus drivers' instructions;
- Always using respectful ways to resolve conflict.

If behaviour expectations are not followed, the bus driver will issue a bus ticket. Three bus tickets result in a three-day suspension from the bus.

Students are never permitted to take a bus other than their own.

According to the SWLSB Transportation Policy, students enrolled in Daycare (5 days) are not permitted to take the bus. 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.

The SWLSB Transportation Policy can be viewed on the SWLSB website at www.swlauriersb.gc.ca.

DAYCARE

Students enrolled in Daycare 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 a termination of services if the behaviour persists.

Please consult the Daycare pamphlet for more information.



DRESS CODE POLICY

Our Saint-Paul Governing Board has endorsed the continuation of a dress code by which all students must abide. Students must come to school dressed appropriately for the types of activities planned for the day.

ALL clothing should be labeled with your child's full name.

Please ensure that your child is dressed for the weather. All students go out for three recesses daily.

Tops

- Must be plain white, gray, or navy blue (t-shirts, turtlenecks, blouses, and sweaters are acceptable).
- Colored 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);
- Logos or brands should be no larger than a loonie;
- Inappropriate language or graphics on tops or sweatshirts are not permitted.

Bottoms

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

Shoes

- Outdoor shoes must be appropriate for playground activity;
- Indoor shoes must be appropriate for school related activities, have a flat sole, and be non-marking;
- Platforms, high heels, and flip flops are not permitted. Sandals are discouraged as they pose a safety risk;
- During cold months, students must wear boots until staff deems the playground safe for wearing shoes.

Hats and Accessories

- Caps and hats are for outdoor use only and must be removed when entering the building;
- Caps are recommended during the warm months to protect the students' heads and eyes from the sun;
- Bandanas are not permitted when worn as a head-covering, but may be worn as a folded hairband.

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 interfere with a child's ability to grip their pencil and can pose a safety risk in Phys Ed.

Physical Education

- 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 should be kept short;
- Students who do not have appropriate attire may not be permitted to participate in Phys Ed class;
- Students should wear clothes that are appropriate for Phys Ed class on their designated Phys Ed days.



SCHOOL MATRIX

Our school matrix, based on our core values, helps students understand the behavioural expectations in the various areas of the school. These expectations constitute the roles and responsibilities of all students at Saint-Paul.

Please take the time to read our school matrix with your child. A full-page version is available on page 9.



RULES AND RESPONSIBILITIES

Students must respect the adults in charge, the other students, our school environment, and themselves.

Students must always use appropriate language. Vulgar language or verbal threats/insults will not be tolerated.

Students must respect school property (no vandalism, graffiti). Lost or damaged items will be charged to parents.

Students are expected to be prepared for class (books, homework, pencils, Phys Ed, clothes etc.) and make the necessary efforts to ensure their success. Plagiarism is not tolerated.

Students must refrain from any inappropriate physical contact (pushing, kicking, punching, slapping, play fighting, roughhousing, kissing etc.) on school grounds (inside or outside).

Students must walk quietly and on the right-hand side of the hallways while refraining from physical contact.



DIGITAL ETIQUETTE

In the event of a shift to distance learning, in partnership with parents, it's the students' responsibility to attend their online classes and follow the expectations below:

All students are expected to:

- Be on time for online classes;
- Respect their teachers' online classroom rules and expectations;
- Follow their teacher's instructions and stay focused and on task;
- Complete and submit their assignments;
- Be respectful and appropriate at all times;
- Remain muted if/when requested by the teacher;
- Only use the chat function if/when requested by the teacher.

Parents are asked to:

- Assist their child with online functions, but must allow their child to participate in their online classes independently;
- Refrain from interrupting, interjecting, or posing questions during online lessons;
- Report absences on Mozaik or by calling or emailing the school secretary.

The use of photo or recording equipment (including Zoom recording) is not permitted.

CONSEQUENCES

In partnership with parents, it is the school's responsibility to help students develop self-management and coping strategies, appropriate decision-making skills, 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 ensue:

Classroom Issues (at the discretion of the teacher)	School Management (at the discretion of the principal)	
 Teacher-Student discussion Prompting, redirection Reflection time, guided discussion Reflection sheet Restorative Practices Parent contact Behaviour Technician referral Office referral 	 Parent contact (letter, email, telephone call) Meeting with the parent(s) Restorative Practices Loss of activity privileges or non-educational trips In-school suspension Home suspension Expulsion from the school (extreme cases) 	





playground on the

hallways

staircases

washroom

classroom

gymnasium

during

in the library indoor recess

at Iunchtime

on the pus

daycare

at

CARE for others

þ

Including others Playing fairly and safely Being mindful of

Keeping to the right side

privacy

Keeping our hands and feet to ourselves Being mindful of other's space

other's feelings, wishes and needs

Using appropriate

level 1

successes and supporting each other through our Celebrating our Waiting our turn - Using a voice Respecting

- Including others level 2-3

Returning our books on time Using a voice level 0-1

Using appropriate everyone's food language level 2

 Being a team playe Using our words to express ourselves

Being kind Playing fairly

Respecting

Cleaning up after ourselves

Respecting others' space

Making the best choice for the group

Sharing materials

Respecting choices

Being a role model Using appropriate and an upstander language

Keeping our school bus clean

Taking care of our books

Respecting the classroom

Wearing indoor

Using soap, water, paper

Keeping it clean

Caring for our

and play structures

with respect

CARE for our

school by

Using equipment

Being an upstander

lockers

Respecting the

others' belongings

materials and

Taking care of our

materials

Contributing to a

clean space responsibly

> Respecting our school displays

Keeping our play areas clean

Cleaning up after

Using equipment and tools properly

Reporting messes and graffiti

Reporting messes and graffiti

Respecting the trees, bushes and grass

library space

Keeping our environment clean

Respecting our

Reporting vandalism

Putting our play items away

Placing garbage and recycling in its

Following the bus Staying seated

Taking care of our

pelongings

safety rules

Taking our time to

Staying seated

when choosing our books

Being mindful of

Giving our best Asking for help

Washing our hands

Asking for help Taking our time

Moving safely in

Using positive self-talk

Washing our hands

Using the railings when needed

Being mindful of our feelings and

the classroom our space Only eating our own food

Learning about

others' food

Choosing books that interest us

Cleaning up when the bell rings

choices

ourselves and our Taking care of hygiene

Building our community

Exploring problem Being creative leave with all our Making sure to

solving

Keeping our bags in our seat

Eating our food to fuel our body and brain

Respecting everyone's reading selections

Respecting our classroom expectations

Using appropriate voice levels

Returning to class quickly

Using a voice level

1-2 at all other

Bringing all my materials to class

sportsmanship

Showing

and engaging in lessons

Choosing the right moment for our bathroom breaks

Using a voice level

0 when others are

Lining up quickly at the bell

learning

Using a voice level 1 in line

Being a team

learning by

CARE for

Using all the steps

Playing safely
Getting help when
hurt or being
mistreated

ourselves by

CARE for

Keeping my shoelaces tied

Facing forward

Walking

Staying in our play

our limits

Actively listening

Remembering that mistakes help us Focusing on tasks

belongings

Connecting with - Playing others

> We Give, We Grow, We Achieve























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ANTI-BULLYING AND ANTI-VIOLENCE SUMMARY PLAN

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.

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.

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 give their 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, or cultural background;
- 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 that belongs to someone else;
- Sending mean or violent notes, emails, or text messages;
- The inappropriate use of websites, chat-sites, or cell phones.

Cyberbullying

(Involving the use of Information & Communication Technologies)

- Threats, insults, rumors;
- Identity stealing;
- Harassment, discrimination, denigration, defamation;
- Sending inappropriate messages;
- Posting fights, incidents on YouTube, or any other social media website.

This list is not exhaustive.

Bullying and violence are not tolerated and require intervention should they occur.

Bullying is not fighting. Bullying is aggression (imbalance of power) and not necessarily a physical fight.

ANTI-BULLYING AND ANTI-VIOLENCE SUMMARY PLAN (CONTINUED)

Strategies to Deal with Bullying and Violence

Our goal is to teach students empathy, self-awareness, self-management, responsible decision making, and relationship skills. Our ABAV plan focuses on prevention strategies and early intervention practices that develop students' abilities to identify and manage their emotions and effectively engage in conflict resolution. These measures include restorative practices, social and emotional learning, and community-building practices.

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 an 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 the principal 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;
- Reflection and Restitution;
- Involvement in a mediation process;
- Involvement in social skills programs;
- Referral to the Behaviour Technician;
- 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:

- In class activities and lessons;
- Small group programs and special guest speakers;
- The Our School Survey.

How to Report Bullying:

- Student reports to a trusted adult;
- Student's parents contact a staff member/principal.



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;

Student's School:

Grade: ______

- 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 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				
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 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 March 2023.

