



# St. Paul School

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

## STUDENT AGENDA

**Ann Cohen**  
PRINCIPAL

**Connie Larosa**  
VICE-PRINCIPAL

**Grace Fabbro**  
(School Secretary)  
**(Main)** 2425 rue Honfleur  
Duvernay, Laval H7E 1Y3  
(450)-680-3033 ext.6915

**Chantal Drolet**  
(Secretary)  
**(Annex)** 1305 rue De L'Assomption  
Duvernay, Laval H7E 4C5  
(450) 680-3034 ext.6715

**Manon Lacoste**  
(Daycare)  
(450) 680-3034 ext.6720

Mother's Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Father's Name: \_\_\_\_\_

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

City/Town: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

## **Principal's Message**

It is with great pleasure that I begin a new school year with you as your Principal.

The St. Paul school logo, "GIVE, GROW, ACHIEVE", describes what we continue to strive to be as a school community.

This agenda will help you keep track of homework and special school events. It also serves as an important link and communication between home and school. Parents are invited to use the agenda to connect and exchange information with teachers.

The St. Paul staff and I look forward to sharing this school year with you.

Ann Cohen

## **Emergency Contact**

In the event of any illness or emergency at the school which requires us to contact parents, it is essential that we have home and work numbers, and the name and telephone number of a close-by neighbor or relative who is at home and would be willing to take care of your child. If any information on your emergency contact, cell phone or home number should change, please contact the school office.

## **Absences**

Report an absence before the beginning of class.

You may call (450) 680-3033 ext. 6915 (Main) for a child K to grade 2 or  
E-Mail [gfabbro@swlauriersb.qc.ca](mailto:gfabbro@swlauriersb.qc.ca).

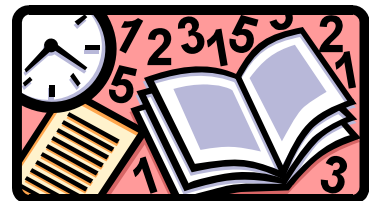
You may call (450) 680-3034 ext.6715 (Annex) for a child grade 3 to 6 or  
E-Mail [chdrolet@swlauriersb.qc.ca](mailto:chdrolet@swlauriersb.qc.ca).

## **Early Dismissal**

**Please contact the office of any pick up changes before 12:30 p.m.**

### **SCHOOL HOURS**

Morning entrance	8:55	-	9:05
<b>Homeroom</b>	9:05	-	9:15
<b>Classes in session</b>	9:15	-	10:15
Recess	10:15	-	10:30
<b>Classes in session</b>	10:30	-	12:30
Lunch	12:30	-	13:30
<b>Classes in session</b>	13:30	-	14:30
Recess	14:30	-	14:45
<b>Classes in session</b>	14:45	-	15:45
Afternoon dismissal	15:45	-	15:55



## St. Paul School Dress Code

### School

**Top:** white blouse/shirt, turtle neck or polo sweater  
white or navy blue cardigan/school cardigan with crest, vest or sweater(optional)

**Bottom:** choice of navy blue pants, Bermuda shorts, skirt, dress or tunic.

**Footwear:** comfortable shoes (no high heels, no flip flops) closed toed.

### Physical Education

**Top:** white T-shirt or sweatshirt (school T-shirt recommended)

**Bottom:** navy blue shorts, tights or jogging pants

**Footwear:** running shoes

### Note!

The following should not be worn at school:

Jeans, caps indoors, low cut tops, short shorts/skirts, clothing with logos, designer writing, track pants or jackets indoors.

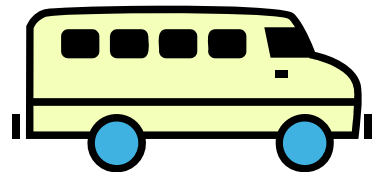
### For a Safe and Healthy Lunchtime

- I will bring everything I need to the lunchroom.
- I will dress for the weather.
- I will speak in an inside voice
- I ask permission before leaving the lunchroom.
- I stay in view of my supervisor during lunch recess.
- I speak in a respectful manner to my supervisors.
- I keep my table and floor area and floor clean.



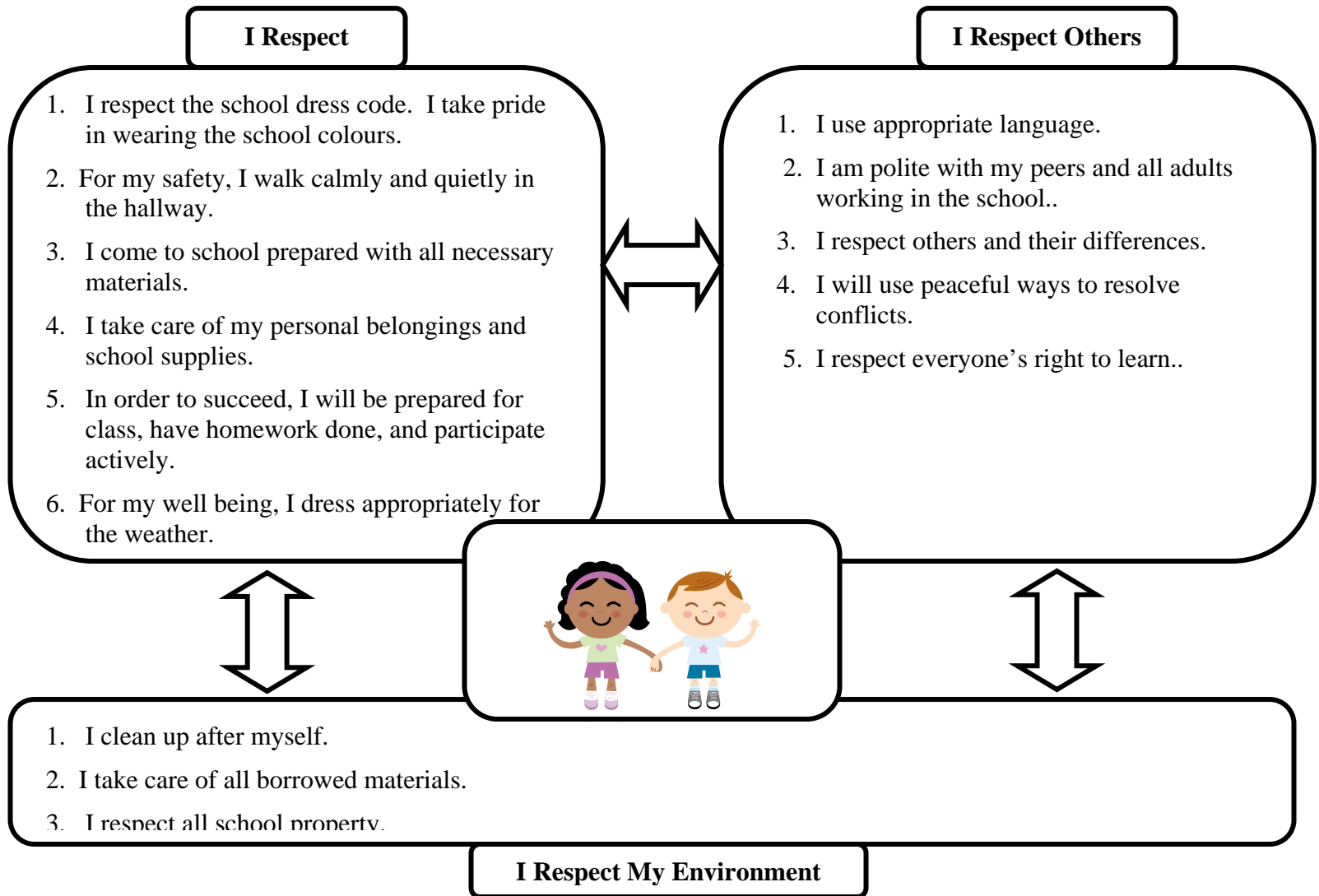
### For a Safe Bus Ride

- I will stay seated.
- I keep my hands and objects away from windows
- I will use polite language on the bus.
- I use peaceful ways to resolve conflicts.



**Note: If safe behavior is not followed, bus tickets will be issued.**

**Three bus tickets =Three day suspension from the bus AM & PM.**

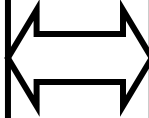


**I Respect Myself**

**I Respect Others**

Empty rounded rectangular box for notes under 'I Respect Myself'.

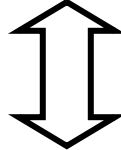
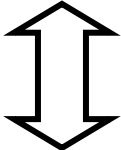
Empty rounded rectangular box for notes under 'I Respect Others'.



**Classroom Code**

An illustration of two children, a girl with dark skin and a boy with light skin, both smiling and holding hands. The girl is wearing a green shirt and purple shorts, and the boy is wearing a blue shirt and blue shorts.

**of Conduct**



Empty rounded rectangular box for notes under 'I Respect My Environment'.

**I Respect My Environment**

## Computer Use and Safety

- Do not give out personal information about myself or others (name, address, photos)
- Do not open E-Mail from someone you do not know.
- Do not communicate with anyone on the Internet unless permitted by teachers.
- Report any messages that are inappropriate or make you feel uncomfortable to your teacher or administration.
- Never ruin other's work.
- Never install new software from disc or the Internet.
- Do not remove or change hardware like the keyboard or mouse.
- Report damage to the computer to your teacher or supervisor.



## Items Not Permitted at School

To assure safety and avoid loss or damage the following are not permitted at school:

- Cell phones, blackberries, digital cameras, diskman & electronic devices.

*Any items viewed as dangerous if brought to school will be removed by staff.*

## Recess & Lunch Outdoor Policy

- No leather soccer balls or footballs; soft Nerf balls only!
- Do not leave school grounds.
- Stay within designated playing area (by grade level).



## Library

- Students are able to borrow books for one week.
- Books may be renewed for a project.
- If you lose or damage a book a fee will be charged.

There is a great selection of books available for you to read and enjoy!



## **Homework Procedure**

When class work is not completed homework is assigned.

### **Homework passports/tickets will be issued if:**

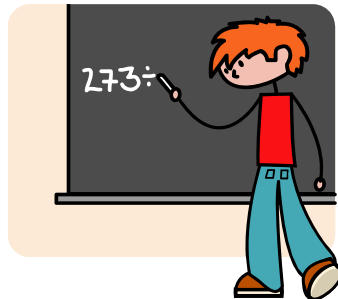
- Assignments are not completed
- Tests/quizzes are not signed and returned to school

### **The following steps will be taken if homework is incomplete:**

- Passport #1 - Parent signature
- Passport #2 - Parent signature
- Passport #3 - Teacher communication homework make-up session
- Passport #4 - Administrative intervention

### **The following steps will be taken if tests and quizzes are not signed:**

- Passport #1 - Parent signature
- Passport #2 - Teacher communication with parent
- Passport #3 - Administrative Intervention



## **Behavior Procedure**

Failure to respect the school code of conduct will result in a discipline passport.

- Passport #1 - phone call home & parent signature
- Passport #2 - reflection lunch session & parent signature
- Passport #3 - reflection lunch session & administration intervention
- Passport #4 - reflection lunch session & administration intervention and parent contact
- Passport #5 - reflection lunch session & administration and parent meeting



**Bully Free Zone**

Bullying among children is aggressive behavior that is persistent, intentional, and involves an imbalance of power.

If you are a victim of bullying or are a witness to bullying, do not be embarrassed or be afraid to 'stand up and speak out'. Make your voice be heard. All you have to do is:

- TALK TO TELL**
- Your teacher**
- Your principal**
- Your lunchtime supervisor**
- Your librarian**
- Your parent(s)**
- A trusted adult**

Keep on talking and keep on telling until...someone helps.

**I confirm that I have read the agenda book with my Parent(s).**

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

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

Parent Signature: \_\_\_\_\_

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