



GENESIS ELEMENTARY SCHOOL ÉCOLE PRIMAIRE GENESIS

2450 Rosemere, Laval, H7E 2J8
Tel: (450) 680-3035 Fax: (450) 629-0458
Website: www.swlauriersb.qc.ca/schools/genesis

DAILY TIMETABLE

9:00 - 9:05	Arrival
9:05 - 9:10	Homeroom & Attendance
9:10 - 10:10	First period
10:10 - 11:10	Second period
11:10 - 11:30	Recess
11:30 - 12:30	Third period
12:30 - 1:30	Lunch
1:30 - 2:30	Fourth Period
2:30 - 2:50	Recess
2:50 - 3:50	Fifth Period
3:50 -	Dismissal
3:50 - 4:00	Departure of buses



TARDINESS / EARLY DEPARTURES

Students are expected to arrive at school on time. If students arrive after 9:05, parents must accompany them into the school to sign them in.

ALL ABSENCES AND EARLY DISMISSALS NEED TO BE ENTERED ON THE MOZAIK PORTAL PRIOR TO 9:00 A.M. In order to avoid classroom disruptions, early dismissals are to be done at recess or lunch and NOT during class time.

ABSENTEEISM / ILLNESS / INJURIES

The school telephone number is (450) 680-3035. Parents must notify the school via the Mozaik portal, before 9:00 AM if their child is to be absent.

- If your child is not well, please keep them at home. Sick children not only risk passing their germs to other students, but they cannot experience a productive day of learning.
- Parents must be available to pick up their child in case of injury or illness. Please ensure that your contact information – telephone numbers and e-mail addresses – are up to date.

Any student going on vacation outside the pre-determined holiday calendar is responsible for any and all work missed during his/her absence. **Please note that teachers will not prepare work for the student prior to their departure.**

Since mandatory Ministry examination schedules are set by the government for all Grade 6 students, it is advisable that parents verify with the school administration prior to removing their child from school for any reason during the regular school year.

CODE OF CONDUCT

- Students must 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, etc.);
- Students must walk quietly at all times and refrain from all physical contact.
- Students are not permitted to bring Smart watches, electronic devices, nor cell phones to school.
- Students are not permitted to have any accessories in their lockers (mirrors, magnets, storage bins, boots racks, etc.)

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)*



UNACCEPTABLE BEHAVIOUR / BULLYING

Our school, as well as the entire Sir Wilfrid Laurier School Board (SWSLB), is governed by the *Safe Schools Policy*. We intend to foster and maintain a safe environment for students and staff members, as well as the community, through the implementation of effective measures to deal with violence and aggression. There will be consequences given to any child whose behaviour contravenes the school rules.

In our school, we do not accept:

- The use of words or body language to threaten or intimidate others
- The use or possession of any object to threaten or intimidate others

BULLYING

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 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 do not want to do.

Verbal:

- Name calling;
- Teasing, insults, putdowns;
- Threatening of any kind;
- Making fun of someone because of his or her 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;
- Using social media inappropriately.

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.

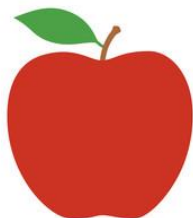
DRESS CODE POLICY

Dress for Success!

Genesis Elementary has a dress code by which all students must abide. Clothes worn to school should be appropriate, comfortable, and not distracting. Logos, stripes, pictures, etc. are not allowed on any tops or bottoms worn to school. Jeans are not permitted and **no** exceptions are made to any of the following:

- Students must wear either navy-blue pants, navy blue jogging pants, a navy-blue tunic, or a navy blue skirt. Tops may consist of a white or navy-blue T-shirt, regular shirt, blouse, turtleneck, or polo shirt. Tops must be long enough to cover the midriff at all times. Spaghetti strap tops are not permitted. During colder months, any tights that are worn must also be navy blue.
- A navy blue or a white sweater is appropriate to wear over the white or navy top. If a sweatshirt is worn on top of a shirt, it must be solid navy blue or white without any prints or pictures. Denim jackets are not permitted.
- Shoes should be appropriate for school and for school-related activities. For safety reasons, flip-flop sandals, platform and high-heeled shoes are forbidden. Shoes with lights are not permitted. Due to reasons of hygiene, winter boots and other types of boots are not to be worn in school.
- Physical education attire is compulsory for students in Grades 3-6. It consists of a white t-shirt, navy-blue shorts, and running shoes. Kindergarten to Grade 2 must come to school dressed in jogging pants and/or clothes suited for physical education. Students must have an extra pair of shoes at school for physical education.
- Make-up, acrylic or press on nails, polish, perfume, and after-shave are prohibited.
- We strongly suggest that students keep their hair tied while at school.
- Temporary tattoos are not permitted at Genesis.

Note: Administration reserves the right to rule on the appropriateness of dress and appearance. Sanctions will be imposed where deemed necessary for not following the dress code policy.



GENERAL INFORMATION

Genesis Elementary School is part of the 'École en santé' initiative. We promote health and well-being through our teachings and activities. We encourage our students to participate in the various activities organized throughout the year and promote healthy food choices for lunches and snacks.

Students are not allowed to bring chips, chocolate, candy, soft drinks, or foods containing nuts to school. Fruits, vegetables, cheese, and fruit juices or water are just some of the preferred choices encouraged.

The students of Genesis Elementary are also witnessing and becoming a part of the school's 'green initiative'. Administration is taking steps to become more ecology-minded and is encouraging students to do the same through various avenues. Genesis primarily corresponds with its community via e-mail, Facebook, and the school website. Non-reusable plastic water bottles are not permitted at Genesis. Students must bring reusable water bottles to school. Students are encouraged to get involved in projects such as litter pickup, composting, and recycling. If we all make an effort to take care of our environment, doing so will become second nature. We can all make a difference!

SCHOOL CLOSURES - INCLEMENT WEATHER

The Sir Wilfrid Laurier School Board (SWLSB) covers a large territory covering Laval, Laurentides, and Laurentian. As weather conditions may vary considerably from one region to another within the SWLSB, often only sectorial board closures occur as a result of inclement weather. Board-wide closures RARELY occur.

There are many considerations influencing school closures such as the varying weather conditions throughout our vast territory and/or the numerous bus companies providing transportation to our students. Before announcing any school closure, the SWLSB consults with transportation companies, other school boards, and Transport Québec.

The best way to get the most accurate and reliable information regarding a potential closure is to consult the Sir Wilfrid Laurier School Board Website at <https://www.facebook.com/SWLSB/>, or our Genesis Facebook page at <https://www.facebook.com/Genesis-Elementary-School-1476559179319378/>, or The Sir Wilfrid Laurier App, or to call the Administrative Centre line of the SWLSB at 450 621-5600 or 1 866-621-5600. You may also receive emails and texts from SWLSB.

Please note that although the SWLSB also informs the various radio and television networks of closures, however, we have little control over the message that is announced.

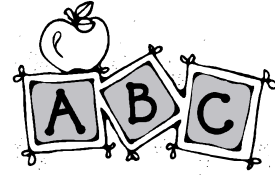
Have a safe school year!

GENESIS DAYCARE SERVICES

Daycare services are offered to all students attending Genesis Elementary. To have access to daycare services as either a regular or occasional user, students **must register** by completing a registration form available at the school from our daycare coordinator. Occasional users must advise the daycare coordinator of intended use in writing prior to using the services. In case of an emergency, parents of occasional users may also advise the coordinator the same day.

Hours of operation on school days:

Morning session: 7:00 AM to 9:00 AM
Afternoon session: 3:50 PM to 6:00 PM



Hours of operation on pedagogical days:

7:30 AM to 5:30 PM

Please note that the costs of activities organized on pedagogical days are additional costs and are not covered by the regular fees. Parents are notified well in advance of activities scheduled. Places for the activity are confirmed when permission slips and payment are returned to the daycare coordinator.

Daycare Entrance:

All daycare users must access the school by going through the gate to the right of the building on Rosemere Street and then using the entrance at the back of the school on the Curé-Cloutier side of the yard. Parents are given an access code for the touch pad by the door to gain access to the building. Parents are expected to wait for their child to arrive at the doors.



SCHOOL BUS SAFETY

All students have a responsibility to follow the bus safety rules. Students are never permitted to take a bus other than their own.

- Always board the bus in single file and in an orderly fashion using the handrail.
- Find a seat quickly without pushing other students. Keep the aisles clear.
- Remain seated and talk quietly. Do not eat, drink, or leave trash on the bus.
- When riding the school bus, the driver is in charge. Always listen to the driver's instructions.
- Never put your head or arms outside of the windows.
- Know where the emergency exits are but DO NOT tamper with emergency exits.
- When exiting the bus, wait until it comes to a complete stop before getting up from your seat. Descend in a single file.

The SWLSB Transportation Policy can be found on their website at www.swlauriersb.qc.ca.

CONTACTING THE SCHOOL / USE OF 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.

MEDICATION



- No medications (e.g. antihistamines, aspirin) will be administered to any student while in attendance at school without the prescription and the permission form signed by the child's parent. These forms are available at the office.
- 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.
- Children with special medical needs (i.e. allergies, asthma, etc.) should wear a Medic Alert bracelet.

OUTDOOR RECESS

Students will participate in outdoor recess on a daily basis, and they should be dressed appropriately for the weather. If students are ill, they are to stay at home. If for any reason a student is to remain inside at recess, **a note from the doctor is required.**

EXTRA-CURRICULAR ACTIVITIES

Genesis encourages students to participate in extra-curricular activities during the lunch hour and after school.

FIELD TRIPS

Students will take part in field trips throughout the year. Payment for these activities usually cover the cost of the activity as well as transportation. Unfortunately, if your child is unable to participate in a field trip that you have paid for, refunds will not always be possible. The transportation cost is calculated based on the number of students attending. If a student does not show up, we must still pay full price for the buses. The same may occasionally be true for the activity.



HOMEWORK POLICY

At Genesis, we believe that homework is an important tool for the reinforcement of skills and the daily knowledge acquired by the students. Homework allows students to complete projects begun in class and then progress at their own speed and ability when completing assignments designed to reinforce the material they have already learned.



- **Students ARE NOT expected to cover new material at home.** By completing homework daily, students are developing *the study and work habits* which are needed now and in the future.
- School is an important part in our students' lives. We value reading, reviewing, and learning basic facts. Parents must support this by actively monitoring and supervising homework. By reviewing your child's homework, parents can ascertain whether or not it is being completed to each child's potential.

- Studying is one of the most essential aspects of learning and cannot be over-emphasized. It is an integral part of the homework process. By teaching students effective studying techniques, this skill can be supported at home by parents.
- If your child repeatedly has no homework, no library books to read, or is taking too long to complete homework, check with the teacher as to why this is so.
- If, for some reason, your child is unable to do the work, please send a note to the teacher using this agenda.
- It is recommended that children read to you, with you, or on their own every night.

VISITOR'S PROTOCOL

The security of our students and staff members will always be our first priority at Genesis.

The purpose of this protocol is to provide for the security and safety of all staff members and students as well as any visitors in our school.

- A security system at the main entrance prevents unexpected visitors from entering the school. Please ring the bell at the front door, and we will buzz you in.
- All parents or visitors must report directly to the office upon arrival. Visitors and volunteers are not permitted to visit classrooms or other areas of the building without permission. They must sign in and obtain a visitor's pass from the front office.
- Parents delivering forgotten lunches, money, books, clothing, etc. should leave items with the secretary at the front office.
- **Visits or appointments with the administration** can usually be arranged on short notice; however, a phone call in advance will ensure an appointment and prevent a pointless trip to the school should the administration not be present or be unavailable to meet at that time.
- **Appointments with the teachers or other staff members** must be arranged in advance by e-mail. If a parent has an appointment with a teacher, they must report to the office first to sign in.
- The semi-circle in front of the school is reserved for emergency vehicles, SWLSB vehicles, or delivery trucks only. It is strictly prohibited to stop or to park in front of the school between 7:00 AM and 6:00 PM on school or pedagogical days.

Drop-off / Pick-up

- Students **arriving at school in the morning** between 9:00-9:05 (whether being dropped off or walking to school) are to enter the schoolyard at the gate on Beauport Street.
- At the **end of the school day**, unless your child is in daycare, parents should always wait for their children at the same east-side gate. Adults are NOT permitted to circulate in the school yard.
- Parents dropping off or picking up students from the school during school hours must come **inside the school** to sign them in or out of the building.

Since we have set hours for the supervision of our students, please note that children arriving before 9:00 AM or remaining after 4:00 PM, will be taken to daycare and the occasional user fee will apply to all who are not regular users.

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;
- 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.
- I shall not bring my personal cell phone, iPad, Electronic Watch, or any other electronic device to school.

Student's School: _____

Grade: _____

Student Name (please print): _____

Student Signature: _____

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 son / daughter / 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 Rules of Conduct, the consequences, and the policies with my child,
_____, and have initialled each page.
(print child's name)

We will both make sure to respect the rules as well as the policies so as to allow all students to evolve in a safe and healthy environment, free of violence.

Student's signature: _____

Parent's signature: _____

Date: _____

PERMISSION

I hereby authorize my child to accompany his/her class on "outdoor activities" within walking distance of the school with their teacher. (Please note that this includes physical education classes held in the park, trips to the church across the street and for various activities held at neighboring schools).

Parent's signature: _____ Date: _____

Please check the appropriate boxes **INDICATING YOUR APPROVAL** of items below:

I authorize the school to post my child's picture on the school WEBSITE at www.swlauriersb.qc.ca/schools.genesis.

I authorize the school to post my child's picture on the Genesis Facebook page

Parent's signature: _____ Date: _____