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***This agenda belongs to:***

NAME \_\_\_\_\_

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STUDENT NO. \_\_\_\_\_ HOMEROOM \_\_\_\_\_



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## **Welcome to Rawdon Elementary School**

At Rawdon Elementary School, we are committed to supporting the well-being and success of every learner.

### **Our Mission**

We strive to:

- Foster a culture of self-efficacy, where all members of our community believe in their ability to succeed and set high expectations;
- Encourage an active and healthy lifestyle for all;
- Provide a safe, secure, and supportive learning environment.

### **RES School-Wide Positive Behaviour Plan**

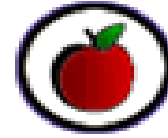
Our goal is to create a school culture where students can thrive academically and socially in a positive and respectful environment.

At RES, every individual has the right to:

- Feel safe
- Be proud of who they are
- Be treated with dignity and respect

With these rights come responsibilities. We believe that strong partnerships between families and school staff are essential in building a school environment that is positive, proactive, predictable, and effective.





## **Our Commitment to Positive Behaviour at RES**

At Rawdon Elementary School, we are dedicated to creating and maintaining a safe, respectful, and supportive learning environment for all. We focus on developing consistent behaviour support systems across all areas of the school, classrooms, common areas, individual settings and bus transportation.

To support positive student behaviour, we use proactive strategies, including:

- Teaching and modeling clear behavioural expectations
- Recognizing and rewarding positive behaviours
- Providing additional supports when needed
- Applying meaningful and appropriate consequences when inappropriate behaviours persist, including warnings, reflection activities, restorative practices, reparative actions, loss of recess privileges, and, in more serious cases, in-school or out-of-school suspension.
- By working together, we can reduce problem behaviours and encourage respectful, responsible, and safe conduct throughout our school community.
  
- Students and staff have the right to learn and grow in an environment that supports development and well-being. This environment must be respectful, welcoming, inclusive, and safe, where cooperation, mutual support, and consideration for others are valued.
- Students have the duty to always show civility towards other students and school staff, respect authority and their learning environment, and develop positive behaviours that favour the involvement of students in their academic success.
- Students must conduct themselves in a civil manner and, more specifically:
  - respect the authority of school staff and the rules of the school, including those of the classroom;
  - act and communicate with other students and school staff in a respectful, courteous and polite manner always, irrespective of the communication method used;
  - Refrain from all forms of intimidation or violence.
  - use a formal form of address when speaking to school staff;
  - use the title “madam” or “sir” or “Miss” or “Mr.” to address school staff;
  - respect the reputation and privacy of other students and school staff, by obtaining their consent and the consent of the person having parental authority over the student or the student’s tutor, as applicable, before capturing images or recording voices, and by using social media appropriately;
  - be diligent and punctual by respecting in particular the applicable schedules and deadlines;
  - take good care of school materials, infrastructures and equipment.

## **Rawdon Elementary School Policies**

### **RES Attendance**

- Students are expected to attend school every day and **arrive on time** unless they are ill or there is a family emergency.
  - If your child is absent, please enter the absence and justification in Clic-École.
  - **School hours: 8:00 a.m. – 2:40 p.m.**
  - **Drop-off:** Begins at 7:50 a.m. on Cartier Street. Please use 18th Avenue to ensure all children are dropped off on the school side of the street for safety.
  - Only students arriving late may use the front entrance and must be signed in at the office by an accompanying adult.
  - Any change in a student's usual dismissal routine must be communicated through the agenda or by phone before lunch. **Only emergency changes will be accepted after 12:00 p.m.**
  - If a student needs to leave early, please send a note in the agenda or communication folder. The student must then go to the office and be signed out by an authorized adult.
  - If a student takes a vacation during school days, parents must inform the school in advance. Students are responsible for catching up on missed work. Teachers are not required to prepare assignments ahead of time.
  - At dismissal, parents must wait on Cartier Street to pick up their children.
  - Only adults listed on the student's identification sheet may sign the student out. Written parental permission is required for any other adult.
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## RES School Closures

There are three types of closures that may occur due to weather or emergencies:

### 1. Transportation Cancellation

- School buses are cancelled, and students stay home.
- Daycare remains open for registered students. Daycare fees and schedules follow those of a Pedagogical Day.

### 2. Suspension of Classes Due to Unforeseen Events

(e.g., power outage, water issues)

- Students remain at home or will be sent home if already at school.
- Daycare services are closed.

### 3. Temporary Closure of the School

- All students stay home.
- Daycare is closed.

## Communicating the information:

- Consult SWLSB website ([www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)) or SWLSB Facebook page; Look for the name of Rawdon Elementary School
- Consult RES Facebook page

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## RES Student Health Policy



- To administer any medication at school, **written parental consent** is required, along with **detailed instructions** from a doctor, hospital, or clinic.
- All medication must be sent to school in its original container with the prescription label.
- It is the student's responsibility to go to the office at the appropriate time to take their medication.
- For minor injuries, school staff will provide basic first aid.
- In the event of sudden illness or serious injury, parents or guardians will be contacted immediately.
- If a parent or guardian cannot be reached and the child needs to be seen at a hospital, the school will arrange for transportation. Any related costs are the responsibility of the parents.

## **RES Good Nutrition Policy**

- Healthy food choices are encouraged at RES for both lunch and snacks.
  - Due to severe allergies, **RES is a NUT-FREE school**—please do not send any products containing nuts.
  - From mid-September to mid-June, students may participate in the Breakfast Program.
  - For safety reasons, **microwaves are available only to Grade 5 and Grade 6 students.**
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## **Communication**

- If you have concerns about your child, please contact their teacher first.
  - You may also communicate through the student agenda or email.
  - To schedule a meeting with a teacher, please call the school office to make an appointment.
  - Parents are responsible for updating any changes to phone numbers or addresses throughout the school year. This information is essential in case of an emergency.
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## **RES School Security**

- All visitors, parents, and volunteers must report to the office upon arrival.
  - **Parents are not permitted to circulate** inside the school or in the schoolyard.
  - All volunteers and visitors must sign in at the office.
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## **RES Dress Code**

- Clothing must be comfortable and appropriate for school activities.
  - Shoes should be safe and suitable for daily school use.
  - During fall and spring, students must have separate **indoor and outdoor shoes.**
  - Caps and hats are allowed outdoors only.
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## Physical Education

- A change of shirt is mandatory for all Cycle 2 and 3 students.
- Students may wear shorts, t-shirts, or track pants during gym class.
- **Running shoes are required** for all physical education activities.
- Watches and jewelry should not be worn on gym days for safety reasons.

## Lost and Found

- To help prevent the loss of personal belongings, we recommend that all clothing and items be clearly labeled with your child's name.
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## RES School Bus Safety

- Students must follow all bus safety rules at all times.
  - Students are not permitted to ride on buses other than their assigned one.
  - Inappropriate behaviour may result in a bus ticket. Repeated or serious offenses may lead to the suspension of bus privileges.
  - The Sir Wilfrid Laurier School Board Transportation Policy must be respected and is available at: [www.swlauriersb.qc.ca](http://www.swlauriersb.qc.ca)
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## RES & SWLSB Use of Technology

- Students are **prohibited from using cell phones, earphones, or any other personal mobile devices for the entire duration of the school day**. This restriction applies on school grounds, within school buildings, and during all school-related activities, including those taking place off-site. Failing to comply to this rule may result in removal of device
  - All students must follow the SWLSB Policy on the Acceptable Use of Information and Communication Technology Resources when using school devices.
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## RES Use of Student Photos

- Students may occasionally be photographed during school hours for school-related purposes.
  - A signed parental authorization form is required for any use of student photos.
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## RES Parental Involvement

- There are many ways for parents to get involved in school life!  
The two main opportunities are:
    - The Parent Participation Organization (PPO), which supports fundraising initiatives aligned with the school’s Educational Project.
    - The Governing Board, which makes decisions related to school governance.
  - Whether you can give a little time or a lot, your involvement makes a difference—we warmly welcome your participation!
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## RES Homework Policy

At Rawdon Elementary School, teachers and staff believe that homework is a valuable tool for reinforcing concepts learned in class. However, we also recognize the importance of keeping homework reasonable and supportive of each child’s development.

To ensure homework remains effective and manageable, the following guidelines are followed:

- It is used only for practice and reinforcement, not for evaluation.
- Studying, reviewing, or practicing for assessments is considered a valid form of homework.
- Homework will always be age-appropriate and developmentally suitable.
- It is strongly recommended that students read every night.

I have read the Code of Conduct and school policies with my child.

Parent’s Signature: \_\_\_\_\_

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

