

Rawdon Elementary School Policies

RES Attendance

- ❖ Students are expected to be present every day unless they are ill or there is a family emergency. If a student is absent, please inform the school in the morning by calling our secretary or leaving a message at 450 834-2427. We appreciate knowing the reason why your child is absent in order to track health problems within the school community.
- ❖ School starts at 8:00 and ends at 14:35;
- ❖ Students may arrive as early as 7:45 a.m. and must come in at the bell from the school yard entrance. The drop-off zone is on Cartier Street;
- ❖ Only late arrivals may use the front entrance and must be signed-in at the office by the adult who has brought them to school;
- ❖ If a change is being made to the child's usual dismissal routine, the school must be notified via the agenda or phone BEFORE lunch;
- ❖ Students who must leave early, must present a note to their teacher, in their agenda or parent folder, and then report to the office to be signed out by an adult before leaving;
- ❖ If a student takes a vacation outside the holiday calendar, parents should inform the school. The student will be responsible for catching up on missed work. Teachers are not obligated to provide and prepare work for students prior to their departure;
- ❖ At the end of the day, parents must wait for their children at the side gate;
- ❖ Any adult whose name does not appear on the student's identification sheet is forbidden from signing the child out without written permission from the parent;



RES Closures

- ❖ In the event that the Sir Wilfrid Laurier School Board must close its schools consult the SWLSB website (www.swlauriersb.qc.ca), or call the School Board (1-866-621-5600).
- ❖ Parents can opt to be part of the school phone chain/ bulk email by completing the form sent home in September.



RES Student's Health

- ❖ To administer medication, the school requires parental consent along with detailed instructions provided by a doctor, a hospital or a clinic. The medication should be sent in its original container with the prescription. It is the child's responsibility to come to the office and take his medication.
- ❖ In case of minor injuries at school, we will administer first aid. In case of sudden illness or injury, we will contact the parents. If we cannot reach the parents and the child needs to be examined at a hospital, the school will arrange for transportation to the hospital; this at the parents' expense.



RES Good Nutrition Policy

- ❖ Healthy foods is promoted at RES for lunch and snacks (candy, chips, chocolate bars, gum, dry noodles, soft drinks and caffeinated drinks are forbidden);
- ❖ Because of severe allergies RES is a NUTFREE school;
- ❖ From mid-September to mid-June students may attend the Breakfast program.
- ❖ PPO organizes a hot lunch service every Tuesday;
- ❖ For safety reasons, microwaves are reserved for Grade 5, 6 and daycare students.



Communication

- ❖ Should you have concerns regarding your child, please contact his/her teacher first. You may also use your child's agenda to write brief notes to the teacher. If you wish to meet a teacher, please call the school in order to schedule an appointment;
- ❖ Parents are responsible for updating any changes in telephone numbers or addresses at the beginning and during the school year. We may need to contact you in case of emergency.

RES School Security

- ❖ All visitors, parents, volunteers must report to the office upon arrival at the school;
- ❖ Parents are not permitted to circulate in the school nor in the school yard;
- ❖ Volunteers and visitors must sign in and wear a badge.

RES Dress Code

- ❖ Clothes worn to school must be appropriate and comfortable;
- ❖ Roller shoes are forbidden;
- ❖ Shoes must be appropriate for school-related activities (no high heels);
- ❖ In fall and spring, students must have a different pair of outdoor and indoor shoes;
- ❖ Caps and hats are for outdoor use only;
- ❖ Makeup is forbidden.

Physical Education

- ❖ A change of shirt is mandatory for all cycle 2 and 3 students;
- ❖ Students are permitted to wear shorts, t-shirts, track pants;
- ❖ Students MUST wear APPROPRIATE running shoes;
- ❖ Watches and jewelry must be removed before gym.



Lost and Found

- ❖ To prevent the loss of any personal belongings, we recommend you clearly label your child’s belongings and clothing.

RES School Bus Safety



- ❖ Students are responsible for following the bus safety rules;
- ❖ Students are never permitted to take a bus other than their own;
- ❖ Students may receive “bus tickets” for inappropriate behaviour. Repeated or dangerous offences may eventually result in a loss of transportation;
- ❖ The SWLSB Transportation Policy must be respected by all students and can be viewed on the SWLSB website at www.swlauriersb.qc.ca ;
- ❖ In case of a late return you may contact the Transportation Department at 1 866 621-5600 or after 4 c’clock the Bus Contractor

Bus # 603, # 935 : 1 800 468-2838	Bus # 81 - # 82 : 1 888 759-3554
Bus # 63- # 64- # 65: 1 800 668-3018	Bus # 66 - # 70 - #92 - # 97 450 585-1210 ext. 1222

RES and SWLSB Acceptable Use of Technology

- ❖ The user of any type of technology must follow the Policy on Acceptable use of Information and Communication Technology Resources. The policy will be reviewed with the teachers and students and parents will be required to sign a contract at the beginning of the school year.

