Commission scolaire Eastern Townships School Board
Moving ahead. Together. | Aller de l'avant. Ensemble.

Sawyerville Elementary School
ROCKS

51 Cookshire Street, Sawyerville, QC, J0B 3A0
Tel.: 819-889-2263 – Fax: 819-889-1114

2026-27

Sawyerville Elementary Rocks

Respectful - Open Minded - Communicative - Kind - Successful

Guidelines and Expectations

Dear Parents and Students,

To ensure the happiness and safety of all the students at Sawyerville Elementary School, the staff and I have worked hard to develop a set of guidelines for everyone to follow. Put downs, play-fighting, abusive and or sexist language, threats, excluding others, and physical confrontations, are all typical examples of bullying. In order to obtain a zero tolerance towards the problem of bullying requires the alliance of the whole school community – parents, staff, and students. I thank you in advance for your support in this important matter.

Please review the contents of this document with your child (ren) carefully and place it in a location where it can be referred to easily throughout the 2026-27 school year.

Please feel free to contact me should you have questions or concerns. Your input is always welcome as we work together to make Sawyerville Elementary School a safe and happy place for your child(ren). I look forward to working with you and the students of Sawyerville Elementary School this year.

Sincerely,

Norma Humphrey
Principal

Sawyerville Elementary ROCKS

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Office Hours: 8:05- 1:00 p.m.
Telephone Number: 819-889-2263 ext. 11601

* Please contact Cathy by phone or by email (dolloffc@etsb.qc.ca) during these hours if you need to make any changes regarding daycare and after school pick up. No changes can be made after 1:00 p.m. as the office is closed.

All visitors must use the main entrance
Daycare Parents may use the back door for drop off and pick up.

Communication
We value the support that we receive from the parents of our school. Without your support, the school would not be as successful as it is. Parents are always welcome at the school. It is important that you, as parents, be involved. However, so that we can best meet everyone's needs, we would ask that you respect the following protocol should you have concerns about an issue in class:

1. Please speak with the teacher first.

2. Should you require further clarification, the principal would be more than happy to discuss this with you or meet with you. However, in order to ensure that we are able to give you our undivided attention, please call the school to make an appointment to meet with your child's teacher or the principal at a time that is convenient for all concerned.

Language and Behaviour
Students are expected to use respectful and acceptable language within the school community. The school will encourage an acceptable standard of language.

In this context, disrespectful behaviour, obscene language or expressions which make use of swearing, name-calling, put-downs and insults are unacceptable.

Behaviour in the Class

It is expected that students will behave in a manner to satisfy the instructional and emotional needs of classroom life. It is expected that students will in no way jeopardize the rights of other pupils to an education.

It is expected that students will make every effort to keep assignments up to date and to complete daily work assigned by their teacher(s).

Behaviour Outside The Classroom
Out of respect for working students and teachers, it is expected that in hallways and on the stairs, students will walk and the noise level be kept low. Students are expected to respect the general principle of movement in the halls and stairs, which is to KEEP TO THE RIGHT.

• Students are expected to be respectful and courteous to staff, volunteers and supervisors on duty and to each other.
• Students are permitted to eat snacks outside; however, they need to put their garbage in the bin.
• Chewing gum is not permitted anywhere on school property.

Cafeteria
• Inappropriate behaviour in the cafeteria by any student will not be tolerated. If a student is not behaving appropriately he/she may be asked to eat in another area.
• Due to time and safety constraints, the school cafeteria does not provide microwave services.

Playground and Safety Guidelines
To ensure the safety of the children on the playground, the children are expected to stay within the playground boundaries at all times. We encourage cooperation and safe play. Children who have a problem while on the playground should speak with the person on duty.

The monkey bars may be used by Cycle 2 and 3 students only. During the winter season all playstructures including the swings are not to be used for safety purposes.

School Dress
Students are expected to come to school clean, neat and appropriately dressed. Students should come to school dressed in comfortable clothes that are safe and adapted for all aspects of school life, for example classroom, gym, playground, and daycare. Clothing that depicts inappropriate images or phrases are not allowed (swearing, put downs). Hats are not to be worn in the classroom, cafeteria, and gym.

Students play outside at recess and lunch time. Please send your child dressed for the weather.

Personal Belongings
To ensure a safe and caring environment at school please refrain from allowing your child to bring to school: smart watches, tablets, cameras, handheld computer games**,** and toy weapons. The school is not responsible for any damaged or lost items.

- If by accident a student discovers that they have a prohibited item in their possession,

they must bring it to the office immediately. The item will be confiscated and sent home with a parent or guardian, but the student in this case will not be punished.

- Trading of articles such as sports cards, marbles, toys or clothes is not permitted.

- The safe return of personal articles home is the responsibility of the student and his/her parent or guardian.

- Kindergarten and Cycle 1 students are not to bring toys or other items such as trading cards etc. to school.

Cell Phones
Students are not permitted to use cell phones at school.

Health and Wellbeing
Students are encouraged to eat healthy snacks and lunches. Soft drinks and energy drinks are not permitted at school.

School Property
A replacement cost will be charged for school property intentionally or negligently lost, damaged or destroyed.

Physical Education
Cycle 2 and Cycle 3 students will need to change into a different set of clothes (gym clothes and sneakers).

School Attendance

- Please phone us at school (819-889-2263), in the morning, if your child will be absent from school.
- Students who arrive late for classes must report to the office.
- Please keep your child at home if they are sick; vomiting, diarrhea, fever**.**

Medication at School
- Should your child be required to take <u>prescription</u> medication at school, the school must have a copy of the prescription.
- Parents must bring the medication to the teacher and students should not be bringing it in their backpack.

Morning Supervision
Supervision starts at 8:00 a.m. Please stay with your child if you arrive before this time.

Changes in Routine or Transportation

- Parents who want to pick up their child after school must notify the supervisor on duty.

- Should you wish for someone else to pick up your child, you must provide a note or send an email to Cathy at dolloffc@etsb.qc.ca and to the homeroom teacher. The email must be received before 1:00 pm and be sent by the child's parent. For your child's security we cannot allow them to leave school with someone else without a note.

Discipline Procedures

Minor Incidents:

In most situations of minor misbehaviour, speaking with the child about the appropriate behaviour is often enough.

However, in some cases an incident report is completed and sent home for discussion and parental signature.

Below are some examples of minor incidents:

Vulgar language, lateness, spitting, rudeness, arguing, homework not done, chewing gum, play fighting, shoving, throwing objects (food, snowballs), put down, disrupting class, refusing to complete class work.

If necessary, we will communicate with you. Please do not hesitate to communicate with the school if you have any questions or concerns about an incident at school.

Major Incidents:

Depending on the severity of the incident:

A half-day in-school suspension may be given. Should a suspension be given, the principal will contact the parents.

A one- day at home suspension may be given; parents will be notified by phone and in writing by the principal.

At-home suspensions of one or more days may be given, parents will be notified by phone and in writing and will be requested to come to the school for a meeting with the principal and teacher before the child is allowed to return to school.

Examples of Major Incidents are:

physical aggression (fighting), vulgar/aggressive language towards another person, possession of a dangerous object, intimidation, threats involving violence, theft, defiance of adults in school, vandalism, damage of property.

If the incident is very serious, a half-day or full day In-School Suspension may be given, and the school will contact the parents.

When a suspension is given, parents will be notified and will be requested to come to the school for a meeting with the principal and teacher before the child is allowed to return to school.

Bullying and School Violence

Bullying and school violence will be dealt with according to Sawyerville Elementary's Action Plan Against Bullying and School Violence and the ETSB's Action Plan for Continuing to Create Safe Schools Intervention Protocols.

Procedures For Reporting Bullying

If Someone Is Being Mean or Bullying

At our school, everyone deserves to feel safe, respected, and included.

Bullying means being mean on purpose, over and over, to hurt someone's feelings or body. This can include:

- Calling names
- Leaving someone out on purpose
- Spreading rumors
- Hitting, pushing, or hurting someone
- Sending or posting mean messages online

If this happens to you or you see it happen to someone else, tell an adult right away.

What Should You Do?

1. Tell a Trusted Adult

You can tell:

- Your teacher
- Any school staff member (recess teacher, bus driver, office staff)
- The principal

It is never tattling when someone is being hurt or unsafe.

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2. You Can Ask for Help

If you feel nervous about reporting:

- Ask a friend to go with you**.**

- Write a note to your teacher.
- Ask your parent or guardian to contact the school.

What Happens Next?

- The adults will listen carefully.
- They will talk to the students involved.
- They will work to make sure everyone feels safe.
- Parents may be contacted if needed.

We keep reports as private as we can.

Remember

- **Y**ou are not alone.
- Bullying is not your fault.
- Reporting helps keep our school safe.
- We are a team, and we take care of each other.

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Incident Report

Student:_____ Grade:_____ Date: _____

1. **In Class**
2. **Morning Recess**
3. **Lunch Recess**
4. **Afternoon Recess**

Report Written By:_____

INCIDENT		INCIDENT	
Fighting		Making Rude Gestures	
Bullying		Using Abusive Language	
Leaving School Property		Teasing / Harassing	
Disobeying Instructions		Destroying/Defacing School Property	
Disrupting Class			
		Other:	

DESCRIPTION OF INCIDENT & COMMENT:

Consequence:

Spoken to
Written report/apology
Recess/lunch detention
Suspension

Parents Notified on Incident:

_____ _____

Date **Parent Signature**