

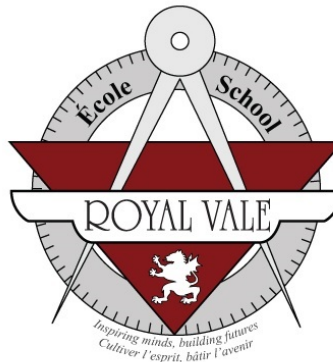
ROYAL VALE ELEMENTARY SCHOOL

5851 SOMERLED AVENUE

MONTRÉAL, QUÉBEC, H3X 2A5

TEL: 514-481-2463 FAX: 514-481-3094

www.emsb.qc.ca/royalvale



2021 – 2022

Mauro Zampini
Principal

Christos Lagakos
Vice-Principal

Steve Spetsieris
Vice-Principal

Sam Servello
Vice-Principal

This agenda belongs to: _____

Grade: _____

Homeroom: _____

We thank you for choosing Royal Vale School. Our team is committed to providing a safe environment, delivering a quality education in all subjects and fostering a spirit of community, good citizenship and love of learning. Our team asks parents for trust, cooperation and communication.

Please take the time to read and discuss with your children our school rules, code of conduct and policies contained in this student handbook which should be followed at all times.

I HAVE READ ALL OF THE INFORMATION ON ROYAL VALE SCHOOL AND WILL FOLLOW ALL SCHOOL POLICIES, RULES AND REGULATIONS.

Parent/Guardian Signature:

Dear Royal Vale Families,

The staff and administration of Royal Vale School would like to welcome you to an inspiring, stimulating and successful academic year. In the next few pages, you will find important information outlining many aspects of our school and expectations for the year. We wish to draw your attention specifically to the Code of Conduct and the Uniform Regulations of the school. We ask that you review this information carefully with your child.

Mission Statement

The mission of Royal Vale School is to:

- Develop within a French Immersion setting and an enriched Math/Science curriculum, students' cognitive skills, communications skills and intellectual curiosity, enabling them to become effective, critical thinkers and creative individuals.
- Provide a supportive atmosphere that encourages acceptance of and respect for others and oneself, democratic values, and an understanding of the relationship of the individual, the school and the community.
- Prepare today's youth for tomorrow's world through a challenging curriculum and extensive extra-curricular activities which provide our students the opportunity to assume leadership roles.

Basic Information

The school's organization offers the following:

- An enriched Math/Science curriculum from K to Grade 6
- French Immersion Program
- Compulsory school uniform
- After-school optional Enrichment Programs (EP) (K-6)
- Before School Program (BSP) and After School Program (ASP)
- Pedagogical Day Programs (PED)

Statement of Goals

Our school aspires to foster in each student:

- A life-long love for learning and service to community.
- The skills of abstract reasoning, logic and problem solving.
- The development of their physical, mental, social and emotional well-being in a safe space.
- The necessary foundation to succeed in secondary school, and beyond.
- An understanding and appreciation of the world both in and out of school.
- Positive leadership and social skills in a 21st century context.
- A proficiency in English and French leading to an Immersion Certificate.
- Digital literacy, technological awareness and appropriate use of communication technologies.
- An understanding of their cultural and linguistic heritage reflected in the Quebec and Canadian context.

1. Code of Conduct

At Royal Vale School, we recognize that each child and situation is unique. We will always strive to ensure that our school offers a safe and caring environment in which students can learn and grow. The code of conduct at Royal Vale School is based on a balance between rights and responsibilities.

Rights	Responsibilities
Students have the right to learn.	<p>Students have the responsibility to actively participate and be responsible learners.</p> <ul style="list-style-type: none"> • Always trying their best • Being on time and ready to work • Staying focused and allowing others to learn • Completing assignments and using a planner/agenda to keep track of their homework and evaluations
Students have the right to be respected.	<p>Students have the responsibility to respect others.</p> <ul style="list-style-type: none"> • Being polite and waiting their turn • Using kind words and caring for others • Using good listening skills and using their voice in an appropriate manner • Being honest and telling the truth • Caring for and including others • Taking responsibility for their actions
Students have the right to be safe.	<p>Students have the responsibility to behave in a safe manner and to promote the safety of others.</p> <ul style="list-style-type: none"> • Walking calmly, and lining up quickly and quietly for transitions • Following staff members' directives • Staying in the designated areas • Playing games safely • Reporting dangerous situations to staff • Maintaining safe behaviour toward others • Resolving conflicts peacefully
Students have the right to privacy and security of personal space.	<p>Students have the responsibility to respect the property and privacy of students, staff, and community.</p> <ul style="list-style-type: none"> • Not touching other people's property without permission • Respecting personal boundaries • Asking before photographing/recording someone
Students have the right to use school equipment and property.	<p>Students have the responsibility to use equipment and property according to all applicable rules with care and respect.</p> <ul style="list-style-type: none"> • Use technology responsibly • Keeping their environment clean • Asking before borrowing • Returning materials promptly and neatly

2. Interventions and Consequences

All students are expected and encouraged to assume responsibility for their choices. When students fail to honour the code of conduct, they may expect one or more of the following interventions:

- Review of expectations and/or discussion with a staff member
- Communication with a parent/guardian regarding the issue
- Intervention of staff members
- Written reflection
- Letter/note of apology
- Community work in school
- Loss of privileges at recess or lunch
- Letter of warning from Administration
- Meeting with parent/guardian and child
- Exclusion from activities or field trips
- In-school suspension
- Homebound suspension for a period

Justification for Suspension:

Rules and regulations at Royal Vale have been established for the safety and well-being of our students. Any student who is physically, emotionally, or verbally abusive toward another child or staff member may be suspended from school while interventions are put in place to improve the situation. We count on the collaboration of parents/guardians to support and work with our school to ensure that negative behaviours do not re-occur.

3. Daily Schedule

7:50	Morning Entry
7:50 – 8:00	Morning Homeroom
8:00 – 10:00	Class Time
10:00 – 10:20	Morning Recess
10:20 – 11:50	Class Time
11:50 – 12:40	Lunch
12:40 – 12:45	Afternoon Homeroom
12:45 – 1:30	Class Time
1:30 – 1:50	Afternoon Recess
1:50 – 2:35	Class Time
2:35	Dismissal

**** Kindergarten lunch is from 11:32 – 12:40 ****

- Students should arrive to school by 7:50 a.m. and will be dismissed by a staff member at the end of the school day.
- Unless a medical certificate is presented to the office, all students are expected to play outdoors during recess and lunchtime.
- Royal Vale School does not offer bus service.

4. Use of Technology

The use of mobile devices is strictly prohibited for elementary students while they are in school. The school will not be responsible for the loss of or damage to digital devices while students are in school. Students are responsible for using technology in a lawful, responsible and ethical manner consistent with the purposes for which it is provided. They are to protect themselves and others by not engaging in and by reporting digital abuse of people and property. Students are to ensure that the privacy of their own information is not broadcast for others to know and manipulate. They are also responsible for ensuring that photos, videos or images are not taken using any device unless authorized. Elementary students are forbidden to use cell phones during school hours. All electronic devices must be stored in personal lockers for the day. Please note that the school is not liable for the loss/theft/damage of technology items brought to school.

5. Emergency Procedures

School fire drills are held regularly in order to ensure an orderly evacuation of the building should it become necessary. Drills may be held outdoors. Therefore, students are required to wear shoes at all times. Flip flops and sandals are disallowed.

Note: During a fire drill, all students, teachers, staff, volunteers and visitors in the school must evacuate the building and head for the nearest exit.

Emergency Evacuation Plan:

In the event that we have to evacuate the school, the approved protocol established between the school and the City of Montreal Fire Department will be exercised. Students will leave the building in an orderly fashion and will proceed to the following location:

Willingdon Elementary School (corner of Draper and Terrebonne)

In such a case, parents/guardians will be notified via email and/or by phone.

6. Reporting of Grades

Our school year has one progress report issued in October, and two report cards issued in January and June.

Parent-Teacher Interviews are held two times per year. Please refer to the school calendar for the exact dates. In addition, parents/guardians concerned about their child's progress should contact the school at any time.

7. Attendance, Absences and Early Dismissals

Morning entry is from **7:50 a.m.** The **Kindergarten, grades 1 & 2 students** enter by the **Draper Entrance** and **grades 3 to 6 students** enter by the **Royal Entrance**. Should a student arrive late, he/she must report to the main lobby for a "late slip". This slip must be given to the homeroom teacher. Please note that **late for homeroom means late for school.**

Please ensure that your child/children arrive at school by **7:55 a.m.** as punctuality is important. Teachers often make announcements, distribute important materials that need parental attention, and may transition students to their specialists' classes, first thing in the morning.

It is obligatory for students to attend all classes.

- In case of an absence, late arrival or early dismissal, the parent/guardian must contact the school by email sent to **royalvale@emsb.qc.ca** or call the school to report and justify all absences.
- If a student is going to have a prolonged absence from school, parents/guardians must to notify the teacher and the school administration.
- If a student will not be attending his/her after school activities, it is the parents'/guardians' responsibility to inform the Home and School Office.

Under no circumstances may a student leave the building with an unauthorized person or without clearance from the office.

8. Uniform Regulations

The school uniform must be worn by all students, K-6, beginning on the first full day of school. Uniforms are expected to be clean and neat. It is each student's responsibility to arrive and leave school dressed in the school uniform. Stockings, socks or leggings must be solid black, navy blue, white, beige, gray or burgundy. No other color or print is permitted. Students participating in any school activity, either in the building or away from school, must remain in uniform unless otherwise specified. On days when students have Physical Education, they may come to school dressed in their gym uniform.

COMPULSORY SCHOOL UNIFORM POLICY:

Uniforms must be purchased from our official school supplier. Please consult the school supplier for details regarding the items permitted as part of the school uniform.

<p style="text-align: center;">Top Marks 5760 Ferrier Street MONTREAL, QC H4P 1M7 Tel #: (514) 344-5454 Fax #: (514) 344-5350 www.topmarks.ca</p>
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During the course of the year, there are a few "free dress" days to fundraise for certain causes or events.

When these days occur, notices are sent home.

The gym uniform and proper footwear is compulsory and must be worn at all times during gym.

No head coverings (except for religious purposes) may be worn in the school building, at any time during the day.

Jackets or other outdoor wear may **not** be worn in class.

Students should have both indoor and outdoor shoes.

There are consequences in place when students disregard the uniform rules. Parents/Guardians whose children repeatedly do not conform to the uniform regulations will be contacted.

9. Lockers/Locks

Students are assigned a locker by their homeroom teacher. Each student is responsible for the cleanliness of his/her locker. The school administration reserves the right to conduct periodic searches of student lockers and/or student bags in order to ensure the health and safety of students and staff.

Students from grade 3 to 6 may use a high-security, high quality combination lock. Lock combinations must be given to the homeroom teacher. Students must not share their lock combination with others.

10. Lost Articles

Students and parents/guardians are advised that the school cannot be responsible for lost/damaged/stolen articles. Valuable items should not be brought to school and money should not be stored in a student's locker. The Lost and Found rack and wooden bin is situated in the Royal Lobby. **All belongings should be labelled.**

11. Enrichment Programs and After School Programs

Enrichment Programs (EP) for grades K to 6 are offered to interested families and take place after school. After School Programs for grades K to 6 are offered daily from 2:35 p.m. to 6:00 p.m and are optional. Please contact the Home and School Office for more information.

12. Parent/Guardian Involvement

Parents/Guardians are encouraged to become active members of the school community. They may serve on the Governing Board, and the Home and School Association. Information is available through the School.

A special Parent Volunteer Sign-Up Sheet will be sent home at the beginning of September so that you may choose your area of involvement and mark your calendar accordingly. This form should be returned to the Home and School office at your earliest convenience.

Parents/Guardians must enter the school through the Main Entrance and report directly to the office without exception. Parents are not permitted to circulate the hallways or visit their child's classroom.

13. Accident Insurance & Ambulance Fees

Parents are encouraged to subscribe to personal insurance particularly as this relates to your child's participation in physical education and sports, or in any other circumstances. Fees incurred for ambulance services, medical/dental/ocular services and any other services related to an injury will not be assumed by the school. Parents are encouraged to contact their personal insurance company or any other insurer to get advice and information about accident insurance coverage for their child.

14. Lunch and Cafeteria Services

Our cafeteria offers a full-service lunch menu as well as individual items at reasonable prices. Students use the cafeteria only during their lunch hour. It is also open at recess for high school students ONLY. **Except for classroom snack, the students are disallowed to eat in classrooms, gyms, library, corridors and schoolyard.** A cafeteria meal card (10 meals) may be purchased directly at the cafeteria.

We recommend that students stay on the premises during their lunch hour. The lunch hour is an integral part of the day where students learn to socialize with their peers and engage in play or activities that require fairness and compromise. If, however, a parent/guardian wishes to have his/her child eat at home, please inform the administration.

15. Library

The Royal Vale library offers a welcoming and safe environment for students in Grades K through 11.

Services are focused on helping students to develop multiple literacies, to work collaboratively, and to develop a lifelong love of reading.

The library supports the school's vision to help all students reach their potential in a caring environment.

Loans:

Students may borrow books for one (1) month. Books may be renewed unless they have been requested by another student / teacher. If books are not returned, replacement fees must be paid by the student or his/her final report card will not be issued.

Terms of Use:

Everyone benefits when the following terms of use are respected:

- No eating or drinking
- No video games
- Use head phones while listening to audio
- Work quietly

For recommended books, resource lists and photos, visit the library's website:
<http://royalvale.emsb.qc.ca/library/index.asp>

16. Field Trips

Class field trips are an integral part of the Royal Vale School's hands-on philosophy and program and, as such, all students are expected to participate. Our field trips are educational, recreational or cultural. Any family with a financial concern should speak with the Principal, in confidence, as no child will be refused permission to go on a trip due to such a concern. Costs for field trips will vary according to level and duration. Parents/Guardians will be given more information throughout the school year, whenever these trips are planned. For major field trips, students may be asked to participate in fundraising events to help reduce costs. The school **is not responsible** for trip cancellation policies imposed by travel agencies for trips booked through them or any circumstances beyond our control.

