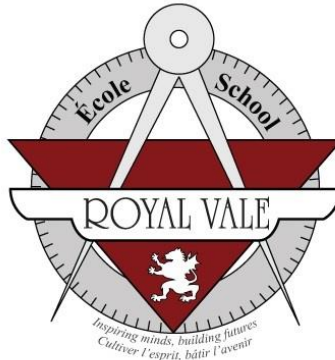


ROYAL VALE HIGH SCHOOL

5851 SOMERLED AVENUE
MONTRÉAL, QUÉBEC, H3X 2A5
TEL: 514-481-2463
FAX: 514-481-3094
www.emsb.qc.ca/royalvale



2018 – 2019

Nathalie Lacroix-Maillette
Principal

Saverio Servello
Vice-Principal

Nathalie Cheff
Vice-Principal

This agenda belongs to:

NAME: _____

PLEASE KEEP THE FOLLOWING INFORMATION HANDY. ALL SCHOOL POLICIES AND REGULATIONS MUST BE ADHERED TO AT ALL TIMES.

WE HAVE BOTH, PARENTS/GUARDIANS AND STUDENT, READ ALL OF THE INFORMATION ON ROYAL VALE SCHOOL AND WILL FOLLOW ALL SCHOOL POLICIES, RULES AND REGULATIONS.

Student signature: _____

Parent/Guardian signature: _____

Dear Students and Parents/Guardians,

The staff and administration at Royal Vale School would like to welcome you to another inspiring, stimulating and successful academic year. In the next few pages of this agenda, you will find important information outlining many aspects and expectations for the year. We wish to draw your attention, more specifically, to the Code of Conduct and the Uniform Regulations of the school. Please set aside a few moments to review this information carefully. The agenda is a great tool to help plan the year and to enhance communication between home and school.

Mission Statement

- * 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.

School Philosophy

The philosophy of Royal Vale School encompasses the following:

- * Cooperation and recognition for excellence
- * Lateral enrichment
- * Learning through manipulation, discovery, observation and experimentation
- * Learning to understand, develop, apply and communicate knowledge

Statement of Goals

- * To provide each student with the necessary pre-requisites leading to acceptance into math/science oriented programs at the post-secondary level
- * To develop in each student, skills and understanding through the application of the scientific method
- * To develop in each student a proficiency in English and French leading to a Bilingual Certificate
- * To develop in each student the skills of abstract reasoning, logic and problem solving
- * To provide a school wide enrichment program
- * To develop in each student computer literacy as well as flexibility of thought, action and application through the use of information and communication technologies
- * To provide students with a background in their cultural and linguistic heritage reflecting the needs of the community
- * To provide students with the opportunity to develop and improve their physical, mental, social and emotional well being
- * To develop in each student an understanding and appreciation of the world both in and out of school
- * To develop students' positive leadership and social skills

ACADEMIC POLICY

1. Course Outlines / Evaluation

Teachers are required to give every student an outline of the program, the general expectations of the course, plus the methods and percentages (by term) that the teacher uses to evaluate the progress of the student. These will be distributed in early September to the students in class. They will also be available on the school's website. Students experiencing difficulty in a subject area should make arrangements with the teacher for help. Teachers will inform the students of their scheduled availability for remediation or tutorials.

Homework Policy

- a. Assignments are given on a regular basis and should be recorded in this Agenda Book which is provided to all students, from Secondary I-V (Grade 7-11), for this purpose.
- b. Students are expected to complete and return homework and assignments by the due date or late penalties will apply.

Homework is an essential part of our school program. It is used to reinforce work previously taught, as well as to practice new skills. Parents and teachers must work together to help children develop good study habits and a responsible attitude towards homework. Your child should have a quiet place to work and a regular timetable which allows adequate time to complete all homework assignments. Teachers assign work to be done at home, both as a matter of learning and as training for later years. If questions or difficulties arise, the teacher should be contacted. On 'Curriculum Night,' your child's subject teacher(s) will suggest a reasonable time allotment for homework (which excludes time for organization of work).

Assignments and Tests

Students are expected to be present for all class tests. Students who do not have a valid, documented reason for missing a class test will receive a mark of "0".

Students are expected to hand in assignments **ON TIME**. If assignments are late, the teacher has the discretion to impose a late penalty communicated in advance.

Students caught **cheating** or **plagiarizing** receive an automatic zero.

In unusual circumstances where a student must be absent from school, parents are required to inform the administration **in writing before the event takes place**. Some students may be absent from a class when an assignment is due or when a test is scheduled because of participation in a school sponsored activity. These students are expected to hand in their assignment **before** they leave. Students who have been absent due to serious illness, accident, death in the family, or other extreme circumstances, must consult teachers immediately upon their return to make arrangements to hand in their work. Under both circumstances, a teacher may or may not require students to write missed tests.

Examination and Marking Policy

Secondary students will write formal exams **twice** per year (**Mid-Year and End of Year**). Students are expected to present themselves to the examination room on time and with the necessary equipment. Please refer to individual course outline for more details.

Those arriving more than 30 minutes late for an examination are not permitted to take the exam and may receive a mark of "0". Students absent without a note from their physician will also receive a mark of "0" for the exam. In the event that the examination schedule is interrupted (snowstorms, etc.) the schedule resumes on the day following the interruption.

NO CELL PHONES: During exams, students are strictly forbidden to have in their possession any electronic device, including a cell phone. Any student who violates this rule will be expelled from the exam room, will be considered to have cheated on the exam and will receive "0" for the exam. The pass mark in all subjects is 60%, as per Ministry directives.

Results on formal examinations are not enough to ensure promotion.

Projects, home assignments, written work and periodic class tests form a considerable percentage of the final mark. Check each subject course outline for exact details.

Holiday travel is not a valid excuse for missing exams, class tests or handing in assignments late. No exemptions will be made.

Reporting

One Progress Report is issued in October and three report cards are issued during the school year: The report cards are issued in November, February and June. The period of work evaluated on each of these reports is indicated on the course outline sheet given to the student in September.

Formal Parent/Teacher Interviews are held in November and February. Please refer to the school calendar for the exact dates and times. In addition, parents concerned about their child's progress should contact the school at any time.

Credit and Promotion Policy for Secondary Students

- The pass mark is 60% for all High School Leaving courses.
- RVS does not program courses at different grade levels in a student's timetable in case of failure. Therefore, repeating a subject is not an option; students failing core subjects will be asked to transfer to another school if they do not succeed in summer school.

Secondary 1-3 Students

- Students are expected to obtain a passing mark of 60% in all subjects.
- Each year, students in Sec 1-3 **must pass** the 3 CORE subjects (English, French, and Math) in order to continue to the next grade. A student who obtains a grade of between **50 and 59% in 1 or 2 of the 3 CORE subjects** is eligible to attend summer school.

Requirements for Secondary School Diploma and Cegep Entrance

To be eligible for CEGEP admission, in addition to the obligatory requirements of the Secondary School Diploma, a student must meet the following conditions:

- 1) Pass the following compulsory subjects:
 - Secondary IV & V English
 - Secondary IV Science and Technology
 - Secondary IV Mathematics
 - Secondary IV Histoire et éducation à la citoyenneté
 - Secondary V French Second Language Instruction
 - Secondary IV Arts Education
 - Secondary V Ethics and Religious Culture or Physical Education
- 2) Accumulate 54 credits at the Secondary IV and V levels with a least 20 of these credits recognized at the secondary V level.

However, this is a minimum requirement and does not in itself guarantee admission. For many programs particular courses are either required or recommended.

All public CEGEPs offer two kinds of programs:

- a) two-year general program for students who wish to continue their education at the University level
- b) three-year specialized career programs for students who wish to enter the labour market with qualifications in a chosen field.

Detailed information concerning all CEGEP and University programs can be obtained from the school Guidance Department. Students should ensure that the courses that they select will enable them to be admitted to the CEGEP program of their choice.

Certificates and Diplomas

In addition to the Secondary School Diploma (S.S.D.) that will be awarded by the Ministry of Education, the EMSB may grant other diplomas. They include:

- 1- Board Certificate of Secondary School Graduation
- 2- Bilingual Certificate

The EMSB Bilingual Certificate will be awarded to all Secondary V students who successfully complete the Royal Vale French Immersion program.

CODE OF CONDUCT

At Royal Vale School, our **objective** is to provide a safe and caring learning environment which celebrates diversity, promotes cooperation and encourages mutual respect. Our goal is to help our students grow to become respectful and responsible citizens. Learning is a life-long process requiring discipline and respect.

We have developed guidelines for appropriate student behaviour which are stated in this school agenda book and on the RVS website. Students are expected to follow the school rules. They have the right to receive a proper education and the responsibility to be accountable for their learning. Students and staff have the right to work in a safe, orderly and respectful environment.

The RVS code of conduct is based on the premise that personal freedom is accompanied by the responsibility to respect the rights of others. Common courtesy, good manners and mutual respect are valued and expected. That is the reason why our code of conduct at Royal Vale School is based on a balance between rights and responsibilities. The development of **self-discipline** in each student is an important aspect of our discipline policy. We believe that discipline is meaningful when it is self-imposed or self-controlled.

In order for any code of conduct to be effective, it is necessary that the school has everyone's support and co-operation. That is why **parents** play an essential role in the education of their children and have the responsibility to support the efforts of the school staff in maintaining a safe and respectful learning environment for all students.

Rights	Responsibilities
Students have the right to learn.	Students have the responsibility to actively participate and be responsible learners. Some examples include: <ul style="list-style-type: none">• Always trying their best• Being on time and ready to work• Staying focused and allowing others to learn• Behaving appropriately in classes• Completing and submitting assignments• Planning and studying for tests and exams
Students have the right to be respected.	Students have the responsibility to respect others (not to bully, tease, pick on, or harass others). Some examples include: <ul style="list-style-type: none">• Being polite and respectful• Using kind words and appropriate language; no name calling• Caring for and including others• Taking responsibility for their actions• Being honest and telling the truth

<p>Students have the right to be safe.</p>	<p>Students have the responsibility to behave in a safe manner and to promote the safety of others.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> • Walking calmly • Playing games safely • Reporting dangerous situations to staff • No fighting, pushing, shoving, etc. • Settling conflicts peacefully
<p>Students have the right to privacy and security of personal space.</p>	<p>Students have the responsibility to respect the property and privacy of others (students, staff, and community).</p> <p>Some examples include:</p> <ul style="list-style-type: none"> • Not touching other people's property without permission • Respecting personal boundaries • Asking before photographing/recording someone
<p>Students have the right to use student equipment and property.</p>	<p>Students have the responsibility to use equipment and property according to all applicable rules and with care and respect.</p> <p>Some examples include:</p> <ul style="list-style-type: none"> • Using technology responsibly • Keeping their environment clean • Caring for the property of others • Taking pride in our school; no vandalism • Returning materials promptly • Wearing the school uniform properly

Interventions and Consequences

All students are expected and encouraged to assume responsibility for their behaviour. When students fail to honour the code of conduct, they may expect one or more of the following interventions in order to improve a behaviour and learn from an incident:

- Review of expectations and/or discussion with the teacher or supervisor
- Communication with a parent/guardian regarding the problem
- Intervention program with a Special Education Technician
- Written assignment
- Community work in school
- Detention at recess or lunch
- Letter of warning from the principal or vice-principal
- A student may be sent home to change if not in proper school uniform
- Meeting with parent/guardian and child
- In-school suspension (a day's work in isolation from the class)
- Suspension at home for a period of 1-5 days. A parent/guardian must then accompany the child back to school and meet with the Principal or appropriate staff before the child may return to class.
- Transfer to a school that better meets a student's needs.

In general, the day-to-day discipline is handled by the school. When a serious problem occurs or repeated warnings have had little effect, parents are notified and requested to meet with the school personnel to discuss the problem. It is through cooperation between the home and the school that such situations are improved.

Detentions

- Classroom detentions may take place in early morning (8:15), at lunch (12:40), or after school (3:20). Detentions can last for up to 50 minutes and may be given to individuals, a group or even a class by the teacher concerned.
- School detentions will be held every day after school from 3:25 until 4:15 p.m. Students who are issued a detention must be prepared to **serve it on the day of the infraction.**

Breaking of school rules includes such infractions as late to school, late to class, uniform violations, untidy appearance, unprepared for class (missing books, pencils etc.), rudeness, poor behaviour, etc.

Suspensions

The code of conduct at Royal Vale has been established for the safety and well-being of our students. Any student who is physically, emotionally, or verbally abusive with another child or staff member may be suspended from school while interventions are put in place to change the behaviour. Parents/Guardians will be informed if such a consequence is necessary. We count on the collaboration of parents/guardians to support and work with our school to ensure that aggressive behaviour does not re-occur.

There will be no tolerance for bullying (which includes but is not limited to physical, emotional, and/or cyber-bullying), intentional physical or verbal abuse, the threat of physical harm, insubordination or directed obscenity and will result in immediate disciplinary measures. It is important that all students behave in an appropriate manner so that everyone is able to live and learn in an environment conducive to learning.

Major Infractions

Because major infractions are a threat to the safety and security of the school community, the following will result in immediate disciplinary action. In all cases, the individuals implicated will be removed from the site of the infraction. The administrator in charge will then determine what action will be taken after an assessment of the gravity of the situation and the potential for further risk:

- Fighting
- Vandalism
- Theft
- Possession, use or sale of alcohol or drugs
- Extortion, taxing and/or intimidation
- Possession or use of any weapon (or replica) or dangerous object
- Chronic disrespect for school rules
- Extreme rudeness or the use of abusive language including expressions of racial, sexist or ethnic bias, physical or verbal intimidation
- Any action or behaviour which jeopardizes the safety and security of the school community
- Bullying and Cyber-bullying in any form will not be tolerated

GENERAL SCHOOL INFORMATION

The School Day

The school day starts at 8:35. There are 6 periods of fifty minutes each school day over a six-day cycle. Before the morning homeroom period, students are to get their books for the first period. During the remainder of the day, there is time allotted between periods to exchange books for the next class.

DAILY SCHEDULE

<u>High School</u>	
Call in	8:30
Home Room	8:35-8:45
Passing time	5 mins
Period 1	8:50-9:40
Passing time	5 mins
Period 2	9:45- 10:35
Recess	10:35:10:55
Period 3	10:55-11:45
Passing time	5 mins
Period 4	11:50-12:40
Lunch	12:40-1:35
Period 5	1:35-2:25
Passing time	5 mins
Period 6	2:30-3:20

Extra-curricular activities for high school students may be scheduled before homeroom period, during lunch hour or after 3:20 p.m.

Attendance

1. It is obligatory for students to attend all classes.
2. In case of an absence, the parent/guardian must contact the school (in writing or by phone) to report and justify all absences. **All absences must be justified otherwise truancy may be judged resulting in further disciplinary measures.**
3. In the case of a prolonged absence, the parent/guardian must advise the school immediately and provide a medical certificate when applicable.
4. In case of an early dismissal, the parent/guardian must write a note to the homeroom teacher.
5. **Please use our answering service to leave a message regarding your child's absence.**

A. Punctuality

All classes begin at specified times, as does homeroom. This includes classes following recess and lunch; students must be at the door of their classrooms exactly at the times specified. Students who are chronically late will assume the consequences of their actions that may include detentions or suspension from school.

B. Late Arrivals

Every student is expected to arrive at school and be in the homeroom on time, **before the 8:35 bell rings**. Homeroom is an integral part of the student's day. Important information such as changes to schedule, ECA information, time and dates of meetings, special events etc., are read out loud at this time. Students who arrive late between 8:35 and 8:45 should report directly to the homeroom teacher, who will remove their names from the daily attendance before submitting it to the office **at the end of homeroom period**.

After a maximum of four late arrivals in a term, parents will be notified by phone. **Following five late arrivals for homeroom in the same term**, the student will be referred to the administration for further disciplinary measures, with the possibility of a suspension.

Please note that **late for homeroom means late for school**. **Students arriving late without a valid reason will serve a detention on the same day**. Should late arrival become persistent, **a student may be sent home and a parent or guardian will be required to meet with the administration regarding the situation**.

High school students are permitted to leave the premises during their lunch hour. They must, however, be back on time before 1:35. **Students returning late after lunch must report directly to the office. A detention will be issued to be served that afternoon.**

Subject teachers will deal with students arriving late to classes. Lateness must not be tolerated and a **teacher detention** should be assigned. Detentions are at the teacher's discretion with regard to duration and period of the school day. If after five detentions, lateness persists, it may be referred for further disciplinary measures.

C. Absences / Early Dismissals

If a student is going to have a prolonged absence from school, parents are asked to notify the school in writing. Upon request, a folder will be kept in the office for the student's assignments. Parents may arrange to pick up this work.

All absences must be justified in writing or by phone.

Only a written note will be acceptable as an excuse for being dismissed early. A student who must be excused during regular school hours is required to present a dated note, signed by his/her parent or guardian, with phone number for verification, to the Homeroom Teacher beforehand. If the student arrives after homeroom period, the note is to be given in at the office upon arrival.

Under no circumstances may a student leave the building without clearance from the office. Leaving school without authorization will be considered as truancy and will result in an automatic suspension from school.

Parents are asked not to call the office to allow for early dismissal of their children unless it is an absolute emergency. **It is school policy not to interrupt classes that are in session.**

D. Tests & Exams

It is the teachers' obligation to evaluate each student's work and progress. Exams and tests are very important. **A zero may be given for any unjustified absences or plagiarism. Only justified absences (medical certificate, etc.) will be considered.**

Bicycles

Students are encouraged to come to school using their bicycles. They are expected to use the bicycle racks available on the high school side of our school on Draper Avenue. Students are also responsible for using a good quality lock to safeguard their bicycle. Royal Vale School is not responsible for anything that may happen to bicycles.

Care of School Property

All students are expected to apply the same standards of cleanliness and respect to the school as they do to their home. Vandalism (property damage, graffiti, etc.) of any type or degree will not be tolerated. Students will be required to "clean up" or "fix" the damaged area(s) and/or to pay for the repair or replacement in full.

Cell Phones and Technology Use

Students are responsible for using technology in a lawful, responsible and ethical manner consistent with the purposes for which it is intended. Students are also responsible for ensuring that photos, videos or images are not taken using any device unless authorized. Electronic devices must not be used in the classroom unless authorized by teachers. Otherwise they will be confiscated by the teacher. Please note that the school is not responsible for the damage/loss of electronic items brought to school.

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:

Secondary: English Montreal School Board Building (6000 Fielding)

In the event of an evacuation, parents/guardians will be notified by phone and/or email.

Extra-Curricular Activities

Extra-curricular activities are compulsory at Royal Vale School and they are an important part of a student's education. All high school students are expected to take part in the comprehensive E.C.A. program with 20 hours of participation in activities during the school year. Activities may occur in the morning before classes start, during lunch time or after

school. Royal Vale School will continue to actively participate in interscholastic activities. Note that the Administration may limit a student's participation in ECAs when activities seem to have a negative impact on a student's learning and academic success.

Field Trips

Class field trips are an integral part of the Royal Vale 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 or write to the principal, in confidence, as no child will be refused permission to go on a trip due to such a concern. Costs for these field trips will vary according to level and duration. Parents will be given more information throughout the school year as these trips are formalized. For major field trips, students may be asked to participate in fundraising events to help reduce costs.

It is our policy to have students travel by public transportation or by chartered bus. The school will inform the parent ahead of time of the particular arrangements that have been made. Parents should be aware that they and the students will sometimes have to assume some of the responsibility in these travel arrangements - e.g. requesting that a student be dismissed directly from an event.

Fire Drill

School fire drills are held regularly. This is to ensure an orderly and calm evacuation of the building should it become necessary. Drills may be held outdoors. Therefore, students are **required to wear shoes at all times.**

Note: during the fire drill all parents, volunteers etc. must also evacuate the area in which they are and head calmly for the nearest exit.

First Aid Policy (EMSB)

"Should an accident or illness occur, the physical well-being of the child is the main concern"

A. PARENT'S/GUARDIAN'S RESPONSIBILITY

- Parents/Guardians are required to inform the school if their child suffers from a handicap, recurring ailment or allergy.
- Parents/Guardians are to provide the student's Medicare card number and the name and phone number(s) of the person to call in an emergency.
- Parents/Guardians must take care of their child in an emergency as soon as possible and are required to pay all transportation costs.

B. EMERGENCY SITUATIONS

When parents/guardians can be contacted

Should immediate hospital treatment be necessary and the parents/guardians are unable to pick up their child, the school will arrange for the transportation and supervision of the sick or injured child, at the parents' expense. The school will inform the parents/guardians of the steps taken and urge them to go the hospital as soon as possible.

When parents/guardians cannot be reached

If the parents/guardians cannot be reached in an emergency, the student may be sent for treatment to a hospital or a clinic. When this occurs, the school will arrange for the transportation and supervision of the sick or injured child, at the parent's/guardian's expense.

C. SUPERVISION

At no time will the student be left without supervision. The person accompanying the injured student to the hospital should have all the necessary information - name, address, telephone number, and Medicare number - ready to present to the emergency admitting office. After the hospital staff takes over and parents/guardians are notified, the parents/guardians are responsible for getting their child back home after treatment.

Lockdown

Lockdown drills are also held, to ensure that all students and staff members are aware of the proper procedures in place, should it become necessary for the school building to secure all of its members inside.

Lockers/Locks

Students are assigned a locker by their Homeroom Teacher and are **NOT** permitted to use any other locker. Each student is responsible for the cleanliness of his/her locker. Lockers are **NOT** to be written upon. The locker remains the property of the school. The school administration reserves the right to conduct searches of student lockers and/or student bags in order to ensure the health and safety of students and staff.

STUDENTS ARE EXPECTED TO PURCHASE A HIGH-SECURITY, HIGH QUALITY COMBINATION LOCK. LOCK COMBINATION NUMBERS MUST BE GIVEN TO THE HOMEROOM TEACHER.

STUDENTS MUST KEEP THEIR LOCK COMBINATION A SECRET.

Master Combination locks are the **ONLY** ones we recommend. Locks may also be purchased at the school office for 5\$.

Lost Articles

Students and parents are advised that the school is not responsible for lost or stolen articles. VALUABLE ITEMS such as clothing, footwear, electronic devices or otherwise should not be brought to school unnecessarily. Money should not be stored in a student's locker IN A STUDENT'S LOCKER or left unattended. The Lost and Found bins are situated in the Royal lobby. All clothing should be labelled with the owners NAME.

Meetings and Appointments

Upon arrival at the school, parents and other visitors **MUST** use the Main entrance and report to the office where they will be received and assisted. In order to ensure that the educational process not be interrupted, **PARENTS MUST NOT** disturb classes during teaching time.

Please make appointments by sending a note or an email to the teacher or phoning the school office. If you have any questions or concerns to be addressed by the Principal or Vice-Principal, please call the office for an appointment.

Parent Involvement

Parents/guardians are encouraged to become active members of the school community. They may serve on the Governing Board, on various sub-committees, as special event volunteers, as guest speakers or be telephone committee volunteers.

A special Parent Volunteer Sign-Up Sheet will be sent home in early September so that you can choose your area of involvement and mark your calendar accordingly. This form should be returned to the office immediately.

Physical Fitness Requirement

The full participation of a student in the compulsory physical education and extra-curricular program at Royal Vale requires a good state of physical fitness. If there is a medical reason which would prevent or restrict the participation of a student in either program, it is the parent's responsibility to submit a medical statement to the Principal describing the particular condition.

School Consumable Fee

All high school students paid a total of **\$325.00** at the time of registration. It will be used to defray the cost of enrichment activities, the yearbook, I.D. photos, the student Agenda book, and to pay for student workbooks (cahiers), photocopies and other consumables. Departments occasionally collect money for activities during the school year. In some courses, students may be asked to purchase such items as dictionaries, specific types of notebooks, calculators, etc. **Music students are charged a fee of 110\$** for the rental of their instrument, repairs, etc.

School Entrances

Secondary students must enter and exit the school by the High School door on Draper Avenue. They are asked to use the Main entrance only when arriving late.

Parents must enter the school through the main entrance and report directly to the office. Please be advised that the Circular "Driveway" is **OFF LIMITS** to all traffic as this is a **FIRELANE** (City of Montreal by-law). **PARENTS MAY NOT DRIVE BEHIND THE SCHOOL BUILDING. THIS AREA IS RESERVED FOR E.M.S.B. PERSONNEL ONLY.**

Smoking

Smoking is a health hazard. Royal Vale is a non-smoking environment (inside and outside). The school nurse is available to intervene and help any student to overcome this habit.

It is prohibited for anyone to smoke on school grounds.

Telephone Use

The School Office telephones are out-of-bounds for students. A student who is not feeling well must **present him/herself at the office**. A secretary will then call a parent/guardian.

Textbooks

Complete sets of textbooks are supplied to the students without charge. Books are the property of the school and must be returned at the end of the year or when the student withdraws from school. **Any loss or damage beyond reason will incur a replacement fee, payable at the time of pick-up of the term or final report card.** This applies to library books as well.

Uniform Regulations

THE SCHOOL UNIFORM MUST BE WORN COMMENCING THE FIRST DAY OF SCHOOL. It is each student's responsibility to **arrive** and **leave** school dressed in the school uniform. Students participating in any school activity either in the building or away from school must remain in uniform unless otherwise specified.

The uniform is:

- a. Gray skirt or pants purchased from the **Official School Supplier**. Garments similar in style, material and color from another supplier **are not acceptable**. The skirt should be worn at the waist and must be no more than **10 cm above the middle of the kneecap**, and pants belted at the waist.
- b. If a sweater or zippered jacket is worn as an external garment, it must be the school cardigan, pullover, or zippered jacket purchased from the Official School Supplier, and worn in an appropriate manner.
- c. A properly worn, plain tailored white shirt, or white or burgundy polo shirt purchased from the Official School Supplier and embroidered with the school logo. The only layered look

permissible is a plain white worn underneath a school shirt. Oversize or undersize garments are not permitted. Shirts must be buttoned appropriately.

- d. Undershirts must be plain white.
- e. Students must wear socks in **solid colours** and in good condition. Acceptable colours are gray, white, black, navy blue and burgundy. Girls may wear tights or leggings in the above colours. If tights or leggings and socks are worn in combination, they must be in matching, plain colours as above.
- f. Accessories - No outerwear such as jackets, boots, or hats may be worn in school. Conservative ties may be worn with the shirts. Scarves, sweatbands, neck bands, and wristbands are not permitted. No buttons, badges, or pocket chains or unapproved paraphernalia may be worn.
- g. Alterations, which change the appearance of the uniform, are not to be made (e.g., pegged pants, rolled cuffs, rolled waistbands).
- h. Neat, clean, and conservative/natural hair color, hairstyles, beards, mustaches and make-up, in keeping with the uniform, are expected. Students with long hair are expected to keep it away from the face. For health and safety reasons, long hair must be tied back during Science labs, and Physical Education and sports activities.

It is the parents'/guardians' obligation to ensure that students adhere to the Uniform Regulations. If the student has modified his/her uniform in a way that does not conform to the uniform policy, **he/she will be sent home.**

Compulsory gym uniform to be worn only during P.E. class

- Grey t-shirt, with Royal Vale stamp
- Burgundy shorts (plain or mesh), with Royal Vale School stamp
- Grey sweat pants (optional), with Royal Vale School stamp

This uniform is compulsory for all students.

Please note that a Royal Vale sports hoodie sweatshirt may only be worn during Physical Education classes and the Concentration t-shirts may only be worn during concentration classes or special events. These may not be worn to any other class.

Visitors to the School

Students are **not** permitted to invite outsiders to the school at any time.

SCHOOL SERVICES

Cafeteria Services

Our cafeteria offers a full-service lunch menu as well as individual items at reasonable prices. It is also open in the morning and at recess for high school ONLY. **Students are not permitted to eat in classrooms, gym, hallways, library, etc unless they are involved in a supervised activity and with the permission of the teacher. Students are expected to keep the cafeteria clean.**

Students are permitted to leave the school premises during their lunch hour. They are encouraged to consume the items bought at the place of purchase.

ECA Coordinator

The school has an ECA coordinator who plans, organizes and promotes a wide variety of extra-curricular activities throughout the year.

Facilities

Royal Vale has excellent facilities: these include a main auditorium, a mini auditorium, two gymnasiums, three science laboratories, two computer labs, a library, a cafeteria, one large art room, a dance studio, a rehearsal room, a climbing wall, and a student lounge.

Guidance Counsellor

Our school has the services of a professional guidance counsellor to advise high school students, parents, and staff in the areas of educational and personal development of the student. Appointments can be made before school, at recess, or after school. Teachers must be made aware prior to the appointment if it interferes with class work and/or test(s).

Library

The school has an excellent library. Students are urged to familiarize themselves with the great variety of books available. The school librarian will assist students in every way to make the best possible use of the library and its facilities.

- a) Students must work quietly. The library is a quiet place for reading and studying and **not** a meeting place for students.
- b) Library books can be borrowed and/or returned during recess, the lunch period and after school, students can also borrow / return books when coming to the library with class teachers.
- c) All books borrowed from the library should be returned on or before the due date. The lending period is 2 weeks. Reference materials may be borrowed overnight.
- d) The fine for overdue books is \$0.10 a day. All books which are lost must be paid for in full.
- e) Students are not permitted to bring food or drink into the library.

Nurse

The Youth Family Child Department of the CSSS Cavendish works closely with the school staff and community partners to ensure that the school is a healthy environment. The Nurse helps to improve, maintain and protect the health of the students by screening for health problems to orient students to appropriate resources. The Nurse offers group information sessions on health-related issues to students and school staff, provides support and consultations to school staff regarding first aid, monitors immunization, students' health records, and provides vaccinations.

Social Worker

The Social Worker provides prevention services and intervenes with children who are experiencing psychosocial, adaptation or integration problems by providing individual and family counselling; referring these children and their families to appropriate resources; providing group interventions to children to promote positive self-esteem and to respond to particular issues; acting as a consultant to school staff.

Spiritual Animator

The role of our Spiritual Care and Guidance and Community Involvement Animator carries a responsibility of facilitating the progress in the spiritual life of our students through activities, presentations and assemblies which encourage quiet peaceful reflection and community involvement. In order to provide spiritual guidance to students on questions and issues of ultimate meaning of life, death, experience of reaching beyond self, moral issues, human relationships, pain, illness, suffering and joy. The Spiritual Animator offers comfort and help in the event of loss of life and critical times of difficulties.