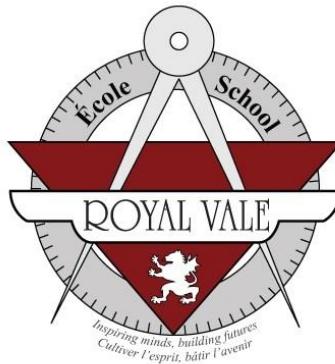


# ROYAL VALE ELEMENTARY

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## 2018 – 2019

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Nathalie Lacroix-Maillette  
Principal

Saverio Servello  
Vice-Principal

Nathalie Cheff  
Vice-Principal

*This agenda belongs to:*

NAME: \_\_\_\_\_

PLEASE KEEP THE FOLLOWING INFORMATION HANDY, READ WITH YOUR CHILD THE ISSUES THAT AFFECT HIM/HER DIRECTLY AND SIGN BELOW. ALL SCHOOL POLICIES AND REGULATIONS MUST BE ADHERED TO AT ALL TIMES.

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

Student signature: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Dear Parents/Guardians and Students,

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, more specifically, to the Code of Conduct and the Uniform Regulations of the school. Please 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

## **School Philosophy**

The philosophy of Royal Vale School stresses the following:

- \* Cooperation for and recognition of excellence
- \* Lateral enrichment
- \* Learning through discovery, hands-on experiences, observation and experimentation
- \* Learning to understand, develop, apply and communicate knowledge

## **Basic Information**

The school's organization offers the following:

- \* An enriched Math/Science curriculum
- \* French Immersion Program
- \* Compulsory school uniform
- \* Integrated Language Arts or Hebrew Studies (Grades 1-6)
- \* Kindergarten Language Arts or Hebrew Studies (2:30-3:30)
- \* Enrichment Programs (EP) (K-6)
- \* Before School Program (BSP)
- \* After School Program (ASP)
- \* Pedagogical Day Programs (PED)

## **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 an Immersion 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 skill

## **1. Code of conduct**

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

<b>Rights</b>	<b>Responsibilities</b>
<b>Students have the right to learn.</b>	<b>Students have the responsibility to actively participate and be responsible learners.</b>  Some examples include: <ul style="list-style-type: none"><li>• Always trying their best</li><li>• Being on time and ready to work</li><li>• Staying focused and allowing others to learn</li><li>• Completing assignments and using a planner/agenda to keep track of their homework and evaluations</li></ul>
<b>Students have the right to be respected.</b>	<b>Students have the responsibility to respect others (not to bully, tease, pick on, or harass others).</b>  Some examples include: <ul style="list-style-type: none"><li>• Being polite and waiting your turn</li><li>• Using kind words and caring for others</li><li>• Using good listening skills and using my voice in an appropriate manner</li><li>• Being honest and telling the truth</li><li>• Caring for and including others</li></ul>
<b>Students have the right to be safe.</b>	<b>Students have the responsibility to behave in a safe manner and to promote the safety of others.</b>  Some examples include: <ul style="list-style-type: none"><li>• Walking calmly, and lining up quickly and quietly for transitions</li><li>• Staying in the designated areas</li><li>• Playing games safely</li><li>• Reporting dangerous situations to staff</li><li>• Maintaining safe behaviour toward others</li><li>• Settling conflicts peacefully</li></ul>
<b>Students have the right to privacy and security of personal space.</b>	<b>Students have the responsibility to respect the property and privacy of others (students, staff, and community).</b>  Some examples include: <ul style="list-style-type: none"><li>• Not touching other people's property without permission</li><li>• Respecting personal boundaries</li><li>• Asking before photographing/recording someone</li></ul>

<p><b>Students have the right to use student equipment and property.</b></p>	<p><b>Students have the responsibility to use equipment and property according to all applicable rules and with care and respect.</b></p> <p>Some examples include:</p> <ul style="list-style-type: none"> <li>• Use technology responsibly</li> <li>• Keeping their environment clean</li> <li>• Asking before borrowing</li> <li>• Returning materials promptly and neatly</li> </ul>
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## **2. 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:

- ★ Review of expectations and/or discussion with the teacher or supervisor
- ★ Communication with a parent/guardian regarding the problem
- ★ Intervention program with Special Ed. Techs
- ★ Written assignment
- ★ Written reflection
- ★ Letter/note of apology
- ★ Community work in school
- ★ Detention at recess or lunch
- ★ Letter of warning from Administration
- ★ 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.

### **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 with another child or staff member may be suspended from school while interventions are put in place to improve the behaviour. We count on the collaboration of parents/guardians to support and work with our school to ensure that aggressive behaviour does not re-occur.

### **3. Daily Schedule**

8:05	Call-In-Bell
8:15 ➔ 10:15	Class time
10:15 ➔ 10:30	<b>Recess</b>
10:30 ➔ 12:00	Class time
12:00 ➔ 12:55	<b>Lunch*</b>
12:55 ➔ 1:00	<b>Homeroom</b>
1:00 ➔ 2:30	Class time

(Monday, Wednesdays and Fridays - Classes end at 2:30)

(Tuesdays and Thursdays PELO/Language Arts – Classes end at 3:30)

\* **Kindergarten lunch is at: 11:42 – 12:55**

Students should arrive to school by 8:05 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.

### **4. Use of Technology**

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/stolen/damage of technology items brought to school.

### **5. Fire Drill**

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 the 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. Lockdown**

Annual 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.

### **7. Reporting**

Our school year has one progress report issued in October and three report cards issued in November, March 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.

### **8. Attendance, Absences and Early Dismissals**

The call-in bell rings at **8:05 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 children arrive at school by **8:00 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, the parent/guardian must contact the school (in writing or by phone) to report and justify all absences.
- \* If a student is going to have a prolonged absence from school, parents/guardians are asked to notify the school.
- \* In case of an early dismissal, the parent/guardian must write a note to the homeroom teacher.
- \* If the student arrives after homeroom period, the note is to be given to the office upon arrival.
- \* **Please use our answering service to leave a message regarding your child's absence.**
- \* If a student will not be attending his/her after school activities, it is the parents'/guardians' responsibility to inform the Home & School Office.

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

Dismissal occurs at **2:30 p.m.** on **Mondays, Wednesdays and Fridays**

Dismissal occurs at **3:30 p.m.** on **Tuesdays and Thursdays**

The **kindergarten, grade 1 and grade 2 students** leave by the **Draper Exit**.

The **grade 3 to 6 students** leave by the **Royal Exit**.

## **9. Uniform Regulations**

The school uniform must be worn by all students, K-6, beginning on the first full day of school. 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. If students have physical education before morning recess, they may come to school dressed in their gym uniform. They must change into their regular uniform after their gym class unless the students end the day with gym. Kindergarten students are allowed to stay in their gym uniform for the whole day. Uniforms are expected to be clean and neat.

### **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.

**Triangulum Uniforms  
1440 Antonio-Barbeau  
MONTREAL, QC  
H4N 1H5  
Tel #: (514) 738-6660  
Fax #: (514) 738-2745**

[www.triangulumuniforms.com/](http://www.triangulumuniforms.com/)

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 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.

**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.

## **10. 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 are expected to purchase 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. Locks may be purchased at the school office for 5\$.

## **11. 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.**

## **12. 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 lost or damaged beyond reason will incur a replacement fee, payable at the time of pick-up of the final report card. This applies to library books as well.

## **13. Enrichment Programs and After School Program**

Enrichment Programs (EP) for grades K to 6 are offered to interested families and take place every Monday, Wednesday and Friday, from 2:30 p.m. to 3:30 p.m. After School Programs for grades K to 6 are offered daily, from 3:30 p.m. to 6:00 p.m., for those who are interested. Please contact the Home and School Office for more information.

## **14. Parent/Guardian Involvement**

Parents/Guardians are encouraged to become active members of the school community. They may serve on the Governing Board, the Home and School Association, on various sub-committees, as special event volunteers, guest speakers or class parents. Information is available online through the Home and School Association.

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.

## **15. Emergency Situation**

### When parents/guardians can be reached

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'/guardians' expense**. The school will inform the parents/guardians of the steps taken. Parents will meet their child at the hospital as soon as possible.

When parents/guardians cannot be reached

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

## **16. Library**

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

- \* Students must work quietly. The library is a quiet place for reading and studying and not a meeting place for students.
- \* 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.
- \* The fine for overdue books is \$0.10 a day. All books which are lost/damaged must be paid for in full.
- \* Students eat or drink in the library.

## **17. 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.

## **18. 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.

## **19. School Entrances**

**Parents/Guardians 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 fire lane (City of Montreal by-law).

Parents/Guardians may not drive behind the school building. This area is reserved for E.M.S.B. personnel only.

## **20. Visitors to the school**

Students are not permitted to invite outsiders to the school at any time. Upon arrival at the school, parents/guardians and other visitors **MUST** report to the office where they will be received and assisted. **If an adult has business that requires him/her to walk around the school, he/she will be given a visitor's pass.** In order to ensure that the educational process not be interrupted, **visitors must not disturb classes during teaching time.** Please make appointments by emailing or sending a note to the teacher or phoning the school office. If you have any questions or concerns to be addressed by the Principal or Vice-Principals, kindly call the office for an appointment.

## **21. Telephone Use**

**Our school office telephones are off limits to students.**

Forgotten items (e.g. books, gym uniforms, projects, etc.) are calls that cannot be handled at the office. Teachers will not send your child down for these and similar reasons. Please help your children become more organized and accountable by allowing them to bear the consequences of their actions.

The only reasons for which secretaries will contact parents/guardians are the following:

- \* A student is sick or injured.
- \* A student has forgotten medication at home.
- \* A student has forgotten his/her lunch at home.



Page of valour  
Let's celebrate your good actions!

Date: _____	Good deed:  _____ _____ _____ _____ _____
Teacher's signature: _____	Administrator's signature: _____
Parents'/ Guardian's signature: _____	
Date: _____	Good deed:  _____ _____ _____ _____ _____
Teacher's signature: _____	Administrator's signature: _____
Parents'/ Guardian's signature: _____	
Date: _____	Good deed:  _____ _____ _____ _____ _____
Teacher's signature: _____	Administrator's signature: _____
Parents'/ Guardian's signature: _____	