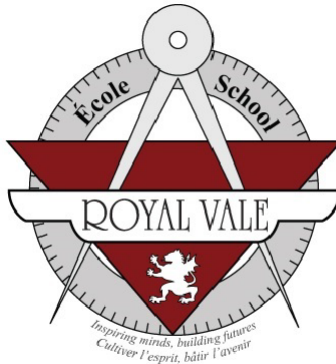


ROYAL VALE ELEMENTARY SCHOOL

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www.emsb.qc.ca/royalvale



2024-2025

Chris Lagakos
Vice-Principal

Mauro Zampini
Principal

Steve Spetsieris
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.

**YOU ARE STRONGER THAN YOU REALIZE,
WISER THAN YOU KNOW.**

Dear Royal Vale Families,

The staff and administration of Royal Vale School are excited at the prospect of an inspiring, fruitful 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 Policy of the school. We ask that you review this information carefully with your child. Have a great school year.

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, providing our students the opportunity to assume leadership roles.

Basic Information

The school's organization offers the following:

- An enhanced Math/Science curriculum from K to Grade 6
- French Immersion Program
- Compulsory school uniform
- After-school optional Enrichment Programs (EP) from K to Grade 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 cultural and linguistic heritage reflected in Quebec and Canadian contexts.
- A healthy lifestyle, encompassing physical, emotional, social, and mental health.

1. Code of Conduct

Our team's 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 with life-long love of learning.

For any code of conduct to be effective, it is necessary that the school has everyone's support and cooperation. That is why parents/guardians play an essential role in the education of their children and have the responsibility to reinforce the efforts of the school staff in maintaining a safe and respectful learning environment for all the occupants.

While at Royal Vale School, students are expected to:

- Wear their uniform in compliance with the uniform policy.
- Treat the school staff and their peers with a high level of respect, kindness, and empathy.
 - Speak calmly, politely, and courteously.
 - Support their classmates.
 - Respecting their classmates right to learn.
 - Behave in a manner that is safe for others.
- Make their education a priority.
 - Come to school on time every day.
 - Complete all their schoolwork and study regularly.
 - Ask their teachers or their family for help when needed.
 - Learn and apply effective organization and study habits.
 - Challenge themselves by putting effort into their work.
 - Respect the rules of academic integrity.
- Contribute positively to school life.
 - Be open to trying new things.
 - Participate in maintaining the cleanliness of the school and preserving all equipment.
- Maintain a healthy lifestyle.
 - Develop consistent, healthy sleep habits.
 - Hydrate and eat regularly.
 - Achieve a balance between school and personal commitments.
 - Socialize with people with direct face-to-face contact, not through devices.
 - Use their digital devices in a way that is healthy, legal and ethical.

This code applies in the school but can also apply outside the school building or outside of school hours. Accountability applies after school and extends to online platforms such as social media. Students will be held responsible for their choices.

Students are required to follow the school rules. All students have the right to receive a proper education and the responsibility to be accountable for their learning. Students and staff have the right to learn and work in a safe, nurturing, 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. The development of self-regulation in each student is an important aspect of our discipline policy. Students should feel safe in reporting a problem or an incident that affects their safety to their teachers, the support staff, or the administration in person or in writing.

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 School 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.

Important points

- The school's Code of Conduct will be communicated directly to the students at the start of and periodically during the school year by the staff.
- In general, the day-to-day discipline is handled within the school, often by teachers. If an issue cannot be resolved at that level, the case may be escalated to administration.
- The school does not advise parents of every disciplinary intervention. Parents will be informed when the severity or frequency of incidents warrants.
- We ask the families of students for your trust and partnership in addressing issues related to the Code of Conduct, especially resulting in disciplinary measures. Demonstrating this partnership to the children is very effective and leads to improved outcomes.
- We are often reminded that they are our children require special attention. Experience also shows us that students will usually recount a scenario that benefits them but may lack fine details or all the perspectives. We ask that parents ask questions of their children as they grow into accountable, responsible people.

3. Daily Schedule

Morning Entry for all at **7:45 am**

- Doors close at **7:55 am**
- Late arrivals must report to the main office

Morning recess

- K4, K5 and Grade 1 ---- **9:30 am**
- Grades 2 to 6 ---- **10:00 am**

Lunch

- K4, K5 and Grade 1 ---- **11:05 am**
- Grades 2 to 6 ---- **11:35 am**

Afternoon recess for all at **1:15 pm**

Dismissal for all at **2:35 pm**

- Students are expected to arrive at school by 7:45 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.
- **Arriving on time regularly leads to success in school. Young children thrive on consistent routines.**
- **Parents are responsible for getting their children to school by 7:45. Frequent late arrivals will be addressed by administration.**

4. Use of Technology

Our school team values healthy, organic social skills developed through face-to-face communication. With that in mind, we feel that digital devices can hinder your children's emotional, social, and intellectual development. We ask you to promote your child's emotional health, safety, and intellectual growth by intervening in your children's consumption of digital media, limiting their screen time, and clearly defining appropriate uses for technology.

- **Parents are advised that elementary aged children are below the minimum age required to open a social media account and are not able to give informed consent to have their photos shared through group chats.**

The possession and use of digital devices are prohibited for elementary students while they are in school. Students are forbidden to have their personal devices with them in school. The school will not be held responsible for lost or damaged digital devices belonging to students.

- Students are responsible for using technology in a lawful, responsible, and ethical manner consistent within our code of conduct – inappropriate uses of technology outside of the school may be subject to school discipline.
- Students can protect themselves and others by not engaging in and reporting digital abuse toward 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.
- The school is available to support parents who are seeking guidance regarding their children's appropriate use of technology.

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 always required to wear supportive closed shoes. Flip flops and sandals are not permitted.

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 of a school evacuation, the approved protocol established between the school and the City of Montreal Fire Department will be exercised. In such a case, parents/guardians will be notified via email and/or by phone.

Students will leave the building in an orderly fashion and will proceed to the following location:

**Willingdon School (corner of Draper and Terrebonne)
EMSB Head Office (6000 Fielding Avenue)**

6. Reporting of Grades

Our academic year includes an October progress report, and three report cards issued in November, February, and June.

Parent-Teacher Interviews are held twice every year following first and second term report cards. Please refer to the school's **Important Dates Calendar** for the exact dates. In addition, parents/guardians concerned about their child's academic progress or emotional well-being should contact the teachers by email at any time.

7. Attendance, Absences and Early Dismissals

Morning entry is from **7:45 a.m.** The **K4, K5 and grades 1 students** enter by the **Draper Entrance** and **grades 2 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 **7:45 a.m.** as punctuality is important. Teachers make announcements, distribute important materials that need parental attention, and may transition students to their specialists' classes, first thing in the morning. School success is strongly linked to consistent school attendance.

It is obligatory for students to attend all classes.

- In case of an absence, late arrival or early dismissal, the parent/guardian must report using the Mozaik Parent Portal (portailparents.ca) and by informing their child's homeroom teacher.
- If a student is going to have a prolonged absence from school, parents/guardians must notify the teacher and the school administration in writing. School staff will not prepare work for students leaving on extended absences.
- 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 Policy

Royal Vale School is a uniform school. All students are obliged to wear the uniform daily in accordance with the policies below.

- **TOPS:** Burgundy or white collared polo shirt must always be worn. A grey or white undershirt may be worn underneath. Uniform school sweaters may be worn over the collared shirt.
- **BOTTOMS:** Grey dress pants or shorts, or plaid uniform tunic/skirt must always be worn. Bottoms must be worn at the waistline. Students choosing to wear a skirt must have it unrolled at the waist.
- **HOSIERY:** Only solid black nylons, stocking or leggings can be worn under the skirt. Hosiery must not have rips or holes in them. Jogging pants are not permitted under the skirt.
- **SWEATERS:** Only Top Marks RVS sweaters can be worn over the collared shirt. *School hoodies from previous years cannot be worn during school hours. Jackets cannot be worn in school during cold weather months.*
- **FOOTWEAR:** Closed-toe shoes are required. No sandals, crocs, or open-toe shoes. Students must bring a pair of indoor shoes during inclement weather – rain and winter boots are not permitted in class.

NO HOODIES ARE PERMITTED DURING SCHOOL

- Clothing items must in good condition. Students are not permitted soiled or ripped clothing items.
- ***Hats and hoods*** (excluding religious clothing) must be removed in the school building.
- Uniform policy will be enforced at all times in the school. Students must remain in uniform during class, between classes, during recess and lunch when in the school building.
- Students participating in any school activity, either in the building or away from school, must remain in uniform unless otherwise specified.

- **GYM UNIFORM** includes the RVS grey t-shirt, RVS concentration shirt, RVS burgundy athletic shorts and RVS grey jogging pants. Supportive athletic shoes are required to participate in physical education class.
 - Ensure that your child has enough uniform items for the year, and that they are in good condition as well that they are the correct size and fit properly throughout the year.
 - Label your child's uniform and personal items (jackets, snowpants, gloves, hats) to ensure prompt return of lost clothing.
 - Students may not supplement their uniform with visible accessories such as sunglasses, bracelets, etc. Jewelry should be worn under clothing. Satchels, purses, or fanny packs are not permitted.
 - **The school remains available to discretely support families who are in financial need.**
-
- The uniform makes our students look sharp at school, and it allows our staff to correctly identify our students. This is one way of maintaining security in the building, therefore students must arrive to school and leave school in school uniform.
 - The uniform policy is in effect from the first day of classes and during exam period. **It is the responsibility of parents to supply your child with clean, well kempt uniform clothing in the proper size.**

By choosing to attend RVS, you and your child have agreed to abide by these policies.

School uniform supplier

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

[Top Marks Canada](http://www.topmarks.ca)

www.topmarks.ca

School Code: **ROY01**

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 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 grade 6 are offered to interested families and take place after school. After School Programs for grades K to grade 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 Royal Vale 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 and all other visitors 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. Medical Emergencies, Accident Insurance & Ambulance Fees

Parents/Guardians (1) are required to inform the school if their child suffers from a handicap, recurring ailment, or allergy; and (2) are required to take care of their child in an emergency as soon as possible. In emergency situations, school will inform the parents/guardians of the steps taken and urge them to go to the hospital as soon as possible or may call emergency services immediately. When parents/guardians cannot be reached in an emergency, the school will arrange for the transportation and supervision of the sick or injured child.

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. Nutrition, Lunch and Cafeteria Services

We strongly encourage families to have a breakfast before school and to pack nutritious, balanced lunches with enough food to last the child the entire day. Sugary snacks and junk food should be avoided. Students should bring a reusable water bottle to school which can be refilled at the filtered water fountains.

For more information, consult the EMSB Policy at the Nutrition and Food Services webpage www.emsb.qc.ca/emsb/services/support-services/nutrition

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. A cafeteria meal card (10 meals) may be purchased directly at the cafeteria.

Students must remain 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 a parent/guardian wishes to have his/her child eat at home, please inform the homeroom teacher.

15. Library

- The school library offers a welcoming environment for students in Grades K to 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.
- Library computers are for schoolwork, not to play video games or use social media.
- Students using the library should be working quietly and use headphones.
- Students are not permitted to eat in the library.

For recommended books, resource lists and photos, visit the library's website royalvale.emsb.qc.ca/library

16. Field Trips

Class field trips are an integral part of the Royal Vale School's culture, and all students are expected to participate. Our field trips are educational, recreational, or cultural. The school remains available to discretely support families who are in financial need, as no child should be denied a trip. 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.