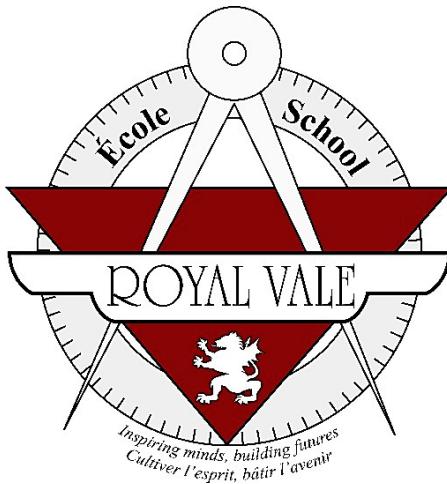


# ROYAL VALE HIGH SCHOOL

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## 2025-2026

Chris Lagakos  
Vice-Principal

Mauro Zampini  
Principal

Ivan Spilak  
Vice-Principal

This agenda belongs to:

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 students' cognitive skills, communications skills and intellectual curiosity through French immersion program and diverse Concentration options, empowering them to flourish into 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:

- Concentrations program in secondary 1-3 in:
  - Sports, Technology, Music, and Performing Arts (Dance & Drama)
- A French Immersion Program.
- Advanced Placement math program beginning in secondary 2.
- Science and Humanities paths in secondary 5.
- An extensive selection of Extra-Curricular Activities.
- Physical health and well-being program followed at all levels.

## **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 21<sup>st</sup> century context.
- Proficiency in English and French.
- 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.

## **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 (see *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 (see *Academic Integrity Policy*).
- Contribute positively to school life.
  - Be open to trying new things.
  - Participate in maintaining the cleanliness of the school and preserving all equipment.
  - Engage in extra-curricular activities.
- 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 and self-discipline 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.

## **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 should expect one or more of the following interventions to improve a behaviour and learn from an incident. Such natural consequences are important to developing self-regulation and self-discipline in young adults.

- Review of expectations and/or discussion with a staff member
- Review of expectations and/or discussion with an administrator
- Communication with a parent/guardian regarding the problem
- Intervention program with a Special Education Technician
- Written reflection
- Community work in school
- School detention at recess, lunch or after school
- Letter of warning from an administrator
- Student being sent home from school - parent will be advised
- Meeting with parent/guardian
- In-school suspension – supervised work in isolation from regular classes
- Home-bound suspension for a period of 1-5 days.
- Parents/guardians will be advised in the case of suspension and may be required to attend a meeting with an administrator upon the student's return to school.
- Transfer to a school that better meets the student's needs

## **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. It is the responsibility of students to attend and inform their parents of their detentions. 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.
- As much as high school students may look like adults, we are often reminded that they are still children and 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 in high school continue to question their children as they grow into accountable, responsible young adults.

## **Major infractions**

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 subject to consequences that ensure the preservation of a Safe School Environment.

There will be no tolerance for the following behaviours:

- **Violence** (physical, verbal, emotional, social, or virtual)
- **Abusive language**
  - Threats of violence or social isolation
  - Swearing
  - Extreme rudeness
  - Use of abusive language (racial, religious, sexist or ethnic bias)
  - Physical objectification and shaming
  - Acts or words that jeopardize the safety and well-being of members of the RVS community
- **Bullying** (physical, verbal, emotional, social, or virtual)
  - Defined by an imbalance of power, an isolation or attack of an individual by multiple persons or a repetitive harassment
  - This applies to face-to-face, social exclusion, or cyberbullying, in/out of school
  - Includes physical intimidation, verbal attacks or cyberbullying
- **Possession or use of illicit materials**
  - Alcohol or drugs, and related paraphernalia
  - Vaping devices or e-cigarettes, and related paraphernalia
  - Rolling papers, lighters, filters
  - Weapons or everyday items that may be used as weapons
  - Energy drinks (alcoholic or non-alcoholic)
  - Age-inappropriate media (videos, photos, video games, etc.)
- **Disrespecting the school environment and surrounding neighbourhood**
  - Destruction of or damage to school or others' personal property
  - Trespassing on private property
  - Theft of property or extortion (physical, monetary, or intellectual)
- **Gambling or games of chance**
- **Inappropriate use of technology against a member of the RVS community**
  - Photographing without consent
  - Posting images, videos, or other likenesses
  - Sharing photos without consent via chat or social media
  - Revenge posts on social media
  - Recording and sharing incidents of violence or intimidation
  - Accusations or ridicule of an RVS staff member
  - Creating or participating in social media accounts using the school name and logo or used to ridicule members of the RVS community

**Any inappropriate use of social media outside of school hours, that is brought to the attention of the administration, is not the responsibility of the school to address, monitor, or enforce consequences. It is the responsibility of parents to supervise their children's social media activity on various platforms. If parents observe any form of intimidation, threats, or inappropriate content, they are urged to contact the appropriate authorities.**

## **ACADEMIC POLICY**

### **Course Expectations and Evaluation**

- Teachers are required to give students the standards and procedures outlining the general expectations of the course, assessment methods and grade distribution used to evaluate the student. These will be shared in early September to the students and parents electronically. Teachers will inform the students of their scheduled availability for remediation or tutorials.
- Students requiring help in a subject area should communicate with their teacher directly about strategies to reach their potential, such as attending tutorials at lunch or after school.

### **Homework Policy**

- Homework is an essential part of our school program used to reinforce classroom learning.
- You can expect your child to have homework on most school nights.
- Your child should have a quiet place to work at home and learn to review class materials even when their homework is completed.
- Students are expected to develop organizational and study skills to complete homework and assignments on time.
- It is the responsibility of the student to manage their school workload and prioritize their personal commitments accordingly.
- This school agenda is a useful tool for tracking your child's school responsibilities.
- Students may require their parental intervention to develop good study habits and a responsible attitude towards homework.
- Students in secondary 1 especially will need help to adjust to the new challenge of high school academics.
- On Curriculum Night, your child's subject teachers will suggest a reasonable time allotment for homework. If questions or difficulties arise, the teacher should be contacted by email.

### **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 may receive a mark of zero.
- Students are expected to hand in assignments in the time frame specified by the teacher. If assignments are late, the teacher has the discretion to deduct marks as specified in advance.
- Students caught cheating or plagiarizing receive an automatic zero. Please consult our **Academic Integrity Policy** on our school website.
- Parents are required to inform the teacher(s) or administration in writing prior to a planned absence. Students are expected to communicate with their teachers to plan for an equitable and timely submission of their work. Students who are absent due to extreme circumstances should contact the administration and teachers to keep up with academic requirements. Students may be required to provide written justification for the absence.

### **Reporting of Grades**

- Our school year has an October progress report, and three report cards issued in November, February, and June. Final grades for some Ministerial courses may be reported in July.
- 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.
- Parents/guardians concerned about their child's academic progress or emotional well-being should contact the teachers by email at any time.

## **Examinations and Marking Policy**

- Secondary students will write formal exams twice annually - Mid-Year and End-of-Year. Students are expected to present themselves to the examination room on time, in uniform and with the necessary materials. Please refer to individual course outlines 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 zero. Students absent due to medical reasons are required to produce a medical note with the date and details of the issue clearly indicated.
- If the examination schedule is interrupted due to unforeseen circumstances, such as extreme weather, the school will communicate details of schedule changes by email.
- Possession of a personal digital device in an examination situation will be considered committed academic fraud and the student will receive a grade of zero for that exam.
- Final grades will be calculated as a combination of CLASS and EXAM grades. Passing the final exam is not a guarantee of successful completion of a course.
- The Ministry of Education requires a minimum grade of 60% to receive credit for a course.
- **Holiday travel is not a valid excuse for missing exams, class evaluations or handing in assignments late. No exemptions will be made.**

## **Credit and Promotion Policy for Secondary Students**

- The pass mark is 60% for all High School courses and leads to receiving credits.
- Students who fail core courses will need to attend summer school to attain those credits and remain at level in those subject areas.
- A student must obtain a grade between 49-59% to be eligible for EMSB summer school.

## **Requirements for Secondary School Diploma**

A student must meet the following conditions to acquire a Secondary School Diploma in Quebec.

- 1) Receive a passing grade in the following compulsory subjects:
  - Secondary IV Science and Technology
  - Secondary IV Mathematics
  - Secondary IV Histoire/History of Quebec and Canada
  - Secondary IV Arts Education
  - Secondary V English
  - Secondary V French Second Language Instruction
  - Secondary V Ethics and Religious Culture or Physical Education
- 2) Accumulate 54 credits at the Secondary IV and V levels with at least 20 of these credits recognized at the Secondary V level.

Students are responsible to select the courses that will enable them to pursue the educational or career path of their choice. Detailed information concerning post-secondary paths can be obtained through the school's Guidance Counsellor. All students in secondary 5 should schedule a consultation with the guidance counsellor to prepare for the post-secondary career plans.

## **Certificates and Diplomas**

Upon successful completion of the requirements outlined above, a student will be granted a high school leaving certificate, or Secondary School Diploma (SSD) from the Ministry of Education.

## **ACADEMIC INTEGRITY POLICY**

### **General**

Royal Vale School places the principle of academic integrity as one of its highest values. Our school understands academic integrity to be encompassed by honesty, responsibility and fairness. These ideals directly inform our philosophy in all academic matters, especially pertaining to the submission of work for academic evaluation and student-staff relationships. School staff, students and administrators are expected to be honest and responsible in their academic conduct and fair in their assessment of academic matters.

The Academic Integrity Policy sets out for students, school staff and administrators the expectations of academic integrity and definitions of academic misconduct. The school strives to provide a teaching and learning environment in which academic integrity is reflected in the student's dealings with school staff and in their academic work and processes, where instructors foster academic integrity with their students, in their review of students' academic work, and in their exercise of academic processes.

Academic integrity is anchored in the shared responsibility of all members of the community.

- School staff are responsible for establishing the academic requirements.
- Students are responsible for knowing and fulfilling such requirements.
- Parents are responsible for knowing such requirements and guiding their children ethically through the academic process.

### **Offences**

1. Any form of cheating, or plagiarism, as well as any other form of dishonest behaviour, intentional or not, related to the obtention of gain, academic or otherwise, or the interference in evaluative exercises committed by a student is an offence under this Code. Any knowledge of, attempt at or participation related in any way to an offence by a student is also an offence.
2. The following are considered examples of academic offenses. The broad definition of "academic offence" is not limited to or restricted by this list.

The carrying out, or attempting to carry out or participating in:

- a. plagiarism - the presentation of the work of another person, artificial intelligence, in whatever form, as one's own or without proper acknowledgement;
- b. the contribution by one student to another student of work with the knowledge that the latter may submit the work in part or in whole as his or her own;
- c. unauthorized collaboration between students;

- d. tearing or mutilating an examination booklet or an examination paper, including, but not limited to, inserting pages into a booklet or taking a booklet or a portion of the booklet or examination paper from the examination room;
- e. multiple submission - the submission of a piece of work for evaluative purposes when that work has been or is currently being submitted for evaluative purposes in another course at Royal Vale School or in another learning institution without the knowledge and permission of the instructor or instructors involved;
- f. the obtention by theft or any other means or use of the questions and/or answers of an examination or of any other resource that one is not authorized to possess;
- g. the possession or use during an examination of any non-authorized documents or materials or resource or possessing a device allowing access to or use of any non-authorized documents or materials;
- h. the possession or use of a digital device in an evaluation or examination situation;
- i. the unauthorized use of another person's work, assignment, test, examination or evaluation during an evaluation situation;
- j. communication with anyone other than an invigilator during an examination or the obtention of any non-authorized assistance during an examination;
- k. impersonation - assuming the identity of another person or having another person assume one's own identity;
- l. the falsification of a document submitted or transmitted to the school, or a document of the school, whether transmitted or not to a third party, whatever the circumstances;
- m. the falsification or fabrication of a fact or data or a reference to a source work.

## **Sanctions**

If a student is found to have committed an academic offence as defined in the above section, the teacher or administration may impose one or more of the following sanctions:

- a. Interventions and Consequences as outlined in the school's Code of Conduct.
- b. Direct that a piece of work be re-submitted;
- c. Direct that the evaluation be redone by the student during a time chosen by the school;
- d. Enter a grade of "0" for the piece of work in question.

## **SCHOOL ATTENDANCE & SCHEDULE**

### **General**

- The student timetable includes 6 periods of fifty minutes each school day.
- The school schedule follows a 6-day cycle.
- The only time students should be accessing their lockers is during passing time. Students should take their classroom materials for 2 classes at a time.
- High school students are permitted to leave the school property during lunch; however, this privilege may be revoked if circumstances warrant.

### **Morning arrival**

- The school day starts at 8:25 a.m. Class begins at 8:35 a.m.
- The student entrances will be shut at 8:30 a.m.
- Students arriving late in the morning must report to the main office.
- Students arriving to their first period class after 8:35 a.m. will be reported late.

### **Absences and Late arrivals**

- Attendance to all classes is mandatory.
- Absences should be reported to the school by using the Mozaik parent portal ([portailparents.ca](http://portailparents.ca))
- A prolonged absence from school must be communicated to administration and to your child's teachers in writing. It is the responsibility of the student and their parents to keep up with their learning. The student will be responsible for making up missed work, tests or assignments missed during a prolonged absence.
- Travel plans are not an acceptable excuse to be absent from school, especially during Mid-year or End-of-year examinations. Families need to make travel plans to around the exam period.
- Students out of class without permission during class time are considered skipping.
- Students arriving late to classes during the entire day are subject to disciplinary measures.
- Students may receive a letter of warning or may be suspended from school after an accumulation of late arrivals.
- Parents are responsible to ensure their children attend school daily and arrive on time.
- The school has a responsibility to follow up when students do not attend school or arrive late. You will receive an email communication when your child is reported absent from school.

## **Early dismissals**

- Early dismissals can only be reported by parents by email (royalvale@emsb.qc.ca) or using the Mozaik parent portal (portailparents.ca).
- Without verification of an early dismissal, the student will not be dismissed from the school.
- Students with an early dismissal must report to the main office prior to leaving the building.
- Parents are asked to communicate with the office regarding emergency early dismissals. The office staff will call the student down. A direct phone call or text sent directly to the student will create more disturbance in the class.

## **DAILY SCHEDULE**

<b>Doors open</b>	<b>8:00</b>
<b>Call in bell</b>	<b>8:25</b>
<b>Passing time</b>	<b>10 mins</b>
<b>Homeroom + Period 1</b>	<b>8:35-9:30</b>
<b>Passing time</b>	<b>5 mins</b>
<b>Period 2</b>	<b>9:35- 10:25</b>
<b>Recess</b>	<b>10:25:10:40</b>
<b>Passing time</b>	<b>5 mins</b>
<b>Period 3</b>	<b>10:45-11:35</b>
<b>Passing time</b>	<b>5 mins</b>
<b>Period 4</b>	<b>11:40-12:30</b>
<b>Lunch</b>	<b>12:30-1:20</b>
<b>Passing time</b>	<b>5 mins</b>
<b>Period 5</b>	<b>1:25-2:15</b>
<b>Passing time</b>	<b>5 mins</b>
<b>Period 6</b>	<b>2:20-3:10</b>

## **DIGITAL DEVICE & SOCIAL MEDIA POLICY**

Mobile phones and other devices have become integrated in our everyday lives. They are incredibly powerful learning tools, but they can also become terrible anchors of social pressure and addiction.

Our school acknowledges this reality and but also remains cautious about young people's relationship with their devices. The world of the internet, video games and social media are often segregated from the real world (and their parents) in the eyes of our students. Our team hopes to work with parents to help teach the students about the social rules that remain important even in a digital world and to promote a healthy balance.

### **Our school believes the following:**

- It is still very important for students to work on healthy social relationships in the digital age.
- A phone can never replace good parents, friends, family, or teachers.
- Students' young brains (especially in secondary 1) are not equipped to resist their devices.
- Phones, apps, and games are strategically designed to be addictive.
- Addiction to devices and screens can hinder your children's emotional, social, intellectual health and development.
- Social media platforms have become safe havens for illicit activities that your children are vulnerable to and beyond the protection of adults.
- School remains an important gathering point for young people to engage in healthy, organic face-to- face communication and learn social skills.

### **Our school team has observed that unsupervised use of digital devices and social media prevents students from:**

- Getting proper amount of sleep
- Forming healthy body image concepts and nutritional values
- Developing healthy peer relationships and interpersonal communication skills
- Committing to meaningful pursuits such as intellectual curiosity and healthy living
- Developing important human sentiments such as sympathy and empathy
- Leading a daily routine with minimal stress and social pressure
- Maintaining focus on priorities such as success in school

### **Our school team strongly recommends the following to parents:**

- Plan non-screen time with your family and friends.
- Engage your children in discussions of the perils of excessive screen time.
- Remain cautious of and review their children's consumption of digital media.
- Actively limit their children's screen time, even outside of school.
- Regularly examine their children's phone apps to check for inappropriate activity such as Social media apps that are age-inappropriate, Video games, Dating apps & Gambling apps.

### **Digital device regulations**

- **RVS adheres to and reinforces the cellphone restriction guidelines that are issued by the Ministry of Education.**
- **The use and possession of digital devices and social media is strictly prohibited during class time.**
- **Students' use of digital devices and social media must always be in accordance with the RVS Code of Conduct.**
- Students are not permitted to wear air pods or earphones during class time.
- Students are not permitted to call or text with their parents during class time.
- The school will provide any digital device that students may need to engage in learning activities or extra-curricular activities.
- It is required for students to store their personal digital devices in their secured lockers during class time.
- Students are responsible for using technology in a lawful, responsible, and ethical manner consistent with the purposes for which it is provided outside of school hours – inappropriate uses of technology outside of the school may be subject to school discipline. In extreme cases, incidents of harassment or personal threats may be subject to legal consequences.
- Students are to protect themselves and others by not engaging in and reporting digital abuse of people and property.
- Students are to ensure that the privacy of their own information is not broadcast publicly. The school is unable to protect those who post or share their likeness or personal information in a public domain.
- Please note that the school will not be held responsible for the loss of or damage to digital devices belonging to students.
- **Parents are advised that school-aged children are below the minimum age required for many social media platforms and are not able to give informed consent to have their photos shared through group chats.**

## **SCHOOL PROCEDURES**

### **Emergency Procedures**

School emergency procedures are practiced regularly to ensure an orderly evacuation of the building should it become necessary. Students are always required to wear supportive closed shoes in the school for safety reasons - 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.**

### **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 by email.

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

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

### **Field Trips**

Class field trips are an integral part of the Royal Vale School's culture and all students are encouraged 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.

### **Medical Emergencies, Accident Insurance & Ambulance Fees**

Parents/Guardians are required to inform the school if their child suffers from a handicap, recurring ailment or allergy; and 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 contacted in an emergency, the school will arrange for the transportation and supervision of the sick or injured child.

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.

## **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 personal belongings should be labelled.

## **Care of School Property**

The care of the school building and property is responsibility of all the members of the RVS Community. All students are expected to participate in maintaining the cleanliness of the school and preserve the integrity of the equipment. 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.

## **Lockers and Locks**

Each student is assigned a locker (and a school lock in secondary 1) by their homeroom teacher at the start of the year. The locker is the property of RVS and must be maintained throughout the year. Students are responsible to always keep their locker clean and organized.

- **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.**
- **Lockers must be secured at all times with the lock provided by the school.**
- **Students are not permitted to share their locker combinations with others.**
- **Students are not permitted to store their belongings in other lockers.**

## **Meetings and Appointments**

- Parents wishing to have a meeting with a staff member must make an appointment.
- Meetings will only be scheduled during school hours on weekdays.
- Meetings usually take place virtually unless deemed necessary by the staff.
- Please make appointments by sending an email to the teacher or administration. The school email address is **[royalvale@emsb.qc.ca](mailto:royalvale@emsb.qc.ca)**

### **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.

### **Visitors to the School**

Visitors to the building must make an appointment with a member of the school staff. Appointments are held during regular business hours on weekdays only. Meetings will be held virtually in most cases.

**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.**

### **School Entrances**

High school students must enter and exit the school only by the **High School Entrance** on Draper Avenue. Late arrivals must enter from the Main Entrance and report to the office. **Parents** are not permitted to accompany their child into the school. Please be advised that the Front Driveway is a **RESERVED FIRE LANE** and is reserved for emergency vehicles **ONLY**. The parking lot and the driveway leading to it are off limits to parents and students.

### **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 before the end of the school year. This applies to library books as well.

## 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. School sweaters may be worn over the collared shirt.
- **BOTTOMS:** Grey dress pants or shorts, or plaid uniform 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 cannot be worn during school hours.*
- **NO HOODIES ARE PERMITTED DURING SCHOOL**
  - Clothing items must be in good condition. Students are not permitted soiled or ripped clothing items.
  - **FOOTWEAR:** Closed footwear is required. No sandals, crocs, mules, or open-toe shoes. Students must bring a pair of indoor shoes during inclement weather – rain and winter boots are not permitted in class.
  - **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.
- **Gym Uniform is for physical education and dance class only.** Students are not permitted to be in gym uniform in classes prior to their physical education period, nor can they remain in gym uniform in classes after.
- All students are required to arrive to school in their regular school uniform, even if they have physical education or dance class during first period.
- Ensure that your child has enough uniform items for the year, in good condition, and the correct size that fits properly throughout the year.
- Label your child's uniform items 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 ensure that your child has clean, well kempt uniform clothing in the proper size.
  - Students found in violation of the uniform policy will serve a school detention. Frequent violations of the uniform policy will result in the student being sent home and suspended if warranted.

**By choosing 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**

[www.topmarks.ca](http://www.topmarks.ca)

School Code: **ROY01**

## **OTHER INFORMATION**

### **Professionals serving the school:**

- School guidance counsellor
- CIUSS Social worker
- CIUSS Nurse
- Spiritual Animator

### **Facilities of the school or nearby**

- 3 city parks within walking distance with tennis courts and skating rinks
- 2 full-sized gyms serving the elementary and high school
- Weight room
- 4 soccer fields
- Full size auditorium
- Music room
- Dance studio
- Robotics rooms
- Climbing wall
- Cafeteria
- Rehearsal rooms
- Arts studio
- Home economics room
- Science labs

### **Extra-Curricular Activity Program**

- Students at Royal Vale receive school credit for completing 20 hours of ECA and must earn 2 ECA credits during the year.
- The school offers many ECAs before school, during lunch or after school. Students participating in activities outside of school may also receive credit for their participation.
- The school has an ECA coordinator who plans, organizes and promotes a wide variety of extra-curricular activities throughout the year.
- The various school ECAs are promoted on the ECA Board near the Draper Lobby.

## **Nutrition, Lunch and Cafeteria Services**

- We recommend that students keep hydrated and eat before school and during lunch.
- Sugary snacks and junk food should be avoided.
- **Energy/stimulant drinks are PROHIBITED on school grounds and at school excursions (i.e. Monster, Red Bull).**
- Students should bring a reusable water bottle to school to refill at the water fountains.
- Our cafeteria offers a full-service breakfast and lunch menu at reasonable prices.
- Students are offered cafeteria service starting at 8:00 a.m., during recess and lunch.
- Students may eat in the cafeteria, in their lunchtime ECA, outside on the school grounds or in classes during lunchtime tutorials. They are not permitted to eat in the hallways, the library, or the gym area.
- Students are expected to pick up after themselves and maintain the cleanliness of the building.
- Students are permitted to leave the premises during their lunch hour. This privilege may be revoked when deemed necessary.

For more information, consult the EMSB Policy at the Nutrition and Food Services webpage

**[www.emsb.qc.ca/emsb/services/support-services/nutrition](http://www.emsb.qc.ca/emsb/services/support-services/nutrition)**

## **School Library**

- The school library offers a welcoming, safe 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](http://royalvale.emsb.qc.ca/library)**