



Royal Oak School

Niagara-on-the-Lake



PARENT AND STUDENT HANDBOOK

A DIFFERENTIATED LEARNING EXPERIENCE

2024/2025

Message from the Head of School



Dear Royal Oak Families,

I want to start by thanking you for choosing Royal Oak Community School for your child and family.

A school is not just a place of academic learning, but a hub for the whole family, and a much-needed community where children, teachers and families create the daily experiences that help students grow and thrive.

Royal Oak is a special place. It has a close-knit staff and highly educated teachers who choose our work environment because it is one that allows them to get to know each and every child deeply, customize their teaching

and programming and provide challenges and fit for each student in their classroom. For children, this results in engaging, exciting and creative programming that supports them where needed, but also drives them to achieve and succeed. Our school is also a place where every child belongs. They feel this difference immediately upon joining our community, and our classrooms are a place of happiness, curiosity and knowledge building. Each day I come to school, I have the privilege of connecting with your children, and hearing their ideas, excited chatter and laughter down the halls as they engage in a truly joyful process of learning. The elementary school years are essential for sparking curiosity and creating lifelong learners who are compelled to think critically, work collaboratively and be kind and honourable citizens. This is our mission at Royal Oak, and I believe your family will find our values and philosophy being well lived every day. Thank you for your trust in us and know each of you, our parents, are essential stakeholders in our process. I look forward to working closely with each of you to ensure the success and happiness of your children,

Julia Murray



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STAFF DIRECTORY

Early Years JK/SK Educational Assistant	Krista McMackin Asmaa Justo (ECE)	kristamcmackin@royaloakschool.ca asmaahumaira@royaloakschool.ca
Primary Classroom	Robin Forlin	robinforlin@royaloakschool.ca
Primary Junior Classroom	Leah Tobin	leahtobin@royaloakschool.ca
Junior Middle Classroom	Brittany Nyenhuis	brittannynyenhuis@royaloakschool.ca
Upper Middle Classroom	Mara Castelli	maracastelli@royaloakschool.ca
Resource Teacher	Pierrette Rouse	pieretterouse@royaloakschool.ca
French Teacher	Morgane Chaudoreille	morganechaudoreille@royaloakschool.ca
Physical Education	Paris Forlin	parisforlin@royaloakschool.ca
Administrative Assistant	Andrea New	andreanew@royaloakschool.ca
Assistant Head of School	Laureen Dennis	laureendennis@royaloakschool.ca
Head of School	Julia Murray	juliamurray@royaloakschool.ca

SCHOOL CALENDAR



Royal Oak
Community School
Niagara-on-the-Lake

2024-2025 ROCS School Calendar

September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Calendar Notes & Holidays	
First Day of Class	Sep 4, 2024
Thanksgiving Break	Oct 11-14, 2024
Fall Mid-Term Break	Nov 11-15, 2024
December Holiday Break	Dec 23, 2024-Jan 3, 2025
Winter Mid-Term Break	Feb 14-17, 2025
March Break	March 10-21, 2025
Victoria Day Weekend	May 19, 2025
Last day of Class	June 13, 2025

Professional Development, no school for students
 Holiday

*Note- PD days are subject to change according to the DSBN Calendar

School Break

November 11-15, 2024
 Dec 23, 2024- Jan 3, 2025
 February 14-17, 2025
 March 10-21, 2025

PD Days

September 3, 2024
 October 11, 2024
 February 14, 2025
 June 16-20, 2025

Public Holidays

September 2, 2024
 October 14, 2024
 February 17, 2025
 April 18, 2025
 April 21, 2025
 May 19, 2025

Follow our online and regularly updated school calendar, at:

<https://www.royalookschool.ca/parents>



OUR HISTORY

Royal Oak Community School was founded to fill a need in the community after the closure of Niagara-on-the-Lake's only public school. A group of dedicated parents and concerned citizens worked together to establish Royal Oak Community School.

Royal Oak Community School opened its doors in September of 2015 at the Old Courthouse in Niagara-on-the-Lake. The school opened with 12 students and has continued to grow to this day. We opened in 2020 with 50 students and are set to open in 2025 with 70. Royal Oak Community School now has 12 staff members and occupies 10,000 square feet in the historic building at 176 Wellington St, in Old Town Niagara-on-the-Lake. The students have access to 70,000 square feet of green space, small class sizes and dedicated staff to ensure student success.

Royal Oak Community School is a non-profit, charitable organization that offers bursaries to 40% of our student population because we believe a high-quality education should be accessible to all.

Royal Oak Community School does not receive government funding of any kind and relies on the generosity of donors and our yearly fundraisers to provide this access for all.



The Original Royal Oak Class, September 2015

OUR MISSION

“We are a deeply connected learning community that fosters academic curiosity, inclusivity and perseverance in the individual child and encourages their development to become a responsible and honourable person”.

CORE BELIEFS

We believe in children

Children should not be underestimated. Even at the age of four, children are capable of grappling with new ideas, theorizing, experimenting and understanding sophisticated concepts.

We believe children learn best when their innate curiosity is encouraged and built upon

Children come to school with a deep understanding of the world around them. Capturing this knowledge and children's growing questions about the world is key to capturing their engagement and attention.

We believe in the power of community

When children are in a secure and safe environment to share their ideas and whole selves, they blossom as students and leaders.

We believe in a “Fail Forward” Philosophy

"Fail forward" refers to the idea of encouraging and fostering curiosity and creativity by providing a safe environment to learn from mistakes. Regular opportunities to accelerate personal growth by designing specific activities, like public speaking and community outreach, encourage students to step out of their comfort zone. Research using MRI imaging shows that the brain synapses and neurons are more active when processing a mistake than a correct answer. Children need to experience failure in a safe environment in order to learn how to persevere and succeed.



INDIVIDUALIZED ATTENTION

Royal Oak Community School is an open learning environment specifically designed to promote self-confidence and respect for others. Children are deeply known by their teachers and classmates and this means instruction is differentiated for their needs and children progress to reach their own specific learning goals. Children partake in daily activities designed to practice and develop independence. Children have weekly opportunities to develop positive influence and leadership skills by engaging with the community on cooperative initiatives.

At Royal Oak, a close and nurturing relationship is at the core of classroom life and learning. Teachers get to know each student as an individual person- both learner and the whole child. They know through using rigorous assessment and spending one on one time with each child EACH day, the needs and curiosities of every member of their class. With this information, they design engaging, curriculum based and enriched programs and activities to deepen knowledge and understanding.

We know that children thrive when this classroom approach is supported at home as well as school. We value communication, input and information from parents to help us craft tailored learning for each child. We are part of your child's education team and look forward to the incredible growth in academics, self-confidence and knowledge that occurs when individualized attention at school and with home come together!

SCHOOL CONTACT INFORMATION

School Regular Hours:

8:30 am -3:40 pm, Monday through Friday

Address:

176 Wellington St.,
Niagara on the Lake,
L0S1J0
PO box 132

OFFICE HOURS:

The school office is open each school day from 8:00 am – 4:00 pm. Please leave a message on our voicemail if we missed your call or email admin@royaloakschool.ca. **Any voicemail is also received via email and anything urgent will be returned as soon as possible.**

The Office phone is to be used for absences, to communicate pick up/drop off information or for more informal communication about your child's day.

SCHOOL OFFICE CONTACT:

Andrea New, Administrative Assistant
andreanew@royaloakschool.ca
905-328-9592 ext. 1

ADMINISTRATIVE TEAM CONTACTS:

Laureen Dennis, Assistant Head of School and Head of Admissions
laureendennis@royaloakschool.ca
905-328-9592 ext. 2

Julia Murray, Head of School
juliamurray@royaloakschool.ca
905-328-9592 ext. 3



ARRIVAL AND DEPARTURE PROCEDURES

ARRIVAL

The school day begins at 8:40 am sharp. Students may enter the school and their homeroom by 8:30 am, but no later than 8:40 am so they may be ready for Class Morning Meetings that begin at 8:45 am sharp. Late slips will be handed out by the office for any student entering the building after 8:40 am.

Early Years to Primary Junior: Students use the Byron St ramp.

Junior Middle and Middle School: Students use the Wellington St. entrance.

RECESS

We believe children should have long blocks of outdoor time to sink into productive, industrious play. Our first recess is 30 minutes while our lunch recess is 60 minutes long.

1st Break: 10:30am -11:00am

2nd Break: 12:40-1:30pm

Students eat snacks/lunch in their respective classrooms at their desks after going outside for outdoor playtime. Students are given ten to fifteen minutes to eat recess snacks after having their outdoor play/freetime. Recess- 10:30am to 10:45am, Snack 10:45am to 11:00am.

Lunch break is from 12:40 pm to 1:30pm. Students will head outside at 12:40 pm for an outdoor break and return inside at 1:10 pm for eating time.

DEPARTURE

Dismissal for all full-time pupils: 3:40 pm

Pick-up will be at the same drop-off point for students as morning drop-off. Students will be released to parents/caregivers. Should your child be picked by another adult please call the office prior to dismissal. Any child who has permission to leave the grounds at departure without a parent/guardian present must have a **written note from a parent** expressing this which will remain on file with the office.

No child will be released at the end of the day to an adult who is not registered and approved with the office. This can be shared on new family application forms or by email to both admin@royaloakschool.ca and the classroom teacher.

Aftercare is offered Monday through Friday evening from 3:45 pm to 5:00 pm for an additional charge. Please see the Aftercare section below in our Handbook for more information.

DAILY ROUTINES

Homeroom:

Each Grade level has a homeroom classroom teacher who is their core teacher and who is responsible for the class Literacy, Mathematics and Science and Inquiry instruction. All students begin their day in their homeroom. The classrooms are open as of 8:30 am each morning and students may arrive between 8:30 am- 8:40 am. Class Morning Meetings will start at 8:45 am sharp and students are considered late and will require a late slip to enter the classroom after that time.

Morning Meeting:

Each Morning, students begin their Class Morning Meeting at 8:45 am and these meetings follow “The Responsive Classroom” curriculum for Social Emotional Learning (SEL). Students often sit or stand in a circle, welcome each other and then take the opportunity to share something about their day, evening or self. This curriculum develops connections, relationships and self-confidence, and is very important for helping students self-regulate and transition to their school day ahead. The daily schedule is reviewed before their first period of the day begins at 9:00 am sharp.

End of Day:

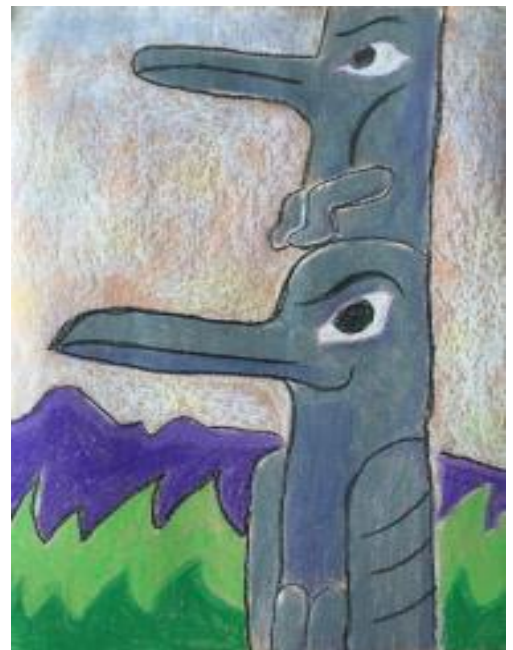
Students return to their homeroom from Speciality subjects by 3:15 pm to debrief their learning and day, gather homework and materials and to tidy their classrooms before the end of day. Students remain in their homeroom until dismissal at 3:40 pm, where the teacher leads students outside to the designated pick up area. Parents will need to connect in person with the classroom teacher (or have express written permission from parents for students to leave alone) for students to be released. We value pick up time as an opportunity to connect with parents and families to debrief anything of importance and pass along information about your child’s day!

SAFE ARRIVALS PROGRAM

The school employs a Safe Arrivals program that consists of several components:

Parents are asked to contact the School office via phone or email in a timely fashion to report the reason for their child's absence. If they are reporting after school hours and before 8:00 am, the school will receive an email at admin@royaloakschool.ca and our Administrative Assistant will inform classroom teachers, or you can leave a voicemail message on the school phone. Please only email administrators if your child is absent. DO NOT email the teacher for absences or lates.

If the Administrative Assistant has not heard from an absent child's parents, a call will be placed to the parents by 9:15 am at the latest.



LATES:

Any students who arrive after 8:40 am are considered late. They are marked ABSENT by teachers in their classes, and must receive a late slip from our Administrative Assistant when entering the school after the designated time. Being punctual for school shows respect for the school and the community.

High-Frequency Lates and Absences:

All absences and lates are carefully monitored as frequent absences or lates can be very disruptive for a child's learning and for the classroom environment as a whole. The full school week is designed to provide balanced programming and curriculum and lessons are most often sequential and build on previous lessons and learning. Students are responsible for work missed during absences or lateness and in the case of frequent lates and absences, the child's family will be asked to meet with the Assistant Head of School to review the situation. In Ontario, the education ministry defines persistent absenteeism as any student who has missed 10 percent or more of school days for any reason, including unexcused or excused absences, over an academic year. That threshold, about 19 days consecutively, is generally observed across the country (<https://www.criminalcodehelp.ca/offences/youth-offences/truancy/>). Persistent absenteeism can result in a loss of assessment and evaluation or no official mark on progress reports.

SCHOOL POLICIES

SCHOOL UNIFORMS

The school uniform is intended to develop a sense of pride and self-discipline while uniting us as a learning community. We are committed to ensuring this environment is safe and respectful of the needs and well-being of all individuals, and believe that a school uniform dress code supports such environments.

Schools that have implemented a uniform report a positive impact on the overall tone and climate of the school. Though we value comfort, we realized that deviating from the acceptable uniform and appearance is distracting to the students as well as interfering with daily instruction.

Students are expected to take pride in their uniform and personal appearance at school. The following points are the expected personal appearance and uniform guidelines:

- Students must be in complete uniform, worn properly, from the time they enter the building until dismissal at the end of the school day, including lunch periods.
- All clothing items must be the original style and conditions. Ripped, torn, defaced, stained or un-hemmed items *are not permitted*.
- A **plain white T-shirt** shall only be worn under a uniform dress or golf shirt/blouse or school hoodie. *Please note a long-sleeve T-shirt is not to be worn under a short sleeve shirt/blouse or golf shirt.*

PERSONAL APPEARANCE:

- Hair must be of natural colours (no bright hued dyes or unnatural colours)
- Only small sized earrings or small hoops
- No visible or excessive amounts of necklaces, bracelets or chains.
- No costume or toy jewelry
- Non-uniform sweaters are NOT to be worn in the school. Jackets/coats and non-uniform sweaters are to be removed upon entering the school. The Royal Oak hoodies are only to be worn during gym and regular uniform days; cardigans and sweaters may be worn with everyday or formal uniform.

FORMAL SCHOOL UNIFORMS CHECKLIST (FOR WEDNESDAY):

- ✓ Long sleeve polo shirt NAVY
- ✓ Short sleeve polo shirt NAVY
- ✓ Plain front pants KHAKI
- ✓ Skirts/Skortis KHAKI or NAVY



- ✓ Shorts KHAKI
- ✓ Pinafore KHAKI or NAVY
- ✓ Plain Cardigan, vest or v-neck sweater NAVY (no monogram or writing)
- ✓ Socks NAVY, white, black or grey
- ✓ Shoes NAVY or BLACK: close toe, loafer, oxford looking shoe

EVERYDAY SCHOOL UNIFORMS CHECKLIST (MONDAY/FRIDAY):

- ✓ Short or long sleeve polo shirt NAVY
- ✓ Pants KHAKI
- ✓ Shorts KHAKI
- ✓ Royal Oak Hoodie NAVY & MONOGRAM

ATHLETIC UNIFORM (TUESDAY/THURSDAY)

- ✓ Dry-fit Royal Oak crested athletic T-shirt or crested polo shirt (bought online through our uniform shop)
- ✓ Royal Oak Grey or Blue hooded sweatshirt (monogrammed)
- ✓ Plain navy blue sweatpant, shorts or athletic leggings- no lettering
- ✓ Running shoes

Royal Oak School hoodies and athletic shirts must be purchased from our uniform provider at our school website: [2024/2025 UniformShop](#)

1 pair of shoes may remain at school. One pair of all black running shoes or loafer type shoes to be used for indoor use. If your child is unable to tie their laces, shoes **MUST** be velcro or slip-on. **Unacceptable indoor and outdoor shoes include Crocs, flip flops, sandals, slippers, Uggs, etc. unless specified for special occasions or medical exceptions.**

DRESS CODE INFRACTIONS:

Our belief that the dress code brings us together as a community and demonstrates respect for one another, means action must be taken if repeated offenses occur. Failure to respect the uniform regulations may result in one or all of the following:

First offense: the student will receive a verbal warning from the teacher and a note sent home

Second offense: A call home to have the parent bring a change of clothes or to pick up the child to take them to change into the proper uniform

Third offense: A request for the student and parent(s) to meet with the Assistant Head of School



DRESS DOWN DAYS:

On the last Friday of the month, students may dress down and wear casual clothing instead of the school uniform. These days are themed or instead may be free choice. **Please ensure on dress-down days students do not wear: tank tops, spaghetti straps, crop tops, inappropriate t-shirt designs, ripped or torn clothing items or tube tops.**

SNACKS AND FOOD

*Royal Oak encourages healthy eating habits and routines. We encourage parents to pack a nutritious lunch with enough food to support their child's nutritional requirements for the school day. Fresh fruits, vegetables and proteins are good foundations for a healthy lunch box. Students should bring either water or milk to school each day. Foods such as chocolates, candies and pop should be limited wherever possible and also made as environmentally friendly as possible. We adopt a **"Boomerang" lunch approach**, where any garbage that is packed, will go home with the child. Our hope is we use reusable containers whenever possible and buy large multi-use lunch foods rather than foods packaged in single-use containers.*



Students have 10 minutes to eat their snacks at recess time, and twenty minutes to eat their lunches at lunchtime. Students are encouraged to eat non-portable foods first, as once outdoor play time begins, students can take “pocket snacks” outside such as granola bars, veggies or crackers.

Other options alongside packed lunch from home, include our weekly “Local Lunches” on Thursday, and our once monthly Friday Pizza Lunches. Please see below for more information.

LOCAL LUNCH PROGRAM

Every Thursday, Royal Oak provides a lunch option through a local restaurant that is healthy, diverse and delivered hot right to the school. These restaurants rotate throughout the year and the weekly order form is available on the “Parent Resources” section of our website. Orders must be in by 12 pm, noon, the day before (Wednesday) to be included in the order. This initiative alleviates stress for parents in making lunches, while also supporting local business in the Niagara Region.

PIZZA LUNCHES

Pizza lunches are held on the last Friday of each month. The cost for this lunch is \$2/slice, \$1/snack and \$1/drink. Parents will be emailed a pizza form at the beginning of the school year and your child’s selection will be repeated for the remainder of the school year unless the school is notified of changes. Payment for the lunches must be made via e-transfer (admin@royaloakschool.ca) prior to the last Wednesday of the month.

SCHOOL CREDIT

To limit the number of transactions made for lunches and incidental purchases at school, we strongly encourage adding a school credit of \$250 to your account at the beginning of the year to cover Pizza Lunches, Local Lunches, and incidentals. This credit will be saved and deducted from each time a purchase is made, and you will be emailed by our Admin Assistant when your credit is low. This helps prevent emails going home regarding these purchases and children carrying cash to school. You will receive an email in August with a suggested credit amount to cover all anticipated purchases and can e-transfer an amount to admin@royaloakschool.ca. Be sure to list the memo “school credit” in the e-transfer.

SCHOOL TOPICS/ISSUES (Alphabetical)

ANAPHYLAXIS

Royal Oak School is NUT-FREE. We request that all families abide by this policy. When bringing food into school please review all ingredients to ensure that the item is free of nut and nut warnings. Classroom teachers will communicate any other anaphylactic allergies that affect your child's class. It is the responsibility of parents with anaphylactic children to identify their child to the school using the medical forms in the School Registration. This form requires parents to provide information regarding the child's allergens and history of reactions to the specific triggers. Parents are required to send TWO epinephrine auto-injectors (one for the school office and one to be kept on the child at all times).

ASSESSMENT

In an inquiry-based classroom, the teacher assesses student progress on a continuous basis throughout the school year, collecting and using a wide range of information to provide an informed and comprehensive picture of the student's learning. Enabling students to express their understanding in differentiated ways is crucial for many reasons, but especially for the following:

- ❖ The teachers' ability to differentiate instruction and assessment as a means of helping students understand how they can improve is closely related to the feelings that students have about themselves as learners specifically, and about learning in general (Ontario Ministry of Education, 2010a).
- ❖ “Using multiple sources of evidence increases the reliability and validity of the evaluation of student learning” (Ontario Ministry of Education, 2010a).

Some examples of varied and authentic assessment sources include, but are not limited to: Student questions; inquiry lab books; portfolios; visual art, and anecdotal observations.

Royal Oak School also uses three research-based high-quality assessment programs with our students throughout the year. In Math, we use the Key Math Assessment, in Language, the Fountas and Pinnell Leveled Literacy Intervention, and for all subjects across the board, the CCAT, which is administered in fall and spring in an online format. Please don't hesitate to reach out if you have questions about any of these standardized assessments and your child.

Information about your child's progress and experience at school is available any time you would like to meet, though a more formalized and mandatory Parent Teacher Conference will be held between you and your child's teacher on **November 7th, 2024, and May 22nd, 2025**. Each family is allotted 15 minutes per student with their child's teacher to discuss their child's progress. Our specialist teachers are also available for interviews during this time. If you think you will need more than 15 minutes, schedule a conference at another time. Feel free to make an appointment to talk to your child's teacher ANYTIME during the school year should you have immediate questions or concerns.

REPORT CARDS

Progress Reports and Report Cards are prepared for all students from JK through Grade 8 and emailed to parents in November, February and June. Report cards are emailed to parents only. They will not be given to a student to take home.

THE O.S.R

The O.S.R. (Ontario Student Record) file is kept for all students starting at 4 years of age. This file contains copies of reports and any important information regarding the student. The O.S.R. file will follow the student to his/her new school. Upon request, parents are able to view their child's O.S.R. file. The school maintains a file for each student enrolled in the school regarding admission and required student information. All information is treated as confidential and will not be disclosed without written consent of the parent or guardian

OUR BEHAVIOUR CODE

Royal Oak Community School aims to provide a safe and caring learning environment for all students by emphasizing the need for:

- ❖ Equity and respect for self and for others, and respect for the property of others and of the school
- ❖ The avoidance of inappropriate behaviour (any type of bullying, hurtful words or actions, rudeness, dangerous activities) and anything that infringes upon others' rights
- ❖ Parent partnerships to encourage appropriate behaviour

Parents and teachers will be in constant communication regarding student behaviour, and we ask parents to work with teachers in support of this code. When inappropriate behaviour occurs, ROCS has several steps, which aim to encourage problem-solving skills as well as ownership of one's own actions and the consequences, which arise from these. The teacher(s) and Administration become involved in helping with this process in many ways. Consequences vary depending on the severity of the behaviour and are dealt with in a developmentally appropriate way involving the students, teachers, principal and parents, as needed.

Consequences are logical in order to provide a learning opportunity for students. The child is included in the problem solving/ decision making process.

Consequences include, but are not limited to:

- ❖ A period of time away from the class during the day
- ❖ Withdrawal from the outdoor activity periods

- ❖ Involvement in a supervised school care activity separate from their peers and classmates
- ❖ In-school suspension and out-of-school suspension.
- ❖ Expulsion from school if child has violated the School Safety Act or compromised physical safety of another member of the school community

Examples of Tiered Behaviours, Consequences and Teacher/Staff Member communication:

<i>Level</i>	<i>Possible Behaviours</i>	<i>Direction</i>
<i>Level 1</i>	Playground misbehaviour, constant interrupting, mild horseplay, not keeping hands/feet to oneself, refusal to complete work	<p>Handled by the homeroom teacher</p> <p>Parent contact via email, electronic message, or phone call. Repeated offenses will be documented in the guidance folder.</p>
<i>Level 2</i>	Escalated arguments between students, disrespect/disregard for authority, pushing/shoving/kicking/hitting, inappropriate use of school devices	<p>Handled by Assistant Head of School, Lauren Dennis</p> <p>Parent contact via phone call and face to face meeting with the student. Repeated offenses will be documented in the guidance folder and discipline folder with a possible behaviour management plan put in place.</p>
<i>Level 3</i>	Verbal threats, acts of violence, profanity directed towards another person, walking out of classroom/building, fighting, intentionally damaging property	<p>Handled by Head of School, Julia Murray</p> <p>Immediate removal from the classroom and face-to-face meeting with the student and parents with the Head of School. Documentation in guidance folders, discipline plan action and possible in-school or out of school suspensions.</p>

Conflict at School

Royal Oak is very proud of the inclusive and kind environment that has been built between students of all ages. From time to time however, incidents occur with behaviour that needs to be addressed and corrected. There are three types of conflict that can occur: peer conflict, unkindness and bullying.

- **Peer Conflict:** Everyone experiences conflict from time to time and this is a normal part of life. Learning to deal with it in a healthy way helps kids master the social skills they need. Peer conflict includes incidents like difficulty sharing, disagreements, or upset feelings over a game or spoken words. Kids in conflict often want to solve the problem so that they can start having fun again. They are intent on reaching an agreement so that the relationship feels restored.
- **Unkindness:** Occasionally, children, like adults, make poor decisions with words and actions and hurt feelings can result. Unkindness can be intentional or unintentional, and often involves escalated feelings from both parties. Often, students who have dealt with unkindness need help mediating with a peer, discussing their feelings and understanding those of others.
- **Bullying:** bullying is a deliberate act. The goal is to hurt, insult, or threaten another person, and usually there is also an imbalance of power. A bully exerts control over others by intimidating, harassing, threatening, or humiliating them. A key component of bullying is also that it is repeated and purposeful.

For issues to be dealt with most successfully under the guidance of teachers, we urge students and families to report any issues of peer conflict immediately to a trusted adult at school. As a school, we prioritize problem solving any incidences of peer conflict and the sooner we can talk to the parties involved, the more successful the outcomes are for all. Peer conflict should be reported to teachers on yard duty if incidences occur at recess, and to their classroom teacher if they occur in the classroom setting. Please see the behaviour chart and outcomes above for additional guidance.

Royal Oak's Bullying Policy

Royal Oak has an anti-bullying policy and is committed to providing a safe environment for all students. Bullying, including cyberbullying, will be dealt with seriously and result in tiered discipline approaches, including suspension if necessary. Teachers are constantly watching for behavior between students, and take every opportunity we can to teach children about respectful discourse, and how to deal with conflict. Students and families are encouraged to report incidents of bullying as soon as they become aware so the school can get involved as soon as possible.

What is Bullying?

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyber-bullying occurs through information and communication technologies.

Beliefs Related to Discipline

Every discipline situation is an opportunity to teach expected behavior. Expected behaviours must be communicated, taught, and modeled throughout the school year. Parents have a responsibility to ensure that their child's behaviour does not take away from a safe, orderly, and academically productive learning environment for others. The misbehaviour of a student will not excuse him/her from successfully completing the learning objectives.

PARENT ISSUES AND CONCERNS POLICY AND PROCEDURES

As part of our educational philosophy, Royal Oak believes that education for the child is strengthened when the school and family work as a team. We would like our process for dealing with parental issues and concerns to be transparent and supportive. All concerns raised by parents/guardians are taken seriously and will be followed up in a timely manner. All confidentiality will be respected and at no time will these conversations affect children's experience with teachers/faculty.

If a parent(s) have an issue or concern to bring forward to the school, please follow the guidelines below:

- ❖ If it is related to the curriculum or classroom, please contact your child's classroom teacher.
- ❖ If it is related to learning differences, please contact the classroom teacher and the Assistant Head of School, Laureen Dennis.
- ❖ If it is related to administrative or operational issues of the school, please contact the Head of School, Julia Murray.
- ❖ If it is related to tuition or financial matters, please contact finance@royaloakschool.ca.
- ❖ If your issue is related to your child's teacher or another Royal Oak staff member, please contact the Assistant Head of School, Laureen Dennis.

An initial response to your concern will be provided within two business days, and the person who raised the issue will be kept informed throughout the resolution process.

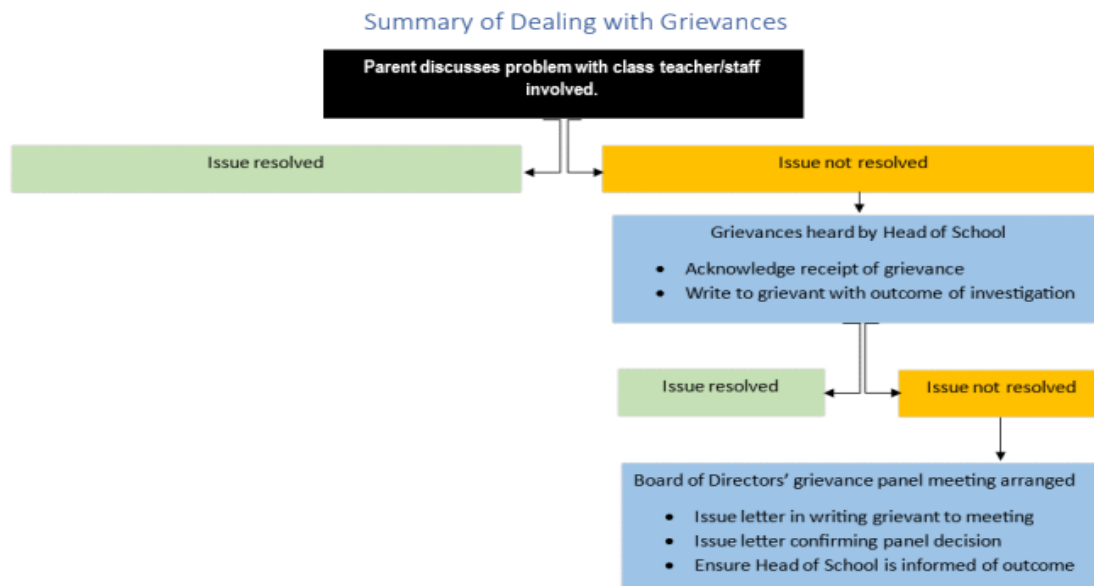
SCHOOL GOVERNANCE

Royal Oak Community School is incorporated as a nondenominational, non-profit, charitable organization, governed by a Board of Directors. The Board's responsibilities include establishing the school's mission, overseeing the school's fiscal management, and setting the academic fees. Julia Murray, the Head of School, is responsible for the daily operation of the school and implements the school's mission and ensures the vision is realized. Royal Oak does not receive any government funds or grants. It financially exists on tuition fees collected throughout the year as well as generous donations from community members to support children on financial scholarship. Prompt payment of fees is very important. It ensures that the school is able to meet its budgetary needs

GRIEVANCES

At all times, Royal Oak strives to deal with any issues that may arise expediently and seriously. Our hope is that concerns can be handled through communication with the parties involved, and that a more formal procedure isn't necessary, however, clarity regarding this process when necessary is important. If you have a complaint/grievance to share, the school has a three stage approach as follows:

- **Stage One:** informal raising of a concern or difficulty notified orally or in writing to a member of staff
- **Stage two:** grievance heard by Head of School
- **Stage three:** grievance heard by the Board of Directors Grievance Appeal Panel



If the concern has been heard by the staff member in question and also the Head of School and cannot be resolved, the grievant will need to write to the Chair of the Royal Oak Board of Directors (named on website). The Chair will convene a Board of Directors meeting to address the concerns. Please use the grievance form in the appendix A for this formal escalation to the Board of Directors.

BIRTHDAY POLICY

The school has a tradition to celebrate each child's birthday. Considering the various safety, equity, emotional, and other birthday issues, birthday celebrations do not include food brought from home. All children's birthdays will be celebrated on the day and in an appropriate way in class with a birthday hat, card, or song, depending on the child and their wishes. At the end of the school year and on the last day, all students celebrate birthdays together in a school-wide birthday party!

We have the following practice pertaining to the celebration of birthdays: in keeping with our



philosophy of nurturing kindness, we encourage care in handling children's feelings about birthday party inclusion. If all students in the class are invited, invitations for a birthday party may be distributed at school but otherwise, please DO NOT send invites to school at all. As well, please do not collect children as a group for birthday parties from the school-yard unless everyone in the class is invited.

Another Birthday tradition at the school is that families are invited to donate a book to the Library in honour of their child's birthday or another special occasion. This book will be stamped with the child's name and birthdate to become part of our library and the history of our school!

CLUBS

Royal Oak School regularly runs Clubs for our students, and offers programming up to four days a week in our fall, winter and spring Club terms to engage children in extracurricular learning. Every child who is interested in joining a club or sports team is able to fully participate. Clubs are designed so there are balanced opportunities for students in every grade and are offered in the areas of: **Service/Leadership, Athletics/Movement, Creative/Fun.**

Extracurriculars are a worthwhile endeavor for students to explore as they have many benefits, both short and long term. Participating in any extracurricular activity offers a variety of positive experiences with different peer groups. They provide children the opportunity to socialize outside of the school day and about a range of topics that are of interest to them. Children also have the chance to develop or enhance their leadership skills. They can build lasting bonds with other children over shared interests.

Extracurriculars also help with self-confidence and positive attitudes. When children find a passion or hobby and can take ownership of an activity, they feel successful, their confidence soars, they become more sure of themselves and can build stronger connections with their peers through positive play. Extracurriculars also help with creating lasting healthy habits that can benefit the mental and physical health of children. Learning ways of staying active, expressing ideas in a large group, working together with peers, eating well when on the go, and other things of this nature will all impact their decisions for themselves well into their future. Lastly, participating in extracurriculars can expose children to different ideas and opinions and ways of seeing the world. Nurturing their curiosity and sense of wonder, or empathy and care for others through volunteer work can help school-aged children make meaningful connections with their communities and individuals or landscapes within it. Some examples of Clubs we have run in the past include Soccer Club, Lego Club, "Just Dance" Club, Passport Club, Ultimate Frisbee Club, and more!

Club information will be shared by our P.E. teacher three weeks before each Fall, Winter and Spring Club season begins. Families will need to utilize the Google Form sent to sign up for Clubs, and no child will be guaranteed space in a Club if the form is not received by the Club sign-up deadline. Club changes or requests should be sent directly to the club coordinator at admin@royaloakschool.ca.

COMMUNICATION WITH PARENTS

As a school, Royal Oak will communicate regularly with families in person, via email and notes home and over the phone. We believe communication between the school and families is so important and encourage open and consistent communication between families and the classroom teacher. **Concerns and issues about your child or child's class should first be addressed with the classroom teacher. If your question is not answered to your satisfaction, you may contact the Assistant Head or Head of School.**

Forms of communication include:

Telephone: For urgent messages or inquiries, the phone is the most reliable form of communication. Parents should call the school office (ext. 1) with any changes to end of day pickups, or other immediate concerns. Please do NOT use staff or teachers cell phone numbers to communicate.

Email to Teachers: This is most effective for brief, non-urgent communication relating to your child's day, classwork, or social emotional life. Sensitive issues or issues about health or diagnoses should be discussed in person and email is encouraged to set up appointments with your child's teacher. Teacher's email addresses can be found on the website and also in this handbook in the Staff Directory.

Toddle Classroom: Toddle Classroom is primary for student to teacher communication on assignments or homework. Homework will be posted online to Toddle Classroom, emailed in the weekly email home on the day homework is sent home. Toddle is new to our school this year and parents will be asked to download the Toddle Parent app for ease of use and communication. Look for more information in the end of August.

Student Agendas: For our Primary classes and above, student agendas are used daily to record homework and important events. Please feel free to jot a note in your students agenda to your child's teacher.

Office emails to Parents: Emails from admin@royaloakschool.ca will be used to communicate about school wide events, special announcements or changes to normal routine.

Assistant Head and Head of School: Administration officials are always available to speak to parents about any topic. Please call the school and use extension two for Laureen Dennis and three to reach Julia, or send an email to laureendennis@royaloakschool.ca or juliamurray@royaloakschool.ca to schedule an appointment for an in-person meeting. Please reference the reason for the meeting and topics you would like to discuss in your email so the person can be informed and prepared for these important conversations.

The Communication Schedule will be as follows:

Daily: Teachers will post updates using "Toddle" on a daily basis, sharing photos, class projects and learning from the day. Teachers will also communicate on an as needed basis with parents about their child's day, or any issues that may have arisen. Teachers generally DO NOT answer emails within the school day as their attention is fully on teaching and their students. Teachers will endeavour to answer emails within 24 hours. Teachers are also available for quick and informal discussions in the morning on duty and at the end of the day when teachers are releasing their class.

Weekly: Teachers will send a weekly class email/Toddle to communicate upcoming events, curriculum foci and updates. The first email of the month will include a class calendar for your reference. This email will also outline the homework for the week, and provide you with digital copies, though hardcopies will be handed out to students as well in their homework folders. Updates will also be posted on Toddle for parents and students.

Monthly: A monthly newsletter will be updated on the Royal Oak website each month on the Parent Resource page. It will be each parents' prerogative to check the Parent Resource section regularly to stay up to date with news from the school. A calendar will also be updated regularly on this section of the website.

Additionally, we can look forward to connecting as a whole school on Curriculum Night, Royal Oak Social Events and at our Holiday and End of Year performances each year.

Communication about Absences, Pick up, or Appointments:

Communication about absences, appointments or changes to regular pick up/drop off MUST be communicated both to the office via admin@royalokschool.ca and to your child's classroom teacher. You can also call the school's front desk at 905-328-9592 ext. 1.

If your child is in Grade 5 and above, and you would like to give permission for them to walk home on their own regularly, **a note must be written or emailed** to the Administration at admin@royalokschool.ca, to be placed on file for our safety records. Any changes to regular pick up schedules (ie. Playdates or other adults picking up your child) must be communicated to the office and homeroom teacher.

Communication about Behaviour/Incidents at School:

As outlined in our Behaviour Code section of the Parent Handbook, occasionally, the school does need to be in direct contact with parents about their child's behaviour or incidents at school. For minor incidents, your child's teacher will email you to inform you of an incident/event. For more serious incidents that occur on recess or outside of the classroom setting, Laureen Dennis, Assistant Head of School, will be in touch via email or phone call. For escalated issues of safety concern, the Head of School, Julia Murray, will be in touch via phone or email to set up an in-person meeting with parents/guardians.

If you as parents have concerns about your child's daily life, classroom work/curriculum or achievement, the first line of communication should be with your child's classroom teacher. If concerns persist after in-depth discussions with your child's classroom teacher, your concern can be escalated to Assistant Head of School, Laureen Dennis, who will work with the Head of School and your family to get to the bottom of the issue and find ways to support the problem. Please respect this line of communication and start with the classroom teacher, your child's most close and knowledgeable resource regarding their social emotional and academic life. Any concerns with Specialty subjects should be addressed first with the Specialty teacher, and then passed along to Assistant Head of School if not resolved.

ENRICHMENT OPPORTUNITIES- REACH AHEAD TO GRADE 9

For students in Grade 8 showing academic readiness, there is an opportunity upon teacher recommendation, for students to take a Grade 9 credit via our Grade 9 enrichment program. An additional fee for this credit course will be needed and more information will be provided by the teacher after assessments are completed. If your child is in Grade 8 and interested in this program, please reach out directly to Mara Castelli, our Grade 7/8 teacher, and Julia Murray, to communicate this interest so we may work with you and your child to reach this goal.

EXTENDED CARE

Before and aftercare is available for Royal Oak students, Monday through Thursday. Before-school care starts at 7:30 am and Aftercare, from 3:45 until 5:00 pm. This care needs to be pre-arranged with our Administrative Assistant at least two days before care is needed. Before and Aftercare is \$12 for the first child in the family and \$4 for additional children in the same family, and this cost includes a snack. Aftercare runs until 5 pm. To avoid unwanted extended care charges, parents need to pick up their children by 3:45 pm otherwise students are considered in aftercare and will be charged for the hour of care. Please contact the school if you require before or aftercare so we can do our best to meet your needs.

Any pick up after 5 pm is a late pick up and it will be charged at \$5 per every 5 minutes late.



HEALTH

EMERGENCY CONTACT INFORMATION

It is exceptionally important that student records be kept up to date. Any changes in address, phone numbers, emergency contact information and special instructions regarding students should be communicated with the school as soon as possible.

ILLNESS or INJURY

Should a child become too ill to participate in class during the school day, they will be moved to the wellness room and a parent or caregiver will be asked to come and collect the student. In the case of an injury or minor accident, the student will be handled by a trained first aid person and the parents will be notified. In an emergency situation, the student will be taken to the hospital and the parents will be informed as soon as possible.

IMMUNIZATION

All students must supply the school with the necessary documentation in our School Forms Online to show that they are up to date with vaccines before they can attend school under the Immunization of School Public Act. If a child is exempted from immunizations for medical reasons, you must fill out a Statement of Medical Exemption Form filled out by your physician. For conscience or religious belief exemptions, a parent must go to public health to complete an education session and also complete a Statement of Conscience or Religious Belief form. Immunizations for students in Grade 7/8 are offered through Niagara Public Health at Royal Oak School and will be communicated well in advance.

FOOD AT SCHOOL

For equity reasons, food from families for birthdays or celebrations is not permitted at the school unless approved by the Administration. There are numerous students and teachers with allergies and sensitivities, and food creates issues around this. We also want to teach children that celebrations can happen without food. For this reason, ROCS has a **'no-food-from-home'** policy for birthdays and other celebrations. In addition, **we avoid sweet treats in all classrooms**, preferring wholesome snacks

whenever possible. We prefer that **students do not eat candy** while at school. However, individual portions of treats may be packed in student lunches or snacks from home. **Students are not permitted to share any food, candy, treats, or gum with others.** Teachers will also limit treats for their students except on special occasions or when permitted by Administration.

MEDICATION

If your child requires daily medication or has recovered from an illness but still requires medication, the school requires a written request from a parent, signed and dated for school administration of this medication. Parents must come to the office and complete a Medication Record Form.

ALLERGIES

Some students have life-threatening allergies to various substances. It is the responsibility of all parents to respond cooperatively to requests from the School to eliminate allergens from packed lunches and snacks. Parents are also asked to encourage children to respect anaphylactic children and school policies. All allergies must be listed on the student's medical form. Parents will be asked to fill out our Medical Form and specify allergies here, detailing information about their child's allergy and measures to be taken, should exposure occur. In the case where an individual in a given class has a life-threatening allergy to a given substance, parents of all students in the class will be asked to avoid sending that allergen to the classroom.

HEALTH ILLNESS PERIOD OF EXCLUSION:

Communicable Disease	Protocol
Chicken Pox	Must remain home until fever free without medication
Fifth Disease	Not contagious after rash appears; children may return to school
Conjunctivitis/Pink Eye	Child should not attend school if yellowish discharge and pink eye is present until 48 hours after medication. Medication needs to be continued for 10 days.
Coxsackievirus infection/Hand-Foot-and Mouth	Return 7 days after onset.
Influenza	Must remain at home until 24 hours fever/symptom-free without medication
Impetigo	24 hours after treatment begins
Head Lice	Please notify the school immediately if your child has head lice. Home treatment should include a type of medicated shampoo or recommended lice treatment of the head. Every

	effort to remove all nits with a lice comb is absolutely essential before returning to school
Measles	4 days from appearance of rash
German Measles	7 days from appearance of rash
Meningitis	Must remain home until doctor's permission to return
Mumps	9 days or until swelling subsides completely
Strep Throat	24 hours after starting antibiotics
Whooping Cough	5 days after starting antibiotics
Diarrhea	Must remain home until 24 hours and symptom free without medication

A letter will be sent home about the above only if we see that 2 students or more have contracted the same illness.

STUDENT HEALTH AND WELLBEING

The social emotional health and learning of our students is a key element that is vital to successful academics. Each day, our teachers have opportunities to blend SEL (social emotional learning) education into our core curriculum subjects of Literacy, Mathematics, Social Studies and Science. We also allow our students the freedom of health breaks such as movement breaks, decompression/meditative breaks and walks. Royal Oak is lucky to also have a school therapy dog named Duke that comes every day and is a comfort to our school community. School Therapy dogs provide companionship, love, and support. Science has shown that their presence also has numerous health benefits for people including reducing stress and anxiety levels, as well as promoting positive social interactions. Duke is a highly trained, 4 year old Bouvier Poodle that is hypo-allergenic. His primary job is to create a calming atmosphere in our classrooms. Students can interact with Duke at any time throughout the day by playing at recess, relaxing with him in the office and reading to him. If you have any questions about Duke, please see Ms. Julia Murray, our Head of School and Duke's owner.

INCLEMENT WEATHER SCHOOL CLOSURES

As part of our safe school policy, we want to keep all students and faculty safe during inclement weather. Should the weather, in any season, be so bad that the Niagara Region or Safety officers such as police and OPP are warning of dangerous conditions, we will likely follow suit and close Royal Oak. We do not want families and teachers travelling on days where roads and car travel could be dangerous. It is our hope to make any decision about closure by 6:30am, and all families and faculty will be notified via email and Class DoJo. You can also listen to the local radio station, CKTB (610) AM SNOW DESK to follow closely.

EXTREME WEATHER AND OUTDOOR RECESS

We strive to allow children the necessary outdoor play time they need for health, energy and time with friends whenever we can. That said, we check in with Environment Canada weather to track temperatures, and know that at times, weather is too extreme to be safe to our students. Students will stay inside if the temperature and wind chill is:

- -10 degrees Celsius for Early Years students
- -16 degrees Celsius for Grades 1-8

FIRE DRILLS AND LOCKDOWN

Regular fire drills are conducted at Royal Oak under the supervision of the Niagara on the Lake Fire Department. Please keep all exits and halls free of strollers, bicycles, and large objects. Strollers and bikes may be left in the front yard at the ramp and entranceway. Children need to wear shoes at all times in school for safety reasons. All staff are trained in a standby procedure in case of an emergency requiring lockdown security.

FIRST AID

All staff members are trained in First Aid and CPR and will administer First Aid for minor incidents on-site, and send an Accident Report home with the child at the end of the day after attempting to contact the family via email or telephone about the incident. In the case of a more serious incident, EMS would be called and the child treated by EMS staff/doctors. Parents and Emergency Contact would be called immediately if the parents were not reachable.

LOST AND FOUND

The Lost and Found box is kept beside the Admin Office at reception. Students are responsible for their own personal belongings and all items brought to school should be **labelled**. As a school with uniforms, most clothing pieces are identical and easily confused. The school cannot take responsibility for misplaced items. At the end of the school year, all unclaimed items will be available to purchase for \$2 a piece and remaining items will be donated to charitable organizations.

HOMEWORK POLICY

Research shows that much of what is assigned as homework in elementary years is counter-productive and may harm young students' attitudes towards learning (Dr. Harris Cooper, Duke University). In light of this research, and our own experience and philosophy as an educational institute exploring best practice, we take a developmental approach to homework.

For all our children, this is what we value most for their time outside of school:

- ✓ Fresh air, sunshine, and time in nature
- ✓ Play
- ✓ Exercise
- ✓ Creative activities

- ✓ Fun time with friends
- ✓ Quiet time alone
- ✓ Quality family time
- ✓ Reading and sharing stories together
- ✓ Getting a good night's sleep

Across all the grades, there will be requests from teachers to connect learning between home and school. These homework requests are used to foster positive attitudes and engagement with learning, provide a link between school learning and home learning, and in our junior grades, allow for the growth of developmentally appropriate time management skills.

Across the Grades, these request for “homework” may include:

- ✓ Being read to and reading
- ✓ Ways to engage families in school-based learning
- ✓ Ways to promote parental awareness of the class focus In our Junior Grades 4-6, we build upon our expectations of children's time outside of school in these developmentally appropriate ways.

Homework in these grades may include a focus on:

- ✓ Reading, math, literacy, and communication skills
- ✓ Organization and thinking skills
- ✓ Spelling
- ✓ Social sciences
- ✓ News/Current affairs
- ✓ Presentations of homework to teachers and peers during class time

HOMEWORK AT ROYAL OAK IS NOT:

- ✓ Designed to take up all of the child's out of school time
- ✓ Designed to teach unfamiliar curriculum concepts
- ✓ Cause stress or discord at home
- ✓ A replacement for quality family time
- ✓ The same for all learners – homework packages will be tailored to the needs of your child!

Please be in touch as soon as possible if you feel your child's homework does not reflect their skills/needs. These can be adjusted with feedback, and we value your input as your child's “first teacher”

SPECIAL EDUCATION PROCESS

Royal Oak School has a designated Special Education Resource Teacher (SERT) who works with our highest need students on a case by case basis, as defined by the process below.



Once Step Three of this process is completed, students may be put on the SERT caseload for in-class or one on one support with our SERT teacher in the Resource Room. The SERT team with the Head of School and Assistant Head of School may also recommend accessing further resources such as having a Psychologist do Psycho-Educational testing to determine if further learning obstacles exist.

FEES

TERM PLAN for 2024/2025

<p>OPTION A – Advanced Tuition Payment</p> <p>* If full annual tuition is paid by August 1, 2024 there is a discount of 2.5% *</p>	<p>JK/SK Total Tuition: \$ 10,900</p> <p>Grade 1-8 Total Tuition: \$11,550</p>
<p>OPTION B – Regular Tuition Payment</p> <p>* Tuition is paid for three times a year on August 1, 2024, November 1, 2024 and February 1, 2025 *</p>	<p>JK/SK Total Tuition: \$ 11,195 August 1, 2024 \$3,995 November 1, 2024 - \$3,600 February 1, 2025 - \$3,600</p> <p>Grade 1-8 Total Tuition: \$11,860 August 1, 2024- \$4,660 November 1, 2024- \$3,600 February 1, 2025 - \$3,600</p>
<p>OPTION C – Monthly Tuition Payment</p> <p>* Includes a 5% monthly surcharge *</p>	<p>JK/SK Total Tuition: \$ 11,750 Due the 1st of each month - \$1,175 once monthly for ten months</p> <p>Grade 1-8 Total Tuition: \$12,440 Due the 1st of each month - \$1,244</p> <p>~once monthly for ten months</p>

**At the beginning of each school year there is an additional \$350 resource fee required for each student. This fee covers most local field trips, upgrades to technology, programming and workbooks. It is ROCS intention that this fee covers most incidentals for the year other than major out of town field trips.*

TUITION POLICIES

1. There are three tuition payment schedules to choose from: Advanced, Regular, Monthly. Tuition paid in full by the 1st term deadline, Aug. 1st, 2024, will receive a 2.5% discount. The 2.5% discount will not be applied if the tuition is not received by that date. Our regular payment option features three payments yearly, with a larger amount collected on Aug. 1st, 2024. If your regular payment fee is not received on or before the due date, you will automatically be switched to our monthly payment plan which includes a 5% surcharge. Our monthly plan payment is due on the 1st of each month for ten months. Payments can be made in cash, by e-transfer or by cheque.
2. There is a \$500 registration fee, which must accompany the Application for Admissions Form. \$250 of this is a processing fee which also holds your child's spot at Royal Oak, the other \$250 will be deducted from your first tuition payment(s). Each child requires their own Application Form and processing fee. The fee is a one-time, non-refundable processing fee.
3. You must select a payment plan option. If a selection is not made, you will automatically



- be billed under the Regular Payment Option B.
4. Once accepted, the balance of tuition is due in accordance with the Academic Fee Schedule, either Advanced payment (single installment), Regular payment (three installments), or Monthly Payments.
 5. **Sibling Discount:** When a family has more than one child enrolled in the school, the eldest child will pay full tuition, any subsequent children will receive a 10% discount.
 6. Upon acceptance, a student is enrolled in the school for the entire school year whether paying per term or monthly. Those accepting financial responsibility are accountable for the full year's fees, even if a child is withdrawn during the school year. Tuition fees are non-refundable, for any reason.
 7. Should a child enroll in the school midyear, the fees will be calculated on a pro-rated basis.
 8. Tuition fees not paid within 15 days of the due date will be subject to a 1.5% interest charge per month applied whether paying per term or monthly. A \$25.00 charge will be applied to any and all cheques which are returned due to insufficient funds. Payments not received within 90 days will result in a phone call or scheduled meeting with the Head of School. Payments not received within 120 days of invoice date will be sent to the Board. If the account is not paid in full by June 30th, the Board may ask that the student be withdrawn from the school.
 9. Royal Oak Community School reserves the right to ask a student to withdraw if the fees are not paid in accordance with the terms outlined in the Tuition Fee Schedule.
 10. If a child is expelled from Royal Oak School, funds will not be refunded to the family.

SCHOLARSHIPS AND FINANCIAL BURSARY INFORMATION

Royal Oak is committed to offering our schooling experience to all interested families, regardless of financial situations. Needs-based financial support is determined by FAST and will accurately assess tuition support necessary for your family. We're putting continuous effort into fundraising to make sure that our program can be accessible to children and families from all the communities of the Niagara Region. The bursaries will be available to families who apply and qualify and do not need to be repaid.

Returning families must apply to FAST no later than January 30th each year. Any returning families who miss this deadline will not be guaranteed Financial Assistance for that school year. All new families must apply upon enrolment.

Children who attend Royal Oak on Financial Assistance, are expected to contribute to the school community via volunteerism, citizenship and academic effort. Scholarships are limited and will be granted to deserving children and families.

TECHNOLOGY

Royal Oak provides access to technology for any student who doesn't have their own personal device to use at school. We have a variety of iPads and laptops for student use, and each classroom is wired with smart TV's to deliver Google Classroom programming for instruction when helpful/needed. We believe technology should be used in an age appropriate way, and believe technology can be a valuable tool for learning when it is expertly incorporated into the classroom curriculum.

Royal Oak has blocked websites and used "Safe Search" to prevent inappropriate material from being accessed, however we can not ensure 100 percent protection. Computer safety is reviewed with all students and all students from Grade 3-8 sign an Acceptable Use of Technology form in our SFO at the beginning of the year. Please review these with your children and ensure their understanding before signing.

PERSONAL COMMUNICATION DEVICES

Royal Oak does not permit the use of personal cell phones, Smart Watches or iPods to be used during the school day. Any of these devices brought to school must be turned off and given to their classroom teacher at the beginning of the day. The teacher will then return the device at the end of the school day. If a student needs to contact their parents/guardians throughout the school day, they may use the office phone to do so. Students may use these devices before arrival at school and after dismissal.

ANNUAL FAMILY EVENTS

CLASS BREAKFASTS

Royal Oak School strives to safely come together throughout the school year for regular events. This year, a Class Breakfast will occur in the fall term so that families may meet one another, the classroom teacher, and have a potluck breakfast outdoors to connect as a community. These will begin at 8:15 am and children, as well as siblings, will return to regular classroom activities by 9:00 am so as not to miss important learning. These Class Breakfasts will be organized and shared by the volunteer Parent Representative and communicated early in the school year. Please ensure you make every effort to attend your child's Class Breakfast to foster those relationships that make school in a small community so special!

CURRICULUM NIGHT

Curriculum Night will occur on Thursday, September 12, 2024. It is a deeply important evening for the school to share its philosophy, programming and academic purpose with families. Curriculum Night will begin at 5:00 pm with some refreshments and snacks available before parents move into their children's classrooms for a virtual Head of School and Assistant Head of School presentation, followed by in-person sharing of curriculum and programming by classroom teachers. A handout regarding programming will be shared at this time, and followed by drop-in's with Specialty teachers to hear more about their programming. Please mark this date in your calendars and plan to attend.

ROYAL OAK GOLF TOURNAMENT

On Wednesday, October 2, 2024, Royal Oak will hold its annual golf tournament to raise funds for scholarship, resources and special field trips at Royal Oak. This once-yearly event is our primary fundraiser, and you can contribute via silent auction items, live auction items, sponsoring a hole or attending the tournament and/or dinner that follows! Please reach out to admin@royaloakschool.ca to volunteer or donate items!

PARENT/TEACHER CONFERENCES

Each term, in November and May, Royal Oak holds in-person parent/teacher conferences to communicate assessment and achievement information about your child's term. These interviews will be held on the afternoon and evening of November 7th, 2024 and May 22nd, 2025. A google doc will be sent out with sign up slots two weeks in advance. In person attendance is essential for sharing work portfolios and demonstrating students' progress across the term.

HOLIDAY AND END OF YEAR PERFORMANCES

Before the winter break and end of year, the school gathers as a community to experience dramatic and musical performances led by our teachers and students. These gatherings are a wonderful way to celebrate the Art Specialties at Royal Oak, including Drama, Music, and Fine Art, and to come together to watch our children spread their wings!

Other full school gatherings will be communicated in our Monthly News blog on the Parent Resources section of the website.

STUDENT TEACHERS AND MENTORING

Royal Oak School is committed to education in all forms, including that of our Brock University and Queen's University Student teachers. We are fortunate to have first- and second-

year teacher candidates placed in our classrooms with our teacher with over five years teaching experience. These TC 's (teacher candidates) are responsible for co-teaching in the classroom with our own Royal Oak teachers, and help create more learning opportunities for our students, special bonds, and lower student teacher ratios. All teacher candidates have Vulnerable Sector Checks with the NRP and in University accredited Teacher Education programs. If you have any questions or concerns about the Teacher Candidate placed in your child's classroom, please reach out to your child's classroom teacher.



OFFSITE RESOURCES FOR FAMILIES

From time to time, families approach the school for referrals to access outside support for their children and families. We offer many programs inside the school such as Resource Teachers who work one-on-one with children requiring extra challenge or support, as well as Clubs, Before and After Care and Speech Assessments but refer offsite for some services. These offsite referrals include Family and Child counselling, Tutoring and Speech therapy as well as Psycho-Education Assessments and Reports.

Our school recommendations for these additional resources are below, but please note, these are professionals not affiliated with the school, and have their own professional fees and guidelines.

FAMILY AND CHILD COUNSELLING

Carolyn Agnew-Hall
<https://www.cahallcounselling.ca/>
(905) 650 7873
cahallcounselling@bell.net

Lauren Bennett
<http://notlcounselling.ca>
(905) 353 – 7300

OCCUPATIONAL THERAPY FOR CHILDREN:

OT4Kids
www.OT4Kids.ca
[HTTPS://OT4KIDS.CA/CONTACT/](https://OT4KIDS.CA/CONTACT/)
905-687-9176

PHYSICAL THERAPY FOR CHILDREN:

Heartspace Physical Therapy - Shelly Mannell
<https://heartspacept.com>
shelley@heartspacept.com

PSYCHOEDUCATIONAL ASSESSMENT:

Dr. Erin Warriner

<http://www.drerinwarriner.ca/assessments/html>

Use online form to contact

SPEECH PATHOLOGY:

Niagara Children's Centre

<https://niagarachildrenscentre.com>

info@niagarachildrenscentre.com

Advantage Speech Pathology Services - Rosanna Sims

www.advantagespeech.ca

905-650-7658

rosanna@advantagespeech.ca

TUTORING:

Royal Oak's Teacher provide on-site tutoring after school hours for a fee. Please email admin@royaloakschool.ca to learn more.

Other options include:

Mathnasium

<https://www.mathnasium.ca/stcatharines>

905-931-6284

Oxford Learning Centres

<https://www.oxfordlearning.com/locations/st-catharines-tutoring/>

289-273-5184



VOLUNTEERS

Parent volunteers offer an important resource and support base for the school community. They also demonstrate to students the importance of participating in the larger community, while also creating a stronger and more close-knit one! There are many ways to get involved at Royal Oak, and at the beginning of each year we publish online in our “School Forms Online” a Parent Volunteer form to gauge your interest and areas you feel you could most contribute. Specific ways we utilize parent volunteers include:

- helping with repairs, painting, and minor school improvements over the summer months
- helping to organize small fundraisers like clothing or bake sales
- helping on lunch days like Pizza or Local Lunch afternoons
- volunteering for recess or lunch duty regularly
- being part of school-wide events like the Terry Fox Run or our "Halloween Trick or Eat"



A special way to volunteer your time at Royal Oak is through becoming a “Class Rep” for your child’s class. This role helps to share news of the school and classroom with other parents, and is also responsible for organizing the annual “Class Breakfast”. We also have a Royal Oak Parent Guild, which is a group of parents who are on our list for help when needed. This body of parent volunteers works to build school spirit, raise funds, or even assist with yard duty. If you have an interest in joining the Parent Guild for the school year, please fill out this intention on our Parent Volunteer form through the SFO (“School Forms Online”)

All parent volunteers who work inside of our school or classrooms need to have a Vulnerable Sector Police Security Clearance from the police. This process can be completed online with the Niagara Regional Police and your form will take about two weeks to arrive.



Royal Oak School

Niagara-on-the-Lake

Formal Grievance Form

Your name:

Child's name:

Your relationship to the child:

Address:

Day time telephone number:

Evening telephone number:

Mobile telephone number:

Please give details of your grievance:

What action, if any, have you already taken to try and resolve your grievance. (Who did you speak to, when and what was the response)?