



STUDENT & PARENT HANDBOOK 2025-2026

971 Riverview Avenue
Verdun (Québec) H4H 2C3

Tel: (514) 761-4524
Daycare/Lunch Program: (514) 762-2717

<http://riverview.lbpsb.qc.ca/>



Principal's Message

To all of the Riverview community,

Welcome back to all new and returning families! The 2025-2026 school year promises to be a terrific one as we continue to celebrate the City of Verdun's 150th anniversary. We have many fantastic learning opportunities, projects, outings, and special events ahead of us! We hope that everyone has enjoyed a safe, relaxing summer and that you are prepared for the exciting school year that lies ahead!

Riverview is a lovely community school where children are encouraged to be open-minded, creative, and inquisitive. Our staff are invested in the social, emotional, and academic growth of students and we are committed to helping every child be actively engaged in learning and leadership!

If you are new to the "Riverview Crew", we welcome you wholeheartedly and are sure that you will find Riverview to be a wonderful place for your child to flourish. For returning families, we are committed to making every year better than the last! Your feedback will always be important to us and we are grateful for your continued trust and collaboration.

Wishing you a wonderful 2025-2026 school year... full S.T.E.A.M. ahead!

Sincerely,
Allison Brown
Principal



Our Mission

Riverview Elementary is committed to engaging, empowering, and educating every student in our care so that each child has an opportunity to experience academic and personal success.

Riverview Elementary seeks to:

- ☐ Create a school climate whereby everyone is valued, respected, healthy, and safe
- ☐ Provide an environment that promotes academic success for all students
- ☐ Develop problem solving and critical thinking skills
- ☐ Teach its students to be proficient with the use of technology
- ☐ Foster and promote bilingualism
- ☐ Collaborate with families & community partners in the development of the school's vision

Upon leaving Riverview Elementary, it is our goal that our students: - Have respect for self and others - Have a strong grasp of the French and English language - Be competent digital citizens in the use of technology - Demonstrate the importance of health, fitness and living a healthy lifestyle - Contribute and be engaged in the world around them.

Riverview Student Code of Conduct

At Riverview it is the expectation that all students follow a Code of Conduct made up of rules that we live by whether **at school, on the bus, on a field trip, on school grounds, or in the community after hours**. This is so that everyone feels safe, comfortable, and respected.

Expectation of students:

- Follow classroom/school rules and the code of conduct.
- Always treat people with respect and speak politely to others.
- Use an appropriate voice and kind words.
- Keep hands and feet to themselves.
- Demonstrate an appropriate and positive use of social media.
- Use acceptable language and refrain from comments that are disrespectful to one's family, appearance, race, culture, gender identity, sexuality, or religion.
- Respect and listen to all authority figures and adults within the school environment.
- Keep a polite distance from others.
- Respect and take care of the environment. This includes school supplies, all technological devices, school property, classrooms/other students' belongings, and the school yard.
- Behave in an orderly way by walking quietly in the hallways and stairways.
- Respect the school bell and line up quietly and respectfully.
- Remember that students may not use a cell phone in class or on school property.

Examples of behaviors that are unacceptable: (not an exhaustive list)

- Not listening and following instructions of a staff member or adult supervisor
- Any form of violence, fighting and/or play fighting
- Intimidation, harassment, teasing, bullying, including cyber bullying
- Vandalism or damage to school property, staff, or other student's personal property
- Disruptions and disrespect shown at school, on the bus, or on field trips
- Name calling, swearing, racial/cultural/sexually charged comments
- Using the technology for anything other than what has been instructed
- Bringing or using any type of weapon in school
- Throwing any kind of objects including snowballs with the intent to hurt or harm
- Cheating or stealing
- Any type of cell phone usage in class or on school property

Consequences: (not an exhaustive list)

To encourage students to follow school expectations, here are some examples of the following consequences that may be used:

- Loss of privileges - including recess, playtime, field trips or other activity
- Suspension - in/out of school or alternative suspension, in-school community service
- Speaking to student, phone call to parents and/or parent meeting
- Meeting with socio-community officer
- Confiscation of cell phone/device in question

School Information

As an early French Immersion school, Riverview students receive most of their instruction in French from kindergarten to grade two. From grade three through six, students study one day in English and the following day in French. We offer an English for 4 yr. old kindergarten program where students learn to develop their physical, emotional, social, language, and cognitive skills through hands-on learning and play. Our instructional approaches to learning include creative play, project-based learning, thematic units, the use of technology (namely iPads, Chromebooks, Smart TV's, Lego Robotics and more). Riverview has adopted a STEAM educational approach to learning that uses Science, Technology, Engineering, the Arts and Mathematics as access points for engaging students in inquiry, dialogue, problem solving and critical thinking. Our approach is integrative and therefore in line with 21st century learning.

Dress Code

Children are expected to come to school appropriately dressed and with good hygiene; prepared for learning. The wearing of make-up, pyjamas, hats, hoods, or caps in school is not permitted. **Flip flops and Crocs** are not safe in school and are therefore also not permitted. Instead, choose shoes, running shoes, or sport sandals which hold the foot securely. Shorts and skirts must reach the tips of a child's fingers with their arm extended and wearing shorts under skirts is highly recommended due to active play throughout the day. Please ensure that students have the necessary and appropriate outerwear for the weather, as they go outside several times during the school day. When the students have physical education, the dress code should include t-shirts, shorts or sweatpants, and running shoes. **Above all, clothing for all students should be clean, tidy, and fit well, ensuring that undergarments are completely covered at all times.**

School Hours

7:45 am **ARRIVAL**/Yard Gates Open
7:55 am Morning Bell: Classes begin, please be on time!

9:20 am- 9:40 am A.M. RECESS (K4 - Gr. 2)
9:40 am-10:00 am A.M. RECESS (Gr.3 - Gr. 6)

11:30 am-12:20 pm **LUNCH**

12:20 pm - 12:40 pm P.M. RECESS (all)

2:25 pm **DISMISSAL**
2:30 pm Bus departure



Absence or Late Arrival

It is important that children be on time for class throughout the school year. Lateness has harmful effects on the child and disturbs the other children in the classroom. When a child is late for class, they must report to the office. An admittance slip will be issued to the student explaining their lateness to the receiving teacher.

Parents are asked to call the school (514-761-4524) if their child will be absent. Notifying the school before school hours, using the appropriate extension, is appreciated as it helps free up the lines during business hours.

Important information:

- We have a breakfast program sponsored by the *Club Des Petits Dejeuners du Québec*, whereby children can eat a healthy continental (cold) breakfast at the start of the school day. This program is available to all students.
- Our policy is that we do not permit parents to accompany children to their classrooms. This includes all students that enter the building late.
- After school, you may pick up your child at the *walkers'* gate on Godin Street, not at the school's front entrance.
- It is important that you make an appointment before dropping in to speak with your child's teacher or administration. You can do that through your child's agenda, by email or by calling the school and leaving a message. We will be pleased to meet with you.
- If you need to contact your child during school hours, please call the school's phone number. As per new Ministry guidelines, students are not permitted to have/use cell phones on school grounds or on school buses. Students' phones should be left at home during school hours and during field trips.
- If there is a change in your child's dismissal procedures, you must let us know by 11:30am. **For security reasons, we cannot make changes after this time.**
- The main office hours are **7:00am - 3:00pm**. Please note the office is closed for lunch from 11:30am-12:20pm.

Should there be an emergency school closing, it will be announced on the radio (CJAD, CBC etc.), on the LBPSB web site at www.lbpsb.qc.ca or directly to your phone or email.

Keep up to date by regularly checking our website at <http://riverview.lbpsb.qc.ca/> and Facebook page <https://www.facebook.com/RiverviewElementarySchool>. It has all our important events and activities listed for you.

Lost and Found

Please clearly identify all articles of clothing, lunch boxes and school bags that your child(ren) brings to school. Unclaimed objects will be placed in the lost and found. Throughout the year unclaimed items will be bagged and sent to a charitable organization.

School Fees

Families are obliged to pay a fee each year for each child that attends the school. This fee helps to defray the cost of consumable materials used throughout the year. The fee is levied in all Lester B. Pearson Schools and each year our fee is voted upon by the Governing Board.



School Supplies

Class supply lists and information will be available on Riverview's website in early July.

Chrome books, iPads & other devices

Students are expected to treat all technological devices with respect and care. If damaged or destroyed, parents will be asked to contribute to the cost of the replacement or repair.



Textbooks- Library Books

Textbooks and library books are provided free of charge to the students. However, they remain the property of the school. Students must be responsible and take good care of them. Parents will be asked to pay for any lost or damaged books.

School Records

To keep our records up to date, please advise the school of any change of **address, email address or telephone numbers**. Also, we request that you provide the school with phone numbers of relatives or neighbours in case of an emergency. **It is essential that you leave specific directions if you are away on a trip. We must always be able to reach someone who is responsible for your child.**



Channels of Communication

Any concerns involving students and curriculum, must first be discussed with the teacher/s involved. Teachers know your children best and will be in the position to help resolve difficulties. Should you require further assistance, then the input of the School Administration is appropriate. The goal is to solve problems together and to develop open lines of communication.

Healthy Habits

Students are encouraged to bring a refillable water bottle and a healthy lunch with snacks to school. Gum chewing, candy, soda, and energy/sport drinks are not permitted.

Riverview Elementary Social Educational Extended Day

SEED Program

7:00 a.m. to 6:00 p.m.

SEED Daycare fees:

Fees are determined by the MEES and are subject to change at their discretion-please consult the payment calendar for monthly fees. Cash, cheques, Interac, and online payments are acceptable forms of payment.

Medication:

If your child requires medication during school hours, please be sure to ask for and complete the appropriate form. These forms can be found at the main office. The medication must be in its original labelled container and submitted to the office. Students may not keep or administer any type of medication.

Pedagogical days:

Fees are determined by the MEES and are subject to change at their discretion. These fees are not included in the monthly daycare fees and are to be paid separately. Activity fees may apply. Once your child has been registered, we cannot give refunds if your child does not attend.

Sign out book:

Parents using the daycare service must sign their child out at the end of each day before leaving the building. Please enter and exit via the daycare doors located near the gym at the far end of the school. If you use the Hop-Hop App, the daycare educator will sign your child out for pick-up at the gym door.

Late Fees:

Late fees apply as of 6:01 p.m. based on the clock in the gym. The charge is 15\$ per 15 minute block.

Riverview Elementary School Lunch Program

11:30 a.m. – 12:20 p.m.

1. All students who stay for the lunch program are required to pay lunch supervision fees. Only cash. Interac or online payments will be accepted. Payments are due the 1st or 20th of each month.
2. We are responsible for all the students enrolled in our program. Therefore, no child will **UNDER ANY CIRCUMSTANCES** be permitted to leave the program without the parent presenting themselves at the front office to sign the child out.
3. Students are not allowed to leave the school to eat at neighboring restaurants without an adult to accompany and supervise them.
4. Students enrolled in the program are expected to bring their own lunch, snacks, and cutlery. We do not supply can openers, bowls, and microwaves. Please make sure your child's hot lunch is in a plastic thermos.
5. Please avoid sending soft drinks, energy/sport drinks, junk food, chocolate, and candy e.g., fruit roll-ups. Milk, water, and other nutritious beverages are recommended. Please do not send your child with glass containers. Gum/candy is not to be consumed on school premises.
6. Riverview is a nut safe school. Please read package labels and avoid any products that may contain peanuts or tree-nuts. Safety is our priority.
7. There are no refunds for absences. Prolonged illness with a doctor's note will be looked into.
8. All outstanding accounts at the end of the school year will be sent to the Lester B. Pearson School Board for collection.
9. No student with an outstanding account may register for the following school year.
10. If there is a change in your child's schedule, for instance your child is not staying for lunch, or not attending the daycare program when they usually do, please call the daycare office 514-762-2717 or send us a note to let us know. Thank you.

