

## Principal's Message

Dear Students and Families,

I would like to take this opportunity to welcome everyone back to another exciting school year at Riverview. To all new parents and students, I extend a very warm welcome. I look forward to working yet another year with such remarkable students, dedicated staff, and an involved parent community.

I believe that educating our children is a partnership between school, home, and the community. I encourage all partners to collaborate and become involved within our school to help create new experiences and learning opportunities for all.

This handbook has important information and acts as a guide for you to understand the expectations, procedures and rules that are implemented at Riverview.

Let's make 2022-2023 a memorable school year!

Sincerely,

Lucia Coretti  
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 or on school grounds**. This is so that everyone feels safe, comfortable, and respected.

### **Expectation of students:**

- Follow classroom/school rules and the code of conduct.
- Always treat and speak politely to others.
- Use an appropriate voice and kind words.
- Keep hands and feet to themselves.
- Demonstrate 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 technology 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.
- Never 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 (no kicking, tripping, pushing, poking, punching, slapping, hitting, spitting, biting, wrestling, or pinching)
- Intimidation, harassment, teasing, bullying, including cyber bullying (by emails, notes, whispering, texts, verbally or on social media)
- 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:**

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 4 yr. old kindergarten program where students learn to develop on 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 should come to school clean and appropriately dressed. The wearing of hats, hoods or caps in school is not permitted. Flip flops are unsafe footwear at school and therefore are discouraged. Instead, choose shoes, running shoes or sport sandals which hold the foot securely. Short shorts and skirts must reach the tips of a child's fingers with their arm extended. Tops with spaghetti straps and bare midriff are not acceptable at school. Children go outside at recess and lunch time. Please ensure that they have the necessary and appropriate outerwear for the weather. When the students have physical education, the dress code should include shorts, sweatpants and running shoes.

### School Hours

7:45am Bus Arrival/Yard Gates Open

7:55am Morning Bell

9:20am- 9:40am K4-K5 Recess

9:40am-10:00am Grade 1-6 Recess

#### **11:30am-12:20pm Lunch**

1:00pm-1:20pm K4 -K5 Recess

1:20pm-1:40pm Grade 1-6 Recess

2:20pm K4 & K5 Dismissal

2:25pm Grade 1-6 Dismissal

2:30pm 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, he/she/they must report to the office. An admittance slip will be issued to the student explaining his/her/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. You can do that through your child's agenda, by email or by calling the school and leaving a message. Teachers will be pleased to meet with you.
- If you need to contact your child during school hours, please call the schools phone number. **Students should not be using personal cell phones during the day.** If a cell phone is needed before or after school for safety purposes, the phone is to be left at the office during the school day or in their school bags. Do not message or call your child on their cell phone during school hours.
- 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 7:30am - 3:30pm. 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](http://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) bring 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 at the end of June.

## Chrome books, iPads & Technology Devices

Students are expected to treat all technology devices with respect and care. If damaged or destroyed, parents will be asked to contribute to the cost of the 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 re-fillable water bottle and a healthy lunch with snacks to school. Gum chewing in school or on the playground is not permitted.

## **Riverview Elementary School Lunch and Daycare Program**

Lunch hour: 11:30 a.m. to 12:20 p.m.  
Daycare hours: 7:00 a.m. to 6:00 p.m.

### **Lunch fees:**

2.25\$ a day. Payments are due on the **1<sup>st</sup>**, or **20<sup>th</sup>** of each month. Cash, Interac, and online payments are acceptable forms of payment.

### **Daycare fees:**

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

### **Medication:**

If your child requires medication during lunch or daycare 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 container.

### **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 door located at the far end of the school. If you use the Hop-Hop App, the daycare educator will sign your child out.

### **Late Fees:**

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

## **Riverview Elementary School Lunch Program**

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.** Non-payers will be required to leave the program. Payments are due the **1<sup>st</sup> or 20<sup>th</sup>** 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, junk food, chocolate, and candy e.g., fruit roll-ups. Milk and other nutritious beverages are recommended. Please do not send your child with glass containers. Gum is not to be chewed 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.

