

## ÉCOLE RIVERVIEW SCHOOL HANDBOOK



253 Maplewood Avenue  
Winnipeg, Manitoba  
R3L 2L4

Telephone: 204-284-5983  
Fax: 204-284-8326

Safe Arrival: 1-855-278-4513  
Lunch Program: [directorerslp@gmail.com](mailto:directorerslp@gmail.com)

Website: [www.winnipegssd.ca/riverview](http://www.winnipegssd.ca/riverview)



**Welcome** to all students, staff and community of École Riverview School. The start of a new school year is always exciting for the staff and students. Our school is a **dual track** school and has two programs: **Multi-age** and **French Immersion**. We believe the years students spend with us provide them with a strong foundation for personal growth and self-esteem. We have the pleasure to follow the students' physical, social and emotional well-being from childhood to adolescence and celebrate their many successes during their life-learning journey.

### **Mission Statement**

The mission of École Riverview School is to create a positive learning community which encourages creativity and enables individuals to become active, cooperative learners and responsible global citizens.

**True Blue  
C'est nous  
à Riverview!**

## **General Information**

### **School Hours/Bell Times**

8:35 Patrols arrive  
8:40 Patrols on Post  
8:45 Playground supervision begins  
8:50 Students enter  
9:00 Classes begin  
  
10:00-10:45 Recess in 15 minute increments  
(grades 1-6)  
  
11:30 Nursery/Kindergarten dismissal  
11:55 Patrols on Post  
  
12:00 Lunch  
  
12:40 Patrols arrive  
12:45 Patrols on Post  
12:45 Playground supervision begins  
12:55 Students enter  
1:00 Classes begin  
  
2:00-2:45 Recess in 15-minute increments  
(grades 1-6)  
  
3:25 Patrols on Post  
3:30 Dismissal

### **Entry/Exit of Students** *(during regular years)*

Students on the 2nd floor enter and exit on Casey Street (by the steps).  
Students on the 3rd floor, enter and exit using the "North Doors" (by the parking lot).  
N/K students enter by the gym, and must be picked up at the classroom by a parent or designated adult.

### **Attendance**

Regular attendance and being on time are necessary for your child's academic success. If students arrive late (after 9:00am/1:00pm), they must sign in at the office.

### **Illness and Appointments**

If a student needs to leave the school for an appointment or due to illness, the child must be signed out at the office by a parent/guardian. Please inform the classroom teacher if an appointment is known ahead of time. If a situation at the school appears to be life threatening, staff will err on the side of caution and call an ambulance, the cost of which is the responsibility of the parent/guardian.

### **Call Back**

Registration is assumed unless a message is received informing otherwise.

If a child is going to be late or away from school, we require that the parent/guardian enter the absence into Safe Arrival (1-855-278-4513) before 8:50am and/or 1:00pm.

Classroom teachers report children who are absent, and the parent/guardian of every child is notified unless it has been entered or we have received a message.

### **Change of Home Information**

Important information is collected for each student annually when the Home Information sheets are completed by parents. **If the telephone numbers for home and/or work, or emergency numbers are changed, please inform the school as soon as possible.** It is important that our information is kept current at all times. The school must have an emergency telephone number other than that of the parents.

### **Medication**

A Health Care Plan must be written for each student requiring any medication while at school. Parents requesting the school administer medication must contact the school to set up a Health Care Plan. All medication must be properly labeled with the doctor's prescription.

### **Recess**

All children are expected to go out for recess. If your child is well enough to attend school, they should also participate in recess. Recess is indoors if it is raining or if the winter windchill is  $-28^{\circ}\text{C}$  or colder or if the actual temperature is  $-35^{\circ}\text{C}$  or colder. In winter, children need to be dressed appropriately for the 15 minute recesses.

### **Toys/Valuables**

No items from home are allowed in the school (including, but not limited to, toys, cards, iPods, electronic games, cell phones, cameras etc.) unless for classroom use. The school cannot be responsible for lost or damaged personal property.

### **Bicycles/Skateboards/Scooters**

Students may ride their equipment to school, however, the school does not assume responsibility for stolen or vandalized equipment. Bicycles should be locked securely with a good lock. Skateboards/scooters should be safely stored in classrooms. **Bicycles, skateboards and scooters are not to be used on school grounds.**

### **Dress Code**

The purpose of the dress code is not to stifle self-expression; rather our aim is to promote a level of decorum with regard to modesty and cleanliness. Clothing with inappropriate messages or pictures are not allowed. No hats are to be worn in the school. Other situations that arise will be dealt with on an individual basis.

### **Running Shoes**

Please purchase white soled or otherwise non-marking running shoes to avoid marking the floors.

### **Food and Snacks**

Students are not permitted to bring gum, candy, sunflower seeds, or nuts/nut products to school. All food must be eaten in the classroom/lunchroom. Please contact the school regarding procedures for bringing in food items for classrooms, as we have students with life threatening allergies. The Winnipeg School Division believes that good nutrition is vital to the physical and mental health of students and their potential for learning. Please send nutritious snacks with your child.

### **Lost and Found**

All items found will be put in the lost and found boxes throughout the school. Unclaimed items are displayed during Parent/Teacher/Student Conferences on the main floor by the Elevator. Following this, unclaimed items are sent to a charity. Please make sure all items, especially shoes, clothing, and backpacks, are labeled so they can be returned to your child if they go missing.

### **Visitors/Volunteers**

All visitors and volunteers must report to the office. Volunteers are asked to sign in.

### **Lunch Program**

The École Riverview School Lunch Program is an organization operated independently of École Riverview School, but is accountable to the Parent Advisory Council. The program provides lunch hour supervision for the children of families who cannot go home for lunch. Children must bring their own lunch and a drink. For more information about registration and fees please email [directorslp@gmail.com](mailto:directorslp@gmail.com).

### **Before and After School Program**

The Before and After School Program is a licensed childcare program for grades 1-6 students, run by the YMCA-YWCA in the school MPR. Hours of operation are from 7:00am to 8:45am and 3:30pm to 6:00pm. Please contact the Y for inquiries regarding registration at 204-235-5003.

### **Parking**

A loading zone on the school side of Casey Street has been provided for drop-off and pick-up of students, and a no stopping/no parking zone is located on the other side of the street during school hours. Parking is available on Bartlet Avenue and Maplewood Street.

## **School Programs**

### **Nursery & Kindergarten**

The nursery program is available for children who will be 4 years old by December 31st of the year of enrollment. The kindergarten program is available for children who will be 5 years old by December 31st of the year of enrollment. There is no charge for these programs if you live in the Winnipeg School Division. Proof of age and residency must be shown at time of registration. All children in Nursery and Kindergarten should be picked up and dropped off by a parent or designated adult.

### **Multi-age Program**

Students of two grades are combined into classrooms and stay with their teacher for two years wherever possible. A variety of teaching styles are incorporated including a thematic approach, integrated curricula and varied groupings.

### **French Immersion Program**

Single and combined grade classrooms incorporate a variety of teaching styles with instruction in French except for English Language Arts. Children may enter the FI Program in Kindergarten or at the beginning of Grade 1.

### **School Patrols**

Our school patrol group is on duty each day at 8:40 and 12:45. We urge parents not to send children to school before patrols go on duty. Please note the following cold weather procedures:

Windchill at  $-28^{\circ}$  or lower: Patrols on duty for 5 minutes only.

Windchill at  $-35^{\circ}$  or lower: No patrols on duty.

## **Homework**

École Riverview School teachers believe a child who puts forth good effort does not need to have an undue amount of homework. Work is sent home for children when they are absent or they require additional practice with certain subjects or skills.

Our specific expectations are as follows:

**Primary Grades:** All children from Nursery to Grade 3 are expected to spend some time with books each evening reading to parents, reading with parents, or being read to by parents. Students may also receive homework to reinforce concepts taught at school.

**Intermediate Grades:** Homework may include specific assignments and/or completion of daily work from class. Students are encouraged to practice or review work taken up in class and/or do preparatory work for long term assignments. Long term assignments (science projects or research projects) are to be completed over a period of time so students learn how to schedule their time, and give some thought to their priorities. We also strongly recommend home reading for both pleasure and skill development.

We recognize students are involved in many out of school activities, but school work should be their first priority.

## **Parents we require your support!**

The support and interest of parents will have a significant influence on students' attitudes toward all school work, particularly homework. If you have questions about the assignments your child brings home, please contact the classroom teacher.

## **Student Code of Conduct Discipline Plan**

### **The Five School Rules:**

Students will:

- be kind
- act safely
- do your job
- respect everyone and everything
- keep your hands and feet to yourselves

When a child does not meet behavioral expectations, they will always be given the opportunity to solve their problems. If this is not possible staff and/or administration will deal with the issue and students will be informed of the consequences, as appropriate.

Consequences may include a verbal warning, time out from recess, loss of privileges, phone call to parents, an act of restitution, in/out of school suspension, and/or student action plan.

Along with the school rules and expectations, students are expected to follow the rules for bullying-proofing our schools and act in accordance with all Winnipeg School Division policies and expectations for behavior as distributed at the beginning of each school year.

The discipline plan at École Riverview School has been designed to help students:

- Recognize their unacceptable behavior
- Take responsibility for solving problems appropriately
- Solve problems in a respectful manner
- Create a safe, happy and productive environment

## **Fire Drills/Emergency Procedures**

École Riverview School has an Emergency Preparedness Plan to ensure the safety of students and staff in the event of an emergency. The types of emergencies include: medical, fire, severe weather, unwelcome visitors, water/power failure and others.

Fire drills, School lock-down & Lock-out practices are mandatory. Ten fire drills are held each year to familiarize students with evacuation procedures.

In the event of an emergency, where the building needed to be evacuated, students (and staff) will be directed to Churchill High School.

In the event that it is necessary to close the school due to severe weather conditions announcements will be broadcast over the following radio stations: CBC, CBC-French, CJOB, 99.9 Bob FM, Q94 FM, 1290 AM and 102.3 Clear FM. All Winnipeg school bus transportation will be cancelled for the day if the windchill reaches  $-45^{\circ}$  at 6:15 AM.

When weather is inclement due to conditions such as cold ( $-28^{\circ}$  or colder) or rainstorms, children may remain indoors at recess time. At these times they may also enter upon arrival at school. Green "cards" are placed on the doors to indicate when children are allowed to stay in the school building. It would be particularly helpful if children did not arrive too early on these days as supervision does not start until 8:45/12:45.

**Parent Advisory Council**

There is a very active Parent Association at École Riverview School involved with supporting and enriching every student's school life. ERSPAC provides the school with feedback on many important educational issues and/or concerns, fundraises for school equipment and materials, spear heads new initiatives, provides a forum for the exchange of information between home and school, and is responsible for the Lunch Program. ERSPAC meets at 6:30 on the 3rd Wednesday of each school month. Child care is provided, and all parents are welcome.

**Volunteers**

We have a large number of dedicated volunteers at École Riverview School who provide a vital service. Volunteers may choose to work in classrooms, in the library, or with the Resource Program. Some volunteers help on field trips, with special school/classroom events or functions, or with driving students to and from activities. New or returning volunteers are welcome any time of the year. There are forms to fill out (child abuse registry and application form) before you begin your volunteer service. If you are interested in volunteering, please contact the office.