

Student Handbook

1. Introduction

This handbook is presented to help students and parents to understand the general operation of the school. It is our belief and hope that the combination of this information, with your efforts and ours will result in the success that all of us desire. It is not to be taken as an absolute statement since human interaction requires some degree of flexibility.

2. Principal's Message

It is a pleasure to welcome you to Rivier Elementary School. We are proud to offer a Pre-Kindergarten to Grade Six Catholic educational program in a warm, caring, and faith-filled environment inspired by the example of Jesus and Marie Rivier.

Our motto, Body, Mind, Heart and Soul, reflects our commitment to nurturing the whole child. Our goal is to support the spiritual, intellectual, emotional, social, and physical growth of every student while helping each child develop a strong foundation of faith, knowledge, and compassion.

Achieving this goal is a shared responsibility between the home, school, School Community Council, Board of Education, and parish priest. We work together to create a supportive community rooted in Catholic values and committed to excellence in all that we do.

Communication is essential to a strong partnership between home and school. This handbook is one of the ways we share important information about our school, including policies, procedures, regulations, and available services. The handbook is also available online through the Rivier webpage.

We warmly encourage parents and guardians to maintain open communication with the school—not only when concerns arise, but throughout the school year. Please feel welcome to contact us, visit the school, and participate in scheduled parent and teacher meetings and other school activities. When home and school work closely together, we are better able to support each child's growth, well-being, and success.

May God bless and guide our school community as we strive to live and share the Christian love and faith so beautifully modeled by Marie Rivier.

Yours in Christ,
Laureen Booth

3. Marie Rivier

Rivier Elementary School is named after the Blessed Marie Rivier. Marie Rivier was the foundress of the Sisters of the Presentation of Mary.

Marie Rivier was born in France on December 19, 1768 and died on February 3, 1838 at the age of 69. When Marie was sixteen months old, she had a bad fall which left her severely handicapped. Her mother, a woman of great faith, carried her every day to the statue of the Pieta in a nearby chapel. Soon the little girl, who watched her mother pray, was certain: "The Blessed Virgin will cure me!" After many years of prayer, Marie Rivier began to walk!

When the French Revolution broke out, any religious action was suspicious, so Marie Rivier held Sunday assemblies in secret. In 1796, Marie Rivier opened a convent. Christian education of youth was an important priority to Marie Rivier. At the time of her death, Marie Rivier had founded 141 houses and had received more than 350 Sisters to continue her mission. Marie Rivier was canonized on May 15, 2022 by Pope Francis in Rome and became Saint Marie Rivier.

4. **Mission & Vision Statements**

LIGHT OF CHRIST Catholic Schools

Mission Statement: In a strengths-based community centered on Christ, we pray, educate and serve.

Vision Statement: Our vision is to create faith-filled school communities where our students and staff wake up every morning feeling inspired to go to school. When at school, we want our staff and students to be fully engaged in the learning process, feel safe and supported, develop their unique talents and strengths, and return home fulfilled and at peace at the end of the day.

Rivier Elementary School

Mission Statement: Educating the child: Mind, Body, and Soul.

Vision Statement: Educating students in faith and academics through a Christ-centered environment, inspiring them to become positive, caring, servant-citizens.

5. School Goals

Each year the school is required to develop a Learning Improvement Plan. Goals are set following the Provincial Education Plan (PEP) set by the Saskatchewan Ministry of Education and using the data from various test results. The following school year the success of the goals are measured and presented to the School Board.

6. Rivier School Prayer

Loving Father of Jesus Christ
Bless Rivier Elementary School
Its children and parents
Its staff and board members
Help us to respect ourselves
Others and our school
May we strive for quality
In our work and friendships.
Let us show others that they belong
To the Family of God.
With Marie Rivier, we praise your Son.
Jesus in all we do.
Amen.

7. Rivier School Song

At Rivier we are a family,
We grow in God's love as we work and play
At Rivier we respect all others
and our friendships grow stronger every day.

What do we believe in? ...RESPECT.
Showing others we care ...BELONGING.
How do we work? ...with QUALITY
Who leads the way? ...JESUS!

At Rivier we are a family.
We grow in God's love as we work and play
At Rivier we respect all others
and our friendships grow stronger every day.

8. Rivier Elementary School Staff

Laureen Booth	Administrator & Student Support Services Teacher
Terra Turgeon	Classroom Complexity Teacher
Gisele Poirier	Teacher
Gina Kerr	Teacher
Kendra Kroeker	Teacher

Jacoba Fast	Pre-K and K Teacher
Olha Voloshchuk	Teacher
Alyssa Chalifour	Teacher
Jodie Doucette	Librarian
Jamie Gano	Educational Assistant
Colleen Hillman	Educational Assistant
Alena Tsiunina	Educational Assistant
Joanna Bautista	Educational Assistant
Johcel Chico	Educational Assistant
Rhonda Turgeon	Administrative Secretary
Geoffrey Cimafranca	Custodian

9. Light of Christ Catholic School Division

Central Office Staff
Cory Rideout: Director of Education
Jordan Kist: Chief Financial Officer
Karen Hrabinsky: Superintendent of Learning
Caralynn Gidych: Superintendent of Learning
Tyson Volk: Superintendent of Learning
Lauren Nyholt: Human Resources

Linsey Koch: Educational Psychologist
Jennifer Hegstrom: Speech & Language Pathologist

LOCCSD #16 Board of Education Members
The current elected Board of Education members are Glen Gantefoer, Stephanie Merkowsky, Adrienne Welter, Gerald Beres, Reina Acosta, Gary Nolan and Helen Conacher.

School Community Council Members
The Rivier Elementary School Community Council was formed in the fall of 2006. All ratepayers and/or parents may run as an elected member of this council. Current members of the School Community Council include Amy Schmidt, Courtney Caffet, Olha Voloshchuk, Jacoba Fast, Shantal Hujber, and the principal.

10. Facility Information

Rivier Elementary opened on September 4, 1984. It is a bright, modern facility, home to approximately 126 Pre-Kindergarten to grade six students.

Building Features
▪5 Classrooms
▪George Beaulac Room
▪65 chromebooks
▪iPads and Tablets

▪Learning Assistance Center
▪Library with fully automated computer, and a collection of over 11,000 books
▪Smart TV/Interactive TVs in every classroom

Site Features
▪Shared Yard with Sacred Heart Parish
▪Outdoor Classroom
▪New Playground structures (summer 2023)
▪3 Children's Playgrounds
▪Asphalt Pad with Basketball Standards
▪Soccer Nets
▪2 Ball Diamonds
▪Immaculate Grounds
▪Beautiful, Large Poplar Trees with hedge on west side

11. History

Rivier Elementary School was under the guidance of the Spiritwood Roman Catholic Separate School Division #82 for 19 years. In September, 2003, Rivier Elementary amalgamated with North West Roman Catholic School Division #16 in North Battleford. This amalgamation led to the dissolution of Spiritwood RCSSD #82. The North West Roman Catholic School Division #16 celebrated its 100th anniversary in 2006. The name was officially changed to Light of Christ Catholic School Division #16. The year 2000, marked the 50th anniversary of the founding of the Spiritwood Roman Catholic Separate School Division #82. The well-organized reunion was a tribute to the founders and the vision of our school system.

Rivier Elementary opened its doors on September 4, 1984. It came into existence due to the vision and planning of the Catholic Board of Education. The first school was constructed in 1952. It was in major need of renovation in 1983. Rivier Elementary became the new name of the school as a tribute to Marie Rivier, the foundress of the Sisters of the Presentation of Mary.

The murals that welcome visitors to our school, were created by the late Sister Pauline Dionne, a reminder of our past and our future.

12. School Beliefs

As children of the family of God...

▪We believe it is important to “respect” ourselves, others and property.
▪We believe it is important to “belong” to the group and “care” about each other.
▪We believe it is important to do “quality” work.

13. School Discipline

At Rivier Elementary School we have four classroom expectations:
1. Students are seated when the bell rings
2. Students follow the procedures of their classroom.

3. Students produce quality work.
4. Students follow the belief system of our school.

We all make mistakes! At Rivier Elementary School it is okay to make a mistake. Mistakes are an excellent learning opportunity. We believe when we make a mistake we should try to fix it.

What happens when we make a mistake?

1. Student discusses how to fix the mistake with a classmate or teacher. The focus here is on the solution, not the problem.
2. Students are given the opportunity to act on their solution.
3. Teacher follows up to ensure a just solution has been obtained.

If the problem reoccurs a logical consequence is given and the proper procedure is practiced.

Minor Offences:
The consequence will be from minutes up to a loss of remainder of recess. This will be at the discretion of the supervising teacher.

Major Offences: (Within a 1 month period):

▪First occurrence — Loss of 2 full recesses for the day. The student's name is recorded. Parents are contacted if necessary.

▪Second occurrence — Loss of three full recesses. The student's name is recorded and the classroom teacher will notify the parents.

▪Third occurrence — In school detention. The student's parents are notified by the classroom teacher with principal notification.

Repeat Offenders
If a student consistently repeats undesirable behaviors the following can occur:

- Behavior Contracts will be made
- Loss of school activities
- Removal from class

Examples of Major Offences:
▪Disrespect toward staff members
▪Failure to respond to the request of an adult
▪Inappropriate language

The school will not tolerate physical fighting. Any student who is involved in a fight may receive an automatic in school detention and their parents will be notified by the school principal.

a. Roles and Responsibilities

This is consistent with the principles of School Board Policy, the Education Act and all

other applicable laws of Canada and Saskatchewan.

Students
▪Students are expected to conduct themselves in a manner that is consistent with the teachings and philosophies of the Catholic Church.
▪Students are expected to adhere to all school and classroom rules and regulations.
▪If, at any time, a student is in doubt about what behavior is appropriate, they are to be guided by the principles of respect (for themselves, fellow students, and staff members), common courtesy, and common sense.

Teachers
▪Teachers are responsible for establishing and administering a set of classroom rules that will facilitate the most effective distribution of instruction to his/her class.
▪Teachers are responsible for maintaining discipline while on supervision duty.
▪Teachers are responsible for referring all “major” violations of school rules to the school administration. Teachers are to use their best judgment in determining what “major” is. Consistent violation of a “minor” rule may be considered a “major” violation of school rules.

School Administration
▪The school administrator is responsible for dealing with all students that are referred to them.
▪The school administrator is responsible for maintaining communication between students, teachers and parents.
▪The school administrator is responsible for initiating contact with outside agencies when necessary and appropriate.

Parents
▪Parents are asked to promote the same Christian Catholic values that are taught at school.
▪Parents are strongly encouraged to communicate with their child's teacher.

b. Expected Student Behaviors

▪Students and teachers have a right to work in a productive learning environment. Student behavior must support a productive learning environment.

By choosing to register their child at Rivier Elementary School, families acknowledge and support the school’s Catholic/Christian faith-based mission and the expectation that their child will participate in the religious activities that are an integral part of school life.

▪Homework is an integral part of education and needs to be completed as assigned.

▪Students are expected to make an honest effort to be on time and prepared for classes. Class time is very valuable. Students are required to attend school regularly.

▪School guidelines are necessary for student safety and harmony within the school. Students are expected to respect all school guidelines such as:

i). Walk in hallway
ii). Show respect to others by being quiet in the hallway while classes are in session
iii). Stay clear of all out of bounds areas
iv). Use designated entrances and exits
v). Refrain from bringing gum, sunflower seeds, etc. to classes
vi). Refrain from fighting, rough play, pushing and shoving, etc.

▪Christian Catholic principles stress respect for mankind, therefore, we expect students to respect all staff, fellow students, and themselves.
▪Students are expected to treat all school and student property with respect.
▪Fighting is not tolerated in society and will not be tolerated at school.
▪Throwing rocks or snowballs is not conducive to a safe school environment and as a result is not allowed.
▪Appropriate language must be used at all times. Swearing and profane gestures show a complete lack of respect for God and others.

▪Honesty is always the best policy. Students are expected to tell the truth.

▪Students are expected to remain on school property during school hours. Parental permission in the form of a note or telephone call to a teacher is necessary if a student is to leave school property.

▪Student detention is intended to be a time for student reflection, evaluation of behavior and learning. Students are required to serve any detention as assigned and to behave in an appropriate manner during any detention period.

▪Students are not allowed to bring toy guns, knives or lasers to the school. These items will be confiscated.

14. School Hours/Door Policy

Students are asked to **come to school no earlier than 8:30 AM.** Students who come to school earlier than 8:30 AM will not be supervised and may find the doors are locked. Students are requested to use their appropriate entry and exit doors at all times. When school begins at 8:55 AM, ALL DOORS to the school are locked for the day. Visitors are asked to please ring the doorbell located at the front door and announce themselves at the office

School Bells

8:48 AM	First Bell
8:53 AM	Bell for Class to Begin
10:30 AM	Recess Bell
10:42 AM	End of Recess Bell
10:45 AM	Students in and Seated for Learning
11:47 AM	NOON
12:07 PM	Students to go outside after lunch
12:25 PM	End of Noon Recess Bell

12:30 PM	Students in and Seated for Learning
2:00 PM	Afternoon Recess Bell
2:12 PM	End of Recess Bell
2:15 PM	Students in and Seated for Learning
3:15 PM	School Dismissal Bell

15. Noon Lunch Policy

Students need and deserve a break during the lunch period.

Lunch Rules

- Grade 5/6 Students will be responsible to sell vico/juice and act as supervisors in other classrooms
- Students are required to eat their lunch in their classroom
- Children are not allowed to leave the school grounds, unless they are picked up by the parent or present their homeroom teacher with a note signed by a parent/guardian
- Students who stay for lunch are requested to behave in a reasonable manner. Excessive rowdiness will not be tolerated. Students who continue to break the noon lunch rules after they have been warned about their behavior, will be suspended from having lunch at school for a period of time. It will then be up to the parent to find an alternate place for the child to eat for that period of time.
- Eating lunch at school is a privilege that should not be abused.

16. Peanut Aware School

Rivier Elementary School strives to be a NUT AWARE SCHOOL.

We ask parents to not send any snack or lunch items containing ANY NUTS OR TREE NUTS. Please be aware of snack foods, as they need to indicate "made in a peanut free facility".

This is a learning process for all of us, but we trust that you understand how deeply important it is to respect and adhere to these guidelines. If throughout the course of the year you have any questions or concerns about food-allergy-related issues, please do not hesitate to contact the school.

17. Dress Code

Students at Rivier Elementary School are expected to dress themselves in a manner that is appropriate for an elementary school and is consistent with modesty and a Christian Catholic Standard. Students and parents should choose clothing that is free from slogans that are racist or sexist, or have sayings that promote drugs, alcohol or tobacco. Children at school are active in play and sport. Their clothing should fit well enough to protect their modesty and prevent embarrassment for others when they are involved in sports, physical education and recess play. In all cases teachers and school administration will determine what clothing is appropriate for school. In extreme cases, students may be sent home to change, asked to turn their shirts in- side out or asked to cover up with a jacket.

18. Report Cards/Student Achievement

Our student information system, EDSBY, will allow you as a parent to access your child's standard grade, attendance and other relevant information on an ongoing basis. This will ensure that you receive the information continuously as opposed to our present periodic system. It is the intention that, in conjunction with when requested progress reports (when requested), this will replace the report card system except in the form of a final end of grade report. This may be supplemented by informal communication between the home and the school in the form of phone calls, notes to parents, samples of work, or additional requests for meetings.

19. Attendance Policy

Regular attendance is necessary if the student hopes to achieve the best results in his/her school work. If your child is absent from school or is going to be late, please enter the absence on EDSBY or call the school office.

20. Medication Policy

Staff are not permitted to administer prescribed or over-the-counter medication of any kind to a student without a signed consent form by a parent and family doctor. Please contact the school office for a division medication form. Consent given by telephone is not valid and will not be accepted. Once a consent form has been signed by a parent or guardian it is then presented to the school administrator who authorizes the form. Please contact the school office to obtain a medication policy form.

21. Head Lice Policy

Please notify the school immediately if you know your child has lice. Children must be treated before they can return to school.

22. Use of Telephone

The school telephone is provided as a service and is only to be used by students for necessary communication with their parents. The phone is not intended to be used for arranging playing partners for after school. Students must obtain their teacher's permission to use the phone.

23. Student Cell Phone Usage/Smart Watches

Light of Christ Catholic School Division recognizes the value of educational technology towards improving student learning. In this context, smartphones/personal technology have the potential to be a powerful complement to the learning environment when aligned with responsible use and digital citizenship. Please review AP 556 for additional information.
https://drive.google.com/file/d/127xR7ewJMtbReHRKbYMS1K5_hKNWkEmD/view?usp=sharing

Personal electronic device usage:

1. Light of Christ Catholic School Division restricts the use of personal electronic devices by students as follows:

1.1 Students in Kindergarten to Grade 12 shall not use personal electronic devices during instructional time.

2. Teachers of students in Grades 9 to 12 who identify a specific instructional purpose for students to use personal electronic devices in their classroom may request and gain permission from the superintendent/principal. The request must detail the specific learning objectives that will be met (and how those objectives will be met if a student does not have access to a personal electronic device), subject area, duration of the use, and any other relevant information that will inform the decision.

3. Personal electronic devices owned by students must be turned off or put on silent mode and stored out of view during instructional time except when approved in accordance with clause 2 or if an exemption has been granted in accordance with clause

4. Use of personal electronic devices is prohibited in areas where there is an increased expectation of privacy (e.g., washrooms, changing rooms, private counselling rooms).

5. Prohibited use of personal devices by students on school property, at school events and during school activities includes, but is not limited to: • Use that violates federal or provincial laws. • Theft of resources, including electronic data theft. • Creating, displaying, storing or sending fraudulent, harassing, sexually explicit, profane, obscene, intimidating, defamatory or otherwise inappropriate or unlawful materials. • Cyber-bullying or bullying by electronic means. • Copying, downloading, transferring, renaming, adding or deleting information protected under copyright law. • Electronic transmission or posting of photographic images of a person or persons without permission of the person or persons being photographed, the principal or designate, and where the student is below the age of 18, the consent of the parent/guardian.

6. Exemptions approved by the school superintendent/principal may be made when the device is required for specific medical conditions or for documented accommodations related to additional needs. This requires documentation aligned with Light of Christ Catholic School Division's procedures related to medical or educational accommodations.

7. The school is not responsible for students' personal electronic devices in the event of loss, damage or theft.

24. Communication Protocol

If and when a parent has a concern about what may be, or may not be happening in the classroom or within the school setting. **WE STRONGLY ENCOURAGE THE FOLLOWING COMMUNICATION PROTOCOL:**

STAGE 1 Talk to the involved teacher. In the vast majority of situations, concerns can be addressed and dealt with at this level to the satisfaction of all involved parties.

STAGE 2 If after this meeting, some concerns still exist parents are encouraged to discuss these concerns with the school administrator. Parents are also asked to discuss

any school administrative concerns directly with the school administrator.

STAGE 3 If a parental concern is not addressed sufficiently at the school administrator level, parents are invited to discuss their concerns with the Director of Education.

We at Rivier Elementary School see parental concerns as something positive rather than as something that is negative and to be avoided. Addressing parental concerns in an open and professional manner will allow our school to better meet the needs of our entire school community.

25. Student Possessions

Parents, please make sure that your child's supplies, equipment and clothing are clearly labeled (especially running shoes and boots). This will help to cut down on the number of lost and found items. Students who bring valuable items to school do so at their own risk. The school will not be responsible for any of those items being damaged or disappearing. The school does have a lost and found box and parents are encouraged to check this frequently. Items not picked up by the end of June will be donated.

26. Parent Drop Off and Pick Up of Students

Parents/Guardians are requested to observe the following guidelines when dropping off or picking up their children.

- **The street between Hartley Clark and Rivier Elementary School is a BUS ZONE for buses 8:30 AM until 9:00 AM and 3:00 PM to 3:30 PM. No traffic is allowed during these times.**
- During Bus Zone times, drop your children off or pick them up on the south side of the school without blocking the staff parking lot OR on the west side of the playground.
  The staff parking lot is for STAFF ONLY.
- Please adhere to the speed limit and realize that there is no parking between Hartley Clark and Rivier Elementary School

27. Bicycles and Bicycle Safety

If your child rides a bicycle to school, please remind him/her to:

- Obey all traffic rules
- Park the bicycle at school in the bicycle rack and lock it
- Encourage the child to wear a helmet
- Students are not allowed to ride their bicycles during school hours
- Students who continue to break bicycle traffic rules around the school will be required to leave their bicycles at home

28. Emergency Drills

Our School Division has implemented that each school is to develop an Emergency Procedures and Protocol Plan. This plan is to be reviewed on a regular basis with the staff. Drills are to be explained and practiced on a regular basis. The following drills may be practiced at our school: Fire, Tornado, Intruder, and Bomb Threat. We will do our best

to educate the children as to the reasons and procedures of these drills.

We'd like to remind parents of practices being established by our school division. Hopefully we never have a situation where we have to use them, but we all need to be aware of what will happen in case of an emergency.

Hold & Secure Protective measures applied in school buildings under circumstances of security concern due to threats to school occupants from events occurring near the school. All exterior doors are locked. The regular activities in the school continue. Access to and exit from the school are controlled and monitored through effective communication with parent/guardians/caregivers.

Lockdown is used in a serious emergency situation where the threat is inside a school, on or very near to school property. A Lockdown minimizes access and visibility in an effort to shelter students, staff and visitors in secure locations. Similar to a Hold & Secure, all outer doors are locked; however a Lockdown requires that all students be kept in classrooms or other designated locations and that inner doors also be locked where possible. Entry to, and exit from, the building is restricted to emergency services personnel only.

During a Lockdown, lights are turned off in the classroom/office, curtains/blinds are closed where possible, cell phone use is restricted and all people inside the building should remain quiet. During a Lockdown, school phones will not be answered as the administration is tending to the ongoing situation. As cell phone use is restricted, students and staff are asked not to use phones until cleared to do so.

29. School Calendars and Newsletters

All school information is posted on EDSBY. This includes calendars (paper copy sent home at the end of each month), newsletters, student notes and information regarding clubs.

30. School Website and Social Media

Rivier Elementary School has a webpage at: http://rv.loccsd.ca/ School information and events are posted on here, as well as the newsletter/calendar for each month. Rivier also has a Facebook and Instagram page. Families are encouraged to follow and like Rivier! This is a fantastic way to keep abreast about upcoming events at school.

31. Religion and Parish Information

Religion is the basis for our existence and is an integral part of all the curricula. Approximately 150 minutes a week are devoted to the formal teaching of religion. Every effort is made to create a Christian atmosphere within the school and to assist students in becoming aware of their spiritual obligations and develop their relationship with God.

While the school recognizes that the home and parish have an important role in supporting a child's faith development, enrolment at Rivier Elementary School carries with it the expectation that students will participate fully in religious life of the school. This includes regular religion classes, school Masses and liturgical celebrations, prayer, and other faith-based activities and observances organized by school.

The school does not assume full responsibility for seeing that children fulfill all their religious obligations. The home must be prepared to undertake a large part of the responsibility.

The following Sacramental programs are offered through Sacred Heart Parish in cooperation with our school:

- First Holy Communion Grade 2 (and 3)
- Reconciliation Grade 2 (and 3)
- Confirmation Grade 2 (and 3)

The next Communion/Confirmation year will be 2027. Our Parish works closely with our school by helping with the Sacramental programs and celebrating mass with our school. For more information, please contact the Sacred Heart Church Parish Office at 883-2243.

- Sacred Heart Parish Mass Schedule Sunday 9:00 AM (May-October)
  Sunday 11:15 AM (October-May)

32. Sacramental Preparation

a. First Communion & Reconciliation - Grade 2 (and 3)

The entire school year Religion course relates to the Eucharist. The First Communion Day is usually in April or May. A meeting is held at the beginning of the program. A number of celebrations are held at school and at church throughout the duration of the course.

b. Confirmation – Grade 2 (and 3)

Spurred on by the Document on the Sacred Liturgy of the Second Vatican Council, the Catholic Church is happily returning to the ancient practice of Christian Initiation into the mystery of God and into the life of the Church. Quite early in the history of the Church, new members were initiated into the Church beginning with baptism and confirmation and culminating in Eucharist. This ancient practice of the order of initiation is being revived in our time. This means that children in Grade 2 and 3 will be prepared for and will receive the sacraments of First Reconciliation, Confirmation and First Communion. In keeping with the Bishop's directions and teaching of the Church, reconciliation will be celebrated prior to the celebration of Confirmation and First Communion.

33. Student Support Services

Rivier Elementary School has the equivalent of a 50% Student Support Services Teacher. The SSS teacher works with children who have academic, behavior or speech difficulties. The SSS teacher may also assist the classroom teacher in providing services to children with particular needs. We also have the services of a Speech and Language Pathologist. The Speech & Language Pathologist works with children who are language delayed and/or have speech articulation problems.

34. Kindergarten Program

In order for a child to be accepted into the Kindergarten program at Rivier Elementary, the

child must be five years of age before December 31st that year. Rivier Elementary offers Kindergarten 50%. Kindergarten is held on Tuesday, Thursday and scheduled Fridays.

Kindergarten registration usually begins in March. Our Kindergarten teacher holds an orientation day in May or June for the children who have registered to attend Kindergarten in the fall.

35. Pre-Kindergarten Program

A Pre-Kindergarten program is located at Rivier Elementary School. The program is for all students in Spiritwood and surrounding areas. Pre-Kindergarten is held two days a week from 8:45 AM – 3:00 PM.

Pre-Kindergarten programs are a developmentally appropriate classroom that is specifically designed for 3 & 4 year old students. Pre-Kindergarten programs focus on the healthy development of the whole child that allows students to develop in all areas of learning. Child-centered programs, play based environment, family engagement, and community partnerships are at the forefront of the Pre-Kindergarten program! Children who would benefit most from enhanced programming are prioritized for enrollment, so contact us today to find out how to apply!

36. Library

Rivier Elementary School has a well-stocked library which is open for students' use during school hours. Students are encouraged to use the library for research and reading enjoyment. Students are expected to return books in reasonably good condition and on time.

Rivier's Reading Rewards is a program that encourages reading at home or in the student's spare time at school. For each book/chapter read, the students fill in a reading log. The librarian enters each completed reading log into a draw for a book of your choice from Scholastic. Happy Reading!

Books may be borrowed for 7 days after which they become due back in the library. Children with overdue or lost books are not allowed to sign out any more books until the books have been returned or the lost books have been paid for. The librarian will inform the children once a week of any outstanding books they may have. A book is considered lost after a period of 30 days at which time a letter will be sent home to the parent/guardian. Damaged books are the responsibility of the borrower. If they are returned damaged, the student will be required to pay a replacement fee. Until the replacement fee is paid, no additional books will be signed out by the student.

37. Accelerated Reader Program

Accelerated Reader (AR) is a powerful tool for monitoring and managing independent reading practice. Students read library books and complete online quizzes.

38. Computers

Our school is fortunate to have 60 Chromebooks on carts, as well as iPads and tablets accessible for student use. Depending on grade level, students use these tools for keyboarding, word processing, and educational programs designed for curriculum enrichment, skill reinforcement, and problem-solving. Access to school computers, Chromebooks, iPads, and the internet is provided strictly to support classroom learning and curriculum-focused schoolwork.

Students are required to ask for a teacher's permission before downloading programs or files, using search engines, checking personal email, or using chat features. If a student accidentally opens an inappropriate website, they must inform a teacher immediately.

Students are expected to care for all equipment; vandalizing equipment, attempting unauthorized system access, changing computer settings, or uploading viruses is strictly prohibited. Work, folders, and files stored on school computers or Division accounts are not private and may be reviewed by school staff at any time to ensure digital safety.

39. Smart Boards

Each classroom is equipped with a Smart Board for instruction purposes. The Smart Board is a wonderful device for enhancing student learning through the use of media rich lessons.

40. TV & Chromecast

Each classroom is equipped with the ability to Chromecast and share content to a 65” tv or interactive touchscreen television to support classroom instruction and learning. These televisions are intended for educational purposes only and may be used by students when directed, supervised, or monitored by a teacher or other staff member.

41. FM Sound Systems

Portable FM sound systems are available for use in classrooms when needed to support clear communication and ensure that students are able to hear and follow teacher directions and instructions. Research indicates that improved access to spoken instruction can support student learning, attention, and classroom behaviour. When a sound system is required, it will be provided and used under the direction and supervision of the school staff.

42. Special Programs

The following are special programs offered at Rivier Elementary School:

- Fully Alive is a Family Life education program sponsored by the Roman Catholic Bishops of Ontario and developed by them in collaboration with Ontario's Catholic educators. It is the result of many years of thought, discussion, and work by bishops, Catholic School Board personnel, separate school trustees and parents. All have had a single goal-to develop a Family Life Education program for Catholic schools that would support and strengthen the family, which has “received from God its mission to be the first and vital cell of society.”
- Catholic HIV/AIDS Curriculum is a curriculum that came about in response to two

needs:

- The need expressed by many Catholic school divisions in the province to begin teaching HIV/AIDS education and
- the need to teach the HIV/AIDS component of the new Saskatchewan Education Elementary and Middle Years Health Curriculum in a manner keeping with Catholic teaching. Rivier has been teaching this curriculum from grades one-six.

43. Catholic Family Services Counseling

Rivier Elementary School currently receives assistance from Catholic Family Services. The school division has hired counselors who will travel to each school in the division. Support services are provided to students (and their families) who are faced with challenges or difficulties that interfere with the students ability to learn and experience school in a positive manner.

Referrals can be made by teachers, or the parents of the student. Depending on the needs of the student, they may be counseled on an individual or group basis. The counselor visits Rivier every 2 weeks.

The counselor will be able to provide assistance in the following areas:

- Assertiveness Skills
- Anxiety about Separation/Divorce
- Self Esteem
- Friendship Skills
- Communicating Skills
- Anger Management
- Body Image
- Family Violence
- Feelings
- Bullying
- Grief/Loss
- Disordered Eating
- And many other topics

44. School Milk/Juice Program

Students who stay for lunch may purchase chocolate milk or juice for lunch. The price is $1.25 each. Students also have the option to purchase a Milk Card for $15.00 on School Cash Online or by bringing cash to the office. The card has 12 spots and will be punched each time the student gets a milk/juice. Milk cards are kept at school.

45. Lunch Permission

Students who live in town can go home during the lunch period to eat with a signed permission form from parents. This form will be valid for the school year.

46. Assembly

Assembly is held once a week on Thursdays for students and staff. Our school gathers together and celebrates our accomplishments and activities!

47. Awards

The Samantha Bourassa Award is given to a student who demonstrates a strong faith, is

genuinely caring, and has a positive attitude. The lucky student receives a certificate and $50.00. This award is given out in June.

48. School Families

At Rivier we are a family! Each student is placed into a multi-graded group which is led by a staff member. Approximately 4 times a year, our families gather together and engage in activities that encourage cooperation and relationship building among their fellow students.

49. School Clubs

Many times throughout the year we run clubs for the students after school. Examples of past clubs are: Cross Country Running, Volleyball, Robotics, Computer, Crafts, Wellness, Cooking & Outdoor Skills.

50. Volunteers

Volunteers are people who care about students' learning. We encourage parents, grandparents, and community members to offer their services as volunteers. Please, contact the school if you are interested in helping us. Parent volunteers are expected to adhere to the same ethics as school personnel in terms of confidentiality of students and staff matters at the school. Parent volunteers are protected from liability by the Board of Education.

The School Division requires that anyone who will be alone with children, unsupervised by teachers, submit a **Criminal Record Check.** This includes people helping at school, those attending class trips, and those driving for class trips.

51. Anti-Bullying Plan

a. **Preamble**

Our school vision includes the following:

We, the staff, of Rivier Elementary School, envision our school as a place where:
►with the support of Catholic Education, we try to meet every circumstance of life with the attitude of Christ
►school community members recognize Jesus in themselves and others
►student learning is our highest priority
►we provide a positive, safe learning environment for all learners to develop the knowledge, skills, and attitudes that enable them to continue as life-long learners
►we recognize the unlimited potential of all individuals
►we reach out and help individuals reach their fullest potential
►we value the wisdom of children
►we encourage the free and creative thinking of students
►the entire school community interacts in a manner of peace and respect
►students support and encourage each other
►we foster independent, responsible students who value honesty, integrity, quality effort, commitment and sincerity
►we facilitate the active participation of parents, parish and community members

As part of a community rooted in gospel values, all students and staff of Rivier

Elementary School have the right to a caring, respectful, and safe school environment that is free from all forms of bullying. Rivier Elementary School is committed to creating and maintaining a learning environment where all are treated with respect and dignity. The school recognizes its responsibility to provide education regarding bullying, and to provide students and their families with opportunities to resolve situations that may occur.

At Rivier Elementary School, we take every possible bullying incident seriously. We believe that bullying adversely affects the fundamental mission of our school to pray, learn, and serve in a Catholic community. Bullying is detrimental to the learning success and well-being of children and youth and is in contradiction of a community that bases itself in seeing Christ in one another. Bullying in any form will not be tolerated.

b. Bullying Defined

Bullying is…A destructive relationship problem that can be a precursor to harassment and other forms of violence. Bullying includes physical, verbal, and/or social acts (including social media/digital communication) that are used in order to gain power and control with the intent to cause hurt and/or pain. Often these acts are done repeatedly, are pre-planned, and the bully is aware and in control of his/her actions.

Bullying is not…Conflict, play fighting, rough and tumble play and playful teasing among friends of equal power. It is through such interactions that children learn the skills necessary to make friends, resolve conflicts, and develop positive relationships with others (Sullivan, 2000).

c. Roles and Responsibilities:

At Rivier Elementary School, addressing bullying behaviors is a shared responsibility that includes school administrators, school staff, parents/guardians, students, the School Community Council, and the community at large.

Administrators:

- Vigilant supervision of classroom, playground, and transition times;
- implement a comprehensive bullying prevention strategy at the school level;
- survey teacher/staff, students, parents and community members to determine the extent and nature of bullying and how effective interventions are at reducing bullying problems;
- annually monitor and review school level policies and practices to reduce and prevent bullying;
- communicate with the teacher and other staff members about reported

incidents of bullying to determine whether it is appropriate to contact parents/guardians of the students involved in the incident;
- communicate with the teacher about reported incidents of bullying to determine a course of action;
- communicate with teachers about further assistance from school division personnel and school personnel, appropriate mental health or child protection services, and the police, when appropriate;
- keep confidential files regarding bullying incidents and action plans undertaken by the school, parents/guardians, and students involved;
- support the individual or parent/guardian in making a decision to report the incident to police for further investigation when warranted;
- determine appropriate disciplinary actions at the school level

Teachers and other school staff:

- vigilant supervision of classroom, playground, and transition times;
- promote and use caring, respectful, and safe school and classroom practices;
- participate in professional development/learning opportunities related to bullying prevention;
- build bullying prevention into daily instruction that encourages students to report incidents of bullying;
- respond promptly and appropriately to instances of bullying;
- communicate with in school administrators, other staff (as appropriate) and parents/guardians about instances of bullying and involve them in seeking solutions;
- record and report instances of bullying to the in school administrator and monitor instances of bullying and their resolution;
- determine with school administrators whether further assistance from school personnel and school division personnel, human service providers or the police is warranted and follow school division protocols in these matters;
- participate in annual monitoring and review of school level policy and practices to reduce bullying

Students:

- respect the safety, wellbeing and property of school staff and fellow students;
- contribute to a caring, respectful and safe school and classroom learning environment;
- participate in the development and support of the school's bullying prevention policy;

- take a personal stand against bullying and participate in bullying prevention activities at the school;
- report all acts of bullying experienced or observed to a school staff member or parent.

Remember that doing nothing contributes to the problem.

Parents/guardians:

- report instances of bullying to the school and work with the school to resolve the issue;
- remember that these issues can be complex and that multiple perspectives will be considered
- contribute to a caring, respectful and safe school environment;
- participate in the ongoing development of the bullying prevention policy;
- support the bullying prevention policy;
- work with the school to reduce instances of bullying. Remember that doing nothing contributes to the problem.

School Community Councils:

- contribute to a caring, respectful and safe school community;
- encourage and facilitate parent and community engagement in the development of bullying prevention policies and practices in support of school division priorities in this area;
- support implementation of school level policies and practices to reduce instances of bullying;
- assist in the monitoring and reporting of progress related to the prevention and reduction of bullying;
- include bullying prevention strategies within the development of the local learning improvement plan;
- communicate information about bullying and initiatives to prevent it to parents/guardians of Rivier student

d. Bullying Prevention Strategy

We believe that an important factor in preventing bullying incidents is education. Rivier Elementary School provides students with the following opportunities to learn about building healthy relationships:

a. All programming at Rivier Elementary School guides students in becoming disciples of Christ.

b. All classrooms develop and adopt a social contract at the beginning of the year.
c. Teachers discuss bullying with students early in the school year. We encourage parents to talk about how their children should treat others and how their children should be treated.
d. The program Fully Alive is taught at every grade level and focuses on the characteristics and skills needed to build healthy relationships.
e. Other programming may be accessed to help students identify their feelings and needs and how to appropriately respond to them.
f. Other community supports are provided as they are available and required (i.e. R.C.M.P, Health).

e. Process for Addressing Bullying Incidents

A. Informing the school that a bullying incident has occurred:

1. Inform the school that a bullying incident has/may have occurred. This can be done by directly speaking to a member of the school staff, making a phone call, or sending an email.

2. Be prepared to be asked for further information or clarification regarding the incident after the initial report has been made.

B. When a bullying incident occurs or is reported, the following steps will be taken:

1. The in school administration, classroom teachers and/or other school staff will respond by providing a clear message that bullying will not be tolerated.

2. The in school administration and classroom teacher(s) will intervene as quickly as possible to address the bullying incident. The administrator or teacher will;

a. To the degree that it is in the scope of the influence of the school, stop the behavior, and then clearly communicate that the behavior is not allowed.

b. Identify the bullying behaviors.

c. Refer to classroom and school rules.

d. Resist any temptation to dismiss the behavior as developmental.

e. Meet with the student(s) separately if required.

f. Follow up with appropriate action, remediation, and/or consequences. Consequences will be determined by considering the age and maturity of the students, the nature, frequency, and severity of the behavior(s), the context in which the incident occurred, other circumstances that may play a role, and division and school policies and procedures.

g. Document the behavior as well as the action taken

3. Communication between school staff and in school administration regarding bullying incidents shall occur in a timely fashion

4. The school will contact the parents/guardians of those involved as soon as possible.

a. All information regarding complaints or incidents of bullying must be treated confidentially. When speaking with parents/guardians, the school will not disclose the details of disciplinary measures used with other students.

b. Parents/guardians will be invited to collaborate with the school on a solution.

5. The incident will be documented and filed.

6. The classroom teacher(s) will monitor the action plan, keep the in school administration and parents/guardians informed and keep the file up to date.

7. When efforts to stop the bullying are unsuccessful, the in school administration and classroom teacher(s) will request separate meetings with the parents/guardians involved and suggest further supports and consequences to resolve the problem.

8. When an incident puts anyone's safety at risk or is a criminal offense, in school administration, school staff, and parents/guardians shall contact the police.

C. Procedure to be followed when meeting with a student (investigation procedure): When it is necessary to interview students (those exhibiting bullying behavior, those being targeted and the bystanders), students will be interviewed separately in order to avoid further victimization:

a. Engage the target

i. Focus on his/her safety

ii. Reassure him/her that the bullying behavior will not be tolerated and that all possible steps will be taken to prevent recurrence

iii. Ask what happened and how s/he feels about it

iv. If necessary, refer the student being targeted to the school counselor

v. When appropriate, ask the student to log and report any future bullying situations. vi. Follow up with the student on a regular basis.

b. Engage the student(s) exhibiting the bullying behavior. Have the student identify the issue using an "I statement". If s/he is unable to name the behavior, the interviewer may prompt the student.

i. Ask questions and gather information.

- What led to the bullying incident?
- What caused you to choose this behavior?
- What was wrong with your behavior?
- What could you do differently next time?

ii. Remind the student of school rules and expectations.

iii. Administer appropriate consequences as outlined in the school's discipline policy and remediation where appropriate.

iv. Take action to prevent further bullying or retaliation.

c. Engage the bystander(s) and/or defender(s)

i. Have the student identify the problem as observed or heard. ii. Ask questions and gather information.

- What was your behavior?
- What caused you to choose this behavior?
- What, if anything, could you do differently next time?

iii. Remind the student of the school rules and expectations and praise any efforts made to stop or report the incident.

iv. Take action to prevent retaliation against the bystander(s) and/or defender(s).

f. Review of This Plan

Rivier Elementary School will involve school staff, students, parents, the SCC and the community at large in an annual review of the bullying prevention plan and practices to determine what is working and what needs to be strengthened to reduce bullying.

This revision: September 2026

