



RIVERSTONE
INTERNATIONAL SCHOOL



ELEMENTARY SCHOOL POLICIES

School Day—The Elementary School day begins at 8:30 a.m. and ends at 3:30 p.m. every day Monday - Friday. We ask that students do not arrive at school before 8:10 a.m., as teachers need this time to prepare for class, and supervision is not always available.

Admission Process—The admissions process at Riverstone International School takes place throughout the year. Parents may call the school at any time to express interest, receive a packet of information, or to schedule a visit to the school. New students may be admitted at any time during the school year, depending on space availability and other considerations. Applications for the following school year are processed throughout the year, during which time students are tested, formal visits to the school take place, and the Admissions Committee meets to decide on individual applications. Families are notified by mail of the school's decisions.

Open Houses—Open Houses are offered to the public and to the school community each year in an effort to educate members of the Treasure Valley about the school and its programs. For the 2008-2009 academic year, the date is as follows:

» **Elementary School (K – 5) Open House:** January 13, 2009

Attendance and Absence—Regular, punctual attendance is important to ensure that children make the best progress in school. Riverstone offers an educational program that sets high standards for student academic performance. The program requires that students be committed and participatory members of the school community to derive the most positive benefits. Attendance is critical to student success; therefore, students are expected to be in school from 8:30 a.m. until 3:30 p.m., attending all classes and programs. Please try to make dentist and medical appointments outside of school hours. If your child is ill, please call the school (424-5000) on the morning of their absence to let us know. This will alleviate a call later in the day from the office. Absences are recorded at the end of each quarter and reported to parents on report cards.

For the school records, there are two types of absence:

» **Authorized Absences:** These are typically for medical reasons and are absences that have been both officially authorized by the school and that have been excused by the parents in writing or over the phone.

» **Unauthorized Absences:** These are absences that are neither authorized by the school nor excused by parents.

*Please note that Unauthorized Absences include vacations taken during school time as well as prolonging school vacations.

Regular attendance at school is vital for students to make good progress. If a student is repeatedly absent, the school will work closely with the student and his or her parents in two phases to help rectify the problem.

» **Phase 1:** If a student is absent six (6) times in a class in a semester, whether excused or unexcused the teacher will notify the parents. The parents will be expected to help the student be more diligent in attending class.

» **Phase 2:** If a student is absent eight (8) times in a semester, the Division Director will call a conference with the student and his or her parents with the aim of producing an agreed plan for improvement in the form of a contract signed by all parties. While this will primarily involve positive reinforcement it may also include sanctions, such as keeping the student at home for a period of time, and will result in reduced or zero grades for some assignments.

Tardies—All students should arrive at all classes punctually and with all of the necessary equipment to avoid missing any vital work and to avoid disrupting the class. If a student is repeatedly late for class, the school will work closely with the student and his or her parents in two phases to help rectify the problem.

» **Phase 1:** If a student is tardy in a single class without a written excuse four (4) times in a class during a quarter, the teacher will notify the parents. The parents will be expected to help the student to be more diligent in arriving to class on time.

» **Phase 2:** If a student is tardy six (6) times in a quarter, the Division Director will call a conference with the student and his or her parents with the aim of producing an agreed plan for improvement in the form of a contract signed by all parties. While this will primarily involve positive reinforcement it may also include sanctions, such as not allowing the student to enter the class, or keeping the student at home for a period of time, and will result in reduced or zero grades for some assignments.

Snow Days—Riverstone International School follows the Boise School District in deciding to cancel school due to winter weather. If they decide to close the schools, local media are notified and the school closure announcement is broadcast on local radio and television stations. The Boise School District also announces such closures on their website at: <http://www.boiseschools.org/emergency/index.html>. Riverstone will be closed if the Boise School District closes district wide. We will not instigate the phone tree in this case. Please monitor the weather on local news channels (especially channel 7). In cases where only certain schools in the Boise School District are closed, Riverstone's administration will decide whether to cancel school. They will initiate the school phone tree by 6:30 a.m. to notify parents if the decision is made to cancel school.

Medication—Sometimes a child is fit to return to school, but still requires medication. On these occasions the medicine should be taken to Mr. Hamilton's office for safe-keeping. Mr. Hamilton will administer medicines with notification from a parent. If your child has suffered vomiting, diarrhea or elevated temperature they must not return to school for at least 24 hours after the last attack. Pupils with asthma may need to have access to their inhaler at all times. If so, please let your child's teacher know so that an arrangement can be made for this.

Personal Records and Information—When your child starts school you will be required to complete an admissions form. We will formally ask you to update this information annually, but please keep us informed of any changes that occur during the school year e.g. daytime telephone numbers, cell numbers, or change in address. It is very important that the school office is kept up to date with personal information.

Lunch—The school does not have a cafeteria on campus; however, the PA runs a weekly lunch program for which students sign up in advance to receive prepared lunch provided by Life's Kitchen and Chicago Connection. Elementary School students may also sign up for the daily milk program through which a small carton of milk is provided to each participating student every day at lunchtime.

Lost and Found—Lost items are collected and placed in the entrance hallway of the Elementary School, or the gym foyer. If items are not claimed before a school vacation, they are donated to charity. We encourage you to label items with your child's name in order to help us return them to their owners.

Parent/Teacher Conferences—Twice a year, in October and March, the teachers conduct parent/teacher conferences. At this time you will have the opportunity to meet with your child's class teacher. If desired you may also meet on a drop-in basis with the specialist teachers. Sign-up for these days usually begin two weeks before and the sheet can be found outside the teacher's classroom.

Report Cards—Twice a year, January and June, progress reports of the students are sent home by mail.

School Playground—While we can see the importance for children and parents to socialize after school on the playground, it is of the utmost importance that parents are vigilant and accompany their child in this area of the school. Supervision of the play structure after school is not provided. The school does have rules for the playground during the school day, and it is very important that these same rules are complied with after school. These rules are as follows:

- » **Slide:** Students must sit on their bottoms and go down feet first. No walking up the slide.
- » **Swings:** Students must sit on their bottoms and only swing forwards and backwards in a straight line. No standing or jumping off the swing.
- » **Monkey Bars:** Students may swing from their hands only, one person at a time and in one direction. Children are not allowed to stand or crawl along the top of the bars.