



**RIVERSTONE**  
INTERNATIONAL SCHOOL

**2024-2025**

# **ELEMENTARY SCHOOL FAMILY & STUDENT HANDBOOK**



**RIVERSTONE INTERNATIONAL SCHOOL**

# Dear Riverstone Families and Students,

The mission of Riverstone International School is to inspire courageous journeys of academic and personal exploration that enable our students to lead purposeful lives.

As a school, we have made a commitment to offering our students an educational experience that provides outstanding academic preparation plus additional experiences that shape students' understanding of themselves and the world. These experiences center around our Five Pillars of Academic Excellence, Community and Service, Leadership by Example, International Understanding, and Outdoor Education. We also are committed to creating an environment of respect and trust between students, teachers, administrative staff, and parents.

A student's time at Riverstone should be a period of individual growth. It is our goal that each student graduates from our school prepared for the opportunities ahead of them. Each one of our faculty and staff members work to ensure that your child is provided the tools that are necessary to lead a purposeful and rewarding life; we provide ample opportunities for your child to use those tools to the best of their abilities. Your child should view all teachers as role models and mentors and see them as guides on their learning journey. We encourage each child to take responsibility for their actions, both inside and outside of the classroom, which means that your child will be encouraged to advocate for themselves, others, and their education; a skill that more than any other leads to success in college and life.

While Riverstone has grown into an international school with a globally focused curriculum and expanding international population, we also remain firmly rooted in our community. Individuals bring amazing talents, commitment and life experiences to our community but the power to radically change lives comes as a result of the collective whole. As school partners, parents and family members, serve as room parents, assist in the classrooms, tutor students, chaperone field trips, help with campus beautification, mentor students, assist from the home, coach athletic teams, Participate in outdoor trips, and much more. We truly appreciate each individual's involvement and support.

The following handbook is meant to act as a guide and not supersede Riverstone International School policies. Thank you for being part of the Riverstone community. Individuals who choose to work or enroll their children at our school understand that our success depends on all of us working together to make our school the best community it can be.

With Sincere Gratitude,  
Kari Boazman  
Elementary School Director

# Guiding Principles and Values

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## Guiding Principles

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Riverstone students are expected to participate in all aspects of school life. While inside and outside of school, students are expected to adhere to our Guiding Principles:

- I will seek understanding
- I will respect myself and others
- I will take action to contribute to my community

Our goal is that students develop into lifelong learners. These three principles help students develop the essential characteristics of the International Baccalaureate Learner Profile

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## Values

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The essential characteristics of the International Baccalaureate Learner Profile, which encapsulate our values, help students strive to be:

- Inquirers
- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open-minded
- Caring
- Risk-takers
- Balanced
- Reflective



# Important Links

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To explore Riverstone's programs, view the [school website](#). Quick links to the Faculty and Staff Directory, school calendar, Resources, ManageBac, and Finalsite Enrollment may be found on the school website at the top right corner of the [home page](#).

To apply or manage your application documents, view Finalsite Enrollment (admissions and re-enrollment) at <http://riverstoneschool.schooladminonline.com>.

Attendance and progress reports platform is called ManageBac and can be accessed at <http://riverstone.managebac.com>.

Classroom Updates, Before/After Care signups, Lunch Program sign up links, and School Communication Platform: <https://www.parentsquare.com/signin>

Additional Handbooks may be found on the Resource page of the [school website](#):

- Athletic Handbook
- MS/HS Handbook
- Residential Handbook
- Outdoor Education Handbook
- Attendance Policy
- Code of Conduct
- Academic Integrity Policy





# Contact Us

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## School Address

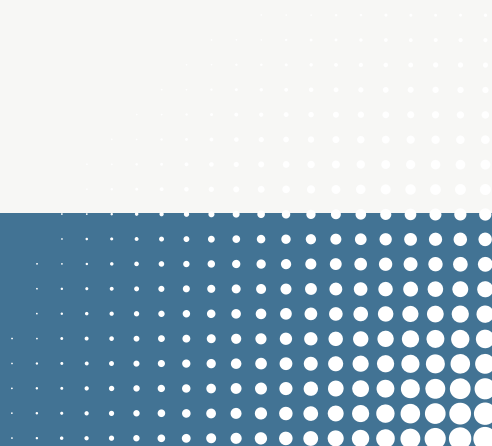
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**School Phone: (208) 424-5000**

**School Fax: (208) 424-0033**

**Physical and Mailing Address**

Riverstone International School  
5521 East Warm Springs Avenue  
Boise, ID 83716



# School Day

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## School Hours

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DIVISION	HOURS
Preschool – PreKindergarten	8:30 AM–3:15 PM (M, T, Th, F) 8:30 AM–2:15 PM (W)
Kindergarten – Grade 2	8:30 AM–3:20 PM (M, T, Th, F) 8:30 AM–2:20PM (W)
Grade 3 – Grade 5	8:30 AM-3:25 PM (M, T, Th, F) 8:30 AM - 2:25 PM (W)
School Bus Schedule	The bus arrives on campus at 8:10 AM and departs at 3:45 3:45 PM. On Wednesdays, the bus departs at 2:45 PM. To inquire about bus service, please contact <a href="mailto:admissions@riverstoneschool.org">admissions@riverstoneschool.org</a>

Students are welcome to arrive between 8:15 AM and 8:25 AM, Instruction will begin at 8:30 AM.

Families of Elementary students who choose to enroll in Before School Care may arrive any time between 7:30 AM to 8:15 AM. (Sign up on Sawyer, \*Fee required.)

Drop off and pick up will be from inside the classroom, access through the interior hallways.

# Class Schedule

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Elementary School class schedules for Preschool–Grade 5 vary based on the times their students attend class with specialists for art, music, physical education, and world language(s). Teachers post schedules daily in the classroom and share them with parents through ParentSquare and at Back to School Night.

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## Early Release Wednesdays

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Each Wednesday, students are released for the day beginning at 2:15 PM to allow for faculty professional development. We appreciate your understanding of giving faculty weekly opportunities to collaborate and work on curriculum.

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## Before-School and After-School Care

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### Elementary School (Preschool–Grade 5)

- The Elementary School Before- and After-School Care Program is a service provided to Elementary School parents, faculty, and staff to help accommodate parent work schedules. Licensed childcare workers supervise all children as the safety of the children is paramount. Other than when you arrive to drop off or collect your child(ren), only children enrolled for the service are permitted to be in the childcare classroom. Enrollment agreements must be signed prior to a student utilizing Before- or After-School Care. (Play dates are not considered a part of this service. Play dates must take place somewhere other than the school property and not under the supervision of Riverstone's After-School Care personnel.)



# Before-School and After-School Care Cont.

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- Elementary School Before-School Care is available Monday through Friday from 7:30 AM–8:15 AM at a cost of \$6.00 per session. After-School Care is available Monday, Tuesdays, Thursdays and Fridays from 3:15 PM – 6:00 PM, and on Wednesdays from 2:15 PM –6:00 PM at a cost of \$20 per session.
- Elementary School students who are not picked up by 3:30 PM (or 2:30 PM on Wednesdays) will be automatically taken to the After-Care program. Parents will be billed for their child's attendance at the drop-in rate of \$40.
- All sessions must be reserved ahead of time through Sawyer. The link to this platform is available in ParentSquare.
- Late Fee if any child is picked up after 6:00 PM is \$10 per minute, as stated in Student Permission and Consent Form.
- For questions about the program, please contact our Auxiliary Activities Coordinator, Emily Seelye at [eseelye@riverstoneschool.org](mailto:eseelye@riverstoneschool.org)

## **For increased safety of our staff and students:**

- All school doors will remain locked once the school day begins. Families will be greeted at the front door from 8:15 AM - 8:30 AM and in the afternoons from 3:10 PM - 3:30 PM. If families arrive outside of this timeframe, please use the doorbell to the right of the Elementary School door to be granted access and check in at the front desk.
- Students in After-School Care or After School Activities may be picked up from the external doors of the Aftercare classroom, located in the Cafeteria.



# After School Activities

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Students may take part in regularly scheduled After-School Activities. Information on activity offerings will be provided to families through ParentSquare. Registration is available through Sawyer sign ups. Examples of After School Activities in the past have included: drama, art, dance, martial arts, science, cooking, cheer, soccer, chess, yoga, basketball, running, and tennis. There is a nominal fee for these activities. If you have any questions about After School Activities please contact our Auxiliary Activities Coordinator, Emily Seelye at [eseelye@riverstoneschool.org](mailto:eseelye@riverstoneschool.org).

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## Attendance

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Regular school attendance is crucial for the learning process. Excessive tardies and/or absences impact the classroom environment, hindering the faculty's efforts to foster a community of learning. When a student is frequently absent or late, it can result in incomplete and unsatisfactory work, reduced ability to meet academic standards and lower grades. Consistent attendance is essential for all students.

### **Parent Responsibilities:**

At Riverstone, we recognize that various circumstances may prevent a student from attending school regularly. Should absences become excessive and impact the child's educational experience, our teachers will schedule a meeting with parents to collaboratively develop strategies aimed at reducing absenteeism. Communication through ManageBac is required for any type of absences, tardies, late arrival, or early departure.





# Attendance Cont.

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## Reporting Absences or Tardies:

**For absences:** Communication from the parent/guardian(s) is expected by 8:30 AM on the day of the absence and should be submitted through ManageBac.

- a. The following is a step-by-step guide for how to submit an excusal in Managebac.

**For late arrivals/early departures/midday appointments:** Communication regarding late arrivals, early departures, or midday appointments should be submitted through ManageBac.

- When arriving late (after 8:30 AM) parents are required to sign their student in at the Elementary Administrative Assistant's Desk on the computer at the far end of the counter.
- When a student has an early departure, parents are required to sign their student out at the Elementary Administrative Assistant's Desk on the computer at the far end of the counter.
- If the student will be returning after an appointment, their parents will need to sign them back in.

## Types of Absences

- **Verified Absence (VA)** is an absence from school with the knowledge and approval of the student's parent(s)/guardian(s).
- **Unverified Absence (UA)** is an absence from school that has not been excused or verified via written, oral, or electronic communication from a parent/guardian. Absences left unverified over 48 hours may not be changed to a verified absence. This is the family's responsibility.
- **Pre-Arranged Absences (PA)** occur when a student knows in advance that they will be absent for 2 or more days. Parents are required to communicate the planned absences through ManageBac, be sure to include the days that their child will be absent.

# Attendance Cont.

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## Tardy Policy

Riverstone believes that punctuality demonstrates respect and courtesy to teachers and classmates.

- If a student arrives 10 minutes or more after 8:30 AM their parents will need to sign them in on the computer at the far end of the counter at the Elementary Front Desk.
- If a student arrives after 9:00 AM they will need to be walked to class by the Front Desk Associate. Parents are not allowed to walk back after 9:00 AM.
- If there are 5 tardies there will be a call from the teacher.
- If there are more than 5 then the Elementary School Director will contact the family to arrange a meeting to see what the school can do to assist the family in arriving by 8:30 AM.

## Types of Tardies

- **Unverified Tardy (UT)** is when there is no verifiable written or verbal notification within 48 hours of the tardy.
- **Verified Tardy (VT)** is when a student is late to a class with the knowledge and approval of the student's parent(s)/guardian(s) through ManageBac



# Illness

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For the protection of students, staff, and the community, if any of the following signs or symptoms are present, children must stay home for at least 24 hours after the last symptom disappears. These guidelines apply to all members of the school community.

Fever of 100.3F or above	Loss of smell or taste	New or unusual headache
Vomiting or Nausea	Communicable disease	Sore Throat
Diarrhea	Earache	Unexplained rash

Any individual who presents with any of the above symptoms must stay at home until symptoms improve and/or fever subsides for 24 hours, without use of medication.

When a community member has a communicable disease, it must be reported to the Division Director at once (Elementary School: Kari Boazman at [kboazman@riverstoneschool.org](mailto:kboazman@riverstoneschool.org); Middle School: Damon Brown at [dbrown@riverstoneschool.org](mailto:dbrown@riverstoneschool.org); High School: Stacey Walker at [swalker@riverstoneschool.org](mailto:swalker@riverstoneschool.org) ).

Communicable diseases include COVID-19, Influenza, Chicken Pox, Head Lice, Impetigo, Mononucleosis, Pink Eye/Conjunctivitis, Ringworm, Scabies, Scarlet Fever, Strep Throat, and/or Fifth Disease.

If a child becomes ill at school, or has any of the above symptoms, parents will be called to pick up their child. Parents must ensure that their cell phone numbers and work phone numbers are up to date in [Finalsite](#). To make any updates, please email a member of the Riverstone Admissions staff at [admissions@riverstoneschool.org](mailto:admissions@riverstoneschool.org).

# Peanut and Other Food Allergies —

Riverstone takes the health safety of our community members seriously. If your child has an allergy, it is critical that the school is notified in [Finalsite](#) during enrollment and/or re-enrollment. Parents should also contact the appropriate Division Director (see above for email addresses) regarding medications for allergies (see information to follow regarding medicine administration).

For Elementary School class parties or celebrations, parents who have children with allergies or special dietary considerations are asked to provide the classroom teacher with a selection of appropriate treats in a Ziploc bag labeled with their child's name. These treats will be served as a safe alternative during classroom parties or celebrations.

Riverstone cannot guarantee that the campus is peanut-, gluten-, or any other allergen-free.

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## Medicine Administration —

Riverstone staff may only administer medicines provided in the original container along with explicit written instructions as to dosage. To grant Riverstone permission to administer medication for your child, please complete and sign this [Permission Form](#) and email it to the appropriate Division Administrative Assistant [rkooi@riverstoneschool.org](mailto:rkooi@riverstoneschool.org). Medications are stored under lock and key. Paper copies of the permission form are available at the front desk.

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# Hot Lunch

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Riverstone offers an optional lunch program through My Hot Lunchbox (Preschool - Grade 12) or Life's Kitchen (Kindergarten - Grade 12). Students may sign up in advance to receive a prepared lunch. This program is reviewed annually and information will be shared at the start of the school year through newsletters and ParentSquare.

Families may create their lunch accounts and begin ordering meals for their children by following the steps below.

## **For My Hot Lunch Box (Preschool - Grade 12)**

1. Go to [ordernow.myhotlunchbox.com](http://ordernow.myhotlunchbox.com)
2. Click "Sign Up"
3. Click "Order Now" under "Customer"
4. Follow all prompts to create your account and your student(s) profile.

## **For Life's Kitchen (Kindergarten - Grade 12)**

1. Go to [Life's Kitchen](https://lifeskitchen.h1.hotlunchonline.net/) (<https://lifeskitchen.h1.hotlunchonline.net/> )
2. There will be instructions to set up your account
3. Once you are logged in, click on the "Getting Started" tab on the left hand side
4. Lunches are available in small, medium, or large sizes for a main course and two sides
5. All lunches must be ordered by 8:00am the day PRIOR to the scheduled lunch. You may cancel a lunch using the online portal 24 hours in advance.





# Closed Campus

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Riverstone, Elementary School, is a closed campus during the school day. Children from Preschool through Grade 5 may not leave campus at any time without parental and school consent. Children must be signed in and out at the Elementary Front Desk by an approved adult.

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# School Playground

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While recognizing the importance of children and parents socializing before and after school on the playground, it is crucial for parents to be vigilant and accompany their child in this school area during these times. Supervision of children before or after school falls under the responsibility of the parents unless the child is enrolled in After School Care or an After School Activity.

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# Weapons

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Firearms, knives, and other weapons of all types are strictly prohibited on school property (campus, residence hall, etc) and at all times that students are under the school's supervision. This includes Outdoor Education trips, field trips, and when used as part of a costume. The sole exception applies when a law enforcement officer carries a weapon on campus while fulfilling their official duties.

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# Illegal and Inappropriate Substances

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Riverstone International School is a tobacco-free, e-cigarette, and drug-free organization. These substances may not be used at any time on campus and/or when students are under the school's supervision.

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# Cell Phones and Smart Watches ---

The use of cell phones or smart watches is prohibited during school hours. Parents should contact an administrative staff member if a student needs to be contacted during class times by calling (208) 424-5000. **Please do not text or call your child during school hours.** The use of cell phones or smart watches by a student, unless directed by a teacher or administrator, will result in the device being held and then released back to the parent of the child at the end of the school day.

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## No Animals on Campus ---

Students, staff, and families may not allow their personal pets on the school grounds during school hours, including during pick up and drop off times. All pets must remain in vehicles during this time. Special exceptions may be made ahead of time by contacting the Division Director.

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## Lost and Found Items ---

Lost items of clothing and personal items are collected and placed on the Lost and Found storage rack in the Ponderosa Hallway of the Elementary School or the Gym Foyer. If items are not claimed before school vacations, they are donated to charity. Families are encouraged to label items with their child's name in order to help the school return lost items to their owners.

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# School Cancellation

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## Winter Weather and Other Emergency School Closures

- Riverstone follows the Boise School District in deciding to cancel school due to winter weather.
  - Riverstone will be closed if the Boise School District closes district wide.
  - The Boise School District announces such closures on their [website](#).
  - In cases where only certain schools in the Boise School District are closed, Riverstone's administration will decide whether to cancel school on a case-by-case basis. An all-school email and text will be sent to parents, generally by 6:30 AM.
  - Parents may check the [school calendar](#) for school closure announcements.
  - Should road conditions require it, parents may choose to delay their arrival time given road conditions. Please call the school at 208-424-5000 to notify the school if a student's arrival is significantly delayed.
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# Transportation

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## Bus Schedule

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Riverstone offers both morning and afternoon bus services. The fee to ride the bus is a flat fee of \$75/month, which includes to and from school. The school currently offers two, daily bus routes. Details on the routes are listed below. To reserve your spot, please email [RISbus@riverstoneschool.org](mailto:RISbus@riverstoneschool.org).

### **Boise Route:**

The Boise route starts at Baggley Park (7:15 AM) on Parkcenter Blvd, then heads to Camel's Back Park (7:40 AM, 1200 W Heron St), and Dona Larsen Park (7:55 AM) entrance on Warm Springs Ave.

### **Meridian Route:**

Starting from Julius M. Kleiner Park, near The Village, the bus will make its first stop at the loading zone in front of the Memorial Park playground at 7:10 AM, followed by Rackham Way Park and Ride at 7:25 AM, and Riverstone House at 7:50 AM, before reaching Riverstone International School.

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# Drop off & Pick up

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Riverstone strives to implement an efficient drop-off and pick-up process while safeguarding the health and safety of students. All children must be accompanied by an adult for both drop off and pick up by entering the main doors to the Elementary School building and then proceeding to their classroom through the main hallways. All children in Preschool and Pre-Kindergarten must be signed in and out each day with their classroom teacher.

During afternoon pick-up, a staggered release time is implemented to assist families with multiple children in efficiently picking them up. This allows parents to check in with their child's classroom teacher, meet with specialist teachers, and witness the learning activities firsthand.

- Any student who is not collected by 3:30 PM (and 2:30 PM on Wednesdays) will be brought to After Care and billed accordingly
  - When in the parking lot, please drive slowly, no faster than 5 mph
  - Do not use a cell phone while driving on campus
  - Please be punctual
    - **Preschool and PreKindergarten** - 8:30 AM - 3:15 PM (M, T, Th, F), 8:30 AM - 2:15 PM (W)
    - **Kindergarten - Grade 2** - 8:30 AM - 3:20 PM (M, T, Th, F), 8:30 AM - 2:20 PM (W)
    - **Grade 3 - Grade 5** - 8:30 AM - 3:25 PM (M, T, Th, F), 8:30 AM - 2:25 (W).
  - For families with children across different grade levels, it is recommended to pick up the youngest child first, followed by the older ones. The order in which children are dropped off in the morning can be chosen based on what works best for the family.
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# Parent Drivers on Trips

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Parents may not transport students in their own vehicles during school outings or field trips without the approval of the Head of School. All parents must complete a background check and provide a valid driver's license and proof of insurance to our Human Resources Department. The school will cover all fees associated with the background check. This must be completed at least two weeks prior to the field trip or Outdoor Education trip. Any travel related incidents must be reported to the appropriate Division Director immediately.

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# School Communication

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## Communication Platforms

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The school utilizes multiple methods of communication between the school and parents. As a result, it is critical that parents provide up to date email addresses to the school. Please ensure that your information is up-to-date in [School Admin](#) or email [Admissions](#) to verify that your information is correct.

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## Bi-Weekly School Newsletter

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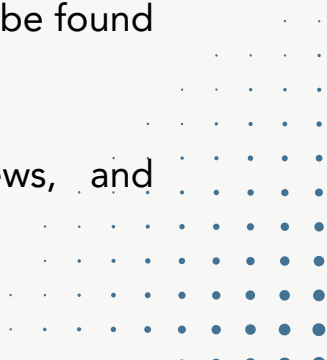
A bi-monthly e-newsletter is Riverstone's primary all-school notification vehicle. The School Newsletter includes notices for upcoming events, student activities and accomplishments, deadlines, and downloadable forms. E-newsletters go out every other week on Thursdays at 7:00 PM MST, except for school holidays and breaks. Parents are subscribed to receive e-newsletters automatically upon registration. If parents experience issues with receiving the newsletter, please email [Shelby Howe](#).

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## ParentSquare Platform

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All faculty and staff members communicate with parents primarily through [ParentSquare](#). The school establishes accounts for parents. Parents will receive an email invitation to create their own login after the account is established.

- All Riverstone faculty and staff use ParentSquare to notify parents of future events or needs.
  - Emails to and from teachers must utilize their school email addresses, not personal addresses. Email addresses for staff members can be found on the school website.
  - Students are assigned Riverstone email addresses.
  - Elementary School teachers post updates, classroom news, and curriculum information to their ParentSquare pages.
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# Text Messages for Time-Sensitive Communications

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Typically, information such as school cancellations, bus service delays, and timeframes for students returning from outdoor activities will be sent via text from ParentSquare.

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## Academic Communications

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ManageBac is used to track academic progress. Parents have access to their child(ren)'s ManageBac accounts.

- Semester progress reports are posted on ManageBac.
    - Fall semester progress reports are released in late December.
    - Spring semester progress reports are released in late May.
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## Enrollment, Reenrollment, & Contact Information Updates

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The school uses Finalsite, an online software platform, to manage inquiries, applications, enrollment contracts, contact information, and required school forms and immunization records. Parents create and maintain their own logins to this system. For questions, please contact our Admissions department at [admissions@riverstoneschool.org](mailto:admissions@riverstoneschool.org).

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# School Website

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Riverstone's website is a source of information for the Riverstone community as well as prospective families; however, for the most up-to-date information pertaining to current families, please make sure to read the school's biweekly newsletter, sent every other Thursday evening during the school year. Sign up for the biweekly newsletter [here](#). If you have questions, please contact Shelby Howe at [showe@riverstoneschool.org](mailto:showe@riverstoneschool.org). The school website is a great source for the school calendar and events throughout the year.

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## Social Media

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Riverstone International School utilizes social media to celebrate our school community, including Facebook, YouTube, Instagram and TikTok.

- Parents are welcome to share school social media posts onto their private channels but should not post photos from school activities that include children other than their own on social media pages without explicit permission from the other children's parents.
- Faculty and staff members may not "friend" or "follow" students on any social media channel while those students are enrolled at Riverstone and/or are under age 18.
- Please see our policy regarding identifying students below.

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## Public Identification of Students in Photographs

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Student safety and privacy is our primary concern. In all communications (e-newsletter, social media, emails, etc.), students are referred to using a first name, last initial basis unless previously published in another public source (newspaper, television, press release, etc.) and approved by the parents of the student.

# How to Handle Concerns

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When specific issues arise regarding their children, parents should contact the appropriate school staff members:

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## Parent with Classroom Concerns

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- Parents with a specific concern about a classroom-related issue with their child should first discuss the concern directly with the classroom teacher.
  - If an issue remains unresolved, both the staff member and Division Director should jointly meet with the parent.
  - If the issue still remains unresolved, the Director and Head of School will meet with the parent.
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## Parent with General School Concerns

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If a parent has an issue that is not instruction or classroom management related: they should communicate with the appropriate Division Director.

- If the issue remains unresolved, the staff member, Director, and Head of School will meet with the parent.
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# If a Parent has a Concern about a Staff Member

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- They should discuss the issue with the staff member first, whenever possible.
  - If the issue remains unresolved, both the staff member and appropriate Director should jointly meet with the parent.
  - If the issue remains unresolved still, the staff member, appropriate Director, and Head of School should meet with the parent.
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## Rumors

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- The passing of inaccurate information about Riverstone or individuals within the school community can result in personal and professional damage.
  - If one hears rumors from an unofficial source, it is extremely important that he or she reports this to a Director immediately.
  - It is the responsibility of each member of the Riverstone International School community to ensure that information is accurate and clearly communicated.
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# Parents and the Board of Trustees

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Riverstone International School is governed by a Board of Trustees, which operates according to the policies and rules of governance established in the school's By-Laws and Articles of Incorporation. The Board of Trustees follows best practices for governance as defined by the National Association of Independent Schools. The Board of Trustees sets policy for the school, hires and supports the Head of School, holds fiduciary responsibility for the long-term viability of the school, and helps plan strategically for the school's success. Parents wishing to assist the Board through participation on board committees should contact the Head of School.

The Trustees' monthly meetings are open to parents or staff to attend as observers. Parents or staff who are interested in attending are asked to contact the Board of Trustees' Secretary in advance of the meeting to inform him/her of their plans to attend the meeting. All guests must depart the meeting during Executive Sessions.

The Board of Trustees of Riverstone International School is not an appellate Board, and thus, will not become involved in issues where the Head of School has made a final decision.

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# Student Life Information

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## Attire

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As an International Baccalaureate World School, Riverstone places a high level of importance on international understanding and cultural sensitivity.

- Students and staff should dress in a respectful manner that would not be considered offensive to other members of the community.
  - Parents will be notified and asked for assistance if their student's clothing is deemed inappropriate for the school environment.
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## School Counseling

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Riverstone employs a school counselor on staff who is available to all community members, to assist with any issues that may arise. The school counselor works with faculty and staff to embed social-emotional concepts into the curriculum, provide professional development to faculty and staff, facilitate and lead workshops for families, and be a resource to all our community members. Students or parents may schedule an appointment by contacting the [School Counselor](#).

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# Field Trips

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Field trips take place throughout the year to reinforce curricular goals and to provide hands-on and experiential learning opportunities for students. We require a Field Trip Permission during the admissions process, but some trips do require additional permission slips (for example: rock climbing at Vertical View). Parents or legal guardians must sign these waivers. Riverstone staff may not sign waivers with the expectation of students living in the Riverstone Dorm. The cost of most field trips is covered by tuition and fees; for others, a payment may be required to cover ticket or entrance fees. There will be opportunities for parents and guardians to chaperone school trips. All chaperones must complete a background check with Riverstone's Human Resources Director a minimum of two weeks prior to the trip.

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## Student Birthdays

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Riverstone's classes enjoy celebrating students on their birthdays. Parents are asked to keep the following guidelines in mind in respect to birthday celebrations at school:

- On a child's birthday, families are encouraged to bring fruit, vegetables, muffins, or a healthy snack to school to share with classmates and teachers. Parents should consider a non-food treat as an alternative. (See more information in the following section on Healthy Food/Snacks or Non-Food Treats.)
- Any birthday treat sent to school must be **individually packaged, portioned, or separated**. Parents are asked not to send an entire cake that needs to be cut and passed out. Muffins or cupcakes are much easier to distribute.
- A child's teacher should be notified and agree to any planned refreshments well in advance of the birthday celebration.
- Do not send party favors.
- Invitations and thank you notes should be mailed and should not be distributed at the school. This policy exists so that children will not be made to feel excluded.



# Healthy Snacks or Non-Food Treats

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Parents planning parties or bringing in treats for special events must check with the classroom teacher to determine if there are student allergies to consider and to include the classroom teacher in any plans in advance of bringing treats into the school.

- Parents are encouraged to provide foods that are healthy and nutritious. Alternatively, parents are asked to consider providing non-food treats such as pencils, erasers, or mini-note pads.
- Ideas for healthy food options include fruit, vegetables and dip, whole grain crackers, cheese, or yogurt. Water, milk, and 100% fruit juices are healthy beverage options.

For Elementary School class parties or celebrations, parents who have children with allergies or special dietary considerations are asked to provide a selection of appropriate alternative treats labeled with their child's name. These treats will be served as a safe alternative during classroom parties or celebrations.

Please note that these are recommendations and the school relies on parents to make the final judgment for their own child.

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## Visiting Riverstone

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With the exception of applicants visiting for their student visit day, all visitors to the school, including parents, family members, guest speakers, alumni, and community members, must check-in and obtain a visitors badge at the Elementary School front desk. Badges are to be returned when visitors check out at the end of the visit.



# Five Pillars

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## Engagement Across the Five Pillars

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Riverstone stands out by engaging our students through our Five Pillars: Academic Excellence, Community & Service, Leadership by Example, International Understanding, and Outdoor Education.

These pillars provide vital opportunities for personal growth, encouraging students to discover their passions and connect with their community. The staff at Riverstone serve as valuable resources, helping students to pursue their interests beyond the classroom.

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### **01 Academic Excellence**

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### **02 Community and Service**

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### **03 Leadership by Example**

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### **04 International Understanding**

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### **05 Outdoor Education**

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# Academic Excellence

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## What does Academic Excellence mean?

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At Riverstone International School, every student arrives with their individual knowledge, strengths, and needs, and will be challenged and supported accordingly. By creating a shared expectation between students and the school, students develop into independent thinkers whose curiosity, creativity, and commitment enable lifelong success.

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## Curriculum

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As an International Baccalaureate World School, the school follows the philosophies set forth by the International Baccalaureate Primary Years Programme (PYP), Middle Years Programme (MYP), and the Diploma Programme (DP). Curriculum review is an ongoing process and is integral to the school's commitment to provide the highest quality and most relevant education possible.

Riverstone is Idaho's first International Baccalaureate (IB) World School, as well as Idaho's top-performing IB World School. We are reviewed by the IB on a regular basis to ensure we meet the requirements of being an IB World School. This process of re-authorization includes a year-long preparatory and reflection period of self-study and an on-site visit.

The Elementary School at Riverstone International School, Preschool through Grade 5, encompasses a time of significant growth for children. Intellectually, socially, creatively, emotionally, and physically, children acquire skills and knowledge that will contribute greatly to the quality of their lives, throughout their life. For a child of this age, the most valuable skills and knowledge are not composed of isolated facts and repetitive drills but come from the child's ability to make meaning of their learning by integrating it with their existing knowledge and experience. Therefore, the program in the Elementary School is based on active learning, engaging in the learning, learning by doing, learning by challenging oneself, and stretching in ways that promotes growth in all developmental aspects.

# Curriculum Cont.

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The International Baccalaureate Primary Years Programme (PYP) is a curriculum framework that has been designed specifically for international schools and prepares the children for both the IB Middle Years (MYP) and Diploma Programmes (DP). Through the PYP, Riverstone aims to foster ten key attributes and dispositions in our students. These traits comprise the learner profile attributes. Our children are Inquirers, Communicators, Knowledgeable, Caring, Balanced, Thinkers, Risk-takers, Principled, Open-Minded, and Reflective. The PYP offers a curriculum that is both locally and internationally oriented, inquiry-based, conceptual, integrated, and individualized and personalized.

Educating the whole child is central to the PYP. Elementary School classes are small, with homeroom instruction in math, literacy, social studies, and science across the PYP Units of Inquiry. The broad educational experience includes classes taught by specialist teachers in music, visual arts, physical education, library, Spanish, and Mandarin. Spanish instruction begins in Preschool and Mandarin instruction begins in Grade 2. Many opportunities exist for various curricular areas to be integrated, thus deepening understanding and meaning making. The PYP promotes a positive attitude and good character. Riverstone emphasizes traits such as respect, tolerance, integrity, and confidence, and encourages all learners to reflect, choose wisely, and act responsibly with other people, as well as in the wider community. In addition, parents and families are an essential part of our community and an integral part of the daily activities at school. Field trips, along with Outdoor Education programs, and experiential service learning enhance the academic program of the Elementary School.

Some subject matters transcend all grades and all disciplines. Approaches to Learning skills are taught at all levels and across all areas. Teaching children to actively listen, to organize their work, and to manage their time for long term assignments are three crucial building blocks to learning that are reinforced throughout the day, subject to subject.

# Curriculum Cont.

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Riverstone is committed to assisting everyone to develop empathy for others. In the Elementary School, that translates to building a sense of community among the children and introducing experiential service learning projects connected to the curriculum in developmentally appropriate ways as well as taking in a broad view of perspectives from each member of our community to gain a deeper understanding and appreciation for the world.

The PYP encourages children to become independent learners, and Riverstone engages them to make connections between life in school, life at home, and life in the world. By helping children to see that learning is connected to life, a strong foundation for future learning is established, fostering and encouraging lifelong learning.

The Elementary School encourages children to:

- Develop an appreciation and love for learning
- Develop a strong set of problem-solving strategies
- Think critically
- Develop knowledge and skills to apply to new situations or tasks
- Continue to question throughout their lives
- Develop international mindedness
- Take action as a result of the learning process

Learners will:

- Learn through inquiry
- Learn through experiential learning
- Build on prior knowledge
- Work individually and collaboratively in groups
- Be listened to
- Be curious, be inquisitive, ask questions, explore and interact with the environment physically, socially and intellectually
- Be supported in their journey to become independent, autonomous learners
- Learn through differentiated experiences, which accommodate for the range of abilities and learning styles in a group.

# Curriculum Cont.

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Riverstone International School is committed to

- Providing learning environments that are stimulating, provocative and engaging
- Effective ongoing professional development to ensure its faculty and staff are lifelong learners and informed of the most recent effective practice
- Providing educational workshops for parents and families to work in partnership with Riverstone
- Ensuring that books and learning materials represent our broad community of learners to promote belonging so that every person feels represented, seen, valued, and appreciated for who they are
- Supporting students and their families

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## The International Baccalaureate Learner Profile

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The IB learner profile represents ten attributes valued by IB World Schools. Riverstone International School believes these attributes, and others like them, can help individuals and groups become responsible members of local, national, and global communities (IB, 2017).

Disposition	Description
Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

# The International Baccalaureate Learner Profile Cont.

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Disposition	Description
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives— intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

# Curriculum Framework

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The aim of the PYP is to provide a curriculum framework that is engaging, relevant, challenging, and significant. This is achieved through a variety of inquiry strategies and the development of five essential elements: knowledge, conceptual understandings, skills, dispositions, and action.

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## Knowledge: What do we want students to know?

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The PYP has six transdisciplinary themes that provide the framework for learning. These themes are globally significant and support the acquisition of knowledge, concepts, and skills of the traditional subjects. They are revisited throughout the students' time in the PYP. While the PYP acknowledges the importance of traditional subject areas (language, mathematics, social studies, science, personal, social, and physical education, and arts), it also recognizes the importance of acquiring a set of skills in context and of exploring content, which transcends the boundaries of the traditional subjects and is relevant to all learners. The PYP enhanced transdisciplinary themes are:

Who We Are	An inquiry into identity as individuals and as part of a collective through: physical, emotional and spiritual health and well being; relationships and belonging; learning and growing
Where We Are in Place and Time	An inquiry into histories and orientation in place, space and time through: periods, events and artifacts; communities, heritage, culture and environment; natural and human drivers of movement, adaptation and transformation





# Knowledge: What do we want students to know? Cont.

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How We Express Ourselves	An inquiry into the diversity of voice, perspectives, and expression through: inspiration, imagination, creativity; personal, social, and cultural notes and practices of communication; intentions, perceptions, interpretations, and responses
How the World Works	An inquiry into the understandings of the world and phenomena through: patterns, cycles, systems; diverse practices, methods, and tool discovery, design, innovation, possibilities, and impacts
How We Organize Ourselves	An inquiry into systems, structures, and networks through: interactions with and between social and ecological systems; approaches to livelihoods and trade practice - intended and unintended consequences; representation, collaboration, and decision making
Sharing the Planet	An inquiry into the interdependence of human and natural worlds through: rights, responsibilities, and dignity for all; pathways to just, peaceful, and reimagined futures; nature, complexity, coexistence, and wisdom

Students inquire into and learn about these globally significant issues through units of inquiry, each of which address a central idea relevant to a particular transdisciplinary theme.



# Conceptual Understandings:

## What do we want students to understand?

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The following key concepts are used to support and structure the inquiries. The exploration of concepts leads to a deeper understanding and allows students to transfer knowledge learned in one area of the curriculum to another.

Form	What is it like? The understanding that everything has a form with recognizable features that can be observed, identified, described, and categorized.
Function	How does it work? The understanding that everything has a purpose, a role, or a way of behaving that can be investigated.
Causation	Why is it as it is? The understanding that things do not just happen; there are causal relationships at work, and that actions have consequences.
Change	How is it transforming? The understanding that change is the process of movement from one state to another. It is universal and inevitable.
Connection	How is it linked to other things? The understanding that we live in a world of interacting systems in which the actions of any individual element affect others.
Perspective	What are the points of view? The understanding that knowledge is moderated by different points of view which lead to different interpretations, understandings, and findings; perspectives may be individual, group, cultural, or subject-specific.
Responsibility	What are our obligations? The understanding that people make choices based on their understandings, beliefs and values, and the actions they take as a result do make a difference.

# Conceptual Understandings:

## What do we want students to understand? Cont. \_\_\_\_\_

In addition to the key concepts, children will inquire into related concepts in all curriculum areas. Instead of simply gaining knowledge and skills in mathematics, for example, they will deepen their understanding of concepts such as pattern, multiplication, place value and bias.

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## Approaches to Learning (ATL)

### Skills: What do we want students to be able to do? \_\_\_\_\_

Throughout their learning in the Elementary School, students acquire and apply a set of skills which are valuable not only for the teaching and learning that goes on within the classroom but also in life outside the school. The PYP identifies five sets of approaches to learning skills:

1. Thinking Skills
  2. Social Skills
  3. Communication Skills
  4. Self-management Skills
  5. Research Skills
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## Dispositions: What do we want students to value and demonstrate? \_\_\_\_\_

The learner profile, describes the dispositions Riverstone strives to foster and support in all students.

# Action: How do we want the students to act?

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Students at Riverstone International School are encouraged to act as a result of their learning. Action can be a demonstration of a sense of responsibility and respect for themselves, others, and the environment. Action can look like participation, advocacy, social justice, social entrepreneurship, or lifestyle choices. It usually begins in a small way but arises from genuine concern and commitment. Action as a result of learning often happens beyond the classroom, and teachers at Riverstone International School are always interested to know about action that the students take outside of school.

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## Curricular Assessment

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The prime objective of assessment in the PYP is to provide feedback on the learning process. Teachers select assessment strategies and design assessment instruments to clearly reflect the learning outcomes on which they intend to report. Teachers employ a range of strategies for assessing student work that considers the diverse, complicated, and sophisticated ways that individual students use to understand their experiences. Additionally, the PYP stresses the importance of both teacher assessment as well as student self-assessment and reflection. Students and teachers are actively engaged in assessing the students' progress as part of the development of their wider critical thinking and self-assessment skills.

Assessment in the classroom may include:

- using representative examples of students' work or performance to provide information about student learning
- collecting evidence of students' understanding and thinking
- documenting students' engagement in the learning process
- engaging students in reflecting on their learning
- evaluating work produced by themselves and others
- developing clear rubrics
- keeping records of test and task results

# Curricular Assessment Cont.

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Riverstone International School promotes the use of a range of assessment tools and strategies that are designed to give a clear picture of a student's prior knowledge and progress. Examples of these include anecdotal records, checklists, portfolios, continuums, and rubrics. Each student will be assessed by homeroom teachers and specialist teachers. Each child will share their assessments with their parents at regular intervals throughout the year.

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## Portfolios

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Students in the PYP create a portfolio based on a range of experiences and curriculum areas. The portfolio is a collection of work selected by the students and teachers and is a record of each individual child's learning journey. It is designed to demonstrate success, growth, thinking skills, creativity, assessment strategies and reflection. It is a celebration of each child's active mind at work and provides a picture of progress and development over a period of time. Portfolios enable children to reflect with teachers, parents, and peers in order to identify their strengths and growth as well as areas of challenge and focus for improvement.

To learn more about the International Baccalaureate Programmes, visit [www.ibo.org](http://www.ibo.org).

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## Homework

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Homework at Riverstone is individualized and personalized. The needs of each child as a student are stressed, and the quality of work is emphasized. Homework is not given as "busy work," but rather requires students to do what is useful at various stages of learning. Overall, homework reinforces concepts and to reflect upon learning experiences that have taken place during the school day. The nature and duration of any homework assignment will vary from student to student and the following are guidelines for each grade level:

# Homework Cont.

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The nature and duration of any homework assignment will vary from student to student and the following are guidelines for each grade level:

**Kindergarten:** Reading

**Grade 1:** 20 minutes plus reading

**Grade 2:** 30 minutes plus reading

**Grade 3:** 30 minutes plus reading

**Grade 4:** 40 minutes plus reading

**Grade 5:** 50 minutes plus reading

Purposes of homework:

- To develop a home/school partnership
- To consolidate and reinforce skills, knowledge, and concepts
- To extend learning that has taken place in school
- To develop important habits of self-management, self-discipline and organization

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## Parent-Teacher / Student-Led Conferences

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Parents are strongly encouraged to make every effort to attend Parent-Teacher Conferences and Student-Led Conferences in order to have a clear understanding of your child's progress and to share in the process of your child's learning journey.

- Parent-Teacher Conferences are held in October
- Student-Led Conferences are held in February
- Student-Led Portfolio Conferences are held in May
- Parents sign-up for conference times through ParentSquare in advance of the conference dates, usually two weeks in advance
- Teachers are always available to meet with parents throughout the year. Parents may arrange for meetings with teachers in person or via email/ParentSquare message.



# Semester Assessments and Grades

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Each IB program (PYP, MYP, or DP) has assessment requirements and expectations appropriate to their specific program. No letter grades are given at the Elementary School level. Written Progress Reports will be posted on ManageBac at the end of December and again in May. There will be opportunities for families to meet with teachers after Progress Reports are sent home.

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## IB Capstone Event: The PYP Exhibition (PYPx)

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At Riverstone International School, children in their final year of the PYP (Grade 5), participate in a culminating project, the Grade 5 PYP Exhibition (PYPx). The PYPx is not only a celebration of all of their learning as students move from the Primary Years Programme into the Middle Years Programme, but it is also a final assessment where each child is required to demonstrate engagement with the essential elements of the PYP: knowledge, concepts, skills, dispositions, and action. Students engage in a collaborative, transdisciplinary inquiry that involves them in identifying, investigating, and offering solutions to real-life issues. Families, friends, and children from Riverstone International School are invited to attend the PYPx in May.



# Academic Integrity

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Academic integrity at the Elementary School means that children engage in the inquiry process as principled learners and critical thinkers who respect the ideas of others. Students will deepen their understanding of what academic honesty is and why it is important to be academically honest.

Students will learn:

- The importance of considering different sources to explore a range of perspectives
- The use of keywords to research efficiently
- How to highlight, take notes, paraphrase, and summarize
- How to think critically about the validity of sources
- How to give credit to whom and where their ideas come from by citing sources, including inspirations
- How to write a bibliography using the agreed conventions (including the title of the source, the author, the publication date, the publisher, and the website)
- How to reflect on the learning process and consider what was learned from different contexts
- To identify primary and secondary sources
- The difference between facts and opinions
- What constitutes plagiarism at Riverstone International School
- Appropriate use of Artificial Intelligence (AI)

The Riverstone Elementary School will model and foster:

- Appreciation for their own work and the work of others
- Respect for different ideas
- Integrity through honesty
- Commitment to learning by showing self-discipline
- Independence in their work and thinking

Ultimately, the aim is for all learners to act for themselves by applying their understanding, knowledge, skills and attitudes to take the initiative in being academically honest, and to take pride in their own accomplishments.

# Computer Requirements & Usage

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The Elementary School has mobile carts equipped with laptops and iPads that classes share and use under the direction of their teachers. The laptops and iPads are to remain at school at all times. All families must read, review, and sign the [RIS Technology Use and Consent Form Jan 24.docx](#) at the beginning of the year.

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## Standardized Testing

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Riverstone believes that some standardized tests, along with formative and summative assessments, can provide insights into curriculum progression, student progress, and how Riverstone students compare to various state, national, and international achievement levels. The school uses Northwest Evaluation Association's (NWEA) MAP Growth Assessment as it is individualized for each student. MAP Growth data provides Riverstone teachers and administration with skill development information that can be used to personalize and individualize instruction. Riverstone recognizes that MAP Growth is only one piece of data that we use in conjunction with other sources of data such as end of unit math assessments, literacy assessments, and analyzing student work samples.

Grade	Measurement
Grades 1 and 2	NWEA MAP Growth Assessments in Reading and Mathematics in Fall, winter, and Spring
Grades 3, 4, and 5*	NWEA MAP Growth Assessments in Reading, Language Usage, and Mathematics in fall, winter, and spring*(In spring Grade 5 will take the 6+ MAP Growth Assessment in Math to aid in math placement in Middle School, along with information and data from classroom teachers)

# Community & Service

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## What does Community & Service mean?

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Riverstone International School is a diverse community of parents, students and staff that challenge and support one another while learning, sharing, exploring, and serving together. Individual passions, interests, and cultures combine to create a connected community that supports and serves the mission of the school as well as our local and global communities.

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## Building Community

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There are many ways that the school builds community among students, staff, and parents.

- All-school events (Convocation on the first day of school, Variety Show, Graduation, End of School Celebration, etc.)
  - Parents' Association (PA) events (BooHoo Yahoo Back to School Coffee, Fall Carnival, staff appreciation events, monthly PA meetings etc.)
  - Student performances (Friday Morning Music, special events, theater arts shows, visual art shows, Riverstone LIVE! musical performances, etc.)
  - Annual Auction/Gala
  - Athletics
  - Service events in the community
  - Assemblies and Celebrations of Diversity
  - Music concerts
  - Classroom buddies
  - Outdoor Education
-

# Service

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Individuals, small groups of people and our collective whole are encouraged to find ways of assisting and connecting with our community and the broader community that involve time and talent versus collections or sales of items. For example, Riverstone has long been an active supporter of Rake Up Boise.

Elementary School classes tie experiential service learning into their units of inquiry, typically once per year. For example, Grade 2 students held a health fair for parents and other students as they completed their Who We Are Unit of Inquiry, focusing on the human body, PreKindergarten holds an annual book drive in partnership with the United Way of the Treasure Valley's Book It Forward where they then clean and repair books to share with families who do not have access to books. Part of the PYPx in Grade 5 is an experiential service learning component, which varies from year to year as it is completely student initiated and led.



# Leadership by Example

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## What does Leadership by Example mean?

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At Riverstone, we value leadership. For some, this leadership may manifest itself in extroverted ways that inspire and influence those around them. For others, this leadership may be exhibited through the examples they set in how they lead their lives and conduct themselves. For many, leadership may be some combination of both.

Riverstone students are presented with many opportunities to become the leaders they want to be. Whether through initiating change that leads to positive outcomes, influencing others for the better, or having the courage to defend their beliefs.

As a school from Preschool through Grade 12, we are in a unique position to foster leadership in many ways, such as classroom responsibilities, student council, Green Team, and through various buddy programs, just to name a few.

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# International Understanding

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## What does International Understanding mean?

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At Riverstone, students cultivate a diverse world-view and appreciation for the world's peoples and cultures through academic endeavors and personal experiences. Through classrooms, in-home exchange programs, the outdoors and international travel experiences, students form an international understanding that will give them the ability to engage and contribute to our global society.

The school fosters international understanding in many ways:

- The International Baccalaureate Programmes (Primary Years Programme, Middle Years Programme, and the Diploma Programme)
  - Presence of international families and students throughout the school, including the PA International Affinity Group that supports new families from abroad
  - Celebrations of diversity
  - Athletic and academic team participation
  - Optional summer travel opportunities through Riverstone for upper Elementary aged children and beyond, depending on the trip location
  - Classroom virtual exchanges with students in other countries (when possible)
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# Outdoor Education Program

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**Derek Wright**

*Outdoor Education Coordinator*

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Email - [dwright@riverstoneschool.org](mailto:dwright@riverstoneschool.org)

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## What does Outdoor Education mean?

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Riverstone's Outdoor Education program provides students with learning-based experiences that build self-confidence, teamwork, leadership and responsibility, while fostering a greater appreciation and understanding for nature and the environment.

Through field and classroom activities that extend throughout their academics and curriculum, students learn to overcome challenges and forge lifelong skills that help them succeed at Riverstone and prepare them for their pursuits beyond.

Given the nature of outdoor education, it becomes imperative that the school have current health information for each student and permission forms that are signed and returned in a timely fashion. For more information, see the [Outdoor Education Handbook](#).

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# Examples of Fall Activities & Trips

- **Preschool – Grade 5:** Rafting Trips down the Payette River (families welcome)
  - **Grade 4:** McCall Outdoor Science School – Geology Rocks and Erosion
  - **Grade 5:** Intermountain Bird Observatory Overnight Trip
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## Examples of Winter Activities & Trips

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- **Pre-K, Kindergarten and Gr 1:** Indoor Rock Climbing
  - **Grade 2 and 3:** Nordic Lessons at Bogus Basin Nordic Center
  - **Grade 4:** Snow School at Bogus Basin Nordic Center
  - **Grade 5:** Snowshoeing in Idaho City
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## Examples of Spring Activities & Trips

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- **Preschool and Pre-K:** Outdoor Nature Walks and activities
- **Grade 1:** Foothills Learning Center, Camel's Back hike studying ecosystems
- **Grade 2:** Overnight Camping Trip, Bruneau Sand Dunes studying Rocks, Minerals, Geology, and Constellations
- **Grade 3:** Horsethief Reservoir studying Water and the Water Cycle
- **Grade 4:** Oregon Trail Hike
- **Grade 5:** McCall Outdoor Science School – Ecosystems and Adaptations

For more information about the Outdoor Education Program at Riverstone, please see the website [here](#).



# Leadership by Example

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## Guiding Principles

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Riverstone community members are expected to participate in all phases of school life. While inside and outside of school, all members are expected to adhere to our Guiding Principles that are based on the IB Learner Profile:

- I will seek understanding
- I will respect myself and others
- I will take action to help my community

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## Academic Concerns

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Teachers are the first line of direct information in regards to the academic performance and social interactions for each child.

- If a student is struggling in class, academically or socially, the teacher will work with the student to improve performance through individualization and personalization.
- If performance does not improve, the teacher will contact parents and inform them of the situation based on observed behaviors and performance.
- If after this step, the situation does not improve, the Division Director(s) will become involved and organize a meeting between the parents, student and teacher to develop a formalized plan.
- The Director should be the final person involved with the discussion of academic concerns with a student or parent.



# Behavioral Concerns

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The actual course of any disciplinary action will depend on the particular incident but will always be dealt with in an appropriate, fair, and timely manner in accordance with our [Behavioral Concerns Discipline Policy.docx](#). The purpose of this approach is to give the student opportunities to learn from his or her mistakes and to correct his or her behavior. There are, however, certain infractions that may warrant immediate suspension or expulsion.

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## Discipline Philosophy & Actions —

The purpose of this policy and procedures are to give the student opportunities to remedy his or her behavior and to learn from his or her actions or inactions.

In the case of continued lack of personal responsibility by a student, the following steps will be taken:

**Step 1:** The teacher and/or Director will discuss the behavior with the student and provide clear expectations in order to remedy the situation.

**Step 2:** If the student's behavior does not improve, the teacher and/or Director will contact the parent via email, phone call, or face-to-face meeting. The teacher and/or Director will discuss the issue with the parent and provide clear expectations in order to remedy the situation.

**Step 3:** If the student's behavior does not improve, the Director, student, and parent will conference and develop a plan of action that may include developing a contract for the student.

**Step 4:** If the student breaks the contract or the behavior does not improve, the Division Director will contact the parent, teacher, Head of School, and the student for a conference that may result in a redefining of the learning environment for the student.

# Discipline Philosophy & Actions

## Cont.

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In cases where teachers or administrators observe an incident that may require immediate disciplinary action, an investigation will be initiated. During the investigation, the involved parties' parents will be informed.

Certain infractions may warrant immediate suspension or expulsion. The school reserves the right to disregard the four-step approach and take immediate action when necessary. These infractions include but are not limited to:

- The use of illegal substances or weapons
  - Substantiated use of hate speech
  - Substantiated initiation of physical violence (unwanted touching, pushing, punching, kicking, etc.)
  - Substantiated action that results in the "dehumanization" of another person
  - Substantiated communication of a threat of violence
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# The Riverstone Community

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## Giving to Riverstone

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Riverstone International School remains at its core a community school; one that relies on volunteerism and philanthropy to remain as financially accessible to as many families as possible.

### **Annual Fund**

The Annual Fund is a campaign held each year. Proceeds are unrestricted and bolster our operating budget, allowing the school to maintain and enhance the many opportunities associated with our Five Pillars. Participation in the Annual Fund has been virtually unanimous over the past decade, averaging 93% of families, with 100% participation from trustees, faculty, and staff. It is important that families give generously to the fund and vital that all families give what they can since many other sources of funding depend on high participation levels.

### **Annual Gala (Auction)**

Parents and other friends of the school are invited to celebrate the school successes and engage in friendly, competitive bidding at the Annual Gala. Student-created art projects, dinner, delectable desserts, and dancing are highlights of the evening. The Gala is coordinated by the Director of Development with the assistance of parent volunteers.

### **Endowment**

Riverstone introduced a campaign to raise an endowment in January 2015. Donations may be made towards building our endowment.

### **Fundraising**

Students who are seeking to financially aid teams, clubs, or organizations are encouraged to find ways of assisting and connecting to the community that involve time and talent versus collections or sales of items. Exceptions are the pedi-cab and pre-approved fundraising events such as candy grams by student council.



# Parents' Association (PA)

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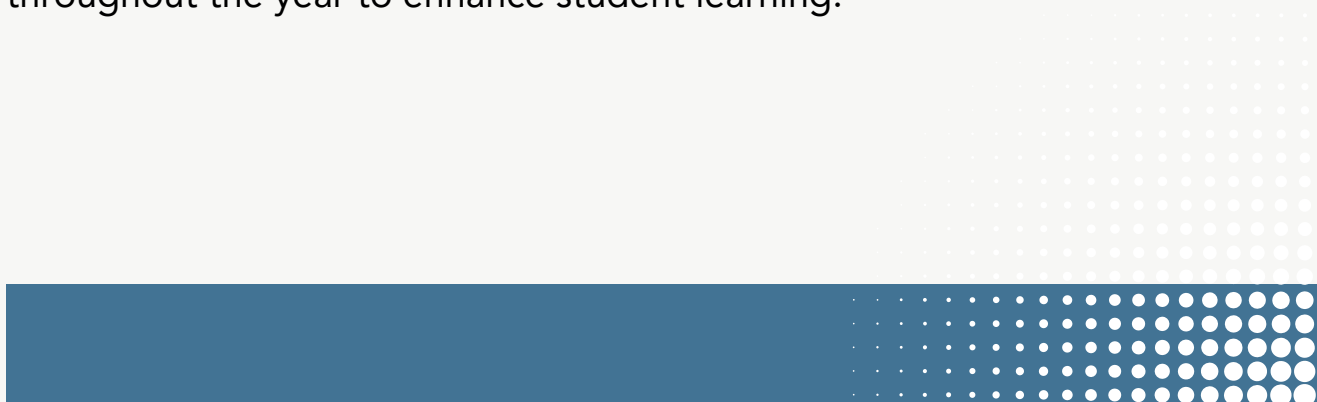
Parental involvement in a school such as Riverstone is vital to our students' success and maintaining our strong sense of community. As a parent of a child enrolled at Riverstone International School, you are automatically a member of our Parents' Association (PA) and are encouraged to actively participate in supporting the school community in ways that your schedule, talents, and interests allow.

The Parents' Association is a volunteer organization that:

- Supports our faculty, staff, parents, and children
- Promotes and supports volunteer programs and resources at Riverstone
- Develops a closer connection between school and home by encouraging parent involvement

*It is important to note that the Parents' Association is not a forum or vehicle to address school-related issues or concerns. As always, we encourage parents to contact the appropriate teacher or Director directly if a situation needs clarification or additional attention.*

Parents share their time and talents in a myriad of ways, including serving as room parents, assisting in the classrooms, chaperoning field trips, helping with campus beautification, mentoring students, assisting from their home, coaching athletic teams, and more. There are many rewarding opportunities, small and large. If you have a particular talent that you would like to share, we can find a way to connect you with a staff member or student who could benefit from your assistance! A Parent Expertise survey is shared at the beginning of each year and the collected information is used throughout the year to enhance student learning.



# Parents' Association (PA) Cont. —

Riverstone events that parents traditionally play a vital role in organizing or assisting include:

- Boohoo Yahoo Parent Coffee
- Back to School Ice Cream Social
- Bingo Night
- Fall Festival / Fall Carnival
- Variety Show
- Book Fairs
- International Holiday Market
- Class Parties and Activities
- Meet the Seniors
- Senior Lunches
- Around the World Day
- Field Day
- Merci Lunches and Staff Appreciation

The Parents' Association meets monthly and all parents are invited. New ideas and feedback are always appreciated! Please check the school newsletter or the school calendar for specific dates and times of meetings, as well as contact information for the PA officers.



# Classroom Volunteers

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Parent volunteers are welcome to chaperone on excursions and on outdoor trips. The general guideline on such occasions is to remember that you are acting in the capacity of an assistant staff member. As such, you should aim to assist all children involved and you must follow all school rules as they pertain to all staff members.

All volunteers must sign in and out at the Elementary School front desk. Volunteers will be issued a visitor badge to wear. This identification is to be worn at all times while on campus. Please return the badge when you sign out. Prior to volunteering, all volunteers must go through a background check with our Human Resources Coordinator.

Additional information concerning guidelines for parents volunteering on excursions and outdoor trips can be found in the Outdoor Program Guide and will be shared with trip volunteers ahead of each trip.

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# Enrollment

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## Riverstone's Non-Discrimination Statement

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Riverstone International School admits students of all races, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, financial aid programs, and other school-administered programs.

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## Riverstone's Diversity Statement

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Riverstone International School believes diversity fosters a vibrant school environment. We actively seek to include, engage and empower all members of our school community while respecting race, gender, ethnicity, sexual orientation, age, physical ability, ideologies, nationality and socioeconomic status of individuals. Through discourse and exploration of ideas, we celebrate the rich dimensions of diversity within each individual, encourage individual identity development, and strive to become compassionate citizens of the world. Riverstone's official Admissions Policy can be viewed [here](#).

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# Tuition Assistance

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Riverstone International School has an active financial aid program and is committed to honoring the socio-economic diversity of our community. Financial aid is re-evaluated annually so current families must apply each year for Financial Aid consideration. Current families should complete the financial aid application process by January 15. Please note that Preschool and Pre-Kindergarten students are not eligible for financial aid.

All financial aid awards offered by Riverstone International School are grants, not loans, and do not have to be repaid. All inquiries, financial aid applications, and financial aid awards are treated confidentially. Please contact Rachel Pusch at [rpusch@riverstoneschool.org](mailto:rpusch@riverstoneschool.org) with any questions.

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## Enrollment Contracts

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Enrollment contracts are completed online using the Finals site system. Any questions regarding Finals site or enrollment contracts please contact Rachel Pusch at [rpusch@riverstoneschool.org](mailto:rpusch@riverstoneschool.org).

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## Required Forms for Enrollment

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In order to attend school, each child is required to have the following information completed online in Finals site:

Contact information

Consent to treat

Field trip permission

Any IEP, Psychoeducational Evaluation, or 504 plan

Emergency contacts

Health statement

Immunization Records (see the following)

Milk order, optional

Bus sign up, optional





# Required Forms for Enrollment

## Cont.

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Additionally, the State of Idaho requires:

- A current copy of the child's immunizations or signed waiver (information may be obtained from your physician; a new copy of the immunization record is required to be submitted every year)
  - Alternatively, you may submit a waiver based on philosophical or religious objections. You can find the waiver [here](#).
- A physician signed health statement for students entering Kindergarten (form obtained from your physician)

### How to Submit the Information

- Complete the forms as prompted in Finals site.
- PDFs of current immunization records for all students and signed physician statements for students entering Kindergarten or your completed waiver need to be uploaded and submitted on [Finals site](#). Ask your physician to email you a PDF of the signed form, which you can upload to [Finals site](#).

**\*In keeping with Idaho state requirements, students with missing information will not be able to start school.**

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## Open Houses

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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. Current parents are encouraged to attend the Open House for the divisions that their children will be moving into and are also encouraged to invite friends on the school's behalf.

Please see the school [website](#) for a complete listing of dates.

# Class Placement

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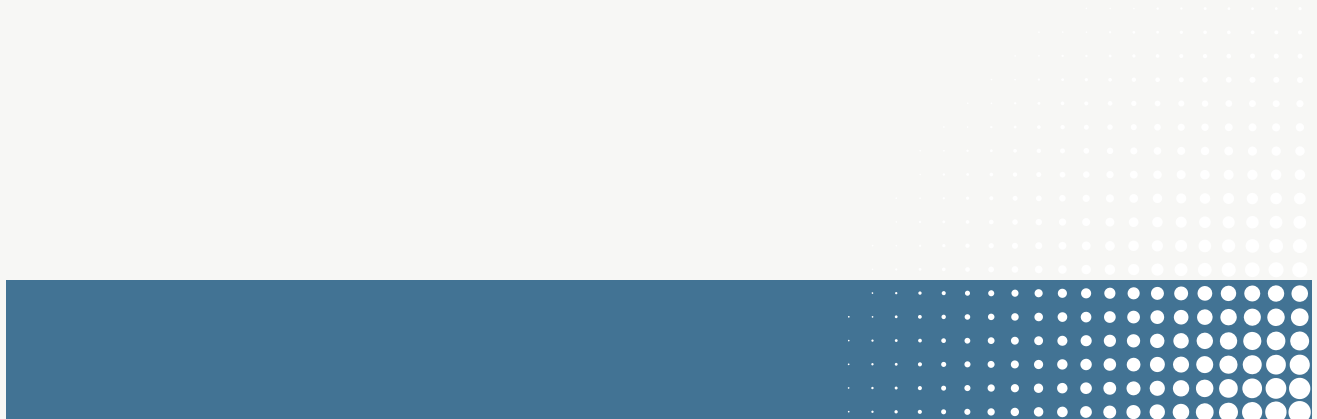
The process of assigning students to classes is a complex one that begins with the school allocating teaching staff based on projections of student enrollment for the upcoming year. School administrators, with the advice and recommendations of the staff, then organize students into that number of enrolling classrooms.

The process of making up classes for each school year begins at re-enrollment time, based on the best information available at that time. Our goal is to come up with a placement for each child which will offer that child the greatest chance of success. Placements are ultimately the responsibility of school administration, but the following factors are considered. This list is not in priority order:

- The child's intellectual, social, emotional, and behavioral needs
- The learning styles of the students
- The child's interactions with other students and staff
- The "social dynamics" within the class
- Fair distribution of children with exceptionalities
- The gender and cultural balance in each class

Parent requests are always taken into consideration but cannot be guaranteed. Directors and administration take many considerations into account to ensure productive classes, see above for more details. Any information provided by parents is shared with the team working on class lists prior to the completion of the class lists.

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# Policy on Parental Rights (Children's School and Library Protection Act)

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At Riverstone International School, our philosophy in selecting curriculum and instructional materials is rooted in our commitment to fostering a well-rounded, inclusive, and rigorous educational experience that prepares students for a dynamic and diverse world. We prioritize materials that not only align with our academic standards but also inspire critical thinking, creativity, and a love of learning. Our selection process involves careful consideration of the cultural relevance, accuracy, and educational value of each resource. We also strive to employ curriculum and teaching materials that are developmentally appropriate. As a school, Riverstone's goal is to create a balanced curriculum that integrates traditional knowledge with innovative approaches, supporting our mission to nurture confident, compassionate, and capable students.

The purpose of [this policy](#) is to ensure compliance with Idaho House Bill 710 (The "Children's School and Library Protection Act"), which became effective on July 1st, 2024. House Bill 710 prohibits schools from making available certain materials deemed harmful to minors and mandates that schools provide a process allowing parents and legal guardians the right to review and request the relocation of materials they consider harmful to minors.

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# Questions?

**For student, curriculum, teaching, and learning questions:**

Kari Boazman, Elementary School Director:

[kboazman@riverstoneschool.org](mailto:kboazman@riverstoneschool.org)

Damon Brown, Middle School Director:

[dbrown@riverstoneschool.org](mailto:dbrown@riverstoneschool.org)

Stacey Walker, High School Director:

[swalker@riverstoneschool.org](mailto:swalker@riverstoneschool.org)

**For admissions, enrollment, inquiries, re-enrollment, and student referrals:**

Rachel Pusch, Director of Enrollment Management:

[rpusch@riverstoneschool.org](mailto:rpusch@riverstoneschool.org)

**For tuition, transcripts, and transportation:**

Finance Department:

[finance@riverstoneschool.org](mailto:finance@riverstoneschool.org)

**For strategic planning, oversight, and board of trustees:**

John Gasparini, Head of School:

[jgasparini@riverstoneschool.org](mailto:jgasparini@riverstoneschool.org)

## Thank you for your partnership!