



RIVERSTONE
INTERNATIONAL SCHOOL



**Elementary School
Family Handbook
2021-22 School Year**

Riverstone International School

Elementary School Family Handbook

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Our Mission & Expectations

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 prepared for the opportunities ahead of them. Our staff ensures that students are given the tools that are necessary to lead a purposeful and rewarding life; we ask that students use those tools to the best of their abilities. Students should view teachers as role models and mentors and see them as guides on their journey. We encourage students to take responsibility for their actions, both inside and outside of the classroom, which means that students learn to advocate for themselves 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 because of the collective spirit from our staff, students, Board of Trustees, and parents. As school partners, parents 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, lead outdoor trips, and more. We truly appreciate your involvement and support.

The following information is meant to act as a guideline 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.

Our Guiding Principles

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 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

These three principles will help students to develop into and demonstrate the characteristics of the IB learner profile:

- An Inquirer
- Knowledgeable
- A Global Thinker
- A Communicator
- Principled
- Open-Minded
- Caring
- A Risk Taker
- Balanced
- Reflective

Important Links

To explore Riverstone's programs:

School website: www.riverstoneschool.org

Quick links to the Faculty and Staff Directory, school calendar, Resources, ManageBac, and SchoolAdmin may be found on the school website at the top right corner of the [home page](#).

To apply or manage your application documents:

SchoolAdmin (admissions and re-enrollment):

<http://riverstoneschool.schooladminonline.com>

Our curriculum and instruction management platform:

ManageBac: <http://riverstone.managebac.com>

To order hot lunch for the school year:

Life's Kitchen: <http://lifeskitchen.h1.hotlunchonline.net> (Riverstone code 211-930)

Additional Handbooks may be found on the Resource page of the school website:

- Athletic Handbook
- Boarding Handbook
- Outdoor Education

Contact Us

Physical and Mailing Address:

Riverstone International School 5521 Warm Springs Ave Boise, ID 83716

School Phone: (208) 424-5000

Fax: (208) 424-0033

Our School Day

<i>Preschool – Grade 1</i>	8:30 AM–3:20 PM (M, T, Th, F) 8:30 AM–2:20 PM (W)
<i>Grades 2 – 5</i>	8:30 AM–3:30 PM (M, T, Th, F) 8:30 AM–2:30PM (W) <i>Students should not arrive at school before 8:15 AM, as teachers need this time to prepare. Elementary students who need to be dropped off before 8:15 AM must go to Before Care* located in the Elementary School Atrium Library.</i> <i>*Fee required.</i>
School Bus Schedule	The bus arrives on campus at 8:10 AM and departs at 3:45 PM. On Wednesdays, the bus departs at 2:45 PM. To inquire about bus service, please contact Desiree Berg .

Class Schedules

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 language. Teachers typically post their schedule on classroom blogs.

Early Release Wednesdays

Each Wednesday, school will release at 2:20 and 2:30 PM for faculty professional development. We appreciate your understanding of giving faculty weekly opportunities to collaborate and work on curriculum. A text message will be sent to parents on Wednesdays to remind you of the earlier pick-up time.

Before- and After-School Care

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 their work schedules. Licensed childcare workers supervise all children as the safety of the children is paramount. Only children paying for the service are permitted to be in the childcare classroom. Please note that 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 and play dates must take place somewhere other than the school property and not under the supervision of Riverstone's after-school childcare personnel.)
- Elementary Before-School Care is available in the Atrium Library Monday through Friday from 7:30 AM–8:15 AM at a cost of \$6.00 per session. After-School Care is available in the Preschool classrooms on Monday, Tuesdays, Thursdays, and Fridays from 3:30–6:00 PM, and on Wednesdays from 2:30–6:00 PM at a cost of \$15.00 per session.
- **There will be no drop-ins during the 2021-22 school year.** All sessions must be reserved the week prior through [SchoolAdmin](#).
- For questions about the program, please contact [James Hamilton-Vail](#). For questions about the reservation form, please contact [Admissions](#).

For increased safety of our staff and students:

- The Elementary School front doors open at 7:30 AM for staff and Before-Care and are locked at 4:00 PM each day. Parents dropping off their children before 8:15 AM must bring them to Before-Care in the Atrium Library through the main entrance doors, which can be accessed through their external doors. Students in After-Care can also be picked up from the external doors to the Preschool classroom.

After-School Activities

Students may take part in regularly scheduled After-School Activities. Information will be provided to parents through the school newsletter. Registration is available online. Classes in the past have included: Dance, Karate, Science, Volleyball, Chess, Flag Football, Yoga, Basketball, Crafts, Ceramics, and Tennis. *There is a fee for these activities.*

Attendance

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 AM until 3:20PM (Preschool–Grade 1) or 3:30 PM (Grades 2–5), attending all classes and programs. Please try to make dentist and medical appointments outside of school hours.

- **For absences:** parents must notify the school if a student will be absent.
- **For late arrivals/early departures/midday appointments:** Parents should check in with the Elementary School front desk at 208-424-5000 to be signed in and out.

Repeated Absences

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 the school 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 intent of producing an agreed plan for improvement in the form of a contract signed by all parties.

Tardies

All students should arrive at all classes punctually and with all of the necessary equipment to avoid missing any vital work and 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 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 intent of producing an agreed plan for improvement in the form of a contract signed by all parties.

Illness

For the protection of your child's classmates and our staff, if any of the following signs or symptoms is present, please keep your child at home for at least 24 hours after the last sign of symptoms. These guidelines apply to students in our day and boarding programs:

- Fever of 100.4F or above
- Loss of smell or taste
- New or unusual headache
- Vomiting or diarrhea
- Cough
- Sore throat

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 medication. Other

symptoms that may be concurrently present in the case of a COVID-19 infection, and should be monitored, are:

- Fatigue
- Congestion or runny nose
- Chills
- Shortness of breath
- Muscle aches

When a student has a communicable disease, it must be reported to the Division Director at once (Elementary School: [James Hamilton-Vail](#)). Communicable diseases include COVID-19, Influenza, Chicken Pox, Head Lice, Impetigo, Mononucleosis, Pink Eye/Conjunctivitis, Ringworm, Scabies, Scarlet Fever, Strep Throat 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. Please ensure that your cell phone and work phone is up to date in [SchoolAdmin](#). To make any updates, please email [Admissions](#).

Peanut and Other Food Allergies

Riverstone takes the safety of students very seriously. If your student has an allergy, it is critical that the school is notified in the SchoolAdmin system during enrollment and re-enrollment. Parents should also contact the Division Director regarding medications for allergies (see information below 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 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.

Medicine Administration

Riverstone staff may only administer medicines with written, explicit instructions and medicine provided in the original container. To grant Riverstone permission to

administer medication for your child, please complete and sign this [Permission Form](#) and email it to the Division Director. Medications are stored with the Division Director.

Hot Lunch

Riverstone offers an optional lunch program for which students may sign up in advance to receive a prepared lunch. This program is reviewed yearly.

Parents may [order online from Life's Kitchen](#) using school code 211-930. Please note, lunch requests must be made 24 hours in advance of the meal. Elementary School parents may also sign up to have a small carton of milk provided every day at lunchtime through SchoolAdmin.

Students who bring their lunches to school are advised to bring their trash and waste home whenever possible.

Closed Campus

Riverstone is a closed campus during the school day

- Students from Preschool through Grade 8 may not leave campus at any time without parental and school consent. Parents should check in/out with the Elementary School front desk.

School Playground

While we can see the importance for children and parents to socialize before and 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 during these times. *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. Walking up the slide is not permitted.

Swings: Students must sit on their bottoms and only swing forwards and backwards in a straight line. Standing, swinging side-to-side, spinning, or jumping off the swing is not permitted.

Monkey bars: Students may swing from their hands only, one person at a time and in one direction. Standing or crawling along the top of the bars is not permitted.

Weapons

Firearms and other deadly 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, unless carried by a law enforcement officer while acting in an official capacity.

Illegal and Inappropriate Substances

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

Cell Phones

Unless permitted by the teacher, use of cell phones is prohibited during class time. Only with permission may a student use their telephone's planner.

Parents should contact an administrative staff member if a student needs to be contacted during class times. Please do not text or call your children when they are in class.

No Animals on Campus

Students, staff, and families may not allow their personal pets on the school grounds during school hours.

Lost and Found Items

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

School Cancellation

Winter weather

- 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 also 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 if you anticipate being significantly delayed.

General cancellations

The school follows the above notification procedure (email, text, school calendar) in other situations in which school is unexpectedly closed.

Transportation

Bus Service

Riverstone International School provides an optional, fee-based bus service. Routes are determined yearly based on parent interest and school resources. Students who ride the bus are expected to follow all rules and regulations that apply to on-campus activities. For current information, please see the [School Services and Transportation](#) on our website.

Morning Drop-Off & Afternoon Pick-Up

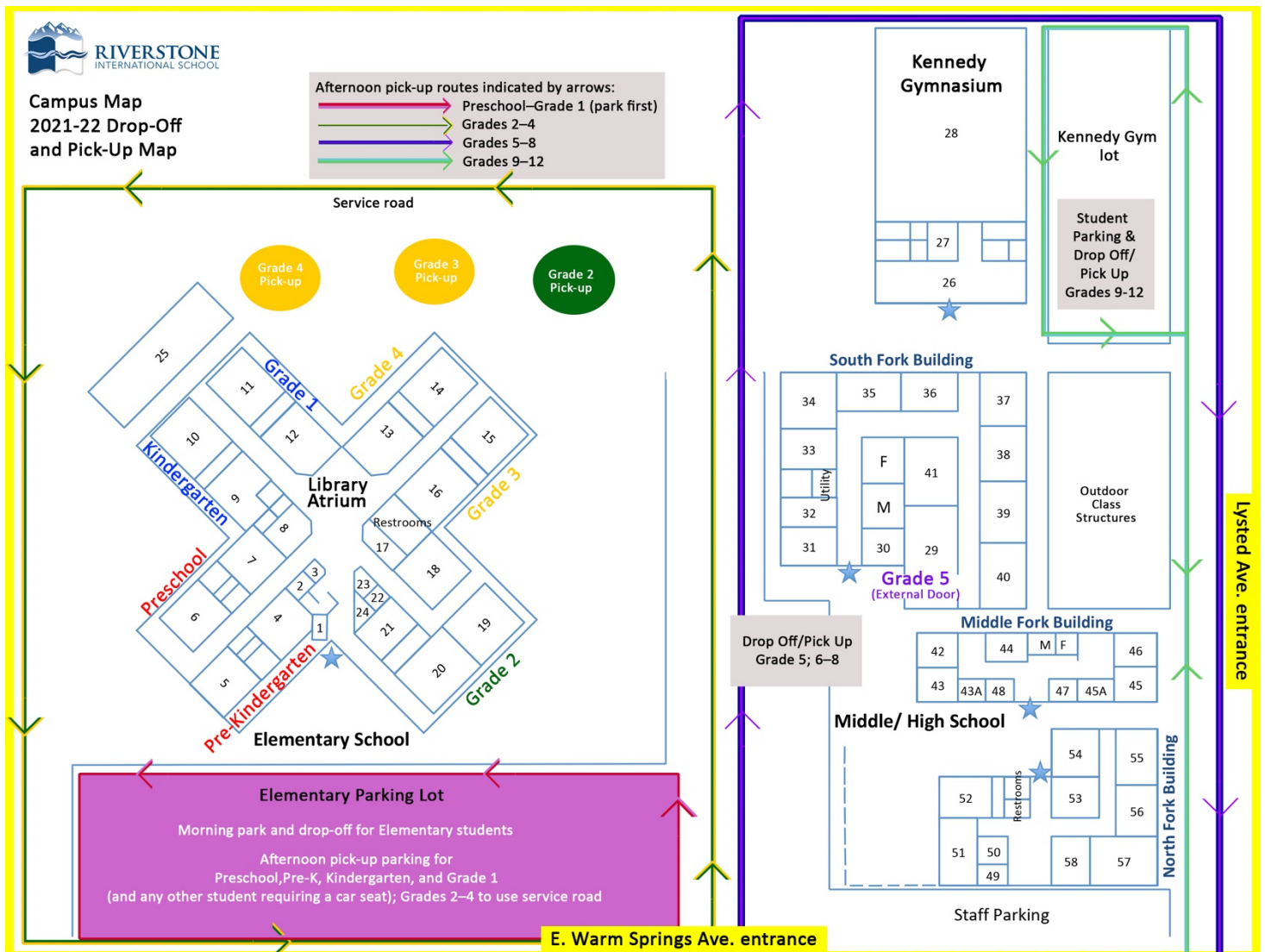
We strive to implement an efficient process that creates as little congestion as possible while safeguarding the health of those in- and outside of the school buildings. At morning drop-off, parents will escort their students to the external door of their classroom where their teacher will greet them. There will be no temperature checks upon arrival at school. If your child exhibits any symptoms of infectious illness, you must keep your child at home until the fever or other major symptoms have subsided for 24 hours without fever-reducing medication.

At afternoon pick-up, we have a “drive-through system,” much like the arrivals location at an airport.

- Preschool, Pre-K, Kindergarten, and Grade 1 parents may park, walk to their child’s external classroom door, and sign their children out (for Preschool and Pre-K), then escort them to their cars. **Pick-up at 3:20 PM except Wednesdays (2:20 PM).**
- Grade 2, 3 & 4 parents must drive around the service road to collect their children where they will be in class pods. Admin staff will be on hand to expedite and assist with load-in. **Pick up at 3:30 PM except Wednesdays (2:30 PM).**
- Grade 5 students will wait in a pod with their teacher outside of the South Fork building for pick up. **Pick up at 3:30 PM except Wednesdays (2:30 PM).**
- Any student who is not collected by 3:45 PM (and 2:45 PM on Wednesdays) will be brought to Aftercare in the Preschool classroom and billed accordingly.

Please:

- **Drive slowly.**
- Show up at the right time.
- Wear a mask if you leave your vehicle.
- Do not use a cell phone while driving on campus.
- Do not congregate or mingle during drop-off and pick-up.
- If you have multiple children across grade levels, you may drop off students at the earliest time available and pick up at the latest time available.



Parent Drivers on School Trips

Parents may not transport students in their own vehicles without the approval of the Head of School. Any incidents or claims must be reported to the Division Director immediately.

School Communication

How We Keep You Informed

The school utilizes multiple methods of communication between the school and parents, predominantly digital. 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.

Weekly School e-Newsletter

Our weekly e-newsletter is our primary all-school notification vehicle that includes notices for upcoming events, student activities and accomplishments, and deadlines and downloadable forms. E-newsletters go out weekly on Thursdays at 7:00 PM Mountain Time, except for school holidays and breaks. Parents and students Grade 3 and above are subscribed to receive e-newsletters. If you do not see them in your inbox, please email [Caitlin Tollefson](#), Director of Development and Communications.

Additional newsletters from the Parents' Association, Athletics Department, and Development will be sent throughout the school year. Residential program-specific newsletters are also sent to the families of boarding students.

We encourage parents to read the newsletter each week, and to copy important school events to your personal calendar to stay up to date on activities, programs, and opportunities.

Email for Faculty/Staff/Student/Parent Communications

Staff members communicate with parents primarily through ManageBac, a planning, assessment, and reporting tool. The school establishes accounts for students and parents. Parents will receive an email invitation to create their own login after the account is established.

- All Riverstone teachers use email (through ManageBac,) to notify parents of future events or needs. These messages will be stored in your ManageBac profile and be sent to your personal email account.
- 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.

Text Messages for Time-Sensitive Communications

The school utilizes Bright Arrow, a text service, to send time-sensitive texts. Typically, information such as school cancellations, bus service delays, and timeframes for students returning from outdoor activities will be sent via text.

Academic Communications including Assignments and Report Cards

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

- All students' semester report cards are posted on ManageBac (fall semester report cards are released late January for Preschool – Grade 5 students; spring semester report cards are sent early June, after the last day of school).

(Re-)Enrollment and Contact Information Updates

The school uses [SchoolAdmin](#), an online software tool, 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 [Admissions](#).

School Website

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 weekly e-newsletter sent each Thursday evening during the school year. Sign up for the weekly e-newsletter [here](#). If you have questions, please contact [Caitlin Tollefson](#), Director of Development and Communications.

Social Media

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

- Please see our policy regarding identifying students below.
- 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.
- Teachers may not "friend" or "follow" students on any social media channel while those students are enrolled at Riverstone and are under age 18.

Riverstone Blog and Elementary School Classroom Blogs

The school posts stories and photos to the Riverstone Blog on the school website. The blog is viewed by current and prospective parents and demonstrates the variety of projects, activities, and accomplishments of our students. Unless published in another public source (newspaper, television, press release, etc.). Riverstone does not identify individual student names with photos. Elementary School teachers maintain classroom blogs. At the beginning of the school year, parents are invited to subscribe to their student's classroom blog.

Public Identification of Students in Photographs

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

With specific issues about their children, parents should contact school staff members in the following manner:

Parent with Classroom Concerns

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

Parent with General School Concerns

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

- If the issue remains unresolved still, the staff member, Director, and Head of School should meet with the parent.

If a Parent has a Concern about a Staff Member:

- They should discuss the issue with the staff member first, whenever possible.

- If the issue remains unresolved, both the staff member and 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.

Rumors

- 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 the Director immediately.
- It is the responsibility of each member of the Riverstone International School community to ensure that information is accurate and clearly communicated.

Parents and the Board of Trustees

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 will not become involved in issues where the Head has made a final decision.

Student Life Information

Attire

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.

School Counseling

Riverstone provides a school counselor, available to all students, to help with any issues that may arise. The school counselor works with teachers to embed social-emotional concepts into the curriculum. Students or parents may schedule an appointment by contacting the [School Counselor](#).

Field Trips

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 Slip signature for most trips, but others may require that parents sign an additional permission slip. The cost of most field trips is covered in our annual tuition and fees; for others, a payment may be requested to cover a ticket or entrance fee. Parents or legal guardians must sign these waivers; Riverstone staff may not sign waivers.

Elementary School Student Birthdays

- On a child's birthday, parents are welcome 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.*)
- A child's teacher should be notified of any planned refreshments well in advance.
- The school asks that parents not send party favors.

- For birthday parties at home, the school suggests that parents include either all the class (not grade) or all members of one gender.
- 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 Food/Snacks or Non-Food Treats

Parents planning parties or bringing in treats for special events need to check with the classroom teacher if there are allergies to consider and inform the teacher in advance of bringing in treats.

- We encourage parents to provide foods that are healthy and nutritious. Alternatively, 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. A source of healthy options may be found at <http://snacksafely.com/safe-snack-guide/>

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 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 we rely on parents to make the final judgment for their student.

Visiting Riverstone

Except for applicants visiting for their student-visit day, all visitors to the school, including parents, guest speakers, alumni, and community members, must check-in and obtain a visitors' badge at either the Elementary School or Middle School Administrative Assistant's workstations. Badges should be returned, and visitors check out at the end of the visit.

All student-visitors to the school must check in with the Director of Enrollment and Marketing, located in the front office of the Elementary School Building.

Other full day visits by parents, other students, and other members of the community may be requested. Please contact [Rachel Pusch](#), Director of Enrollment and Marketing to request a visit day.

Our Five Pillars

Engagement Across the Five Pillars

What makes Riverstone special is that we engage our students across our Five Pillars of Academic Excellence, Community & Service, Leadership by Example, International Understanding, and Outdoor Education.

These are important opportunities for personal growth and students are encouraged to find their passions and connect to their community. The staff at Riverstone should be used as a resource to enable students to pursue their interests beyond Riverstone's classroom.

Academic Excellence

What does Academic Excellence mean?

At Riverstone International School, every student arrives with his or her individual knowledge, strengths, and needs, and will be challenged and supported accordingly.

By creating a shared expectation between students and school to strive for personal growth and academic excellence, students develop into independent thinkers whose curiosity, creativity, and commitment enable life-long success.

Curriculum

As an International Baccalaureate World School, the school follows the philosophies set forth by the International Baccalaureate Primary Years Programme (PYP). 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 IB World School, as well as the state's top performing IB World School. We are reviewed by the IBO on a regular basis to ensure we meet the

requirements of being in IB World School. This process of re-authorization includes a year-long preparatory and reflection period and on-site visit.

The Elementary School at Riverstone International School, Preschool through Grade 5, encompasses a time of significant growth for students. 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 student 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 the work by integrating it with their existing knowledge and experience. Therefore, our program in the Elementary School is based on active learning, learning by doing, learning by challenging oneself, and stretching in ways that promote growth in all developmental aspects.

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

Educating the whole child is central to the Primary Years Programme. Elementary School classes are small, with homeroom instruction in math, language arts, social studies, science, and PYP Units of Inquiry. The broad educational experience includes classes taught by specialist teachers in music, visual arts, physical education, library, Spanish, and Mandarin in Grades 3, 4 and 5. Many opportunities exist for various curricular areas to be integrated, thus deepening student understanding. The PYP promotes a positive attitude and good character. We emphasize traits such as respect, tolerance, integrity, and confidence, and encourage students to reflect, choose wisely, and act responsibly with other children and their teachers, as well as in the wider community. In addition, parents are considered part of our community and are an integral part of the daily activities at school. Field trips, along with fall, winter, and spring outdoor programs enhance the academic program of the Elementary School.

Some subject matters transcend all grades and all disciplines. Study skills are taught at all levels across all areas. Teaching children to actively listen for directions, 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.

At Riverstone, we are committed to helping our students develop empathy for others. In the Elementary School that translates to building a sense of community among the students and introducing service-learning projects connected to the curriculum in age-appropriate ways.

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

The Elementary School encourages students to:

- Develop an appreciation and love for learning.
- Develop 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.

Students will:

- Learn through inquiry.
- Build on prior knowledge.
- Work individually, with a partner and 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.

Riverstone International School is committed to:

- Providing learning environments that are stimulating and provocative.
- Effective ongoing professional development to ensure its teachers are lifelong learners and informed of the most recent effective practice.
- Supporting students and their families.

The International Baccalaureate Learner Profile

The IB learner profile represents ten attributes valued by IB World Schools. We believe these attributes, and others like them can help individuals and groups become responsible members of local, national, and global communities (IB, 2013).

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.
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

The aim of the PYP, is to provide a curriculum framework that is engaging, relevant, challenging, and significant, this is achieved through structured inquiry and the development of five essential elements: **knowledge, concepts, skills, attitudes and action.**

Knowledge: What do we want students to know?

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 students.

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.

The PYP transdisciplinary themes are:

Who we are	An inquiry into the nature of the self; beliefs and values; personal, physical, mental, social, and spiritual health, human relationships including families, friends, communities, and cultures; rights and responsibilities; what it means to be human.
Where we are in place and time	An inquiry into orientation in place and time; personal histories; homes and journeys; the discoveries, explorations, and migrations of humankind; the relationships between and the interconnectedness of individuals and civilizations, from local and global perspectives.
How we express ourselves	An inquiry into the ways in which we discover and express ideas, feelings, nature, culture, beliefs and values; the ways in which we reflect on, extend and enjoy our creativity; our appreciation of the aesthetic.
How the world works	An inquiry into the natural world and its laws; the interaction between the natural world (physical and biological) and human societies; how humans use their understanding of scientific principles; the impact of scientific and technological advances on society and on the environment.
How we organize ourselves	An inquiry into the interconnectedness of human-made systems and communities; the structure and function of organizations; societal decision-making; economic activities and their impact of humankind and the environment.

Sharing the planet	An inquiry into rights and responsibilities in the struggle to share finite resources with other people and with other living things; communities and the relationship within and between them; access to equal opportunities; peace and conflict resolution.
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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.

Concepts: What do we want students to understand?

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 like it is? The understanding that things do not just happen, that there are causal relationships at work and that actions have consequences.
Change	How is it changing? The understanding that change is the process of movement from one state to another. It is universal and inevitable.
Connection	How is it connected 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 perspectives; different perspectives lead to different interpretations, understandings, and findings; perspectives may be individual, group, cultural or disciplinary.
Responsibility	What is our responsibility? The understanding that people make choices based on their understandings, and the actions they take as a result do make a difference.
Reflection	How do we know? The understanding that there are different ways of knowing and that it is important to reflect on our conclusions, to consider our methods of reasoning and the quality and the reliability of the evidence we have considered.

In addition to the above 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.

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 transdisciplinary skills, or approaches to learning:

1. Thinking skills
2. Social skills
3. Communication skills
4. Self-management skills
5. Research skills

Attitudes: What do we want students to feel, value, and demonstrate?

The Elementary School encourages attitudes and behaviors that contribute to the wellbeing of the individual and of the group. Students develop personal attitudes towards people, the environment and learning. At Riverstone International School we encourage appreciation, commitment, confidence, cooperation, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect, and tolerance.

Action: How do we want the students to act?

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 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 keen to know about action that the students take outside of school.

Curricular Assessment

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. They 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.
- identifying exemplar student work.
- keeping records of test/task results.

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 student will share their assessments with their parents at regular intervals throughout the year.

Portfolios

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 student's involvement in learning. It is designed to demonstrate success, growth, thinking skills, creativity, assessment strategies and reflection. It is a celebration of each student's active mind at work and provides a picture of progress and development over a period of time. Portfolios enable students to reflect with teachers, parents, and peers in order to identify their strengths and growth as well as areas for improvement.

To learn more about the International Baccalaureate Programmes, visit ibo.org.

Homework

Homework at Riverstone is an individual and personal matter. The needs of each 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:

<i>Kindergarten:</i> Reading	<i>Third grade:</i> 30 minutes plus reading
<i>First grade:</i> 20 minutes plus reading	<i>Fourth grade:</i> 40 minutes plus reading
<i>Second grade:</i> 30 minutes plus reading	<i>Fifth grade:</i> 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-discipline and organization.

Student-Led Parent-Teacher Conferences

Parents are strongly encouraged to make every effort to attend Parent-Teacher Conferences to have a clear understanding of your student’s progress. Students are encouraged to lead and demonstrate their learning.

- Conferences are held once each semester, in October and February.
- You may sign-up for conference times through a link that will be shared in advance of the conference dates.
- Given the amount of time needed to prepare, teachers are not able to meet for a conference in advance of the conference dates.
- There is no school during Parent-Teacher Conferences.

Semester Assessments and Grades

Each IB program (PYP, MYP, or DP) has assessment requirements/expectations appropriate to their specific program. No letter grades are given at the Elementary School level. Report cards will be posted on ManageBac approximately the third week of January and again in June.

IB Capstone Events: The Grade 5 Exhibition

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

Academic Integrity

Academic integrity at the Elementary School means that students engage in the inquiry process as principled learners and critical thinkers who respect the ideas of others. Students will develop an 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 if relevant);
- 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.

We 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, we aim for the students 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

The Elementary School has mobile carts equipped with laptops and iPads that classes share, and students use under the direction of their teachers. The laptops and iPads are to remain at school.

Standardized Testing

Riverstone is not required to administer standardized tests. However, the school believes that some tests can provide insights into our curriculum, our students' progress, and how Riverstone students compare to various state, national, and international achievement levels.

Grade	Measurement
Gr 3, 4, 5	MAP testing in Math, Reading, and Language Arts in fall, winter, and spring

Community & Service

What does Community & Service mean?

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.

Building Community

There are many ways that we build community amongst students, staff, and parents.

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

Service

On an all-school basis, Riverstone has long been an active supporter of Rake Up Boise. Students are encouraged to find ways of assisting and connecting to the community that involve time and talent versus collections or sales of items.

- Elementary School classes tie service learning into their Units of Inquiry, typically once per year. For example, Gr 2 students held a health fair for parents and other students as they completed their Unit of Inquiry focusing on the human body.

Leadership by Example

What does Leadership by Example mean?

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.

Regardless, 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 High School, we are in a unique position to foster leadership in many ways:

Student Council

- Classroom buddies in the Elementary School
- Opportunities where older students mentor younger students in activities (classwork, outdoor activities, and trips, etc.)

International Understanding

What does International Understanding mean?

At Riverstone, students cultivate a diverse worldview 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 an International Affinity Group that supports new families from abroad
- Celebrations of diversity
- Athletic and academic team participation
- Optional summer travel for older students
- Classroom virtual exchanges with students in other countries (when possible)

Outdoor Education

What does Outdoor Education mean?

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.

Fall Activities and Trips

Preschool – Gr 5: Back to School Rafting Trips
Gr 4: McCall Outdoor Science School – Geology Rocks! and Erosion
Gr 5: Idaho Bird Observatory Overnighter

Winter Activities and Trips

Preschool: Learn to swim
PreK, Kindergarten and Gr 1: Learn to Skate Program at Ice World
Gr 2 - 3: Nordic Lessons at Bogus Basin Nordic Center
Gr 4: Snow School at Bogus Basin Nordic Center
Gr 5: McCall Outdoor Science School – Ecosystems and Adaptations

Spring Activities and Trips

Preschool/PreK: Outdoor Nature Walk and activities
Kindergarten/Grade 1: Outdoor Field Day
Gr 2: Hagerman Geology and Planetary Exploration
Gr 3: Horsethief Reservoir studying Water and the Water Cycle

Student Concerns

Guiding Principles

Riverstone students are expected to participate in all phases of school life. While inside and outside of school, students 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

Academic Concerns

Teachers are the first line of direct information regarding the academic performance of each student.

- If a student is struggling in class, academically or socially, the teacher will work with the student to improve performance.
- If performance does not improve, the teacher will contact parents and inform them of the situation based on observed behaviors and performance.
- If the situation doesn't improve, directors will become involved and organize a meeting between the parents, student, and teacher.
- The Director should be the final person involved with the discussion of academic concerns with a student or parent.

Behavioral Concerns

The actual course of any disciplinary action will depend on the incident but will always be dealt with in an appropriate, fair and timely manner in accordance with our discipline policy. 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.

Discipline Philosophy & Actions

The purpose of this policy/procedure is to give the student opportunities to correct his or her behavior and to learn from his or her mistakes.

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

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

Step 2: If the student's behavior does not improve, the teacher or Director will contact the parent via email or phone call. The teacher or Director will discuss the issue with the parent and provide clear expectations 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 otherwise the behavior doesn't improve, the Division Director will contact the parent, advisor, teacher, Head of School, and the student for a conference that may result in a suspension.

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 will often be separated and not permitted to talk to each other. Following the investigation, the administrator will contact the parents and arrange for a conference with the student and parents.

There are, however, certain infractions that 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, etc.).
- Substantiated action that results in the "dehumanization" of another person.
- Substantiated communication of a threat of violence.

The Riverstone Community

Giving to Riverstone

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 month-long drive held each fall. 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 by Board members, faculty, and alumni.*

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 parent volunteers with assistance from the school and typically takes place in late February or early March.

Endowment

Riverstone introduced a campaign to raise an endowment in January 2015.

Students who are seeking to 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. For questions, please contact [Caitlin Tollefson](#), Director of Development and Communications.

Parents' Association (PA)

Parental involvement in a small 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 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 PA is a volunteer organization that:
- Supports our staff, parents, and students.
- 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, tutoring students, 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 use your assistance!

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
- Elementary School Pumpkin Patch
- All-School Variety Show Dinner
- Scholastic Book Fair
- Spring Carnival
- Class Parties and Activities
- Meet the Seniors
- Field Day
- Merci and Staff Appreciation

The PA 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

Parent volunteers are welcome to act as assistants in classrooms, 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 the staff member with 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 office. Volunteers will be issued a visitor nametag to wear. This identification is to be worn at all times while on campus. Please return the nametag when you sign out.

More information concerning guidelines for parents volunteering on excursions and outdoor trips can be found in the Outdoor Program Guide.

Enrollment

Diversity Policy

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 everyone, encourage individual identity development, and strive to become compassionate citizens of the world.

Non-Discrimination Statement

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.

Enrollment Contracts

Enrollment contracts are completed online using the SchoolAdmin system.

Class Placement

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 in May, 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 style(s) of the student
- The child's interactions with other students
- The "social dynamics" factors within the class
- Fair distribution of children with exceptionalities
- The male/female balance in each class

Parent requests cannot always be granted. Directors and administration take many considerations into account to ensure productive classes, including learning styles, academic strengths, gender balance, learning support requirements, and friendships. Any information provided by parents is shared with the team working on class lists.

Tuition Assistance

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 begin the financial aid application process by Jan 31.

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 note that preschool and prekindergarten students are not eligible for financial aid.

Open Houses

Open houses are offered to the public and to the school community each year 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.

Required Forms for Enrollment

In order to attend school, each child is required to have the following information completed online in [SchoolAdmin](#):

- Contact information
- Consent to treat
- Field trip permission
- Any IEP, Psychoeducational Evaluation or 504 plan
- Emergency contacts
- Health statement
- Before- and after-care enrollment
- Milk order (Elementary School)

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)
- A physician signed health statement for students entering Kindergarten and Gr 7 (form obtained from your physician)

How to Submit the Information

- Complete the forms as prompted in SchoolAdmin.

- PDFs of current immunization records for all students and signed physician statements for students entering Kindergarten or Gr 7 need to be uploaded and submitted on [SchoolAdmin](#). Ask your physician to email you a PDF of the signed form, which you can immediately upload to [SchoolAdmin](#).

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

Questions?

For student, curriculum, teaching, and learning questions (if not resolved by teacher):
James Hamilton-Vail, Elementary School Director: jhamilton@riverstoneschool.org

For admissions inquiries, re-enrollment, and student referrals:
Rachel Pusch, Director of Enrollment & Marketing: rpusch@riverstoneschool.org

For newsletter, fundraising, and social media:
Caitlin Tollefson, Director of Development & Communications: ctollefson@riverstoneschool.org

For tuition, transcripts, and transportation:
Desiree Berg, Director of Finance: dberg@riverstoneschool.org

For strategic planning, oversight, and board of trustees:
Jeff Paulson, Head of School: jpaulson@riverstoneschool.org