

*Riverstone International School*  
**Middle & High School Family and  
Student Handbook**

*2023-24*

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# Welcome from Directors

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 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.

With sincere gratitude,

Damon Brown and Stacey Walker  
Middle School Director and High School Director

# General Guidance

## 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, 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>.

Our curriculum and instruction management platform, view ManageBac at <http://riverstone.managebac.com>.

To order hot lunch for the school year:

- 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

Our communications platform, school directory, and information hub, view ParentSquare at <https://www.parentsquare.com/schools/16968/feeds>.

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

- Athletic Handbook
- Boarding Handbook
- Outdoor Education Handbook

## Contact Us

Physical and Mailing Address:

Riverstone International School 5521 Warm Springs Ave Boise, ID 83716

School Phone: (208) 424-5000 and Fax: (208) 424-0033

## Our School Day

### Hours

Division	Hours
Middle School <i>Grades 6-8</i>	8:20 AM– <b>3:20 PM</b> (M,T,Th,F) 8:20 AM–2:15 PM (W)

High School <i>Grades 9-12</i>	8:20 AM– <b>3:05 PM</b> (M,T,Th,F) 8:20 AM-2:15 PM (W)
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 the finance department.

## Class Schedules

The Middle & High School schedule is a block-schedule. Daily schedules alternate between A schedule days and B schedule days. Students engage with their advisors and advisory group on Mondays and Thursdays in the Middle School and on Thursdays only in the High School. Students have Balance and Enrichment (B&E) periods on Tuesdays and Fridays. Wednesdays are reserved for curricular fieldwork, extensive class projects such as Internal Assessments (IAs), Outdoor Education, Service Learning, and assemblies. Wednesdays are planned on a rotating basis by all Riverstone departments.

## Early Release Wednesdays

Each Wednesday, school will release early at 2:15 PM for faculty professional development from 2:30-4:00 PM. 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.

## After-School Supervised Study Hall

Supervised Study Hall is available to all students in Grades 6–12 from 4:00 until 6:00 PM on Mondays, Tuesdays, and Thursdays. Students should sign up to guarantee a spot.

If not in Study Hall, students may be in classrooms only under the supervision of teachers, coaches, or advisors for scheduled and supervised activities. Students in Grades 6–12 should be picked up or have departed campus by 4:00 PM unless participating in a school-supervised activity or Study Hall.

For increased safety of our staff and students, Middle & High School buildings will be locked at 4:00 PM each day.



## Extracurricular Activities & Athletics

Students may take part in extracurricular activities, as well as athletics. Information will be provided to parents through the bi-monthly school e-newsletter and registration is available online. See more information in the **Student Life** section of this handbook.

## Attendance

Our experience has shown that attending classes daily is one of the most important factors of being a successful student in the IB programmes. Students should arrive on time with all the necessary [supplies](#) and be prepared to participate. If a student has repeated absences or tardies, the Division Director will work closely with the student and their parents to rectify the problem.

- **For absences:** parents must notify the school if a student will be absent. Middle & High School parents must send excusals via ManageBac at [riverstone.managebac.com](http://riverstone.managebac.com). The school will provide all parents with a log in.
- **For late arrivals/early departures/mid-day appointments:** Parents must sign students in who are arriving late or sign out students who are leaving prior to the end of the school day by the Administrative Assistant's workstation in the Middle Fork Building (see **Closed Campus** section below for exceptions).

## Illness

For the protection of your child's classmates and our staff, if any of the following signs or symptoms are present, please keep your child at home for at least 24 hours after the last sign of symptoms without medication. 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

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 (Middle School: [Damon Brown](#); High School: [Stacey Walker](#)). 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 [Finalsite Enrollment](#). 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 [Finalsite Enrollment](#) system during enrollment and re-enrollment. Parents should also contact the appropriate Division Director regarding medications for allergies (see information below regarding medicine administration).

***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 appropriate Division Director. Medications are stored with the Administrative Assistant.

High School students (grades 9-12) may carry and self-administer one day's dose of over-the-counter (OTC) medication for routine medical conditions with parental consent. Medication must be in original packaging or container. To grant Riverstone permission to administer medication for your child, including Advil/Tylenol, please complete and [sign this](#).

## 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 [ordernow.myhotlunchbox.com](http://ordernow.myhotlunchbox.com). 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 Finalsite Enrollment.

Residential students are provided a hot lunch each day. Catered dinners and self-serve breakfasts are also provided. Students should expect to purchase their own snacks.

## Open and Closed Campus

**Riverstone is a closed campus during classroom instruction.**

- Students in Grades 6– 8 may not leave campus at any time without parental and school consent. Parents must sign students in who are arriving late or sign out students who are leaving prior to the end of the school day by the Administrative Assistant's workstation in the Middle Fork Building.
- Students in Grades 9–12 may leave campus for lunch or during B&E.

## 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

In grades 6-8, cell phones may be used outside buildings only. In buildings, during class and during all other student activities cell phones should remain put away. Breaking the cell phone policy in class may result in disciplinary action. If persistent challenges remain, a meeting between the student, family, and the middle school Division Director will be held to determine the best course of action to allow the student to focus fully on instruction during class times.

In grades 9-12, cell phones may be used before school, after school, during transition periods, lunch, and B&E. During class, students must place their cell phones away, as directed by their classroom teacher, and only have them out when given permission by the teacher. Breaking the cell phone policy in class may result in having the student's cell phone confiscated and held with the High School Division for the remainder of the day. If persistent challenges remain, a meeting between the student, family, and the High School Division Director will be held to determine the best course of action to allow the student to focus fully on instruction during class times.

## 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 Middle Fork building 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 in order 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 [School Services and Transportation](#) on our website.

## Drop off & Pick up

### Drop-Off and Pick-Up Procedure

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.

All students may arrive between 8:00–8:05 AM; however, drop-off locations and times differ by grade (see table and map). Students must proceed immediately to their classroom and will not be allowed to congregate in the hallways. Please do not arrive before 8:00 AM.

### Early Arrival:

If you need an earlier arrival time please contact the Middle or High School Director to make arrangements. We will accommodate when possible.

The parking lot between the Elementary School and Middle & High School buildings (for Grades 6–8) can be accessed from Warm Springs Ave.; the Kennedy Gymnasium parking lot can be accessed from Lysted Ave. (see map below).

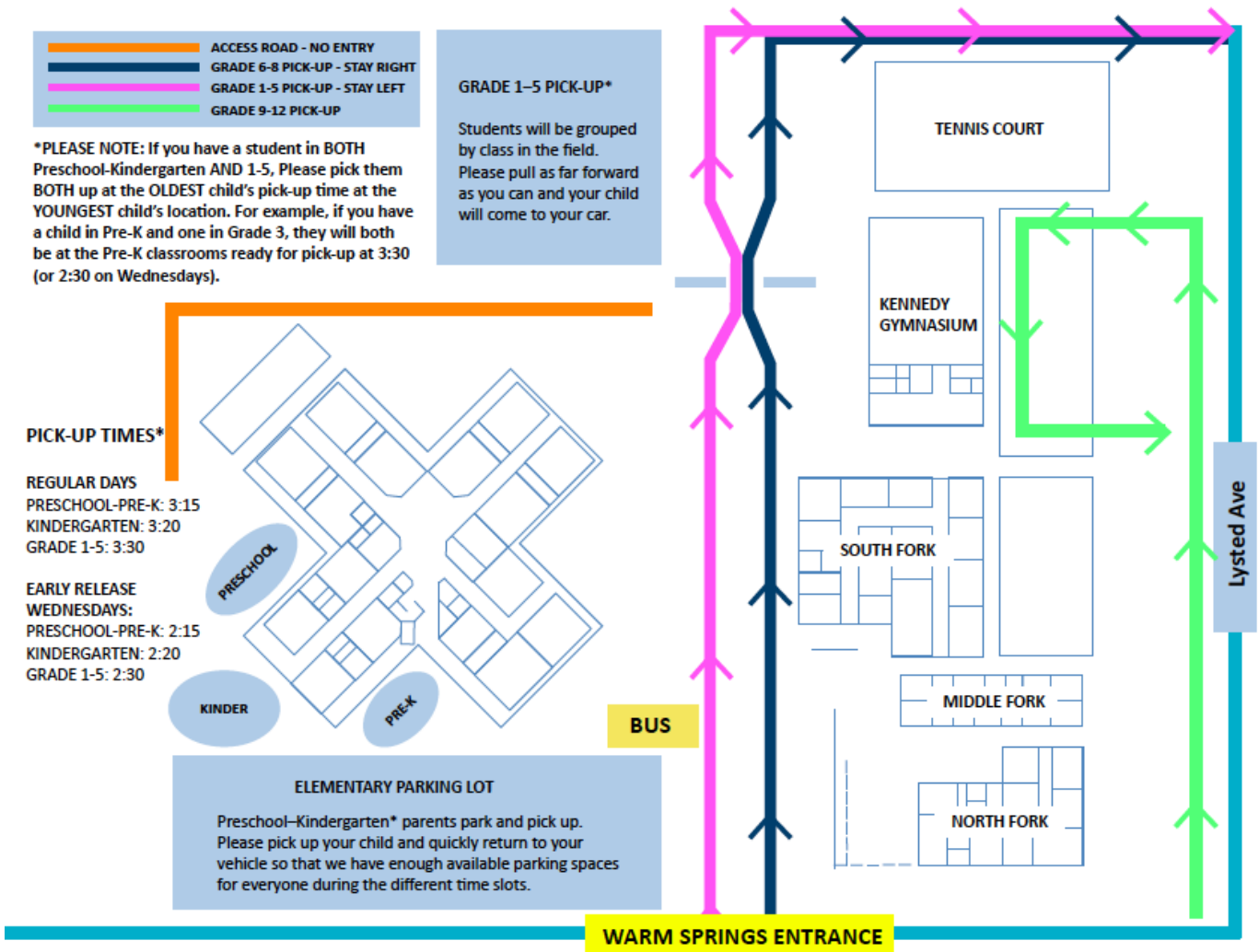
To avoid co-mingling of divisions, Middle & High School students may not enter the Elementary building to await pickup. If you have a Middle or High School student and an Elementary student, you will need to pick each student up separately at their designated time.

Please:

- **Drive slowly.**
- Show up at the right time.
- 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.

Grade	Drop-Off Time and Entry Location (Mon–Fri)	Pick-Up Time and Location (Mon, Tue, Thu, Fri)	Pick-Up on Wednesday (Early Release)

<b>Grades 6-8</b>	8:05 AM Drop off from parking lot by the South Fork building	3:20 PM Pick up in front of the South Fork building	2:30 PM Pick up in front of the South Fork building
<b>Grades 9-12</b>	8:05 AM Drop off from Kennedy Gym lot; <i>student parking will be marked.</i>	3:05 PM Pick up from Kennedy Gym lot	2:30 PM Pick up from Kennedy Gym lot



## Student Parking

Students must park in the Gymnasium parking lot.

## Parent Drivers on 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 appropriate Division Director immediately.

## School Communication

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.

### **Bi-Weekly School Newsletter**

Our bi-monthly e-newsletter is our primary all-school notification vehicle that 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 you do not see them in your inbox, please email [Ashley Dugovich](#).

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

### **ParentSquare Platform for Important Information and Communications**

The school will share important information through ParentSquare, an internal communication platform, with groups and feeds based on your children's classes and grades. The school establishes accounts for parents. Parents will receive an email invitation to create their own login after the account is established.

### **Email for Faculty/Staff/Student/Parent Communications**

Middle and High School Teachers 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 also 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 ParentSquare, 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 in December for Grades 6–12; spring semester report cards are sent early June, after the last day of school).
- In the Middle & High School, students check ManageBac daily for classroom assignments, resources, messages from teachers, and feedback from teachers. Parents should view their student's information regularly in their parent account or the login to their student's account.

### **(Re-)Enrollment and Contact Information Updates**

The school uses [Finalsite Enrollment](#), 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](#).

### **Boarding Student & Staff Communications**

The school's boarding program primarily uses REACH to communicate with boarding parents about overnight stays away from the dorm. The boarding program's staff uses REACH to manage student locations, leaves, pastoral care and other administrative data related directly to boarding. WhatsApp is used for Boarding students and staff to communicate with one another throughout the day.

### **Athletics Communications**

Beyond updates in the school's newsletter, Riverstone Athletics uses WhatsApp with students and parents. To be added to the conversation, please contact [Athletics](#).

### **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 bi-weekly newsletter sent every other Thursday evening during the school year and ParentSquare. Sign up for the bi-weekly newsletter [here](#).

### **Social Media**

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

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.

### **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 appropriate 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 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.

**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 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.

## 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 [Andrea Kuenzli](#), our School Counselor.

## Student Life and Student Support

The Student Life & Support (SL&S) Coordinator works with the Counselor and Middle & High School Directors to facilitate student activities, advisory, student life, learning support, and social-emotional development. The SL&S Coordinator also serves as the liaison between campus and dormitory students and families. Students or parents may schedule an appointment by contacting [Eleri Hofstetter \('06\)](#), our Student Life & Support Coordinator.

## Advisory Program (Middle & High School)

Riverstone's Advisory Program helps each student build positive relationships, increase self-awareness, develop a strong sense of personal responsibility, foster connections which strengthen each student's sense of belonging, and provide a firm base from which each student can explore the nature of purpose and meaning in and out of school. Each student will be paired with a faculty advisor with whom they will develop a relationship over time, enabling the faculty advisor to serve as an advocate, champion, and mentor to each student.

Benefits include:

- **A Deepened Purpose** – students work to understand and take ownership for their education and better understand why they attend Riverstone. Students develop plans to

get the most out of their Riverstone experience and understand measures of success and achievement.

- **Strengthened Connections** – advisor helps students to develop points of engagement at Riverstone, enhance sense of belonging, and facilitate mentoring across grade levels. Advisor serves as student advocate and sounding board.
- **An Expanded Toolbox** – students develop resilience, mindfulness, self-awareness, empathy, and better understand mental/physical health.

## 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.

## Extracurricular Activities

The school organizes extracurricular school-sponsored activities for the purpose of building community in the Middle & High School such as dances, trips to the corn maze, movie night, etc. These are organized by the Student Life & Support Coordinator, in cooperation with the Student Council.

Information about extracurricular opportunities will appear in the school newsletter and are shared with students in assemblies and communications to students. Students attending these activities typically are asked to RSVP for planning purposes (and a fee may be required) and may require a parent-signed waiver of liability prior to participation.

## Athletics

Currently, Riverstone offers the following athletic opportunities:

**Middle School Students:** girls volleyball, boys and girls basketball, cross country, track and a ski/snowboard team through the Bogus Basin Dotty Clark Ski Competitions.

**High School Students:** girls volleyball, boys and girls basketball, boys and girls swimming through a Timberline High School cooperative (reviewed regularly), and a ski/snowboard team through the Bogus Basin Dotty Clark Ski Competitions.

Riverstone students may participate in athletic teams for their home-based public school in sports other than volleyball and basketball. Contact [Kim Liebich](#), our Athletic Director, for more information.

Please read the [Athletic Handbook](#) for information about current offerings, eligibility, practices, student expectations, parent expectations, and coaches expectations. The Athletic Handbook may also be found on the school [resources](#) page of the website.

## Optional Travel Opportunities

On a year-by-year basis, Riverstone may offer its students the opportunity to travel during school breaks to both national and international locations. Families will be notified of these opportunities during the school year. These programs are offered at an additional cost.

## Academic Concerns

Teachers are the first line of direct information in regard to 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 and/or advisor (MS/HS) will contact parents and inform them of the situation based on observed behaviors and performance.
- If the situation doesn't improve, the appropriate Director will become involved and organize a meeting between the family, student, and teacher(s).
- 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 particular incident but will always be dealt with in an appropriate, fair, and timely manner in accordance with our discipline policy (see below). The purpose of this approach is to give the student opportunities to learn from their mistakes and to correct their behavior. There are, however, certain infractions that may warrant immediate suspension or expulsion.

## Discipline Policy

The purpose of this policy is to give the student opportunities to correct their behavior and to learn from mistakes.

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

**Step 1:** The teacher 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 will contact the parent via email or phone call. The teacher 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, teacher, and family will conference and develop a plan of action that may include developing a student behavior contract.

**Step 4:** If the student breaks the contract or otherwise the behavior doesn't improve in the agreed upon timeframe, the Division Director will contact the parent, advisor, teacher, Head of School, and the student for a conference that may result in a suspension, expulsion, and/or not renewing the contract for the following academic year.

In cases where teachers or directors 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 director will contact the parents and arrange for a conference with the student and family.

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.

## Riverstone's 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 their 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 lifelong success.

## Curriculum

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.

Parents are encouraged to attend parent information sessions hosted by the program coordinators to aid in greater understanding of the IB programmes. Please watch the newsletter for dates and times of these information sessions.

Riverstone is Idaho's first IB World School, as well as the state's top-performing IB 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.

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

## Homework

Purposeful, relevant, and effective homework is a valuable part of a rigorous International Baccalaureate education at Riverstone International School. Riverstone believes that homework is a contributor to the development of strong students who love to learn. In addition to being purposeful, relevant and effective, homework should be “doable” without help, interesting, and limited in the time allotted to any given assignment.

## Student-Led Parent-Teacher Conferences

Parents are strongly encouraged to make every effort to attend Parent-Teacher Conferences in order to have a clear understanding of your student’s progress.

- Conferences are held once per 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 Student-Led Parent-Teacher Conferences.

## Final Exams

In the Middle & High Schools, final exams (and other summative experiences) are given at the end of each semester. The nature of the final assessment may vary from teacher to teacher. Parents and students are encouraged to check ManageBac for more information about each class’ particular situation.

## Semester Assessments and Grades

Each IB program (PYP, MYP, or DP) has assessment requirements/expectations appropriate to their specific program. Students in Grades 6–8 students receive IB scoring assessment levels at the end of each semester. Students in Grades 9–12 receive IB scoring assessment levels at the end of each semester that are translated to letter grades for purposes of college transcripts.

## Transcripts and Educational Records



- College transcripts are confidential and will only be shared with the student and parent. With parent and student permission, transcripts or education records are made available to other approved programs, schools, colleges and universities, so long as the family's Riverstone bill is paid to date. For questions, please contact the [finance department](#).
- Requests for transcripts for Grades 9-12 can be made [here](#).
- Educational record requests for Grades 6–8 should be submitted to [Admissions](#).

## IB Capstone Events

Grade	Capstone	What it is
10	Personal Project	An IB project that represents the capstone of a student's work in the Middle Years Programme. This typically represents focused engagement over the course of nearly a year. An exposition of students' work is held yearly in May.
11-12	Extended Essay (EE)	A 4,000 word research essay on a narrow topic that is related to one of the courses a student pursues as part of the Diploma Program.
11-12	Creativity, Action, and Service (CAS)	A student's engagement with creative activities, physical movement and service to their communities – all separately from work they do as part of their courses.
12	Senior Music Exhibition and Senior Art Exhibition	Exposition of creative works by Senior students. Usually scheduled in April of a student's senior year.

## Student Workload Management

Teachers are responsible for ensuring a reasonable, age-appropriate workload for students at all grade levels. While our faculty will do everything possible to help students grow, we expect that this will be a partnership and that students will accept ever-increasing responsibility for their work. Students are responsible for meeting the deadlines set by their teachers and for meeting

the expectations of Riverstone’s academic standards. This includes making sure that assignments are turned in on time, and that students communicate any concerns to teachers immediately.

We utilize ManageBac as our online curriculum management system. Parents will receive an email invitation to set up their own profile and account. Middle & High School students will also receive an invitation to set up their own account so they can be aware of their daily assignments, projects, tests, etc. Students submit assignments and communicate with teachers through ManageBac.

## Academic Honesty

Riverstone takes intellectual property rights very seriously. We use Turn-It-In as a way to ensure that students’ work is their own. Teachers also frequently check ChatGPT. If a student is suspected of plagiarism, Riverstone will investigate the situation immediately. A meeting will be held with the teacher, student, and Director to discuss the incident. If a student plagiarized any part of their work for the first incident, the student can re-do the assignment in class during free time and receive the new grade. The family will be notified via phone call. If there is a second incident of plagiarism in any class, the student will receive a zero on the assignment and not have the opportunity to redo it. Please review Riverstone’s Academic Honesty policy for more information [here](#).

## Computer Requirements & Usage

In Grades 6–8, each student is required to bring a charged computer or tablet to school daily. In Grades 9–12, each student is required to bring a charged computer (no tablet) to school daily.

Computers and tablets must be able to connect to the Internet, save files in PDF format, and upload files to ManageBac. In addition, we ask students in Grades 9–12 to purchase and use Microsoft Excel as the primary spreadsheet creation software for math and science.

Due to the quickly changing nature of the internet and social media, Riverstone’s technology usage policy is based on our Guiding Principles. Students are expected to act responsibly and respectfully at all times.

- Teachers may allow students to utilize their computers/tablets for class work.
- Students are expected to keep computers/tablets powered off when requested.
- Students are prohibited from downloading inappropriate material or material that is in potential violation of the law. The school has a firewall designed to block most inappropriate content.
- The school is not responsible for students’ computers/tablets.

- Neither the school nor its employees can be held responsible for monitoring all activity on social media. We are mandated to report inappropriate or concerning activity.

## 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	What it is
Grades 6-10	Measure of Academic Progress (MAP) testing in Math and Reading in fall, winter, and spring	MAP testing helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth.
Grade 9 & 10	Preliminary Scholastic Achievement Test (PSAT)	The PSAT in Gr 9 & 10 is given as a practice test.
Grade 11	Preliminary Scholastic Achievement Test (PSAT)	National merit qualifying year for U.S. citizens.
Grades 11 & 12	Standardized Achievement Test (SAT) and (ACT)	Both are intended to measure a student's readiness for college; students take the appropriate test for the colleges they are applying to on their own schedules.

Please review Riverstone's Assessment policy [here](#) for more detailed information about Riverstone assessments and philosophy.

## IB Diploma Programme Testing

Riverstone administers IB Diploma exams to seniors annually each May. These examinations represent the culmination of the Diploma Programme of Grades 11 and 12. These examinations take place over the period of approximately three weeks and are scheduled at specific times of the day designated by the IB during the testing window. The school does not have leeway in when the examinations are given. There are two-to-three exams for each subject area; the exact number depends on the subject and HL/SL designation.

Once the examinations begin, regular classes for seniors are no longer held. Individual teachers may offer study groups and will communicate those opportunities directly to students.

Parents of seniors should pay particular attention to communications from [Brittany Roper](#), Diploma Programme Coordinator, to ensure all IB requirements (for example, proper course enrollment) are met.

## Inclusion

Riverstone has a Diversity, Equity, and Inclusion (DEI) committee as a part of the Board of Trustees. To read more about Riverstone's inclusion policy, support for students with learning needs, please go [here](#). Riverstone has Student Support Plans (SSPs) for students with accommodations based on a qualified diagnosis. For more information, please contact [Eleri Hofstetter](#), Riverstone's Student Life and Support Coordinator.

## Language Support

Riverstone seeks to support all language learners and creates pathways for students to graduate bilingual. To read more about Riverstone's language policy, practices, and support go [here](#).

## \*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, 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

### **Middle & High School**

- Advisory groups: multi-age groups that are named after Idaho rivers and led by two teachers. Groups meet for fun, team-building, and self-discovery activities throughout the school year.
- Outdoor Trips: Riverstone's outdoor trips provide unique opportunities for students to build community both within and across grade levels.
- Wednesday Programming: Field trips, outdoor education, and service learning opportunities.

### **DP Service Opportunities**

In Grades 11 and 12, students are required to conduct personal service as part of their Creativity, Action and Service (CAS) component of the Diploma Programme. In general, students are encouraged to find ways of assisting and connecting to the community that involve time and talent versus collections or sales of items.

## **\*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.

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

As a school with a two campuses (boarding and academic) housing students from Preschool through High School, we are in a unique position to foster leadership in many ways:

- Student Council
- Academic and athletic team leadership
- Classroom buddies in the Elementary School
- Bridge Buddies between middle and high school advisories with an elementary school classroom

- Opportunities where older students mentor and/or tutor younger students in activities (classwork, outdoor activities and trips, etc.)
- Leadership programs in the High School (Athletic Leadership, Outdoor Leadership, and Social Change Leadership, etc.) through clubs, extracurricular activities, and more

## \*International Understanding\*

### What does International Understanding mean?

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
- Celebrations of diversity and holidays
- International students in the High School who attend school at Riverstone and are hosted by local families or board at "Riverstone House," our residential dorm in downtown Boise
- Athletic and academic team participation
- Optional summer travel for middle and high 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. For more information, see the [Outdoor Education Handbook](#).

**Wednesdays** Riverstone students will engage in curricular field-trips, outdoor education, and service learning experiences weekly, resulting in increases in skill level and confidence. The resulting number of field hours will put students in a singular category of learners who regularly engage with the outdoors as a part of their learning experience. More students will gain higher levels of skill and experience with each discipline. Students will more easily make connections between their classwork and time spent outside of the classroom.

#### **Fall Activities and Trips\*\***

Grade 6: Yellowstone Ecosystem

Grade 7: Weiser River Trail Trip

Grade 8: Main Salmon River Trip

Grade 11: Although not part of the Outdoor Education program, Grade 11 students travel to colleges in the Pacific Northwest as part of the College Counseling Program in addition to the fall backpacking trip.

Grades 9–12: Back to School Fall Backpacking Trips in the Sawtooths and/or McCall area

#### **Winter Activities and Trips\*\***

Grades 6–7: Alpine and Snowboarding Lessons at Bogus Basin

Grade 8: Galena Summit Yurt trip

Grade 11: Winter Camping trip

#### **Spring Activities and Trips\*\***

Grade 6: Southwest Idaho Civil and Human Rights camping trip (ID)

Grade 7: Owyhee Backcountry Mountain Bike Trip (ID)

Grade 8: Hells Canyon Backpacking Trip (ID)

Grade 9: Grand Gulch Backpacking Trip (UT)

Grade 10: Rogue River Wilderness (OR)

Grade 11: College Counseling Retreat to YMCA Camp at Horsethief Reservoir (ID)

Grade 12: Senior Climbing Trip to City of Rocks/Castle Rocks (ID)

*\*\*These activities are subject to change based on public health conditions.*

# 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. The following are ways in which the school raises money for specific improvements and/or to the general school's fund.

### Annual Fund

The Annual Fund is a month-long drive 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 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 and Director of Development, with assistance from the school.

### 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 [Ashley Dugovich](#), Director of Development.

## Parents' Association

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 to address school-related issues or concerns (for more on this, see **How to Handle 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
- Elementary School Pumpkin Patch
- All-School Variety Show Dinner
- Scholastic Book Fair
- Fall Carnival
- International Holiday Market
- Class Parties and Activities
- Meet the Seniors
- Field Day
- Merci Lunches and Staff Appreciation

The PA meets monthly and all parents are invited. New ideas and feedback are always appreciated! Please check the school newsletter, ParentSquare, 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 parent volunteers are required to pass a background check.

More information concerning guidelines for parents volunteering on excursions and outdoor trips can be found in the Outdoor Program Guide on our [resources](#) page.

## 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 each individual, encourage individual identity development, and strive to become compassionate citizens of the world. Riverstone's official Admissions Policy can be viewed [here](#).

### 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 Finalsite Enrollment system.

### Residential Program

Riverstone International School offers a world-class residential program for students in grades 9-12. Housed in our modern international residence hall, Riverstone House, the program is home to students from all over the globe as well as throughout the United States. Riverstone House is in the heart of Downtown Boise, noted as one of the safest and most vibrant cities in the United States.

International boarding students at Riverstone International School reside exclusively in our residence hall. Riverstone International School does not utilize host families and as a general

rule cannot sponsor visas for international students unless they are enrolled as a residential student residing in our residence hall. Rare exceptions are granted if a student is residing with an immediate family member (e.g. parent, grandparent or biological relative over the age of 25).

## 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 directors, 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

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.

In high school, class placement is determined mostly based on class choices using the school's four year planner, [graduation requirements](#), and [high school course catalog](#). When there are multiple sections of classes, high school leadership utilize the above noted process to determine placement.

## Tuition Assistance

Riverstone International School has an active financial aid program and is committed to honoring the socioeconomic 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.

## Malone Scholars

In May 2012, Riverstone International School was selected by the Malone Family Foundation to fund educational opportunities for students who show enthusiasm and motivation for academic excellence and whose family demonstrates financial need.

Malone scholars will be eligible to receive renewable scholarships from the grade of entry through graduation. The amount of the award will vary according to the family's financial need as determined by the financial aid award process (please note: must have at least 30% need).

New students applying to Riverstone International School for admission to Gr 7-9 who meet the following criteria are eligible to apply for Malone Scholarships:

- Be a citizen of the United States;
- Be entering Grades 7, 8, or 9;
- Show enthusiasm and motivation for academic excellence, evidenced by grade reports and test scores; and
- Demonstrate financial need to qualify for funding of at least 30 percent of tuition through Riverstone International School's need-based financial aid process.

## Alexandra Frizzell Memorial Scholarship

The Alexandra Frizzell Memorial Scholarship was established to provide funding for students whose families have faced adversity and fled their home country to find safety in another country. Students in war-torn countries seeking an education in the United States may also be considered for this scholarship.

Applicants for the Alexandra Frizzell Memorial Scholarship should demonstrate the following:

- Newly enrolling in Grades 8-11;
- Show enthusiasm for academic excellence, as evidenced by grade reports and test scores;

- Demonstrate their family has fled their home country to avoid conflict or persecution or are currently living in a war-torn country;
- Demonstrate financial need to qualify for at least 30% tuition through Riverstone International School's need-based tuition assistance process.
- Excellence in academics, with the desire and ability to pursue the rigorous International Baccalaureate programs; and
- A commitment to fully engage with and contribute positively to a global community.

## Open Houses

Open houses are offered to the public and to the school community each year in an effort to educate members of the Treasure Valley about the school and its programs. 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.

## Visiting Riverstone

With the exception of 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 [Rachel Pusch](#), Director of Enrollment, 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 our [Admissions office](#) to request a visit day.

## Required Forms for Enrollment

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

- 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 You Submit the Information

- Complete the forms as prompted in Finalsite Enrollment.
- 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 [Finalsite Enrollment](#). Ask your physician to email you a PDF of the signed form, which you can immediately upload to [Finalsite Enrollment](#).

**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):

**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 development:

**Ashley Dugovich**, Director of Development: [adugovich@riverstoneschool.org](mailto:adugovich@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!