



**Riverstone**  
Public School

**Student  
Handbook  
2023-2024**



## OUR MISSION

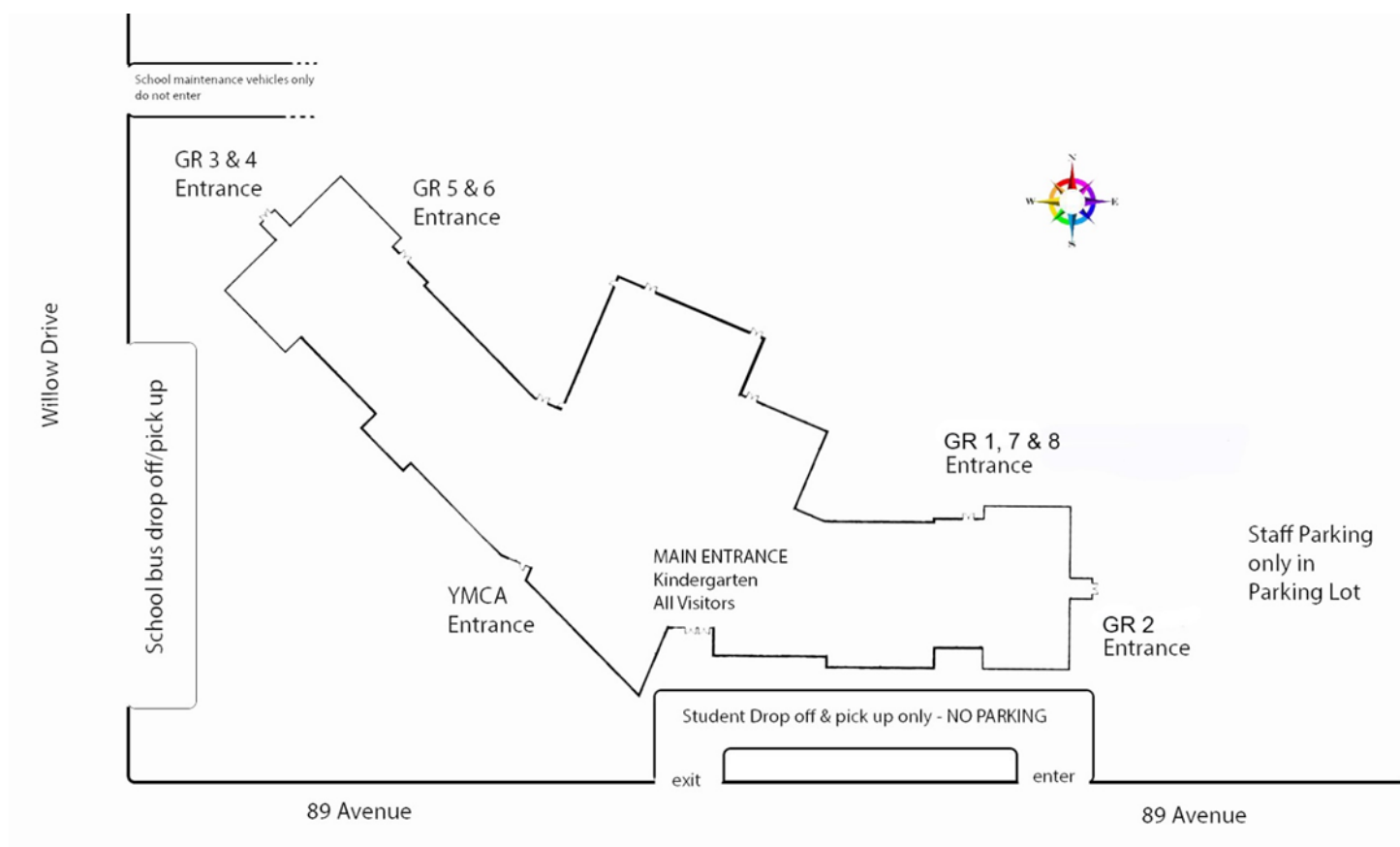
*As a learning community, Riverstone Public School is dedicated to supporting and honouring all students on their individual journeys of becoming engaged citizens.*

## BEFORE AND AFTER SCHOOL

Outdoor supervision will begin at **8:00 a.m.** and doors will be opened by supervisors at **8:10 a.m.** Arrangements for student drop-off should be made with these times in mind. After school supervision is provided for bus students only. All other students are required to report home and check in before returning to the school site/playground.

## DESIGNATED SCHOOL ENTRANCES

All students are required to enter and exit the building using their assigned doorways. This helps to ensure the smooth movement of students at the beginning and the end of the day. Students who use their designated entrances also help ensure that everyone has adequate space to store their outdoor footwear.



## BELL TIMES 2023-2024

8:00 a.m. Morning Supervision Begins	
8:10 a.m. Doors Open	
8:15 a.m. Warning Bell	
8:20 a.m. Classes Begins	
Kindergarten - Grade 4	Grades 5-8
Block 1 8:20 a.m.-8:50 a.m.	Block 1 8:20 a.m.-8:50 a.m.
Block 2 8:50 a.m.-9:20 a.m.	Block 2 8:50 a.m.-9:20 a.m.
Block 3 9:20 a.m.-9:50 a.m.	Block 3 9:20 a.m.-9:50 a.m.
Block 4 9:50 a.m.-10:20 a.m.	Block 4 9:50 a.m.-10:20 a.m.
Block 5 10:20 a.m.-10:50 a.m.	Block 5 10:20 a.m.-10:50 a.m.
Block 6 10:50 a.m.-11:20 a.m.	Block 6 10:50 a.m.-11:20 a.m.
Recess 11:20 a.m.-11:50 a.m.	Lunch 11:20 a.m.-11:50 a.m.
Lunch 11:50 a.m.-12:20 p.m.	Recess 11:50 a.m.-12:20 p.m.
Block 7 12:22 p.m.-12:52 p.m.	Block 7 12:22 p.m.-12:52 p.m.
Block 8 12:52 p.m.-1:22 p.m.	Block 8 12:52 p.m.-1:22 p.m.
Recess 1:22 p.m.-1:40 p.m.	Block 9 1:22 p.m.-1:52 p.m.
Block 9 1:40 p.m.-2:10 p.m.	Recess 1:52 p.m.-2:10 p.m.
Block 10 2:10 p.m.-2:40 p.m.	Block 10 2:10 p.m.-2:40 p.m.
Block 11 2:40 p.m.-3:10 p.m.	Block 11 2:40 p.m.-3:10 p.m.
3:10 p.m. Final Bell	

## SUCCESS FOR ALL STUDENTS AT RIVERSTONE PUBLIC SCHOOL

All children can learn, but all do so in different ways and at different rates. At Riverstone Public School it is our goal to provide all students with the support they need to learn to their full potential. Parents will be informed of any perceived need for intervention and will be invited to work together with school staff to ensure the success of the child.

### BEHAVIOUR SUPPORTS

In order to provide a safe learning environment for all, we require the support of our school community and parents. Behaviour expectations will be clearly communicated to all. Parents will be informed as the need arises when a breach of the school rules occurs.

At Riverstone Public School, the Province of Alberta School Act guides us in dealing with student behaviour, discipline and consequences. We endeavour to provide “a safe and caring environment that fosters and maintains respectful and responsible behaviours” (Section 45(8) of the School Act). Everyone is treated with dignity, respect, and consideration for their individual circumstances.

#### Student Behaviour

Students must comply with the *School Act (Section 12)* which states, “a student shall conduct himself/herself so as to reasonably comply with the following code of conduct:”

- Be diligent in pursuing the student’s studies;
- Attend school regularly and on time;
- Co-operate fully with everyone authorized by the board to provide education and other services;
- Comply with the rules of the school;
- Account to their teacher for their conduct;
- Respect the rights of others;

And Section 24(1)(b)

- A student’s behaviour must not be injurious to the physical or mental well-being of others in the school.

**Consequences for not following the *School Act* will be dealt with according to individual circumstances, and may include:**

- Student behaviour will be monitored and tracked at the classroom and school level.
- Contact will be made with parents/guardians.
- Every effort will be made to work with the student to positively shape student behaviour. This includes the development and regular review of a behaviour plan when warranted.
- Parents, teachers, administration, and students (when appropriate) will meet to discuss concerns and to sign the behaviour plan.
- Suspension and expulsion may be an eventual consequence for not complying with the *School Act*.

## **Students' Rights and Responsibilities**

Students at Riverstone Public School have the right to be treated with dignity and respect. With these rights come responsibilities.

You have the right to a safe place to learn.

You have the responsibility to follow the school rules.

You have the right to have your own ideas and opinions.

You have the responsibility to respect the ideas and opinions of others.

You have the right to use school books, equipment, and materials.

You have the responsibility to take care of all school books, equipment, and materials.

You have the right to be treated fairly.

You have the responsibility to treat others fairly.

You have the right to a good education.

You have the responsibility to do your best.

## **SCHOOL BULLYING POLICY**

### **Bullying is:**

- When a person is the target of repeated, intentional, negative actions over time.
- When one person has more power, so the person being victimized feels that they can't defend themselves.
- When a person, who is the target, may feel embarrassed, hurt, scared, and/or angry.

**BULLYING HAS A NEGATIVE EFFECT ON STUDENT ACHIEVEMENT.** Any behaviour directed at others that negatively affects student relationships will be dealt with.

### **Types of Bullying:**

**Physical Aggression:** Pushing, grabbing, hitting, pinching, spitting, tripping, etc.

**Social Alienation:** Gossiping, embarrassing others, ethnic slurs, excluding from a group, etc.

**Verbal Aggression:** Mocking, put downs, swearing at others, etc.

**Intimidation:** Threatening others to do something, threatening with a weapon, playing a dirty trick, etc.

**Cyber Bullying:** Using technology to frighten, embarrass, exclude or damage another person's reputation. This can include e-mails, chat rooms, photographs, social media, etc.

## STUDENT DRESS

The Student Dress Code is intended to balance the interests of freedom of expression with the public interest of quality of education. The basic standard for students is to dress comfortably in clothing that would be appropriate for a work environment. All clothing should be neat, clean, respectful, and appropriate. *Please note: This dress code was updated in consultation with the Riverstone Parent Council and with representatives chosen by the student body.*

### RIVERSTONE: SPECIFIC CLOTHING GUIDELINES

1. Outside shoes are to be removed at school boot rooms.
2. Undergarments should not be visible.
3. Dress should appropriately cover the body. Clothes must be worn in such a way that breasts, buttocks, and genitals are covered with opaque fabric.
4. Suitable clothing is necessary for meeting safety standards in Grade 7 and 8 options and PE. In these classes teachers will share specifics with students.
5. Students wearing multiple layers of clothing, such as a hoodie or a shawl, are responsible for ensuring that their base layer of clothing meets the criteria of our dress code – if students choose to remove or open their outer layer.
6. Clothing representing or promoting the use of alcohol, tobacco, vaping and/or drugs is not permitted. Controversial, negative, or sexually implied messages or illustrations, whether implied or explicit, will not be permitted on clothing.

Students wearing clothing that does not meet the expectations outlined above will be addressed discreetly by a school staff member. On the first occasion, students will be asked to make different clothing choices for school days in the future, and they will be given the opportunity to change and/or cover up. Students are expected to comply without negotiating. If this becomes an ongoing issue, students will be provided with options for making a change of clothing or parents may be asked to bring a change of clothes to the school. If in doubt, rule it out.

## PARENTS & VOLUNTEERS

Volunteers who work with students one on one shall be required to obtain Police Information Checks Level 1 and Level 2, Vulnerable Sector Check and Child Intervention Record Check.

Each volunteer accompanying an overnight student excursion will be required to obtain a Police Information Check Level 1 and 2, Vulnerable Sector Check and Child Intervention Record Check.

The cost, should there be one, of all Record Checks for volunteers shall be the responsibility of the school.

Information obtained will not necessarily exclude a person from being a volunteer.

All parents and volunteers assisting in the classroom and with other school activities must sign in at the office.

## STUDENT PROGRESS/REPORTING

Individual student progress is evaluated on an ongoing basis in relation to student ability, individual student performance, and grade level standards. A wide variety of tools and strategies are used in evaluating students to ensure that comprehensive, accurate and fair evaluation is possible.

Grande Prairie Public School Division uses a standards-based report card for grades 1-8. There will be three formal reporting periods in the school year. (See calendar for dates). Parent-student-teacher conferences will be held following the issuing of the first two student report cards. **Parents may contact their child's teacher at any time for an update on their progress.**

### Staff Email Addresses:

All division staff use the email format: [firstname.lastname@gppsd.ab.ca](mailto:firstname.lastname@gppsd.ab.ca)

## ATTENDANCE

Regular and timely attendance at school is a major contributor to student success in school. We are requesting parents show due diligence in contacting the school using our absence reporting system. This will cut down on the number of calls needed to be made by us and will help in locating students not at school for other reasons.

**If your child is ill, or is to be absent for some other reason, please send an email to: [riverstone@gppsd.ab.ca](mailto:riverstone@gppsd.ab.ca) OR leave a message at: 780-532-1321.**

## LIBRARY BOOKS AND TEXTBOOKS

Students are responsible for any books they may use. If a textbook or library book is lost or damaged, parents will be billed for the cost of repair or replacement.

## SCHOOL FEES

School fees for Riverstone students are as follows:

Grades 2-6 – Agenda Fee \$5

Grades 7-8 – Option Fees:

- Shop \$20
- Foods \$20
- Art \$20
- Film Studies \$10
- Explorations in Math & Science \$10

All other option courses have no mandatory fees. There are fees for various activities throughout the year, such as field trips and sports teams, which are communicated to students and parents as applicable.

## **CLOSED CAMPUS**

With the exception of school-related field trips and activities, students will be expected to remain on the school campus throughout the school day including over the lunch break. Students may be given permission if they are **going home daily for lunch** by the administration if they have a note signed by parents. In this event, students are expected to sign out and sign in when they return to school, as per the CLOSED CAMPUS POLICY. If students are unable to return on time for class consistently, this privilege may be removed.

## **MICROWAVES**

Students in Grades 5 to Grade 8 have access to microwaves they can use to warm up lunch items. Students in Grades K to 4 do not have access to microwaves.

## **ALLERGY SENSITIVE PRACTICE**

As with most public schools, Riverstone has students who suffer from severe allergies. The consequences of even incidental contact or exposure can produce severe and even life threatening results. We therefore ask for parents' and students' cooperation when planning lunches and/or snacks to be sent to school.

We are unable to guarantee that our school is an "Allergen Free" environment on the whole, but there are places in which it will be expected students are not to bring specific items. This information will be shared with parents through class newsletters. Teachers and/or classrooms will have specific rules depending on the needs of students in those classes and students and parents will be expected to familiarize themselves with those rules.

## **ADMINISTRATION OF MEDICATIONS**

If your child requires administration of medication prescribed by a doctor on a regular basis, please contact the school office. To comply with Division Policy, we will require written details of the medication program, the various reactions that manifest if the medication program is not followed, and completion of appropriate forms which are available in the office.

## **BICYCLES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS**

Students are permitted to bring their bicycles, skateboards, and scooters to the school, however they are expected to follow all laws pertaining to their use. **HELMETS ARE MANDATORY.** Such items are to be used for transportation to and from school only and are not to be used at any other time during the school day. There is no storage for these items in the school aside from lockers. Please note that students in Grades 1-4 only have cubbies. Bike racks are provided and students must provide a way to safely secure their belongings outside. Recreational use of skateboards, rollerblades, scooters, and bikes is not permitted on school property until after 3:30. "Heelies" – shoes with-in wheels – are not permitted inside the school.



## PERSONAL BELONGINGS

Riverstone School, the School Board, and its insurers take no responsibility for valuables lost, stolen or damaged while on school property. Keep in mind that only students in Grades 5 to 8 have access to lockers. Students with lockers should not share their combinations with anyone. **Backpacks and valuables are to be left in lockers as well.**

Please DO NOT bring toys to school. Toys create a number of ongoing challenges for teachers including distractions in the classroom and conflict between students arising from lost stolen, or broken toys. Examples of toys include: Techdecks, Pokémon cards, stuffed toys, etc. Please note, classroom teachers may choose to designate special “toy day” exceptions at their own discretion.

## LOCKS AND LOCKERS

Students in Grades 5 to 8 are assigned locks for their lockers. Students are only permitted to use the locks issued by the school and these locks are to remain on school property at all times. All students using lockers are required to sign a locker use agreement before receiving a locker.

## EXTRA-CURRICULAR ACTIVITIES

All students are encouraged to participate in the many extra activities available at Riverstone Public School. These opportunities may include student teams in GPPSD junior high school leagues as well as a variety of special interest activities and clubs. The offering of extra-curricular activities will be based upon staff and student interest and expertise available.

## PERSONAL DEVICE ACCEPTABLE USE

Students are NOT permitted to use personal technology during school hours (from 8:20 am to 3:10 pm), including breaks. If students are using their phones or other electronic devices during school hours, the teacher will implement the following strikes system:

- 1) Ask the student to store the phone
- 2) Store the device until the end of the day
- 3) Store the device until the end of the day and contact parents if the problem persists
- 4) Involve administration.

All staff will be diligent in supervising and supporting students through the proper use of these guidelines.

**Students are reminded that the safest place for tablets, cell phones and laptops is at home or in their lockers. Riverstone Public School will not be responsible for lost or stolen personal technology.**

**Before any student can access GPPSD owned technology, for educational purposes, must read and sign the Technology Acceptable Use Policy and Consent.**

**Please sign below to indicate that parent/guardian and student have read the material in this Handbook:**

Parent/Guardian Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_



The Riverstone Parents Society is a volunteer-run organization. We value an open platform for creative ideas and collaboration. Parents, School Administration and community members working together to offer the best educational experience possible. We meet monthly on the following 2023-2024 dates:

~ Sept 20, 2023

~ Oct 18, 2023 (AGM)

~ Nov 15, 2023

~ Dec 13, 2023

~ Jan 17, 2024

~ Feb 21, 2024

~ Mar 20, 2024

~ Apr 17, 2024

~ May 15, 2024

~ June 12, 2024

## MUNCH-A-LUNCH INSTRUCTIONS

1. Go to [www.munchalunch.com/schools/riverstone](http://www.munchalunch.com/schools/riverstone).
2. Log in if you already have an account (don't forget to change your child's teacher and grade for the new year) or register to create a new account.
3. After you register, go to "my family" and enter your child(ren) with their grade and teacher.
4. To order lunch, go to "Order Lunch!". Go through the dates and menus and select what you would like your child to receive. You can order for one lunch at a time or all at once (recommended).
5. You can pay online with credit card/PayPal or send cash or cheque (made out to Riverstone Playground Society) to the school with your child (please include the order number or your child's name and grade). We also accept EFT to [riverstoneplayground@gmail.com](mailto:riverstoneplayground@gmail.com).
6. We will have 3 sessions this year. Don't forget to go back again and order for each session!

