



Riverstone
Public School

Student
Handbook
2024-2025



OUR MISSION

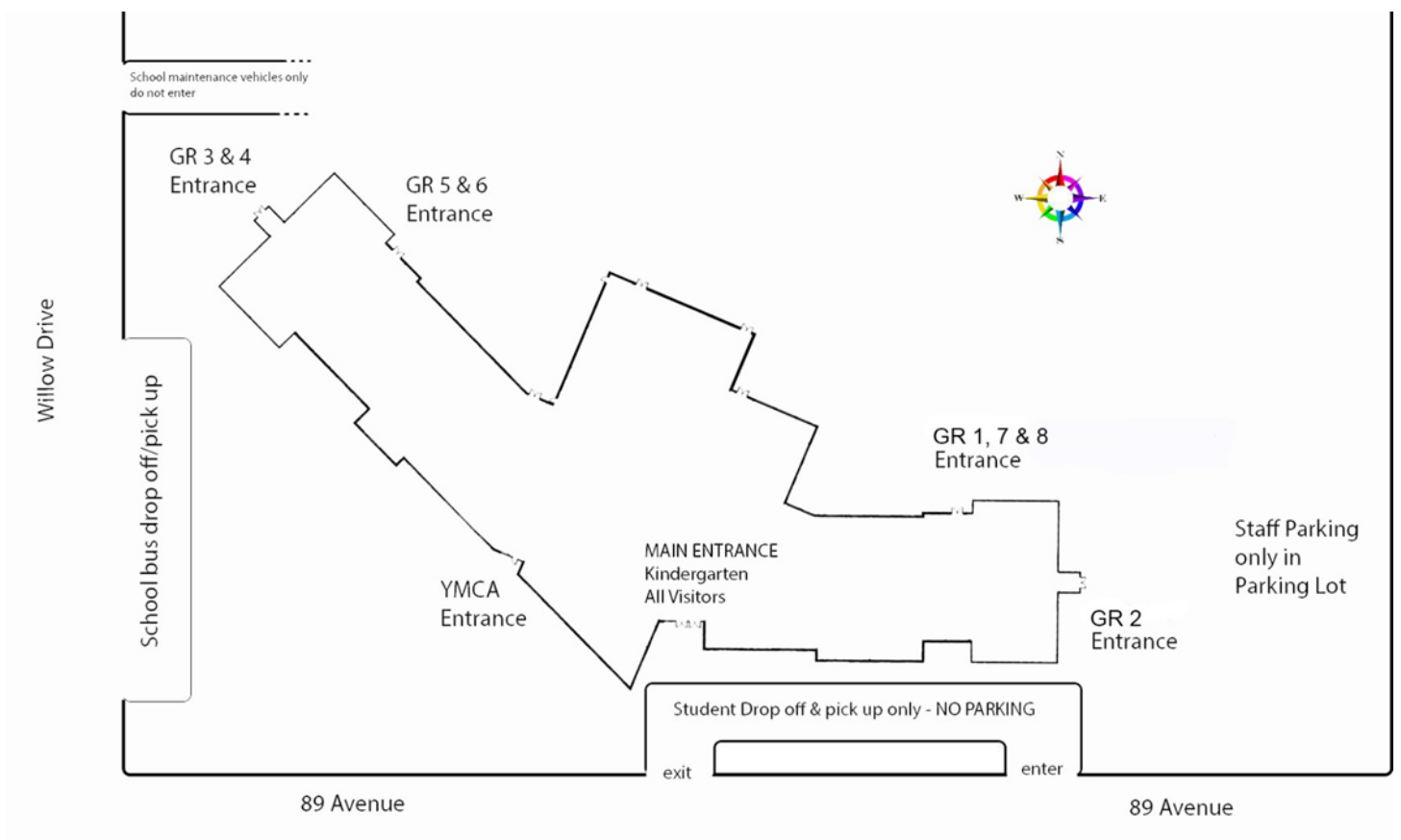
As a learning community, Riverstone Public School is dedicated to supporting and honouring all students on their individual journeys of becoming engaged citizens.

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 2024-2025

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.

STAFF EMAIL ADDRESSES

All division staff use the email format: firstname.lastname@gppsd.ab.ca

ATTENDANCE

Educational research has identified regular school attendance as being a key factor in determining academic success. As well, Section 12(b) of the School Act states that it is the responsibility of the student to attend school regularly and punctually. Attendance is a responsibility shared by the school, the teacher, the student, the parent and the community. Regular attendance at school is critical to student success and regular attendance at school is of the utmost importance for a child to achieve his or her full potential. Regular attendance is expected.

Regular attendance: Regular attendance is defined as attending school every day that school is in operation unless the absence is considered an excused absence.

Absenteeism: A pattern of excused absences where there is an impact on a student's learning, progress, and/ or achievement. Absenteeism occurs when a child is routinely excused from school by a parent or guardian on a frequent enough basis to have a detrimental impact on a child's success in school.

Late Arrival: Students arriving after 8:20 a.m. are considered late and must enter through the front doors and sign-in at the office, so that attendance can be entered.

Signing Students Out during the School Day: Students who must leave because of illness, appointments or parent request are required to sign out at the office. Parent/Guardian permission must be obtained prior to student departure. Students returning after a departure must sign back in at the office.

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

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 7 to Grade 8 have access to microwaves they can use to warm up lunch items. Students in Grades K to 6 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.

CITRUS CATERING

Riverstone Public School provides a full canteen service for all students via contract with Citrus Catering (www.citruscatering.ca). All orders are prepared in a professional kitchen and are delivered to the school daily. ALL orders must be completed ONLINE before 8:30am each day. Visa, Master Card and PayPal are accepted methods of payment.

Orders can be placed for a single day or purchased for weeks in advance.

Link to the Riverstone Ordering Page: www.citruscatering.ca/order-form/riverstone

Citrus Catering can be contacted at citruscater@gmail.com or by phone at 780-933-4360.

STUDENT CONDUCT

CLASSROOM DISCIPLINE

Each classroom teacher will outline their expectations regarding student behaviour at the start of the school year and will reinforce these expectations throughout the school year. These expectations will be consistent with the school and division guidelines.

RIVERSTONE PUBLIC SCHOOL DISCIPLINE

Riverstone Public School is committed to providing a welcoming, caring, respectful and safe inclusive learning environment that respects diversity and fosters a sense of belonging, wherein students feel physically, psychologically, socially and culturally secure.

Positive Behavioural Supports is a school wide collaborative effort to design and implement strategies, practices and interventions for teaching, coaching and reinforcing skills required for academic and social success at school. A responsive approach is built on the premise that when universal supports are provided consistently for all students, the majority of students will thrive.

An outline of all GPPSD administrative procedures can be found on our external website at [Administrative Procedures | Grande Prairie Public School Division \(gppsd.ab.ca\)](https://www.gppsd.ab.ca/Administrative-Procedures)

Acceptable Behaviour: Acceptable behavior is behavior that conducive to a safe and caring learning environment that fosters academic, social, and emotional development among individuals and groups.

Students demonstrate acceptable behavior when they:

- attend school regularly and punctually,
- are ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, respect the rights of others in the school,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board,
- co-operate with everyone authorized by the board to provide education programs and other services,
- be accountable to the teacher(s) and other school staff for the student's conduct, and
- positively contribute to the student's school and community

Unacceptable Behaviour: Unacceptable behavior, whether or not the behaviour occurs within the school building, during the school day or by electronic means, is that which detracts from a welcoming, caring, respectful and safe learning environment. Unacceptable behaviour negatively impacts the academic, social, and emotional development among individuals and groups. A student exhibits unacceptable behaviour when they have displayed an attitude of willful, blatant, and repeated refusal to comply with the expectations outlined in section above.

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*.

BULLYING AND HARRASSMENT

What is not bullying?

In order to be considered 'bullying', an action has to be willful, repeated. Instances may more appropriately be recognized as inappropriate behaviours and dealt with in accordance to classroom, school, and Division discipline practices. It is important to distinguish between 'inappropriate behaviours' and 'bullying behaviours'. When actions that are not actual instances of bullying get labeled as bullying, it minimizes the seriousness of actual instances of bullying. Taking immediate action on instances of inappropriate behavior is necessary. It is possible for inappropriate behaviour to become a case of

bullying in a short amount of time. Diligent preventative work in this area will result in less instances of bullying in our schools.

WHAT IS BULLYING?

Bullying: A conscious, willful, deliberate, repeated and hostile activity marked by an imbalance of power, intent to harm and/or threat of aggression. It can occur within a peer group or between groups. It can occur at school and in extracurricular settings. It often includes a combination of forms of bullying. These forms of bullying include:

- **Verbal:** name calling, sarcasm, teasing, spreading rumours, threatening, or making discriminatory or harassing statements.
- **Social:** mobbing, scapegoating, excluding others from a group, humiliating others, gestures or graffiti intended to put others down. It is malicious and repetitive in nature. A sub-set of Social Bullying is 'Relational Aggression', which is similar to social bullying except that it exists within established peer groups and involves individuals who identify as 'friends'.
- **Physical:** hitting, poking, pinching, chasing, shoving, coercing, destroying, unwanted touching.
- **Cyberbullying:** using the internet or messaging to intimidate, put down or spread rumours about someone. Bullying also includes the distribution of an intimate image of another person knowing that the person depicted in the image did not consent to the distribution or being reckless as to whether or not that person consented to the distribution.
- **Intimidation:** Intentional behavior which knowingly or should be reasonably known to cause fear of injury or harm. There is 'intent' with the exercising of intimidation. This may be direct or subtle, physical or verbal, private or public. Fear of injury or harm, both physical and emotional, impacts a person's social, emotional, and physical well-being.

Discrimination and Harassment: Discrimination and harassment occurs when a person is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical or mental disability, age, ancestry, marital status, socio-economic status, source of income, family status or sexual orientation. Alberta Human Rights law prohibits discrimination and harassment based on these grounds.

HANDS-OFF POLICY

In order to protect and respect the safety and dignity of students, Riverstone School maintains a "HANDS-OFF" policy for all students at all times during the school day. This policy strictly forbids any type of negative or inappropriate physical interactions between students (i.e. slapping, punching, kicking, pushing, tripping, hugging, play fighting, etc.). The "HANDS-OFF" policy also refers to touching or taking other people's property. Once these expectations are clearly explained to the students at the beginning of the school year, they are consistently monitored, and consequences will apply when necessary. It is essential to have parental support when a student must be disciplined for not complying with this policy.

E-CIGARETTES, VAPOURIZERS, DRUGS, CANNABIS, AND ALCOHOL

Riverstone Public School is committed to providing a safe learning environment for all students that is drug, cannabis and alcohol free. Where laws are broken, the RCMP will be involved. Students in possession of paraphernalia related to the use of drugs, cannabis or alcohol, including vapourizers/e-cigarettes regardless of their intended use, will be suspended.

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. Dress should appropriately cover the body. Clothes must be worn in such a way that nipples, buttocks, and genitals are covered with opaque fabric.
3. 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.
4. 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.
5. 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 away from other students. 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.

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.

BICYCLES, ROLLERBLADES, SCOOTERS AND SKATEBOARDS

Students are allowed to bring their bicycles to school and are required to follow all laws pertaining to their use. Bicycles are to be used for travelling to and from school only and not at any other time during the school day. **It is the law that all cyclists in Alberta under 18 years of age wear helmets. All bikes must be walked while on school property to ensure the safety of all students.**

The use of bikes, scooters and skateboards/longboards etc. is not allowed on school property to ensure the safety of students using this equipment as well as the many pedestrians during busy school hours. Students who use this form of transportation to and from school should walk while on school property as well as wear appropriate protection, have their parents' permission, and follow all traffic rules.

Please note that students wearing Heelys shoes will need to disengage the wheels or bring alternative footwear for outside recess.

All equipment must remain outside at the bike racks as we do not have inside storage available to students. Helmets can be stored in cubbies or lockers. Please ensure that your child has a lock as we do not take responsibility for stolen property.

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 in October and in March. **Parents may contact their child's teacher at any time for an update on their progress.**

VISITORS

Parents or guardians are welcome to visit the school, however, due to safety concerns, anyone who does not attend or work at the school must check in at the office immediately upon entering the school. All visitors must wear and display their visitor identification badge at all times while in the building. In the morning at drop-off, drop-off does occur at individual student doors. We ask that parents do not accompany their child(ren) down into the hallways. Our office staff can help with delivery of items and/or transition of students to their classroom if arriving late to school.

Students from other schools or youths who are not attending school are not permitted in the halls or classrooms at any time during the school day. The exception is on their high school graduation date.

PARENTS & VOLUNTEERS

Parents and Guardians wishing to volunteer should become familiar with Administrative Procedure 490 found on the Division website.

Volunteers: [435321 \(gppsd.ab.ca\)](http://435321.gppsd.ab.ca) Volunteer Coaches and Supervisors: [435323 \(gppsd.ab.ca\)](http://435323.gppsd.ab.ca)

Each year volunteers must sign and complete the Volunteer Registration Form (Form 490-1), Standards of Conduct - Volunteers (Form 490-2), and Volunteer Confidentiality Undertaking (Form 490-3) before commencing work in the school.

Volunteers who are going to be working with students individually are required to have an updated criminal record check and child vulnerability check.

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

SCHOOL FEES

School fees for Riverstone students are as follows:

Grades 2-6 - Agenda Fee \$5

Grades 7-8 – Option Fees:

- Shop \$25
- Foods \$25
- Art \$20

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.

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.

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 the expertise available.

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 2024-2025 dates:

~ Sept 18, 2024

~ Oct 16, 2024 (AGM)

~ Nov 13, 2024

~ Jan 15, 2025

~ Feb 19, 2025

~ Mar 19, 2025

~ Apr 16, 2025

~ May 21, 2025

~ June 11, 2025

MUNCH-A-LUNCH INSTRUCTIONS

1. Go to 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.
6. We will have 3 sessions this year. Don't forget to go back again and order for each session!



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 (Grade 5-8) 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: _____