



Middle and High School

After School Study Hall Policies and Student Expectations

Student Expectations

The school offers a supervised study hall from 4:00 PM – 6:00 PM Monday through Thursday.

At 4:00 PM, students that remain on campus must sign in at the Study Hall. Students may choose to remain in the gym foyer, at the picnic tables immediately outside the foyer, or at the outdoor basketball court closest to the Elementary School.

Students are expected to follow our guiding principles and behave in a way that contributes to a quiet and neat study hall environment. The gym and PE equipment are off limits to students.

Students attending Study Hall in Grades 6-9 may not leave campus without being signed out by a parent. If students do not comply, Tarrah Elam or Andy Johnson will be notified in order for the appropriate communication with the parent to take place.

Students in Grades 10-12 may check in later than 4:00 PM, and may also leave and return to campus, but when they are on campus, they must be signed in to Study Hall and under the supervision of a Study Hall supervisor.

Students who do not drive can sign themselves out only if their guardians are visible to the supervisor at pick-up. Pick-up should take place in the gym parking lot.



Study Hall Policies

At 6PM, if a student who is not participating in the current season of sports and does not have practice, has not been picked up, the below policies will be initiated by the Study Hall supervisor.

4:00 PM – 6:00 PM	Hours for supervised Study Hall Monday - Thursday.
6:00 PM	Only student athletes participating on current athletic teams are allowed to remain in the gym foyer following 6:00 PM. If a non-athlete remains, parents will immediately be contacted to confirm they will be picking up their student. Charges are billed to parents of non-athletes after 6:00 PM at the rate of \$10/minute.
6:15 PM	The emergency contact of non-athletes will be called if contact with the parent has not been made.
7:00 PM	The Head of School will call Child Protection Services if no parent or emergency contact has been made.
	Under no circumstances can a staff member take a student home, nor can a staff member bring a student to their home.



Middle and High School After Hours Event Procedures

The following are procedures for activities (athletic or social), where students are transported back to school after an activity and need to be picked up by parents.

Procedures

At time of departure	Students will call or text parents when they are departing an event location with an ETA that the coach or event coordinator specifies. Students must make contact with parent and communicate the arrival time.
	If a guardian is not at pick-up location at the Estimated Time of Arrival the below procedures will be initiated.
ETA	Upon arrival to campus parents will be contacted if they are not present for pick-up. Charges will be billed to any family whose child is not picked up 15 minutes after estimated time of arrival at the rate of \$10/minute.
15 minutes after ETA	Emergency contact of student to be called if contact with parent has not been made.
1 hour after ETA	The Head of School will call Child Protection Services if no parent or emergency contact has been made.
	Under no circumstances can a staff member take a student home, nor can a staff member bring a student to their home.



Riverstone International School

Procedures for events hosted at Riverstone

The following are procedures for events hosted at Riverstone where Riverstone students are considered guests.

Procedures

	If a student is not picked up at the end of a home game or school sponsored event (Carnival etc) the below procedures will be initiated.
10 minutes after event	Parents will be called to confirm pick-up in gym foyer and their estimated arrival time.
20 minutes after event	Emergency contact of student will be called if contact with parent has not been made.
1 hour after event	The Head of School will call Child Protection Services if no parent or emergency contact has been made.
	Under no circumstances can a staff member take a student home, nor can a staff member bring a student to their home.