



Elementary School Parent Handbook

2020-2021

Ignite Passions

Personalize the Journey

Impact through Action

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Welcome



Welcome to Riffa Views International School (RVIS).

We believe that learning is most effective and students thrive when a strong sense of partnership exists between parents and the school in embracing the mission of the school. Frequent and effective communication is a vital part of a solid partnership and we hope that this handbook will help in fulfilling this all important goal, and keeping our mission statement alive and strong within the school.

Contained within this handbook you will find a wealth of information about the school, making the handbook a great starting place if you're looking for answers to specific questions. In addition, please do not hesitate to contact your child's teacher for additional information.

We look forward to partnering with you this school year as we work toward fulfilling our mission by *igniting passions, personalizing the journey & impacting through action*.

Thank you for your support.

Sincerely,

The RVIS Leadership Team

Faculty and Staff 2020/2021

Leadership

Head of School
Deputy Head of School
Business Operations Manager
Elementary Principal
Secondary Principal
Director for Learning
Director of Admissions & Marketing

Tara Waudby
Jo Garrahy
Abdulhameed Juma
Kasey Burns
Danielle Pinkerton
Jessica Davis
Ken Davis

Elementary Teachers

NURSERY

Jennifer Ray

PRE-KINDERGARTEN

Gaynor Myers

KINDERGARTEN

Belgues Al Harazy
Tilly Hutchinson

GRADE 1

Sharmeen Moosa
Samira Jamil

GRADE 2

Ann Bancroft
Dalila Gordon

GRADE 3

David Lloyd
Diane Akins

GRADE 4

Milan Fry Eminson
Shane Blackburn

GRADE 5

Jonathan Fields

Specialist Teachers

Elementary Arabic	Aysha Alghool
Elementary Arabic	Lama Elkhudri
Elementary Arabic & P.E.	Khulood Saleh
Elementary Arabic	Mai Al-Aryan
Islamic Studies/Citizenship	Salman Al Meshaal
Islamic Studies/Citizenship	Srood AlMofti
Islamic Studies/Bahraini History & Geography	Sana Ben Mussa
Elementary Guidance Counselor	Hanadi Rustam
Learning Support	Kelly Carpenter
EAL	Jill Snedden
Learning Commons Coordinator	Manar Al Aali
Art Elementary	Nicole Cerro
Music	Rebecca Layton
Physical Education	Marcus Waudby
Physical Education	Darren Adam
Physical Education	Marcia White
Manager, LEVEL 5	Jodi Gratman

Support Services

School Nurse	Sam Browne
Executive Assistant to the Head of School	Susan Scott
Administrative Assistant to the Elementary Principal	Jamie Murzello
Administrative Assistant to the Secondary Principal	Joanne Buell
ASA & Administrative Assistant	Zainab Al Hashimi
Learning Commons Assistant	Hawra Abdulredha
Administrative Asst to the Admissions/Marketing Office	Reem Mattar
IT Director	Nisreen Naber
Webmaster	Engelbert Mariano
IT Assistant System Administrator	Stanley Bacarro
IT Support	Yasir Raja
Maintenance and Facilities Coordinator	Sayed Ahmed
Central Office Administrative Assistant / Receptionist	Nuha Rustom
Accountant	Amal Taha
Accountant	Ali Al Sabea
Driver	Jaffar Ahmed

Supplies Clerk / Copy Room

Barbara Ann

Paraprofessionals

Nursery

Nursery & Art

Pre-Kindergarten

Pre-Kindergarten

Kindergarten

Kindergarten

Grade 1

Grade 1 & Arabic

Grade 2

Grades 3 & Learning Support

Karen D'Silva

Ann Keates

Dhannya Ganesh

Fatima Shamlooh

Safa Khamiri

Sarah Buhaila

Zainab Ebrahim

Yasmeen Salman

Fatima Thamer

Olivia V.Rajah

ISS Leadership

Senior Leadership Executive

Chief Innovation Officer

Bruce McWilliams

John Burns

About RVIS

Our Mission

We ignite passions, personalize the journey, and impact through action.

Our Identity Statement

Riffa Views International School is a uniquely small, not-for-profit school offering a personalized learning experience. We pride ourselves on the strength of our community, our agile learning environment, and our commitment to local, cultural values.

Our Hedgehog

In *Good to Great*, Jim Collins introduces *The Hedgehog Concept*, which can be summarized in one word: FOCUS. At RVIS, our focus is PERSONALIZATION in three key areas: learning, identity, and partnership.



Our Goals

In support of our mission and our Hedgehog, we are working to meet four key goals represented by our goal house. System coherence provides our foundation, while leading the future of learning represents our overarching goal and vision. To lead the future of learning, we will increase learner agency and leadership and increase community wellbeing. These four goals serve as our implementation plan to ensure we are living our mission.



Our Accreditation

RVIS is fully accredited by Council of International Schools and Middle States Association. Accreditation ensures that the school meets rigorous criteria and standards in the following areas:

- Philosophy and Objectives
- Curriculum
- Governance and Management
- Staff
- Student Support Services
- Resources
- Student and Community Life

RVIS has been authorized as an International Baccalaureate World School, Diploma Programme and accredited by the Council of International Schools and the Middle States Association.

RVIS was reviewed locally in 2018 by the Bahrain Quality Assurance (BQA) and received the highest possible rating (Outstanding).



Our Trustees

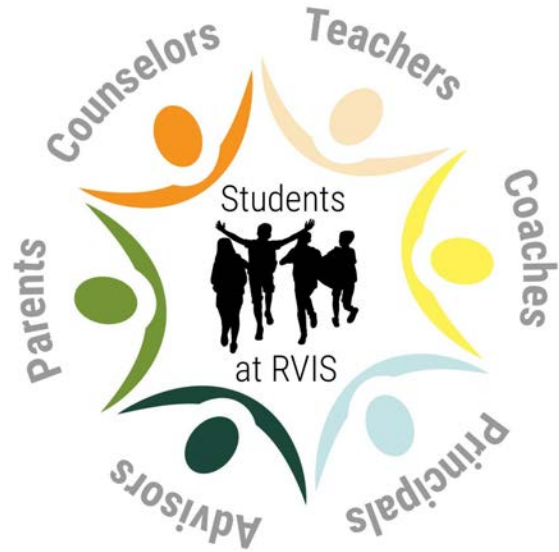
The Board of Trustees is a self-appointed and self-perpetuating body. Appointments to the Board are made with due consideration for the skills and benefits the potential member brings to the future development of the school. Members are appointed after due consideration of their ability to act in the benefit of the whole school and not as a representative of a constituency or in advocacy of a particular issue or viewpoint.

Our Local and Global Perspective

Our mission drives us to be sensitive to local cultural values and to be ethical contributors to a global society. We observe the norms and culture of traditional conservative Bahraini society (taken from an Islamic context), and seek ways to contribute ethically to the connections we have to the global society to which we belong. This balance of local and global perspective allows us to develop skills of intercultural and international understanding.

Parent Partnerships

At RVIS we believe that our students are best supported when there is a strong partnership between home and school. Students achieve more and are successful when parents play an active and positive role in their child's schooling. Parents play a crucial role in sharing information with the school about their children and supporting them to be successful throughout their years at RVIS. As a school we commit to listen, to be available, to understand and to work together with parents to find solutions when challenges arise.



Parent Involvement

RVIS is a school on the move and parents have been integral to the synergy that is driving improvement and change. RVIS welcomes all parents to participate in the life of their child's school and provides multiple ways for parents to be involved. These include being a member of parent organizations, attending workshops, events, grade level activities and volunteering support where needed. Look for regular announcements telling how you may become involved. The school also has two formal groups--PTP and PCC--who serve the school in two different capacities as described below.

Parent Teacher Partnership

The Parent Teacher Partnership (PTP) has a goal of supporting the school and expanding parent connections. Our elected officers have been instrumental in bringing parents together for social events, fundraising, and partnering with students and teachers.

The PTP is always looking for volunteers to help support their activities and events such as the annual welcome back to school breakfast. If you are interested in serving on a PTP committee, please contact a PTP parent representative at rvisptp@rvis.edu.bh.

Parent Consultative Council

If you are a person who enjoys knowing the big picture initiatives of the school, then Parent Consultative Council (PCC) may be of interest to you. Four times a year, the Superintendent meets with the PCC to provide members with an overview of the school's initiatives and to solicit the perspectives from the cross-section of parents serving on the PCC. Each year, the Board of Trustees invites PCC members to support a major Board initiative.

Communication

Our successful partnership will be built on effective, positive, timely and consistent communication between school and home. All members of the RVIS community are expected to communicate, in person and digitally, in a way that is respectful, positive and supportive of all members of our community. As the adults in the community we are the role models for our children. A strong partnership between home and school will foster understanding, trust, support and school spirit.

Parents can expect to receive the following digital communications:

- Regular emails from teachers
- The Wednesday Weekly which is our school newsletter highlighting special events and news from across the school
- Regular postings on student learning portfolios

Parents are encouraged to also correspond directly and frequently with the teachers of their child(ren) to encourage the best collaborative support for learning.

Parent Concerns - Steps to take

For any general concerns or questions pertaining to students academics, behavior or involvement in extracurricular activities, parents should first contact the teacher responsible. RVIS encourages an open dialogue about concerns and embraces opportunities to improve the learning experience of each student. When a concern exists with a parent or student, the school may not know and therefore will not be able to act, until they are informed.

The Policy, 8:1 Resolving Concerns at School, may be obtained in full from the Superintendent's office. This policy serves to provide a framework for the steps to be taken for concerns where a parent or teacher feels a systematic process is needed to find a resolution. The policy includes the steps for different types of concerns to be heard at different levels of the school organization.

Student Learning

Early Childhood Curriculum Overview

The Early Childhood (EC) program is an inquiry based differentiated program that fosters independence and explorative learning. The Nursery and PreK curriculum focuses on the four developmental domains; cognitive, language, physical and social-emotional. It also includes foundational literacy and mathematical knowledge and skills. In kindergarten students continue to develop in all these areas and also start the core academic subjects that are outlined below. In EC, learning happens in a developmentally appropriate way through a balance of teacher-guided experiences, student-initiated exploration, and purposeful play-based engagements.

Grade 1-5 Curriculum Overview

Core academic subjects

English Language Arts (reading, writing, speaking & listening), Mathematics, Science and Social Studies are the core academic subjects. Every aspect of the curriculum has been carefully designed to be both developmentally appropriate and academically challenging. They are aligned with international curriculum standards and develop core skills, competencies and content knowledge.

Specialist subjects

Elementary students attend the following specialist lessons;

- Arabic (6 lessons a week in grade 1-3, 4 lessons a week in grades 4-5)
- Visual Art (once a week)
- Music (once a week)
- Physical Education (twice a week)
- Islamic Studies (Muslim students only, once a week)
- Bahrain Ministry of Education: Social Studies and Citizenship (once a week)

IGNITE day

This year RVIS is implementing an innovative schedule on Tuesday's that will support the RVIS mission by igniting passions, personalizing the journey, and impacting through action.

In the elementary school IGNITE day will include:

- **IGNITE units:** Students will participate in integrated inquiry-based learning engagements that will deepen learning outcomes; provide meaningful and authentic experiences; and help develop core competencies such as collaboration, communication, complex thinking and creativity.

- **Intramurals:** Students in grade 1-5 will participate in mixed grade level team sports each week. This time will build confidence, skills and camaraderie.
- **Interest-based electives:** Students will choose from a range of options based on their personal interests and passions. In grade 1-3 these will be conducted in Arabic as part of the Arabic enrichment program. In grade 4-5 these will be conducted in English by members of the leadership team, support faculty and later in the year by secondary students.

Rigor

We expect rigor. Several misconceptions exist surrounding the concept of rigor, and a common misperception is to add quantity of work. Rigor is defined as quality instruction that engages students and challenges them to think critically and “do” their subject. Rigor is always about quality over quantity.

Standards Based

RVIS is an American Curriculum, standards based school. These standards are derived from current curriculum frameworks and provide the overarching description of content and skills to be covered in each subject area at each grade level.

Standardized Assessment

In addition to the on-going internal assessment employed by teachers, RVIS benchmarks both the academic program and individual student performance by way of standardized assessment that measures our school and students against others around the world. The main standardized assessment used in the elementary school is the Measures of Academic Proficiency (MAP). Mathematics and Reading is tested in Grades 1-10 with the addition of Science in Grades 3-10. MAP is conducted every Spring and is used to track student academic growth over time.

Conferences

Parents are asked to attend mid-semester teacher conferences in November and April. Conferences are student-led in kindergarten to grade 5. These conferences allow students, parents and teachers to celebrate and discuss each child’s individual progress. Student strengths will be highlighted, growth areas discussed, and learning goals identified. If parents wish to have further conferences they can arrange these directly with their child’s teacher.

Reports

Elementary parents will receive a formal written report at the end of each Semester. (February and June). They will also receive a written summary after each conference

(November and April) that contains an overview of student progress and individual learning goals.

Student Profile

The RVIS *Student Profile* outlines the values we have for an RVIS student. They are derived from the school's mission and philosophy.

This Student Profile will be RVIS's "north star" in guiding who we want our RVIS students to become when they graduate from RVIS and enter the world.

Teachers, students and parents will all work together to build this shared understanding, and to reinforce these skills and dispositions as students grow.

Student Profile	Main Attributes
Compassionate	Ethical; Accepting; Empathetic; Reflective
Upstander	Communicator; Confident; Leadership; Ethical; Global
Balanced	Reflective; Happy; Joyful; Positive; Well rounded
Creative	Passionate; Adaptable; Explorer; Confident; Accepting; Reflective; Communicator
Curious	Passionate; Motivated; Wise; Inquirer

Field Trips

RVIS students have many opportunities to expand their learning beyond the classroom through ASAs, field trips, camps, and service learning activities. In the elementary school every grade has numerous field trips throughout the year that enrich the curriculum and allow students to learn in authentic settings. As well as being lots of fun, these opportunities open windows that help students see strong connections between school and the world beyond.

Before a student may participate in a school field trip, s/he must have a *Treatment and Travel/Health History Form* and an *Emergency Contact Form* on file with the Admission Director's office. These forms are included in the admissions package that you receive when you enroll your child.

Teachers will send a letter or email home informing parents about upcoming field trips at least one week prior to the event. All trips are designed to have strong links with the class curriculum. We endeavor to make use of the wonderful range of learning activities available in Bahrain and to give our students sound, memorable experiences by participating in such trips. Teachers ensure all supervision and safety matters are strictly adhered to and may approach parents to act as extra chaperones on trips. Please let us know if you are aware of any educational field trip opportunities that would benefit our students.

Homework

This year RVIS has adopted new homework expectations. These practices are derived from leading research on homework's effectiveness in learning, from policies already in place at well-known international schools, and from conversations with RVIS students, parents, teachers and administrators. We believe these new practices will *enhance* student achievement, and there is no evidence that such an approach decreases student performance in school. In fact, research says that the link between homework and academic achievement is virtually zero for elementary students.

Our Beliefs About Homework

- That time outside of school should be used for a child's personal interests, hobbies, sport, play and rest.
- Time outside of school should be spent with family, friends and engaged in outside learning experiences.
- Choice reading is important and valued at all levels.
- Homework should be the choice of the student; optional.
- Students spend a significant amount of time engaged in academic learning during the school day. Therefore, their time outside of school should be unstructured.

Our Grades K-5 Homework Practices

Free-choice reading has the single greatest impact on student achievement and is encouraged for all students to complete at home each day. In addition, unstructured, imaginative, child-centered play and physical activity enhance student performance and lead to better social, emotional, and behavioral choices. The brain develops in childhood through active play and exercise.

- Activities at home that support learning include reading, family discussions, and the encouragement of unstructured play.
- Co-curricular participation is valued, therefore students are encouraged to use their time after school to participate in sport, ASAs, and the Arts.
- Teachers can provide **optional** practice to complete at home if the child, parent or teacher decides it would be useful.

Virtual School

The goal of Virtual School is to ensure learning continues in the event of school closure. Virtual school does not replicate a traditional school day timetable, but ensures learning can continue within the home environment.



RVIS Virtual School Guidelines

Who: All N-12 students, all subjects.

Why: To ensure that the School and Families are prepared if the school has to close for any reason (*i.e.* weather / medical epidemic / political).

Where: Students can work anywhere (except school) with internet access.

When: Learning activities will be posted by 8:00 AM Sunday-Thursday Bahrain Time.

Students and parents use Google Classroom, Seesaw and/or email to contact their teachers with questions. Teachers should be available to students online for four hours per day; this can be continuous or split into segments; in long-term situations, teachers will post consistent hours, which may be different by day to meet the needs of students in different timezones.

Learning is authentic and can occur online or offline (*e.g. reading, exercise, drawing, playing, constructing, writing, and etc. are perfectly acceptable virtual school day tasks that can be photographed, videoed or turned in upon return to school*).

What: Teachers plan activities that relate as closely as possible to current class content or skills. The activity will reinforce existing understanding or introduce new content that will be continued to be covered in class. If your child does not complete the learning activities it will impact their learning and assessment.

With the exception of EC, parents should not be placed in the role of teaching; students should be able to independently carry out the tasks assigned by teachers including access to the material.

Teachers will continue to offer a rigorous program of learning and assessment by:

- providing a high level of detail for all learning experiences;
- specifying formative and summative assessments submission procedures (*practice only, no submission; submission to Google Classroom; submission to Portfolio*);
- continuing to assess via projects and exams (*exams will be posted at a specific time with the expectation to complete within a certain time period*).

Where possible we encourage and will offer online group conversations (e.g., *Hangouts, Zoom*).

How: Students in Grades 3-12 will access their content via Google Classroom; students in N-2 will access their content through SeeSaw. In addition to Google Classroom, students will post designated summative to their Learning Portfolios (*N-2 SeeSaw, 3-12 Google Sites*).

Student Life

Athletics

RVIS students from Grade 3 onwards have the opportunity to participate in a variety of inter-school competitions throughout the school year. Regular BPSL (Bahrain Primary Sports League) Tournaments are scheduled throughout the year and all students from Grade 3 - 5 are invited to participate. These opportunities build skills, confidence, comradery and school spirit. To be selected for such teams, students need to be up to date with their academic requirements. Parents will be advised prior to the event if their child is not eligible to participate. Students must be in attendance for academic classes in order to participate in sporting events that day.

Swimming/Aquatics Program

Swimming and Water Safety are taught as a required part of the PE program at RVIS, through our partnership with the North Pole Foundation. The aquatics program is designed to allow students to gain confidence in and around the water, and to improve and advance their own skill level. Please ensure that your child brings their swimsuit to school on PE days during their aquatic/swimming units. You will be

notified of these times in advance by the PE department. Commencing in Grade KG, swim classes are held during scheduled PE class time and are single gender.

Occasionally parents may feel that their child is well enough to attend school, but not well enough to attend swimming. If this is the case, the school will require a written note from the parent excusing the student from swimming for the day. If a health problem exists which does not allow the student to swim on an ongoing basis, the school will require a letter from a physician excusing the student from swimming. Like any other class, if this becomes a chronic situation, a discussion should occur between teachers, the school nurse and parents, to examine the situation.

After School Activities

The After School Activities (ASA) program provides an opportunity for students in Pre-K onwards to experience a wide range of activities such as sports, computers, community service, gardening, environmental activities, cooking, drama, crafts and music. Information regarding ASA offerings and sign-ups will be sent to parents before the start of each ASA session. In the event of extreme weather conditions or any other need for cancellation of an ASA, parents will be notified as far in advance as possible. Should a parent wish to withdraw a student from an activity on a given day, they should call Ms. Zainab, in the main reception, before 2 p.m.

Guidance Counseling

The school employs two full-time guidance counselors. Guidance counselors are available to assist students within four specific domains: academic, personal/social, college/career, and global perspective. RVIS boasts a comprehensive, K-12 counseling program based on the International School Counseling Model and the RVIS Mission Statement. In addition, our guidance counselors work directly with our learning support specialists, as well as act to coordinate the resources of the school to assist children with particular academic, social or emotional concerns.

Student Support Program

RVIS has three Student Support teachers, two of these teachers provide Learning Support and the third teacher predominantly provides support for English Language Learners. The role of the Student Support teacher is to assist teachers and work with students who need support in meeting the expectations of the RVIS program. These students may require remediation, accommodations, differentiated instruction, and/or specific interventions from the Student Support teacher.

RVIS offers support and assistance to students who meet RVIS admission requirements and will be successful within the RVIS program, but cannot provide services for students with significant learning differences. The Student Support program offers individual or small group assistance utilizing both inclusion and

pull-out models. RVIS may require an external psycho-educational evaluation for students in Learning Support.

Learning Commons

The Learning Commons is open to students currently enrolled at RVIS as well as to their parents from Sunday and Thursday from 7:30-3:00; and on Monday, Tuesday and Wednesday 7:30-4:15.

The Learning Commons Coordinator works with classroom teachers to integrate library/media skills into the regular curriculum utilizing flexible scheduling based on the project and research needs of each class.

If a book or magazine is either lost or damaged beyond repair, payment for the item, plus the cost of shipping and processing, will be billed to the parents.

School Nurse

The nurse is on call during school days from 7:45 a.m. to 3:30 p.m. If your child becomes ill during the day then they will be sent to the school nurse. The nurse will call home if your child is unable to continue with classes.

Any student who becomes unwell during the school day and needs to go home should ideally be collected within one hour of being called.

For safety reasons it is school policy that students do not bring medication (including vitamins, non-prescription and prescription medications) to school. Any medication your child needs to take during the school day should be given directly to the school nurse by the parents and s/he will administer it at the designated time. Children must not carry medicine at school.

Please inform the nurse if your child has any allergies or medical conditions.

Digital Citizenship Agreements

At Riffa Views International School we recognize that technology gives students an opportunity to learn, engage, communicate, and develop skills. This will allow them to become positive and responsible citizens both on and offline. We believe students' use of technology is one of the most important skills in their education for the 21st century.

Our goal in providing knowledge around appropriate use of technology is to help students connect, collaborate, and create with others. In order to meet this goal, we have created a Digital Citizenship Agreement for our community.

Use of Phones

Elementary students should not have their phones out during the school day. If a parent needs to contact their elementary child(ren) this should be done through the main reception or elementary office.

Parent Supervision of Phone Usage

If your child has a phone, we encourage you to monitor your child's phone daily. It is appropriate to check their message use and online behavior. Please note that when issues that occur outside of school impact the school day and affect relationships at school, we will treat the incident as we would any other disciplinary incident.

Guidelines for Social Media usage begin at age 13. In some countries, WhatsApp has raised the minimum age to 16. The minimum ages adhere to the cognitive developmental stages of our children, and therefore, we encourage you to limit your child's media use to those apps, tools and games that are age appropriate.

Computer Usage

Devices support our goal of innovative and personalized learning, and students will frequently use technology as part of their learning process. As a 1:1 laptop school, RVIS provides access to the school network and the Internet.

Bring Your Own Device (BYOD)

The opportunity for students to bring and manage their own laptops has been made available for students from Grade 4 and up. The school encourages BYOD as it promotes greater personal responsibility, ensures the student may have the most up to date devices, and allows students to select the operating system of their preference.

School Hours & Attendance

Arrival of Students

Students are encouraged to arrive on campus by **no later than 7:50 a.m.** Students should have their book bags unpacked and be in class ready to learn by 8:00 a.m.

Please ensure that your child arrives to school on time. It is essential that your child is on time in order to hear the important instructions that begin each day. It is also

important that the learning of other students is not disrupted by late arrivals. Any student arriving after 8:00 a.m. will be considered late and should report to the main office of their division.

For their safety, unsupervised students are not permitted on campus before 7:30 a.m. and after 3:15 p.m. All student supervision on campus will be by an RVIS staff member or approved provider, such as during ASA.

Students can go to the Learning Commons at 7:30 a.m., but are not permitted to enter the school building until the 7:50 a.m. bell rings; unless they have a pre-arranged appointment to meet with a teacher.

Dismissal of Students

Nursery

Dismissal time for Nursery is 12 noon

Pre-Kindergarten and Kindergarten

At 1:45 p.m. Pre-Kindergarten and Kindergarten students are dismissed from their classrooms. Parents and/or caregivers wearing the official RVIS ID badge should meet their children at the classroom doorway and escort them to their car.

Grades 1 onwards

At 3:00 p.m. Grades 1 & 2 students are escorted to their parent, caregiver or bus. Grade 3 onwards students are dismissed from their classrooms. Parents and/or caregivers wearing the official RVIS ID badge may wait to collect their child in the school foyer.

All students, unless staying for an After School Activity supervised by a teacher, should be collected and off campus by no later than 3:15 p.m. Should a student need to enter the campus after 3:15 p.m., they should be accompanied by a supervising adult and check with school security at the front gate before entering. No student is allowed to be in classrooms, the library or gym without the supervision of a teacher at any time.

Unless in an authorized RVIS after school activity or study session, students are not permitted to remain on campus after school for free play activities. Any student on campus must be under the supervision of an RVIS teacher/employee.

Ramadan Hours

During Ramadan, students in Pre K through Grade 12, begin class at 9:15 a.m. and depart at 3:00 p.m. Nursery timing is 9:15am to 1:15pm.

Attendance procedures

All students must be accounted for at all times during the school day. Once a student is dropped at the school entrance they are considered to be 'in school'. Students may not leave the school grounds during school hours without permission. Students who arrive on the school bus are considered to be in our care and they will proceed directly from the bus to the campus.

If you are picking up your child during the school day, please sign them out with the administrative assistant in the elementary or secondary office. This lets us know that your child is under adult supervision. If your child returns to school on the same day, please sign them back in.

Students may not leave campus early without written or verbal permission from the parents. Parents or an adult designated by the parent must sign the student out from the main reception prior to departure.

Absences Due to Illness

Please call or email the school (main office or divisional offices) prior to 8am if your child will be absent.

The email address for all absences is: attendance@rvis.edu.bh

Short Absences

A short absence is when your child misses a day or two of school for sickness or any other reason. Notice of short absences should be made to the elementary office and your child's homeroom teacher.

In this regard, we specifically request that you schedule family vacations and trips to coincide with school holidays, and schedule appointments with doctor, dentist, orthodontist, or other professionals outside of classroom hours. When your child returns to school a note of explanation signed by the parents must be provided to the divisional office or the student's homeroom / advisory teacher.

Long Absences

If a student is absent for three or more days due to illness, a doctor's note is required when the student returns to school. This should be given to the school on the first day of returning to school. For other absences, of between three and five school days, the school should be given written notification before the absence wherever possible. If the absence is a result of a family emergency, then written notification should be given to the school immediately after the student returns.

Extended Absences

If a student is out of school for more than five consecutive school days it will be considered an extended absence. In order to protect the learning of students, all planned extended absences must be shared with the elementary or secondary

school principal at least ten days prior to the absence. In the event of illness of the student, or a family emergency, that exceeds five school days, parents/caregivers are requested to directly notify, by phone or email, the elementary or secondary principal. As extended absences often lead to a violation of the RVIS Attendance Requirement, communication with the principal is critical and special permission from the principal will be required if the absence will violate the school/Ministry requirement.

Attendance Requirement

Unless there are special circumstances approved by the principal, students must attend at least 85% of the school days to receive assessment reports for a semester. If a student misses more than 15% of the days in a school year, then they are in danger of not gaining the appropriate skills for promotion to the next grade level. Please help us to ensure that your child gets the full benefit from our program by helping them to attend school regularly.

Parents are reminded of not only the attendance requirements of RVIS, but also those of the Bahraini Ministry of Education who expect attendance issues to be documented and communicated to both parents and the ministry.

Make-up Work for Absences

Students are responsible for making up work they miss due to absences with the support of their family. Much of the learning that happens in the classroom cannot be made up with an additional assignment, so students are encouraged to attend all classes unless they are unwell.

Work for planned absences of three to five days can only be given if sufficient notification of the absence is given to the homeroom/advisory teacher. A minimum of three days' notice for preparing work is needed. For planned extended absences of five or more days, approved by the principal, students from Grades 3 to 12 will normally be required to complete set work during their absence.

Attendance for Holidays and School Events

It is a requirement of the Ministry of Education that students are in school for each day of the calendar school year, unless sick. Throughout the year we endeavour to build culture, learning and fun into our RVIS program by incorporating a small number of all school events. Students need to be in attendance on these days as for any other school day.

Parents are reminded to not depart early before holidays or the end of year. Additionally, the decision to not have children in school at the start of the school year greatly impacts the learning of students, removes the opportunity of the positive experience of starting a new school year with peers, and significantly disrupts the program for all students.

PE Attendance and Participation

Students who are healthy enough to attend school are expected to participate in physical education (PE), except in special cases where written notification is made by the parent. Chronic or long-term absence from PE will require a signed note from a physician, stating the period of time the student is excused from the activity.

Students who do not bring the required PE kit to participate, including during swimming season, will only be excused from participating once in any given month. Following this, parents will be notified by PE staff and may be phoned to bring the required kit to the school.

Please note that jewelry, including earrings, is strictly prohibited in P.E. lessons due to safety reasons.

Positive Behavior

RVIS is a school that prides itself on its ability to develop, not only students' academic potential, but also the behaviors, attitudes and responsibilities necessary to be positive global citizens.

Beliefs about behavior

1. Respect is twofold. Adults working with students should model respectful behavior at all times. Students should strive for respectful behavior and follow the model presented.
2. As educators, we treat behavior incidents as an opportunity for teaching and learning. The learning, safety, and behavior of all of our students are our primary concerns. Our ultimate goal in any discipline situation is to change student behavior.
3. We believe our students want to succeed, feel good about themselves, and be good people.
4. There is no 'one-size fits all' solution for any student. There are many approaches to behavior management.
5. Parents are our partners in the education of their children, and we believe they are helpful resources, so we involve them.

4Bs: RVIS Expectations

1. **BE COMPASSIONATE:** Through your words and actions, be kind and respectful to everyone and to your surroundings.
2. **BE INVOLVED:** Our time together matters; be present, prepared, aware, and engaged.

3. **BE INSPIRING:** Do the right thing when no one is watching, even when no one asks you – encourage others through your words and actions.
4. **BE POSITIVE:** Believe in yourself and others. Take responsibility for your actions – mistakes are opportunities for learning.

Behavior Chart

Sometimes students make decisions that do not align with our RVIS expectations. When this happens with a student he/she will undergo a process that will give them an opportunity to:

- Accept responsibility for their actions.
- Clarify personal and school expectations and values.
- Reflect on their actions in order to learn from the situation.
- Make amends to those that were affected by their actions.
- Return to the community as a positive contributing member.

Depending on the nature of the behavior there may also be further consequences, as outlined in the table below, to ensure that the student has a clear understanding of the responsibilities associated with being a member of the RVIS community. This chart is aligned with MOE expectations for discipline.

Action	Definition	Consequences
Academic Dishonesty All forms of academic dishonesty and plagiarism.	Copying, plagiarism, assistance from another on tests, quizzes, papers, etc. Any talking during test, any books or notes not completely put away, any use of mobile phones, smart watches, etc. The appearance of cheating is treated as cheating. See section..	Student receives a non-grade for the assignment, quiz or test but must submit it. Parent will be notified. Teachers will report all cheating incidents to the office. Academic dishonesty will jeopardize your standing in school organization. Repeated infractions may carry more severe consequences including suspension.
Arguing	Arguing with the request of a staff member, which includes aggressive or persistent questioning at inappropriate times.	Conference with relevant staff member. Continued after first request may result in: <ul style="list-style-type: none"> • Removal to Buddy Classroom • Phone call home • Lunch/Recess Reflections
Arson	The malicious burning of or attempt to burn property.	Recommendation to the Superintendent for immediate expulsion.

Assembly Behavior	When in assemblies, concerts, presentations, plays, or speeches, students must not demonstrate disrespectful behavior such as talking, being on cell phones, inappropriate laughing, rhythmic clapping, making any noise, or distracting either the audience or the on-stage participants.	Removal from assembly to office. Conference with relevant staff members. Continued infractions may result in increasingly severe consequences including loss of the privilege of attending assemblies, a ban on attendance at any school performances or events.
Bullying	Behaviors that repeatedly and intentionally cause harm to another person. Bullying may be physical, verbal, or relational (digital or face-to-face). <i>See below section for more information</i>	Referral to administration and counselor. Conference with parents. Increasingly severe consequences including suspension.
Deception	Deliberately cause (someone) to believe something that is not true, especially for personal gain.	Conference with relevant staff member and phone call home. For repeated offences referral to counselor and additional consequences as per administrator recommendation.
Destruction/Vandalism of Property	Deliberate action involving deliberate destruction of public or private property (ie. bathroom spray hoses, excessive littering, drawing on school property etc.)	Office referral and phone call home. Student must make reparations for the damage; possible suspension.
Digital Misuse including cell phone use	Digital misbehavior inclusive of digital citizenship, digital safety, and inappropriate device use. <i>See RVIS Acceptable Use Policy for more information</i>	Consequences range from device confiscation to expulsion depending on degree of behavior.
Disrespectful Behavior	Showing a lack of respect or courtesy to others or your environment. (ie. bathroom spray hoses, excessive littering, spitting, etc.)	Consequences range from conference with student to suspension.
Exclusionary Behaviors	Purposefully leaving others out, either directly by telling them they are not included or cannot play or indirectly with language. Harshly turning others away.	Conference with student. For repeated offences referral to counselor and additional consequences as per administrator recommendation.

Fighting including rough play, “fooling around” and other physical contact	To contend through physical contact or altercation. All who participate, regardless of who initiates the contact, are guilty.	Office referral. Consequences range from conference with student to suspension.
Forgery	Falsely or fraudulently making or altering school-related documents or instruments of any kind, for example, a progress report to parents, hall pass, etc.	Office referral and parent conference. Consequences range from loss of privileges to suspension.
Gross Misconduct	The act of deliberate or willful conduct, verbal or physical, detrimental or disruptive to normal functions of school programs or academic process.	Indefinite suspension until a parent- student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions. (i.e. expulsion)
Inciting Behavior	Any behavior that detracts from the calm nature of the school (i.e. yelling, chanting, clapping, pushing, jumping on others, running down hallways, playing music too loudly etc.). Stirring up chaos and destruction.	Office referral. Consequences range from conference with student to suspension.
Insubordination (Defiant/Obstinate behavior)	Failure to respond or carry out a reasonable request by a staff member, including failure to abide by reasonable school rules and/or academic rules, etc. Stubbornly refusing to change one’s chosen course of action despite attempts to persuade one to do so.	Conference with relevant staff member. Additional consequences may include: <ul style="list-style-type: none"> • Removal to Buddy Classroom • Phone call home • Lunch/Recess Reflections • After-School/Learning Recovery Reflections • Office Referral • Additional consequences as per administrator recommendation.
Loitering	“Hanging Around” without an apparent purpose on/off campus in the neighborhood of the school before or after school.	Office referral. Consequences range from conference with student to suspension.
Obscenity	Use of obscene or vulgar language by students, in verbal	Conference with relevant staff member.

	or written form, or in gesture or in pictures or caricatures.	Additional consequences may include: <ul style="list-style-type: none"> • Removal to buddy classroom • Phone call home • Lunch/Recess Reflections • After-School/Learning Recovery Reflections • Office Referral • Additional consequences as per administrator recommendation.
Off Task Behavior	Disengagement from the learning environment and task to engage in an unrelated behavior.	Redirect; failure to follow redirection becomes persistent disobedience and/or insubordination. Refer to those consequences.
Persistent Disobedience/Misbehavior	Repetition of the same conduct or accumulation of instances of varied misconduct. Examples include, but are not limited to, leaving seat without permission, running in the hallways/classrooms, and talking out of turn.	Office referral. Consequences range from conference with student to suspension.
Physical Assault or Threat of Assault	Assault - A violent physical or verbal attack or the threat to do harm to another with or without doing any harm.	Indefinite suspension until a parent- student meeting is held to resolve the situation. Increasingly severe consequences for additional infractions. (i.e. expulsion)
Public Display of Affection	Inappropriate touching/hugging, or kissing or in any way displaying romantic affection for one another. In the upper elementary and secondary, boys and girls should refrain from touching one another.	This is against Ministry rules and cultural norms. Office referral and parent conference; consequences range from loss of privilege to suspension.
Sexual Harassment	Any communication or conduct of a sexual nature where the conduct interferes with educational performance, intimidates others, or creates a hostile or offensive environment on the basis of sex.	Referral to administration and counselor. Conference with parents. Increasingly severe consequences including suspension.

Tardiness/Late Arrival	Arriving late to a class or assigned activity.	Attendance is tracked through the office. Parent letters and conferences as needed. Students who miss class miss important learning. Excessive tardiness will be addressed by the Office.
Theft	Stealing. To take or assist someone in taking or attempting to take the property of another without permission with intent to keep or make use of. Hiding someone else's property is a form of theft.	Office referral and parent conference. Complete restitution at full replacement value along with other disciplinary action which may include suspension.
Theft of an Exam, Test, Quiz	To take or assist someone in taking or attempting to take a quiz, exam, or test from any school personnel without permission with intent to keep or make use of it.	Students receive "zero" for the assignment, quiz, or test and parents will be notified. This action also constitutes academic dishonesty and will jeopardize student's standing in school organizations. Depending on the situation, the punishment will range from a multiple days out of school suspension up to expulsion from RVIS.
Truancy	The act of unauthorized absence from class or school for any period of time. This includes, but is not limited to, cutting class, excessive tardiness, leaving campus, and excessive time out of class.	Office referral. Consequences range from conference with student to suspension.
Use of inappropriate and unkind language	Using unkind language towards others. This includes, but is not limited to, name calling, teasing, spreading rumors, and gossip.	Conference with relevant staff member and parties involved. Additional consequences may include: <ul style="list-style-type: none"> • Lunch/Recess Reflections • Phone call home • Conference with counselor Continued unkindness will be viewed as bullying.
Weapons or Look-a-Like Weapons, Knives or any Other Dangerous Objects Simulating Weapons and	Use – Threatening to utilize or utilizing a weapon or a look-a-like weapon.	Office referral. Consequences range from conference with student to

Use	Possession – having on your person, clothing, locker or other personal effects. Simulation – pointing finger at self or others and pretending to shoot.	suspension. Possible recommendation for expulsion.
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Bullying

Bullying can be defined as repeated physical or psychological intimidation that creates a pattern of abuse and harassment over time. It is any act that generates a climate in which students and/or teachers feel fear or intimidation. There are three characteristics that generally describe bullying behavior: it is deliberate, it is repeated over time, and it is intended to harm another person. A common element in bullying is a perceived imbalance of power, which allows one student—or groups of students—to victimize others.

Bullying can be classified into three categories: physical, verbal and relational.

- Physical bullying involves hurting the body of another person or damaging property.
- Verbal bullying involves using words to hurt the feelings of others through taunts, name-calling, humiliation, and racist remarks.
- Relational bullying involves isolating, rejecting, excluding, and blackmailing others through direct contact or using technology.
- Cyberbullying is a form of relational bullying that utilizes technology such as e-mail, blogs, texting, social networking sites, and chat sites.

Safety & Security

Car Park

Please follow the directions given by the security guards, and drive slowly and carefully, giving your full attention to driving. Driving and mobile phones are a hazardous mix. Please refrain from using your mobile device while driving on school grounds, including sending text messages.

When driving, please approach the crosswalk cautiously and stop when instructed to allow any waiting pedestrians to pass through the crosswalk. Please be sure that all passengers (adults and children alike) are buckled in their safety belts until the car comes to a complete stop. Buckle all safety belts before driving off.

If you are dropping off your child and continuing on your way, please pull over to the curb of one of the two marked “Drop Off Areas” and exit your child from the

passenger side door of your car. We ask you to not park or linger in this lane as other parents also need to use it for dropping off their children. Please don't get out of the vehicle. If you have business in the school or wish to walk your child/ren to class, please park in the parking lot (using one car space only) and escort your child across the crosswalk and into the school, using the sidewalks.

Directions given by RVIS school staff, security, and parking attendants must be followed at all times by everyone – parents, drivers, nannies, students and visitors. Following the guidelines and instructions given by staff helps us to ensure the safety of everyone. Should you have a concern or suggestion, please speak directly and respectfully to the school staff in attendance.

Parents and Visitors on Campus

All parents and visitors are required to check in with security on entering the campus and are required to wear an RVIS ID badge.

It is important to keep in mind that parents should not enter classrooms at any time, before or after school, unless a prior appointment has been made to see a teacher. Before school, teachers are busy preparing for their classes and once the 8:00 a.m. bell rings learning time commences. Parents are welcome to contact their child's teacher via email or call the office to arrange an appointment.

Photo ID's for Parents and Caregivers

Parents may apply at the front office for official RVIS Photo ID cards for themselves and for their child's caregivers, which will allow them access to the campus during arrival and dismissal times and for all school events and gatherings. Other visitors must submit their SMART/CPR card or other form of photo ID to obtain a temporary RVIS pass. The SMART/CPR card/photo ID will be returned when the pass is returned. The use of official RVIS Photo ID cards and visitor passes for entrance on our campus is for the protection of all RVIS students.

Personal Possessions

Students bringing possessions such as phones, computers, iPads, wallets, etc., are responsible for their safety and security. The school cannot be responsible for the loss or damage of such items.

Update to student details

For safety and communication purposes, it is essential that any changes to student details be communicated to the main school office immediately. If following initial enrolment, changes are made to parent email addresses, phone numbers, student CPR cards and emergency contact details, medical information, etc., the school needs to be informed.

RVIS will annually contact parents and ask for updates on the most critical details. Please forgive the annual task of updating the information; the school sincerely wishes to have accurate information in case of emergency.

Emergency Procedures

The safety of the people on campus, students and adults alike is of utmost importance. If you are on campus during a fire drill, please follow the prescribed evacuation route to the designated location for 'VISITORS and PARENTS' at the Assembly Point, in front of the Auxiliary Gym next to the outdoor tennis courts.

Similarly, if you are on campus and hear the command to lock-down, join those around you to secure the room you are in and remain out of sight until the all clear is given and those around you indicate that you can go back to what you were doing.

For safety purposes, please ensure that your children are not on campus outside school hours, as the campus is unsupervised.

General Information

Birthdays

Students in Nursery through Grade 5 may bring a treat to share with their classroom during snack break. Parents are asked to email the homeroom teacher ahead of time if they are planning to send a treat in. The treat should be small and manageable, such as individual cupcakes for each child in the class.

It is not possible to host parties or distribute gifts at school. RVIS is a "nut free" campus, so please ensure that any food brought from home does not contain any nuts or nut oil. Please note that individual healthy treats are preferred. If you wish to bring in cake it is much preferred that it be a small sized cupcake.

Birthday and other Party Invitation Distribution

In order to spare bad feelings, please ensure that if birthday or other invitations are distributed at school they include all of the children, of the same gender, in your child's classroom. If you would like to distribute birthday invitations to the children in your child's classroom, please give them to your child's classroom teacher and s/he will arrange the distribution for you. If only select students are being invited to a party or other outing, we kindly ask parents to arrange this directly with other parents outside of the school day and setting.

Bus Service

Parents may choose to have their children transported to school by bus. Al Hutaim Transportation and Tourist Company, which is a service outside of the school, provides safe buses with seat belts. Students travelling by bus must adhere to the safety regulations laid out by the bus company. Female bus attendants collect Early Childhood students from their classrooms. Students in Grades 1 onwards pack their school bags quickly, so as to not keep other students waiting, and go directly to their buses where they are checked in.

RVIS adheres to the highest level of duty of care and student safety. Each semester students will be engaged in bus safety drills and discussions. Teachers will be responsible for ensuring students are well versed in what the safety procedures are for riding on buses, whether as part of their daily commute to school, or when on field trips and sporting outings.

Parents who wish to use the bus service must contact Al Hutaim directly. Please refer to the RVIS website for the contact information.

Parents must also contact the bus company directly if their child is not going home on the bus, or is taking a different bus due to attending an After School Activity, sport, musical event etc.

Bus rules

- I will be on time for the bus.
- I will treat the bus assistant and the bus driver with respect.
- I will wear a seatbelt and not move round the bus.
- I will sit quietly and not cause disruption to others.
- I will not litter inside the bus.
- I will use appropriate language at all times.
- I will follow instructions given by the bus monitor, bus driver or school staff.
- When requested I will sit in a seat assigned by the bus monitor or school staff.
- I will follow the RVIS Acceptable Use Policy regarding technology.
 - I will wear headphones if there is audio content.
 - I will not take photos or videos of myself or others.
 - I will not view or share inappropriate content.

Favoritism

The issue of favoritism was deliberately and carefully discussed before the school opened. From the very beginning, the Founding Members of the Board of Trustees and the Founding Director were in full agreement that no one would get preferential treatment at the school. An initial fundamental agreement was that we would treat everyone the same, regardless of rank, status, nationality, etc. This was and is seen to be a hallmark of being a top tier school.

Fundraising on Campus

The sale of goods or fundraising on campus is strictly prohibited unless prior approval has been granted by the principal.

Hats

Nursery to grade 5 students are strongly encouraged to wear hats during outside recess but it is not mandatory. If students wear a hat it must be the RVIS hat which is available through the uniform provider.

Holiday Observance

We are committed to the recognition and celebration of the different nationalities represented in our school. We believe that all students benefit from the experience of learning about and celebrating cultural traditions from around the world. Such exposure is an integral part of the educational experience and prepares students for their future roles as productive citizens in an increasingly interdependent world. In accordance with standard practice in most public school districts in the United States and Canada, and to avoid any possible discomfort or consternation in our school community, we avoid the celebration of religious holidays. Like all international schools around the world, we incorporate the national holidays of the host country into our academic calendar.

Lost and Found

Found items should be placed on the tables inside the nurse's office. Valuable items are kept secure with either reception or the nurse. Please ensure your child's belongings are clearly labelled as attempts are made to return lost items to their rightful owner. All items will be kept until the end of each semester after which they will either be laundered and resold in the second-hand uniform sales or given out to charity. Any unclaimed money collected over the school year will be added to the uniform fund and donated to charity. The school cannot take responsibility for the loss or damage of any items.

Pets on Campus

Pets are not allowed on the school grounds, including the car park, unless it is for a special class activity with permission from the principal.

Retention Policy

Occasionally as the school year progresses a classroom teacher may feel that a student's educational needs would best be met by repeating the school year. Should

this be the case, the teacher will consult concurrently with parents, the principal and the guidance counselor regarding the child's situation. This may result in the school making a formal recommendation for retention to parents. The school with the support of the parents will do everything they can to help ensure the successful promotion of every student. It is hoped that parents and the school administration will come to an agreement on how best to meet the child's needs and provide a positive learning experience at RVIS.

School Lunch

RVIS, in partnership with Healthy Calorie, offers a daily lunch program for students in Pre-Kindergarten onwards. Our lunch program provides a nutritious, well balanced meal with the caloric needs of children in mind. We are committed to providing healthy food for students to help them grow up fit and healthy and to facilitate learning.

For Grades 1 onwards, parents will receive monthly menus listing a range of healthy lunch choices. These menus are posted on the school website. Pre-Kindergarten and Kindergarten parents can sign up for a lunch tray for their children.

Prices for the lunch program are posted on the school website. Please ensure that payments are made in advance for the lunch that your child chooses from the lunch program.

Healthy Calorie will be at RVIS during school time from 7:30 am to 3:30 pm for parents to make payment.

It is essential that parents organize payment for school lunches with Healthy Calorie prior to the commencement of school. Credit will not be given. It is also the responsibility of parents to be regularly checking their child's lunch account to ensure sufficient funds are available for payments.

Parents not wishing to avail themselves of the school cafeteria service can choose to provide their own healthy lunch for their child. A reminder that RVIS provides a nut free environment.

Students bringing snacks and lunch from home are reminded to bring suitable items that they can manage themselves. Snack and lunch items should be of an appropriate portion size. The sharing of food is not allowed due to allergies and to ensure parents know what their child is eating is what they provided for them. Elementary aged students do not have access to microwaves. Lunch staff are there to provide the school lunch menu items and will not be able to heat or prepare home lunches for students.

Water Bottles and Healthy Snacks

All students are encouraged to bring a reusable water bottle and healthy snack each day. The cafeteria service does not provide the elementary morning snack. Please

do not send chips, crisps, candy, fizzy drinks, drinks that contain caffeine. (Note: The cafeteria does not sell these items.)

Lunches and snacks should be sent with students in the morning. Delivery of food to the school during the day should only happen on occasion and with prior approval through the student's divisional office.

Smoking

RVIS is a completely smoke-free campus. It is our expectation that smoking will not take place anywhere inside the campus fence line or in the campus car park.

Cooperation with parents is needed to ensure that family caregivers, including drivers, understand this expectation.

Textbooks and Resources

The school provides all the textbooks and resources students need to use in their classes, including notebooks and stationery supplies. Lost or damaged textbooks, library books and resources must be paid for. Report cards will not be issued at the end of the year to students until they have handed in all of their textbooks and library books in good condition, and lost or damaged books and resources have been paid for. Whenever a book or resource is found and returned in good order, the money deducted is refunded back into the book/resource deposit.

Tutoring

RVIS does not encourage private tutoring unless warranted by special circumstances as recommended by the teacher. Private tutoring of RVIS students by RVIS teachers is not permitted except in special cases approved by the principal.

Uniforms

General Uniform Guidelines

The RVIS uniform is comfortable and smart. The uniform should be worn to school every day, except on days with special events or sponsored Free Dress days. Ripped, frayed or otherwise un-presentable uniform items should be replaced. To prevent losses, all uniform items should be clearly labeled with your child's name.

All of the clothing items and hats listed below can be purchased at House of Uniforms in the RVIS uniform section.

House of Uniforms is located in the Al Aali Shopping Mall (beside Seef Mall). Their hours are Saturday through Thursday 10:00 a.m. to 9:30 p.m., and Friday from 4:00 p.m. to 9:30 p.m. They may be contacted at 1758 1510.

Nursery through Grade 5 RVIS uniform consists of:

- RVIS blue polo or white collared shirt
- RVIS boys may wear the light grey microfiber trousers or shorts
- RVIS girls may wear the light grey skirt or pinafore
- RVIS green sweater or RVIS jacket
- White, gray or black shoes & socks
- *Optional:* RVIS hat



Physical Education RVIS uniform consists of:

- Optional Nursery-Kindergarten grey shorts/trousers or regular school uniform.
- G1-5 Required RVIS PE black RVIS Athletic shirt and shorts or track pants



Shoes: Students must wear comfortable school or sports shoes in white, gray or black. Sports shoes should be worn on the days students have P.E. lessons.

Socks should also be white, gray or black.

Flip flops, sandals, bright multi-colored sports shoes, crocs, platforms, high heels, boots or shoes with steel toecaps are NOT permitted at RVIS.

Jewelry: Girls can wear studs or small hoop earrings in regular classes. No earrings or jewelry of any kind is permitted in P.E. lessons.

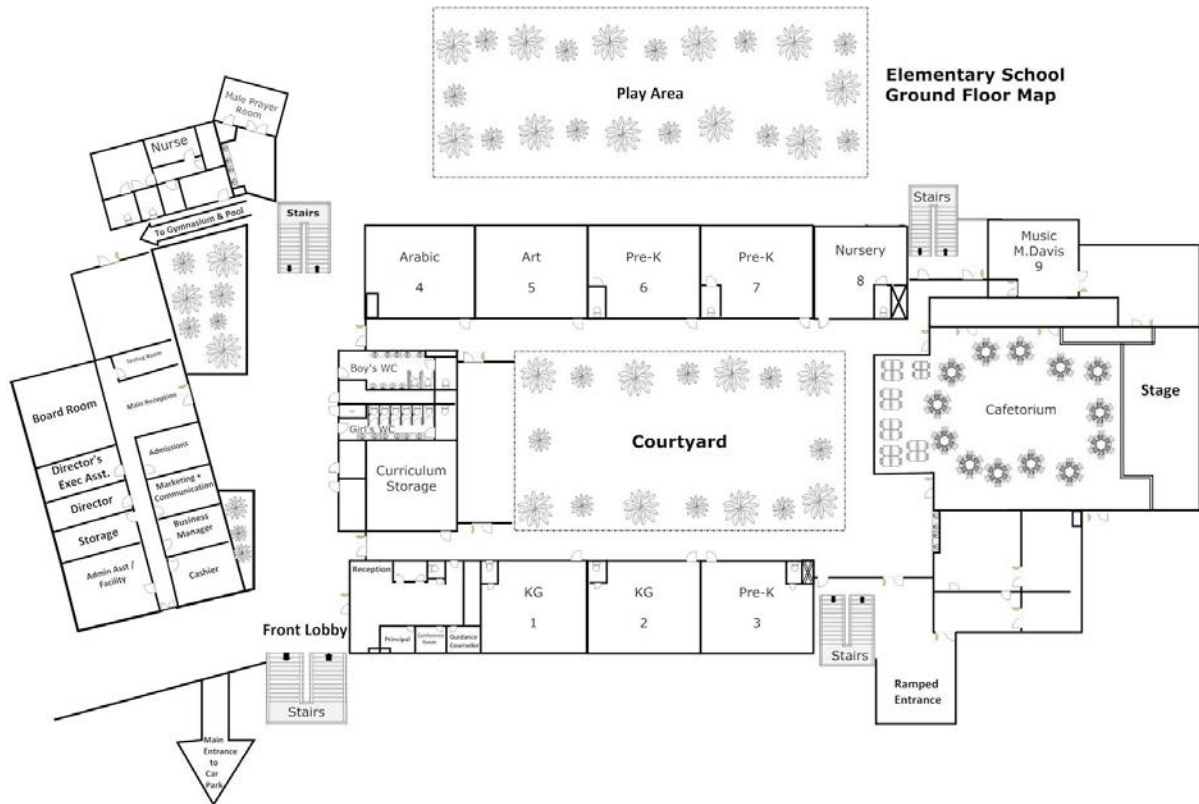
Visible undergarments: In colder weather students may choose to wear additional undergarments such as t-shirts and stocking for added warmth. All undergarments must be in neutral tones of white, gray or black.

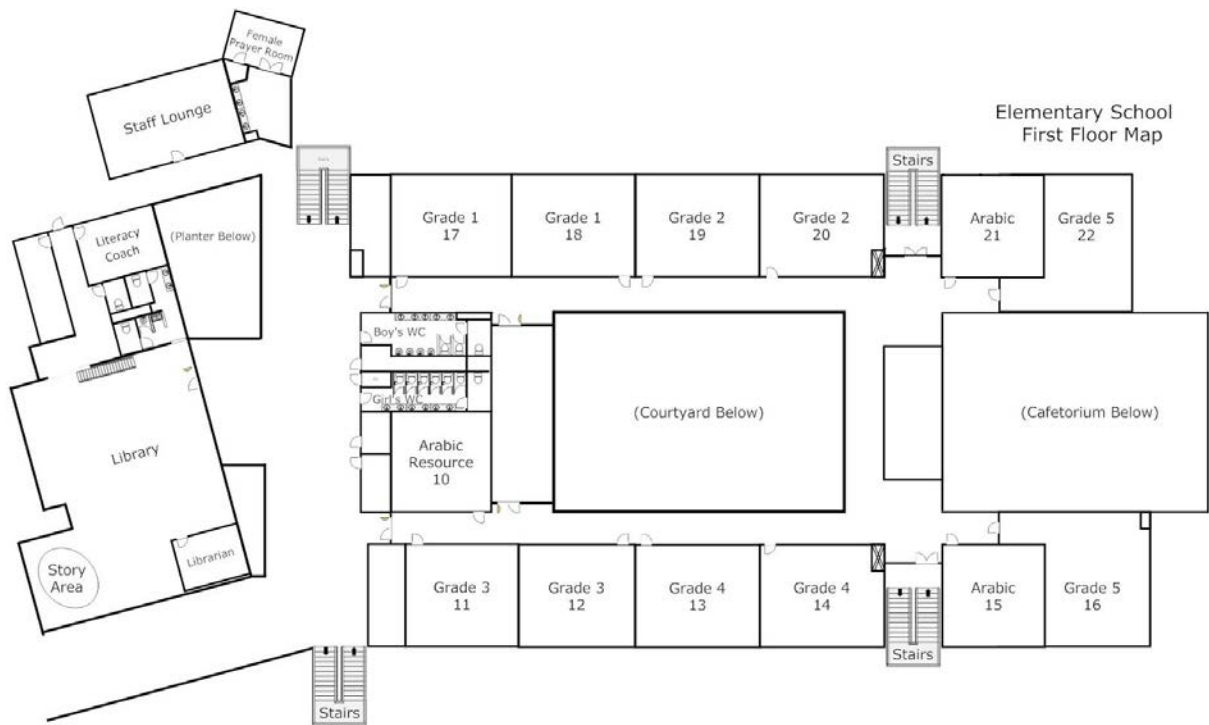
Hat: If a student is wearing a hat it must be the RVIS school hat or cap, unless it is a special event or free dress day.

Non-uniform days: For spirit / special dress days, students are required to follow the norms of modest dress and tidy appearance. For example, jeans should be in good repair, shorts to the knee (elementary only), and tops should have short sleeves.

The Policy, 7:3 Student Appearance, may be obtained in full from the Superintendent's office. This policy serves to provide a framework for the expectations for the acceptable appearance of our students.

School Maps







Important Contacts

Administrative Offices	Phone Numbers
Main Office	1656 5000
Head of School's Office	1656 5002
Elementary School Office	1656 5016
Secondary School Office	1656 5026
Admissions and Marketing Office	1656 5019
Business Office	1656 5017
Athletic Department	1656 5113
Healthy Calorie	1656 5024
Al Hutaim Transportation (bus)	17581510
House of Uniforms	36562644

R I F F A
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