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The Parent Handbook

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, to ask a question, or to express a concern.

We look forward to partnering with you this school year as we work toward fulfilling our mission and giving your child the very best possible education.

Thank you for your support.

Sincerely,

The RVIS Leadership Team

Faculty and Staff 2018 / 2019

LEADERSHIP

Superintendent	Tara Waudby
Assistant Superintendent	Jo Garrahy
Business Manager	Airam Neesa
Elementary Principal	Kasey Burns
Secondary Principal	Danielle Pinkerton
Director for Learning	Jessica Davis
Director of Admissions & Marketing	Ken Davis

TEACHERS

ELEMENTARY SCHOOL

NURSERY
Belgues Al Harazy

GRADE 2
Ann Bancroft
Erin Carney

MIDDLE SCHOOL

GRADE 6
Humanities
Shannon Greer

GRADE 7
Humanities
Gary Bicker

PRE-KINDERGARTEN

Elaine Hutchings
Gaynor Myers

GRADE 3

David Lloyd
Diane Akins

GRADE 6

Math & Science
Danelle Kneyse

GRADE 7 & 8

Science
Jenn LeBlanc

KINDERGARTEN

Meg Hutchinson
Tilly Hutchinson

GRADE 4

Amy O'Meara
John Tarpey

GRADE 8

Humanities
William Yung

GRADE 7 & 8

Math
Meaghan
Garrett

GRADE 1

Sharmeen Moosa
Juli Loveridge

GRADE 5

Jonathan Fields
Alicia Butler

HIGH SCHOOL**ENGLISH**

Angela Robinette
Karen Maloney

MATH

James BushMiller
Sandor Lukacs

SCIENCE

Callie BushMiller
Dhara Levers
Mohamed Shamry

SOCIAL STUDIES

Margaret Wang
Stephanie Hawkins

SPECIALIST TEACHERS**Arabic Leader**

Secondary Arabic

Secondary Arabic

Secondary Arabic

Secondary Arabic

Elementary Arabic

Elementary Arabic

Elementary Arabic

Elementary Arabic

Islamic Studies/Citizenship

Islamic Studies/Citizenship

Islamic Studies/Bahraini History & Geography Sana Ben Mussa

ES Islamic Studies/Citizenship

Fuad Al Anzarouti

Dima Abu Sinneh

Rania Elias

Amin Naeim

May Radwan

Aysha Alghool

Lama Elkhudri

Khulood Saleh

Mai Al-Aryan

Salman Al Meshaal

Srood AlMofti

Wafa'a Ashoor

Elementary Guidance Counselor

Secondary Guidance and College Counselor Brita Nash

Learning Support K12

Learning Support Elementary

Learning Support Secondary

Learning Commons Coordinator

Art Elementary

Art Secondary School

Hanadi Rustam

Kelly Carpenter

Megan Curtino

Dana Wells

Stewart Pinkerton

Nicole Cerro

Heather Meinen

Art Secondary School
Music Elementary
Physical Education
Physical Education
Physical Education
Technology Integration Facilitator
Manager, LEVEL 5

Maria Yung
Melissa Davis
James Holloway
John Greer
Camelia Bistriceanu
Huda Atif
Luke Meinen

SUPPORT SERVICES

School Nurse
Executive Assistant to the Director
Administrative Assistant to the Elementary Principal
Administrative Assistant to the Secondary Principal
Secondary Office Administrative Assistant
Elementary Office Administrative Assistant
Administrative Asst to the Admissions/Marketing Office
IT Manager
Webmaster
IT Assistant System Administrator
IT Support
Media Centre Support Assistant
Maintenance and Facilities Coordinator
Central Office Administrative Assistant / Receptionist
Accountant
Accountant
Driver
Supplies Clerk / Copy Room
Maintenance Assistant

Sam Browne
Susan Scott
Jamie Murzello
Vivien Hillier
Zainab Al Hashimi
Hawra Abdulredha
Reem Mattar
Gilbert Sinacruz
Engelbert Mariano
Stanley Bacarro
Yasir Raja
Manar Alaali
Sayed Ahmed
Nuha Rustom
Amal Taha
Ali Al Sabea
Jaffar Ahmed
Barbara Ann
Dinesh Raj Dahal

PARAPROFESSIONALS

Nursery
Nursery / Grade 1
Pre-Kindergarten
Pre-Kindergarten
Kindergarten
Kindergarten
Grade 1
Grade 1 & Arabic
Grade 2
Grades 3

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

Riffa Views International School is a non-profit, college preparatory school committed to implementing the best educational practices from around the world, while being sensitive to local cultural values. We strive to be a community of learners engaged in becoming intellectually adept, technologically proficient, and ethically guided contributors to a global society.

Our Guiding Statements

We Believe:

- what is best for students should drive all of our decisions. A cooperative partnership between all stakeholders (students, teachers, parents, administration, and community) strengthens education.
- qualified faculty members who are infused with enthusiasm, teamwork, camaraderie, a sense of purpose and school pride, are essential to create and maintain a positive school climate conducive to learning. We must attract and retain the best teachers in the world.
- a safe and supportive school environment is conducive to optimal learning and emotional growth. This type of environment is best created by focusing on the development of the universal character traits of honesty, integrity, kindness, compassion, responsibility, and respect with all community members.
- a relevant, engaging curriculum encourages active participation and promotes lifelong learning.
- differentiated instruction supports and encourages the academic, emotional, social, and physical development of all students.
- in the importance of fostering global citizenship in students by promoting respect for diversity, demonstrating religious and cultural acceptance, teaching the local culture and language, and celebrating the world's national and ethnic differences.
- community service is a basic requirement for all of our students and an excellent tool for promoting citizenship and empathy for others.
- we have a responsibility to instill environmental awareness and to promote opportunities for students to become actively involved in local and global stewardship.
- students' needs are best met in a technologically rich environment staffed by teachers adept at integrating technology as a tool to enhance learning.

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.

RVIS Guidelines and Procedures

Academics

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. In Grades 11 and 12 the International Baccalaureate Organization (IBO) Diploma Programme is taught and learning outcomes are drawn from that program.

Diplomas offered

RVIS offers the opportunity to earn two different diplomas. The primary diploma, which is awarded at graduation, is the RVIS diploma. This represents the successful completion of the academic program from grades nine (9) through twelve (12). It is the RVIS diploma which is the basic requirement for admission to university. The second diploma offered is earned from the International Baccalaureate Organization for the successful completion of their externally moderated Diploma Program. The International Baccalaureate diploma is awarded separately from, and later than, the RVIS diploma.

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 assessments used are:

- Measures of Academic Proficiency (MAP), taken in the fall (October) and spring (May) of each school year. Mathematics and Reading - Grades 1-10 and Science Grades 3-10. MAP is used to track student academic growth over time.
- Preliminary Scholastic Aptitude Test (PSAT), taken in the fall (October) by students in grades ten (10) and (11) and used to help prepare students for university planning.
- Scholastic Aptitude Test (SAT) offered at RVIS in both the fall and spring, the SAT results are used by universities to help gauge the quality of applicants. This is typically taken by students in grades eleven (11) and twelve (12).
- International Baccalaureate Diploma Programme examinations are taken in May at the conclusion of a two year course of study. The results of the examinations in addition to internal assessments are used to determine the awarding of either a certificate or full diploma from the IBO.

Reports and Teacher Communication

Parents receive 4 written reports, one per quarter, for their child(ren). The reports are titled: Semester 1 Progress Report (1st Quarter/November); Semester 1 Report (2nd Quarter/February) Semester 2 Progress Report (3rd Quarter/April); Semester 2 Report (4th Quarter/June).

In addition, parents are invited to a portfolio share and student-led conference at the midpoint of each semester. In the secondary school, conferences are also available on these days.

Parents are encouraged to correspond directly and frequently with the teachers of their child(ren) to encourage the best collaborative support for learning. Further, parents and teachers who correspond frequently generally experience fewer frustrations and instances of mistrust.

Academic Honesty

To ensure the integrity of our program and achievements of our students at Riffa Views International School, demonstration of academic honesty is amongst our highest priorities. By completing tests, projects, assignments, and other assessments on their own without unauthorized assistance, students are able to truly demonstrate their abilities and understandings, thus instilling credibility to themselves and the school. In addition to demonstrating their own academic honesty, students have an obligation to inform the school if they become aware of any acts of academic dishonesty demonstrated by others at the school.

Academic Honesty - is demonstrated by promoting and participating in the ethical practices associated in teaching, learning and assessment. When demonstrating academic honesty, students should respect and adhere to the rules and laws associated with various forms of intellectual property; and ensuring authentic authorship of their work. Students refrain from malpractice by not participating in activities of academic dishonesty.

Intellectual Property - refers to the many forms of intellectual and creative works such as literature, art, music, patents, trademarks, copyrights, etc.

Authentic Authorship – is an authentic piece of work using a student's own ideas and language which can be either written or oral. When using ideas, quotations or references to other's work, sources must be appropriately acknowledged and listed on student's work.

Malpractice - is defined as a student's use or intent to use unauthorized assistance in completing work required in meeting course requirements. Forms of malpractice include but are not limited to the following: plagiarism, collusion, duplication of work, cheating during an examination.

The difference between legitimate collaboration and unacceptable collusion or plagiarism

Although many assignments are completed independently, there are times when students are required to work together either using or gathering similar information during the process of completing an assignment. Collaboration allows students to work together to plan, gather and make sense of information. The final work and all its parts, however, must be completed independently and cannot be the same as another person.

Work in whole or in part that is completed by another person and submitted as a student's own is plagiarism. A student who allows another student to copy their work and submit it as their own is an example of collusion.

In the event that academic dishonesty is determined, the student, parents and administrators will be informed and also a student incident form will be completed. The student will be given the opportunity to explain the issue. Depending on the incident, either the teacher or principal will assign an appropriate consequence.

Please refer to the school's full academic honesty policy for further details. As found on the curriculum pages of the school website.

Responses to Academic Dishonesty

In the event that academic dishonesty is established, the principal may recommend the following responses:

- Student/Parents are asked to meet with the counselor, teachers, advisor and/or principal.
- The violation is placed in the student's discipline or academic record.
- Student creates and follows up on a restitution plan, which includes logical consequences.
- Students may be required to write an additional assignment in addition to the original one.
- The assignment may receive a non-grade but the student must resubmit the assignment. The student's Learner Profile is adjusted accordingly.
- Parent(s) receive notification of the offence from the principal.
- If malpractice is proven in an IB course, a final grade for the course may not be given (as regulated by the IB Academic Honesty Policy). This decision will be made by a committee with at least one administrator, teacher and counselor.
- Other disciplinary actions as deemed appropriate by the principal.

Class Lists

Prior to the end of each school year, the process of developing elementary school class lists for the following school year is begun. Classroom teaching teams at each grade level, in consultation with the specialist teachers, guidance counselor and principal, begin discussions as to appropriate placement. In the process of making their class lists, teachers consider reading levels, math skills, developmental maturity, ratio of boys to girls, ethnic balance, social patterns between classmates and learning needs. The formulation of class lists is a lengthy, complicated and thoughtful process to ensure the best learning environment for our students. Class lists are not finalized until as close as possible to the first day of school to allow for placement of students enrolled over the summer.

It is with this in mind that we find it necessary to limit parent requests to instances where exceptional and significant circumstances exist. All such requests will require a meeting with the principal **prior to the first week of June** and should not be made with teachers directly. An expressed preference for a given grade level teacher will not be considered as a reason for a placement request.

Homework

At Riffa Views International School we believe that homework should be meaningful and beneficial to the students' educational development. We believe it should be reasonable in length and expectations so students have time for our After School Activities program and to pursue other interests including sports, music and art.

Homework Assignments

Homework assignments will be posted by teachers to their website and shared with parents. Students and parents will be able to access homework assignments through the school website from their homes. Rather than bringing home all of their books every day, students should bring home only the books required to complete their assignments. Students should be responsible for packing and unpacking their bag each day.

While teachers will plan homework tasks that cater for a range of academic ability, students should speak to their teacher if, on a regular basis, they are concerned about the difficulty or ease of set assignments.

- Written homework may include practice or review of material already studied in class, and can involve applying concepts learned in daily life. (Completing 3 or 4 math problems is enough to know if the student understands the concept on their own. There is no need to do 20!)
- Reading - All students are encouraged to read an average of 20 minutes a night in English and, if able, 10 minutes a night in Arabic. Reading should be enjoyable and can be done while relaxing in bed.

Homework should always be the ideas and work of the student.

- It is important that students give their best effort on their homework. Assignments should be completed neatly, and submitted on time.
- Parents can write notes if there are special issues resulting in homework not being completed. Students who have given their best effort, but are unable to solve the problems can just circle them and see the teacher for extra help.

Homework is included as formative assessment, and serves as an indicator of the student's level of understanding.

Learner Profile

The RVIS *Learner Profile* outlines the skills and dispositions of a RVIS student. They are derived from the school's mission and philosophy with reference to the IB Learner Profile and the Standards for the 21st Century Learner.

The goal of the Learner Profile is to provide a common language and agreed upon understandings for teaching and learning about the attributes of an effective learner. Teachers, students and parents will all work together to build this shared understanding, and to reinforce these skills and dispositions as students grow.

Learning Support Program

Riffa Views International School (RVIS) has three Learning Support teachers. The role of the Learning 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 Learning 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 Learning Support program offers individual or small group assistance utilizing both inclusion and pull-out models.

Elementary and Secondary Student Resource Teams meet regularly. 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, Monday and Wednesday 7:45-4:15 and Tuesday/Thursday 7:45-3:00.

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. Whenever a book or resource is found the money would be refunded back into the Book/Resource deposit.

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.

Swimming Program

Swimming and water safety are taught as a required part of the PE program at RVIS. 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. Because weather conditions are conducive to almost year-round swimming in Bahrain we feel that safe water habits and adequate swimming proficiency are essential components of the PE program at RVIS. RVIS students are required to adhere to the swimming dress code while in the swimming pool on campus during their regularly scheduled PE classes as well as during extracurricular or after school activities. Please ensure that your child brings their swimsuit to school on PE days during their swim units. You will be notified of these times in advance by the PE teacher. Commencing in Grade 1, swim classes held during PE time 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 and parents to examine the situation. Swimming is an integral part of the RVIS school program.

Tutoring

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

Arrival and Departure of Students

Arrival of Students

Students are encouraged to arrive on campus by no later than 7:45 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 7:45 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 exchange books in the Learning Commons at 7:45 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 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 8 a.m. and depart at 1:45 p.m. Nursery timing remains the same - 8 a.m. to 12 noon. IB exams will be administered per the IB Guidelines and timings.

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.

Attendance

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.

- In the elementary school, attendance is taken in the morning at 8:00 a.m. for the entire day. Students arriving between 8 and 8:05 are considered tardy. After 8.05 students are considered late.

- In the secondary school, attendance is taken at the start of each instructional period. Students arriving up to 5 minutes after the start of class are considered tardy. Those arriving to school between 8:05 and 8:20 are considered late. Those arriving after 8:20 will be marked absent for the first instructional block due to late arrival.

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.

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. In High School, this will affect a student's ability to earn credits for the semester's work in affected classes. 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 Educations who expect attendance issues to be documented and communicated to both parents and the ministry.

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. Please make every effort to ensure your child/ren's regular attendance. Notice of short absences should be made to the office of the division your child is in (elementary or secondary). 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.

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. Teachers will receive notice of the need to prepare work from the principal once the communication from the parents is received. It is the parents (elementary), or the student (secondary), responsibility to collect this work from their teacher/teachers, the last school day before commencement of the extended absence.

Attendance for holidays, school-wide events, and at end of year

It is a requirement of the Ministry of Education that students are in school for each day of the calendered 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 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.

Code of Conduct

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. The school culture is centered on its Code of Conduct which requires students to show respect for self, others and the environment. This Code helps provide a safe and caring learning environment for all students and gives guidelines for how to treat others both inside and outside of school. The Code of Conduct forms the basis of all the rules at RVIS and states that:

- **RVIS students respect themselves.** They are honest and honorable in their actions at school and with others.
- **RVIS students respect others** and the right of everyone to be able to work and learn in a safe, caring and supportive environment. They are kind, considerate and thoughtful. RVIS students support and help others.
- **RVIS students respect the environment.** They take care of their school and their planet, and respect the property of others.

Establishing positive teacher-student relationships, clear parameters of acceptable behavior, strong monitoring practices and natural consequences all support students as they follow the Code of Conduct.

Positive Discipline

RVIS has adopted Positive Discipline as a model for how to cultivate an environment where students learn to self regulate and take responsibility for their behavior

Positive discipline aims to teach students to become responsible, respectful and resourceful members of their communities. Positive Discipline teaches important social and life skills in a manner that is deeply respectful and encouraging for both children and adults (including parent and teachers)

From the founder of the positive discipline approach, Dr Jane Nelson, research tells us that children are hardwired from birth to connect with others. Children who feel a sense of connection to their community, family, and school are less likely to misbehave. To be successful, contributing members of their community, children must learn necessary social and life skills.

RVIS staff believe in the core philosophy of the Positive Discipline Program. The plan is to achieve greater consistency in practices of managing student behavior that is consistent with the positive discipline approach. It is envisaged that parent education will also play a role as this shift is made across both divisions of the school.

Responses to Poor Choices

The RVIS Student Discipline Policy, 7:2, in its full form, may be obtained from the Superintendent's office. The policy provides the definitions and guidelines for dealing with; Harassment, Intimidation and Bullying; Behavior Expectations; Consequences and Appropriate Remedial Actions; Suspensions and Expulsions.

When student behavior is inappropriate, we always seek first to listen to the student and try to understand his/her behavior. Every behavioral issue is an opportunity for both teaching and learning. We are firm, but fair; and recognize that fair does not always mean the same for every student.

Restitution can be an important component in helping a student take responsibility for their actions and move on to resolve discipline issues. Restitution may require the student to restore the relationships affected by his/her actions. This means acknowledging the effects of the infraction, and accepting responsibility for their part in the behavior. It may require investing time in rebuilding relationships, and accepting logical consequences associated with the behavior.

Respect begins with civility and deepens into trust. Our most fundamental behavioral guidelines for the children are, "respect yourself, respect others, and respect the environment". We expect the same from adults, parents, and school staff, at all times and in all relationships within the school community. Parents play a critical role in modeling and reinforcing the RVIS Code of Conduct.

Our expectation for respectful interactions includes speech, behavior, and digital interactions on platforms such as Facebook, Instagram, texting, or E-mail. Photos of other students at RVIS should not be posted on the internet or anywhere else without permission from parents. Please support your child by speaking of her/his teachers, classmates, and school in positive terms. Additionally, please respect and abide by the school's policies and procedures, honor your commitments at school events, and look for ways to make a positive contribution to the life of the school.

RVIS believes that a positive and constructive working relationship between the school and a student's parents (or guardians) is essential to the fulfillment of RVIS's mission. The school reserves the right not to continue enrolment if the school reasonably concludes that the actions

of a parent (or guardian) makes such a positive constructive relationship impossible, or otherwise seriously interferes with the school's accomplishment of its educational purposes. Through your behavior, you contribute to your child(ren)'s moral development and to the culture and climate of their school, which they experience on a daily basis.

By upholding the RVIS Code of Conduct, and adhering to the school Student Discipline Policy, we ensure all members of our school community learn in a safe and caring environment. Acts of physical violence, verbal abuse, intimidation and bullying are not acceptable by anyone in our school community. Any issues of this nature are to be reported directly to the principal, who will investigate fully and, if needed, severe disciplinary action, such as suspension may result for anyone not upholding the highest standards of behavior that we expect from everyone. Parents will be informed should their child be involved in any such incidents.

Vandalism, Damage, and Banned Items

Deliberate damage of school property or the property of others is a violation of the RVIS Code of Conduct. Students who do so will be required to pay for the damages. Vandalism is a serious offence and may result in suspension or recommendation for alternative school placement.

Banned items include gum, white out, laser pointers, and any other item which may be used as a weapon or be dangerous to others.

Communication

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.

Communication between school and home

At RVIS we are committed to ensuring consistent and timely communication between school and home. Some form of communication will be coming out on a weekly basis and if parents are not receiving communication from the school it is a fair sign that there may be an error in your contact information. Please take the responsibility to contact the school to check the contact details we have on record, if you are not hearing from the school beyond a week or two.

Direct communication with families

During the 2018-2019 school year, RVIS will be transitioning to an application-based platform called *Weduc*. This new communication platform will help to streamline messages, and allow parents to receive personalized information about their child(ren) and communicate with the school. To begin the year, all school-wide communication will be done through *Weduc* and your child's teacher will be transitioning to the platform in the beginning months of school. To ease the transition, parents will receive messages through *Weduc* as well as their email to ensure you are receiving important information.

***The Riffa Breeze* Newsletter**

The Riffa Breeze is a monthly newsletter that will contain information on activities for both elementary and secondary divisions of the school. We encourage families to read this every month to keep up-to-date on all the exciting events and activities that are happening around the school.

RVIS Website

The most commonly utilized pages of the website for the parent community are the Parent Page and the News Page. The Parent page will have the monthly lunch menu as well as information on uniforms and transportation. The News Page is linked to *The Riffa Breeze* so our community always has access to our newsletter. You will also find curriculum overviews for each division and a host of other information.

Teacher Webpages

Teacher webpages / Google Classrooms will be shared at start of school year and should be checked for homework and class news. Teachers will use their webpage to provide information about class events and special activities.

School-wide SMS

SMS will be used for urgent communications regarding same-day cancellations or in case of emergency.

Parent Participation

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. 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) had a productive first year. With the stated goal of service to 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 PCC (Parent Consultative Council) 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.

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 feel 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.

Out of School Notification

Information will be sent to parents via teacher newsletters and webpages regarding field trips. This will be comprehensive information regarding the outing, including dates, times, what to bring and how the trip relates to class work. For sporting trips the coach will also communicate well in advance with parents on out of school games/tournaments. In addition to this information, parents will receive a brief **Out of School** reminder/notification for security purposes when their child is off campus. This is sent from the school office just prior to the child leaving campus and ensures that both the school and parents have an accurate account of every child's whereabouts at all times.

Please note, if you have had a change of address, email, or phone number, please call, or email the updated information. It is vital that we have current contact information, especially phone numbers, to be able to reach you at all times.

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

In keeping with our school's commitment to developing responsible use of technology, phones may be utilized under age appropriate and contextually appropriate conditions. The conditions for use are clarified and discussed with students and parents at the commencement of the school year. As a rule of thumb, phones may only be used during class time when authorized by a teacher. Parents are asked to support this by not calling or texting your child(ren) during the school day. 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.

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 Computers

In grades 6-12, the school may issue laptops to students upon request and receipt of a deposit.

Miscellaneous

Birthdays

Students in Nursery through Grade 5 may bring in 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. In Secondary, treats may be delivered at lunch time only. Provisions for all students in the gender and grade level must be available.

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 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.

Cafeteria

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. Eating the correct foods at lunch time renews energy for the afternoon lessons. The lunch program offers an array of 100% fruit juices and homemade healthy and delicious foods.

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. The same healthy philosophy as adopted in the hot lunch program is applied to the Pre-Kindergarten and Kindergarten lunch program.

Prices for the lunch program are posted on the school website. Payment methods have been established by Healthy Calorie and the details are available from the Business Office. Please ensure that payments are made in advance for the lunch that your child chooses from the lunch program.

Parents not wishing to avail themselves of the school cafeteria service can choose to provide their own healthy lunch for their child such as a sandwich, cheese, vegetable sticks, crackers, a piece of fruit and milk, water or 100% fruit juice. A reminder that RVIS provides a nut free environment.

It is essential that parents organize payment for school lunches with Healthy Calorie prior to the commencement of school. Credit will not be given. Healthy Calorie will be at RVIS during school time for parents to make payment. Days and times will be sent to parents by email. It is also the responsibility of parents to be regularly checking their child's lunch account to ensure sufficient funds are available for payments.

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.

Hats

Students are asked to bring an RVIS hat for outside play and PE lessons. Elementary aged students will be instructed to move to the shaded areas on the playground if they do not bring their hat for recess play. The RVIS hat is available through the uniform provider.

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.

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.

Field Trip Permission

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. In addition to this, field trip information will be on the class portal page. 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.

Fundraising On Campus

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

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.

Lockers and Cubbies

Students in Nursery through Grade 5 have cubbies in their classroom to store their backpack, jacket and lunch. Please ensure that your child's book bag is small enough to fit into the cubby (which is 8 inches or 20 cm wide).

Students in Grades 6 onwards have a locker outside of the classrooms to store their books, book bag, lunch and jacket. Each locker has a combination lock and students are responsible to keep their combination secure and not reveal it to others. Please ensure that the book bag is small enough to fit into the locker (which is 8 inches or 20 cm wide).

PE Locker Room Usage

Students in Grades 4 onwards will change clothes for PE and store their uniforms in the changing rooms during class. Students should leave their watches with their PE teacher during PE classes. Individual change areas are provided to ensure privacy. PE locker rooms are supervised by PE staff, and where applicable, paraprofessionals.

Lost and Found

Found items should be placed on the tables inside the nurse 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.

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.

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.

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.

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. The cost of the book or resource will be taken out of the BD 50 book/resource deposit. Costs include the shipping required to bring the replacement to RVIS. If the loss or damages exceed BD 50 an additional BD 50 deposit will be required. 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. The book/resource deposit is carried forward each year for returning students and refunded for students leaving as part of the withdrawal procedures.

Student Life

Athletics

RVIS students from Grade 4 onwards have the opportunity to participate in a variety of inter-school competitions throughout the school year. To be selected for such teams, students need to be up to date with their academic requirements, including homework. Teachers can also recommend exclusion from such activities if student behavior is of concern. The school principal and sports staff will make the final decision on team selection. Parents will be advised the day 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.

After School Activities

The After School Activities (ASA) program provides an opportunity for students in Grades 1 onwards to experience a wide range of activities such as sports, computers, community service, gardening, environmental activities, cooking, drama, crafts and music. Offerings will be developed based on student interest. Information regarding ASA offerings and sign-ups will be sent to parents before the start of each season. In the event of extreme weather conditions or any other need for cancellation of an ASA offering, 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 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.

University planning

The secondary guidance counselor works closely with students, parents, and faculty to guide students to universities which most closely match each student's skills, desires, and family preferences. Beginning in the middle school, students are encouraged to explore career and university planning. This culminates in the fall of the twelfth grade year, when the guidance counselor partners with students and parents to apply to universities.

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.

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. Comfortable solid black school shoes should be worn. (*Flip flops, sandals, bright multi-colored sports shoes, Crocs, platforms, high heels, boots or shoes with steel toecaps are not permitted at RVIS*).

The RVIS school hat or cap is to be worn outside, unless it is a special event or free dress day.

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

Early Childhood (Nursery through Kindergarten) RVIS uniform consists of:

- RVIS blue polo or white collared shirt
- RVIS light grey microfiber trousers or shorts, can be worn by boys.
- RVIS girls may also wear the light grey skort or pinafore
- RVIS hat (for outdoors)
- *Optional:* RVIS green sweater or RVIS fleece jacket (in class). Any non RVIS jacket or sweater can be worn to and from school, but not in class.

Elementary (Grade 1 through Grade 5) RVIS uniform consists of:

- RVIS blue polo or white collared shirt
- RVIS light grey microfiber trousers or shorts, can be worn by boys
- RVIS girls may also wear the light grey skort or pinafore
- RVIS hat (for outdoors)
- *Optional:* RVIS green sweater or RVIS fleece jacket (in class). Any non RVIS jacket or sweater can be worn to and from school, but not in class.

Secondary (Grades 6 onwards) RVIS uniform consists of:

- RVIS green polo or white collared shirt
- RVIS dark grey trousers
- RVIS hat (for outdoors)
Optional: RVIS green sweater or RVIS fleece jacket (in class). Any plain non RVIS jacket or sweater can be worn to and from school, but not in class.

Physical Education

RVIS uniform consists of:

- G4-12 Required RVIS PE black RVIS Athletic shirt
- G4-12 Required RVIS black PE shorts
- Optional N-G3 Gray shorts/trousers or regular school uniform.

House of Uniforms is located in the Al Ali 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. Samples of uniforms can be viewed in the front foyer at RVIS.

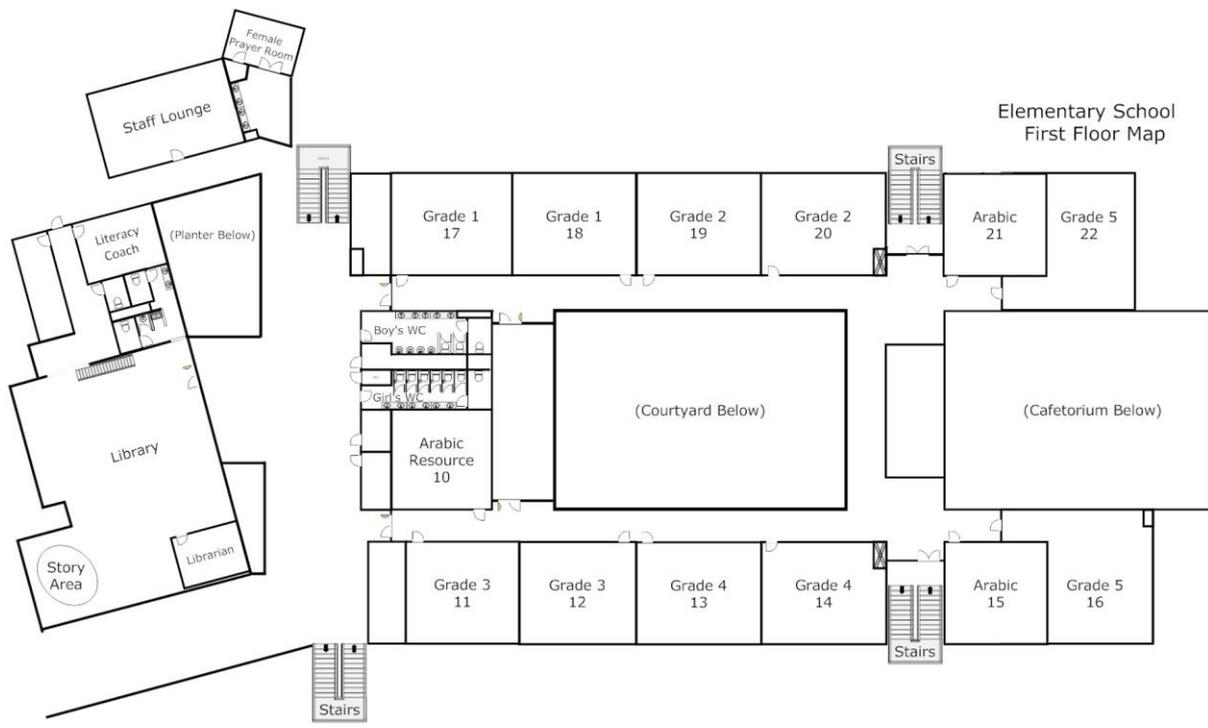
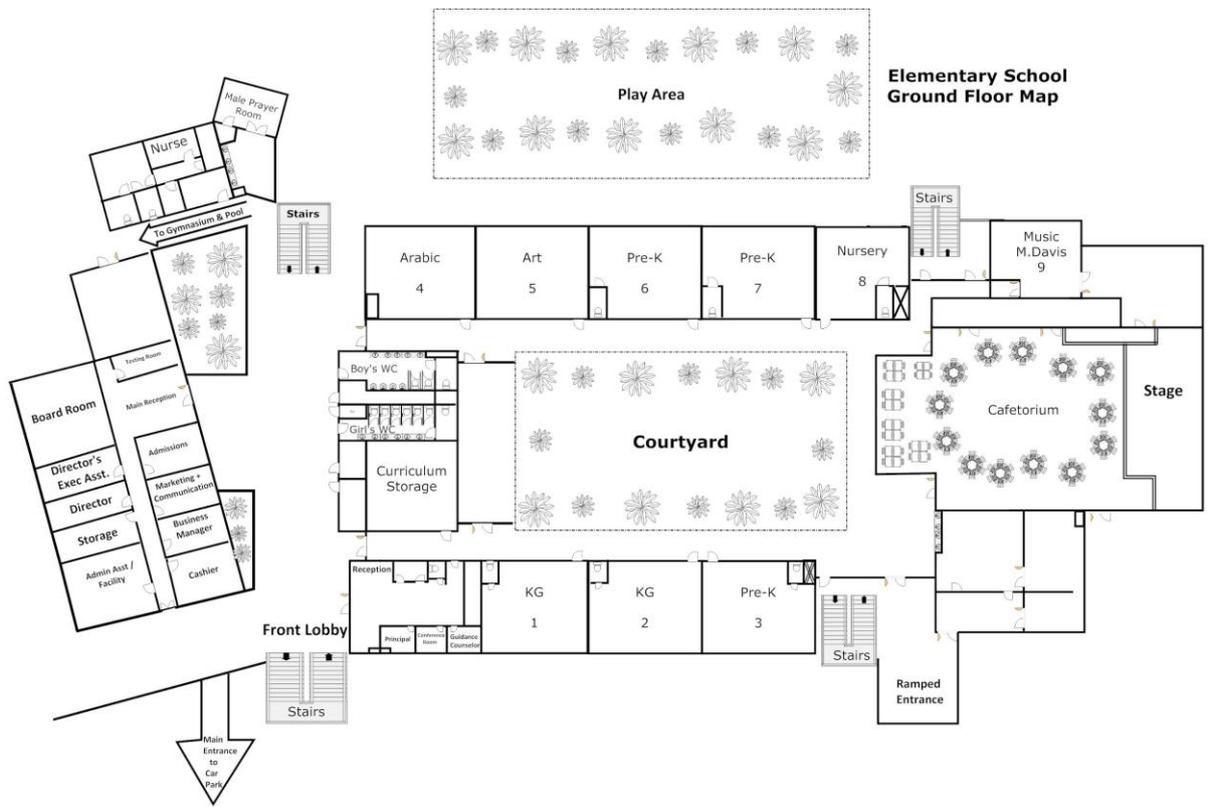
For non-uniform / special dress days, students are required to follow the norms of modest dress and tidy appearance. For example, jeans should be in good repair, shorts to the knee (elementary only), and tops should have short sleeves.

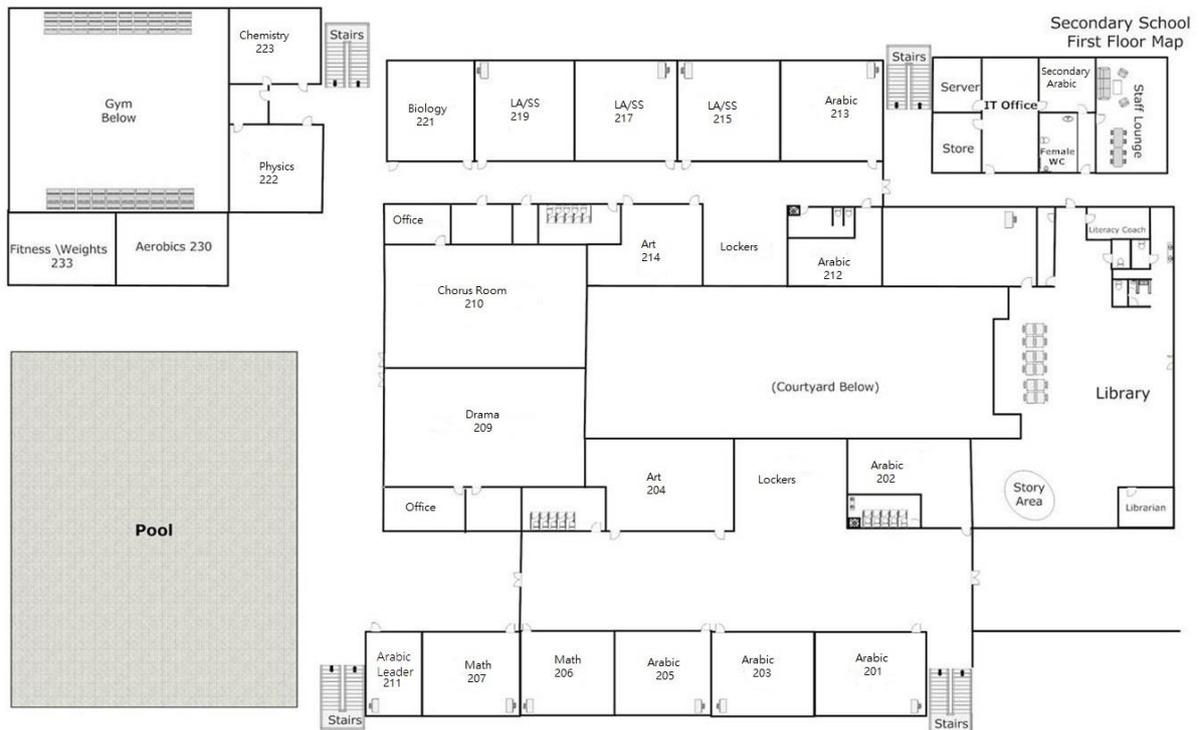
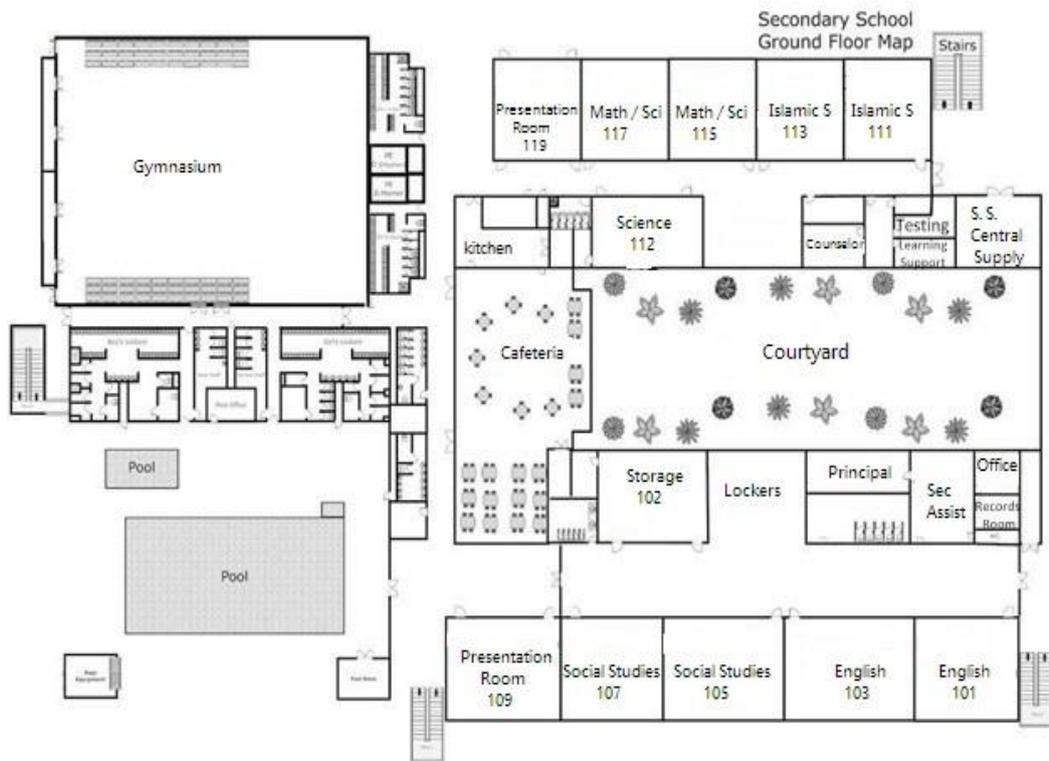
Jewelry and Make Up

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.

Secondary students should see the Secondary School Handbook for further information regarding specifics.

School Maps





Important Contacts

Administrative Offices	Phone Numbers
Main Office	1656 5000
Superintendent'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	
Al Hutaim Transportation	17581510
House of Uniforms	36562644