



**SECONDARY STUDENT
HANDBOOK**

GRADES 6-12

2016/17

**RIFFA VIEWS
INTERNATIONAL
SCHOOL**

Name: _____ **Grade:** _____

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Introduction

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 Philosophy

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 cultivates 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 life-long 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.

Learning at RVIS

A Personalized Learning Environment

We believe that in order for you to fully reach your academic and social potential, you must be immersed in a supportive environment where you are part of a small learning community, participate in a homeroom/advisory program, and write and carry out your own personal learning plan. Simply put, learning is not something done to you; learning is something you do for yourself.

Each student learns differently. You build understanding, demonstrate ability and communicate findings in a way which is unique to you. Teachers use a variety of strategies such as group activities, project, and problem-based learning, reflective writing, exhibitions, and portfolios to help students discover and develop their strengths and ensure every student has a chance to learn most effectively. Your role is to think about what learning experiences you do the best on and to partner with your teachers to find out how you most successfully learn.

Our goal is to partner with you as you grow to be a successful young adult, capable of successfully reaching your goals. In order to accomplish this, every RVIS student will be assigned either an advisor (MS) or mentor teacher (HS) who will work with you throughout your school experience. With the support of the secondary counselor, the teachers will work with you to develop and monitor your learning achievement goals. The secondary counselor will also work with you to build career pathways towards post-secondary education or other career choices.

With assistance from your parents, your teachers and school counselor, you will begin to prepare yourself for your chosen path after graduation.

Academics

The RVIS curriculum is challenging, engaging, and exploratory. It is based on US and international standards and includes learning activities that create opportunities for you to pose and answer questions that are important to you. The curriculum provides direction for what you should know and be able to do in preparation for university. The RVIS curriculum helps you achieve the attitudes and behaviors needed for a full, productive, and satisfying life.

Our Middle School curriculum empowers you to strive for personal excellence. It incorporates best practices in curriculum, assessment and instruction. The curriculum is designed to be relevant and engaging, to promote your increased understanding of yourself, and to provide you with the foundation required for success at the high school level.

The High School curriculum builds upon the success of the middle school and is anchored by the International Baccalaureate Diploma Program. Grade 9 and 10 courses are rigorous pre-IB courses that will prepare you well for entering the IB Diploma Program in grades 11 and 12. The IB Diploma program consists of six subject groups. A diploma candidate needs to take one subject from each group, three (or in exceptional cases four) of the subjects need to be at the Higher Level (HL), the other three at the Standard Level (SL). You may opt for taking an additional course from groups 3 or 4 in the place of one from group 6. You will also participate in Theory of Knowledge, CAS, and the Extended Essay. For more details about course offerings, please refer to the RVIS High IB Diploma Course Outline document, obtainable from the IB Coordinator.

Graduation Outcomes

RVIS High School Diploma

Students will graduate with a diploma from RVIS by earning the required number of credits for subjects taken over the course of their four years at High School, and by demonstrating a commitment to community service. Students who meet these requirements will earn an accredited High School Diploma (recognized through the accreditation process via the Council of International Schools/ Middle States Association). It is our intention that the Bahraini Ministry of Education will recognize the RVIS High School Diploma as the equivalent of the Tawjihi.

International Baccalaureate Certificates

In addition, some students may choose a selection of IB subjects at higher or standard level and earn certificates issued by IBO.

International Baccalaureate Diploma

Students also have the option of graduating from RVIS with a full IB Diploma, in addition to the RVIS Diploma, upon meeting all of IB requirements. Students may opt to take Language A in English and in Arabic and will receive a Bilingual IB Diploma.

RVIS Graduation Requirements

Classes of 2017 and 2018

As a result of a change made to the high school graduation requirements, taking effect in the 2014-15 school year, the graduation requirements for the classes of 2016 and 2017 are slightly different from all following classes. This ensures that the students are not penalized by any changes made to the program of study at RVIS.

The tables displaying the graduation requirements for the classes of 2017 and 2018 are displayed on below

Class of 2017		
Subject	Graduation Requirement	Recommended for University
English	4	4
Math	3	4
Science	3	4
Social Studies	3	4
World Language	2 <i>(in the same language)</i>	4
Fine/Performing Arts	2	2
PE / Health	2	2
Technology and Society	2	2
Citizenship (for Arabic students)	As per Ministry Guidelines	As per Ministry Guidelines
Islamic Studies <i>(*for Muslim Students)</i>	2*	2*
Theory of Knowledge	1	1
Online Course <i>(Elective Subject)</i>	.5	.5
Electives <i>(credit earned in from any content area)</i>	2.5 <i>(4.5 for non-Muslim)</i>	1.5 <i>(3.5 for non-Muslim)</i>
Community Service	Commitment demonstrated over 4 years	Commitment demonstrated over 4 years
Total	27 (Required minimum)	31

Class of 2018 and beyond		
Subject	Graduation Requirement	Recommended for University
English	4	4
Math	3	4
Science	3	4
Social Studies	3	4

World Language	2 <i>(in the same language)</i>	4
Fine/Performing Arts	2	2
PE / Health	2	2
Technology and Society	2	2
Citizenship (for Arabic students)	As per Ministry Guidelines	As per Ministry Guidelines
Islamic Studies <i>(*for Muslim Students)</i>	2*	2*
Theory of Knowledge	1	1
Online Course <i>(Elective Subject)</i>	1	1
Electives <i>(credit earned in from any content area)</i>	3 <i>(5 for non-Muslim)</i>	2 <i>(4 for non-Muslim)</i>
Community Service	Commitment demonstrated over 4 years	Commitment demonstrated over 4 years
Total	28 (Required minimum)	32

Students must attend eight semesters of high school in grades 9 to 12 and must be in attendance at RVIS for a minimum of two consecutive semesters (one year attendance requirement) preceding the date of graduation. A minimum of 28 credits must be earned in grades 9-12. One credit is awarded for completion of a full-year course. One half credit is awarded for completion of a semester course.

RVIS expects all students to maintain full time enrollment for their complete four years of high school and must be in attendance at RVIS for a minimum of two consecutive semesters (one year attendance requirement) preceding the date of graduation. A minimum of 27 credits must be earned in grades 9-12. One credit is awarded for completion of a full-year course. One half credit is awarded for completion of a semester course.

Reporting

For each of two semesters in the year, you will be assessed on your academic achievement and behavioral applications on your semester report. The learner profile will also report on your behavioral applications during the term. In November and March, when you receive your progress report, you will have a student-led conference. Student/parent/teacher conferences will be held following the student-led conferences. During the student-led conference, you will share your portfolios and report on the progress you have made during the term.

Learner Profile

The aim of our Secondary School program is to develop internationally-minded global citizens. The Learner Profile plays an important role in the school's standards-based grading and reporting system as it reflects the habits or applications of a balanced, skilled, responsible, and engaged learner. Development of these habits help you better achieve your academic and social potential. The learner profile, combined with the academic performance reports, complete the picture of you as a learner and help you understand how to achieve your goals.

Homework

Homework is formative, providing opportunities for you to practice skills and develop understanding. It serves as an indicator of your level of understanding. While homework should be a risk-free experience, allowing you to practice and to learn how well you have mastered concepts and skills taught in class, it is a critical part of your learning and teachers will track your completion rate for reporting purposes. Homework is different from long term assignments, as long term assignments may be considered summative, while homework is short term and formative.

In addition to being shared during class time, homework assignments will be posted each day. You may access homework assignments through the school website from their homes. Rather than bringing home all of your books every day, you should bring home only the books required to complete your assignments.

Homework and the completion of long term assignments will require a regular commitment from you. Your teachers and counselor are happy to help you with strategies to be efficient and effective in the completion of your studies. Plan for the following amounts of time on a daily basis:

Middle School - Written 60-65 minutes and 30 minutes of reading, though the actual time will vary depending upon your study habits and aptitudes.

High School – Expect 90 to 120 minutes of homework, though the actual time will vary depending upon your study habits and aptitudes.

Incompletion of homework on a regular basis is a behavioral choice and will be treated as such. In addition to reporting the behavior, your consistent incompletion of homework will lead to you meeting with some combination of your teacher(s), parents, counselor, and principal in order to form an action plan for improvement.

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

Guidelines for School Conduct

RVIS Code of Conduct

It is very important that you understand and abide by the following RVIS Code of Conduct so that you can be a positive member of our learning community. This Code helps us to provide a safe and caring learning environment for all students and gives guidelines for how to treat others. You should always abide by the Code of Conduct. It states the following guidelines:

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

Establishing positive teacher-student relationships, having clear parameters of acceptable behavior, and accepting logical consequences will all support you as you follow The Code of Conduct. Your behavioral development, as guided by the Code of Conduct, is reported through the Non-Academic Achievement Indicators which are included on your report cards. Through these indicators, you demonstrate your abilities as skilled, responsible, respectful and engaged learners.

If an inappropriate choice is made, adults at RVIS will work with you to identify what was inappropriate, what might be done differently, and support you in changing your behavior. Every unsuitable choice is an opportunity for both teaching and learning. Expect the adults to be firm but fair, recognizing that fair does not always mean the same for every student.

Restitution is an important component in helping to take responsibility for inappropriate choice. Restitution constructively restores the relationships affected by an inappropriate choice. Sometimes this means acknowledging the effects of the choice, accepting responsibility for the behavior, investing time in rebuilding relationships, and accepting logical consequences associated with the behavior.

Academic Honesty

To ensure the integrity of the school's program, the value of your education, and the achievements of all students at Riffa Views International School, demonstrating academic honesty is critical. By completing tests, projects, assignments, and other assessments on your own without unauthorized assistance, you will be able to truly demonstrate your abilities and understandings, thus instilling credibility to yourself and the school. In addition to demonstrating your own academic honesty, you have an obligation to inform the school if you become aware of any acts of academic dishonesty demonstrated by others at the school. The following are important terms for you to know and understand.

Academic Honesty - is demonstrated by promoting and participating in the ethical practices associated in teaching, learning

and assessment. When demonstrating academic honesty, you respect and adhere to the rules and laws associated with various forms of intellectual property and ensure authentic authorship of your work. You 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 others’ work, sources must be appropriately acknowledged and listed on your 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.

Although many assignments are completed independently, there are times when you are required to work together either using or gathering similar information during the process of completing an assignment. Collaboration allows you 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 your own is plagiarism. Allowing someone else to copy your 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, have a meeting to discuss the incident and a student incident form will be completed. Depending on the

specifics of the academic dishonesty, either the teacher or principal will assign the appropriate response.

Responses to Academic Dishonesty

In the event that academic dishonesty is established, the principal may recommend one or more of 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 cumulative academic record.
- Student creates and follows up on a restitution plan, which includes logical consequences.
- Students may be required to complete a new assignment in addition to the original one in order to demonstrate learning and mastery.
- The assignment may receive a non-grade.
- Parent(s) receive notification of the offense 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. Please see the full IB Academic Honesty Policy for a full description of responses to academic dishonesty in an IB class.
- Other disciplinary actions as deemed appropriate by the principal.

Attendance

You must attend at least 85% of full school days to receive assessment reports for each semester. High School students should be aware that missing classes may affect your ability to earn credit for a class. Advisory/Mentor teachers should be advised in advance of any absences between 3-5 days of school in order to plan for missed learning. For planned extended absences of over 5 school days, approval must be obtained from the secondary principal. If you miss more than 15% of the days in a school year, you are in danger of not gaining the appropriate

skills for promotion to the next grade level. This will be determined by the principal.

Short Absences: A short absence is when you miss a day or two of school for sickness or any other reason. When you are absent, your parents should telephone Ms. Nuha in the front administration office before school starts in the morning. This will ensure the school attendance record is kept accurate.

Make-up Work for Absences: You are responsible for making up work missed due to absences. Much of the learning that happens in the classroom cannot be made up with an additional assignment, so you are encouraged to attend all classes unless you are unwell.

Arrival: You may enter the RVIS campus from 7:30 a.m. and proceed directly to the cafeteria. Please be in your first period class ready to learn by 8:00 a.m.

Dismissal: At 3:00 p.m. all secondary school students are dismissed from their classrooms. You must have a note from your parents if you are not being collected by your usual transport provider. If you wish to go home with another student, you must organize this the night before and ensure both parents are informed as well as the transport company if applicable.

If you are not involved in an After School Activity, you should be picked up promptly at the conclusion of the school day. All students not involved in an RVIS organized activity should be off the campus or should be under the supervision of an adult. If you wish to study or do homework after school under the supervision of a teacher, you are encouraged to do so, but must have written permission from home and your transport company be informed.

You are not allowed to be in classrooms, the library, gym or other school areas outside of the school day without the supervision of a teacher.

Tardies: You should be at the school with enough time to go to your locker, sign in with your advisor/homeroom teacher and make it to your

first class before 8:00 a.m. You will be dismissed with enough time to make it to classes within the school day.

You are tardy for class if you are not in class and ready to learn when the beginning bell sounds. Teachers will define what it looks like in their class when you are ready to learn. If you are tardy regularly, teachers will require you to make up the missed time after school. If the pattern continues, further steps, such as a Saturday School, will be taken.

Lates: You are late to class if you arrive more than five (5) minutes after the start of class. If you are late past 8:20 am at the beginning of the day, you will be marked as a late arrival and you will be counted as absent for your first class. If you arrive late repeatedly, teachers will require you to make up the missed time either after school or on a Saturday.

Hall Passes: You are expected to have a hall pass when not in class during instructional periods. Your learning suffers when not with the teacher and your classmates, so the number of times you depart class should be minimal.

Leaving School Grounds: You may not leave the school grounds during school hours without permission. If your parents are picking you up during the school day, you must sign out with the main receptionist. When you return, your parents must sign you back in.

Absences / Excuses from Swimming and / or P.E.: Occasionally you may feel well enough to attend school, but not well enough to participate in swimming and/or P.E. If this is the case, the school will require a written note from your parents excusing you from swimming and/or P.E. for the day. The note must be provided to the PE teacher by 8:00am in order for appropriate supervision to be arranged. If a health problem exists which does not allow you to swim or participate in P.E. for more than three days, the school will require a letter from a doctor, stating the amount of time you are excused from the activity.

If you frequently forget your P.E. kit, your parents, counselor and homeroom teachers will be contacted in order for you to generate a plan to ensure you are prepared with the required P.E. kit each class.

Appropriate Language Use

In all languages, students are expected to use language that is appropriate in a school setting and is respectful and inoffensive to others. Students are to use the language of instruction within each class. For example, English in classes where English is the language of instruction, and Arabic where Arabic is the language of instruction. Teachers may authorize your use of another language to help another student understand and to learn.

Academic Behaviors

You are expected to be an active, engaged participant in the RVIS learning environment. This will ensure that you continue to learn and improve your performance. Growth is what we seek, and that will take your commitment to being on task and completing assigned work. You are expected to honor deadlines and submit work which has been fully attempted to the best of your ability.

Non Academic Achievement Indicators

The non-academic achievement indicators of positive learning include: Work Ethic, Preparation, Perseverance, Engagement, Respect, and Collaboration. These indicators are groups into two categories: Personal and Social Responsibility. Teachers will work with you to understand and practice those various skills. They will also be assessing your performance and reporting your results on your report cards.

Late Work

Teachers will review the specifics with you in their classes, but what you most need to know is that you are expected to submit your work complete, presentable, and on time. On rare occasions when you need an extension, your responsibility is to communicate with the teacher in advance. If they agree to a late submission, then your work will not be penalized in terms of academic achievement grades.

Retakes

Retakes are provided when your teacher agrees that you have a valid reason for the retake and you have made a reasonable attempt to complete the assigned assessment. What is reasonable will be determined by the teacher of that class, but generally includes their observations of your levels of engagement in classes leading up to the due date. Retakes, when conducted, do not have an academic penalty attached.

Missing work

When you fail to complete your assessments, teachers do not have an important data point for their use in determining a grade. Teachers will use their observation notes of your performance in class, formative assessment marks, and their judgment to determine what your grade would be. They may also determine that they do not have enough information to determine a grade, in which case your report card would indicate either a No Grade or an Incomplete. In both cases, credit would not be awarded for completion of the class.

Audience Behavior

When in an audience at RVIS, the following are the expectations.

Conversation: Audience members best demonstrate respect through their remaining quiet during a performance or presentation. Conversation, even quiet conversation, may be distracting and considered disrespectful.

Entering/Exiting: If there is a need to enter or exit the room during a performance or presentation, then only do so when there is a break in the program.

Remain Seated: A clear expression of respect is to remain seated during a performance or presentation.

Photography and Electronic Devices: Unless authorized by those organizing the performance or presentation, photography and the use of

other electronic devices is disrespectful. Please refrain from doing so. If you are interested in capturing an image or recording a section of a performance, ask a responsible party before doing so.

Appropriate Expressions of Appreciation: Use judgment in how appreciation is shared. What would be acceptable for a sporting event would not generally hold true for a presentation. Whistling, cheering, the use of horns, etc., would not be considered appropriate or respectful during most presentations.

Backpacks and Bags: Backpacks and bags constitute a hazard when left in hallways or within the presentation room. Backpacks and bags should either be placed in lockers or left in their classroom.

In summary, a great rule of thumb for audience behavior would be for you to focus upon the presentation or performance rather than friends, digital media, and so on.

Safety

RVIS aims to provide a supportive and safe environment which promotes learning. General safety rules include the following:

- Walk in the buildings or in any congested area.
- Climb only on playground equipment and the climbing wall in the gym - areas intended for climbing (not trees and walls).
- Keep to the right when using the stairs and corridors.
- Use P.E. and fitness equipment only under the supervision of a staff member.
- If balls go over a wall or fence the teacher on duty must be informed and he/she will arrange to have it retrieved.
- You can only be on school grounds when supervised by a teacher for RVIS activities and classes, or after school hours with your parents.
- Bicycles should be walked when on school grounds, including in the car park, and put safely into the bike rack.
- Scooters, skateboards, sneakers with wheels and roller blades are only allowed on campus when part of a school approved activity.

Inappropriate/Dangerous Items

You must not bring anything inappropriate, expensive, illegal, dangerous or potentially damaging or distracting to school. Examples of banned items include weapons, cigarettes, pocket knives, laser pointers, gum, glass containers, handheld video games, perfume and jewelry (including rubber bracelets). Large amounts of money should not be brought to school. If in doubt, the principal should be asked prior to bringing in any item.

A student having a knife or other dangerous item in his/her possession will face immediate suspension and possible other disciplinary actions.

A student that has, or is reported to have, any dangerous, or potentially dangerous, item in their possession, will face immediate disciplinary action. This may include the search of personal belongings, confiscation of the dangerous item and notification to parents. Serious breaches may also result in further disciplinary action such as suspension and involvement of legal authorities.

Physical Violence or Aggression

Physical violence is not permitted at school or on school sponsored event. Physical violence is reported directly to the principal for disciplinary action.

Intimidation/Bullying

It is essential that no member of the RVIS community is intimidated or bullied, either physically or psychologically, by others. Incidents of intimidation or bullying will be referred directly to the principal.

Public Displays of Affection (PDA)

Demonstrations of physical affection between students on school property or a school sponsored event are not culturally appropriate and are thus not permitted.

Prohibited Substances

Use or possession of substances such as tobacco in any form, alcohol or illegal drugs, is unlawful and considered a major infraction of RVIS rules. Use of these substances is unacceptable on campus or in the general vicinity of the school, either prior to, during or after school. This also applies to off campus school events and trips.

Theft or Vandalism

Theft is a major infraction of RVIS rules. Deliberate damage of school property or the property of others is a violation of the RVIS Code of Conduct. Students, who damage, break, or ruin property will be required to pay for the damages. Theft and vandalism are serious offences and may result in suspension or other disciplinary actions.

Personal Technology Devices

School telephones are only used by you for emergencies and with the permission of a teacher. You should not use mobile phones/iPods/MP4s during school hours, but they may be used responsibly in keeping with the Acceptable Use Policy, travelling to and from school. The school is not responsible for loss or damage of these items.

Bus Service

It is important that all students riding on the bus abide by the RVIS Code of Conduct. This includes showing respect for all students, the assistant and the driver. All bus passengers must wear a seatbelt at all times. You should model good safety by always ensuring appropriate noise levels and refraining from activities that would distract the driver or disturb others. You should pack your school bags quickly and get to the bus by 3:10 p.m., so as not to keep other students waiting.

Please ensure your parents contact Al Hutaim Bus Company directly if you are not going home on the bus or are taking a different bus due to an After School Activity. Contact Number: 39469951

Responses to Disciplinary Issues

RVIS is a school that prides itself on its ability to develop, not only students' academic potential, but also positive behaviors, attitudes and responsibilities. The school culture is centered on its Code of Conduct which requires students to show respect for self, others and the environment. When student behavior is inappropriate, adults will work with you to identify what was inappropriate, what might be done differently, and support you in changing your 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 is an important component in the process of resolving issues and building our sense of community. Restitution requires the student to restore the relationships affected by his/her actions. Sometimes this means acknowledging the effects of the infraction, accepting responsibility for the behavior, investing time in rebuilding relationships, and compensating for damages done by the behavior. An important stage in the restitution process includes reflection.

In the event that infractions occur against the Code of Conduct or Student Handbook, RVIS reserves the right to take appropriate disciplinary actions. One or more disciplinary responses that may be used include but are not limited to the following:

- **Verbal Warning:** For many minor incidents a simple verbal warning is enough to help a student correct their behavior.
- **Student Reflection Form:** Students are required to complete a form outlining the infraction, their role in it, possible consequences and plans to move forward.
- **Communication with Parents:** Parents may be contacted by a faculty member or administrator to inform them of the occurrence of a disciplinary problem. Further actions may be decided at that time.

- **Discipline meeting with Parents, Faculty, and Student:** A conference may include the student, parents/guardians, administrator, counselor and/or other appropriate people.
- **Formal Written Contract:** A formal written contract between the school, parents and student may be required which specifies expectations and consequences of behavior.
- **Disciplinary Probation:** This provides a specific period of time for the school to work with students and family. Participation in co-curricular activities may be restricted, and presence on campus outside of school hours may be denied. Should efforts by the school to provide guidance to the student and family result in no improvement, the school may recommend an alternative educational setting.
- **Detention:** Logical and related consequences for some disciplinary infractions may require students to make up work or class time. During this time, students may need to complete class work, participate in community service, or make up class time. This may occur during or after school.
- **Suspension:** If a student poses a safety risk to others, continually misbehaves, or shows blatant disregard for the RVIS Code of Conduct and policies of the school or the safety of others, the Principal or Director may suspend a student from school. The suspension may be an in-house or an at-home suspension. If a student is given in-house suspension, the Principal will require the student to work for a full day. Students will not be allowed any contact with their classmates during this time. An at-home suspension is designed to allow students to spend time thinking, writing and communicating to their parents about their unacceptable behavior. Students will not be allowed to participate in after school activities on this day. Suspension includes the removal of a student from class or school including all classes, co-curricular activities and/or overnight events.
- **Restriction from Overnight School Trips:** A student may be restricted from participation in local or international curricular/co-curricular school trips or events. If already participating in the

activity or trip, the student may also be sent home early at parents' expense if it is feasible to do so.

- **Restriction from Co-curricular Participation:** A student may be restricted from co-curricular participation. This could include any out of class activities or events.
- **Restriction of Privileges:** Students may be restricted from activities or privileges.
- **Search of Lockers, Bags and Person:** If there is either reasonable suspicion or probable cause that a student possesses a concealed item(s) which may be inappropriate, stolen, illegal or dangerous, the Principal or Director may deem it necessary to search the student's lockers, bags and/or person.
- **Financial Reimbursement:** A student may be required to reimburse individuals or RVIS for lost or damaged items or property.
- **Recommendation for Alternative School Placement.**
- **Police Referral:** A student who chooses to violate the laws of Bahrain while on any school-related activity can be reported to the police for further action.

Co-Curricular Activities

As part of a well-balanced educational experience, you are encouraged to not only excel in academics but also participate in local and international fieldtrips, after school clubs, sports and activities as well as in community service projects.

Sports Teams: RVIS is a member of the Bahraini and Oasis sports leagues. We participate in team sports such as soccer, basketball, tennis and volleyball. Please refer to the RVIS players' handbook, obtainable from the PE Department, for further details, rules and regulations regarding after school sports.

After School Activities: Along with the competitive sports program, you will also have the opportunity to be involved in a variety of ASA activities. Some of these may include: golf, yearbook, tennis, gardening, drama and a variety of other sports, fine arts and club opportunities.

Field Trips: To extend the learning of your classrooms, you are recommended to participate in both local and international fieldtrips. These experiences provide excellent opportunities for you to develop leadership and independence skills, as well as enriching curriculum opportunities.

When participating in After School Activities or field trips, you represent yourself, your family and RVIS. You are responsible all school rules, procedures and expectations.

During overnight field trips, you are not permitted to leave your rooms after curfew and must follow the supervisor's directions regarding supervision and behavior. You must be aware that you may be subject to school rules and disciplinary responses both during school and while away from school should actions be considered detrimental to the welfare of yourself, others or the school.

Community Service and Environmental Projects: Students are encouraged to participate in and support community service projects. RVIS has a recycling center and encourages all RVIS students and families to recycle glass, plastic, aluminum, steel and paper. All High School students will participate in community service as part of their High School Diploma requirements.

School Procedures and Important Information

Information Technology Acceptable Use Policy

Riffa Views International School recognizes that information technology is an integral part of our curriculum and provides you with a wide variety of technological tools and services. It is important that you learn the skills, knowledge and behaviors needed to become responsible citizens in our connected global community.

As a 1:1 laptop school, RVIS provides you access to the school network

and the internet. The following guidelines, along with classroom instruction, are intended to help you understand the appropriate use of technology and to safeguard computer usage for all users and provide a safe and caring learning environment:

1. Students will only use computers and other IT resources for teacher approved activities. (Note: Students cannot enter chat rooms or send or receive instant messages.)
2. Students will use all school hardware properly and with care.
3. Students will tell a teacher if they read or see something on the computer that is inappropriate, or makes them feel uncomfortable.
4. Students are expected to use technology respectfully and responsibly both on and off campus in accordance to the RVIS Code of Conduct, Computer Loan Agreement and Acceptable use Policy.
5. Students should respect others' work and RVIS property. They are also expected to use RVIS network resources in a manner consistent with any learning environment. They should never tamper with other students' work, or with the operating system of any school computer.
6. Students will keep their passwords private.
7. Students will respect international copyright laws.
8. Students will report any damage to a school issued laptop to the IT department as soon as possible

The school may impose consequences ranging from replacement of damaged equipment, to losing the use of school computers, to suspension or recommendation for alternative school placement for students who do not respect and abide by the guidelines above.

You are issued laptop computers to support your learning both on and off campus. Every student at RVIS will be assigned a data folder on the school server protected by their own password and much of your work will be stored electronically.

Bring your Own Device

For parents of secondary students who wish to supply their own laptops for their students, they may do so under the following conditions:

1. The parent contacts the secondary school office and requests to bring their own device.
2. The parent provides internet access for the device via a 4G chip or registers the device with the RVIS Technology Support Office.
3. The parent ensures that their child(ren) arrive each day with a functional computer.

Parents may elect to maintain a deposit with the school, which would entitle students to a loaned computer should they have difficulties with their own device. Without a deposit the school will not provide support or a loaned computer.

Locker Usage

Please store book bags, resources, jackets and lunch inside your lockers. You may also store your computer in your locker but should ensure it is turned off and stored safely. You must ensure that all belongings, including your book bag, can fit inside the locker, which is 8 inches or 20 cm wide. You will have a combination lock and are responsible to keep the combination secure and not reveal it to others.

Physical Education Lockers: All Secondary School students will change clothes for P.E and store the P.E. and swim uniforms in the changing rooms during class. Please remember that you must bring your P.E. uniform to school on days when you have P.E. and swim uniform during the scheduled swim units.

You should leave watches either in your locker or with your P.E. teacher during P.E. classes.

School Deliveries

In the event that you need something dropped off at the school from home, it must be delivered to the front desk first. From there, the receptionist will contact the teacher and will inform you of a time to pick up the item. Students are not to have restaurants deliver to the school unless it is for a special event as specified by a supervising teacher.

School Uniform

The RVIS uniform is to be worn to school every day, except on days with special events like Sports Day 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 name.

Comfortable shoes or running shoes in mostly solid colors of white, black, navy blue or brown should be worn with solid white, navy blue or black socks or tights. Any accent or trim colors on the shoes must be muted and not vibrant.

All of the clothing items and hats listed below must be purchased at House of Uniforms.

Secondary (Grades 6 and above) RVIS uniform consists of:

- RVIS blue polo or collared shirt
- RVIS navy blue trousers (this does not include the blue PE pants)
- RVIS hat (for outdoors)
- Optional: RVIS navy sweater or RVIS fleece jacket (in class).
Any non RVIS jacket or sweater can be worn to and from school, but not in class.

Physical Education (Grades 6 and above) RVIS uniform consists of:

- RVIS PE grey RVIS athletics T-shirt
- RVIS blue PE shorts or pants

Physical Education Swimming (All Grades) RVIS uniform consists of:

- RVIS grey swim shirt

- RVIS blue swim shorts

Non-uniform/ Special Dress Days: For non-uniform / special dress days, you are required to follow the norms of modest dress and tidy appearance. For example, jeans should be in good repair, shorts that cover the knee (standing or sitting), and tops should have short or long sleeves, ie. must cover the shoulder.

Jewelry, Perfume and Make-Up: Jewelry, including rubber bracelets, perfume and make-up may not be worn during school hours. Girls can wear studs but not dangling earrings.

Library Media Center

The Library Media Center (LMC) is open to all students currently enrolled at RVIS as well as parents from 7:45 a.m. to 3:15 p.m., Sunday through Thursday.

The library media specialist 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.

Textbooks, Library Books and Resources

Lost or damaged textbooks, library books and resources must be paid for. The replacement cost of the book or resource along with accompanying shipping costs will be billed to your parent. If the item is subsequently found and returned in good condition, the amount billed will be reimbursed.

Cafeteria

To ensure a pleasant and safe atmosphere, remember to use the cafeteria with good manners and consideration for others, at all times. Please remember to walk in the cafeteria, remain seated while eating and clean up after yourself.

RVIS, in partnership with Healthy Calorie, offers a daily full hot lunch program for all students. Our lunch program provides a nutritious, well balanced meal with the caloric needs of growing students. We are committed to providing healthy food in order to aid physical development and also to facilitate learning. Eating the correct foods at lunch time renews energy and stimulates mental ability for the afternoon lessons.

Lost and Found

Any found items should be turned in to the nurse's office. If you have lost something, this is the first place to look. Please ensure that all your school items and clothes are clearly labeled with a permanent marker so that your belongings can be returned to you when misplaced.

Pets on Campus

Pets are not allowed on campus unless it is for a special class activity with advanced permission from the Principal.

Fire Drills/Lock Downs

Safety drills will be held throughout the school year to practice for fire or other emergencies. At the sound of an alarm, you must follow the your teacher. If an announcement is given for a lock down, you must follow your teacher's instructions and sit silently out of view of the doors and windows.

Visitors

Any person who would like to visit RVIS must obtain permission in advance from school security, which will check with the relevant principal or school director for approval. All visitors must check in at the main gate and carry an ID badge.

Student Support Services

Guidance Counselor

In addition to your teachers, you are supported by a full-time Guidance and College Counselor. The Guidance Counselor will consult with you, your parents, teachers, and other school and community personnel to help you be successful in both the academic and personal aspects of your lives, as well as helping you prepare for your future choices of college and beyond.

The Guidance Counselor has an “open door” policy which means that you can stop by the Guidance Office or Student Center before school, at break or lunch, or after school as needed. You may also make an appointment or ask to be called out of class. The Counselor maintains strict confidentiality (unless certain conditions apply).

The Counseling Program promotes a “best fit” philosophy and will work to help you:

- Develop your individual strengths, interests and passions
- Understand how you learn
- Develop study and organizational skills
- Recognize and make healthy choices
- Recognize and make ethical choices
- Grow and develop as a vibrant member of the RVIS Community
- Prepare to pursue your preferred course of post-secondary study in the country of your choice
- Develop leadership and service learning skills
- Prepare for global citizenship

School Nurse

If you become ill during the day you will be sent to the school nurse. You may only go to the nurse if you have specific health-related concerns and a faculty member has signed the required green slip. (The green slip is not necessary in any emergency cases). The nurse will call your home if

you are unable to continue classes. Only the nurse can call home and dismiss you if you are unwell.

For safety reasons, it is school policy that students do not bring medication or carry medication with them during school (including vitamins, non-prescription and prescription medications). Any medication you need to take during the school day must be given directly to the school nurse by your parents and she will administer it at the designated time. This does not include inhalers for asthma.

