



**Bishkek
International
School**

Parents & Guardians Handbook

Reviewed by the Management Board: August 2017
Previous Review: August 2016

Approved by the Governing Board: August 2017

Preface

Policies, Handbooks and Regulations

This policy is one of several policies, procedures and related documents that guide operations at ESCA – Bishkek International School (BIS). The full list of relevant documents, prepared by the Management Board and approved by the Governing Board, comprises:

Policies:

1. Vision, Mission and Development Policy
2. Admissions Policy
3. Inclusive Education Policy
4. Language Policy
5. Academic Honesty Policy
6. Assessment Policy
7. Health & Safety Policy
8. Child Protection Policy
9. Educational Visits Policy
10. Ethics Policy
11. Accounting Policy

Handbooks:

1. Staff Handbook
2. Parents & Guardian Handbook
3. Student Handbook

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request.

All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal Charter of the Public Foundation 'BIS - Bishkek International School' and various internal regulations. These are:

1. Legal Charter of ESCA-Bishkek International School
2. Regulations of the Governing Board
3. Regulations of the Parents Association
4. Regulations of the Advisory Council

International Baccalaureate

BIS is an International Baccalaureate World School, offering the International Baccalaureate Diploma Programme (DP), and is an official candidate school for the Primary Years Programme (PYP) and the Middle Years Programme (MYP). IB World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see www.ibo.org

International Baccalaureate mission statement

“The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right”

International Baccalaureate Learner Profile

The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

1. **Inquirers:** Develop a natural curiosity that allows them to become lifelong learners.
2. **Knowledgeable:** They explore ideas of importance and dig deep into its meaning creating a balance of their learning.
3. **Thinkers:** They apply thinking skills that allow them to tackle complex problems in creative ways.
4. **Communicators:** They understand and can articulate information in confident, creative ways, including a second language.
5. **Principled:** Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.
6. **Open-minded:** Students understand and embrace other cultures. They recognize and celebrate their own backgrounds and learn tolerance for others.
7. **Caring:** Students actively care about others and participate in active service.
8. **Risk-Takers:** Students are brave in the face of new challenges. They strive to take on new roles and to defend their own beliefs.
9. **Balanced:** Students understand the need to be emotionally, physically and mentally balanced. They strive for this in themselves and others.
10. **Reflective:** Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Contents

| | | |
|-----------|---|-----------|
| 1 | INTRODUCTION | 1 |
| 2 | ESSENTIAL INFORMATION FOR PARENTS | 1 |
| 2.1 | Equipment and clothing requirements | 1 |
| 2.2 | The First Day of School | 1 |
| 2.3 | Arrival time at school | 2 |
| 2.4 | Pick-up time from school | 2 |
| 2.5 | Homework | 2 |
| 2.6 | Questions about your child's education or about BIS | 2 |
| 2.7 | Appointments to see BIS staff | 2 |
| 2.8 | Lunch and snacks | 2 |
| 2.9 | Student attendance | 2 |
| 2.10 | Using learning resources | 3 |
| 2.11 | Gifts to Staff | 3 |
| 2.12 | Other issues | 3 |
| 3 | HISTORY OF THE SCHOOL | 3 |
| 4 | VISION, MISSION & COMMITMENTS | 3 |
| 4.1 | Our Vision | 4 |
| 4.2 | Our Mission | 4 |
| 4.3 | Our Commitment | 4 |
| 5 | GOVERNANCE & MANAGEMENT STRUCTURE | 4 |
| 6 | CODE OF CONDUCT | 6 |
| 6.1 | Rules for Students | 6 |
| 6.2 | Rules for Staff | 6 |
| 6.3 | Behaviour Guidelines | 7 |
| 6.4 | Rewards & Sanctions for Students | 9 |
| 7 | COMPLAINTS AND APPEALS PROCEDURES | 11 |
| 7.1 | Introduction | 11 |
| 7.2 | Informal Resolution | 11 |
| 7.3 | Formal Resolution | 11 |
| 7.4 | Resolution by the Complaints Panel | 12 |
| 8 | CURRICULUM & ACCREDITATION | 12 |
| 9 | TEACHING METHODOLOGY | 12 |
| 10 | ACADEMIC HONESTY POLICY | 13 |
| 11 | HOUSES | 13 |
| 12 | STUDENT COUNCIL | 14 |
| 13 | STUDENT SUPPORT | 14 |
| 14 | TIMETABLE | 14 |
| 15 | EXTRA CURRICULAR ACTIVITIES | 14 |
| 16 | SCHOOL EVENTS | 14 |
| 17 | STUDENT ABSENCE | 15 |
| 18 | COMMUNICATIONS | 15 |
| 19 | SECURITY | 15 |
| 19.1 | Security of the School Site | 15 |

| | | |
|-----------|--|-----------|
| 19.2 | Security of Children On-Site | 16 |
| 19.3 | Control of Vehicles On-Site | 17 |
| 20 | OTHER ISSUES | 18 |
| 20.1 | Admissions Policy | 18 |
| 20.2 | Preschool Ground-rules | 18 |
| 20.3 | Text Book Deposit Scheme | 18 |
| 20.4 | Educational Outreach | 18 |
| | APPENDICES | 19 |
| | ANNEX 1: PRESCHOOL GROUND-RULES | 19 |
| | ANNEX 2: PLAYGROUND RULES | 20 |
| | ANNEX 3: BEHAVIOUR INCIDENT REPORT | 21 |
| | ANNEX 4: TEXTBOOK DEPOSIT SCHEME | 22 |
| | ANNEX 5: ACADEMIC YEAR 2016/2017 CALENDAR | 23 |
| | ANNEX 6: OUTLINE TIMETABLE | 24 |

1 INTRODUCTION

This handbook gives important information for Parents & Guardians of BIS students.

Sections highlighted in green are repeated in the Student Handbook and the Staff Handbook.

Sections highlighted in pink are repeated only in the Staff Handbook.

2 ESSENTIAL INFORMATION FOR PARENTS

2.1 Equipment and clothing requirements

Equipment

The basic requirements when a student starts school are:

- Backpack/bag to carry books and belongings to/from school
- Hat/cap for outside in hot weather OR warm coat and hat for cold weather
- A bottle for drinking water
- For Primary school, indoor shoes for inside school if you have dirty shoes/boots from outside and need to change when you come inside
- For Diploma Programme, bring a laptop to work on at school
- For IGCSE, you are encouraged to bring your own laptop if possible

No stationary is required as BIS provides the first basic set of stationary for each student. Replacements may need to be purchased by parents later.

School Clothes

BIS does not have a school uniform; however we have a code of dress given in Section 6.3 of this handbook. In addition to the dress code, parents should make sure their children are sensibly dressed for an active life as our students are very active during play breaks.

Physical Education Clothes

When students have PE in the timetable, they need to wear trainers and a T shirt and shorts or a tracksuit, so make sure they have PE clothes on PE days.

Art Clothes

All students have Art as part of the curriculum and it can be messy. To keep normal clothes clean, parents are advised to provide an extra-large shirt (or something similar) for their child to wear over their normal school clothes.

Lost Property

Every school has difficulties with lost property. To make identification easier, it is best to permanently mark your child's property with their name.

Valuables

The school takes no responsibility for any phones, toys or other possessions brought into school by students and any loss or damage is the responsibility of the student concerned.

2.2 The First Day of School

The first day of school can be a daunting time for young children, particularly if they are in a strange country. Some children settle very quickly and enjoy the social interaction from the beginning but some children may become distressed.

For young children it is best to go to school with your child on the first day to meet the teacher and hand

over your child.

2.3 Arrival time at school

Arrival time at school is from 7.45 to 8.00 (or 7.45 to 8.15 for Preschool). Teachers are available in class rooms at 7.45 am. Students should not arrive before 7.30 and all students must be in class before 8.00 at the latest in Primary, Middle and High School.

2.4 Pick-up time from school

Students may be collected from school either at 15.30 at the end of the school lessons and break or from 16.30-17.30 after Extra-Curricular Activities. All students must be collected before 17.30.

2.5 Homework

Students receive homework every day and every student in Primary 1-6 has a homework book. Parents/Guardians must check the homework notebook every evening and check that their children complete the homework. Help should be given if required. Students in MYP, IGCSE and Diploma also have homework books. For MYP, homework books should be signed by a parent or guardian every week.

2.6 Questions about your child's education or about BIS

If you have any questions, the first person to ask is your child's Form Teacher or Co-Teacher. They will arrange for you to see a specialist teacher or someone in BIS management if they cannot deal with your questions themselves. Form Teachers and Co-Teachers can be reached by email. A list of emails will be given to you when your child starts school and will be updated every year. Alternatively you can call BIS Reception [0312 214406](tel:0312214406) to arrange an appointment with the Form Teacher.

If you have more general questions about the class or the school that you think affects other children and parents, you can raise the issue with the parent Class Representative appointed by the Parents Association Management Committee (PAMC). A list of members of the PAMC and Class Representatives will be given to you when your child starts school and will be updated every year. If you do not have the list, you can email pamc@bis.kg for information.

2.7 Appointments to see BIS staff

Appointments should be made in advance, either by emailing the person you want to see to arrange the meeting, or by contacting the Reception and making an appointment to see a particular person at an agreed time. If you are at the school and speak to Reception, it may be possible to arrange an immediate appointment but often this is not possible due to other staff commitments at the time.

2.8 Lunch and snacks

BIS provides morning snack, lunch and afternoon snack for all students. For students age 11 to 18, only fresh fruit is provided for morning and afternoon snack. Parents may opt out of lunch for a full term if they want to provide lunch themselves. Please note that fizzy drinks, sweets (candy) and packets of crisps (chips) are not allowed in school.

If your child would like to share a cake with friends on his or her birthday, this may be arranged with the Form Teacher or Co-Teacher.

2.9 Student attendance

Full attendance is important for academic achievement and social interaction. If children are ill, parents should inform the school before 11.00 am on the first day of absence.

To ensure a healthy and safe environment for students, any student returning to school after illness must provide a written note from their doctor or parent to explain the reason for absence. The Form teacher will give the note to the school doctor, who will keep them in student files and update school records.

If absence is known about in advance (e.g. unavoidable family travel) the school should be informed as early as possible.

2.10 Using learning resources

BIS provides textbooks for students at different levels and has an extensive library for students to use and to borrow books from. Students should take good care of all books and other resources which are provided by the school so that other students can use them later. To encourage student responsibility BIS has a textbook deposit scheme as described in Annex 4.

2.11 Gifts to Staff

BIS staff do not expect any gifts at any time of year and you do not have to give any gifts.

If you do want to give a gift at any time, please be aware that the BIS Ethics Policy does not allow staff to accept any cash (or cash equivalent) gifts and any non-cash gift must cost less than 700 Som (seven hundred Som).

If any staff member receives a gift which has a value over 700 Som, staff must report the gift to the BIS Management Board and the staff member may not be allowed to keep the gift. The Management Board will normally allow gifts to be kept by the staff member if it has been given jointly by a large group of parents, but not if given by an individual or small group of parents or by a private company etc.

2.12 Other issues

You do not have to read the rest of this handbook but it will give a broader understanding of what happens at school if you do read it.

One section that is worth reading is Section 6: Code of Conduct, so that you can assist your child in keeping to the guidelines.

If you want more information than is given here, BIS has various policy documents listed in the Preface to this document.

3 HISTORY OF THE SCHOOL

ESCA - Bishkek International School was founded by a group of international and local parents as a non-profit community school and legally registered as a non-profit foundation in the Kyrgyz Republic on December 1, 2010. The first school Advisory Council meeting was held with the President of the Kyrgyz Republic, Roza Otunbaeva, on May 16, 2011 in the Ministry of Education. The school opened for students in September 2011, in a building which was built as a school but unused for this purpose for many years before being purchased by the school foundation in July 2011. Student numbers increased from 20 students in 2011 to over 200 students in 2017. The school was initially called the 'European School in Central Asia' and changed to 'ESCA - Bishkek International School' in 2016 to coincide with accreditation as an IB World School.

4 VISION, MISSION & COMMITMENTS

The vision, mission and commitments are based on the Charter and concept documents when founding the school, and a collaborative process involving students, staff, parents and Founders in 2014, before approval by the Governing Board in June 2014.

4.1 Our Vision

To be the best international school in Central Asia providing inspirational education in a happy environment to globally minded students who are the leaders of the future.

4.2 Our Mission

Our Mission is to enable our students to:

- Develop their intellectual curiosity and achieve their academic, sporting and creative potential;
- Be confident in their abilities and respectful of others;
- Learn about local and global issues and prepare to tackle common challenges.

In a school which:

- Delivers and celebrates excellent teaching for internationally accredited education;
- Values diversity;
- Contributes positively to development of the Kyrgyz Republic.

4.3 Our Commitment

BIS is a non-profit foundation, founded by the community as a liberal secular and multi-cultural school with transparent governance and operations, providing education in a supportive, family orientated and safe environment. BIS welcomes any individual regardless of their gender, ethnicity, language, political and religious beliefs and everyone is encouraged to take part in all school activities¹.

In accordance with the BIS Charter, in addition to providing excellent education, our mission includes raising awareness of human rights, development of social responsibility, social justice and democratic participation, awareness and tolerance of cultural difference, humanity, development of team spirit, creativity, environment protection and sustainable development.

We are a community school, inspiring students who reflect the power of community to achieve extraordinary transformative change for a better world. Our aim is that BIS becomes an exceptional school in Central Asia demonstrating the benefits of our approach to education, inspiring much wider changes in education in the region.

5 GOVERNANCE & MANAGEMENT STRUCTURE

BIS is a non-profit foundation, established for the benefit of the community.

Governing Board

BIS is governed by a Governing Board of nine members which sets strategy and policy and ensures funding and sustainability as a non-profit Foundation. Three members of the Governing Board are elected by the Parents Association, three members are elected by the school Advisory Council, and three members are elected by the school Founders, though Founders have delegated these elections to school staff from 2016. Governing Board members are normally elected for a three year period and may be re-elected for a maximum consecutive period of nine years. The Chair of the Governing Board is elected by the Board members for a two year period and may not be re-elected for consecutive terms. The Charter of the school and the Regulations of the Governing Board are available to download from the school website.

¹ Any member of the school community may request special access and use of school facilities and BIS will accommodate these requests where they are reasonable and practical and do not interfere with other operations of the school. BIS does not guarantee that requests may be accommodated or that provision is permanent since the educational activities of BIS take priority at all times.

BIS recognises the importance of a strong professional Governing Board to oversee the development of the school and the provision of excellent international education. Therefore, the executive body of the school - the Management Board – has a responsibility to facilitate and support both the Governing Board and the bodies electing members of the Governing Board i.e. the Parents Association, the Advisory Council, and the Founders.

Founders

The Founders have delegated most of their powers under the Charter to the Governing Board but retain the right to elect three members of the Governing Board (currently delegated to school staff), a right of veto over decisions of the Governing Board and the right to approve any changes to the school Charter. The right of veto has never been used and is unlikely to be used except in a case where a Governing Board decision contradicts the intentions of the founding Charter or BIS vision, mission and commitments.

Parents Association

The Parents Association plays a substantive role in the community life of the school. All parents and/or guardians of students are included in the Parents Association as part of their agreement when enrolling their child in the school. The Parents Association represents the interests of parents by inter-alia:

- (i) Electing three members of the Governing Board;
- (ii) Meeting with the Management Board to discuss school issues and to nominate representatives for school working groups;
- (iii) Appointing Class Representatives to help parents communicate with each other and the school;
- (iv) Organizing social events with the school and providing volunteers to help with school activities.

The Parents Association elects a Parents Association Management Committee (PAMC) to organise its affairs. Regulations of the Parents Association are available to download from the school website.

The Parents Association has grown into a very effective supporting body for the school, operating in a professional way with strong leadership from the PAMC. BIS is committed to maintain this positive parental involvement in the school as a vibrant community school.

Advisory Council

BIS Advisory Council represents permanent institutions in the Kyrgyz Republic with an interest in development of the school. The Council helps to set and maintain the ethos and direction of the school and has the right to elect three members of the Governing Board. It meets around three times a year to discuss development of BIS, education issues in the Kyrgyz Republic and to elect members of the Governing Board. Regulations of the Advisory Council are available to download from the school website.

BIS is committed to further development of the Advisory Council for effective engagement with the vision, mission and activities of BIS and educational outreach for positive impact on the education sector in Central Asia.

Management Board

BIS has a collegiate management structure, as defined in the Charter, with up to five members of an executive Management Board, appointed by the Governing Board, including the Chair of Management Board who is authorised to sign documents on behalf of BIS.

BIS is committed to maintain a collegiate management structure and effective teamwork amongst staff.

Staff Resources

BIS opened in September 2011 with seven staff, increasing to over ninety staff (including non-teaching staff) in 2017. For the 2017/18 Academic Year we have 54 teaching staff and teaching assistants, including three who work part-time.

Staff resources continue to expand in line with the expanding school curriculum and student numbers.

6 CODE OF CONDUCT

The overall rule for BIS is that both staff and students must behave in a responsible, thoughtful and considerate manner towards each other and all members of the BIS community.

6.1 Rules for Students

Students Must:

1. Follow all behaviour guidelines and follow instructions from staff;
2. Behave politely and respectfully during mealtimes;
3. Only eat food in the dining room or café, not elsewhere in the school.
4. Have permission from duty staff before leaving the dining room;
5. Have permission from teachers before they leave a class for any reason;
6. Walk (not run) in corridors and stairs;
7. Be responsible for not getting sunburnt or dehydrated in hot weather (e.g. wear a hat, use suntan cream, have a water bottle) and not getting frozen or wet in bad weather (e.g. warm & waterproof clothing). *This rule does not apply in Preschool, where the teachers are responsible.*
8. Not bring in dirt from outside on their shoes, so either wear indoor shoes inside (not outdoor shoes or just socks) or make sure that their outdoor shoes are very clean before going inside;
9. Clear lockers of any towels and clothing every Friday;
10. Greet any visitors they meet in the school.

Students Must Not:

1. Bully anyone
2. Use abusive or cursing or derogatory language at school or on school trips
3. Spit at school or on school trips
4. Pick leaves or flowers or damage trees
5. Play games for money or other valuable prizes
6. Play with balls, paper planes or other projectiles inside the school without permission
7. Use mobile phones for any purpose before 15.15 except as defined in the mobile phone rules
8. Have chewing gum, crisps, sweets, fizzy drinks, or other unhealthy food/drink at school
9. Wear hats, caps or other head coverings inside the school without permission²

Rules for students using the outside play areas are given in Annex 2 to this Handbook.

6.2 Rules for Staff

Staff Must:

1. Role model acceptable behaviour at all times
2. Ensure that lessons start and finish on time and are not interrupted
3. Ensure that students know and understand their homework tasks

² Permission to wear a head covering inside the school may be requested by any parents, with the consent of the student, for any reason, provided the request is for constant (not occasional) head covering and is either for a specified time period or a permanent arrangement. Permission is normally given provided the head covering does not interfere with the work and activities of either the student concerned or other students.

Staff Must Not:

1. Use mobile phones in class to make or receive phone calls or for any social networking in class
2. Chew gum when with students
3. Smoke at school or on school trips
4. Have alcohol at school or on school trips
5. Comment on any student, teacher or parent in any negative way while other students are present
6. Wear hats, caps or other head coverings inside the school

6.3 Behaviour Guidelines

1. In class, make it easy for everyone to learn and for the teacher to teach

For example

- Arrive on time
- Be properly equipped
- Be helpful when required
- Ensure order at the beginning and end of the lesson
- Complete all work on time and to a high standard
- Develop effective study habits and do the best you can do in every subject

2. Move calmly around School

For example

- Don't push other people
- Wait patiently in queues
- Keep to the right side on the stairs
- Stand back to let people pass

3. Speak politely to everyone and be kind

For example

- Stay silent when others are speaking
- Never use bad language or shout or tease or verbally abuse
- Never hit or hurt or bully
- Never behave in an uncaring manner, especially to those younger than yourself

4. Keep the premises tidy

For example

- Put all litter in bins
- Do not deface school property, including books and desks

5. Behave Safely

For example

- Do not climb on buildings or walls
- Do not throw things out of windows
- Do not tamper with fire extinguishers
- Follow instructions when using specialist equipment in science labs and the art room

6. Dress appropriately

For example

- Dress in a way that does not cause offense or distract other people
- Wear clothes that are appropriate for your expected role in the school at the time
- Clothing and other possessions must not have visible slogans or words which are racist, sexist, religious, nationalist, or may in any other way cause offense to other students or staff.
- Ensure that your clothing and personal presentation contribute to the positive image of the school

If you are concerned about the attire of any staff or student member, the matter should be raised with the Director of Studies or any member of the Management Board. Their joint decision on appropriate attire is final.

7. Do not bring inappropriate things to School

For example

- Do not bring expensive toys or games or any toy guns or weapons
- Do not bring anything else which is likely to be distracting or dangerous

Please note that the school takes no responsibility for any toys or other possessions brought into school by staff or students and any loss or damage is the responsibility of the staff or student concerned.

8. Be courteous at all times

For example

- Be courteous to the public
- Do not eat or drink while walking around
- Ensure you are appropriately dressed and your clothes are clean

9. Use Social Media wisely

For example

- Staff must not befriend students on any social media.
- Staff must not post photographs of students on social media without approval from the Policies and Records Administrator.
- All staff, students and parents are welcome to repost any BIS social media posts on their own pages
- If you don't have anything nice to say about Kyrgyzstan or BIS or any other school or any person, say nothing
- All staff and students should follow the ICT policy on the use of social media

10. Use political and religious freedoms carefully to avoid promoting personal beliefs

As a liberal, secular, and multicultural school, BIS welcomes staff and students from all religious and political persuasions but does not allow promotion of any political or religious views at the school. This applies to both students and staff but is of primary importance for staff as they are in a position of authority for students.

For example

- Staff must not visibly wear or display any political, philosophical or religious signs (including party, national, and religious emblems or clothing), in keeping with BIS status as a liberal secular school
- Staff must not promote their personal political or religious beliefs at the school via teaching resources or by their personal appearance and possessions.
- Staff must not promote their personal political or religious beliefs when working with students or staff and must be balanced in treating all religious and/or political views as equally valid, provided the views expressed do not conflict with the UN Declaration of Human Rights or with well-established factual evidence.

- Students must not promote their personal political or religious beliefs in discussions with other students or staff.
- When political or religious topics are a valid subject of discussion (e.g. during History or Geography or PSHE classes) all participants must be open to respectful discussion and judge contributions by universal standards – such as the UN Declaration of Human Rights – not by their own personal beliefs.

6.4 Rewards & Sanctions for Students

Rewards

Commendations

Commendations are awarded by subject teachers or form teachers for significant effort and top quality work.

Star Achiever

Every week during term time, each Form class in Preschool and Primary (and specialist teachers by agreement) award a “Star Achiever” for the week. The criteria for selection are decided by the teacher and all students will have the opportunity to be rewarded for their individual achievements.

Academic Awards

Academic Awards are made for significant, sustained effort and achievement in academic work. Separate Prizes are given for Primary School, Middle School and High School at the end of each term.

School Prize

A School Prize is given to students who show most improvement in their work (awarded to someone who isn’t necessarily an academic high achiever) or personal development (e.g. making a significant contribution to a service activity, school society or event). Separate Prizes are given for Primary School, Middle School and High School at the end of each term.

Special Prizes

Prizes may be awarded for excellence in academic, sport, musical, drama or service activities.

Sanctions

Students who engage in wilful, persistent, and disruptive behaviour that interferes with the educational process or who engage in hostile behaviour on campus or at an off-campus school sponsored/sanctioned activity will be subject to school discipline. This includes breaking any rules or behaviour guidelines as described in this document.

The administration reserves the right to treat each disciplinary case on its specific merits. This section describes the most commonly used sanctions that may be imposed as required.

Behaviour Report

The first step towards any sanction is the Behaviour Incident Report, using the format in Annex 3.

For misdemeanours such as noisy or disrespectful behaviour, repeated forgetting of books, persistent talking in class, minor disobedience, lateness, swearing, untidiness and the like. A ‘Report’ is given by a teacher and may accompany a detention given by the teacher.

The Head of School may also decide on additional action which may be to:

- Write a handwritten letter of apology to the teacher concerned. The Head of School may also require the letter to be signed by the student’s parents.
- Carry out a service activity such as tidying a classroom or updating a noticeboard.

- Other appropriate action suited to the student and the situation.

Detentions

Detentions are given to students:

- Who fail to do their homework or intentionally do not do homework properly.
- For poor behaviour or failure to complete coursework.

Detentions are given by a staff member and must be recorded in the online Detention Record.

Detentions normally take place on weekdays during the lunchtime break period or after school. Detention from 15.30-16.30 is at the discretion of the Director of Studies and parents will be informed at least 2 days in advance. Work given during detention may be to learn aspects of the Student Handbook or it may be to complete unfinished homework or classwork, or a specific task given by the staff member assigning the detention.

Repeated Detentions or Single Serious Incident

In the event of repeated referral to the Head of School, or a single serious incident or breach of school discipline, the Head of School may also issue a warning. This may be an:

- Informal warning - recorded internally
- Formal warning - recorded internally and parents informed
- Final warning - recorded internally and parents informed.

Lesson Behaviour Report

If a student is persistently late or badly behaved, the Director of Studies and/or the Head of School may put the student 'on report'. The student must then get the signature of each member of staff after each lesson or activity. The report period will last for minimum one week. Report template here: <https://drive.google.com/drive/folders/0B0Ooe3p5t2qfT3RBcFBLTDNzcDg>

Behaviour Contract

Following persistent poor behaviour a clear written contract is drawn up containing specific targets for the student to achieve in a certain period of time with transparent guidelines if the student fails to adhere to the contract. The behaviour contract is signed by the student, their parents and the Head of School. Report template here: <https://drive.google.com/drive/folders/0B0Ooe3p5t2qfT3RBcFBLTDNzcDg>

Temporary Exclusion and Permanent Exclusion

A student may be temporarily excluded from School for a designated period of time, or excluded permanently, at the discretion of the Management Board. Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs that students have.

Mentoring

In some cases, student behaviour such as consistent lateness or lack of learning engagement or persistent misdemeanours may lead to a 'Mentor Agreement' for Middle and High School students, in addition to any required disciplinary procedure. Mentor Agreements are established by decision of the Management Board, as advised by the Inclusive Education Coordinator, and with the agreement of the student (and parents/guardians if appropriate). The Mentor Agreement template is here:

<https://drive.google.com/drive/folders/0B0Ooe3p5t2qfT3RBcFBLTDNzcDg>

7 COMPLAINTS AND APPEALS PROCEDURES

Every student and member of staff has the right of appeal. The appeal procedures are given below.

7.1 Introduction

If any student or parent or guardian or staff member has a complaint for any reason, the procedure set out here will be followed.

All concerns and complaints will be treated seriously and confidentially. Written records will be kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing. Correspondence, statements and records relating to individual complaints will be kept confidential except where a judicial body requests the information.

7.2 Informal Resolution

It is hoped that most complaints and concerns will be resolved informally and quickly.

1. Students should approach their own Form teacher, or the designated Student Counsellor, to raise any concerns they have or to appeal against any punishment they received if they feel it is not justified.
2. Parents should approach their child's Form Teacher in the first instance.
3. Staff should approach their own line manager, or the HR Specialist, in the first instance.

If complaints or appeals are not resolved via these routes, then the person consulted by the complainant should bring the case to their own line manager in BIS. The line manager will make a written record of all concerns and complaints raised in this way and the date on which they were received, and try to resolve the problem.

In case of a serious complaint, a written record of the complaint and outcome will be sent by the BIS staff member for review by the Management Board.

If the complaint is not resolved to the satisfaction of the complainant within ten working days, the complainant will be advised to proceed with their complaint in accordance with '*Formal Resolution*'.

7.3 Formal Resolution

If the complaint cannot be resolved on an informal basis, then the complainant should put their complaint in writing to the Management Board. If any member of the Management Board is the subject of the complaint, this member must not take part in any deliberation or decision regarding the complaint, in order to avoid any conflict of interest.

The Management Board will consider the complaint together and decide on the best course of action. In most cases, the Management Board will meet or speak to the complainant, normally within 5 working days of receiving the complaint. If possible, a resolution will be reached at this stage.

It may be necessary for the Management Board to carry out further investigations. The Management Board will keep written records of all meetings and interviews held in relation to the complaint. Once Management Board are satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and the complainant will be informed of this decision in writing within a further 5 working days. The Management Board will also give reasons for the decision.

If the complainant is still not satisfied with the decision, they should proceed to '*Resolution by the Complaints Panel*'.

7.4 Resolution by the Complaints Panel

If the Management Board cannot resolve the complaint, then the complainant should put their complaint in writing to the Chair of the Governing Board who will refer the complaint to a Complaints Panel established by the Governing Board.

The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint, one of whom shall be independent of the management and running of the School. The Panel will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 20 working days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing. One other person may accompany the complainant to the hearing. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 15 working days of the Hearing. The Panel will make findings and recommendations and a copy of the findings and recommendations will be sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about. The findings and recommendations will be available for inspection by the Chair of the Governing Board, the Chair of Management Board and Director of Studies.

8 CURRICULUM & ACCREDITATION

BIS is an International Baccalaureate (IB) World School offering the IB Diploma for students' age 16-19 years. B World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see www.ibo.org

For students' age 3-11 years, BIS offers the International Baccalaureate Primary Years Programme (PYP) and for age 11-13 the International Baccalaureate Middle Years Programme (MYP). BIS is an official candidate school for both the PYP and MYP.

BIS is also accredited by Cambridge International Examinations and provides the International General Certificate of Secondary Education (IGCSE) for students age 14-16. Students choose at least seven subjects from five different groups so that they also qualify for the ICE (International Certificate of Education) Group Award. The ICE Group Award provides a broad and balanced curriculum, including two different languages, and is a good base for entry to the International Baccalaureate Diploma programme.

BIS is licensed as an educational institution by the Ministry of Education of the Government of the Kyrgyz Republic. For those children who are interested in qualifying for Kyrgyz universities, BIS provides additional tuition to study for the common university entrance exams in the Kyrgyz Republic.

BIS is an official candidate school for accreditation with the Commission on International Education (CIS) of the New England Association of Schools and Colleges (NEASC) <https://cie.neasc.org/>

9 TEACHING METHODOLOGY

Teachers carefully design their teaching programmes with the aim of giving children the skills, values and knowledge that they need. In accordance with the International Baccalaureate Learner Profile we aim to develop students who are: Inquirers; Knowledgeable; Thinkers; Communicators; Principled; Open-minded; Caring; Risk-Takers; Balanced; and Reflective.

Teaching is based on inquiry-based learning to encourage creative thinking in asking questions about the world around us and finding the answers to those questions.

Inquiry-based learning aims to:

- Make students actively responsible for their own learning, with the teacher as facilitator;
- Ensure that students are able to develop and demonstrate their abilities in a variety of ways, applying a variety of methods and means to find answers;
- Focus on the abilities of students to formulate hypotheses, design, experiment and analyse results;
- Encourage a social learning process, since children do not learn in isolation but with their peers and facilitators such as teachers, parents and others.
- Develop good communication skills, facilitated by the frequent exchange of ideas, interactions with others and sharing of the findings and the answers.

Teachers create curriculum maps outlining their plans for the year. These curriculum maps cover the essential elements of the PYP, MYP, and DP programs that need to be covered and assessed throughout the year. These curriculum maps are given to coordinators for review after the first week of school. Unit plans are completed prior to the beginning of each unit and are done in a collaborative setting with colleagues. Unit plans are reviewed by PYP, MYP and DP program coordinators as well as the Director of Studies.

10 ACADEMIC HONESTY POLICY

Academic honesty is an integral part of the BIS culture at all levels of the school and applies to all members of the community, including: Governors; staff; students and parents. Our policy is based on two of the ten attributes of the IB Learner Profile, given in the Preface to this document, specifically attributes #5 'Principled' and #10 'Reflective':

Principled: Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.

Reflective: Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Learner profile attributes are equally applicable to staff as they are to students. Misconduct at any level of the school including plagiarism, collusion, misrepresentation and abuse of intellectual property is treated seriously.

All IB Diploma students and their parents/guardians must read, understand, and sign the BIS Academic Honesty Policy for the IB Diploma Programme and all students and staff must fully adhere to the Academic Honesty Policy at all times.

11 HOUSES

The House System exists to promote healthy competition based on inclusion and team work. Various competitions contribute to house points. Points are accumulated throughout the year to produce an overall winning House.

BIS has three Houses for students from Primary Middle and High school, representing 'land', 'water', and 'air'. These Houses were formed at the start of the 2014/15 academic year and students assigned to each house elected their house name by choosing a creature living primarily in their realm. Houses were named as 'Snow Leopards', 'Piranhas', and 'Phoenix' These names will be retained until such time as students in a house decide by majority vote to rename their house as another creature living primarily in the realm of 'land' or 'water' or 'air' as appropriate. Students, who are already a member of one of these Houses, stay in the House until they leave BIS, or may move between Houses only by agreement between the student and Director of Studies if this is necessary to rebalance the houses. New Students are assigned to one of the Houses in the first week of autumn term, with assignment elected to ensure that all year groups have a

good balance of students in each House and to ensure a good overall balance between Houses. If a family has more than one child in the school, parents may request all of their children to be in one House (or in different Houses) and this request will be accommodated if possible.

Each member of the teaching staff, except those on the Management Board, is assigned to a House. One of these staff members is appointed as 'Head of House' to help in the organization of different competitions.

In the first two weeks of the first term, each House elects a Captain and Vice-Captains from the students in the House.

12 STUDENT COUNCIL

BIS has Student Councils for Primary, Middle and High Schools. Councils are organized and supported by a designated teacher as 'Student Council Facilitator'.

Each form class elects two representatives (normally one boy and one girl) to represent them on the Student Council at the end of September. Elections are held again in the first week of the spring and summer terms with different students normally elected to serve for one term on the Student Council.

Student Councils can meet as often as required to discuss any issues related to BIS and to present recommendations to BIS management. The Councils also organize school events for students such as Valentine's Day and Halloween.

13 STUDENT SUPPORT

Any students who have any issues in dealing with their peers or Form Teacher may approach the designated Student Counsellor. The Student Counsellor will listen to the issue and assist the student in resolving it.

14 TIMETABLE

The initial school calendar for the 2017/18 academic year is given in Annex 5. An updated version is on the BIS website.

Teaching staff hours are from 7.45 to 16.30, or as defined in individual contracts. Children arrive at school between 7.45 and 8.00 with formal lessons starting at 8.00 am.

Extra-Curricular activities run every day from 15.30 to 16.30. Supervision is available until 17.30 for students after ECAs are completed. No supervision is available after 17.30.

Timetables are established for each year group. Initial timetables and any updates are sent to staff, students and parents by email. The outline timetables showing break-times, drop-off time and pick-up time is given in Annex 6.

15 EXTRA CURRICULAR ACTIVITIES

BIS offers a wide range of extra-curricular activities (ECAs) both on-site and off-site. ECAs run every day from 15.30 to 16.30. ECA timetables are provided to staff, students and parents before the start of each term by the ECA Coordinator.

16 SCHOOL EVENTS

The following events are organized by the school over the year:

- Saturday 9 Sept: All Parents Meeting (organized by PAMC)
- Saturday 23 Sept: Asia Day Festival - Open Day
- Friday 20 Oct: UN Day at ESCA-BIS
- Tuesday 31 Oct: Fall Festival/Halloween

- Saturday 2 Dec: ESCA-BIS 7th Anniversary Show
- Friday 26 Jan: Winter Sports Day
- Friday 20 April: Art Exhibition and Poetry Evening
- Saturday 12 May: Europe Day Festival – Open Day
- Saturday 2 June: International Children’s Day at Maple Leaf Golf Course – Games & Golf

17 STUDENT ABSENCE

The Form teacher is responsible for the class register. If a student is absent without explanation, the Form teacher or Co-teacher must request the Reception to contact their parents/guardian before 11.00 am and ask the reason for absence and when the student is likely to be at school. Frequent absences must be reported in writing to the Director of Studies who will investigate the reasons.

To ensure a healthy and safe environment for students, any student returning to school after illness must provide a written note from their doctor or parent to explain the reason for absence. The Form teacher will give the note to the school doctor, who will keep them in student files and update school records.

It is the responsibility of each member of the staff in charge of a specific timetabled event or extra-curricular activity to ensure that those who should attend actually do attend. Absence without good reason of any student must be investigated and reported to the Director of Studies.

18 COMMUNICATIONS

BIS operates as transparently as possible with as much information as possible about the school available on the BIS website.

A weekly newsletter – Voices - is sent by email to all parents, and to students with bis.kg email addresses, to inform them of school activities and forthcoming events. **If you are not on the Voices mailing list and you would like to receive Voices, just send an email to info@bis.kg and ask to be added to the Voices mailing list.** Any student can be added to the list if they have an email address and want to receive Voices.

Parent-Teacher evenings are held once a term to enable parents to discuss their child’s progress with the Form teacher or subject teachers.

The Parents Association Management Committee appoints a class representative for each class, to facilitate communication between parents in the class and between parents and the Form teacher.

19 SECURITY

This security section is copied verbatim from the BIS Health & Safety Policy.

19.1 Security of the School Site

The Head of Administration is responsible for security. Security staff is always on-site, day and night every day of the year. All buildings are locked at night when not in use.

School gates are kept locked, except for morning period of 7.30 to 9.00, pick-up time from 15.00 to 17.45, and for organized events for parents and children. The security guard must watch the pedestrian and vehicle entrance gates when they are unlocked. Anyone requiring access to the site outside this time will need to ring the bell to obtain the attention of the security guard.

Security personnel follow a protocol to ensure the safety of students, staff and visitors to the school during the school hours of 07:30 to 17:45.

School Reception is manned continuously from 07.45 to 17.30. All visitors to the school, including parents, must report to Reception before going elsewhere in the school. Visitors, including parents, will normally be accompanied by a staff member after reporting to Reception.

When the school is used for events outside normal school hours, security will ensure that only BIS staff has access to the school building. Other individuals (students, parents etc) are only allowed access when accompanied by a responsible member of BIS staff.

Vehicle Access

1. Visitors and contractors should produce identification if requested to do so by the security personnel.
2. Security staff may inspect any vehicle that enters the school premises. Such an inspection will involve looking inside the passenger area of the vehicle and the trunk of the vehicle.
3. Vehicles that enter the site on business must present proof of identification with the security staff and leave this with them while the vehicle remains on the site. The identification is returned before it exits from the site. Refusal to cooperate with the school security staff may result in the prevention of access to the site.

Pedestrian Access

1. The school pedestrian gate is open for student and parental access from 07:30 until 09:00 and 15.00 to 17.45 and for organized events for parents and children. The entrance is always monitored by the school security staff.
2. The school gates are locked between 09:00 and 15.00 and entrance is controlled by the security guard.
3. Any staff, students and parents entering and leaving between 9.00 and 15.00 must sign the register presented to them by the security officer, so that we have a record of who is on-site during the day in case of emergency.
4. Any parents entering between 9.00 and 15.00 should first report to Reception before going elsewhere in the school.
5. All visitors to BIS at any time must sign the register presented to them by the security officer.
6. Visitors to the school should wear a visitor's badge given to them by the security officer on duty after they have signed the visitor's book.
7. The visitors badge will be collected by the security officer when the visitor signs the visitor's book at the time of exiting the school site.
8. All visitors to the school must report to Reception before going elsewhere in the school. Visitors will normally be accompanied by a staff member after reporting to Reception.

19.2 Security of Children On-Site

Preschool Children arrival, supervision and collection

1. Preschool children must be accompanied by their parent/guardian to the Preschool reception, assisted by parents/guardians with coats and changing to inside shoes, then handed over to one of the Preschool teachers or assistant teachers.
2. All children will be recorded as 'in-school' in the class register each day they arrive in school. Any absences will be investigated.
3. Preschool children must be observed by one of the Preschool teachers or assistant teachers at all times during the school day. Under no circumstances should one of the Preschool children be out of sight of a Preschool teacher or assistant-teacher at any time.
4. Preschool children must be collected from Preschool reception area by their parent/guardian.

5. Each day a designated Preschool teacher and assistant teacher is responsible for handover to parents/guardians and to provide information to parents/guardians about the child's day in Preschool.
6. Children will only be handed over to those parents/guardians who are registered with the school. The Preschool will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective.

School Children arrival and collection (Primary 1 and up)

1. Parents/guardians are responsible for safe arrival of students up to the point of passing the pedestrian entrance beside the security cabin between 7.30 and 8.00 am.
2. Students arriving on-time should go directly to their own classroom on arrival at school. From 8.00 to 8.15, students will be registered as 'in-school' in the class register. Any absences will be investigated. Students arriving after 8:15 must report to Reception before joining their class.
3. If students are collected from school during the school day, the parent/guardian collecting the student must go to Reception. Reception will organize collection of the student from the Reception area, and record the absence in the school register.
4. Students in Primary 1 to 6 must be collected from the school by their parent/guardian or designated driver. The class teacher and co-teacher are jointly responsible for safe handover of children to their parent/guardian or designated driver. When children are in ECA activities before leaving school, the ECA teacher/supervisor is responsible for safe handover of children to their parent/guardian or designated driver. This rule is waived if parent or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
5. Primary 1-6 students will only be handed over to those parents/guardians who are registered with the school. The school will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective. If a parent/guardian requires the child to be picked up by a different parent/guardian or driver on any day, the parent/guardian of the child must inform the school in advance. This rule is waived if parent or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
6. Middle and High School students are themselves responsible for meeting parents/guardians or drivers or finding their own route home. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give advance notice to the school that the student will leave the school by themselves, or they will not be allowed to leave.

19.3 Control of Vehicles On-Site

Control of vehicles is of paramount importance on the School site.

The following rules must be observed at all times:

- Speed must be kept to a minimum.
- Care to be exercised as there are students around at all times.
- Parking must be in designated areas.
- On any day that school is open for students, school staff must park their own vehicles on a public road at least 100 meters away from the school to avoid blocking roads near the school or the parking area used for student drop-off.
- Cars parked at school should be locked for security reasons and any loss of property is not the

responsibility of the school.

- Any vehicle that is parked on school property must have its engine switched off, even if the driver is sitting in the car, to reduce air pollution.
- Any damage to a vehicle or accident on the school property should be reported to the Health & Safety Officer immediately.
- Drivers entering the school must follow instructions given by the school security.

20 OTHER ISSUES

20.1 Admissions Policy

The Admissions Policy is a separate document, available on the website.

20.2 Preschool Ground-rules

Ground-rules for Preschool are given in Annex 1.

20.3 Text Book Deposit Scheme

The Text Book Deposit scheme is described in Annex 5.

20.4 Educational Outreach

The Kelechek Education Endowment Fund (KEEF) <http://kelechek.org/> was established by the six Founders of ESCA - Bishkek International School who are Kyrgyz citizens. KEEF was legally registered on June 11, 2012 with initial funding provided by one of the other BIS Founders.

The mission of KEEF is to “create the enabling environment for improved access to quality pre-school and school education of children in Kyrgyz Republic”.

KEEF supports the operations and mission of BIS by:

- Legally owning the school land, leased to BIS;
- Facilitating the charitable work of BIS in the wider education sector of the Kyrgyz Republic;
- Providing a platform to attract charitable funding for education in the Kyrgyz Republic.

From 2012 to 2014 KEEF worked largely independently from BIS in providing training in orphanages and in running a university scholarship programme for rural youth. From 2014, the work of KEEF is more closely integrated with BIS activities, though KEEF is administered by a separate Board from BIS.

APPENDICES

ANNEX 1: PRESCHOOL GROUND-RULES

These ground-rules supplement the Parents & Guardian Handbook and are specific for Preschool.

1. Children should normally be out of nappies and potty-trained before starting Preschool, though exceptions may be made depending on the number of children enrolled and staff resources at the time.
2. Children in Preschool 1 who stay for the afternoon have a naptime from 12:15 to 14:15 (including changing time). Bed mattresses are normally stacked and put out on the carpet on the floor for sleeping, with personal bedding provided for each child by parents. Bedding must be named and must be changed by parents every two weeks – or more frequently if required.
3. Children are not allowed to suck ‘dummies’ or ‘pacifiers’ in Preschool, except when they are in bed if they have rest/sleep time.
4. Children must not arrive before 7.45 am and should arrive before 8.30 am to avoid disruption to educational activities for all children.
5. Children should be collected between 15.00 and 15.30 each day except:
 - For children who are always picked up earlier by agreement with the class teacher
 - If Preschool 3 has an Extra-Curricular Activity with Primary and the pick-up time is 16.30
 - Children that stay in school for aftercare until 16.30.
6. No outside shoes are allowed in the Preschool classrooms. If parents are coming to classrooms, they must wear the plastic shoes covers provided in the Locker Area.
7. Parents are allowed to come with their children in the classroom for their first week in school, from their arrival until no later than 9:00 when breakfast begins, to avoid other children feeling uncomfortable or sad.
8. If a child is disruptive to the class environment and teachers are unable to manage the child’s behaviour to minimise disruption to other children, the child’s parents will be invited to a meeting with the class teacher to agree on a joint approach to deal with behaviour. If disruption continues, despite additional support, a parent may eventually be asked to remove their child from Preschool and any unused school fee for the remainder of the term or year will be refunded.

These rules are applied consistently for all children in Preschool so that children understand expectations and learn the routines that all children follow.

ANNEX 2: PLAYGROUND RULES

1. No crossing any red tapes or walking behind or in front of swings.
2. No standing on top of the climbing frame.
3. No climbing trees or walls.
4. Don't do anything that is a danger to someone else (pushing someone, throwing stones, fighting etc.).
5. Don't play in any area which is not being supervised by a teacher.
6. If you use play equipment (balls, bats, etc.) return them to the storage area at the end of playtime.
7. Leave the play area as clean and tidy as you found it, or better than you found it.
8. No going out of bounds (e.g. behind the e-centre or outside the school) without permission from the duty teacher.
9. If the ball goes out of the school grounds, two children from MYP 3 or higher should go to the security guard at the main gate and ask him to let them out to walk around to collect the ball, then immediately return to the school via the main gate.
10. If you hurt yourself, tell a duty teacher.
11. Enjoy yourself and help others to enjoy the playground.
12. Flying Fox. Only one person at a time on the platform. If you cannot get on the seat by yourself OR you weigh more than 50 kg, you cannot use the Flying Fox.
13. No pushing into queues. Take your turn and be considerate.
14. Smile, be happy!

ANNEX 3: BEHAVIOUR INCIDENT REPORT

Name of student: _____ Date: _____

Period/Subject: _____ Reporting Teacher: _____

Behaviour Reported:

| | | | |
|--------------------------|---|--------------------------|------------------------------|
| <input type="checkbox"/> | Aggressive behaviour towards staff member | <input type="checkbox"/> | Refusal to follow directions |
| <input type="checkbox"/> | Aggressive behaviour towards a student | <input type="checkbox"/> | Frequent tardiness |
| <input type="checkbox"/> | Showing disrespect to a staff member | <input type="checkbox"/> | Disruptive in class |
| <input type="checkbox"/> | Showing disrespect to a student | <input type="checkbox"/> | Other: |
| <input type="checkbox"/> | Damage to school property | | |

Is this an on-going behaviour in this class/subject? _____ YES _____ NO

Details of incident:

Actions that were taken:

_____ Date: _____

Reporting Teacher Signature

_____ Date: _____

Form Teacher Signature

_____ Date: _____

Co Teacher Signature

ANNEX 4: TEXTBOOK DEPOSIT SCHEME

BIS temporarily provides textbooks/calculators/instruments for students to use and return to BIS at the end of each course, with returned textbooks/calculators/instruments assigned to the next group of students coming through the school.

This system normally works well, as most students are very responsible in looking after books and returning them when requested, but sometimes books are missing or badly damaged. To be fair to everyone and to make sure responsible students do not end up paying for the less responsible, we have a 'Textbook Deposit Scheme' based on a standard deposit at different stages of the school.

Provided all books and instruments are returned in good condition, deposits will always be refunded when leaving the school.

Textbook Deposit Scheme 2017/18 Academic Year

| | |
|------------------------|----------------------------|
| Preschool: | No deposit required |
| Primary School: | \$150 |
| MYP 1-3: | \$300 |
| IGCSE: | \$500 |
| Diploma: | \$500 |

The initial deposit is paid at the same time as initial tuition fees at the time of enrolment and before starting school. No learning materials are provided to a student until the deposit is paid.

The deposit is refunded once the last textbook is returned before leaving the school. The initial deposit will be held by the school and additional deposit required in case of lost or seriously damaged books/instruments or when moving up to a higher level in the school, or if the overall deposit scheme level is increased.

If a textbook or other school support material is not returned on time, the textbook deposit will be used to purchase replacement textbooks and this amount deducted from the deposit owed to the parent.

Each lost or damaged book will be charged at either the standard rate of \$40 per book, or (if actual costs are higher) will be charged at the actual cost of replacement book purchase plus postage plus customs fee plus \$10 administration charge.

ANNEX 5: ACADEMIC YEAR 2016/2017 CALENDAR



ESCA-BIS SCHOOL YEAR 2017/2018

School Vacation
 Public Holiday in KR – School Closed
 Teacher In-Service Day
 First Day of School
 Events
 Meetings or Exams

| August 2017 | | | | | | |
|-------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

14 – 25 August: English Language Summer School
 26 – 30 August: Teacher In-Service Orientation
 31 Aug: Independence Day

| September 2017 | | | | | | |
|----------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

1 Sept: Kurban Ait – public holiday
 4 Sept: First day of school
 9 Sept: All Parents Meeting (PAMC)
 23 Sept: Asia Day Festival - Open Day – All welcome

| October 2017 | | | | | | |
|--------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

18 Oct: Individual Parent-Teacher Meetings
 20 Oct: UN Day at ESCA-BIS
 23-27 Oct: Half Term Break
 30 Oct: First Day after half term
 31 Oct: Fall Festival/Halloween

| November 2017 | | | | | | |
|---------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

7 Nov: Socialist Revolution Day – public holiday
 18 Nov: Teachers In-Service Day

| December 2017 | | | | | | |
|---------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

2 Dec: ESCA-BIS 7th Anniversary Show
 13 Dec: Individual Parent-Teacher Meetings
 15 Dec: Last Day of First Term/End of year Assembly

| January 2018 | | | | | | |
|--------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

1 Jan: New Year's Day
 7 Jan: Orthodox Christmas
 8 Jan: First Day of Second Term
 26 Jan: Winter Sports Day

| February 2018 | | | | | | |
|---------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | | | |

3 Feb: Teacher In-Service Training
 14 Feb: Valentine's Day organised by Students
 22 Feb: Science Fair
 23 Feb: Homeland Defender's Day – public holiday

| March 2018 | | | | | | |
|------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

8 March: International Women's Day
 15 March: Individual Parent Teacher Meetings
 21 March: Nooruz Public Holiday
 23 March: Nooruz Celebration at BIS
 26-30 March: Spring Break

| April 2018 | | | | | | |
|------------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

2 April: First Day of Third Term
 14 April: Teacher In-Service
 20 April: Art Exhibition and Poetry Evening
 25 April: All Parents & Teachers Meeting (PAMC)
 End of April: IB DP and IGCSE Examination Sessions Start

| May 2018 | | | | | | |
|----------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | 30 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

1 May: Labour Day – public holiday
 5 May: Constitution Day – public holiday on 7 May
 8 May: Additional school holiday
 9 May: Victory Day – public holiday
 12 May: Europe Day Festival – Open Day
 26 May: Parents Association Garage Sale
 28 May: Orozo Ait Public Holiday (May 27)

| June 2018 | | | | | | |
|-----------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

2 June: International Children's Day at Maple Leaf Golf Course – Games & Golf & Ice Cream
 13–19 June: Exam Period for MYP / IGCSE1 / IBDP1
 22 June: Individual Parent-Teacher Meetings
 25-28 June: International Friendship Week
 28 June: Last Day of School / All Americas Barbecue
 29 June: Teacher In-Service

| July 2018 | | | | | | |
|-----------|----|----|----|----|----|-----|
| Sun | M | Tu | W | Th | F | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

All July: Vacation

ANNEX 6: OUTLINE TIMETABLE

MIDDLE SCHOOL & HIGH SCHOOL

| Periods | Monday | Tuesday | Wednesday | Thursday | Friday |
|----------------------------|--------|---------|-----------|----------|--------|
| Period 1 08:00-08:45 | | | | | |
| Period 2 08:45-09:30 | | | | | |
| Break 09:30-09:45 | | | | | |
| Period 3 09:45-10:30 | | | | | |
| Period 4 10:35-11:20 | | | | | |
| Period 5 11:25-12:10 | | | | | |
| Lunch break 12:10-12:55 | | | | | |
| Period 6 12:55-13:40 | | | | | |
| Period 7 13:40-14:25 | | | | | |
| Period 8 14:30-15:15 | | | | | |
| Break 15:15-15:30 | | | | | |
| ECAs 15:30-16:30 | | | | | |

| Primary | Periods | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------------------------|----------------------------|--------|---------|-----------|----------|--------|
| | 1st 08:00-08:45 | | | | | |
| | 2nd 08:45-09:30 | | | | | |
| | 3rd 09:30-10:15 | | | | | |
| | Break 10:15-10:45 | | | | | |
| | 4th 10:45-11:25 | | | | | |
| | 5th 11:30-12:15 | | | | | |
| | Lunch Break 12:20-13.30 | | | | | |
| | 6th 13:30-13:40 | | | | | |
| | 7th 13:40-14:25 | | | | | |
| | 8th 14:30-15:00 | | | | | |
| | Break 15:00-15:30 | | | | | |
| | ECA's 15:30-16:30 | | | | | |
| Extra Rus/Kyr 15:30-16:30 | | | | | | |

| Preschool | Periods | | Monday | Tuesday | Wednesday | Thursday | Friday |
|-----------|---------------|-------------|--------|---------|-----------|----------|--------|
| | Arrival | 7:45 - 8:15 | | | | | |
| 1 | 8:15 - 8:30 | | | | | | |
| 2 | 8:30 - 9:00 | | | | | | |
| Snack | 9:00 - 9:30 | | | | | | |
| 3 | 9.30 - 10.00 | | | | | | |
| 4 | 10.00 - 10.15 | | | | | | |
| | 10.15 - 10.30 | | | | | | |
| 5 | 10.30 - 10.45 | | | | | | |
| | 10.45 - 11.00 | | | | | | |
| 6 | 11.00 - 11.15 | | | | | | |
| | 11.15 - 11.30 | | | | | | |
| Lunch | 11:40 - 12:10 | | | | | | |
| 7 | 12.15 - 12.45 | | | | | | |
| 8 | 12.45 - 13.15 | | | | | | |
| 9 | 13.15 - 14.00 | | | | | | |
| | 14.00 - 14.25 | | | | | | |
| Snack | 14:25 - 14:55 | | | | | | |
| 10 | 14:55 - 15:30 | | | | | | |
| ECAs | 15:30 - 16:30 | | | | | | |