



**Bishkek  
International  
School**

# Student Handbook



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# Preface

## 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](http://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.

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## 1 INTRODUCTION

This handbook gives important information for all students at ESCA – Bishkek International School (BIS)

Sections highlighted in green are repeated in the Parents & Guardian Handbook and the Staff Handbook.

Sections highlighted in light blue are repeated only in the Staff Handbook.

You can skip parts of this handbook that you find boring but, to make your life easier, make sure you read the Practical Info in section 2, the Rules in section 4.1, the Behaviour guidelines in section 4.3 and the Playground Rules in Annex 2.

## 2 PRACTICAL INFO TO START

### 2.1 Equipment and clothing requirements

#### Equipment

Basic equipment required is:

- 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 you or parents later.

#### School Clothes

BIS does not have a school uniform; however we have a code of dress given in Section 4.3 in this handbook. Whatever you wear, make sure you are sensibly dressed for an active life so that you can use the play equipment and field at break times.

#### Physical Education Clothes

You need trainers and a T shirt and shorts or a tracksuit to wear for PE.

#### Art Clothes

When you have Art, having an old large shirt to cover your normal clothes might save some trouble at home, since Art paints can destroy normal clothes.

#### Lost Property

Every school has difficulties with lost property. So, make sure you have your name on anything that is not permanently attached to you.

#### Valuables

If you are in Primary 1-6, don't bring anything valuable to school, except you!

For Middle and High School students, mobile devices and laptops may be brought to school and used for educational purposes e.g.: information search. 'Educational purposes' does not include social networking or phone calls.

## 2.2 Arrival time at school

Arrival time at school is from 7.30 to 8.00. Teachers are available in class rooms from 7.45 am.

## 2.3 Homework

All students receive homework every day. Every student in Primary 1-6 has a homework book which needs to be signed by your parent or guardian every evening. Students in MYP, IGCSE and Diploma also have homework books. For MYP, homework books should be signed by a parent or guardian every week.

## 2.4 Lunch and snacks

BIS provides morning snack, lunch and afternoon snack for all students. For students in Middle and High School (age 11 to 18) only fresh fruit is provided for morning snack. If you really don't want school lunches, you can ask your parents to opt out for the whole term. In this case you must bring your lunch yourself – but no fizzy drinks, sweets (candy) and packets of crisps (chips) since they are not allowed in school.

## 2.5 Attendance at school

Full attendance is important for academic achievement and social interaction. If you are ill, your parents should inform the school before 11.00 am on the first day of absence. If you know in advance that you will be absent (e.g. unavoidable family travel) inform your Form teacher as early as possible.

## 2.6 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. Please take good care of all books and other resources which are provided by the school so that other students can use them after you. To help you be responsible, BIS has a textbook deposit scheme as described in Annex 5.

# 3 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.

## 3.1 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.

## 3.2 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 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.

### 4.1 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 permission<sup>1</sup>

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

### 4.2 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

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<sup>1</sup> *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.

## **4.3 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.

## 4.4 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 4.

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/OB0Ooe3p5t2qfT3RBcFBLTDNzcDg>

### **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/OB0Ooe3p5t2qfT3RBcFBLTDNzcDg>

### **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/OB0Ooe3p5t2qfT3RBcFBLTDNzcDg>

## 5 COMPLAINTS AND APPEALS PROCEDURES

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

### 5.1 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.

### 5.2 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*'.

### 5.3 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*'.

## 5.4 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.

## 6 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.

## 7 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.

## **8 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.

## **9 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.

## **10 TIMETABLE**

The initial school calendar for the 2017/18 academic year is given in Annex 8. 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

## **11 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.

## 12 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](mailto: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.

## 13 ARRIVING AT AND LEAVING SCHOOL ON SCHOOLDAYS

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

## APPENDICES

### ANNEX 1: ICT POLICY

#### 1. Philosophy

Information and Communication Technology prepares students to participate in a rapidly changing world in which work and other activities are increasingly transformed by access to varied and developing technology. Students use ICT tools to find, explore, analyse, exchange and present information responsibly, creatively and with discrimination. They learn how to employ ICT to enable rapid access to ideas and experiences from a wide range of people, communities and cultures. Increased capability in the use of ICT promotes initiative and independent learning, with students being able to make informed judgements about when and where to use ICT to best effect, and consider its implications for home and work both now and in the future.

The overall aim for Information and Communication Technology in BIS is to enrich learning for all students, to support their academic studies, pastoral care and recreational interests and to promote effective communication.

#### 2. Duty of Care

BIS has a duty of care towards every member of the school to ensure the safe use of computing facilities. New members of the school are asked to read and agree to the rules for the acceptable use of the school computer network and sign to indicate that they have done so. This acceptable use policy applies without exception to all members of the school at all times and to visitors with temporary access. It is assumed that by logging into a school computer or by accessing any of the school's ICT services, you agree to abide by this policy.

#### 3. Personal security

The security of your own files is your own responsibility. Do not give anyone your password. Change your password if you think someone else has discovered it. Every member of the school has a responsibility to protect the security and confidentiality of the school computer network.

**DO NOT GIVE YOUR PASSWORD TO ANYBODY**

#### 4. Use of BIS ICT equipment

Access to the school computer network must only be made using an authorised account username and password. Your individual account should be used to store all your work and is available from any terminal in the school. Your personal folder must regularly be cleared of unnecessary files & you should change your password regularly.

All computer equipment serial numbers are logged. Computers and their peripherals are all property of the school and must not be moved or removed from the premises without permission.

Work may be shared or exchanged with others using the folders on the Z drive, USB storage devices, via email and Google Drive.

#### 5. General Rules

Any activity that threatens the integrity of the school computer systems, or that hacks, attacks or corrupts the network, is forbidden. You must also always notify the Computer Science Teacher or your teacher if you identify a problem or witness unacceptable behaviour. Whilst some recreational use of the facilities is acceptable, you are expected to respect the guidelines in this document at all times.

### **Never:**

- attempt to log into a computer using another person's credentials or attempt to log in as a system administrator.
- engage in any inappropriate, antisocial or illegal behaviour when using the school computer systems.
- send offensive or harassing material to others or take part in any form of cyber bullying.
- use school computer equipment for any commercial purpose.
- tamper with or vandalise school computer equipment or attempt to install or download software.
- connect your own computer hardware or mobile device to the school network without permission.
- unplug a school computer or disconnect its network cable.
- create or store files that contain unsuitable or offensive language or images.
- download or attempt to use any unauthorised executable files on the network.
- commit copyright violations, such as illegal copying of music files, movies, pictures or software.

## **6. Internet Use**

All members of the school have access to the Internet, for educational purposes. Internet content is lightly and responsibly filtered and access is monitored and the websites you visit are logged. Online games are forbidden without the express permission of a teacher.

### **Never:**

- attempt to access inappropriate websites or material by trying to circumvent the school Internet filtering system.
- create, share, store, download or display any offensive, obscene, indecent or menacing images, stories, data etc.
- engage in any commercial activities online.
- use the school computer systems for political purposes or advertising.
- promote or provide instructional information about illegal activities or promote physical harm to anything or anyone.
- use peer-to-peer services within school.
- upload, download or attempt to spread any computer virus.
- use the school's facilities to attempt to gain unauthorised access to any other computer systems.
- use any technique which would disrupt network communication, security or integrity.

If you are unsure about the suitability of a web page, close the page and consult a member of staff immediately.

You should be aware of the regulations and school guidelines about copyright and plagiarism; Any passage of text, copied from a public source such as the Internet should be acknowledged, giving the site URL where appropriate, author and date. The school librarian, your class co-teacher or the Computer Science Teacher can offer advice.

Requests for particular sites and sources to be unblocked should be made to the ICT department and will be considered, as long as they do not affect the safety and security of our school systems.



## 7. E-mail

- You should check your email account regularly.
- You should attempt to respond to or acknowledge email messages reasonably quickly.
- You are responsible for the emails you send and for contacts you make.
- Do not to provide your address, telephone number, bank account number, credit card details or photograph as part of an email unless the recipient is known personally.
- Document attachments to emails should be sent as PDF files if you do not wish them to be easily altered by the recipient.
- Make sure you log-out of your email before you leave the computer so that no-one else can access your email.

E mail is a vital business and educational tool, but an informal means of communication. Give consideration to the appropriate use of language in your email messages. In general, try to write an email as professionally as you would a letter. When you write an email with multiple recipients, remember to use the Bcc: field to keep your recipient's email addresses private.

### **Never:**

- transmit obscene, hateful or threatening communications.
- communicate or publish inaccurate, defamatory or racially offensive materials.
- transmit via e mail any unsolicited advertising, junk mail, spam, chain letters, or any other form of e mail solicitation.
- use the email system to commit crimes or to bully, harass or stalk others.
- use the school email system for personal financial gain, gambling, political purposes or advertising.

## 8. Cyber-bullying & Whistleblowing

Behaviour that is of a bullying nature is never acceptable and this also applies online. Cyber-bullying refers to the use of information and communications technologies to victimise threaten or harass others. Mobile phone text messages, e mail, phone calls, Internet chat rooms and instant messaging and social networking websites can all be misused for cyber-bullying. Students should ask their form teacher for more information about bullying if they are at all unsure.

If you wish to report inappropriate behaviour you can speak to any teacher. The teacher will ensure that you will remain anonymous in any follow up action.

## 9. Social networks, blogs and twitter

The use of social networking websites in school time is discouraged and access to acceptable sites is limited to certain times of the school day. Most social networks and communication tools have age restrictions.

### **Never:**

- post anonymous messages, personal remarks or personal details about anyone else or impersonate someone else.
- use photographs of groups or individuals on a website or blog without their permission.
- post or respond to electronic communications or messages that are impolite, indecent, abusive, discriminatory or racist or in any way intended to cause hurt to another person.

- post personal information about yourself, such as your age, hobbies, phone numbers or your address.
- post anything that could be considered upsetting.

When interacting on a school blog or social media account (for example, the school Facebook page), never be derogatory to any person or bring the school name into disrepute. Be careful what you post. It will be monitored and moderated if necessary.

Never use the Internet or email to arrange to meet someone you do not know. Not everyone is who they say they are.

## 10. Internet Access from Personal Laptops or Mobile Devices

Whilst wireless Internet access is available in the school, students are not permitted to access the 'ESWL2' network on a personal device. Instead, they may connect to the 'BIS\_Students' network for school related Internet activities only.

All MYP and IGCSE students are encouraged to bring own laptop or mobile device to school to use for school work as allowed or instructed by their teachers for each class or for homework assignments.

All Diploma students must always bring their own laptop to school for coursework and assignments.

### **When using your own device at school, you agree:**

- Never to connect your device into the school network, without written permission.
- Never try to access the 'ESWL2' wireless network without written permission.
- You are wholly responsible for your actions, or the actions of any other user you permit to use your device.
- You are responsible for ensuring that your computer equipment is stored securely when it is not being used.
- You are responsible for maintaining your own computer equipment. No direct technical support, software or maintenance should be expected from the school's ICT department.
- To not leave equipment switched on when unattended for any period of time.
- You are responsible for ensuring that any important work is backed up regularly.
- The school must be given permission to carry out physical inspections of equipment, including electrical safety testing, and examination of the contents your equipment, including any storage devices.
- To keep a fully updated antivirus program installed on your computer and to scan your computer for viruses, malware and other undesirable software on a regular basis.
- Never to access inappropriate websites or material by trying to circumvent the school Internet filtering system. This includes the use of VPNs or other packet encryption, which is forbidden on the network.
- Never to create, share, store, download or display any offensive, obscene, indecent or menacing images, stories, data etc.
- Not to engage in any commercial activities online.
- Not to use the school computer systems for political purposes or advertising.
- Not to promote or provide instructional information about illegal activities or promote physical harm to anything or anyone.
- Not to use peer-to-peer services within school.
- Not to upload, download or attempt to spread any computer virus.
- Never to use the school's facilities, including wireless access from your personal device, to attempt to gain unauthorised access to any other computer systems.
- Not to use any technique which would disrupt network communication, security or integrity.

## **11. Printing Facilities**

The school has printing and photocopying facilities but printing, especially colour printing, can be very costly and wasteful. You can save time & money and reduce waste easily:

- Print more than one page per sheet of paper or print double sided.
- Use more of the page by changing your document margins and remove blank pages.
- Email it, or share your work using Google Drive.

Teachers are allowed to check any printing from students to be sure it is appropriate and school related.

## **12. Monitoring**

The school, through the ICT department, has the right to openly monitor the use of computer equipment and Internet and e mail systems to prevent them being used inappropriately, for unlawful purposes or to distribute offensive material, balanced against an individual user's right to privacy. Administrators reserve the right to examine, use and disclose any data found on the school's networks for the purposes of ensuring the health, safety, discipline or security of any student or staff member or to protect property. This information may, if necessary, be used in disciplinary actions.

## **13. Sanctions**

Depending on the severity of the offence and at the discretion of the Computer Science Teacher, Form teacher or Head, one of the following will apply:

1. Temporary ban on Internet or network use.
2. Permanent ban on Internet use.
3. Permanent network ban.
4. Normal school disciplinary action.
5. Police involvement, where appropriate.

## 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 MYP3 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: MOBILE PHONE USE BY STUDENTS

### Mobile Phone Use by Students

1. **Students cannot use a phone anywhere for any purpose between 8.00 and 15.15 except:**
  - 1.1. **Students may use their phone during lessons IF the teacher leading the class has given specific permission to an individual to use their phone for a specific purpose.** The teacher leading the lesson has sole decision to confiscate any phone use that has not been approved. Any student who disputes confiscation will receive automatic detention.
  - 1.2. **Students may use their phone during Study Periods in the Library and DP Study Room to listen to music with earphones** (inaudible to anyone else) in order to stop other students distracting you.
    - (i) If a student needs to do online research during a study period, they should use the laptops or computers provided in the library. If no computer is available in the library, a student may ask permission from the Librarian to use their phone for research and (if approved) can use their phone for this purpose in the Primary Library only.
  - 1.3. **Students may use their phone during break time and lunchtime in the Café area to check and send personal messages (e.g. to parents)** but not for any social media posting or checking snapchat and Instagram etc.
    - (i) Phones cannot be used in any other location for this purpose i.e. they must not be used for any reason in corridors or bathrooms or outside.
2. Any time a student is seen with a phone outside of the approved locations or if using it for unapproved purpose in these locations, it will be confiscated.
3. Confiscated phones will be kept at Reception until the end of the day and will not be available for any purpose before 15.15.
4. Repeat individual offenders will be given detention, eventually leading to a requirement to leave their phone with Reception every day.
5. Repeated abuse of the system by many students will lead to a full time ban on use of mobile phones for all students.

All staff, including administration staff, is responsible for enforcing this policy and all students must follow staff instructions on this policy.

## ANNEX 4: 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 5: 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**

<b>Preschool:</b>	<b>No deposit required</b>
<b>Primary School:</b>	<b>\$150</b>
<b>MYP 1-3:</b>	<b>\$300</b>
<b>IGCSE:</b>	<b>\$500</b>
<b>Diploma:</b>	<b>\$500</b>

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 6: 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 7<sup>th</sup> 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 7: 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					