



**Bishkek
International
School**

Student Handbook



Reviewed by the Management Board: August 2019
Previous Review: February 2019

Approved by the Governing Board: August 2019

Preface

International Baccalaureate

BIS is an International Baccalaureate World School, offering the International Baccalaureate Diploma Programme (DP), the Middle Years Programme (MYP), and the Primary Years Programme (PYP). 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 | PRACTICAL INFO TO START | 1 |
| 2.1 | Equipment and clothing requirements | 1 |
| 2.2 | Arrival time at school | 2 |
| 2.3 | Homework | 2 |
| 2.4 | Lunch and snacks | 2 |
| 2.5 | Attendance at school | 2 |
| 2.6 | Using learning resources | 2 |
| 3 | VISION & MISSION | 2 |
| 3.1 | Vision | 2 |
| 3.2 | Mission | 2 |
| 4 | CODE OF CONDUCT | 3 |
| 4.1 | Rules for Students | 3 |
| 4.2 | Rules for Staff | 4 |
| 4.3 | Behaviour Guidelines | 4 |
| 4.4 | Rewards & Sanctions for Students | 6 |
| 5 | COMPLAINTS AND APPEALS PROCEDURES | 9 |
| 5.1 | Introduction | 9 |
| 5.2 | Informal Resolution | 9 |
| 5.3 | Formal Resolution | 9 |
| 5.4 | Resolution by the Complaints Panel | 10 |
| 6 | CURRICULUM & ACCREDITATION | 10 |
| 7 | ACADEMIC HONESTY POLICY | 11 |
| 8 | HOUSES | 11 |
| 9 | STUDENT COUNCIL | 11 |
| 10 | STUDENT SUPPORT | 12 |
| 11 | TIMETABLE | 12 |
| 12 | EXTRA CURRICULAR ACTIVITIES | 12 |
| 13 | COMMUNICATIONS | 12 |
| 14 | ARRIVING AT AND LEAVING SCHOOL ON SCHOOL DAYS | 13 |
| | APPENDICES | 14 |
| | Annex 1: ICT Policy | 14 |
| | Annex 2: PLAYGROUND RULES | 19 |
| | Annex 3: LIBRARY RULES OF CONDUCT | 20 |
| | Annex 4: MOBILE PHONE USE BY STUDENTS | 22 |

| | |
|---|-----------|
| Annex 5: Behaviour Incident Report | 23 |
| Annex 6: TEXTBOOK DEPOSIT SCHEME | 24 |
| Annex 7: SCHOOL BUS RULES | 25 |
| Annex 8: Minimum standards to be Awarded a High School Diploma | 26 |
| Annex 9: ACADEMIC YEAR 2019/2020 CALENDAR | 27 |
| Annex 10: OUTLINE TIMETABLE | 28 |

1 INTRODUCTION

This handbook gives important information for all students at 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, the Playground Rules in Annex 2, Library Rules in Annex 3 and Mobile Phone Rules in Annex 4

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 Preschool and Primary school, indoor shoes for inside school if you have dirty shoes/boots from outside and need to change when you come inside
- For High School, bring a laptop to work on at school

No stationery is required as BIS provides the first basic set of stationery for each student. Replacements may need to be purchased by you or your 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. Lost property is kept centrally and will be 'recycled' to a worthy cause if it is not reclaimed before vacations.

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 classrooms from 7.45 am. High school students go directly to their form class when they arrive. Primary and Middle school students should wait in the café until 7:45 before going to their classroom.

2.3 Homework

Primary 5 and 6 students may have homework every day. Middle School Students also receive homework every day from subject teachers. All students from Primary 5 up to MYP3 have Student Diaries, where students should write their homework requirements. Diaries are checked by Form Teachers every Friday, and individual subject teachers may also write comments in the diary. Parents of MYP students should review Student Diaries each weekend and more often than this if required for a student who is less organized themselves.

Students in IGCSE and Diploma have homework every day and are expected to be responsible to complete their homework without parental involvement.

2.4 Lunch and snacks

BIS provides morning snack, lunch and afternoon snack for all students. 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). They are not allowed in school. – Students are not allowed to order in food to be delivered to school under any circumstances and food is not allowed to be eaten anywhere in the school except in the café.

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 10.00 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 6.

3 VISION & MISSION

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, with further review and amendments in 2018.

3.1 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 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 and inclusivity;
- Promotes the well-being of the whole school community;
- 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 primary 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. Completely clear their locker of any personal possessions (except neatly stacked textbooks) before every term break so that lockers can be cleaned out;
10. Greet any visitors they meet in the school.

Students Must Not:

1. Bully anyone in any way, online or otherwise. BIS takes a strong stance on bullying behaviour and any instances will be dealt with immediately.
2. Use abusive, cursing or derogatory language at school or on school trips. Respectful exchanges among all staff and students are valued highly.
3. Spit at school or on school trips. Spitting is unpleasant and spreads illness to others.
4. Have chewing gum, crisps, sweets, fizzy drinks, or other unhealthy food/drink at school.
5. Have (possess or use) tobacco products or vaping instruments or drugs or alcohol at school or on school trips.
6. Pick leaves or flowers or damage trees. The environment is important for everyone's wellbeing and enjoyment.
7. Play games for money or other valuable prizes, or sell anything to other students without permission from the Head of Administration
8. Play with balls, paper planes or other projectiles inside the school without permission.
9. Use mobile phones for any purpose before 15.15 except as defined in the mobile phone rules.
10. Wear hats, caps or other head coverings inside the school without permission¹

¹ 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

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 and professionalism 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 and that they are marked effectively.

Staff Must Not:

1. Use mobile phones in class to make or receive phone calls or for any social networking in class, or misuse internet access. While on duty on the playground, staff must not use phones and must be attentive to the students in their charge at that time.
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

All staff and students must act with respect, responsibility and kindness in their interactions at the school.

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

For example

- Arrive on time for school in the morning and for each class
- Be properly equipped with stationery, textbooks and Student Diary
- Be respectful and kind, listen to the contributions of others and do not talk over them or ridicule their ideas
- Be helpful when required
- Ensure order at the beginning and end of the lesson to start and finish with all the information you need
- Be responsible, complete all work on time and to a high standard. Use all the resources you can to help you, including online and library resources. Consult with teachers to help as well.
- Be courageous, leave your comfort zone to extend your learning
- 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

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.

For example

- Stay silent when others are speaking
- Never use bad language or shout, tease or verbally abuse. Always use language that shows gratitude and respect (please, thank you and excuse me)
- 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
- Keep the cafeteria tidy, cleaning up after yourself
- 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
- Be aware of others around you and modify your behaviour to keep both yourself and others safe.
- 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 including PE, class field trips and to suit the weather
- 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 weapon-like toys or facsimiles as the school discourages images and artefacts depicting violence towards others
- 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 all others. Everyone working at the school is contributing to the wellbeing of all students and should be accorded respect for that reason. Showing gratitude (please and thank you), having a pleasant attitude and being kind are ways of demonstrating social awareness.
- Do not eat or drink while walking around
- Ensure you are appropriately dressed and your clothes are clean

9. Refrain from Public Displays of Affection

We recognize that genuine feelings of affection may exist between students. However, students must limit public displays of affection while at school or while attending a school-related activity. Being overly affectionate may be unintentionally offensive to others. Therefore:

- Avoid intimate touching, fondling, cuddling, and kissing.
- Avoid any physical contact that may make others in close proximity uncomfortable or serves as a distraction for them.

10. Use Social Media wisely

For example

- Staff should ensure that their social media activities remain private and do not cause harm to the school or members of the school community
- 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

11. 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 Awards are given for Primary School, Middle School and High School at the end of each Semester.

Service Awards

Service Awards are made to recognise commitment to service which has led to positive development of the Kyrgyz Republic, Bishkek International School, and their fellow classmates. Separate Awards are given for Primary School, Middle School and High School at the end of each Semester.

Leadership Awards

Leadership Awards are made to recognise students who take leadership roles throughout the school, helping members of the school community achieve their intellectual, sporting, and creative potential. Separate Awards are given for Primary School, Middle School and High School at the end of each Semester.

Global Citizen Awards

Global Citizen Awards recognize students prepared to tackle both global and local issues through:

- Multilingual communication skills
- Values of tolerance and diversity
- Knowledge of global contexts

Separate Awards are given for Primary School, Middle School and High School at the end of each Semester.

Special Award for Contribution to the School Community

Special Awards for Contribution to the School Community MAY be made at the end of each semester for Primary, Middle, and High School, as required, for exceptional contribution to representation and development of the school and school community.

Sanctions

Students who engage in willful, 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 5.

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 emailed by a teacher to the Head of Student Welfare who will set up a time with the student for a short interview using the email system. During the interview the Head of Student Welfare will ask questions and clarify the situation from the point of view of the student. The school espouses a multi-tiered approach to behaviour, focusing on addressing the causes of misbehavior and modifying that behaviour through education and reflection. School Community Service (SCS) and Restorative Justice (RJ) are used as a first sanction. SCS involves students performing a task in the school that will contribute to the greater good (for example, spending time with the Preschool Students to help them). RJ means that students will be asked to repair and restore their relationships with adults and students through an apology. We feel that a student will understand the impact of their misbehavior on both the teacher and other students through this more person-centered approach.

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 are late for school in the morning on three occasions in one week
- As an alternative to SCS at the discretion of the Head of Student Welfare

Central detentions are given by the Head of Student Welfare and must be recorded on the online Detention Record. Individual teachers will periodically give lunchtime or other detentions to students as an immediate deterrent to repeated poor choices in their classes.

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 any member of the Management Board 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 a:

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

Behaviour Contract

Following persistent poor behaviour and subsequent sanctions being of little effect, the next step is a written Behaviour Contract. It is drawn up containing specific targets for the student to achieve within five days. There are transparent guidelines if the student fails to adhere to the contract. The behaviour contract is signed by the student, their parents, form teachers and the Head of Student Welfare. The contract is extended by the Head of Student Welfare for a further 5 days at the end of a contract, if specific targets are not consistently met.

Internal Suspension

A student may be internally suspended for a period of one or more days if persistent poor behaviour continues after the termination of a behaviour contract or following a single serious incident. During this period, the student will be expected to report to each class on their timetable to collect work from their teacher, before completing said work in isolation and under supervision in a given location in the school.

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 Head of Student Welfare, and with the agreement of the student (and parents/guardians if appropriate).

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 School Counsellor or Head of Student Welfare, 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, at least one of whom shall be independent of the school executive management. 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 CURRICULUM & ACCREDITATION

BIS is accredited by the New England Association of Schools and Colleges (NEASC) Commission on International Education (CIE) from November 2018. <https://cie.neasc.org/>

BIS is a fully authorized International Baccalaureate, IB World School, offering the IB Diploma Programme, the IB Primary Years Programme and IB Middle Years Programme. The IB Diploma is a two-year educational programme primarily aimed at students aged 16–18 that provides an internationally accepted qualification for entry into higher education and is accepted by many universities worldwide. The IB Primary Years Programme runs through Preschool and Primary School and the IB Middle Years Programme is offered in Middle School. 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

The school is also accredited as a Cambridge International School by Cambridge Assessment International Education and currently provides the International General Certificate of Secondary Education (IGCSE) and the International Certificate of Education Group Award (ICE). Students choose at least seven IGCSE 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.

The Government of the Kyrgyz Republic Ministry of Education and Science fully accredited BIS in May 2018 to deliver the national curriculum with examination in Grade 9 and Grade 11 for the State Certificate of Secondary Education. Education licences cover preschool, primary school and secondary school.

In addition to external qualifications for the International Baccalaureate Diploma Programme, the Cambridge IGCSE programme and Kyrgyz State Certificate of Education, BIS also awards a High School Diploma to graduating students, accredited by NEASC. Minimum standards to receive the High School Diploma and the GPA system is given in Annex 8 to this Handbook.

7 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.

8 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 Assistant Head of School 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.

9 STUDENT COUNCIL

BIS has Student Councils for Primary School and Middle & High School. 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.

10 STUDENT SUPPORT

Any students who have any problems of a personal or academic nature may approach the Head of Student Welfare or the School Counsellor who will support the student to resolve the issue. Initial contact can be made by the student themselves or as a referral by teachers or parents. The Head of Student Welfare and the School Counsellor will act in a professional manner, demonstrating appropriate counselling skills and keeping confidentiality for the student. This confidentiality will be applied if the student is not in any personal danger and is not the subject to abuse or neglect. If this is the case, then the Head of Student Welfare or School Counsellor will follow the Child Protection guidelines to ensure the student is cared for in the correct manner. The Head of Student Welfare or School Counsellor will provide the student with a variety of strategies to assist them to solve their problem and may organize a set time to speak with the student on a regular basis. Teachers will assist with any information that will contribute to helping the student to resolve issues as well.

11 TIMETABLE

The initial school calendar for the 2019/20 academic year is given in Annex 10. An updated version is on the BIS website.

Teaching staff hours are from 7.45 to 16.30, or as defined in individual contracts. Form Teachers are in classrooms from 7:45. Students arrive at school between 7.30 and 8.00. Primary and Middle School students who arrive before 7:45 should wait in the café before going to classrooms at 7:45. Formal lessons start 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 8.

12 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.

13 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 regularly 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.

14 ARRIVING AT AND LEAVING SCHOOL ON SCHOOL DAYS

- 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 normally go directly to their own classroom on arrival at school, except Primary and Middle School students arriving before 7:45 who should stay in the cafe until 7:45, then to their own classroom. From 7:45 to 8.10, students will be registered as 'in-school' in the class register. Any absences will be investigated. Students arriving after 8:00 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.
- 7 The School Bus rules are given in Annex 7 to this Handbook.

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 cyberbullying.
- 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.
- upload, download or attempt to use any computer virus.
- 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.

After leaving BIS your school email account will normally be closed one month after your last day at BIS, but could be closed earlier so please save anything you need and let your contacts know your new address before you leave if possible.

Email 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 email any unsolicited advertising, junk mail, spam, chain letters, or any other form of email 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. Cyberbullying & Whistleblowing

Behaviour that is of a bullying nature is never acceptable and this also applies online. Cyberbullying refers to the use of information and communications technologies to victimise threaten or harass others. Mobile phone text messages, email, 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 or the School Counsellor for more information about bullying if they are at all unsure. The school will undertake a full investigation of any cyber-bullying incidents and will support the victim throughout the process. Likewise, the school will work with any students causing or participating in cyber-bullying to better understand the reasons for their actions and to support them in finding less harmful ways to communicate or express themselves. 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. The school will undertake a full investigation of any cyberbullying and will support the victim throughout the process.

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. If you are unsure, ask your friends and trusted adults for advice. Be careful of your own personal safety.

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 email 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

Students will be sent out to play during all weather. However, in the case of heavy rain, break times may be changed to indoor play at the discretion of the Director of Studies. If a primary school student does not have adequate clothing for the weather, they will be asked to remain in the café and a reminder message will be sent to parents that day.

Rules:

1. Be mindful of your own personal safety at all times. Watch what is happening around you. Play safely, especially when there are a lot of students on the playground. Take care when on tree houses, swings, flying fox, or other equipment, using them sensibly and safely.
2. No climbing trees or walls. The trees are part of our natural environment and are to be enjoyed and respected.
3. Don't do anything that is a danger to someone else (pushing someone, throwing stones, fighting etc.). Look before you throw or kick a ball, and watch for others using the same space as you.
4. Don't play in any area which is not being supervised by a teacher.
5. If you use play equipment (balls, bats, etc.) return them to the storage area at the end of playtime. This will ensure that there is always enough equipment for students to enjoy.
6. Leave the play area as clean and tidy. We all have a responsibility to ensure that our school is clean and ordered
7. No going out of bounds (e.g. behind the e-centre or outside the school) without permission from the duty teacher.
8. If the ball goes out of the school grounds, two students 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.
9. If you hurt yourself, tell a duty teacher. You may be asked to go to the School Doctor for assistance.
10. Flying Fox. Only one person at a time on the platform. If you cannot get on the seat by yourself, you cannot use the Flying Fox. No high school students are allowed to use the Flying Fox. Be careful to stay out of the 'flying area' so that you are not accidentally hit by the person using the Flying Fox.
11. Tunnel. The tunnel should not be blocked from the inside. Ensure that students using the tunnel can enter and exit safely.
12. Slide: Use the slide only to go down. No climbing up the slide! Wait to see that the person using the slide has reached the bottom before you slide down.
13. Music: The instruments in the playground should be treated with care and respect.
14. Parallel bars should not be used in wet weather.
15. No pushing into queues. Take your turn and be considerate.
16. Enjoy yourself and help others to enjoy the playground.

ANNEX 3: LIBRARY RULES OF CONDUCT

1. Silence in the Library

- If you are doing a group work please use your low voice
- If your class is in the Library, please sit closer together and respect other visitors of the Library

2. Do not unplug the headphones from school computers

- several headphones have been broken by students unplugging headphones in the past

3. Use designated extension cord sockets to charge your laptops. Do not unplug extension cords from wall sockets.

4. No food or drinks allowed, except water bottle

5. No sleeping in the Library

- If you don't feel well, please go see a Doctor

6. No using mobile phones for recreational purpose at any time from 07:45 to 17:30 in the library. Phones may be used at other locations in the school after 15:15 but not in the library which is a study location.

- A teacher must authorize use of a phone for study purposes
- If a student is using a cell phone for unapproved purpose, it will be confiscated
- Students may use their phone during Study Periods in the Library to listen to music with earphones (inaudible to anyone else). 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 only

7. Please remember to check-in and check-out the books you are borrowing from the Library

- If there is no staff member to check-out the book, please log it on the Book Check-out sheet (a sheet next to Timetables in the Secondary Library)

8. Please return the books on time and in good condition

- A minimum fee of \$40 is charged for every lost or damaged book
- A higher fee is charged if the actual cost of purchase, delivery and administration is more than \$40

9. Secondary Library is for Middle and High School students. Primary Library is for Preschool and Primary students

- Library resources are sorted and available according to this division, make use of the resources relevant to you
- Middle and High School students can use Primary library computers and tables for studying, ONLY when Secondary Library is full
- Carpeted area in the Primary Library is for Preschool and Primary students ONLY at all times

10. Leave the Library as clean and tidy as you found it, or better than you found it

- Please return tables, chairs, bean bags, books to the place where you took them from
- Please don't leave any trash on the table and don't throw things on the floor

11. Please keep your bags/backpacks near you at all times

- Please don't leave your belongings unattended
- Do not put bags/backpacks on the tables please

12. Please hang your coats/jackets on the hanger

- It's acceptable to put your coat on the chair
- Do not put your coat/jacket on the table

13. Please do not open balcony door without permission

- Please consider that there are other visitors in the Library who might not like the door opened

14. Enjoy your time in the Library, benefit from the resources available and don't hesitate to ask staff for assistance when you need it!

ANNEX 4: MOBILE PHONE USE BY STUDENTS

Mobile Phone Use by Students

- 1. Students cannot use a phone anywhere for any purpose between 7:45 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 discretion 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. 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 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. 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. Students must not use a phone for playing games or watching videos/movies anytime during the school day (7:45-17:30).**
- 3. Any time a student is using a phone outside of the approved locations or if using it for unapproved purpose in these locations, it will be confiscated.**
- 4. Confiscated phones will be kept at Reception until the end of the day and will not be available for any purpose before 15.15.**
- 5. Repeat individual offenders will be given detention, eventually leading to a requirement to leave their phone with Reception every day.**
- 6. 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 5: BEHAVIOUR INCIDENT REPORT

Name of student: _____ Date: _____

Period/Subject: _____ Reporting Teacher: _____

Behaviour Reported:

| | | | |
|--|---|--|------------------------------|
| | Aggressive behaviour towards staff member | | Refusal to follow directions |
| | Aggressive behaviour towards a student | | Frequent tardiness |
| | Showing disrespect to a staff member | | Disruptive in class |
| | Showing disrespect to a student | | Other: |
| | 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 6: 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 2019/20 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 7: SCHOOL BUS RULES

Accompanying teacher must do the following:

1. Make sure that all students have taken their seats.
2. In case of absence of one of the students - find out the reason and make sure that he/she will not take the bus.
3. Instruct each student about rules for the use of the bus:
 - each student must be fastened
 - do not unfasten the seat belt until the bus stops
 - to warn the accompanying teacher that he will not take the evening bus (High School).
4. In case of illness or other circumstances under which the bus supervisor cannot go to work, send a general email to teachers in advance about the request to replace him (indicating the last point where the bus ends its route) with a copy of the bus coordinator.
5. The bus must have BIS sticker.
6. Fill in the children's table of visits in the bus.

MORNING BUS, BUS BOARDING RULES:

1. Each student will be given the time of getting on and off the bus in accordance with which he is supposed to get on the bus in the morning and get off in the evening.
2. The address in accordance with which he is supposed to get on in the morning and get off in the evening will also be given.
3. Children in Primary must be transferred across the road if there is no parent who meets them (if there is a need).
4. In case the student repeatedly comes out later than the scheduled time,
 - wait 3 minutes
 - send a warning email to parents with a request to come out on time, if this continues, the bus will not wait.

AFTERNOON BUS

1. The Bus Supervisor starts to collect students for the bus at 16.30 pm, at 16.40 pm the bus must leave the school.
2. In case any student is missing, find out the reason, if there were no warnings from the student, call the parents (for Primary and MYP), then leave, as the time is also predetermined.

PARENTS:

1. Children of pre-school groups use a school bus with an accompanying parent.
2. If for some reason you will not use the school bus, notify the accompanying person and the bus coordinator.
4. If the child is continuously late for the school bus, the bus will not wait.

ANNEX 8: MINIMUM STANDARDS TO BE AWARDED A HIGH SCHOOL DIPLOMA

The Bishkek International School 'High School Diploma' is awarded to all graduating students who meet the following minimum standards¹:

1. Credits (full academic year course²) in the following subject areas³:

- English - minimum 4 credits
- Other Language – minimum 4 credits
- Mathematics – minimum 4 credits
- Science – minimum 4 credits
- Computer Science – minimum 2 credits
- Individuals & Societies – minimum 4 credits
- Creative & Elective courses (may be in the categories listed above) – minimum 4 credits

2. Physical Education program completed⁴

3. Community Service program completed⁵

4. Minimum 2.0 unweighted GPA⁶

Notes:

¹Students transferring into BIS High School in years 2, 3, or 4 must provide documentary evidence of achieving these standards (or the equivalent based on previous school requirements) during their high school years at another school, and must achieve the relevant pro-rata standards in their years at BIS.

²Minimum 80% attendance in the course is required to receive a credit.

³Any individual subject group credit requirement may be reduced by one or two credits (except English and Computer Science), provided the overall number of credits achieved is at least 14 credits in the first two years of High School and 10 credits in the last two years of High School

⁴PE is one period a week during High School. In the Diploma Programme, 'activity' under CAS may be counted instead of PE lessons, if approved by the Athletics Director as being equivalent to 30 periods of PE each year.

⁵A Community Service program approved by the school must be completed in each academic year. The service component of CAS counts in the Diploma Programme. In the first two years of High School, the equivalent of a CAS service component must be completed, as approved by the IGCSE Coordinator.

⁶GPA score is calculated by dividing total GPA points by total credits. GPA scores are rounded to one decimal place with a 0.05 rounded up every time. The only exception if the score is 3.95 or higher and not a perfect 4.0, it is rounded to two decimal places. GPA grade conversion table from the IB Diploma and IGCSE is shown below.

| Grade Conversion Table | | | |
|------------------------|-------|----------------|-------------|
| IGCSE GPA | | IB Diploma GPA | |
| Grade | IGCSE | Grade | DP SL or HL |
| A* | 4.0 | 7 | 4.0 |
| A | 3.8 | 6 | 3.8 |
| B | 3.5 | 5 | 3.5 |
| C | 3.0 | 4 | 3.0 |
| D | 2.0 | 3 | 2.0 |
| E | 1.5 | 2 | 1.0 |
| F | 1.0 | 1 | 0 |
| G | 0.5 | - | - |
| U | 0 | - | - |

The valedictorian designation is determined by the highest GPA score for the last two years of High School only. Multiple valedictorians are possible if several students earned the same top GPAs after the scores have been rounded.

ANNEX 9: ACADEMIC YEAR 2019/2020 CALENDAR

SCHOOL YEAR 2019/2020



School Vacation

Public Holiday in KR – School Closed

Teacher In-Service Day

Sports Events

Events

Meetings or Exams

| August 2019 | | | | | | |
|-------------|----|----|----|----|----|-----|
| 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 |

19 – 23 August: Teacher In-Service Orientation
 26 August: First Day of School
 30 August: Meet the Teachers
 31 August: Independence Day – public holiday

| September 2019 | | | | | | |
|----------------|----|----|----|----|----|-----|
| 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 Sept: Public Holiday for 31 August
 7 Sept: All Parents Meeting – Parents Association
 21 Sept: Asia Day Festival - Open Day – All welcome
 27 Sept: Middle/High School Sports Day

| October 2019 | | | | | | |
|--------------|----|----|----|----|----|-----|
| 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 | | |

16 Oct: Individual Parent-Teacher Meetings
 18 Oct: UN Day at BIS
 21-25 Oct: Autumn/Fall Break
 31 Oct: Fall Festival/Halloween

| November 2019 | | | | | | |
|---------------|----|----|----|----|----|-----|
| 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 Nov: Teacher In-Service Day
 8 Nov: History Day – public holiday
 16 Nov: BIS Annual Debate Tournament
 23 Nov: Thanksgiving Dinner – Parents Association

| December 2019 | | | | | | |
|---------------|----|----|----|----|----|-----|
| 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 | | | | 29 |

7 Dec: BIS 9th Anniversary Show
 13 Dec: Last Day of First Semester / Ded Moroz
 16 Dec - 6 Jan – Winter break

| January 2020 | | | | | | |
|--------------|----|----|----|----|----|-----|
| 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 | |

1 Jan: New Year's Day
 7 Jan: Orthodox Christmas
 8 Jan: First Day of Second Semester
 15 Jan: Individual Parent-Teacher meetings
 24 Jan: Winter Sports Day

| February 2020 | | | | | | |
|---------------|----|----|----|----|----|-----|
| 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 |

8 Feb: Teacher In-Service Training
 14 Feb: Valentine's Day organised by Students
 21 Feb: Mother Tongue Day
 23 Feb: Homeland Defender's Day
 26 Feb: Science Fair

| March 2020 | | | | | | |
|------------|----|----|----|----|----|-----|
| 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 | | | | |

8-9 March: International Women's Day
 20 March: Nooruz Celebration at BIS
 21 March: Nooruz Public Holiday
 23-27 March: Spring Break

| April 2020 | | | | | | |
|------------|----|----|----|----|----|-----|
| 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 | | |

11 April: Teacher In-Service
 17 April: Art Exhibition and Poetry Evening
 25 April: All Parents Meeting – Parents Association
 End of April: IBDP and IGCSE Exam Sessions start

| May 2020 | | | | | | |
|----------|----|----|----|----|----|-----|
| 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 May: Labour Day – public holiday
 4 May: Extra Holiday for 9 May
 5 May: Constitution Day – public holiday
 8 May: PYP Student led Conferences
 9 May: Victory Day – public holiday
 23 May: Parents Association Garage Sale
 24-25 May: Orozo Ait – public holiday
 30 May: BIS Got Talent

| June 2020 | | | | | | |
|-----------|----|----|----|----|----|-----|
| 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 | | | | |

6 June: High School Prom
 12 June: High School Graduation Ceremony
 16 June: Primary School Sports Day
 17 June: Preschool 3 and Primary 6 Graduations
 17 June: Individual Parent-Teacher Meetings
 18 June: Last Day of School / All Americas Barbecue
 19 June: Teacher In-Service

| July 2020 | | | | | | |
|-----------|----|----|----|----|----|-----|
| 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 | |

July: Vacation
 31 July: Kurman Ait – public holiday
 First day of school 2020/21: Monday August 24th

ANNEX 10: OUTLINE TIMETABLE

| | Middle & 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 15:30-16:15 | | | | | |

| 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 | | | | | |
| | ECAs 15:30-16:30 | | | | | |
| Extra Rus/Kyr 15:30-16:30 | | | | | | |