



**Bishkek
International
School**

Vision Mission & Development Policy

Reviewed by the Management Board: August 2016
Previous Review: June 2015

Approved by the Governing Board: 26 August 2016

Preface

Policies, Handbooks and Regulations

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

Policies:

1. Vision, Mission and Development Policy (*revision approved by Governing Board 26 Aug 2016*);
2. Admissions Policy (*revision approved by Governing Board 26 Aug 2016*);
3. Special Educational Needs Policy (*revision approved by Governing Board 26 Aug 2016*);
4. Language Policy (*revision approved by Governing Board 26 Aug 2016*);
5. Academic Honesty Policy (*revision approved by Governing Board 26 Aug 2016*);
6. Assessment Policy (*revision approved by Governing Board 26 Aug 2016*);
7. Health & Safety Policy (*revision approved by Governing Board 26 Aug 2016*);
8. Child Protection Policy (*revision approved by Governing Board 26 Aug 2016*);
9. Educational Visits Policy (*revision approved by Governing Board 26 Aug 2016*);
10. Ethics Policy (*revision approved by Governing Board 26 Aug 2016*);
11. Accounting Policy (*approved by Governing Board 16 April 2014*);

Handbooks:

1. Staff Handbook (*revision approved by Governing Board 26 Aug 2016*);
2. Parents & Guardian Handbook (*revision approved by Governing Board 26 Aug 2016*);
3. Student Handbook (*revision approved by Governing Board 26 Aug 2016*).

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

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

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

1. Legal Charter of BIS-Bishkek International School (*first registered in the Ministry of Justice December 1st, 2010. Revised and re-registered in April 22nd 2015 and February 16th 2016*)
2. Regulations of the Governing Board (*approved by the Governing Board, October 31st, 2013*);
3. Regulations of the Parents Association (*approved by the Founders, March 7th, 2011*);
4. Regulations of the Advisory Council (*approved by the Founders, March 7th, 2011*);

International Baccalaureate

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

International Baccalaureate mission statement

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

International Baccalaureate Learner Profile

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

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

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

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1. VISION & MISSION

The BIS vision, mission and commitments are based on the BIS 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.

1.1 Our Vision

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

1.2 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.

1.3 Our Commitment

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

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

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

2. DEVELOPMENT POLICY

In accordance with our Vision and Mission, BIS has a policy of continuous improvement to always improve as a school and to improve the educational experience of our students.

2.1 Governance

Governing Board

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

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

Management Board

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

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

Founders

BIS has twelve individuals recognised as Founders:

- 1 Mark Witschi, Swiss citizen
- 2 Emma Woodcock, British citizen
- 3 Emil Umetaliev, Kyrgyz Citizen
- 4 David Grant, British citizen
- 5 Andrew Lewis, British citizen
- 6 Umar Shavurov, Kyrgyz citizen
- 7 Tolondu Toichubaev, Kyrgyz citizen
- 8 Rysbek Toktogul, Kyrgyz citizen
- 9 Jamilya Imankulova, Kyrgyz citizen
- 10 Chinara McDonald, Kyrgyz citizen
- 11 Armando Ruano, US citizen
- 12 Alex Pichel, German citizen

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

Parents Association

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

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

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

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

Advisory Council

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

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

2.2 Student Enrolment

BIS opened in September 2011 with less than 20 students, aged 2 to 10 years old, with enrolment increasing to 150 students aged 2 to 16 years old, by June 2016. Forty percent of students are Kyrgyz citizens, with the other sixty percent representing over 30 different nationalities from all over the world.

The school accepts all students regardless of ability, gender, ethnicity, language, and political or religious belief and everyone is encouraged to take part in all school activities. School policy is to maintain at least 50% international students to ensure the international approach of the school and enhance cultural interaction with other students from many different countries of the world. The school adds more classes at higher levels every year so that students are able to complete their full school education to 18 years old with BIS.

BIS may open a boarding option if there is demand for this from parents. Outline plans exist for this option, with residential premises to be rented close to the school.

2.4 Scholarships

BIS has a Scholarship Fund to be used solely for scholarships for gifted but disadvantaged children who cannot meet the School fees. Scholarships are widely advertised and available on an open competitive basis through student examination and assessment of parental wealth and income. The Governing Board establishes clear criteria for availability of Scholarships, student assessment, assessment of parental wealth and income, and application procedures. All criteria and procedures are publicly available via the

School website. Any student who is awarded a Scholarship automatically receives a 20% discount on the standard school fee. This discount is made against School operating costs and is not compensated by payment from the Scholarship Fund. The Scholarship Fund may contribute from 20% to 70% of the full school fee (before discount) dependent on assessment of parental wealth and income (i.e. need). Therefore, students on the highest Scholarship award must cover at least 10% of the full fee from their own resources or from individual sponsors, rising to 60% of the full school fee for those on the lowest Scholarship award. Any use of the Scholarship Fund must be approved in advance by the Governing Board, or by a Scholarship Committee established under the Governing Board, which reports on all decisions to the Governing Board.

One scholarship for 90% discount was awarded by open competition in December 2011 to a student who joined the pre-school class at the time. Two scholarships for 70% discount were awarded by open competition in December 2013 for two 13 year old students. Two scholarships for 70% discount were awarded in June 2014 following open competition with one 12 year old and one 13 year old student who started in September 2014. Two scholarships were awarded in summer 2015 for 70% discount.

2.5 Staff Resources

BIS opened in September 2011 with seven staff, increasing to over sixty staff (including non-teaching staff) in June 2015. In September 2016 we will have forty-six teaching staff and teaching assistants, including nine who work part-time.

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

2.6 Professional Development

BIS is committed to professional staff development. All teaching staff must complete online and face to face professional development courses as designated by the Head of Education and/or the Deputy Head of Education.

All staff are encouraged to continuously upgrade their skills and qualifications. BIS is supportive in providing study time and financial assistance to improve qualifications, where this also benefits BIS capacity. This is particularly important for national teachers studying for international qualifications.

All staff are offered either English language training or Russian language training as part of the standard training program provided by BIS.

All staff also receives annual training in first-aid, health & safety and child protection.

2.7 Curriculum & Accreditation

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

For students' age 3-11 years, BIS offers the International Baccalaureate Primary Years Programme (PYP) and for age 11-13 the International Baccalaureate Middle Years Programme (MYP). BIS is an official candidate school for both the PYP and MYP and the MYP programme will be expanded over the next two years to cover the full programme from age 11 to 16.

BIS is also accredited by Cambridge International Examinations and provides the International General Certificate of Secondary Education (IGCSE) for students age 14-16. Students choose at least seven subjects from five different groups so that they also qualify for the ICE (International Certificate of Education) Group

Award. The ICE Group Award provides a broad and balanced curriculum, including two different languages, and is a good base for entry to the International Baccalaureate Diploma programme. BIS will continue to offer IGCSE examination options in addition to the IB MYP in future.

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

BIS has applied for accreditation with the Commission on International Education (CIS) of the New England Association of Schools and Colleges (NEASC) [.https://cie.neasc.org/](https://cie.neasc.org/) and is currently in the accreditation process..

2.8 Educational Resources

In the early years of the school, educational resources were limited due to high demands on limited finance in a community school reliant on bank finance for development funding. This required innovative educators to create resources and generous members of the school community to donate books and materials for students to use. BIS is very grateful for the commitment of everyone involved in these early years. The constantly growing library now has over 7000 books and has already moved four times within the school to accommodate our expanding collection. Another move is planned in January 2017 to a purpose built library and media centre in the centre of the main school building.

A full time library teacher educates students to find and use resources both from our own library and via the internet, including online library catalogues. Older students also have access to the library resources of the American University in Central Asia and the National Library of the Kyrgyz Republic by special agreement between the school and these organisations. Textbooks and course-book requirements are reviewed every spring with purchase in time for the following academic year.

The ICT room has 16 computers, graphic tablets and Raspberry Pi units. Laptops are available throughout the school. All classrooms have overhead projectors. A larger ICT room should be available in January 2017, within this main building.

A Science Laboratory opened in summer 2015 with all facilities for 21 students. Two additional science laboratories will be opened in January 2017 as part of new building development.

Sports facilities continue to improve with an outdoor basketball court (tennis court and volleyball) and 5-a-side football grass area. Indoor facilities are limited until fitting out the third floor of the main building, which includes an indoor sports hall, planned to open in January 2017.

2.9 Buildings & Facilities

In July 2011, BIS purchased premises at 67A Bronirovanaya Street which were originally built as a Kindergarten for Lenin Factory in Bishkek. The kindergarten building and land were sold by the factory to a private owner in the early 1990's, then sold to a western sponsored bible school in the late 1990's. The bible school ceased operations around 2008 and the premises were derelict when purchased by BIS. Although BIS is a Kyrgyz Foundation, several BIS Founders are foreign citizens which means that BIS is not legally allowed to own land. Therefore the Kyrgyz citizen co-founders of BIS also separately founded the Kelechek Education Endowment Fund (KEEF) to own the school land, with purchase paid for by a long-term no-interest loan to KEEF from BIS.

Prior to school opening in September 2011, the northern wing of the school was renovated to allow the school to open with four classrooms, school hall, kitchen and canteen. In summer 2012, the southern wing was completely renovated to add six classrooms and administration block, and the outside area renovated to add the basketball court, football field and play area for Foundation children. In summer 2013, the

kitchen was completely renovated; the staff car park created and the adventure play area added for older children. In summer 2014 all areas of the school were renovated but with a focus on substantial improvement of educational resources rather than new buildings.

In summer 2015, improvements included:

- A new 'Educational Resource Centre' built on the staff car-park, with separate libraries for Primary and Secondary plus two medium size classrooms for secondary classes and one language teaching room for smaller groups.
- New outdoor covered seating and play area for students beside the 'Educational Resource Centre'
- A two storey extension to the west end of the north wing of the main building, providing one more room for Preschool (first floor) and one classroom for school (second floor).
- Foundations installed for new building in the central entrance courtyard, to enable major building extension in summer 2016
- Replaced the water supply, electric supply and sewage systems connecting the main building to public systems.
- Improved ground and internal areas.

In summer 2016, improvements included:

- Completed the central entrance courtyard to the second floor providing an open plan cafeteria and reception on the first floor and space for ICT and library/media rooms on the second floor.
- Added a 3rd floor across the main building, to accommodate two new science laboratories, a sports-hall and more classrooms. This floor will be completed internally during weekends and vacations until January 10th 2017.
- The total new build area added 1540 square meters to the existing 1200 square meters in the main building, so more than doubled the size of the school.
- Improvements to grounds and internal areas.

When the 3rd floor of the school is open, the main building will be as shown in Annex 1 and we will be able to accommodate up to 300 students from age 2 to age 18 years old.

Future Development Options

In future, the Governing Board will review options to:

- Maintain the school on the existing site with student numbers limited to 300; OR
- Purchase or lease a new site to build a secondary school, close to the existing site but separate from the Pre-school and Primary which would remain on the existing site; OR
- Purchase or lease a new site to build a completely new school for all age groups, somewhere close to Manas Avenue between Akunbaeva and the 'southern highway'.

2.10 Funding

BIS is a public, non-profit, foundation, 'owned' by the community. Twelve founders gave donations of \$5000 each in 2010/11 to provide some of the initial capital to get the school established. Three of the Founders also made additional donations to provide a further \$50,000 to assist various aspects of school development.

Purchase of the school building and land, development costs for renovation and school opening were

covered by a seven year loan of \$300,000 from Kyrgyz Investment and Credit Bank (KICB) at 12% interest per annum and unsecured loans from two founders of \$500,000 in total for up to 3 years at 10% interest per annum. All private loans were repaid in 2014 and replaced by a new KICB loan for \$250,000 at 12% interest over 5 years. An additional 5 year loan of \$300,000 was secured from KICB in January 2016. Further funding will be required to complete all new building work in 2016.

Loan repayment, teacher salaries, educational resources and school development are all paid for from school fees which are set at a level to ensure sustainability. Any surplus made is reinvested in the school with the objective of ultimately reducing school fee levels to make BIS education more accessible.

To support school development costs, a differential is charged on school fees when the school fee is paid by 'Renowned Institutions'. 'Renowned Institutions' are now defined as an Embassy or international institution representing countries with over \$30,000 per capita GDP, however in the first five years of school operations, this category also included major investors with over \$300 million investment in the Kyrgyz Republic. From September 2016, the differential for 'Renowned Institutions' is set at 25% above the rate for 'Private Individuals'. The differential is used to invest in new facilities, teaching resources and programmes for all students and to support scholarships for gifted but disadvantaged children who cannot afford normal fees.

2.11 Educational Outreach

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

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

KEEF supports the operations and mission of BIS by:

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

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

ANNEXES

ANNEX 1: Completed Main Building Design in 2016/17

