



**Bishkek
International
School**

**High School:
IGCSE HANDBOOK
2019/2020**



**Cambridge Assessment
International Education**

Cambridge International School



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Welcome letter

Dear IGCSE students and parents

I would like to welcome you to our BIS community and the IGCSE program. My name is Jacques Prinsloo and I will be your point of contact with regards to any questions about the IGCSE program.

BIS is a rapidly growing young school with its 8 years of history. Student numbers have increased from 20 students when we opened in 2011, to over 250 students in 2018 without losing the warm and friendly atmosphere that is a major factor in helping our students to maximize their potential. Small class sizes, an attractive well- resourced location and vibrant teaching all contribute towards an educational environment that enables students to achieve success.

The IGCSE is an internationally recognized qualification for 14-16 year olds. At BIS we offer the choice of 17 subjects with 5 language options for the academic year 2019/2020 based on student requests. At BIS, our IGCSE students also have the unique opportunity to use their knowledge and skills in real world projects to supplement their academic year which will help them achieve success in both an academic and practical manner. ESCA – BIS was the first international school in Kyrgyzstan to offer Cambridge IGCSE which is the world’s most popular international qualification for 14 to 16 year olds. It is recognised by leading universities and employers worldwide, and is an international passport to progression and success. Developed over 25 years ago, it is tried, tested and trusted by schools worldwide.

The purpose of this Handbook is to provide students and parents/guardians information about how the curriculum and requirements look like in the IGCSE as well as to show guidelines of student’s life in school.

As part of the BIS family, we look forward to 2019/2020 academic year in the IGCSE and working together to achieve our mission.

Jacques Prinsloo

IGCSE Coordinator



Vision and Mission

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.

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 the development of the Kyrgyz Republic.

Accreditation

BIS is an International Baccalaureate (IB) World School offering the IB Diploma for students' aged 16-19 years, the IB Middle Years Programme (MYP) for students aged 11-14 years and the IB Primary Years Programme (PYP) for students aged 3-11 years. The school is also accredited by Cambridge International Examinations and provides the International General Certificate of Secondary Education (IGCSE) for students age 14-16. In October 2018, BIS was accreditation by the New England Association of Schools and Colleges (NEASC). BIS is a licensed and accredited educational institution by the Ministry of Education of the Government of the Kyrgyz Republic, which allows our students to also sit Kyrgyz state exams and qualify for Kyrgyz universities if they wish.



The School Day

Timetable and Calendar

The most recent version of the school calendar to the 2019/20 academic year can be found on the school website and is given in [Appendix 9](#). If any changes are made to the calendar, an updated version will be sent to parents and students and the calendar on the school website will be updated accordingly.

The school day for IGCSE students begins at 8:00am. There are eight 45-minute periods per day, with a 45-minute lunch break between periods 5 and 6. Lessons finish at 15:15 and extra-curricular activities (ECAs) run every day from 15:30 - 16:30. Students who remain at school after 15:30 must take part in an ECA or study in the library. All students should leave school by 17:30.

IGCSE students will be provided with a copy of their timetable at the beginning of the academic year, and a copy will be sent to parents via email. Class timetables will also be displayed on the notice board in the cafeteria. Students are responsible for knowing their own timetable and attending all timetabled lessons with the correct stationery and equipment. The outline timetable for IGCSE students, showing break times and lunch time, is given in [Appendix 8](#).

Attendance and absences

Full attendance is important for academic achievement and social interaction. If students are ill, parents should inform the school before 11:00 on the first day of absence. If no information is received, the school Reception will contact the parents/guardians to ask the reason for absence and when the student is likely to be at school. If absence is known about in advance (e.g. unavoidable family travel), the school should be informed by parents as early as possible.

To ensure a healthy and safe school environment, any student returning to school after illness must provide a written note from their doctor or parent to explain the reason for absence. The Form teacher will give the note to the school doctor, who will keep them in student files and update school records. Frequent absences must be reported in writing to the Director of Studies who will investigate the reasons.

If a student is frequently absent or absent for a prolonged period of time *without reasonable explanation*, the Director of Studies and Head of School may arrange a meeting with the student and their parents/guardians to discuss the issues and the student's future at the school.



Arrival and Leaving Procedures

IGCSE students should arrive at school between 7:30 and 8:00. Students should not arrive before 7:30 and all students must be in class by 8:00. From 7:50, students can meet in their Form classroom until the start of Period 1. Students arriving after 8:00 must report to Reception before joining their class so that their arrival at school can be registered.

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.

Students may go home or be collected from school at the end of school lessons at 15:30, or after Extra-Curricular Activities (ECAs) at 16:30. Any IGCSE student remaining at school after 15:30 must either be outside on the playground or doing homework in the library. It is not permitted for IGCSE students to walk around the school or be unsupervised in classrooms.

Some students may occasionally stay beyond 16:30 for additional sporting or academic activities, but all students must go home or be collected from school before 17:30.

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.

IGCSE students must not use the school premises outside of school hours unless they are under the supervision of a BIS staff member or their parents.

Dress Code

BIS does not have a school uniform or specific dress code, but students are expected to dress in an appropriate manner for school. This includes:

- Dressing in a way that does not cause offence or distract other people
- Wearing clothes that are appropriate for expected activities in school, including PHE and Art.
- Wearing clothing and other possessions that do 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
- Ensuring that clothing and personal presentation contribute to the positive image of the school.

Whatever they wear, students should be sensibly dressed for an active life so that they can use the play equipment and field at break times.

Equipment

IGCSE students should have the following equipment for school:

- Personal laptop computer
- 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
- Trainers and a T shirt and shorts or a tracksuit to wear for PE.

BIS provides all students with a basic set of stationery at the beginning of the year or on joining the school. All students are expected to come to lessons prepared with something to write with, a school exercise book and a student diary.

While there are some computers available in the library and computer labs, all IGCSE students should bring their personal laptops to school to use for assignments, research and communication.

Lunch, Snacks and Drinking Water

BIS provides morning snack, lunch and afternoon snack for all students. Students can opt out of school lunches for the whole semester, but must bring their own lunch to school. Fizzy drinks, sugary snacks, gum and packets of crisps (chips) should not be brought into school unless approved in advance by the form teacher.

Students should bring their own water bottles to school, which they can fill up at any of the filtered water dispensers around the school.

At BIS, we adapt the staggered time for lunch due to the limited space in the cafeteria. IGCSE students should eat lunch from 12:35 except for special occasions.

Break times

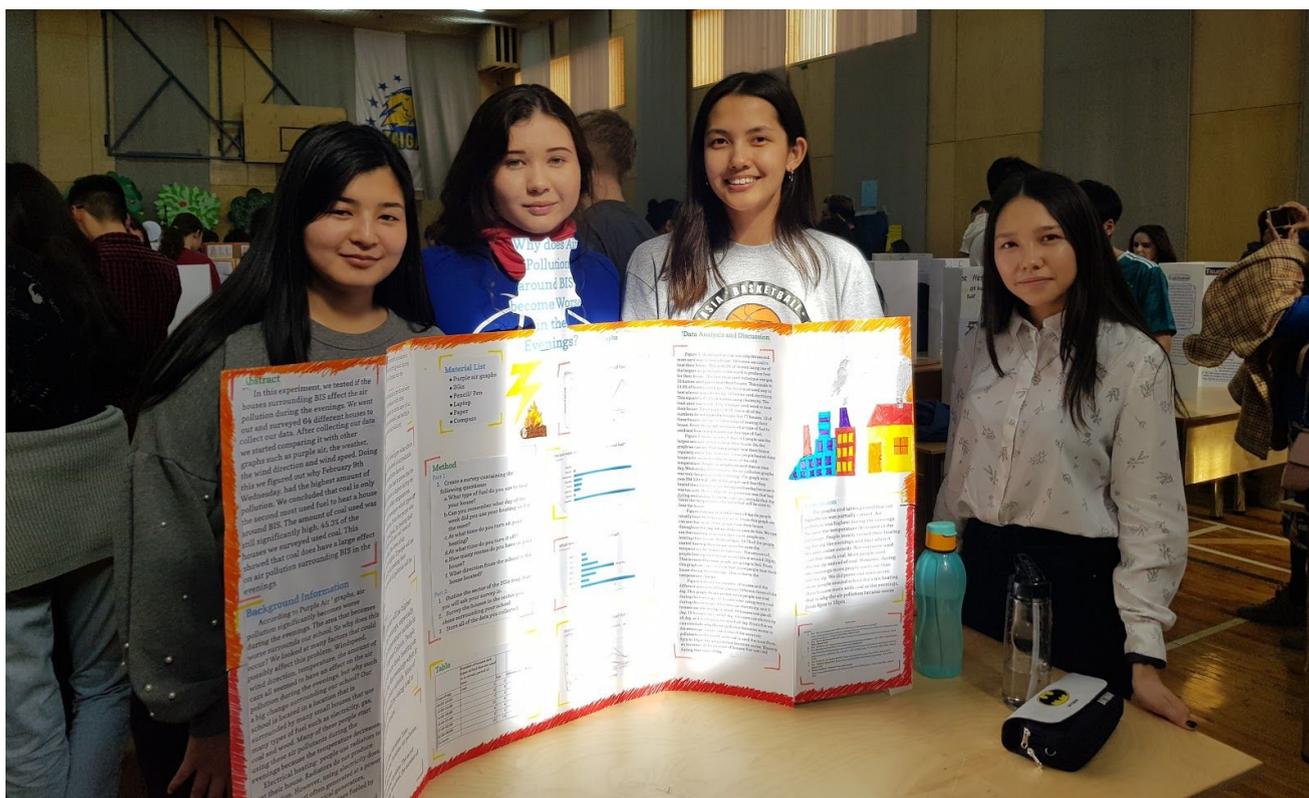
Middle and High School students have 3 breaks in the school day: morning break (9:30 – 9:45), lunch break (12:10 – 12:55) and afternoon break (15:15 – 15:30). Food is served in the café during each of these break times. During these breaks, students are free to enjoy the outside space where they will be supervised by members of staff. They may also read or work in the library. Students should not be unsupervised in classrooms during this time.

Reception Hours

BIS Reception is open from 7:45-17:30 on school days and from 8:00-17:00 on weekdays during school holidays. Appointments with members of staff or general queries about school events can be made through Reception.

Email: info@bis.kg

Tel: +996 312 214 406



Communication at BIS

Strong communication links between home and school are a vital aspect of an effective school. At BIS we strive to maintain open channels of communication with students and parents about our educational programmes, student progress, school events and other issues of importance. Effective communication is the responsibility of every member of the school community. BIS operates as transparent as possible with as much information as possible about the school available on the BIS website, www.bis.kg.

Meet the Teachers

Early in the new school year, the school hosts a 'Meet the Teachers' evening for parents to meet their children's teachers and hear about overall and subject-specific programmes for the upcoming school year. Parents are encouraged to learn as much as possible about the curriculum, teacher expectations and school procedures. This year, Meet the Teachers will take place on Friday 30th August.

Official Publications

BIS publishes several documents to communicate information about the school. In addition to the Preschool, Primary School, Middle School and High School Handbooks, the school provides a comprehensive set of policies, an official annual calendar and a weekly newsletter, all of which are available on the school website or at Reception.

Voices

The centrepiece of the BIS communication system is a weekly newsletter called *Voices*. This newsletter is published at the end of each week and contains information about student activities in the week, special accomplishments and upcoming events. *Voices* is sent by email to all parents and to students with school email addresses. It is also made available on the school website and in printed form in the school cafeteria. If you are not on the *Voices* mailing list and you would like to receive it, please send an email to info@bis.kg and ask to be added to the *Voices* mailing list.

Parent-Teacher Conferences

Parent-teacher conferences are held three times per year. Parents will have the opportunity to meet with each subject teacher and, if requested, their child's form teacher, to discuss academic and social progress and targets for future improvement. The MYP Coordinator will also be available for individual meetings if requested.

In the 2019/20 academic year, parent-teacher conferences are scheduled for:

- ✓ Friday 30th August – Meet the Teachers
- ✓ Wednesday 16th October
- ✓ Wednesday 15th January
- ✓ Wednesday 17th June

Student Diary

Each student will be issued a Student Diary at the beginning of the academic year or on joining the school. The Diary should be used by students for recording homework tasks and should be signed by parents on a weekly basis. Diaries will be checked by Form teachers during form time on Friday afternoon. Teachers may also communicate with parents via the students' diary. Parents are asked to check their children's diaries on a regular basis and can also communicate with a teacher through the Student Diary.

Emails and Telephone Calls

If parents have any questions about their child's learning or wellbeing, they are encouraged to contact the relevant staff members by email or arrange an appointment with a teacher by contacting Reception (email: info@bis.kg; tel: +996 312 214 406). The following people should be contacted according to the nature of the question:

Subject-specific academic questions:	<i>Subject teacher</i>
Programme or overall curriculum questions:	<i>IGCSE Coordinator</i>
Welfare or behavioural questions:	<i>Form teacher and Head of Student Welfare</i>
Questions about sporting activities or ECAs:	<i>Athletics Director/ECA coordinator</i>
Accounts and fees:	<i>Chief Accountant</i>
Transportation:	<i>Administrative Assistant</i>
IGCSE issues:	<i>IGCSE Coordinator</i>
Medical issues:	<i>School Doctor and Form teacher</i>
Address changes, withdrawal and transcripts:	<i>Admissions Officer</i>
Student absence:	<i>Receptionist, Form teacher</i>

Teachers will call or send an email directly to parents if a student's progress or behaviour warrants such communication. We hope that by working together we can develop happy, responsible and independent students.

Welcoming new students

New students joining IGCSE will be invited for an individual interview with the Counsellor during their first few weeks to discuss their transition to the school and any questions or concerns they might have. Students will also be introduced to the Director of Studies, IGCSE Coordinator, Head of Student Welfare and members of the Administration team. This gives us a chance to get to know each and every student and welcome them to the school community.

Open-Door Policy

At ESCA-BIS we have adopted an open-door policy, in which literally and figuratively our doors are open to you. If questions, suggestions or complaints arise, it is important to us that your thoughts are heard. We believe a quick chat in the hallway or at a school event, an informal meeting at pick-up time or a visit to your child's classroom can usually help resolve concerns before they become a problem. Naturally, busy schedules mean that we cannot always guarantee a drop-in meeting, so we encourage parents to make an appointment with the desired people with the Receptionist.

In addition to being available to discuss your comments or concerns about the wider school, the Management Board are the people to turn to if you are not satisfied with the responses given by any members of staff you have spoken to. In the unlikely event that none of the administration or teaching team are able to resolve the issues at hand, an appeal can be made in writing or via board representatives to the Governing Board. More detail about Complaints and Appeal Procedures can be found in the Parents and Guardians Handbook, available on the school website.

At BIS we are committed to keeping the whole school community communicating and working together to provide the best possible learning experiences and environment for our students.

Parent-appointed Governors

Three members of the Governing Board are elected by the Parents Association to represent the interests of parents. Governing Board members are normally elected for a three year period and may be re-elected for a maximum consecutive period of nine years. Elections for a new parent representative will take place early in the 2019-20 academic year and names of the elected governors will be shared with the school community via email. Should you have any concerns or comments to address to the Governing Board, please approach one of your parent representatives.

PAMC

The Parents Association, led by the Parents Association Management Committee (PAMC), takes an active role in school life. They organise events throughout the year to bring the school community together and raise money for a wide range of school endeavours.

PAMC volunteers represent a variety of countries and grade levels and serve as vital links in organising events, communicating relevant information and supporting newcomers to the school community and to the country. The first all parents meeting will take place at the beginning of September, with information provided in English and Russian.

Class Representatives, appointed by the PAMC, are also available to answer general questions about the class or the school that you may have. A list of members of the PAMC and Class Representatives will be given to you when your child starts school and will be updated every year. If you do not have the list, you can email pamc@bis.kg for information.



Curriculum Framework

At BIS, High School consists of students aged 14-18 (UK and Australia: Years 10-13; US and Canada: Grades 9-12; Kyrgyz Republic: Grades 9-12). Students in the High School follow two curriculum frameworks; Cambridge IGCSE and IB DP. As for the DP, please refer to the DP Handbook here. For IGCSE students

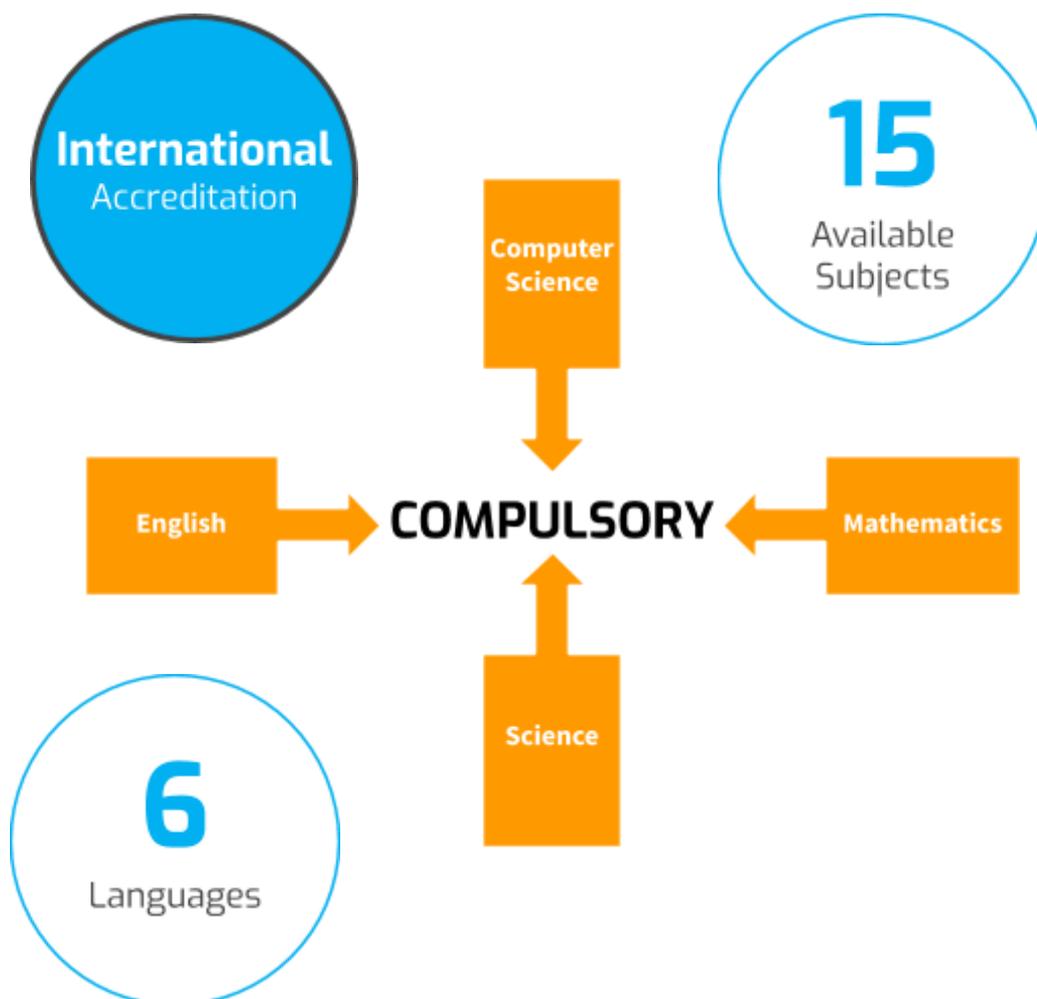
In addition, the Kyrgyz local curriculum is also offered for those who prepare for Kyrgyz state exams.

IGCSE Curriculum

At ESCA, we believe in equality for all our IGCSE candidates. Therefore, we aim to provide a wide variety of subject choices to our candidates that enables them to express their individual strengths and develop their knowledge and skills in a supporting, challenging and enriching classroom environment.

To help our candidates be competitive in an ever-changing and modern world, we believe that there are four key subjects that need to be included in each subject selection package. These four compulsory subjects are English, mathematics, science and computer science. Except for these four compulsory subjects, candidates also need to select a minimum of four additional subjects from our available* selection.

Our students also participate in an annual project in each of their respective subjects which is used to develop skills that are not directly assessed by the written IGCSE tests. These skills include research, collaboration, critical thinking, presentation and reflection.



Cambridge ICE and subject groups

The Cambridge International Certificate of Education (ICE) is a group award for Cambridge IGCSE, and is very popular in the USA and South America. It allows schools to offer a broad and balanced curriculum by recognising the achievements of learners who pass examinations in at least seven Cambridge IGCSE subjects from five different subject groups, including two different languages.

The Cambridge IGCSE subjects at BIS are grouped into five curriculum areas:

(click on subject to go to description)

Group I: Languages	Group II: Humanities and Social Sciences	Group III: Sciences	Group IV: Mathematics	Group V: Creative and professional
English*	Economics	Coordinated Sciences (Double award)*	International Mathematics*	Art and Design
French				
German	Geography		Additional Mathematics	Computer Science*
Mandarin				
Russian	History			
Spanish				

* = compulsory subjects

Learners must take two different languages from Group I, and one subject from each of Groups II, III, IV and V. The seventh subject can be taken from any of the five subject groups.

Non IGCSE subjects at BIS

Local Curriculum

The local curriculum follows the programme determined by the Ministry of Education of the Kyrgyz Republic in order to prepare students for Kyrgyz state examinations in addition to IGCSE courses. It is offered in the following subjects:

- Kyrgyz Language
- Kyrgyz Geography and History
- Russian Language and Literature

This programme is provided for all Kyrgyz citizens and open to any other students who have the required language fluency and/or wish to participate. Kyrgyz citizens are free to opt out of Kyrgyz language studies on the provision of written confirmation of this decision from their parents.

Physical Education

In order to promote active, healthy and well-rounded students, BIS provides a PE lesson once per week for all DP students. The PE program is graded on participation and effort. The program is aimed at keeping students active and positive, while participating in sports. This often provides a pathway for students to participate in our school basketball, football, volleyball and cross country teams, as well as other extra curricular sports, like badminton and handball.

Life Skills Curriculum

Students in the IGCSE also have one lesson a week, led by their form tutor, which is devoted to topics such as study skills, identity and relationships, health and wellbeing, and citizenship and society. The goal of these classes is to help students learn real world skills and perspectives away from textbooks. Students will present their experience after completion in an assembly on Friday.

Service Learning

At BIS, we highly value and promote our contributions to Kyrgyzstan through service learning activities. In the IGCSE, students have a 40 hour commitment to service learning during the two year IGCSE program. The aim of the Service Learning module is to encourage a meaningful and long lasting impact that will benefit the local community. The service learning module can be done individually or in a group and is done outside of school hours. Students should consult their form teacher or coordinator for further guidance.

Study Periods

Some students in the IGCSE have study periods in their weekly timetable. These study periods take place in the secondary library. Students are responsible for themselves and are expected to use these periods effectively.

Form Time

IGCSE students are assigned to Form classes according to their grade level. Form teachers work with subject teachers to have overall oversight of their form group's wellbeing and academic progress. Form teachers are available to meet with their Form groups daily from 7:50-8:00 in their Form classroom, and after assembly on Friday afternoons. Form teachers are also responsible for teaching one lesson of Life Skills per week to their form group.

In the 2019/20 academic year, the Form teachers in the IGCSE are as follows:

- IGCSE1: Darren Simpson (dsimpson@bis.kg)
- IGCSE2: Jason Lorenowicz (jlorenowicz@bis.kg)



IGCSE Course descriptions and codes

Art & Design (0400)

The Cambridge IGCSE Art & Design syllabus aims to encourage a personal response by stimulating imagination, sensitivity, conceptual thinking, powers of observation and analytical ability. Learners gain confidence and enthusiasm as they develop technical skills in two and three dimensional form and composition, and are able to identify and solve problems in visual and tactile forms. They also learn how to develop ideas from initial attempts to final solutions. An ideal foundation for further study, Cambridge IGCSE Art & Design also develops a greater awareness of the role played by the visual arts in society and in history, broadening cultural horizons and individual experience.

Business Studies (0450)

The Cambridge IGCSE Business Studies syllabus develops learners' understanding of business activity in the public and private sectors, and the importance of innovation and change. Learners find out how the major types of business organisation are established, financed and run, and how their activities are regulated. Factors influencing business decision-making are also considered, as are the essential values of cooperation and interdependence. Learners not only study business concepts and techniques but also enhance related skills such as numeracy and enquiry. The syllabus provides both a foundation for further study at Cambridge International A Level and an ideal preparation for the world of work.

Computer Science (0478)

Learners following the Cambridge IGCSE Computer Science syllabus develop their understanding of the main principles of problem solving using computers. They can apply their understanding to develop computer-based solutions to problems using algorithms and a high-level programming language. Learners also develop a range of technical skills, as well as being able to effectively test and evaluate computing solutions. Studying Cambridge IGCSE Computer Science will help learners appreciate current and emerging computing technologies, the benefits of their use and recognise their potential risks.

Cambridge IGCSE Computer Science helps learners develop an interest in computing and gain confidence in computational thinking. It is an ideal foundation for further study at Cambridge International AS and A Level, and the skills learnt can also be used in other areas of study and in everyday life. From the 2015 examination series, this syllabus will replace Cambridge IGCSE Computer Studies (syllabus code 0420).

Economics (0455)

The Cambridge IGCSE Economics syllabus develops an understanding of economic theory, terminology and principles. Learners study the economics of different countries and how these interrelate. They also learn to work with simple economics data and to use the tools of economic analysis. Learners apply understanding of economics to current economic issues.

The Cambridge IGCSE Economics syllabus provides a foundation for further study, including Cambridge International AS & A Level Economics, or the equivalent.

English First Language (0500)

Cambridge IGCSE First Language English is designed for learners whose first language is English. The course enables learners to:

- develop the ability to communicate clearly, accurately and effectively when speaking and writing
- use a wide range of vocabulary, and correct grammar, spelling and punctuation
- develop a personal style and an awareness of the audience being addressed.

Learners are also encouraged to read widely, both for their own enjoyment and to further their awareness of the ways in which English can be used. Cambridge IGCSE First Language English also develops more general analysis and communication skills such as inference, and the ability to order facts and present opinions effectively.

French - Foreign Language (0520)

This syllabus is designed for learners who are learning French as a foreign language. The aim is to develop an ability to use the language effectively for purposes of practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies. The syllabus also aims to offer insights into the culture and civilisation of countries where French is spoken, thus encouraging positive attitudes towards language learning and towards speakers of foreign languages.

Geography (0460)

Through the Cambridge IGCSE Geography syllabus, learners will develop a 'sense of place' by looking at the world around them on a local, regional and global scale. Learners will examine a range of natural and man-made environments, and study some of the processes which affected their development. They will also look at the ways in which people interact with their environment, and the opportunities and challenges an environment can present, thereby gaining a deeper insight into the different communities and cultures that exist around the world.

German - Foreign Language (0525)

This syllabus is designed for students who are learning German as a foreign language. The aim is to develop an ability to use the language effectively for practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies. The syllabus also aims to offer insights into the culture of countries where German is spoken, thus encouraging positive attitudes towards language learning and towards speakers of other languages.

History (0470)

The Cambridge IGCSE History syllabus looks at some of the major international issues of the nineteenth and twentieth centuries, as well as covering the history of particular regions in more depth. The emphasis is on both historical knowledge and on the skills required for historical research. Learners develop an understanding of the nature of cause and effect, continuity and change, similarity and difference and find out how to use and understand historical evidence as part of their studies. Cambridge IGCSE History will stimulate any learner already interested in the past, providing a basis for further study, and also encouraging a lifelong interest in the subject. Both coursework and non-coursework options are available.

Mandarin - Foreign Language (0547)

This syllabus is designed for learners who are learning Mandarin Chinese as a foreign language. The aim is to develop an ability to use the language effectively for purposes of practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies.

The syllabus also aims to offer insights into the culture and civilisation of countries where Mandarin Chinese is spoken, encouraging positive attitudes towards language learning and towards speakers of foreign languages.

Mathematics - Additional (0606)

This syllabus is intended for high ability learners who have achieved, or are likely to achieve, grade A*, A or B in the Cambridge IGCSE Mathematics examination. Cambridge IGCSE Additional Mathematics enables learners to extend the mathematical skills, knowledge and understanding developed in the Cambridge IGCSE Mathematics course and use skills in the context of more advanced techniques.

The syllabus has a Pure Mathematics only content which enables learners to acquire a suitable foundation in mathematics for further study in the subject. Knowledge of the content of the Cambridge IGCSE Mathematics syllabus (or an equivalent syllabus) is assumed.

Mathematics - International (0607)

Cambridge IGCSE International Mathematics has been developed for schools offering an international curriculum. It complements the IB curriculum, offering an assessment and certification at the end of the Middle Years Programme. Cambridge International Mathematics reflects the way today's learners like to learn: they will acquire a solid foundation of mathematical skills and learn how to develop strategies for solving open-ended problems.

The course also allows learners to develop and sharpen their investigation and modeling skills, and introduces them to the use of graphical calculators - a necessary part of the IB Diploma.

Russian - First Language (0516)

Cambridge IGCSE First Language Russian is designed for learners whose first language is Russian. This First Language syllabus develops learners' ability to communicate clearly, accurately and effectively. They learn how to employ a wide-ranging vocabulary, use correct grammar, spelling and punctuation, and develop a personal style and an awareness of the audience being addressed.

Learners are also encouraged to read widely, both for their own enjoyment and in order to develop an appreciation of how writers achieve their effects. The syllabus also complements other areas of study by encouraging skills of more general application.

Sciences - Co-ordinated (Double) (0654)

Cambridge IGCSE Co-ordinated Sciences gives learners the opportunity to study Biology, Chemistry and Physics within a cross-referenced, scientifically coherent syllabus. It is a double award qualification, earning two grades. Learners gain an understanding of the basic principles of each subject through a mix of theoretical and practical studies, while also developing an understanding of the scientific skills essential for further study.

They learn how science is studied and practised, and become aware that the results of scientific research can have both good and bad effects on individuals, communities and the environment. As well as focusing on the individual sciences, the syllabus helps learners to understand the technological world in which they live, and take an informed interest in science and scientific developments.

Spanish - Foreign Language (0530)

This syllabus is designed for learners who are learning Spanish as a foreign language. The aim is to develop an ability to use the language effectively for practical communication. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through their studies.

The syllabus also aims to offer insights into the culture and civilisation of countries where the language is spoken, thus encouraging positive attitudes towards language learning and towards speakers of foreign languages.



Assessment and reporting

Report cards

Students in IGCSE receive four school reports a year as below. An interim progress report is issued halfway through each semester and a full report is produced at the end of each semester.

While interim progress reports are to report the progress of students, semester reports are official and their marks used for GPA calculations.

The report card provides IGCSE grades (A*-U) for each subject and Core element comments for Physical Education and Service Learning, when they are available. A written comment from each teacher and the form teacher about the student's progress, development of skills and behaviour is provided at the end of each semester.

IGCSE 1:

Name of the report	Month to be issued	IGCSE Grades	Participation Grades	Teacher Comments
Interim Report	October	✓	✓	Optional
Semester One Report	January	✓	✓	✓
Interim Report	March	✓	✓	Optional
Semester Two Report	June	✓	✓	✓

IGCSE 2:

Name of the report	Month to be issued	IGCSE Grades	Participation Grades	Teacher Comments
Interim Report	October	✓	✓	Optional
Semester One Report	January	✓	✓	✓
Interim Report*	February	✓	✓	Optional
Semester Two Report	June	✓	✓	✓

*Term Two Report in IGCSE 2 is based on IGCSE Mock Examinations.

External assessments

Cambridge IGCSE assessment takes place at the end of the course and can include written, oral and practical assessment. This broadens opportunities for students to demonstrate their learning, particularly when their first language is not English. Grades are benchmarked using eight internationally recognised grades, A* to U, which have clear guidelines to explain the standard of achievement for each grade. At BIS, Cambridge IGCSE examination sessions occur in June with results issued in August.

Grade Descriptors

Academic Grades

Grades for IGCSE range from A* down to U. Grade descriptors are subject specific and can be found in the subject Syllabus. The percentage uniform mark boundaries for each grade are shown below as a general guideline, though these are also subject specific and may be changed each year by Cambridge Assessment International Education based on worldwide performance of students in IGCSE examination.

Participation Grades

IGCSE students will also receive grades for participation in their report cards. Students are assigned grades for each subject on a scale of A*-E based on the following criteria:

- effort (participating in lessons, proactive approach to learning, investing in own learning)
- behaviour (following instructions, respecting others, not disrupting the class)
- organisation (meeting deadlines, completing homework, bringing correct equipment to class)

This is sometimes accompanied by a written comment from the teacher, where explanation of the grade is necessary.

IGCSE Grade	Percentage Achievement – General Guide
A*	90 – 100
A	80 – 89
B	70 – 79
C	60 – 69
D	50 – 59
E	40 – 49
F	30 – 39
G	20 – 29
U	Unclassified

Community Service

Grades given during the course	Grades given at the end of the course
Excellent: Exceeding requirements	Distinction: Exceeded course requirements and completed the course
On-Track: Meeting requirements	Completed: Met all requirements and completed the course
At Risk: Failing to meet requirements	Not Completed: Failed to meet the minimum requirements

Participation Grades

A*	Insightful and thought-provoking
A	Excellent
B	Good
C	Satisfactory
D	Unsatisfactory
E	Does not participate at all

Academic Honesty and Plagiarism

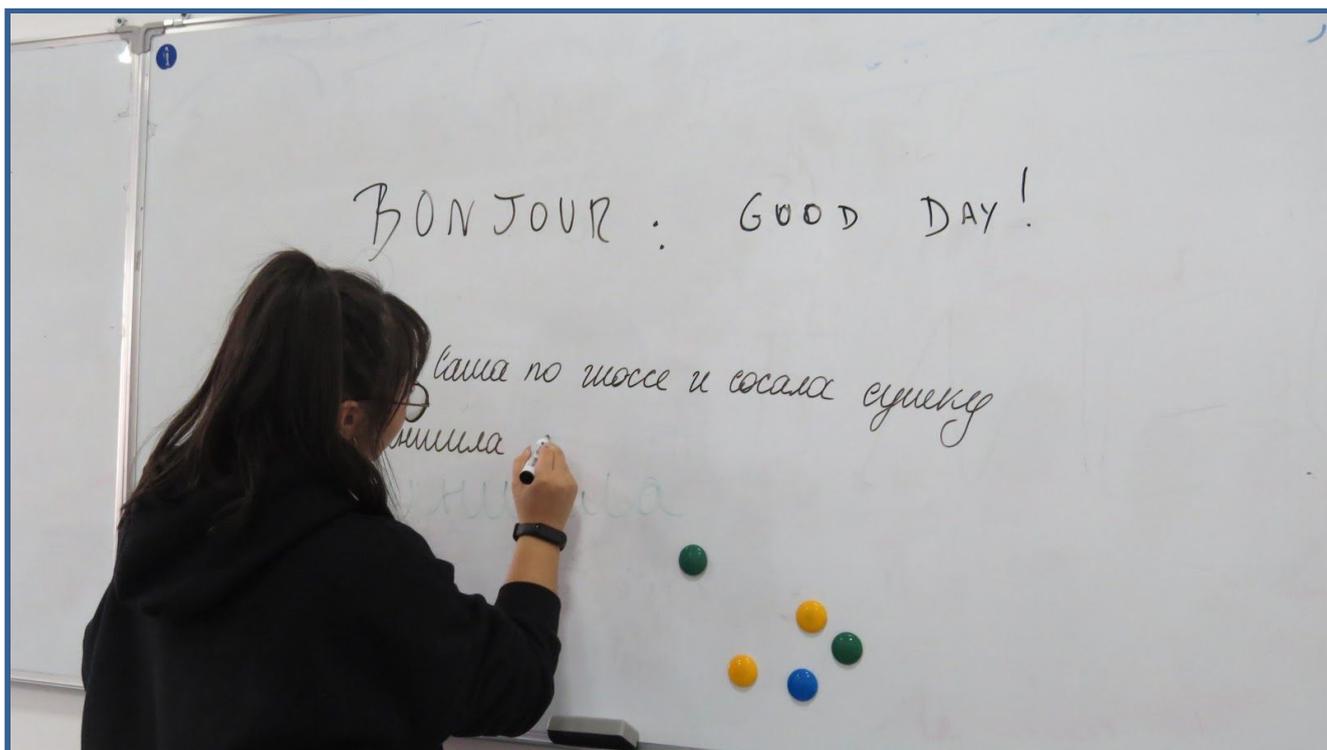
Academic honesty is taken extremely seriously and is an integral part of the BIS culture. Failure of any student to meet the standards set in this area will result in failure to achieve a grade in assessments and therefore failure to complete their course.

Academic honesty refers to:

- Submission of original and reliable work.
- Full acknowledgement of the original authorship and ownership of creative material.
- Protection of all forms of intellectual property, including forms of intellectual and creative expression, as well as patents, registered designs, trademarks, moral rights and copyright.
- Proper conduct of examinations according to rules set by IB and Cambridge International Examinations.

Students in the IGCSE will be introduced to the meaning and significance of concepts related to academic honesty, in particular academic honesty and authenticity, during Research Methods. Skills such as selecting sources, citing and referencing are introduced in DP subjects and students are expected to apply these skills to their work.

Students who do not adhere to expectations of academic honesty will be penalised. For first offences, the teacher will discuss the importance of academic honesty with the student, invite them to re-do the work in question and inform the DP Coordinator. The student will be warned that repeat offences may result in a grade of 0 for the work in question and an email to parents. In cases where students repeatedly do not adhere to academic honesty expectations, a meeting may be arranged with the student, their parents and the DP coordinator to discuss the issue and subsequent sanctions to be implemented.



Student life

Anniversary Show

BIS' Anniversary Show takes place annually to celebrate the anniversary of the opening of the school. The show usually takes place in early December at the Kyrgyz State Philharmonic Hall and is well-attended by the community.

The show theme will be announced at the beginning of the academic year and all students will have the opportunity to audition for a role. Students involved in the production are expected to attend all rehearsals, including those which take place out of school hours.

Assemblies

Assembly is held for all Middle and High School students every two weeks on Friday afternoon in the Cafeteria. Assemblies are used to inform students about upcoming events, celebrate student achievements and encourage students to share their knowledge with each other. All IGCSE students are required to give at least one presentation in front of all High School students, during the assembly, in order to improve their presentation skills.

Assignments

IGCSE students will complete a wide variety of assignments throughout the school year. When each assignment or assessment task is given, teachers will give a clear due date for submitting the work. Students who fail to submit their work by the due date will not be awarded the points and, in the worst case, will not be awarded a grade for the subject. All work completed late must be submitted and will be graded by the subject teacher accordingly. If the late submission is continuously seen, an email will also be sent to the student's parents to inform them of the situation.



Awards

School awards are presented during school events at the end of each Semester. Separate prizes are given for Primary School, Middle School and High School students.

- Academic Awards are presented for significant, sustained effort and achievement in academic work
- A School Prize is given to students who show the most improvement in their work (awarded to someone who isn't necessarily an academic high achiever) or personal development (e.g. making a significant contribution to a service activity, school society or event).
- Special Prizes may be awarded for excellence in academic, sport, musical, drama or service activities.

Behaviour and sanctions

All BIS students are expected to behave responsibly, respectfully and safely at all times. This includes in the classroom, in the school building and outside of school when participating in educational visits or trips. Teachers should remind all students of the behaviour expectations at the beginning of the school year, as well as throughout the year as required. A description of behaviour guidelines for students can be found in [Appendix 3](#).

Students who do not adhere to behaviour expectations will face sanctions. For low-level issues, this may involve a warning and 'three strikes' system to give the student the opportunity to rectify their behaviour. If the behaviour continues, the teacher may assign a lunchtime detention to the student. This system is at the discretion of the teacher and will be explained by each teacher at the beginning of the school year.

For repeat or high-level offences, a Behaviour Incident Report will be sent to Mr Darren, who will arrange a meeting with the student. Following this meeting, Mr Darren will decide on the most appropriate sanction to be applied. Sanctions may include carrying out a community service, writing an apology letter to the injured party, arranging a meeting with parents, issuing a behaviour contract or temporary suspension.

Bullying

Students must not bully anyone in any way, online or otherwise. This includes any physical, verbal, social or cyber intimidation or mistreatment of any member of the school community. BIS staff are vigilant to instances of bullying behaviour and in Life Skills classes students focus on issues of friendship, respect and positive interactions, as well as the importance of maintaining a respectful and responsible online presence. The school takes a strong stance on bullying behaviour and any instances will be dealt with immediately. Mr Darren, Head of Student Welfare, works with form teachers to address serious behaviour incidents, including bullying. Depending on the severity of the offence, instances of bullying may result in temporary suspension or permanent exclusion from the school and contact with the police in cases of legal consequence.

Competitive sports teams

BIS is the home of the Taigans! The school is represented by teams in football, basketball, volleyball and cross country, and has an active Ski Club during winter. We are a proud member of the Central Asia Federation of Athletics, Activities and Arts (CAFA), as well as the Bishkek International Schools' Athletic Association (BISA). Teams compete both locally and throughout the CAFA region.

Any student who wishes to play can join a school team provided they are old enough. IGCSE students may join the Junior Varsity (JV) team, for students aged 12-15, or the Varsity team, for students aged 16-18 but there are some exceptions depending on talent. Students are expected to attend training sessions in order to be part of a school team. If a student is unable to attend training, they must communicate this to the coach as early as possible and provide an appropriate reason.

If a student is falling behind in academic work, failing to complete assignments or failing to meet behavioural expectations, Programme Coordinators may withdraw them from participation in a school team and any matches or tournaments until the student's performance or behaviour improves. Members of school teams should refer to the Player Agreement for further guidelines on conduct.

Other sporting activities are available through the ECA programme.

Educational Visits and Trips

BIS places important emphasis on the value of education outside of the classroom. It is our intention that every IGCSE student will have the opportunity to go on at least two subject-related educational visits per year and at least one form group residential trip per year. All students are expected to participate in the form group trip. If a family has difficulty in paying for the visit, parents should request the school for special discount based on financial need. Students participating in educational visits are expected to uphold the same standards of conduct as they do in school. Student participation in these trips is subject to written consent provided by their parents/guardians and payment of trip costs, as required.



Events

BIS hosts several events throughout the school year, to which all are invited. These events serve to bring the community together, provide alternative educational opportunities and showcase the talents and hard work of our students. Some of these events take place during the school day (e.g. UN day, Science Fair, Winter Sports Day, Nooruz, Art and Poetry Evening), some take place in the evening after school (e.g. End of School Barbeque), and others take place at weekends (e.g. Asia Day, Anniversary Show, BIS' Got Talent). A full list of events can be found in the school calendar at the end of this Handbook. All events are announced in advance through the Voices newsletter and via email.

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. A list of ECAs available for the term ahead are sent before the start of each term or in the first week of the first term. The majority of these are provided at no extra cost, however, if the activity involves an external facilitator or transport costs, additional payment is requested. These ECAs are marked on the list as 'paid ECAs'. ECA timetables are provided to staff, students and parents before the start of each ECA cycle by the ECA Coordinator.

If you have any questions or comments regarding ECAs, please contact Ms Bojana, ECA coordinator: baskovic@bis.kg.

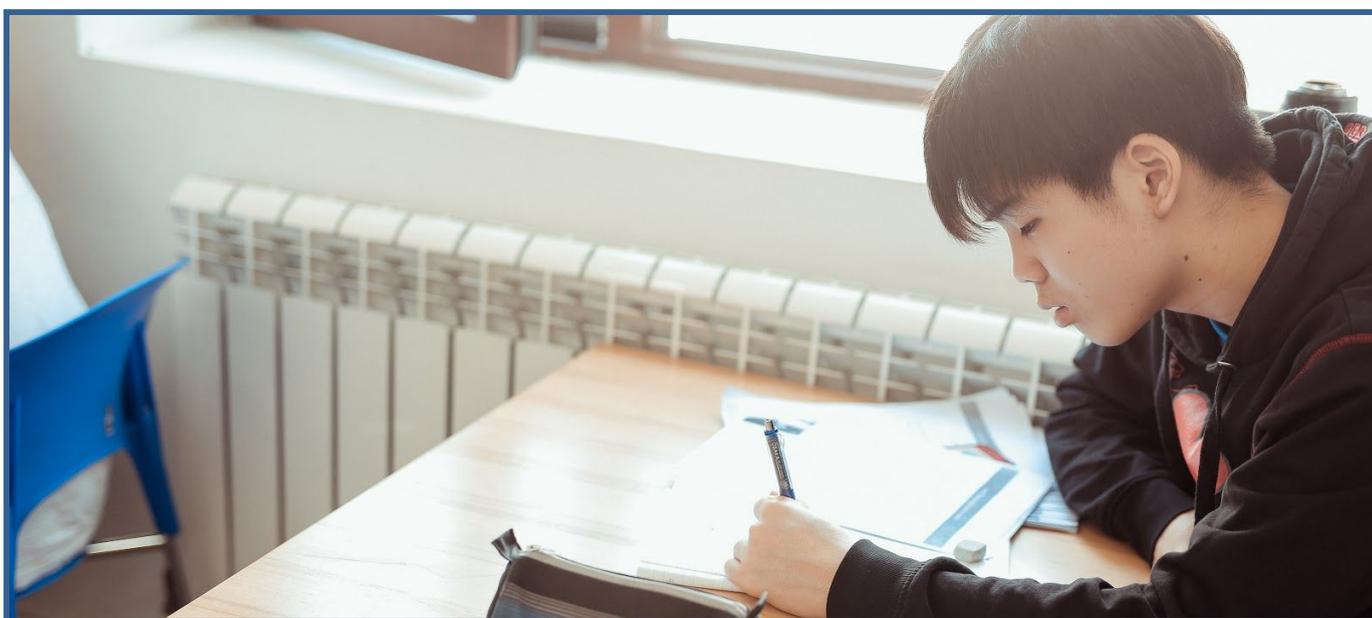
Health, Vaccinations and the Doctor's Office

The Doctor's Office is located on the first floor of the main school building and is open during normal school hours 7:45-16:30.

Doctor Asel provides first-aid services to students throughout the school day. Any incidents are recorded on 'Incident Report Forms' and shared with form teachers and the Management Board. Depending on the nature of the incident and the nature of treatment, parents may be informed immediately or at the end of the school day.

For conditions requiring more than first-aid, students may be accompanied to external medical providers. In this instance, parents will always be informed immediately.

BIS offers vaccinations against various illnesses throughout the school year; these vaccinations are available to all on an optional basis and incur a small cost. The vaccinations are provided by an external clinic and administered at school. Parents will be informed via email of all scheduled vaccinations offered at BIS.



Homework

Students in the IGCSE receive homework every day. Homework tasks should be limited to 30-45 minutes per subject. IGCSE students should keep track of their homework tasks by recording them in their Student Diaries. These diaries should be signed once a week by both parents/guardians and Form teachers.

Some students in the IGCSE have study periods within their weekly timetable, during which they can work on assigned homework to reduce the amount of work to be done at home. Opportunities are also available during ECA time for students to work on homework tasks during the school day.

Students who are concerned about the amount of homework being set by a particular teacher should speak to their Form teacher or the IGCSE Coordinator about their concerns.

Houses

The House System exists to promote healthy competition based on inclusion and teamwork. BIS has three Houses for students from Primary, Middle and High school; they are 'Snow Leopards', 'Piranhas' and 'Phoenix'. Students are assigned to a House on joining the school and stay in the same House until they leave BIS. Occasionally students may move between Houses only by agreement between the student, Houses Coordinator and Director of Studies, if this is necessary to rebalance the Houses. Each member of the teaching staff, except those on the Management Board, is assigned to a House and one staff member is appointed as 'Head' of each House to help in the organization of different competitions.

Various competitions and events contribute to house points. In previous years in High School this has included participation and success in a FIFA tournament, basketball tournament and a table tennis tournament, participation in dress-up days and school-wide design competitions. Teachers also award House points to each of their classes based on the weekly performance and participation of students. Points are accumulated throughout the year to produce an overall winning House.



Library

The BIS library has a large selection of resources and is constantly expanding. Middle School students should use the secondary library to access a wide range of fiction books (including age-appropriate materials in simple English), non-fiction books and textbooks. Resources are available in 8 languages in printed and electronic form.

Students should check out any books at the library desk. There is no limit to the number of books that can be checked out by a student. Fiction books may only be checked out for a maximum two-week period before they must be returned or renewed. All library books must be returned by the end of academic year or before a student un-enrols from the school. A book deposit is included in school fees. Any library book that is lost or damaged carries a standard replacement charge of US\$40. This fee is taken from the student's book deposit. Alternatively, the student or their parents can purchase a replacement copy of the book to give to the library.

The secondary library is open from 7:45 am – 4:30 pm every school day. The library is equipped with desks and chairs, beanbags and 9 computers. Students are welcome to use the library any time during opening hours when they are not required to be in lessons. The library can be used for individual work or group work, but noise must be kept to a minimum at all times.

The usual standards of behaviour expected in school also apply to conduct in the library. Students are encouraged to read and adhere to the library rules, which are displayed prominently in the library and in [Appendix 7](#). No food and drink other than water should be consumed in the library. Students are not permitted to play videogames in the library, either on the library computers or on personal devices.

Ms Anastasia, librarian and college counsellor, is based in the secondary library and is always happy to offer help and support to students. All books should be checked out by Ms Munara, library assistant, from the adjoining primary library.



Lockers

Each IGCSE student is assigned a locker at the beginning of the school year, or on joining the school, and given a key. Lockers should be used to store books, bags and any other materials needed for the school day. They should not be used to store any valuables. Students will be given a key to their locker at the beginning of the year and are responsible for its safekeeping. If a student loses the key to their lockers, they should inform Reception and Ms Aigerim and pay a fee of 300 som for a replacement key.

Lost Property

Students should make sure they have their name on anything that is not permanently attached to them. Lost property is kept centrally and will be donated to a worthy cause at the end of each term, if the items have not been reclaimed.

Mock Examinations

Usually starting from the second week after the winter break in January in the second year of the IGCSE, Mock Examinations take place at the same time of the ones for DP. The procedure and conditions follow the same IGCSE regulations for official examinations in May except the schedule.

Playground Guidelines

Students are encouraged to make the most of the school's outside space during break times. When using the outdoor facilities, safety and respect for others and one's surroundings are of paramount importance. IGCSE students must not leave the school premises during break times and must not climb any trees or walls in the school grounds. Any accidents or problems with play equipment must be reported to the Duty teacher immediately. A full list of playground can be found in Annex 4.

Safety drills

Fire, earthquake and armed intruder drills are conducted periodically. Students are informed of procedures for each event during assemblies and Form time. All students are expected to follow these procedures to enable a smooth evacuation of the school and ensure student safety. A comprehensive review of procedures is conducted after each drill to implement any improvements needed. A report of each drill is shared with the Health and Safety Committee and Governing Board.

Student Council

BIS has separate Student Councils for Primary and Middle/High School students. Councils are organised and supported by a designated teacher, a 'Student Council Facilitator'. At the beginning of the school year, each form class elects two representatives to represent them on the Student Council. 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.

Student Support and Counselling

Students are encouraged to turn to their Form teacher for support with any issues they may have in relation to their academic, social or emotional wellbeing. In addition to their Form teachers, students can also approach the School Counsellor, Ms Alexandra, or the Head of Student Welfare, Mr Darren, for help at any time. Initial contact can be made by the student themselves or as a referral by teachers or parents. Form teachers, subject teachers, Ms Alexandra and Mr Darren work together and communicate regularly to monitor the wellbeing of all students. Any staff member with whom students wish to discuss any concerns will keep information shared with them confidential, unless the student is in any personal danger or may be subject to abuse or neglect. If this is the case, concerns must be referred to the Child Protection Officer, Mr Darren, and the necessary guidelines will be followed to ensure the student is cared for in the correct manner.

Technology

Email and Wifi

All IGCSE students will be given a school email account with access to Google drive. Students are expected to check their email regularly and use their account responsibly. Access to the school computer network must only be made using an authorised account username and password; students should always keep their passwords secret. Students may access school Wi-Fi through the BIS_Students network. Use of the internet and school computers should be for educational purposes only.

Laptop

It is mandatory for IGCSE students to have their own laptops while they also have access to desktop computers in the ICT room and secondary library. Students must treat all devices with care and respect. Any violations of responsible technology use may result in a temporary or permanent internet ban, school disciplinary procedures or, where appropriate, police involvement. For further guidance on the use of technology at BIS, please refer to the ICT policy, which can be found in the [Appendix 5: ICT Policy](#) at the end of this Handbook.

Mobile phones

Many IGCSE students have personal mobile phones. According to the BIS Mobile Phone policy ([see Appendix 6](#)), mobile phones should not be used anywhere in school for any purpose between 7:45 – 15:15. The following exceptions apply:

- Students may use their phones in class if given specific permission by the class teacher
- Students may use their phones during study periods to listen to music with earphones
- Students may use their phones during break and lunch time *in the cafeteria only* to check and send personal messages.

If a student uses their phone outside of these approved conditions, it will be confiscated and kept at Reception until the end of the day. Repeat individual offenders will be given detention, eventually leading to a requirement to leave their phone with Reception every day.

All students are expected to read and adhere to the ICT policy and mobile phone policy, which can be found in [Appendices 5 and 6](#).

Valuables

Students are asked not to bring valuables to school. All personal items, including money, need to be kept locked in the lockers.

Yearbooks

A school yearbook is produced at the end of each academic year. This is available to order for a subsidised cost through the school office and will be available for collection in the final week of term. An email explaining the process will be sent to students and staff nearer the time.

All Handbooks and Policies can be found on the school website (www.bis.kg) or can be provided on request at BIS Reception.



FAQ's

1. What do I need to bring with me to school?

You should bring any notebooks or textbooks you need for the school day, something to write with and your homework diary. If you have PHE or Art in your schedule for the day, you should make sure you have appropriate clothing and footwear with you. You should also bring a water bottle with you to keep you hydrated throughout the day.

2. What should I do if I am going to be late?

Lessons start at 8:00 each morning. Any student arriving more than 3 minutes after the start of the lesson will be marked as late. If you think you will be late for school, you should ask your parents to contact Reception to inform them that you are delayed. When you arrive at school, you should go straight to Reception to notify the school of your arrival, before going to your lesson.

3. What should I do if I'm absent from school?

If your absence is planned (for example, a family holiday or event), your parents should contact the school as far in advance as possible to inform us of your absence. You should also speak to each of your teachers in advance to ask what work you may miss and what you should do to keep up.

If your absence is unplanned (for example, due to illness), your parents should contact the school before 10:00 on the day of your absence. Once you return to school, you should approach your teachers to find out what work you missed and how you can catch up.

4. What time is lunch?

For IGCSE, lunch is served from 12:30 until 12:50. Please remember, that classes start at 12:55 after lunch.

5. What are the school hours?

All students should be at school from 07:50 until 15:15. ECAs start at 15:30 and are optional.

6. Can I bring my own food?

Yes. The school provides lunch and two snacks a day, but students may opt out of this if they prefer to bring their own food. However, please remember that fizzy drinks, sugary snacks, gum and packets of crisps (chips) should not be brought into school unless approved in advance by the form teacher.

7. Can I order food?

Students can not order food from any delivery services for lunch. For birthday parties, please consult your form teacher regarding the procedures.

8. Can I use my phone at school?

You may bring your phone to school but must follow school policy on the use of mobile phones. This means that you may only use it in the cafeteria during break times and after school or with specific permission from your class teacher. Using mobile phones for playing games or accessing social media in school is not permitted. If you do not adhere to these rules, your phone will be confiscated for the remainder of the school day or longer. If students need to call their parents, they may use the phone at Reception.

9. Do I need a laptop?

For IGCSE, it is recommended that students have their own personal laptops at school. You must make sure you follow the school rules on appropriate use of IT and only use it in class with the teacher's permission.

10. What stationery do I need?

The school provides free notebooks for all students and subjects. Students are expected to bring their own pens, pencils, rulers and other stationery.

11. When are holidays?

All official school holidays are on the school calendar on the school website.

12. Who should I talk to if I have a problem?

It's really important that our students feel happy and safe at school. If you have any problems or concerns, there are always people available to listen. Your form teacher is a good option for someone to talk to if you have any concerns about school. Their job is to look out for your welfare and help support your academic and social life at school. If you don't want to talk to your form teacher, you can approach any member of staff you feel comfortable talking to. You will also be introduced to our school counsellor, Ms Alexandra, and Head of Student Welfare, Mr Darren, at the start of the school year. You are always welcome to arrange a meeting with either of them if there's anything you would like help with or just to talk.

13. What should I do when I am sick at school?

If you feel unwell during the school day, speak to your teacher to ask to be excused from lessons and go to the Medical Room on the first floor. Dr Asel will assess your symptoms and check your health. If necessary, she will contact your parents to collect you from school, or to request permission to give you any medication that may help you feel better.

14. Do we have a school bus? How does it work?

Yes, school buses cover a number of routes around Bishkek and are supervised by school staff. Morning pick-up begins from 7:15 (depending on location) and afternoon buses depart school at 16:30 after ECAs have finished. All buses are equipped with seatbelts. If you would like to use the school bus or are interested in finding out more about routes and cost, please contact Ms Aigerim (atilekeeva@bis.kg).

15. What should I do if I'm not going home according to my usual arrangement?

The safety and welfare of our students is really important. The school gathers information about how each student should travel home and with which adults they may leave the school. If you need to change your usual arrangements for going home (for example, you usually take the school bus but you have been invited to a friend's house and want to go home with them and their driver), we need confirmation of this arrangement from your parents. They should call, email or speak to Reception in advance to approve changes to the usual arrangement. Students should not leave school during the school day without the knowledge of the school and permission from their parents.

16. Where can I store my things?

Each student in MYP, IGCSE and DP have their own personal lockers. The locker keys are normally handed out on the first day of school. They will keep this locker for the duration of the academic year and may use it to store any of their belongings. Most students also carry a school bag with their materials for the day's lessons. During lunch time, bags can be stored in the shelving space in the cafeteria.

17. What should I do if I forget my books/homework?

Good organisational skills are really important for High School students. Occasionally students forget things at home that they need for lessons. If this happens, you should inform the teacher at the beginning of the lesson, or earlier if possible, and ask for advice as to what you should do. If it is the first time this happens, you are likely to be given a reminder to bring all the correct materials in future. However, if students regularly forget to bring the necessary materials to class, teachers may involve the form teacher, and later the IGCSE Coordinator and parents, to discuss how to address issues with organisation.

18. How much homework will I get?

This depends on the subjects you have and the amount of work you do in class. On average, you can expect around two hours of homework per day during the week. This does not include the time spent on revision, exam preparation or service learning. If you need help with your schedule, please contact your coordinator.

19. Do I get to choose any subjects?

Yes. All students in IGCSE have four compulsory subjects (Math, Science, English and Computer Science) while they can also choose four or five additional subjects according to their own needs and interests. For more information on this, please contact the IGCSE coordinator.

20. Will I have exams? When?

Yes. At the end of IGCSE 2, all IGCSE 2 students write the external exams from April to June. However, during the two year program, there will be regular tests in all your subjects to help you prepare for the exams.

Appendices

Appendix 1: Faculty and Staff

For the 2019/20 academic year we have several teaching staff and teaching assistants.

Administration

David Grant	Head of School	dgrant@bis.kg
Krishna Gandhi	Director of Studies	kgandhi@bis.kg
Jacques Prinsloo	IGCSE Coordinator	jprinsloo@bis.kg
Darren Simpson	Head of Student Welfare	dsimpson@bis.kg
Hollis Magee	Inclusive Education Coordinator	hmagee@bis.kg
Darren Simpson	IGCSE 1 Form Teacher	dsimpson@bis.kg
Jason Lorenowicz	IGCSE 2 Form Teacher	jlorenowicz@bis.kg
Anastasia Saparalieva	Librarian	asaparlieva@bis.kg
Munara Rayimbekova	Library Assistant	mrayimbekova@bis.kg



IGCSE Subject Teachers:

Aidai Sharshkeeva	Art	asharshkeeva@bis.kg
Alisher Arstanbek	Mathematics; Science	aarstanbek@bis.kg
Andrew Wheeler	Geography	awheeler@bis.kg
Anna Phillips	Art	aphillips@bis.kg
Artika Singh	Science	asingh@bis.kg
Arzygul Almasbekova	German	aalmasbekova@bis.kg
Darren Simpson	History	dsimpson@bis.kg
Ethan Narimatsu	Science	enarimatsu@bis.kg
Grace Park	English	gpark@bis.kg
Hilary Harveycutter	Mathematics	hharveycutter@bis.kg
Indira Bekkoenova	Russian	ibekkoenova@bis.kg
Jacques Prinsloo	Business studies; Economics	jprinsloo@bis.kg
Jan Scott	English and Russian	jscott@bis.kg
Jason Lorenowicz	Geography and History	jlorenowicz@bis.kg
Krishna Gandhi	Spanish	kgandhi@bis.kg
Lailo Youssoup-Akhounova	French	lyoussoup@bis.kg
Saikal Alamanova	Mandarin	salamanova@bis.kg
Nazgul Kakelova	Russian Language and Literature	nkakelova@bis.kg
Nazgul Sultakeeva	Kyrgyz Language	nsultakeeva@bis.kg
Stephanie Jackson	English Language Acquisition	sjackson@bis.kg
Saikal Maatkerimova	Kyrgyz Geography and History	smaatkerimova@bis.kg
Slava Klychev	Physical Education	vlychev@bis.kg
Spencer Coloma	History	scoloma@bis.kg
Thierry Taberna	Computer Science	ttaberna@bis.kg
Toon Cavens	Mathematics and Additional Mathematics	tcavens@bis.kg

School Contact InformationEmail: info@bis.kg

Phone: +996 312 214 406

IGCSE Coordinator: jprinsloo@bis.kg

Appendix 2: International Baccalaureate

IB 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.

IB Learner Profile

The IB learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. They imply a commitment to help all members of the school community learn to respect themselves, others and the world around them. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.

Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk-takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Appendix 3: 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.

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 cafeteria, not elsewhere in the school.
4. Have permission from duty staff before leaving the dining room.
5. Have permission from teachers before they leave a class for any reason.
6. Walk (not run) in corridors and stairs.
7. Be responsible for not getting sunburnt or dehydrated in hot weather (e.g. wear a hat, use suntan cream, have a water bottle) and not getting frozen or wet in bad weather (e.g. warm & waterproof clothing).
8. Not bring in dirt from outside on their shoes, so either wear indoor shoes inside (not outdoor shoes or just socks) or make sure that their outdoor shoes are very clean before going inside.
9. Clear lockers of any towels and clothing every Friday.
10. Greet any visitors they meet in the school.

Students Must Not:

1. Bully anyone 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. Pick leaves or flowers or damage trees. The environment is important for everyone's wellbeing and enjoyment.
5. Play games for money or other valuable prizes.
6. Play with balls, paper planes or other projectiles inside the school without permission.
7. Use mobile phones for any purpose before 15.15 except as defined in the mobile phone rules.
8. Have chewing gum, crisps, sweets, fizzy drinks, or other unhealthy food/drink at school.
9. Wear hats, caps or other head coverings inside the school without permission. [1]

Rules for students using the outside play areas are given in [Appendix 4: Playground Rules](#) of this Handbook.

[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 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.*

Behaviour Guidelines

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 a laptop.
- Be helpful when required.
- Ensure order at the beginning and end of the lesson to start and finish with all the information you need
- 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.
- Develop effective study habits and do the best you can do in every subject.

2. Move calmly around School

For example

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

3. Speak politely to everyone and be kind

For example

- Stay silent when others are speaking.
- Never use bad language or shout, tease or verbally abuse.
- Never hit or hurt or bully.
- Never behave in an uncaring manner, especially to those younger than yourself.
- Always use language that shows gratitude and respect (“please”, “thank you” and “excuse me”).

4. Keep the premises tidy

For example

- Put all litter in bins and 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 and be respectful to others' cultural norms.
- 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. Use Social Media wisely

For example

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

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

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

For example

- Staff and students 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

Appendix 4: Playground 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 swings (add all structures here) using them sensibly and safely.
2. Use the traversing wall and tree houses to practice your climbing. No climbing free standing trees or other 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 and watch for others using the same space as you.
4. Avoid playing on the structures (including the treehouses and the traversing wall) until a teacher is present?
5. If you use play equipment (balls, ropes, etc.) return them to the storage area at the end of playtime. This will ensure that there is always enough equipment for people 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 children from MYP3 or higher should go to the security guard at the main gate and ask him to let them out to walk around to collect the ball, then immediately return to the school via the main gate.
9. If you hurt yourself, tell a duty teacher. You may be asked to go to the School Doctor for assistance.
10. Help others/all enjoy the playground by being mindful of other students around you.
11. Flying Fox. Only one person at a time on the platform. If you cannot get on the seat by yourself OR you are in IGCSE1 or above, you cannot use the Flying Fox. There should be no entry, or climbing under, the flying fox safety ropes so that you are not accidentally hit by the person using the Flying Fox.
12. No pushing into queues. Take your turn and be considerate.

Over the course of the 2019-2020 academic year, new playground equipment will be added to the playground. The following recommended rules for new equipment should be applied as and when the equipment is installed. These rules will be frequently reviewed with primary and secondary students:

- Swing set
 - Sit down on the swings and slow down before getting off.
 - There should only be person on an individual swing at any given time.
- Tunnel
 - Do not block the tunnel from the inside.
- Slide
 - Please use the slide to go down. There should be no climbing up the front of slides.
 - Wait to see the person in front of you has exited the slide before you slide down.
- Music
 - Treat instruments with care and respect.
- Treehouse
 - When climbing up the tree house, wait to see the person in front of you has finished climbing before you ascend.
- Monkey bars
 - Do not use in wet and rainy weather.

Please note that some of these new playground equipment will not be accessible to students in IGCSE 1 or above.

Appendix 5: ICT Policy

1. Philosophy

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

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

2. Duty of Care

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

3. Personal security

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

- **Do not give your password to anybody.**

4. Use of BIS ICT equipment

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

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

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

5. General Rules

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

Never:

- attempt to log into a computer using another person's credentials or attempt to log in as a system administrator.
- engage in any inappropriate, antisocial or illegal behaviour when using the school computer systems.
- send offensive or harassing material to others or take part in any form of cyber bullying.
- use school computer equipment for any commercial purpose.

- tamper with or vandalise school computer equipment or attempt to install or download software.
- connect your own computer hardware or mobile device to the school network without permission.
- unplug a school computer or disconnect its network cable.
- create or store files that contain unsuitable or offensive language or images.
- download or attempt to use any unauthorised executable files on the network.
- commit copyright violations, such as illegal copying of music files, movies, pictures or software.

6. Internet Use

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

Never:

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

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

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

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

7. E-mail

- You should check your email account regularly.
- You should attempt to respond to or acknowledge email messages reasonably quickly.
- You are responsible for the emails you send and for contacts you make.
- Do not 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.

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 e mail solicitation.
- use the email system to commit crimes or to bully, harass or stalk others.
- use the school email system for personal financial gain, gambling, political purposes or advertising.

8. Cyber-bullying & Whistleblowing

Behaviour that is of a bullying nature is never acceptable and this also applies online. Cyber-bullying refers to the use of information and communications technologies to victimise threaten or harass others. Mobile phone text messages, emails, 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 Head of Student Welfare for more information about bullying if they are at all unsure.

If you wish to report inappropriate behaviour you can speak to any teacher. The teacher will ensure that you will remain anonymous in any follow up action. The school will undertake a full investigation of any cyber-bullying and will support the victim throughout the process. Consequences for cyberbullying may involve restricted access to technology, meetings with parents, community service or temporary suspension.

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 'BISStudents' 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 could 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:

- Temporary ban on Internet or network use.
- Permanent ban on Internet use.
- Permanent network ban.
- Normal school disciplinary action.
- Police involvement, where appropriate.

Appendix 6: Mobile Phone Use

1. Students cannot use a phone anywhere for any purpose between 8:00-15:15 except:
 - 1.1. Students may use their phones during lessons IF the teacher leading the class has given specific permission to an individual to use their phone for a specific purpose. The teacher leading the lesson has sole decision to confiscate any phone use that has not been approved. Any student who disputes confiscation will receive automatic detention.
 - 1.2. Students may use their phone during study periods in the Library and DP Study Room to listen to music with earphones (inaudible to anyone else) in order to stop other students distracting you.
 - (i) If a student needs to do online research during the 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 Library only.
 - 1.3. Students may use their phone during break time and lunchtime in the cafeteria to check and send personal messages (e.g. to parents) but not for any social media posting or checking snapchat and Instagram etc.
 - (i) Phones cannot be used in any other location for this purpose i.e. they must not be used for any reason in corridors or bathrooms or outside.
2. Any time a student is using a phone outside of the approved locations or if using it for unapproved purpose in these locations, it will be confiscated.
3. Confiscated phones will be kept at Reception until the end of the day and will not be available for any purpose before 15:15.
4. Repeat individual offenders will be given detention, eventually leading to a requirement to leave their phone with Reception every day.
5. Repeated abuse of the system by many students will lead to a full time ban on the 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.

Appendix 7: Library Rules

To ensure a positive experience for all students we kindly ask you to follow these rules:

1. **Silence** in the Library.
 - If you are doing 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. **No food or drinks** allowed, except water bottles.
3. **No sleeping** in the Library.
 - If you don't feel well, please go and see Doctor Asel.
4. **No using mobile phones** for recreational purposes at any time from 7:45 to 16:30 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 the 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 but the music must be inaudible to other people. If a student needs to do online research during the 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.
5. **No playing recreational computer games** in the Library.
6. **Do not unplug headphones** from school computers.
 - several headphones have been broken by students unplugging headphones in the past.
7. **Use designated extension cord sockets** to charge your laptops. Do not unplug extension cords from wall sockets.
8. Remember to **check-out and check-in books** you are borrowing from the Library.
 - Ms Munara or Ms Anastasia can check-out books, please approach them with the books you'd like to borrow.
 - Books must not be taken out of the Library if they have not been officially checked-out to your name (even if you are taking a book for one class/one hour).
9. Please **return books on time and in good condition**
 - A minimum fee of USD 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 USD 40.
10. 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.
11. 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.

12. The Primary Library is for Preschool and Primary students. The Secondary Library is for Middle and High School 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.
 - The carpeted area in the Primary Library is ONLY for Preschool and Primary students at all times.
13. **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.
14. Please **do not open balcony doors** without permission.
- Please consider that there are other visitors in the Library who might not like the door opened.
 - During hot days the AC will be turned on in the Library.
15. **Enjoy** your time in the Library, benefit from the resources available and don't hesitate to ask staff for assistance when you need it!

Appendix 8: Timetable Outline

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

Appendix 9: School Calendar



SCHOOL YEAR 2019/2020

Public Holiday in KR – School Closed

Teacher In-Service Day

School Vacation

Events

Meetings or Exams

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: Friendsgiving Dinner – Parents Association

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: Half Term Break
31 Oct: Fall Festival/Halloween

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

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

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

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

January 2020						
Sun	M	Tu	W	Th	F	Sat
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 Ski/Snowboard/Sledge Day

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				

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

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 Alt – public holiday
First day of school 2020/21: Monday August 24th

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

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
16 May: BIS Got Talent
23 May: Parents Association Garage Sale
24-25 May: Orozo Alt – public holiday

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