



**Bishkek
International
School**

Preschool Handbook 2019/2020





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Welcome

On behalf of the Preschool faculty and staff, I am delighted to welcome you to Bishkek International School (BIS)!

BIS is a warm and welcoming school, founded *by* the community *for* the community. Our student body consists of over 260 students from more than 30 countries, giving the school a truly international feel. The preschool at BIS is a special place where students learn through inquiry-based learning according to the International Baccalaureate (IB) Primary Years Program (PYP) philosophy. As a fully authorized IB school we ensure that our preschool students not only learn the theoretical foundations of their academic futures but also the skills needed for success in their transition to higher levels of education and, eventually, careers.

We truly believe that a successful preschool student is one that is surrounded by teachers and peers that promote a happy, supportive, inquisitive, caring, open-minded and loving environment for all students. At BIS our teachers are committed to achieving each of these goals in all our classes.

Since children are the leaders of tomorrow, we do our best to contribute to a brighter future as part of our commitment to the global community. At BIS this commitment stems from our long-term investment in the young minds of our preschool students to become the global leaders of tomorrow.

Carmen Prinsloo
Preschool 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.



Life in Preschool

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 7. If any changes are made to the calendar, an updated version will be sent to parents and students. The calendar on the school website will always be updated accordingly.

The school day for Preschool students begins at 8:00 and first circle time of the day starts at 8:30. Lessons finish at 14:30 then extra-curricular activities (ECA's) run every day from 15:00-15:30. Students who remain at school after 15:30 must take part in an ECA or will be supervised in one of the Preschool classes. All students should leave school by 17:30. All parents will be provided with a copy of their child's timetable at the beginning of the academic year. Class timetables will also be displayed on the notice board in front of the small cafeteria. The timetable will show break times, lunch time, snack time as well as specialist classes.

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 an illness must provide a written note from their doctor or parent to explain the reason for absence. The 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 *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

Preschool students should arrive at school between 8:00-8:30. Students should not arrive before 7:30 and all students must be in class by 8:30. All Preschool classes will be open from 7:50. Students arriving after 8:30 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 15:00, or after Extra-Curricular Activities (ECAs) at 15:30. Any Preschool students remaining at school after 15:30 must attend an ECA or go to a designated preschool class to play. All students must go home or be collected from school before 17:30.

Preschool students must be collected from their class by a parent/guardian or assigned person. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give notice to the class teacher that the student will leave the school with somebody other than the normal person who collects them.

Preschool 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.

Classes are not to be played in during events without supervision from a staff member as to ensure the safety of students and that class proper uses of classroom equipment

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 at break times.

Equipment

Preschool students should have the following equipment for school:

- Backpack/bag to carry belongings to/from school
- Hat/cap for outside in hot weather OR warm coat and hat for cold weather
- A bottle for drinking water
- Extra full set of clothes in case of spills or accidents
- Indoor shoes.
- Outdoor shoes that are weather appropriate

BIS will provide all supplies necessary for in class use.

Lunch, Snacks and Drinking Water

BIS provides morning snack, lunch and afternoon snack for all students. Fizzy drinks, sweets and packets of crisps (chips) are not allowed in school. Should not be brought into school unless approved by the homeroom teacher.

Students should bring their own water bottles to school.

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 and a special section just for Preschool. *Voices* is sent by email to all parents and 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 their child's form teacher, to discuss academic and social progress and targets for future improvement. The Preschool 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

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:

Programme or overall curriculum questions:	<i>Preschool Coordinator</i>
Welfare or behavioural questions:	<i>Form teacher and Preschool Coordinator</i>
ECAs:	<i>ECA coordinator</i>
Accounts and fees:	<i>Chief Accountant</i>
Transportation:	<i>Administrative Assistant</i>
Preschool issues:	<i>Preschool Coordinator</i>
Medical issues:	<i>School Doctor/ Form teacher/ Preschool coordinator</i>
Address changes, withdrawal and transcripts:	<i>Admissions Officer</i>
Student absence:	<i>Receptionist, Form teacher</i>

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

Lines of Communication

The following set of guidelines is based on the understanding that whenever a question, issue or problem arises, parents have the right and responsibility to contact the school. At BIS we strive to maintain open channels of communication

with 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.esca.kg.

The following channel of communication should be used if parents have questions or concerns.

1. Homeroom Teacher/Specialist Teacher: The teacher directly related to your question should be your first port of call. Please email these teachers directly if you have a question or concern or would like to arrange a meeting.
2. Preschool Coordinator: Please email the programme coordinator or arrange an appointment for concerns that cannot be resolved through a conference with the teacher, or for questions of a more general nature concerning the Preschool programme.
3. Director of studies: For concerns and questions of a more general nature concerning operation of the school and its programs and transition to Primary may be discussed with the Director of Studies. Appointments may be arranged by email.
4. Head of administration: any administrative questions or concerns regarding the school physical environment. Head of School: If more information is required or the concern remains unresolved, parents may wish to contact the Head of School, with the knowledge of the Director of Studies. The Head of School for BIS is Dr David Grant, dgrant@bis.kg

Open-Door Policy

At 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 can 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

BIS' Preschool is inclusive, diverse and internationally minded. The school is fully authorized for the internationally accredited IB PYP Program. All students are full participants in the PYP.

The Preschool consists of 7 subject groups. These subject groups are:

- Mathematics
- Sciences
- English Language and Literature
- Kyrgyz Language (to all preschool students)
- Arts
- Physical and Health Education
- Program of Inquiry

The inquiry-based nature of the PYP is central to enabling students to develop their intellectual curiosity and make interdisciplinary connections. Students have multiple opportunities both in and outside of the curriculum to participate in sport and the arts, including as part of the Extra-Curricular Activities program (ECA).

The PYP curriculum is designed by teachers according to the framework provided by the IB. Teaching is divided into units structured around concepts, Global Contexts, skills, content and inquiry.

Learning through Global Contexts enables students to explore topics through a global lens and understand the real-life applications of their knowledge and skills.

Approaches to Learning (ATL) skills, which are embedded in planning and teaching, focus on the 'how' of learning. Skills are taught explicitly, improved with practice and developed incrementally to give students the tools they need to become independent, collaborative and reflective lifelong learners.

Students in Preschool represent a diverse range of nationalities and cultures, which are celebrated in lessons, visually throughout the school and as part of whole-school cultural events.

Admission age requirements.

- Preschool 1 – Age 2 by 1 September and must be potty trained unless an exception is made by administration
- Preschool 2 – Age 3 by 1 September
- Preschool 3 – Age 4 by 1 September

The Preschool Curriculum

Art

The Art course provides opportunities for students to create and present art in ways that engage and convey their own feelings, experiences and ideas.

Through the units of study, students will develop their skills in painting, sketching, reflecting and organising. As with all our lessons in the preschool, art projects are carefully selected by the teacher to reflect our current unit of inquiry. The lessons will take place either in class or in the art centre.

Kyrgyz language lessons

The Kyrgyz Language course enables students to develop their receptive and productive skills in Kyrgyz, as well as their knowledge of Kyrgyz grammar. Singing traditional and modern children songs and playing traditional and modern children's games are also incorporated into the lessons every day.

Programme of Inquiry

At the core of the PYP's philosophy is a commitment to structured, transdisciplinary inquiry. Much of the content from the subject areas, particularly Science and Social Studies, is taught through transdisciplinary Units of Inquiry where students are encouraged to make connections with their existing knowledge and between the traditional subject areas. Traditional subject areas are also used as lenses to explore big ideas that are of global significance.

These Units of Inquiry are planned under the Transdisciplinary Themes. Every year preschool students will complete 4 of these transdisciplinary themes:

- Who we are
- Where we are in time and place
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

The written curriculum is a balance of essential knowledge and skills, development of conceptual understanding, demonstration of positive attitudes and taking responsible action. To achieve this balance, five essential elements are emphasized in the written curriculum:

Knowledge	Significant, relevant content that we wish the students to explore and know about, taking into consideration their prior experience and understanding. This knowledge is developed through the transdisciplinary units of inquiry as well as stand-alone, subject specific units.
Concepts	Powerful ideas that have relevance within the subject areas but also transcend them and that students must explore and re-explore to develop a coherent, in-depth understanding. There are 8 key concepts that are explored each year: form, function, change, causation, connection, perspective, responsibility, reflection. In addition to these important concepts, related concepts are explored through the central ideas of each unit.
Skills	Those capabilities that the students need to demonstrate to succeed in a changing, challenging world, which may be disciplinary or transdisciplinary in nature. These skills are organized in the following areas: Thinking, Social, Self-management, Communication and Research. Subject specific skills are also mapped through our scope and sequence documents.
Attitudes	Dispositions that are expressions of fundamental values, beliefs and feelings about learning, the environment and people. These are needed to develop the attributes of the Learner Profile. Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, Tolerance
Actions	Demonstrations of deeper learning in responsible behaviour through responsible action; a manifestation in practice of the other essential elements. What will they do because of their learning? What action will they take now that they have a new understanding? This action will take many forms.

Language and literature

This syllabus is designed for learners who are learning English both as a home and as a first additional language. The aim is to develop their vocabulary as well as the ability to express themselves effectively. The course is based on the linked language skills of listening, reading, speaking and writing, and these are built on as learners progress through the year.

Mathematics

In the mathematics syllabus, we promote both inquiry and application, helping students to develop problem-solving techniques that transcend the discipline and that are useful in the world beyond school.

Physical and Health Education

To promote active, healthy and well-rounded students, BIS provides PE and Dance lessons three times per week for all preschool students. The program is aimed at keeping students active and positive, while participating in fun activities to develop gross and fine motor skills.

Sciences

With this syllabus the students 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 and the environment while having fun and doing loads of interesting experiments.

Assessment and Reporting

Report Cards

Students in the Preschool receive four school reports a year. An interim progress report is issued in October, halfway through the first semester. This report consists the student's progress, development of skills and behaviour. A full report is produced in January and June. A second interim report is produced in March, halfway through the second semester.

A summary of the above information is shown in the table below:

	Teacher Comments	Grade
October (Interim report)	✓	✗
January (report 1)	✓	✓
March (Interim report)	✗	✓
June (report 2)	✓	✓

Criteria and strands are graded on a scale of exceeding grade level expectations, meeting grade level expectations, developing towards grade level expectations, not yet evident or not assessed.

E	Exceeding grade level expectations
M	Meeting grade level expectations
D	Developing towards grade level expectations
NE	Not yet evident
NA	Not assessed

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.

Preschool plays a special role at the beginning of each anniversary show as all preschool students will have the opportunity to dance on stage before the big show starts.

Assignments

Summative tasks use prescribed criteria, strands and grade descriptors published by the IB to assess and grade students. Teachers assess students against each prescribed strand at least twice each academic year.

Behaviour

All BIS students are expected to behave responsibly, respectfully and safely always. 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 also create their own essential agreements to adhere by at the beginning of every year and the essential agreements are a list of “class rules” that students set for themselves to help maintain a harmonious classroom. In cases of misbehaviour in school or on the playground, note that parents will be informed by the classroom teacher and asked to work with the teacher to find a solution. Bullying in the preschool is not to be tolerated in any form and parents will be contacted to arrange a meeting if this occurs.

Educational Visits and Trips

BIS places important emphasis on the value of education outside of the classroom. It is our intention that every Preschool School student will have the opportunity to go on at least 3 educational visits. 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. 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 over weekends (e.g. Asia Day, Anniversary Show, BIS' Got Talent, Cardboard challenge). 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). In the preschool, ECAs run every day from 15:00-15:30. 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.

Library

The BIS library has a large selection of resources and is constantly expanding. We have a wide range of books (including age-appropriate materials in simple English).

Students should check out any books at the library desk. There is a one book limit for preschool students checking out books with a teacher. Parents are more than welcome to go to the library if they want to get more books for their child. All library books must be returned by the end of academic year or before a student unenroll 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 library is open from 7:45 am – 16:30 pm every school day. 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 6. 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 Preschool student is assigned a locker at the beginning of the school year, or on joining the school. 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 as it cannot lock, and items might go missing. In the case of something going missing out of the student's locker the school does not accept any responsibility. However, we do have cameras in the locker room and, in the case of missing objects, we can go and look at the video recording to see what happened. We encourage parents not to leave any valuables in the lockers (technology, keys, money, toys or jewelry)

Lost Property

Students should make sure they have their ***name on anything that is not permanently attached to them***. Lost property is kept centrally in lost and found. If not collected by the end of each term, it will be donated to a worthy cause.

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. Any accidents or problems with play equipment must be reported to the Duty teacher immediately. A full list of playground guidelines 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 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 students is cared for in the correct manner.

Valuables

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

Frequently Asked Questions

Can my child still take a nap even though they're not in preschool 1?

Yes, there is an option for your child to take a nap we do you recommend children in preschool to you in three not taking naps as they will miss out on activities. If you want your child to take a nap please discuss this with your homeroom teacher.

Can my child bring toys to school?

Yes, but classroom teachers cannot accept any responsibility for lost or broken toys. We do recommend having your child's name on every piece of toy and clothing that is sent to school.

What happens if my child does not want to sleep?

We do not force children to sleep if your child doesn't want to sleep we encourage them to take a quiet resting time during this time they can page through books look at the pictures and have a rest. If your child did not sleep the day you will also be informed by your homeroom teacher.

What if my child doesn't want to eat School food?

The school cafeteria cases for a wide range of taste there is always fruits and vegetables available for children as well as bread lunch and snacks. A teacher will keep encouraging your child if they don't want to eat at least try the school food in the situation where a child does not want to eat the teacher will inform you about your child's eating habits and make suggestions to help your child eat.

Why does my child need extra clothes?

Sometimes preschool can't get very messy until didn't have a tendency to spill food on themselves or get dirty when they're outside bathroom accidents sometimes also a car that is why it's very important to have extra clean clothes at school.

Will my child go outside during the cold days in the winter?

Daring really cold days we limit the children's outside play time to only 10 minutes we also only allow children if they have adequate outside clothing to play outside.

Does the children play outside during rainy days?

While raining we do not go outside we combine classes on play together instead of going outside as soon as the rain stopped then we will go outside hence the children have rain boots and raincoat.

Appendices

Appendix 1: Faculty and Staff

For the 2019/20 academic year we have several teaching staff and teaching assistants 6 of the staff members are part of our preschool team.

Administration

David Grant	Head of School	dgrant@bis.kg
Krishna Gandhi	Director of Studies	kgandhi@bis.kg
Carmen Prinsloo	Preschool Coordinator	cprinsloo@bis.kg
Darren Simpson	Head of Student Welfare	dsimpson@bis.kg
Hollis Magee	Inclusive Education Coordinator	hmagee@bis.kg
Anastasia Saparalieva	Librarian	asaparlieva@bis.kg
Munara Rayimbekova	Library Assistant	mrayimbekova@bis.kg
Asel Turusbaeva	School Doctor	doctor@esca.kg

Preschool Teachers:

Carmen Prinsloo	Preschool 3	cprinsloo@bis.kg
Oksana Rusanova	Preschool 2	orusanova@bis.kg
Begimai keneshbekova	Preschool 1	bkeneshbekova@bis.kg
Tinatin Oskombaeva	Preschool 3 co-teacher	toskombaeva@bis.kg
	Preschool 2 co-teacher	
Kulkaiyr Junusheva	Preschool 1 co-teacher	kjunusheva@bis.kg
Anna Balduk	Art teacher	abalduk@bis.kg
Meerim Makambaeva	PE & Dance Teacher	mmakambaeva@bis.kg

School Contact Information

Email: info@bis.kg

Phone: +996 312 214 406

Appendix 2: International Baccalaureate

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

International Baccalaureate mission statement

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

International Baccalaureate Learner Profile

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

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

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

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 café, not elsewhere in the school.
4. Have permission from duty staff before leaving the dining room.
5. Have permission from teachers before they leave a class for any reason.
6. Walk (not run) in corridors and stairs.
7. Be responsible for not getting sunburnt or dehydrated in hot weather (e.g. wear a hat, use suntan cream, have a water bottle) and not getting frozen or wet in bad weather (e.g. warm & waterproof clothing).
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 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 Student Diary
- 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 Kyrgyzstan or BIS or any other school or any person, say nothing
- All staff and students should follow the ICT policy on the use of social media

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

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

For example

- Staff 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 to provide your address, telephone number, bank account number, credit card details or photograph as part of an email unless the recipient is known personally.
- Document attachments to emails should be sent as PDF files if you do not wish them to be easily altered by the recipient.
- Make sure you log-out of your email before you leave the computer so that no-one else can access your email.

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 e mail any unsolicited advertising, junk mail, spam, chain letters, or any other form of e mail solicitation.
- use the email system to commit crimes or to bully, harass or stalk others.
- use the school email system for personal financial gain, gambling, political purposes or advertising.

8. Cyber-bullying & Whistleblowing

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

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

Appendix 6: Rules of Conduct in the Library

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 a group work please use your low voice
 - If your class is in the Library, please sit closer together and respect other visitors of the Library
2. Do not unplug the headphones from school computers
 - several headphones have been broken by students unplugging headphones in the past
3. Use designated extension cord sockets to charge your laptops. Do not unplug extension cords from wall sockets.
4. No food or drinks allowed, except water bottles.
5. No sleeping in the Library
 - If you don't feel well, please go and see Doctor Asel.
6. No using mobile phones for recreational purposes at any time from 07:45 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 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 a study period, they should use the laptops or computers provided in the library. If no computer is available in the library, a student may ask permission from the Librarian to use their phone for research and (if approved) can use their phone for this purpose only.
7. No playing recreational computer games in the Library.
8. Please remember to check-in and check-out the 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 the books on time and in good condition
 - A minimum fee of \$40 is charged for every lost or damaged book
 - A higher fee is charged if the actual cost of purchase, delivery and administration is more than \$40
10. The Secondary Library is for Middle and High School students. The Primary Library is for Preschool and Primary students.
 - Library resources are sorted and available according to this division, make use of the resources relevant to you

- Middle and High School students can use Primary library computers and tables for studying, ONLY when Secondary Library is full
 - The carpeted area in the Primary Library is ONLY for Preschool and Primary students.
11. 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
 12. 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
 13. 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
 14. Please do not open balcony door without permission
 - Please consider that there are other visitors in the Library who might not like the door opened
 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 7: Preschool Timetable Outline

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
1st 08:00-08:45	arrive at school & structured play				
2nd 08:45-09:30					
Break 09:00-09:30	snack				
3rd 09:45-10:30					
4th 10:35-11:20					
5th 11:25-12:10					
Lunch Break 12:10-12:55	Lunch Break				
6th 12:55-13:00					
7th 12:55-13:40					
8th 13:40-14:25					
9th 14:30-15:15					
10th 15:15-15:30					
15:30-16:00	Snack				
16:00-16:30	ECA				



SCHOOL YEAR 2019/2020

School Vacation



Public Holiday in KR – School Closed



Teacher In-Service Day



Events



Meetings or Exams

August 2019						
Sun	M	Tu	W	Th	F	Sat
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

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

September 2019						
Sun	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

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

October 2019						
Sun	M	Tu	W	Th	F	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

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

November 2019						
Sun	M	Tu	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

2 Nov: Teacher In-Service Day
 8 Nov: History Day – public holiday
 16 Nov: BIS Annual Debate Tournament
 23 Nov: Friendsgiving Dinner – Parents Association

December 2019						
Sun	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				29

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

January 2020						
Sun	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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

February 2020						
Sun	M	Tu	W	Th	F	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

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

March 2020						
Sun	M	Tu	W	Th	F	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

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

April 2020						
Sun	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

May 2020						
Sun	M	Tu	W	Th	F	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

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

June 2020						
Sun	M	Tu	W	Th	F	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

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

July 2020						
Sun	M	Tu	W	Th	F	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

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