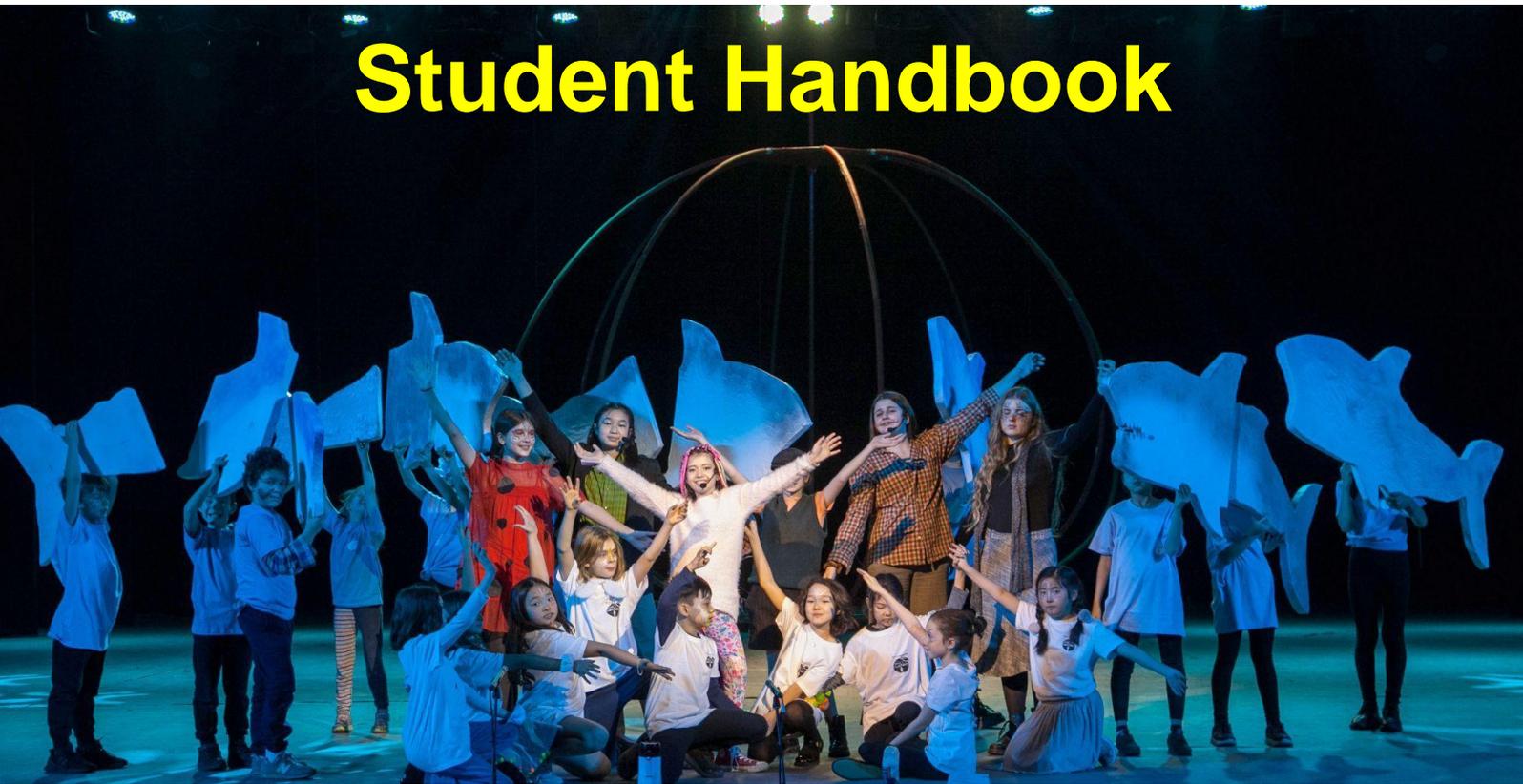




Bishkek International School

Student Handbook



Reviewed by the Management Board: June 2022

Previous Review: August 2021

Approved by the Governing Board: August 2022

Preface

Mission, Policies, Handbooks and Regulations

The Mission of Bishkek International School 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 and demonstrates diversity and inclusivity;
- Promotes the well-being of the whole school community;
- Contributes positively to the development of the Kyrgyz Republic.

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

Policies:

1. Vision, Mission and Development Policy
2. Admissions Policy
3. Learning Diversity and Inclusion Policy
4. Counselling Policy
5. Language Policy
6. Academic Honesty Policy
7. Assessment Policy
8. Health & Safety Policy
9. Child Protection Policy
10. Educational Visits Policy
11. Ethics Policy
12. Environmental Policy
13. Accounting Policy

Handbooks:

1. Staff Handbook
2. Parents & Guardian Handbook
3. Student Handbook

All Governing Board members and all staff must be aware of each of these documents and their contents. All policy documents and handbooks are available to students and parents/guardians via the BIS website or provided in PDF form to parents/guardians on request. All policy documents and handbooks are reviewed and revised by the Management Board every year, normally in April/May for approval by the Governing Board in June for the following academic year. All students, parents and staff are invited to send comments and suggest any changes to the Management Board at any time before the end of April each year for consideration for policies/handbooks for the next academic year.

Overall Governance of BIS is guided by the legal charter and various internal regulations. These are:

1. Legal Charter of 'Bishkek International School'
2. Regulations of the Governing Board
3. Regulations of the Parents Association
4. Regulations of the Advisory Council

International Baccalaureate

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

International Baccalaureate mission statement

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

International Baccalaureate Learner Profile

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

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

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

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1 INTRODUCTION

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

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

You can skip parts of this handbook that you find boring but, to make your life easier, make sure you read the Practical Info in section 2, the Rules in section 4.1, the Behaviour guidelines in section 4.3, the Playground Rules in Annex 3, Library Rules in Annex 4 and Mobile Phone Rules in Annex 5.

2 PRACTICAL INFO TO START

Essential information for the first week of school is given in Annex 1. This section covers more general information.

2.1 Equipment and clothing requirements

Equipment

Basic equipment required is:

- Backpack/bag to carry books and belongings to/from school
- Hat/cap for outside in hot weather OR warm coat and hat for cold weather
- A bottle for drinking water
- For Preschool and Primary school, indoor shoes for inside school if you have dirty shoes/boots from outside and need to change when you come inside
- For High School, bring a laptop to work on at school

No stationery is required as BIS provides the first basic set of stationery for each student. Replacements may need to be purchased by you or your parents later.

School Clothes

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

Physical Education Clothes

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

Art Clothes

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

Lost Property

Every school has difficulties with lost property. So, make sure you have your name on anything that is not permanently attached to you. Lost property is kept centrally and will be 'recycled' to a worthy cause if it is not reclaimed before vacations.

Valuables

If you are in Grades 0-5, don't bring anything valuable to school, except you! For Preschool and Primary students, mobile devices and laptops should not be brought to school.

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

2.2 Arrival time at school

Arrival time at school is from 07:30 to 08:00. Teachers are available in classrooms from 07:45 am. Primary and Middle school students should wait in the café until 07:45 before going to their classroom. High school students must go directly to their form class when they arrive except for Grade 11-12 students with flexible attendance.

2.3 Pick-up time from school

Students may leave or be collected from school either at 15:30 at the end of the school lessons and break or from 16:30-17:30 after Extra-Curricular Activities. School buses leave at both 15:20 for those not taking ECAs and at 16:40 for those taking ECAs. **All students must leave or be collected before 17:30.** After 17:30, gates are locked and only the night security guard is at school.

2.4 School Bus

A school bus service is offered with pick-up from 07:00 to arrive at school at 07:45. Buses leave school at both 15:20 for those not taking ECAs and at 16:40 for those taking ECAs, with drop off according to schedule. Each bus has a bus supervisor from BIS staff in addition to the bus driver. Parents wishing to sign up for the bus service should contact info@bis.kg or phone the main office: 0312 21 44 06. School bus rules are given in Annex 7.

2.5 Homework

Students in Grades 0-5 receive homework at the homeroom teacher's discretion. Students are encouraged to read or be read to at home for 30 minutes daily. Any other additional work assigned by the homeroom teacher should not require more than 30 minutes to complete.

Students in Middle School receive homework every day from subject teachers. All assignments are recorded in ManageBac, allowing parents to check online for assignments and deadlines, if they do not receive this information directly from you!

Students in High School have homework every day and are expected to be responsible to complete their homework without parental involvement. All assignments are recorded in ManageBac, allowing parents to check online for assignments and deadlines, if they do not receive this information directly from you! High School students may receive an average of two hours of regular homework on a daily basis, separate from revision or large assessment tasks.

2.6 Lunch and snacks

BIS provides morning snack, lunch, and afternoon snack for all students. If you really don't want school lunches, you can ask your parents to opt out for the whole term. In this case you must bring your lunch yourself – but no fizzy drinks, sweets (candy) and packets of crisps (chips). They are not allowed in school. Students are not allowed to order food to be delivered to school under any circumstances and food is not allowed to be eaten anywhere in the school except in the café, or outside for handheld food such as an apple or snack.

BIS is a completely nut-free school. No student, parent, or staff member should bring any nuts (including peanuts) into school. To protect student safety and to avoid allergic reactions, no food of any kind may be brought into BIS by students, parents, and non-kitchen staff, if it is intended to be shared among students, including for birthday parties.

For birthday parties, a cake can be ordered from the school kitchen for 1500 Som, if ordered 3 days in advance, or pizza can be ordered, from the approved pizza list only. Any event with ordered food must be approved in advance with the Homeroom/Form Teacher or Co-Teacher. Students are not allowed to order food to be delivered to school under any circumstances.

2.7 Attendance at school

Full attendance is important for academic achievement and social interaction. If you are ill, your parents should inform the school before 09:00 am on the first day of absence. If you know in advance that you will be absent (e.g. unavoidable family travel) inform your Form teacher as early as possible.

Students are expected to have minimum 80% attendance in any term period and 90% in an academic year. If this minimum target is not met and there is not a good medical reason for absence, the student's place in the school may be revoked.

To ensure a healthy and safe environment for students, 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.

2.8 Using learning resources

BIS provides textbooks for students at different levels and has an extensive library for students to use and to borrow books from. Please take good care of all books and other resources which are provided by the school so that other students can use them after you. To help you be responsible, BIS has a textbook deposit scheme as described in Annex 6.

3 VISION, MISSION & COMMITMENTS

The vision, mission and commitments are based on the Charter and concept documents when founding the school, and a collaborative process involving students, staff, parents and Founders in 2014, before approval by the Governing Board in June 2014, with further review and amendments in 2018.

3.1 Vision

To be a model of excellence in Central Asia providing inspirational education in a happy environment to globally minded students who are the leaders of the future.

3.2 Mission

Our Mission is to enable our students to:

- Develop their intellectual curiosity and achieve their academic, sporting and creative potential;
- Be confident in their abilities and respectful of others;
- Learn about local and global issues and prepare to tackle common challenges.

In a school which:

- Delivers and celebrates excellent teaching for internationally accredited education;
- Values and demonstrates diversity and inclusivity;
- Promotes the well-being of the whole school community;
- Contributes positively to the development of the Kyrgyz Republic.

4 CODE OF CONDUCT

The overall rule for BIS is that both staff and students must behave in a responsible, thoughtful and considerate manner towards each other and all members of the BIS community.

4.1 Rules for Students

Students Must:

1. Follow all behaviour guidelines and follow instructions from staff;
2. Behave politely and respectfully during mealtimes;

3. Only eat food in the dining room or café, or outside for handheld food such as an apple or snack, not elsewhere in the school;
4. Have permission from duty staff before leaving the primary dining room;
5. Have permission from teachers before they leave a class for any reason;
6. Walk (not run) in corridors and stairs;
7. Be responsible for not getting sunburnt or dehydrated in hot weather (e.g. wear a hat, use suntan cream, have a water bottle) and not getting frozen or wet in bad weather (e.g. warm & waterproof clothing). *This rule does not apply in Preschool, where the teachers are responsible;*
8. Not bring in dirt from outside on their shoes, so either wear indoor shoes inside (not outdoor shoes or just socks) or make sure that their outdoor shoes are very clean before going inside;
9. Completely clear their locker of any personal possessions (except neatly stacked textbooks) before every term break so that lockers can be cleaned out;
10. Greet any visitors they meet in the school.

Students Must Not:

1. Bully anyone in any way, online or otherwise (note that any bullying behaviour will be dealt with immediately and seriously);
2. Use abusive, cursing or derogatory language at school, on school trips or online. Respectful exchanges among all staff and students are valued highly;
3. Spit at school or on school trips. Spitting is unpleasant and spreads illness to others;
4. Have chewing gum, crisps, sweets, fizzy drinks, or other unhealthy food/drink at school;
5. Have (possess or use) tobacco products or vaping instruments or drugs or alcohol at school or on school trips;
6. Pick leaves or flowers or damage trees. The environment is important for everyone's wellbeing and enjoyment;
7. Play games for money or other valuable prizes, or sell anything to other students without permission from the Head of Administration;
8. Play with balls, paper planes or other projectiles inside the school without permission;
9. Use mobile devices for any purpose before 15:15 except as defined in the mobile device rules;
10. Wear hats, caps or other head coverings inside the school without permission¹.

Rules for students using the outside play areas are given in Annex 3 to this Handbook.

4.2 Rules for Staff

Staff Must:

1. Role model acceptable behaviour and professionalism at all times;
2. Ensure that lessons start and finish on time and are not interrupted;
3. Ensure that students know and understand their homework tasks and that they are marked effectively;

Staff Must Not:

¹ *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.*

1. Use mobile phones in class to make or receive phone calls or for any social networking in class, or misuse internet access;
2. Chew gum when with students;
3. Smoke at school or on school trips;
4. Have alcohol at school or on school trips;
5. Comment on any student, teacher or parent in any negative way while other students are present;
6. Wear hats, caps or other head coverings inside the school.
7. Pick up any students outside of normal class responsibilities or in case of emergencies. Staff should not pick up, swing around, carry, or throw students as there is significant risk for injuries.

4.3 Behaviour Guidelines

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

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

This includes:

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

2. Move calmly around school

This includes:

- Don't push other people;
- Don't run in corridors or on the stairs;
- 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

This includes:

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

4. Keep the premises tidy

This includes:

- Put all litter in bins;
- Keep the cafeteria tidy, cleaning up after yourself;
- Do not deface school property, including books and desks.

5. Behave Safely

This includes:

- 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

This includes:

- Dress in a way that does not cause offence or distract other people;
- Wear clothes that are appropriate for your expected role in the school at the time including PE, class field trips and to suit the weather;
- Clothing and other possessions must not have visible slogans or words which are racist, sexist, religious, nationalist, or may in any other way cause offence 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 any member of the Management Board. Their joint decision on appropriate attire is final.

7. Do not bring inappropriate things to School

This includes:

- 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

This includes:

- Be courteous to all others. Every person at the school is contributing to the wellbeing of all students and should be accorded respect for that reason. Showing gratitude (please and thank you), having a pleasant attitude and being kind are ways of demonstrating social awareness;
- Do not eat or drink while walking around;
- Ensure you are appropriately dressed and your clothes are clean.

9. Refrain from Public Display of Affection

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

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

10. Use Social Media wisely

This includes:

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

- Staff must not befriend students on any social media;
- Staff must not post photographs of students on social media without approval from the Head of Administration
- All staff, students and parents are welcome to repost any BIS social media posts on their own pages;
- Staff should not publicly criticise the school on social media and should avoid criticism of any other person, school, or of Kyrgyzstan as a country, as such comments could cause offence and reflect negatively on the school;
- All staff and students should follow the ICT policy on the use of social media.

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

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

This includes:

- Staff must not visibly wear or display any political, philosophical or religious signs (including party, national, and religious emblems or clothing), in keeping with BIS status as a liberal secular school;
- Staff must not promote their personal political or religious beliefs at the school via teaching resources or by their personal appearance and possessions;
- Staff must not promote their personal political or religious beliefs when working with students or staff and must be balanced in treating all religious and/or political views as equally valid, provided the views expressed do not conflict with the UN Declaration of Human Rights or with well-established factual evidence;
- Students must not promote their personal political or religious beliefs in discussions with other students or staff;
- When political or religious topics are a valid subject of discussion (e.g. during History or Geography or PSHE classes) all participants must be open to respectful discussion and judge contributions by universal standards – such as the UN Declaration of Human Rights – not by their own personal beliefs.

4.4 Rewards & Sanctions for Students

Rewards

Commendations

Commendations are awarded by subject teachers or form teachers for significant effort and top-quality work.

Galaxy Go-Getter Awards

Every week during term time, each Form class in Preschool and Primary (and specialist teachers by agreement) award a “Galaxy Go-Getter Award” for the week. The criteria for selection are decided by the teacher and all students will have the opportunity to be rewarded for their individual achievements.

IB Learner Profile Awards

Every week during term time, Programme Coordinators award students for being ‘Knowledgeable, Thinkers, Inquirers (KTI)’, or ‘Caring, Principled and Reflective (CPR)’, or Balanced, Risk-takers, Open-minded, Communicators (BROC).

Academic Awards

Academic Awards are made for significant, sustained effort and achievement in academic work. Separate Awards are given for Preschool, Primary School, Middle School and High School at the end of each Semester.

Service Awards

Service Awards are made for students whose service contributes to the development of their fellow classmates, the school and the country. Separate Awards are given for Preschool, Primary School, Middle School and High School at the end of each Semester.

Leadership Awards

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

Global Citizen Awards

Global Citizen Awards recognize students prepared to tackle both global and local issues through a commitment to social justice; tolerance and diversity; good communications skills; and knowledge of global contexts. Separate Awards are given for Preschool, Primary School, Middle School and High School at the end of each Semester.

School Community Awards

'School Community Awards' MAY be awarded for either, exceptional contribution to representation and development of the school and school community; OR for, exceptional personal development through outstanding commitment and learning.

Sanctions

Students who engage in wilful, persistent, and disruptive behaviour that interferes with the educational process or who engage in hostile behaviour on campus or at an off-campus school sponsored/sanctioned activity will be subject to school discipline. This includes breaking any rules or behaviour guidelines as described in this document.

The administration reserves the right to treat each disciplinary case on its specific merits. This section describes the most commonly used sanctions that may be imposed as required.

Behaviour Report

The first step towards any sanction is the Behaviour Note feature on the school system: ManageBac. . The Behaviour Note is automatically sent to the Homeroom/Form teacher to take initial action for misdemeanours such as noisy or disrespectful behaviour, repeated forgetting of books, persistent talking in class, minor disobedience, lateness, swearing, untidiness and the like. More serious incidents are escalated by the Homeroom/Form teachers to the relevant section Principal, who will schedule an interview with the student as soon as possible.

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

The Head of School may also decide on additional action which may be to:

- Write a handwritten letter of apology to the teacher concerned. The Head of School may also require the letter to be signed by the student's parents;
- Other appropriate action suited to the student and the situation.

Lunchtime Reflections

Lunchtime Reflections are given to students:

- Who are late for school in the morning on three occasions in one week;
- As an alternative to SCS at the discretion of the relevant section Principal.

Lunchtime Reflections are given by the relevant section Principal and must be recorded on the online Lunchtime Reflection Record, and ManageBac behaviour note.

Lunchtime Reflections normally take place on weekdays during the lunchtime break period or after school if the need arises. Detention from 15.30-16.30 is at the discretion of any member of the Management Board and parents will be informed at least 2 days in advance. Work given during detention may be to learn aspects of the Student Handbook or it may be to complete unfinished homework or classwork, or a specific task given by the staff member assigning the detention.

Repeated Lunchtime Reflections or Single Serious Incident

In the event of repeated referral to the relevant section Principal, or a single serious incident or breach of school discipline, the Head of School may also issue a warning. This may be an:

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

Behaviour Contract

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

Internal Suspension

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

Temporary Exclusion and Permanent Exclusion

A student may be temporarily excluded from School for a designated period of time, or excluded permanently, at the discretion of the Management Board. Sanctions will be applied proportionally, consistently and reasonably, taking account of any special educational needs that students have.

If a student is suspended from school for any reason, their BIS email address and learning platform access are also suspended for the period of absence.

Mentoring

In some cases, student behaviour such as consistent lateness or lack of learning engagement or persistent misdemeanours may lead to a 'Mentor Agreement' for Middle and High School students, in addition to any required disciplinary procedure. Mentor Agreements are established by decision of the Management Board, as advised by the relevant section Principal, and with the agreement of the student (and parents/guardians if appropriate).

5 COMPLAINTS AND APPEALS PROCEDURES

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

5.1 Introduction

If any student or parent or guardian or staff member has a complaint for any reason, the procedure set out here will be followed.

All concerns and complaints will be treated seriously and confidentially. Written records will be kept of all complaints, and of whether they are resolved at the preliminary stage or proceed to a panel hearing. Correspondence, statements and records relating to individual complaints will be kept confidential except where a judicial body requests the information.

5.2 Informal Resolution

It is hoped that most complaints and concerns will be resolved informally and quickly.

1. Students should approach their own Form teacher, or the designated School Counsellor or relevant section Principal , to raise any concerns they have or to appeal against any punishment they received if they feel it is not justified.
2. Parents should approach their child's Form Teacher in the first instance.
3. Staff should approach their own line manager, or the HR Specialist, in the first instance.

If complaints or appeals are not resolved via these routes, then the person consulted by the complainant should bring the case to their own line manager in BIS. The line manager will make a written record of all concerns and complaints raised in this way and the date on which they were received, and try to resolve the problem.

In case of a serious complaint, a written record of the complaint and outcome will be sent by the BIS staff member for review by the Management Board.

If the complaint is not resolved to the satisfaction of the complainant within ten working days, the complainant will be advised to proceed with their complaint in accordance with '*Formal Resolution*'.

5.3 Formal Resolution

If the complaint cannot be resolved on an informal basis, then the complainant should put their complaint in writing to the Management Board. If any member of the Management Board is the subject of the complaint, this member must not take part in any deliberation or decision regarding the complaint, in order to avoid any conflict of interest.

The Management Board will consider the complaint together and decide on the best course of action. In most cases, the Management Board will meet or speak to the complainant, normally within 5 working days of receiving the complaint. If possible, a resolution will be reached at this stage.

It may be necessary for the Management Board to carry out further investigations. The Management Board will keep written records of all meetings and interviews held in relation to the complaint. Once the Management Board is satisfied that, so far as is practicable, all of the relevant facts have been established, a decision will be made and the complainant will be informed of this decision in writing within a further 5 working days. The Management Board will also give reasons for the decision.

If the complainant is still not satisfied with the decision, they should proceed to '*Resolution by the Complaints Panel*'.

5.4 Resolution by the Complaints Panel

If the Management Board cannot resolve the complaint, then the complainant should put their complaint in writing to the Chair of the Governing Board who will refer the complaint to a Complaints Panel established by the Governing Board.

The Panel will consist of at least three persons not directly involved in the matters detailed in the complaint,

at least one of whom shall be independent of the school executive management. The Panel will acknowledge the complaint and schedule a hearing to take place as soon as practicable and normally within 20 working days.

If the Panel deems it necessary, it may require that further particulars of the complaint or any related matter be supplied in advance of the hearing. Copies of such particulars shall be supplied to all parties not later than 5 days prior to the hearing. One other person may accompany the complainant to the hearing. This may be a relative, teacher or friend. Legal representation will not normally be appropriate.

If possible, the Panel will resolve the complaint immediately without the need for further investigation. Where further investigation is required, the Panel will decide how it should be carried out. After due consideration of all facts they consider relevant, the Panel will reach a decision and may make recommendations, which it shall complete within 15 working days of the Hearing. The Panel will make findings and recommendations and a copy of the findings and recommendations will be sent by electronic mail or otherwise given to the complainant and, where relevant, the person complained about. The findings and recommendations will be available for inspection by the Chair of the Governing Board, the Chair of Management Board and Deputy Head of School - Academics.

6 CURRICULUM & ACCREDITATION

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

BIS is a fully authorised International Baccalaureate, IB World School, offering the IB Diploma Programme, the IB Primary Years Programme and IB Middle Years Programme. The IB Diploma is a two-year educational programme for students in Grades 11-12 that provides an internationally accepted qualification for entry into higher education and is accepted by many universities worldwide.

The IB Primary Years Programme runs through Preschool and Primary School and the IB Middle Years Programme is offered in Middle School. IB World Schools share a common philosophy and commitment to high quality, challenging, international education that BIS believes is important for our students. For further information about International Baccalaureate, see www.ibo.org. To ensure that appropriate grade level standards, and a consistent approach, are achieved for English Language, Maths and Science in the PYP and MYP, BIS follows:

- The Singapore Maths standards for Maths in PYP and MYP. See
- The England & Wales National Curriculum standards for English in the PYP and MYP. See [Standards;](#)
- The Bell Foundation framework for English Language Acquisition. See [Primary Framework](#), [Secondary Framework](#).
- The 'Next Generation Science Standards' (NGSS) is adapted for Science in PYP and MYP. See [Standards](#).

To ensure that learning is set at an appropriate level, and standards are being achieved, BIS applies:

- Regular assessments for Maths, aligned with Singapore Maths standards, from Grade 0 to Grade 8
- Regular assessments for English, aligned with the England & Wales National Curriculum standards for English, from Grade 0 to Grade 8.
- Regular assessments for Science, aligned with NGSS, from Grade 4 to Grade 8.

Wherever possible, online externally evaluated assessments are used to ensure consistency.

BIS is also accredited as a Cambridge International School by Cambridge Assessment International Education and currently provides the International General Certificate of Secondary Education (IGCSE) and the International Certificate of Education Group Award (ICE) in Grades 9-10. Students choose at least seven IGCSE subjects from five different groups so that they also qualify for the ICE (International Certificate of Education) Group Award. The ICE Group Award provides a broad and balanced curriculum, including two

different languages, and is a good base for entry to the International Baccalaureate Diploma programme.

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

In addition to external qualifications for the International Baccalaureate Diploma Programme, the Cambridge IGCSE programme and Kyrgyz State Certificate of Education, BIS also awards a High School Diploma to graduating students, accredited by NEASC. Minimum standards to receive the High School Diploma and the GPA system is given in Annex 6 to this Handbook.

7 ACADEMIC HONESTY POLICY

Academic honesty is an integral part of the BIS culture at all levels of the school and applies to all members of the community, including: Governors; staff; students and parents. Our policy is based on two of the ten attributes of the IB Learner Profile, given in the Preface to this document, specifically attributes #5 'Principled' and #10 'Reflective':

Principled: Students are honest, fair, just and full of integrity. They strive to solve their own problems and to take responsibility for their own actions.

Reflective: Students reflect on their own learning. They are able to adjust for weaknesses and strengths.

Learner profile attributes are equally applicable to staff as they are to students. Misconduct at any level of the school including plagiarism, collusion, misrepresentation and abuse of intellectual property is treated seriously.

All High School students and their parents/guardians must read, understand, and sign the BIS Academic Honesty Policy. All students and staff must fully adhere to the Academic Honesty Policy at all times.

8 HOUSES

The House System exists to promote healthy competition based on inclusion and teamwork. Various competitions contribute to house points. Points are accumulated throughout the year to produce an overall winning House.

BIS has three Houses for students from Primary, Middle and High school, representing 'land', 'water', and 'air'. These Houses were formed at the start of the 2014/15 academic year and students assigned to each house elected their house name by choosing a creature living primarily in their realm. Houses were named 'Snow Leopards', 'Piranhas', and 'Phoenixes'. These names will be retained until such time as students in a house decide by majority vote to rename their house as another creature living primarily in the realm of 'land' or 'water' or 'air' as appropriate. Students, who are already a member of one of these Houses, stay in the House until they leave BIS, or may move between Houses only by agreement between the student and Management Board if this is necessary to rebalance the houses. New Students are assigned to one of the Houses in the first week of autumn term, with assignments designed to ensure that all year groups have a good balance of students in each House and to ensure a good overall balance between Houses. If a family has more than one child in the school, parents may request all of their children to be in one House (or in different Houses) and this request will be accommodated if possible.

Each member of the teaching staff, except those on the Management Board or Physical Education department, is assigned to a House. One of these staff members is appointed as 'Head of House' to help in the organisation of different competitions.

In the first two weeks of the first term, each House elects a Captain and Vice-Captains from the students in the House.

9 STUDENT COUNCIL

BIS has Student Councils for Primary, Middle and High Schools. Councils are organised and supported by a designated teacher as 'Student Council Facilitator'.

Each form class elects two representatives to represent them on the Student Council at the end of September. Elections are held again in the first week of the spring and summer terms with different students normally elected to serve for one term on the Student Council. The President of the Middle & High School Student Council is elected directly by all students in Middle & High School in accordance with the Student Council Constitution.

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 organise school events for students such as Valentine's Day, Fall Festival, and many more.

10 STUDENT SUPPORT

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

11 TIMETABLE

The initial school calendar for the 2022/23 academic year is given in Annex 9. An updated version is on the BIS website.

Teaching staff hours are from 07:45 to 16:30, or as defined in individual contracts. Form Teachers are in classrooms from 07:45. Students arrive at school between 07:30 and 08:00 and should be in their Form Class until 08:00. Primary and Middle School students who arrive before 07:45 should wait in the café before going to classrooms at 07:45. Formal lessons start at 08:00.

Extra-Curricular activities run every day from 15:30 to 16:30. Supervision is available until 17:30 for students after ECAs are completed. No supervision is available after 17:30.

Timetables are established for each year group. Initial timetables and any updates are sent to staff, students and parents by email. The outline timetables showing break-times, drop-off time and pick-up time is given in Annex 10.

12 EXTRA CURRICULAR ACTIVITIES

BIS offers a wide range of extra-curricular activities (ECAs) both on-site and off-site. ECAs run every day from 15:30 to 16:30. ECA timetables are provided to staff, students and parents before the start of each term by the ECA Coordinator.

13 COMMUNICATIONS

BIS operates as transparently as possible with as much information as possible about the school available on

the BIS website.

A weekly newsletter – Voices - is sent by email to all parents, and to students with bis.kg email addresses, to inform them of school activities and forthcoming events. **If you are not on the Voices mailing list and you would like to receive Voices, just send an email to info@bis.kg and ask to be added to the Voices mailing list.** Any student can be added to the list if they have an email address and want to receive Voices.

Parent-Teacher meetings are held regularly to enable parents to discuss their child's progress with the Form teacher or subject teachers. Dates for Parent-Teacher meetings are on the school calendar.

The Parents Association Management Committee appoints a class representative for each class, to facilitate communication between parents in the class and between parents and the Form teacher.

14 ARRIVING AT AND LEAVING SCHOOL ON SCHOOL DAYS

1. Parents/guardians are responsible for the safe arrival of students up to the point of passing the pedestrian entrance beside the security cabin between 07:30 and 08:00 , or until boarding a school bus.
2. Students arriving on-time should normally go directly to their own classroom on arrival at school, except Primary School students arriving before 07:45 who should stay in the cafe or have supervised play outside, if weather and AQI levels are safe, until 07:45 , then to their own classroom. From 07:45 to 08:00 , students will be registered as 'in-school' in the class register. Any absences will be investigated. Students arriving after 08:00 must report to the internal Reception before joining their class.
3. If students are collected from school during the school day, the parent/guardian collecting the student must go to the external Reception. Reception will organize collection of the student from the school gate, and record the absence in the school register. No student may leave school without permission from reception, except students in Grade 11 and 12 with flexible attendance.
4. Students in Grades 0-5 must be collected from the school by their parent/guardian or designated driver. The class teacher and co-teacher are jointly responsible for safe handover of children to their parent/guardian or designated driver. When children are in ECA activities before leaving school, the ECA teacher/supervisor is responsible for safe handover of children to their parent/guardian or designated driver. This rule is waived if parents or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
5. Grade 0-5 students will only be handed over to those parents/guardians who are registered with the school. The school will keep a register of names with photographs of registered parents/guardians to ensure that this policy is always effective. If a parent/guardian requires the child to be picked up by a different parent/guardian or driver on any day, the parent/guardian of the child must inform the school in advance. This rule is waived if parents or guardians give advance written notice to the school that the child will leave the school by themselves, in which case these children will be allowed to leave by themselves.
6. Middle and High School students are themselves responsible for meeting parents/guardians or drivers or finding their own route home. If any of these students are not being met by a parent/guardian or designated driver, the parent/guardian must give advance notice to the school that the student will leave the school by themselves, or they will not be allowed to leave.
7. Students from Grade 6-10 who are not participating in ECAs should not leave the campus for any reason, unless they are going home or another agreed destination from which they will not return to school until the following morning. Students should not leave to go to shops or to buy snacks to bring back onto the campus. If students are not participating in ECAs, the following supervision arrangements

should be in place between 15:30 and 16:30:

- Grades 6-8: Students should go to the library where they can read or complete work, supervised by a member of staff. They are not allowed to leave the campus at this time, unless they are going home or another agreed destination from which they will not return to school until the following morning.
- Grades 9-10: Students can be on campus and be in the outside areas without staff supervision (although staff present in these areas have a duty to oversee and report any incidents). They are not allowed to leave the campus at this time, unless they are going home or another agreed destination from which they will not return to school until the following morning.
- Grades 11-12: Students are allowed to leave and return to campus at this time.

The School Bus rules are given in Annex 7 to this Handbook.

APPENDICES

ANNEX 1: ESSENTIAL INFORMATION FOR THE FIRST WEEK OF SCHOOL

What do students need to bring on the first day?

Preschool students need: a set of clean clothes to keep in their locker in case of accidents, a backpack, water bottle, hat, sunscreen, and a pair of indoor shoes, in addition to their outdoor shoes for the playground. If the indoor shoes are not appropriate for sports (e.g. Crocs), please also bring a pair of indoor gym shoes for dancing and gym in the hall. For students who will have a lunchtime sleep at school, a clean set of bedding.

Primary students need: a backpack, water bottle, cap, sunscreen, and a pair of indoor shoes, in addition to their outdoor shoes for the playground. If the indoor shoes are not appropriate for sports (e.g. Crocs), please also bring a pair of indoor gym shoes for dancing and gym in the hall. Students in Grade 0-Grade 2 should bring an additional change of clothes to keep at school. Stationery is available in each class with enough resources for all students, but students can bring their own pencil case with any stationary they desire. Primary students are not required to bring a personal computer.

Middle & High School students need: a backpack, water bottle and pencil case (including basic stationery). All exercise books will be provided by the school. Middle School students are not required to bring a personal computer.

All High School students (DP and IGCSE) must also bring their own laptop or tablet.

Students who have PE on the first day, should bring appropriate clothes for PE. Classes with PE on the first day will be informed in advance.

BIS does not have a school uniform. Students should wear clothes that are appropriate for what they are doing, including PE, class field trips and to suit the weather. Guidelines on clothing and all other rules and guidelines are in the Parent/Guardian Handbook and in the Student Handbook.

What happens on the first day?

Students will gather on the outside playground from 07:45. Homeroom/Form teachers will be outside with visible signs to collect each separate class. Additional staff will guide students to the relevant groups before a brief welcome by the Head of School, followed by departure to the separate classrooms for the first two periods before snack time. Each class will stay with their Form class for the first two periods of the day to get to know their classmates, collect stationery, be allocated a locker, and receive information about classes, timetables, school email (where relevant) and expectations.

For Preschool children, parents will be welcomed into the Preschool outdoor play area and locker room on the first day to help with transitions.

The Parents' Association normally hosts a 'First Day of School Coffee' to which all parents are invited after dropping off their children, as a chance for members of the community to get to know each other and enjoy some refreshments. Parents will hear more about this directly from the President of the Parents Association by email.

School buses operate from Monday August 22nd.

If you have not already signed up for a school bus, contact Burmakan Birzanova on bbirnazarova@bis.kg or refer to her email from 10th August.

Morning buses arrive at the school around 07:45. Afternoon buses leave at 15:20 and 16:40. Please make clear which afternoon bus option you require.

Extra-Curricular Activities (ECA) start on Monday August 29th.

There are NO extra-curricular activities (ECAs) in the first week of school. ECA options will be sent out on Monday 22nd August, with ECAs starting on Monday 29th August. Please also note that Wednesday 31st August is a public holiday and school will not be open on that day. Normal school (including ECAs) will resume on Thursday 1st September.

ANNEX 2: 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 School Systems Administrator 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 School Systems Administrator can offer advice.

Requests for particular sites and sources to be unblocked should be made to the School Systems Administrator 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.
- After leaving BIS, your school email account will normally be closed one month after your last day at BIS, but could be closed earlier so please save anything you need and let your contacts know your new address before you leave if possible.

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

Never:

- transmit obscene, hateful or threatening communications;
- communicate or publish inaccurate, defamatory or racially offensive materials;
- transmit via 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 the School Counsellor for more information about bullying if they are at all unsure. The school will undertake a full investigation of any cyber bullying incidents and will support the victim throughout the process. Likewise, the school will work with any students causing or participating in cyber bullying to better understand the reasons for their actions and to support them in finding less harmful ways to communicate or express themselves. If you wish to report inappropriate behaviour you can speak to any teacher. The teacher will ensure that you will remain anonymous in any follow up action. The school will undertake a full investigation of any cyberbullying and will support the victim throughout the process.

9. Social networks

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 or Instagram page), never be derogatory to any person or bring the school name into disrepute. Be careful what you post. It will be monitored and moderated if necessary.

Never use the Internet or email to arrange to meet someone you do not know. Not everyone is who they say they are. If you are unsure, ask your friends and trusted adults for advice. Be careful of your own personal safety.

10. Internet Access from Personal Laptops or Mobile Devices

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

MYP students are encouraged to bring their 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 IGCSE and 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' or 'admin' wireless networks 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 of your equipment, including any storage devices;
- To keep a fully updated antivirus program installed on your computer and to scan your computer for viruses, malware and other undesirable software on a regular basis;
- Never to access inappropriate websites or material by trying to circumvent the school Internet filtering system. This includes the use of VPNs or other packet encryption, which is forbidden on the network;
- Never to create, share, store, download or display any offensive, obscene, indecent or menacing images, stories, data etc;
- Not to engage in any commercial activities online;
- Not to use the school computer systems for political purposes or advertising;
- Not to promote or provide instructional information about illegal activities or promote physical harm to anything or anyone;
- Not to use peer-to-peer services within school;
- Not to upload, download or attempt to spread any computer virus;
- Never to use the school's facilities, including wireless access from your personal device, to attempt to gain unauthorised access to any other computer systems;
- Not to use any technique which would disrupt network communication, security or integrity.

11. Printing Facilities

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

- Printing more than one page per sheet of paper or printing double sided.
- Using more of the page by changing your document margins and removing blank pages.
- Emailing or sharing 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 has the right to openly monitor the use of computer equipment and Internet and e-mail systems to prevent them being used inappropriately, for unlawful purposes or to distribute offensive material, balanced against an individual user's right to privacy. Administrators reserve the right to examine, use and disclose any data found on the school's networks for the purposes of ensuring the health, safety, discipline or security of any student or staff member or to protect property. This information may, if necessary, be used in disciplinary actions.

13. Sanctions

Depending on the severity of the offence, and at the discretion of the Management Board, one of the following will apply:

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

ANNEX 3: PLAYGROUND RULES

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

Rules:

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

ANNEX 4: LIBRARY RULES OF CONDUCT

1. Be very quiet in the Library;
 - If you are doing a group work, whisper; don't talk loudly
2. Do not unplug the headphones from school computers;
 - several headphones have been broken by students unplugging headphones in the past
3. Use designated extension cord sockets to charge your laptops. Do not unplug extension cords from wall sockets;
4. No food or drinks allowed, except water bottle;
5. No sleeping in the Library;
 - If you don't feel well, please see the School Doctor
6. No using mobile devices for recreational purposes at any time from 07:45 to 17:30 in the library. Phones may be used at other locations in the school after 15:15 but not in the library which is a study location;
 - A teacher must authorise use of a phone for study purposes
 - If a student is using a mobile device for unapproved purposes, it will be confiscated
 - Students may use their mobile device during Study Periods in the Library to listen to music with earphones (inaudible to anyone else). If a student needs to do online research during a study period, they should use the laptops or computers provided in the library. If no computer is available in the library, a student may ask permission from the Librarian to use their phone for research and (if approved) can use their phone for this purpose only
7. Please remember to check-in and check-out the books you are borrowing from the Library;
8. Please return the books on time and in good condition;
 - A minimum fee of \$40 is charged for every lost or damaged book
 - A higher fee is charged if the actual cost of purchase, delivery and administration is more than \$40
9. Secondary Library is for Middle and High School students. Primary Library is for Preschool and Primary students;
 - Library resources are sorted and available according to this division, make use of the resources relevant to you
 - Middle and High School students can use Primary library computers and tables for studying, ONLY when Secondary Library is full
 - Carpeted area in the Primary Library is for Preschool and Primary students ONLY at all times
10. Leave the Library as clean and tidy as you found it, or better than you found it;
 - Please return tables, chairs, bean bags, books to the place where you took them from
 - Please don't leave any trash on the table and don't throw things on the floor
11. Please keep your bags/backpacks near you at all times;
 - Please don't leave your belongings unattended
 - Do not put bags/backpacks on the tables please
12. Please hang your coats/jackets on the hanger;
 - It's acceptable to put your coat on the chair
 - Do not put your coat/jacket on the table
13. Please do not open balcony door without permission;
 - Please consider that there are other visitors in the Library who might not like the door opened
14. Enjoy your time in the library, benefit from the resources available and don't hesitate to ask staff for assistance when you need it!

Primary Classroom Library Corners

1. Books in Classroom Library Corners (CLCs) are registered in the School Library but checked out for the academic year to the assigned classroom. These books are for classroom use and not available for students to borrow.
2. The School Library keeps a record of which classroom each book is assigned to, so that other teachers can borrow CLC books for their own class use, provided they have permission from the responsible Homeroom teacher and arrange to return the book(s) to the designated CLC. The school library is not involved in this process.
3. Homeroom Teachers are responsible for keeping track of CLC books and noting any that have been damaged or gone missing through the year.
4. Specialist and ECA teachers must respect and protect the CLCs and ensure that they stay in the room and are not damaged by other students using the room.
5. At the end of the school year, all books in CLCs will be returned to the School Library for accounting over the summer. After audit, CLC books will be returned to the designated CLC before the start of the autumn term.
6. The cost of replacing damaged or lost CLC books comes from the annual CLC budget. i.e any loss or damage reduces the opportunity to acquire new books for the CLC.

ANNEX 5: MOBILE DEVICE USE BY STUDENTS

Mobile Device Use by Students

Mobile devices include any portable device that can be used for entertainment, academic, or social purposes which may also wirelessly connect to the Internet.

1. Students cannot use a device anywhere for any purpose between 07:45 and 15:15 except:

1.1. Students may use their device during lessons IF the teacher leading the class has given specific permission to an individual to use their phone for a specific purpose. The teacher leading the lesson has sole discretion to confiscate any phone use that has not been approved. Any student who disputes confiscation will receive automatic Lunchtime Reflection.

1.2. Students may use their device 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 them. 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.

1.3. Students may use their device during break time and lunchtime in the Café or outside play area for personal leisure activities (watching appropriate videos or messaging friends or family) . 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 on the stairs .

- 2. Students must not use a mobile device for playing games anytime during the school day (07:45-17:30);**
- 3. Any time a student is using a mobile device outside of the approved locations or if using it for an unapproved purpose in these locations, it will be confiscated;**
- 4. Confiscated mobile devices will be kept at Reception until the end of the day and will not be available for any purpose before 15:15;**
- 5. Repeat individual offenders will be given detention, eventually leading to a requirement to leave their mobile device with Reception every day;**
- 6. Repeated abuse of the system by many students will lead to a full time ban on use of mobile devices for all students.**

All staff are responsible for enforcing this policy and all students must follow staff instructions on this policy

ANNEX 6: TEXTBOOK DEPOSIT SCHEME

BIS temporarily provides textbooks/calculators/instruments for students to use and return to BIS at the end of each course, with returned textbooks/calculators/instruments assigned to the next group of students coming through the school.

This system normally works well, as most students are very responsible in looking after books and returning them when requested, but sometimes books are missing or badly damaged. To be fair to everyone and to make sure responsible students do not end up paying for the less responsible, we have a 'Textbook Deposit Scheme' based on a standard deposit at different stages of the school.

Provided all books and instruments are returned in good condition, deposits will always be refunded when leaving the school.

Textbook Deposit Scheme 2022/23 Academic Year

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

The initial deposit is paid at the same time as initial tuition fees at the time of enrolment and before starting school. No learning materials are provided to a student until the deposit is paid.

The deposit is refunded once the last textbook is returned before leaving the school. The initial deposit will be held by the school and additional deposit required in case of lost or seriously damaged books/instruments or when moving up to a higher level in the school, or if the overall deposit scheme level is increased.

If a textbook or other school support material is not returned on time, the textbook deposit will be used to purchase replacement textbooks and this amount is deducted from the deposit owed to the parent.

Each lost or damaged book will be charged at either the standard rate of \$40 per book, or (if actual costs are higher) will be charged at the actual cost of replacement book purchase plus postage plus customs fee plus \$10 administration charge.

ANNEX 7: SCHOOL BUS RULES

Safety Rules for Bus Drivers, Bus Supervisors and Students are given in the Health and Safety Policy. These are additional guidelines for Bus Supervisors.

The Bus Supervisor must ensure:

1. That parents of students and students on the bus know:

- The pick-up and drop-off times when they must be ready for the bus in the morning and parents should be ready to collect in the evening if required;
- The address of pick-up and drop-off points will also be given;
- If a child is continuously late for the school bus, the bus will not wait;
- If for some reason their child will not use the school bus, they must notify the bus supervisor and bus coordinator in advance;
- That children in preschool can only use the bus with an accompanying parent.

2. The bus has a BIS notice in the front window.

3. In case of absence of one of the students in the morning - find out the reason and make sure that he/she will not take the bus.

4. In case a student repeatedly comes for pick-up later than the scheduled time,

- wait 3 minutes and if there is no student, call the parents. If no-show, leave;
- send an email to parents with a request to come out on time;
- in case of persistent lateness, the bus will not wait.

5. Instruct each student about rules for the use of the bus:

- each student must be fastened in a seat belt;
- do not unfasten the seat belt until the bus stops;
- to notify the bus supervisor if they will not take the evening bus (High School).

6. Fill in the record of students, staff and parents on the bus.

7. In case of illness or other circumstances under which the bus supervisor cannot go to work, send a general email to all admin and teachers in advance with a request for cover, (indicating the last point where the bus ends its route) with a copy to the bus coordinator.

8. In the afternoon, collect students for the bus at either 15:30 or 16:30 as planned, and ensure the bus leaves at 15:20 or 16:40 respectively.

9. In case any student is missing in the afternoon, find out the reason, if there were no warnings from the student, call the parents (for Primary and MYP), then leave, as the time is also predetermined.

10. Children in Primary must not be left alone by the road if there is no parent to meet them. Parents should be phoned and the situation resolved safely.

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

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

1. Credits (full academic year course²) in the following subject areas³:
 - English - minimum 4 credits
 - Other Language – minimum 4 credits
 - Mathematics – minimum 4 credits
 - Science – minimum 4 credits
 - Computer Science – minimum 2 credits
 - Individuals & Societies – minimum 4 credits
 - Creative & Elective courses (may be in the categories listed above) – minimum 4 credits
2. Physical Education program completed⁴
3. Community Service program completed⁵
4. Life Skills program completed⁶
5. Minimum 2.0 unweighted GPA⁷

Notes:

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

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

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

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

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

⁶The Life Skills curriculum is provided for one period a week in Grades 9-10 and during Form class, and during Form Class in Grades 11-12. Minimum 80% attendance is required each year.

⁷GPA score is calculated by dividing total GPA points by total credits. GPA scores are rounded to one decimal place with a 0.05 rounded up every time. The only exception if the score is 3.95 or higher and not a perfect 4.0, it is rounded to two decimal places. GPA grade conversion table from the IB Diploma and IGCSE is shown below.

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

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

ANNEX 9: ACADEMIC YEAR 2022/2023 CALENDAR



SCHOOL YEAR 2022/2023

School Vacation
 Public Holiday in KR – School Closed
 Teacher In-Service Day
 Sports Events
 Events
 Meetings or Exams

August 2022						
M	Tu	W	Th	F	Sat	Sun
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				

15 – 19 August: Teacher In-Service Orientation
 22 August: First Day of School
 26 August: Meet the Teachers
 31 August: Independence Day – public holiday

September 2022						
M	Tu	W	Th	F	Sat	Sun
			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		

9 Sept: All Parents Meeting – Parents Association
 17 Sept: Asia Day Festival
 23 Sept: Sports Day in Spartak Stadium: Grade 4 to 12

October 2022						
M	Tu	W	Th	F	Sat	Sun
					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

12 Oct: Individual Parents-Teacher Meetings
 14 Oct: UN Day at BIS
 17-21 Oct: Autumn/Fall Break
 28 Oct: Fall Festival/Halloween

November 2022						
M	Tu	W	Th	F	Sat	Sun
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				

7-8 Nov: Days of History & Memory of Ancestors
 8 Nov: Holiday moved to 24th February
 19 Nov: BIS Annual Debate Tournament
 25 Nov: Friendsgiving Dinner – Parents Association

December 2022						
M	Tu	W	Th	F	Sat	Sun
			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	

10 Dec: BIS Anniversary Show – Official School Day
 16 Dec: Last Day of First Semester / Ded Moroz
 19 Dec - 6 Jan – Winter break

January 2023						
M	Tu	W	Th	F	Sat	Sun
						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

7 Jan: Orthodox Christmas
 9 Jan: First Day of Second Semester
 18 Jan: Parent-Teacher Meetings
 27 Jan: Winter Sports Day

February 2023						
M	Tu	W	Th	F	Sat	Sun
30	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					

14 Feb: Valentines Day organized by Students
 22 Feb: Languages in Our Lives Day
 23 Feb: Homeland Defender's Day
 24 Feb: Holiday moved from 8th November

March 2023						
M	Tu	W	Th	F	Sat	Sun
		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		

3 March: STEM Fair
 4 Mar: BISMUN – Model United Nations
 8 March: International Women's Day
 17 March: Nooruz Celebration at BIS
 21 March: Nooruz Public Holiday
 20-24 March: Spring Break

April 2023						
M	Tu	W	Th	F	Sat	Sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 April: April Revolution Day – public holiday
 13 April: PYP Student led Conferences
 14 April: Art Exhibition & Poetry Evening
 15 April: Europe Day Festival
 18 April: MYP 3 Community Project
 21 April: Orozo Ait – public holiday
 27 April: PYP Exhibition
 28 April: All Parents Meeting – Parents Association
 End of April: IBDP and IGCSE Exam Sessions start

May 2023						
M	Tu	W	Th	F	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 May: Labour Day – public holiday
 5 May: Constitution Day – public holiday
 8 May: Primary School Sports Day
 9 May: Victory Day – public holiday
 13 May: BIS Got Talent
 20 May: Parents Association Garage Sale
 27 May: Africa Day Festival

June 2023						
M	Tu	W	Th	F	Sat	Sun
			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		

3 June: High School Prom
 8 June: Class of 2022 Reflection Dinner
 9 June: High School Graduation Ceremony
 12 June: Graduations for Preschool 3, Grade 5, Grade 8
 13 June: Primary School Educational Visits Day
 14 June: Parent-Teacher Meetings
 15 June: Last Day of School /All Americas Barbecue
 16 June: Teacher In-Service Day

July 2023						
M	Tu	W	Th	F	Sat	Sun
					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

July: Vacation
 1 July: Kurman Ait – public holiday
 3 July: Public Holiday for 1 July
 First day of school 2023/24: Monday August 21st

ANNEX 10: OUTLINE TIMETABLE

	Middle & High School				
Periods	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 08:00-08:45					
Period 2 08:45-09:30					
Break 09:30-09:45					
Period 3 09:45-10:30					
Period 4 10:35-11:20					
Period 5 11:20-12:05					
Period 6 Lunch break 12:05 -12:50					
Period 7 12:50-13:35					
Period 8 13:40-14:25					
Period 9 14:30-15:15					
Break 15:15-15:30					
ECAs 15:30-16:30					

Primary School

Periods	Monday	Tuesday	Wednesday	Thursday	Friday
Period 1 08:00-08:45					
Period 2 08:45-09:15					
Break 09:15-09:40					
Period 3 09:45-10:30					
Period 4 10:35-11:20					
Period 5 11:20-12:05					
Period 6 12:05-12:50	Grade 0-1: Lunch and break Grade 2-5 Lesson				
Period 7 12:50-13:35	Grade 0-1: Lesson Grade 2-5 Lunch and break				
Period 8 13:40-14:25					
Period 9 14:30-15:05					
Break 15:05-15:30					
ECAs 15:30-16:30					

	Pre-school				
Periods	Monday	Tuesday	Wednesday	Thursday	Friday
Arrival 07:45-08:00					
Period 1 08:00-08:45					
Period 2 08:45-09:00					
Break 09:00-09:30					
Period 3 09:30-09:45					
Period 4 09:45-10:10					
Period 5 10:10-10:35					
Period 6 10:35-11:20					
Period 7 11:20-11:40					
Break 11:40-12:10 Preschool lunch					
Period 8 reading lesson to sleep 12:10-12:30					
Period 9 Sleep/outside play 12:30-13:40					
Period 10 13:40-14:25					
Break 14:25-14:55					
Period 10 ECAs 14:55-15:30					