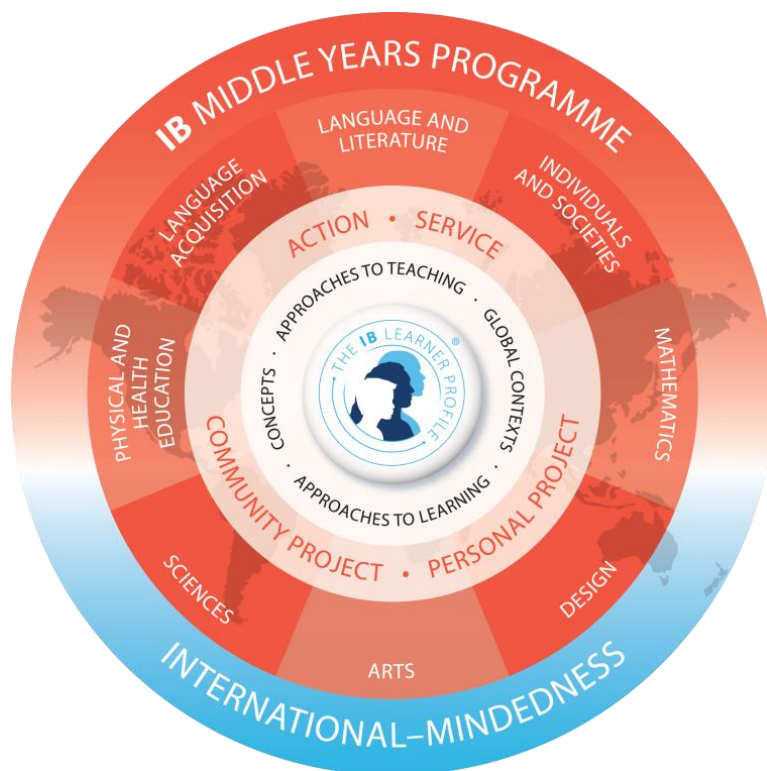




**Bishkek  
International  
School**

# MIDDLE SCHOOL HANDBOOK

2023/24







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# Welcome

On behalf of the Middle School, I am delighted to welcome you to Bishkek International School! This document is designed to give you a short overview of life in the Middle School. Please read it alongside the Student Handbook and the Parents & Guardians Handbook, both of which you can find [here](#).

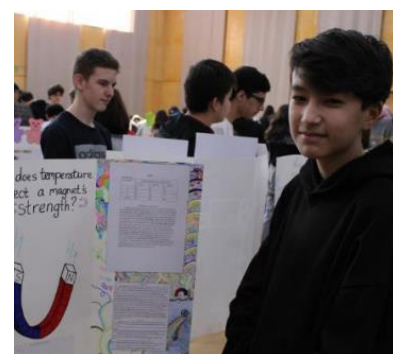
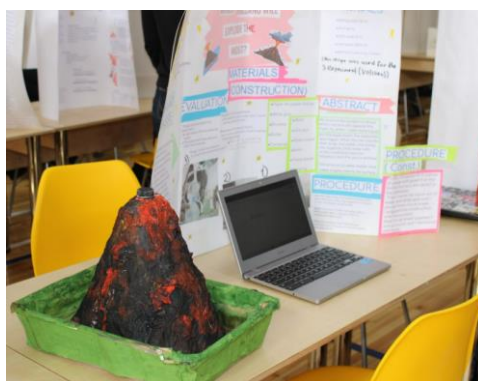
BIS is a warm and welcoming school, founded by the community, for the community. Our student body consists of around 390 students from 30+ countries, giving the school a truly international feel. BIS celebrated its twelfth year of operation last year and we continue to make progress in our provision of international education here in Kyrgyzstan.

At BIS, we are committed to helping students become internationally-minded, think creatively, reason critically and communicate effectively. The school is fully authorised to provide the International Baccalaureate Middle Years Programme, which enables our students to develop skills for learning, draw connections between their subjects and apply their knowledge to real-life contexts, thus preparing them for life in an ever-changing world. The programme also involves service learning, allowing students to make a positive difference to the lives of others. We also offer our students opportunities to participate in extra-curricular activities, including sport, art, music, drama and debate, in order to support their holistic development. Our Middle School staff members come from diverse backgrounds and bring with them a wealth of knowledge and experience in education.

Whether you are new to BIS or returning for another year, we hope that this handbook will serve as a useful guide in answering any questions you may have about life in the Middle School. Please also read the Student Handbook and the Parents & Guardians Handbook. These handbooks and a complete set of school policies can be found on our school website here: [www.bis.kg/school/policies-and-handbooks/](http://www.bis.kg/school/policies-and-handbooks/). Please feel free to contact me by email if you have any questions regarding the MYP or if you would like to meet to discuss anything.

We hope that you will find the Middle School an exciting, engaging and challenging place of learning and we look forward to our partnership with you throughout the academic year.

Laura Kircough  
Middle School Principal  
[lkircough@bis.kg](mailto:lkircough@bis.kg)



**Handbook updated August 2023**

## Practical information

Practical information on a range of topics can be found in the main Student Handbook [here](#). This includes:

- Equipment and clothing requirements
- Arrival time at school
- Homework and deadlines
- Lunch and snacks
- Attendance at school
- Using school resources
- The school calendar
- Behaviour and sanctions
- Bullying
- School awards



Please note that Middle School students may find it useful to use a personal computer at home to complete assignments, but they are not required to bring one to school. Students will have access to school Chromebooks and desktop computers as required during lessons. If a student wishes to bring their own device (laptop, tablet, Chromebook) to school for use in class, they are welcome to do so, but must abide by expectations for appropriate use of technology as outlined in the [Student Handbook](#).

## Communication at BIS

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. The centrepiece of our communication is our digital newsletter *Voices*, which is sent by email to everyone in the school community. Events will be communicated directly to parents by email and/or in *Voices*. In-depth information about the school, including our policies and handbooks and back issues of *Voices* are available on the school website at [www.bis.kg](http://www.bis.kg). We also produce a school yearbook at the end of each academic year, and more information will be sent to students and staff nearer the time.

### ManageBac

All students and parents have access to ManageBac, our curriculum information system, at [bishkek.managebac.com](http://bishkek.managebac.com). There you will find information about the units of study for each individual subject, homework deadlines, summative assessments, grades, report cards, attendance records and teacher email addresses. Remote learning will also be provided via ManageBac for all Middle School students as and when necessary. New students and parents will be issued with log-in details at the start of the year and full help guides are available on the platform. Please email Mr Esentur on [managebac@bis.kg](mailto:managebac@bis.kg) if you have any difficulties.

### Report Cards

Students in the Middle School receive two full school reports a year, in January and June. These reports include criterion scores (0-8) and MYP grades (1-7) for each subject, as well as a written comment from each teacher and the Form Teacher. Students also write a reflection to be included in these reports. We also encourage parents to follow their child's learning through our school through our curriculum information system, Managebac. On ManageBac, parents can see the achievement levels and feedback on summative assessments which contribute to the school report grades. See the 'Assessment and Reporting' section.

Month issued	MYP Grades 1-7 and Criterion Scores 0-8	Subject Teacher Comments	Form Teacher Comments	Student Reflection	Parent-teacher meetings
October	X	X	X	X	✓
January	✓	✓	✓	✓	✓
June	✓	✓	✓	✓	✓

## Individual Parent-Teacher Meetings

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

In the 2023/24 academic year, parent-teacher meetings are scheduled for:

- ✓ Friday 25<sup>th</sup> August – Meet the Teachers for new parents
- ✓ Wednesday 11<sup>th</sup> October – Parent-Teacher Meetings for informal discussion of students' progress
- ✓ Wednesday 24<sup>th</sup> January – Parent-Teacher Meetings to discuss Semester One Final Report
- ✓ Wednesday 12<sup>th</sup> June – Parent-Teacher Meetings to discuss Semester Two Final Report

## 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](mailto:info@bis.kg); tel: +996 312 214 406). The following people should be contacted according to the nature of the question:

Subject-specific academic questions	<i>Subject teacher (details on ManageBac)</i>
Programme or overall curriculum questions	<i>MYP Coordinator</i>
Welfare or behavioural questions	<i>Form Teacher and Principal</i>
Questions about sporting activities or ECA	<i>Athletics Director/ECA coordinator</i>
Accounts and fees	<i>Chief Accountant</i>
Transportation	<i>Administrative Assistant</i>
Middle School issues	<i>MYP Principal</i>
Medical issues	<i>School Doctor and Form Teacher</i>
Address changes, withdrawal and transcripts	<i>Admissions Officer</i>
Student absence	<i>Receptionist, Form Teacher</i>

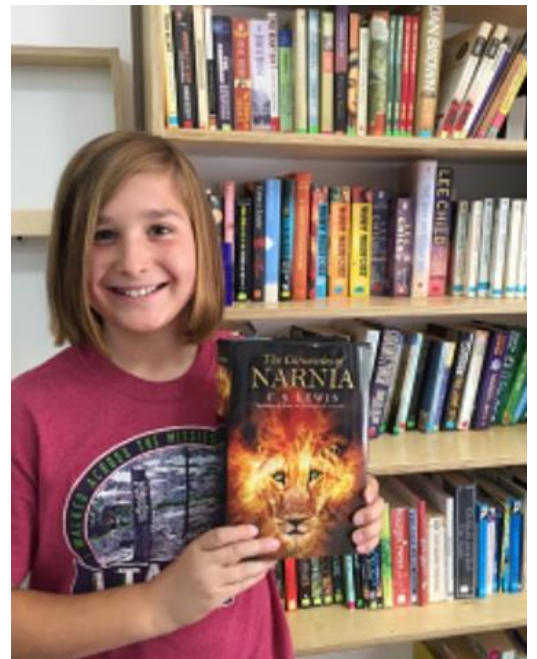
Teachers, Form Teachers and/or the MYP Coordinator will call or send an email directly to parents if a student's progress or behaviour warrants such communication. We hope that by working together we can develop happy, responsible and independent students.

If questions or concerns cannot be resolved by the initial point of contact, parents may wish to contact the Middle School Principal (Ms Laura Kircough - [lkircough@bis.kg](mailto:lkircough@bis.kg)) for issues related to teaching and learning, or the Head of School (Dr David Grant - [dgrant@bis.kg](mailto:dgrant@bis.kg)) for all other issues.

If a problem is not resolved after a conference with the Head of School, it may be referred to the school board. It is hoped that concerns will be resolved informally, quickly and via the above routes. However, if the complaint and concern has not been resolved, the Complaints and Appeals Procedure is set out in the Parents & Guardians Handbook.

## Welcoming new students

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



## Curriculum Framework

At BIS, Middle School consists of students aged 11-14 (Kyrgyz Republic: Grades 6-8; US and Canada: Grades 6-8; UK and Australia: Years 7-9). Students are assigned a grade based on their age.

Students in the Middle School follow two curriculum frameworks. For the most part, students' lessons follow the International Baccalaureate Middle Years Programme model or MYP, which encourages inquiry-based, student-led and globally focused learning experiences. For more information, please see the [IB website here](#). Many of the programme elements and the underlying philosophy found in the MYP are consistent with those found in both the IB Primary Years Programme, and the IB Diploma Programme and the MYP builds upon the former to support student success in the latter.

BIS is also a licensed and accredited educational institution by the Ministry of Education of the Government of the Kyrgyz Republic, preparing students to sit Kyrgyz state exams in the High School and qualify for Kyrgyz universities if they wish.



## MYP Subject Groups



The MYP forms the core curriculum of the Middle School Programme at BIS and consists of 8 subject groups and a service learning component:

- Arts - divided into Performing Arts (music and drama) and Visual Arts
- Design
- Individuals & Societies
- Language Acquisition (offered in English, French, German, Mandarin, Russian and Spanish)
- Language & Literature (offered in English and Russian)
- Mathematics
- Physical and Health Education
- Sciences

These courses are grade-level appropriate and are taught in accordance with the IB Middle Years Programme. All subjects, with the exception of Language Acquisition courses, are taught in grade levels. Teachers in each of these core curricular areas share common planning time during the week and use this time to collaborate in the areas of curriculum and instruction. They also use this time to identify and establish interdisciplinary links between subject areas. In addition to the MYP subjects listed above, all students take Host Country Studies for one lesson a week.

Language Acquisition courses are taught across the Middle School grades in groups divided according to language and phase level. For more information about Language Acquisition choices, please click on the appropriate link for an information sheet. If your child is new to or learning Russian, please click [here](#). If your child already speaks Russian proficiently, please click [here](#). If you would like to discuss this further, please contact the Head of Language Acquisition, Ms Marta on [mgarcia@bis.kg](mailto:mgarcia@bis.kg).

## Local Curriculum

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

- Russian Language & Literature
- Kyrgyz Language
- Host Country Studies (Kyrgyz Geography and History)

This programme is provided for all Kyrgyz citizens and open to any other students who have the required language fluency and/or wish to participate. Kyrgyz citizens are free to opt out of Kyrgyz language studies on the provision of written confirmation of this decision from their parents. Opting out of Kyrgyz language studies does mean that we are unable to enter such students for the Kyrgyz Local Curriculum exams in Grade 9. All students, regardless of whether they are following the Local Curriculum, also participate in Host Country Studies for one lesson a week.

## Form Time

Middle School students are assigned to Form Classes according to their grade level. Form Teachers work with subject teachers to have overall oversight of their form group's wellbeing and academic progress. Form Teachers are available to meet with their form groups daily from 7:45-8:00 in their form classroom, and after assembly on Friday afternoons. Form Teachers are also responsible for teaching one lesson of Life Skills per week to their form group.



## Life Skills Curriculum

Students in the Middle School have one lesson a week led by their Form Teacher, which is devoted to topics such as study skills, identity and relationships, health and wellbeing, and citizenship and society.

## Service as Action

The Middle School curriculum is enriched through service learning activities. In each year of the Middle School, students identify, design, carry out and reflect on activities to serve the school and wider community. These activities may be inspired by subject units but are led by the students themselves, with support from a supervisor, and carried out outside class time. Students in Grade 8 (MYP3) complete a more substantial Community Project, representing a sustained commitment to community service and culminating in a presentation on the project journey (see below). Service as Action is led by a designated coordinator and supported by MYP form and subject teachers.

### Community Project (Grade 8 only)

The MYP Community Project is an important requirement of the third year of the MYP. It challenges students to participate in a sustained, self-directed project to serve the needs of those around them, under the guidance of a project supervisor. Through their completion of the Community Project, students develop skills in research, creativity, organisation, teamwork, communication, responsibility and reflection.

Grade 8 students work on their Community Projects over a period of approximately 6 months during the school year. They work alone, in pairs or threes and are supervised by a project supervisor, who they identify and approach independently. Throughout the process, students should keep a process journal documenting the actions, challenges and reflective opportunities they have encountered. The process culminates in a Community Project Presentation Evening in front of parents, peers, teachers and other members of the school community. Students are graded according to MYP criteria, and the grade and comment are included on the student's final report card.

Students will be given a Community Project Handbook at the start of the academic year, and will be guided through the process by their Form Teacher, supervisor and the Community Project Coordinator. A Community Project information evening for parents will be arranged at the start of the year and information documents will be shared with parents via email.

### Study Periods

Many students in the Middle School have study periods in their weekly timetable. These study periods take place in the library and are overseen by a member of staff. Students are expected to use these periods to work on homework tasks or service learning activities and, if needed, to ask for support from teaching staff. Students may arrange individual meetings with teachers during this time, provided permission has been sought from the supervising staff member.



# Assessment and Reporting

## Why do we assess?

Assessment at BIS is primarily a teaching and learning tool to support the continued development of our students. It is used by teachers to make regular judgements about the effectiveness of both the teaching and learning in progress, and by both teachers and students to identify how and where further progress might be made. Assessment is also used as a summary or measure of an individual's performance, including in reference to IB standards. Where external testing is used (see 'ISA testing' below), assessment is used as a measurement of the school's effectiveness and a means to identify areas for staff and school development. Assessment methods used within the MYP may be formal or informal, formative or summative, and include oral, group, peer or self-assessments. In many cases, greater emphasis is placed on the thought process leading to the desired outcome than the result or product itself.

## Summative Assessments for MYP Grades

MYP grades are awarded primarily based on achievement levels from summative assessments. Summative assessments are major assignments which teachers create to allow students to demonstrate their understanding of the skills and content covered in each unit of study. They are marked according to assessment criteria provided by the IB and moderated internally. This is different from the kinds of assessments students may have experienced in other schools. BIS does not use percentages or compare students to each other when assigning grades. Instead, students receive guidelines about what is expected on summative assessments and their achievement level is based on how well they meet those expectations. Students are assessed in four criteria for each subject group at least twice a year in order to measure progress towards the objectives of the course, as outlined on ManageBac.

## Achievement levels 0-8 for each Summative Assessment

Each subject has 4 specific assessment criteria which assess student learning against the subject objectives A, B, C and D. Throughout the year, teachers collect evidence of student learning in each criterion from summative assessments and then assign an overall achievement level for each criterion in each reporting period. Achievement levels for each criterion A, B, C and D are assessed on a scale of 0-8 in summative assessments, with 8 being the maximum score a student can obtain. Teachers look at students' performances in summative assessments to determine an overall achievement level for school report cards, which is then used to assign an MYP Grade 1-7 (see below).

## MYP Grade 1-7 calculated from achievement levels 0-8

When grades are shared in MYP reports, the 4 criteria achievement levels 0-8 for A, B, C and D are added up to a total out of 32. Using the grade boundary scale below, the student's final grade (1-7) is determined from their total score. For example: a student receiving a 5, 6, 5 and 8 for A, B, C and D respectively would have 24 points. This converts to a 6 on the 1-7 scale. The overall grade for each subject follows a scale from 1-7, with 7 being the maximum possible grade.

These boundaries and general grade descriptors, outlining what a student's performance in any subject should generally look like, are as follows:

<i>Sum of achievement levels A-D 0-8</i>	<i>MYP Grade 1-7</i>	<i>General descriptor. Subject-specific descriptors are provided with each summative assessment</i>
28-32	7	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them conscientiously in a wide variety of situations. Consistent

		evidence of analysis, synthesis and evaluation where appropriate. The student consistently demonstrates originality and insight and always produces work of high quality.
24-27	6	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. Consistent evidence of analysis, synthesis and evaluation where appropriate. The student generally demonstrates originality and insight.
19-23	5	A consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student generally shows evidence of analysis, synthesis and evaluation where appropriate and occasionally demonstrates originality and insight.
15-18	4	A good general understanding of the required knowledge and skills, and the ability to apply them effectively in normal situations. There is occasional evidence of the skills of analysis, synthesis and evaluation.
10-14	3	Limited achievement against most of the objectives, or clear difficulties in some areas. The student demonstrates a limited understanding of the required knowledge and skills and is only able to apply them fully to normal situations with support.
6-9	2	Very limited achievement in terms of the objectives. The student has difficulty understanding the required knowledge and skills and is unable to apply them fully to normal situations, even with support.
1-5	1	Minimal achievement in terms of the objectives.
N/A	N/A	One or more criteria not yet assessed

Non-MYP Subjects – Kyrgyz Language Acquisition and Host Country Studies and are not currently part of the MYP. Kyrgyz teachers use the criteria and grading scale for MYP Language Acquisition to give a comparative assessment of students’ progress. The criteria for Host Country Studies have been mutually agreed by teachers to assess progress in line with the MYP model.

## Academic Honesty and Plagiarism

Students in BIS Middle School will be introduced to the meaning and significance of concepts related to academic integrity, in particular academic honesty and authenticity. Level appropriate skills such as selecting sources, citing and referencing are introduced through interactive exercises and examples in the ‘Academic Integrity Workbook’ in the first term of the school year and students are expected to apply these skills to their work.

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

## Baseline assessment, ISA testing and tracking progress

BIS Middle School students complete baseline assessment in English, Maths and Science at the beginning of each academic year or on joining the school. Results from these assessments are not included on report cards but are used to identify support needs and to enable teachers to track student progress over the course of the year.



Throughout the academic year, students are measured against international, grade-appropriate standards in English, Maths and Science at least once a term. This data is collected and used internally to measure the effectiveness of teaching and ensure that students make sufficient progress in their learning.

In February, all students from grades 4-8 complete International Schools' Assessment (ISA) online tests in Reading, Writing, Mathematical Literacy and Scientific Literacy. The purpose of these tests is to provide international benchmarking of students' competencies, as well as to monitor student progress, identify knowledge gaps and evaluate the school's performance. The tests are not used to report on individual student achievement and teachers do not use lesson time to directly prepare the students for the test content.

## Learning support

Support is provided for students who experience learning difficulties and need some additional assistance to help them meet their learning goals. This support may be in small groups, in class or out of class and may be long term or short term. This support is designed to meet individual learning needs, remove barriers to learning and develop the student's ability to be an independent learner. Students may be referred for support by teachers, parents or previous schools. Where appropriate, observation and assessment is carried out by the Learning Diversity, Inclusion and Counselling (LDIC) team and, if support is required, an Individual Education Plan (IEP) is established, which includes targets for the student. These targets are reviewed with the student, teachers and parents twice a year.

If additional language support is required (beyond the instruction provided in Language Acquisition classes), students may be referred to the English Language Acquisition team for regular small group or one-to-one intervention sessions.

Many subject teachers also offer targeted support or drop-in sessions at lunch times or during ECA time to help students who may have questions or concerns about a particular topic of study or task. Any student who is concerned about their progress or level of understanding in a particular subject is encouraged to approach their subject teacher or Form Teacher to explore the support options available.



# Student life

## Anniversary Show

Our 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. All students are required to attend on the Saturday; it is an official school day.



## Assembly

Assembly is held for all Middle and High School students every other week on Friday afternoon in the Cafeteria. Assemblies are used to inform students about upcoming events, celebrate student achievements and encourage students to share their knowledge with each other. After Assembly, students complete activities in their form class to finish the week.

## Assignments and deadlines

Middle School students complete a wide variety of assignments throughout the school year. When each assignment or assessment task is given, teachers will give a clear due date for submitting the work. For each summative assessment task, students and parents will be able to see details of the task, the due date and the criteria on which they will be assessed on ManageBac. Students who fail to submit their work by the due date will be given a final deadline. They may be required to work on the task after school on the same or following day, under the supervision of the MYP Coordinator. In this instance, 'after school' refers to the time period 3:30-4:30. If a student has an ECA during this time, they must miss the ECA to attend the supervision, unless it is a paid ECA. All work completed by the end of the hour must be submitted and will be graded by the subject teacher accordingly. An email will also be sent to the student's parents to inform them of the situation. Please refer to the Assessment Policy for more information.

## Competitive sports teams

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

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



If a student is falling behind in academic work, failing to complete assignments or not meeting behavioural expectations, Programme Coordinators may withdraw them from participation in a school team and any matches or tournaments until the student's performance or behaviour improves. Members of school teams should refer to the Player Agreement for further guidelines on conduct. Other sporting activities are also available through the ECA programme.





## Educational Visits and Trips

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



## Events

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

## Extra-Curricular Activities

BIS offers a wide range of extra-curricular activities (ECAs) both on-site and off-site. ECAs run every day from 15:30 to 16:30. A list of ECAs available for the term ahead are sent before the start of each term or in the first week of the first term. The majority of these are provided at no extra cost, however, if the activity involves an external facilitator or transport costs, additional payment is requested. These ECAs are marked on the list as 'paid ECAs'. ECA timetables are provided to staff, students and parents before the start of each ECA cycle by the ECA Coordinator.



If you have any questions or comments regarding ECAs, please contact Ms Nazira or Ms Bojana, ECA coordinators: [nverger@bis.kg](mailto:nverger@bis.kg) or [baskovic@bis.kg](mailto:baskovic@bis.kg).



## Homework

Students in the Middle School receive homework every day. In order to limit the amount of homework set, the MYP Coordinator creates a homework timetable at the beginning of each academic year, detailing which subject teachers can set homework each day. Homework tasks should be limited to 20-30 minutes per subject. Middle School students should keep track of their homework tasks on ManageBac.

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

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

## Houses

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

Various competitions and events contribute to house points. In previous years in Middle School this has included participation and success in a FIFA tournament and a table tennis tournament, participation in dress-up days and participation in school-wide design competitions. Points are accumulated throughout the year to produce an overall winning House.





## Lockers

Each Middle School student is assigned a locker at the beginning of the school year, or on joining the school, and given a key. Lockers should be used to store books, bags and any other materials needed for the school day. They should not be used to store any valuables. Students will be given a key to their locker at the beginning of the year and are responsible for its safekeeping. Students are asked to pay 500 som as a deposit for the locker key at the start of the year, in case they are lost. If a student loses the key to their lockers, they should inform Reception and Ms Aziza.



## 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 Zhibek (Grade 6) or Ms Valeia (Grades 7 and 8) , or the Principal, 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 Zhibek/ Ms Valeria and the Principal 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, Ms Kyzjibek, and the necessary guidelines will be followed to ensure the student is cared for in the correct manner.



# Frequently Asked Questions

## **What do I need to bring with me to school?**

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

## **Do I need to bring my own laptop or tablet?**

No, there is no requirement for you to bring your own device. If you need to access technology during your lesson, your teacher will reserve the chrome books or take the class to the ICT room. You may bring your own laptop or tablet to class if you would like, but you must make sure you follow the school rules on appropriate use of IT and only use it in class with the teacher's permission.

## **Can I use my phone at school?**

You may bring your phone to school but must follow school policy on use of mobile phones (found in [Annex 7](#) of the Student Handbook). Using mobile phones for playing games is not permitted at any time. If you do not adhere to these rules, your phone will be confiscated for the remainder of the school day or longer. If students need to call their parents, they may use the phone at Reception.

## **Can I bring my own food?**

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

## **Where can I store my things in school?**

Every student in Middle School will be assigned a locker with a key when they join the school. They will keep this locker for the duration of the academic year and may use it to store any of their belongings. Most students also carry a school bag with their materials for the day's lessons. During lunch time, bags can be stored in the shelving space in the cafeteria.

## **What should I do if I'm absent from school?**

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

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

## **What should I do if I'm late for school?**

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

## **Is there a school bus? How does it work?**

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

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

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

### **What should I do if I feel unwell?**

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

### **Who should I talk to if I have a problem?**

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

### **What should I do if I forget my books or homework?**

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

### **How much homework will I get?**

Some homework is likely to be assigned every day and you can keep track of deadlines via ManageBac. The MYP Coordinator will make a homework timetable that determines which subject teachers can set homework on which days. This is to make sure you don't get too much homework on one day. As a school we believe in only setting meaningful homework to help you continue and consolidate your learning in class, so if your teacher doesn't have a productive homework task to give you, they won't assign any homework. Most MYP students have 4 study periods a week, during which they can work on homework and summative tasks in the school day, reducing the amount of work to do at home.

### **Will I have any exams?**

Each unit of study in the MYP concludes with a summative assessment. This may be a test during the lesson, or may take the form of a project or performance. All MYP assessment is conducted internally, which means that your subject teachers will set and grade the assessments that you take. There are no formal end-of-year exams in Middle School. In February you will take online International Schools' Assessment (ISA) tests in English, Maths and Science. However, you will not need to prepare for these tests as they are a measurement of the school's programme, rather than your individual performance.

### **How often should I check my email?**

During school term time, we recommend that students check their school email at least once a day.

### **What is ManageBac for?**

ManageBac allows teachers to share information with students and parents about homework, upcoming summative assessments, units of study, grades and more. It is important to check ManageBac regularly and ensure that all work is uploaded on time. If you have any questions about a task set on ManageBac, you should ask your teacher. If you have questions about ManageBac, there are useful help guides on the site. If you cannot log in, please contact Mr Esentur on [managebac@bis.kg](mailto:managebac@bis.kg) who will be able to reset your password.



# Policies & Handbooks

## School policies

Up-to-date versions of all school policies can be found on our school website [here](#).

## Handbooks

Parents & Guardians Handbook [here](#).

Student Handbook [here](#).



## Useful contacts

Head of School	David Grant	<a href="mailto:dgrant@bis.kg">dgrant@bis.kg</a>
Middle School Principal	Laura Kircough	<a href="mailto:lkircough@bis.kg">lkircough@bis.kg</a>
MYP Coordinator	Nadine Lemoine	<a href="mailto:nlemoine@bis.kg">nlemoine@bis.kg</a>
Form Teachers	G6: Adele Antheunessins and Marc Navo Garreta  G7: Asel Orunbekova and Daniel Cullington  G8: Gulbara Akunova and Stephan Labanowich	<a href="mailto:aantheunissens@bis.kg">aantheunissens@bis.kg</a>  <a href="mailto:mgarreta@bis.kg">mgarreta@bis.kg</a>  <a href="mailto:aurunbekova@bis.kg">aurunbekova@bis.kg</a> <a href="mailto:dcullington@bis.kg">dcullington@bis.kg</a>  <a href="mailto:gakunova@bis.kg">gakunova@bis.kg</a> <a href="mailto:slabanowich@bis.kg">slabanowich@bis.kg</a>
Community Project and Service as Action Coordinator	Aigul Kubatbekova	<a href="mailto:akubatbekova@bis.kg">akubatbekova@bis.kg</a>
School Counsellor	Zhibek Kenzhebaeva Valeria Totolina	<a href="mailto:zhkenzhebaeva@bis.kg">zhkenzhebaeva@bis.kg</a> <a href="mailto:vtotolina@bis.kg">vtotolina@bis.kg</a>
Learning Diversity and Inclusion Coordinator	Kyzjibek Tekenova	<a href="mailto:ktekenova@bis.kg">ktekenova@bis.kg</a>
ECA Coordinators	Bojana Askovic Nazira Verger	<a href="mailto:baskovic@bis.kg">baskovic@bis.kg</a> <a href="mailto:nverger@bis.kg">nverger@bis.kg</a>
Librarian	Irina Pak	<a href="mailto:ipak@bis.kg">ipak@bis.kg</a>
School doctor	Asel Turusbaeva	<a href="mailto:doctor@bis.kg">doctor@bis.kg</a>

## Middle School Subject Teachers

All details of your subject teachers can be found on ManageBac. Log-in details will be shared at the start of the year with new students and parents. If you are struggling to log in, please contact Mr Esentur on [managebac@bis.kg](mailto:managebac@bis.kg).

## School Contact Information

Email: [info@bis.kg](mailto:info@bis.kg)

Phone: +996 312 214 406