



Bali Island School

for a World-Class Education

Student & Parent Handbook 2018 - 2019



Table of Contents

WELCOME TO BALI ISLAND SCHOOL

BALI ISLAND SCHOOL MAP

VISION, MISSION, VALUES, STATEMENT OF IDENTITY AND STRATEGIC GOALS

1. SCHOOL GOVERNANCE & LEGALITIES

- 1.1 School Governance
- 1.2 School Profile
- 1.3 Legal Status of the school in Indonesia
- 1.4 Student Visas (KITAS)
- 1.5 Parents Teachers Association (PTA)

2. COMMUNICATION

- 2.1 Main Office
- 2.2 E-mail
- 2.3 Teacher - Parent Communication
- 2.4 Online Information - eNews, Website, Facebook, Instagram and Twitter
- 2.5 Student Organisation
- 2.6 The School Phone and Mobile Phones
- 2.7 Emergency Communication
- 2.8 School Calendar
- 2.9 Advertising

3. SAFETY AND SECURITY

- 3.1 Crisis Management at BIS
- 3.2 Emergency Drills
- 3.3 Evacuation Procedure
- 3.4 Procedures for Entry and Exit
- 3.5 CCTV
- 3.6 Lost Property
- 3.7 Hiring Procedures
- 3.8 Scams
- 3.9 Child Protection Policy
- 3.10 Pets

4. ADMISSIONS

- 4.1 Admission Procedures
- 4.2 Student's Grade Placement
- 4.3 Guardianship and Supervision
- 4.4 Withdrawal
- 4.5 Tuition and Other Fees

5. SCHOOL LOGISTICS

- 5.1 Class Size
- 5.2 The School Day
- 5.3 Arrival at and Dismissal from School
- 5.4 Parking and Student Drivers
- 5.5 Attendance and Absence

- 5.6 School Supplies
- 5.7 Use of Computers
- 5.8 Snack and Lunch
- 5.9 Homework Expectations
- 5.10 Uniform and Dress Code
- 5.11 House System
- 5.12 Assemblies
- 5.13 Secondary Student ID Cards

6. BEHAVIOUR AND COMMUNITY EXPECTATIONS

- 6.1 Primary Standards of Conduct
- 6.2 Primary Behaviour and Consequences
- 6.3 Collective Responsibilities in Secondary
- 6.4 Secondary Behaviour and Consequences
- 6.5 Community

7. ACADEMICS

- 7.1 Academic Freedom
- 7.2 Academic Honesty
- 7.3 The IB Curriculum (www.ibo.org)
- 7.4 Assessment and Reporting
- 7.5 Academic Support and Tutors
- 7.6 Special Requirements For Students with Indonesian Nationality

8. SCHOOL ACTIVITIES

- 8.1 After School Activities (ASA)
- 8.2 Education Outside the Classroom (EOTC) and Field Trips
- 8.3 BIS Representative Teams/Groups and Student Leadership (STUCO)

9. STUDENT SUPPORT SERVICES

10. STUDENT HEALTH

- 10.1 Medical Care at BIS
- 10.2 Parents' Responsibilities
- 10.3 School Accidents or Injuries
- 10.4 Healthy Eating

11. FACILITIES

- 11.1 Facilities in General
- 11.2 School Library

WELCOME TO BALI ISLAND SCHOOL

Welcome to School Year 2018-2019! I am excited to welcome you to the Bali Island School and to work alongside our dedicated Board, our Administrative Team and exceptional Faculty and Staff. The Bali Island School has a wonderful reputation amongst international schools and I am looking forward to working with you to further the good work of continuous improvement. Together we are better!

Creating confident and empowered learners who engage in real world issues and work to make a difference in our community is our goal at the Bali Island School. We expect each of our students to reach for their utmost potential by actively engaging with their community through creative and respectful interactions.

As an IB World School, we hold all community members accountable to the values this program adheres to. We are reflective thinkers. We are principled. We are knowledgeable but also open minded and we readily inquire. We take risks knowing that we learn through failure. We strive to live balanced lives. We care for our learning and for our community and communicate openly knowing we are better together.

The Bali Island School is poised to audit all of our programs and prepare for next year's accreditation evaluation through our accrediting agencies: the Council of International Schools, the Western Association of Schools and Colleges, and the International Baccalaureate. We look forward to this review process and identifying areas of strength and areas for growth. I encourage all of us, members of our community, to reflect on our areas of strength and of growth. Set a goal that will challenge you to become a better student, teacher, member of staff, administrator or parent this year. This year will be full of challenges, this is where learning happens best. Our faculty are ready and our administrative team is ready to have a wonderful year of learning together.

To the members of this year's Senior Class - we wish you all the best and look forward to supporting you as you balance all of the demands for your time while striving to reach your goals.

I look forward to seeing you all on Day 1, August 6, 2018!

Garth Wyncoll
Head of School
Bali Island School

BALI ISLAND SCHOOL MAP



- A : Main Office
- B : Staff Room
- C : Primary Principal Office
- D : Counselor Office
- E : Secondary Principal Office
- F : MYP/DP Coordinator Office
- G : Security Office, School Clinic, Photocopy Room, IT/PE Office
- K : Admission Office
- L : Library
- MPR : Multi Purpose Room
- T : Temple
- R1-R15, R18 : Secondary School
- R17, R19-R28 : Primary School



VISION, MISSION, VALUES, STATEMENT OF IDENTITY AND STRATEGIC GOALS

Vision

To be the school of choice for internationally-minded families and a leader of IB World Schools in Indonesia.

Mission

Engaging and empowering globally-minded, confident learners to reach their utmost potential in an active, creative, and respectful learning community.

Values

Our values are derived from the IB Learner Profile. Through these attributes we embed the concept of Internationalism and provide opportunities for leadership within our community and into our curriculum. All members of the BIS community strive to be:

- **Reflective**
- **Risk-takers**
- **Balanced**
- **Knowledgeable**
- **Inquirers**
- **Thinkers**
- **Communicators**
- **Principled**
- **Open-minded**
- **Caring**

Statement of identity

Bali Island School is an IB World School, fully authorized by the International Baccalaureate to run the Primary Years, Middle Years and Diploma Programmes from Preschool to Grade 12. We are Council of International Schools (CIS) and Western Association of Schools and Colleges (WASC) accredited, nonprofit, college-preparatory and operate under Indonesian law.

IB Authorized : PYP since 2002, MYP since 1999, DP since 2002,

Accredited : WASC since 1995 and CIS since 2010

Last accreditation and evaluation visit - November 2015

Strategic Goals from 2016-2022

We will continuously strive to ensure that the skills, knowledge and understandings essential for learning are integrated into the curriculum for students to reach their utmost potential.

We will continue to build the means to deliver a high quality international education.

We will commit to active community engagement within and outside our school walls.

We will seek to modernize our facilities while keeping an authentic Balinese ambiance.

We will encourage all employees to be lifelong learners and to be role models of the Learner Profile for our students.

1. SCHOOL GOVERNANCE & LEGALITIES

1.1 School Governance

The Board of Directors (*Pengurus*) are responsible for the everyday running of the Foundation. Their most important function is to ensure the school and the Foundation fully comply with the Indonesian laws governing foundations and to hire the Head of School and ensure that he or she is running the school in accordance with the existing policies.

The Board of Directors have fiduciary responsibility for the school funds (the school fees you pay for educating your child/children) and they are accountable to the Governing Advisory Board. They can only act with one voice through a collective opinion.

The Board of Supervisors (*Pengawas*) consist of a Chair, Renata Sofjan, and a member, Ratih Nurruhliati. This level of the Board supervises the work done by the Board of Directors and reports in a direct line to the Governing Advisory Board.

Collectively, the Board of Directors approves long term policy in collaboration with the Head of School, carries forward the Strategic Plan and ensures that BIS' long term visions and goals are being met.

1.2 School Profile

Bali Island School was renamed in accordance with Ministerial Decree on Education 31/2014 in December of 2014. Until this point, the school operated under the name Bali International School. The Yayasan Bali International School, the foundation under which the school runs, opened the school in September 1985.

The school is based upon international pedagogical educational standards and is organized in a manner consistent with comparable schools, and the basic school program is taught in English. The school has inherent national and international qualities due to its unique setting in Indonesia and due to the diverse international backgrounds of the school population.

1.3 Legal Status of the school in Indonesia

Yayasan Bali International School (YBIS) is the Foundation under which the school runs. It is a non-profit organization whose purpose is to benefit the local and foreign community. The Foundation (*Yayasan*) governs the school as set forth in the Articles of Association, By-laws and Policies. The institution falls under the legal jurisdiction of the laws, rules and regulations of the Republic of Indonesia.

1.4 Student Visas (KITAS)

All students need to provide the school with documentation of their legal status in the country.

The school is able to obtain student visas for our students upon request of the parents. It is important to note that while the school is willing to provide this service, we do not take any responsibility for processes which are beyond our control, such as processing time, which may take approximately 3 months or more.

The fee is IDR 13,500,000 including study permit from the Dept. of Education Jakarta, KITAS and Multiple Exit Re-Entry Permit (MERP) for the same length of time of the KITAS.

1. Scanned documents required to apply for the student visa:
2. Birth certificate
3. Passport of the student, 18 months passport validity remaining to apply for a 12 months KITAS and at least 4 pages available for the KITAS.
4. Last school report
5. Both parents' passports
6. Marriage Certificate of parents

7. The overseas address and Indonesian address
8. Photo size with a red background

Please scan all original documents (in colour) and send them by E-mail to Ibu Lea at: lwidiarti@baliis.net. Please also note that the KITAS fee is due in full prior to the processing of the documentation.

Process

All foreign students sponsored by the school must get a study permit from the Department of Education in Jakarta. Upon approval of the study permit and the visa, the Indonesian Immigration office will send the telex approval to the Indonesian Embassy/Consulate abroad where the student will pick up the approval of the VITAS/VBS. The VITAS sticker will be inserted in the passport and this will give the person the right to get a KITAS which they can apply for after arrival in Indonesia. The KITAS card will be issued by the immigration office in Denpasar or Kuta, depending upon where you live.

Renewal

KITAS and the study permit is valid for 1 year and has to be renewed every year. The renewal should be applied for at least 3 months before the KITAS is expired. All renewals will be done online and we can not influence the process. The KITAS renewal can be done in Denpasar, without leaving the country. Final Departure or EPO (Exit Permit Only) costs Rp. 1,500,000 ; this fee is the responsibility of the parent and must be paid prior to processing the documentation.

When a student is leaving the school permanently, he/she will need to turn in the KITAS, Buku Pengawasan Orang Asing (blue book if there is any) and obtain an 'exit permit only' (EPO) from the immigration office. The EPO will be stamped in the passport and the KITAS is then cancelled and gives the student the permission to leave the country. The EPO is required to avoid any future problem for the student as well as the school.

If your child has a KITAS through the school, please ensure that you inform **Ibu Lea directly** of any travel plans or changes which may impact the renewal process or final departure process.

1.5 Parents Teachers Association (PTA)

The BIS PTA is an organization made up of all parents and teachers of BIS. Parents automatically become members of the PTA upon enrolling their children at the school, and are therefore welcome and encouraged to attend monthly meetings and other events throughout the year. The PTA is active in supporting the school in many ways, and is a great way for new parents to become involved in the community. The PTA may not contravene any BIS Policy or decision of the Boards of YBIS and must at all times operate within the spirit and parameters of the school's Mission, Vision, and Core Values.

The main objectives of the PTA are to enhance the educational environment and learning experience of BIS students, to support and coordinate active parent involvement in the school, and to facilitate the building of a positive school community. In addition to monthly meetings, activities of the PTA have included an annual fundraising event, school-wide "Barbeque" to support athletic events and other celebrations on campus, and occasional get togethers. The PTA also maintains a charitable focus by donating 12% of all funds raised to two established and recognized non-governmental organizations within Bali. Charity Representatives from the PTA coordinate regular communication with these organizations and facilitate visits for anyone who is interested in becoming more involved.

Class Parent Coordinator (CPC): Each class at BIS has a PTA designated Class Parent Coordinator. CPCs are provided with a list of all parents and their preferred contact information (E-mail and/or phone number), and will contact parents on behalf of the PTA as the need arises. This information is based on what you have provided to the school at the beginning of each academic year.

2. COMMUNICATION

Communication is one of the cornerstones of a successful school community. We encourage all members of the community to communicate clearly and respectfully, with the person immediately concerned if there is any issue. We support timely and respectful communication and our expectation is that members of the BIS community communicate questions/queries to the appropriate person through the channels we have in place at the school.

To encourage positive communication we ask that parents and students liaise directly with their teachers to ensure that expectations are clear as to the role that each person plays in the learning process. The aim is that parents, students and the school develop a culture of shared responsibility for student learning. Therefore, It is important that parents and students and teachers are all communicating and sharing perceptions so that student learning is maximized.

Parents have the right to address issues they consider of high sensitivity directly to the Principals/Head of School and may make a request for confidentiality.

2.1 Main Office

Contact details:

Jalan Danau Buyan IV No. 15

Sanur, Bali – Indonesia 80228

p: +62 361 288770

f: +62 361 285103

e: admissions@baliis.net or info@baliis.net

www.baliislandschool.com or www.baliinternationalschool.com

Office hours: Monday to Friday from 7.30 am to 4.15 pm.

During holiday periods the office hours will be 8:00 am to 3:00 pm.

The office is open apart from weekends, official holidays (red days) and the period between Christmas and New Year. Please check the school calendar that denotes the official holidays and office closure dates.

2.2 E-mail

While nothing can replace face to face and direct communication, BIS staff can be contacted at any time by parents and students. We will endeavor to respond within 48 hours and we encourage you to follow up with the teacher/staff member and copy in their line manager if you do not get a response in a timely manner. We also hope that the school receives a timely response from our parents and students, if contacted.

E-mail addresses are specified for positions of responsibility, for example:

headofschool@baliis.net,

primaryprincipal@baliis.net and

secondaryprincipal@baliis.net

All other teachers are referred to by their first initial then surname followed by @baliis.net,

eg jsmith@baliis.net.

School E-mails to Families: From time to time the school will send out E-mails/letters. Please ensure you are alert to the e-mail communication.

2.3 Teacher - Parent Communication

We encourage all teachers to communicate regularly with you.

We aim to use the principle of 'no surprises' as the fundamental basis of our relationship between the school and parents and students. Please feel free to seek feedback from the teachers if you have concerns or wish to seek feedback on the progress of your child/ren.

Communication of Student Progress and Achievement

Full reports are sent electronically to parents at the end of Semester One and Semester Two. The Secondary School also sends termly grade reports (two per academic year).

Other forms of communication about student progress may include:

Student-Led conferences

Three-way conferences

Goal setting meetings when necessary

Parent Information sessions

Parents and students should check the Events Calendar (on the website) and read the eNews to find out when these events are being held so that they can attend. These are an important component of student learning so taking part in the appropriate events helps to support the child's learning.

'Meet the Teacher': This is an event for parents and teachers only and it is designed to enable parents to meet their child(ren)'s teachers in an informal interaction, and at the same time find out more about the curriculum being taught for the year. It is held early in the school year.

BIS is a Google Classroom school. This means much of the teacher directed communication to students and parents will occur on the Google Classroom platform. In the Primary teachers also use a blog to help communicate classroom events and news.

2.4 Online Information - eNews, Website, Facebook, Instagram and Twitter

eNews

The eNews is an online newsletter that is continuously updated - a summary of the headlines is sent to parents in an e-mail on Fridays. It is sent to the e-mail address that parents give to the school on entry, so please ensure that the school is kept informed about any changes to e-mail addresses and/or phone numbers.

There is a 'forms and documents' tab in the eNews which contains many useful documents, including the IB General Regulations and school calendars.

The eNews is a celebration of various BIS events and information, as well as notification of upcoming school events.

Website

www.baliislandschool.com or www.baliinternationalschool.com

Facebook

The school has an official Facebook page which it maintains. Please follow us on Facebook and like our page to receive updates. Search for 'Bali Island School', formerly 'Bali International School', or use the link: <https://www.facebook.com/baliislandschool/>

Instagram and Twitter

The school are adding Instagram and Twitter to communicate with the community and the world. We invite you to join us as we explore this new method for communicating. Our Instagram account link is: <https://www.instagram.com/baliislandschool/> and Twitter account link is: <https://twitter.com/baliislandsch>

2.5 Student Organisation

Students are encouraged to become responsible for their own learning and organisation. For some students this means using an on-line tool to record assignments etc. Other students prefer a hard-copy planner. Please ensure that your child(ren) have an effective means of organising their school life. The Counsellor and Homeroom teachers can suggest useful on-line tools, or you may wish to purchase a planner from a stationary shop.

2.6 The School Phone and Mobile Phones

The main purpose of school phones is for school business. Students will be allowed to use the school phones (primary students to the Primary Office and secondary students to the Secondary Office) when it is deemed necessary by a teacher and with permission from them.

Primary students are not allowed to bring mobile phones to school. Secondary students who bring mobile phones to school are required to have the phones turned off during the school day and should not use them unless they are given permission by a staff member or there is an emergency.

Phones are brought to school at the owner's own risk. No responsibility will be taken by the school for lost, stolen or damaged phones.

2.7 Emergency Communication

In cases of crisis, the school will communicate with parents through SMS, to ensure that parents/guardians are advised if there is an emergency situation that requires them to collect their children. Therefore, please ensure that the school has a mobile number for each parent.

The success of this system will rely on the accuracy of the information that parents provide about current phone numbers and E-mail addresses, as well as emergency guardian information.

Please know that if the situation is such that there is no means with which to contact parents, the school will keep the children safe until a parent comes to the school to collect them. Please also know that the school will not release children to anyone else (friend of the family) unless there is proof that the parents have authorized this.

Please be aware that if the school is in lock-down, no students will be released and no parents will be admitted until the lock-down is lifted. In any case of civil unrest parents are urged to see to their own safety. The school will contact the parents when the lock-down is lifted.

2.8 School Calendar

The School Calendar is published on the school website/eNews in advance of the next academic year. This helps parents/guardians with their planning for holidays and for school events.

The Attendance Policy supports the principle that face-to-face teaching is the best teaching methodology, and students will need to be in attendance. Please refer to the Attendance Section for more information.

2.9 Advertising

The school will only accept advertisements for products or services from charities. Parents are asked not to post advertisements without the permission of the Principals or Head of School. The Principal or Head of School will stamp and sign the lower right corner of all approved postings. Any advertisement posted without approval will be removed.

3. SAFETY AND SECURITY

3.1 Crisis Management at BIS

A. INTRODUCTION

What is a crisis?

- A crisis is any event that creates uncertainty and is leading or could lead to a dangerous situation.
- A crisis may directly or indirectly affect a single student or may impact the entire BIS community.
- At BIS a crisis may include, but not be limited to: fire, earthquake, tsunami, severe weather, gas leak, political unrest, pandemic, active shooter, bomb threat or act of terrorism.

Crisis Management

- Crisis management is the process by which an organization deals with crisis events, usually with an urgent focus on reducing uncertainty and limiting harm. Often the crisis event has already taken place before the crisis management process is initiated.
- The crisis management process can be predetermined, but the specific decisions and responses required cannot always be predetermined because every crisis is unique.

The Crisis Management Team (CMT)

- The Core CMT consists of:
 - Head of School
 - Primary and Secondary Principals
 - Security Advisor
- The extended CMT includes:
 - Executive Assistant
 - Counselor
 - School Nurse
 - Security Leader
 - HR Manager
 - Board Chair and Co-Chair
- CMT External Advisors include:
 - Representatives of the Australian and US embassies, and professional security personnel.

B. MITIGATION AND PREVENTION

Physical Security

- The school is located within a Balinese community and is surrounded by anti-intrusion fencing to a height of approximately 4.0m.
- During school hours physical barriers (portals) are in place to provide a 50-80m standoff from the main entrance.
- CCTV and DR equipment is employed.
- Blast film is fitted on all external facing windows.
- Grilled windows, double bolt hardwood doors and anti intrusion ceiling mesh are installed in 'safe rooms'.

Security Team (*Satpams*)

- A guard force of 16 *satpams*, one Security Leader and one Security Captain provide 24/7 manned security. The vast majority of *satpams* are from the local area.
- All have police training, training from Hill and Associates international security firm, and are licensed as security guards.
- All guards have received First Aid training
- Additionally the Security Leader has received training from the US Embassy (Jakarta).
- The local police (*Polsek Sanur*) supports BIS with police during school hours and patrols after hours.

Procedural Security

- The school employs a layered security system for early detection
- Full campus and surrounds are searched at 7am every day
- Entry and exit are controlled
- All bags are checked at security portals
- Weekly security meetings
- Varying scenario emergency drills are held 4 times annually

Security Intelligence

BIS receives security intelligence and support from:

- The Australian Consulate, Bali
- The Australian Federal Police
- Department of Foreign Affairs and Trade (Australian Government)
- The Regional Security Officer (RSO) United States Embassy, Surabaya
- The Local Police (Polsek Sanur)
- The Bali Hotels Association
- Overseas Security Advisory Commission (SAC) USA reports twice daily
- International SOS reports. International SOS is the world's leading medical and travel security risk services company
- Jakarta Intercultural School security

C. PREPAREDNESS

The school has a number of steps in place to ensure we are prepared to act in the event of a crisis:

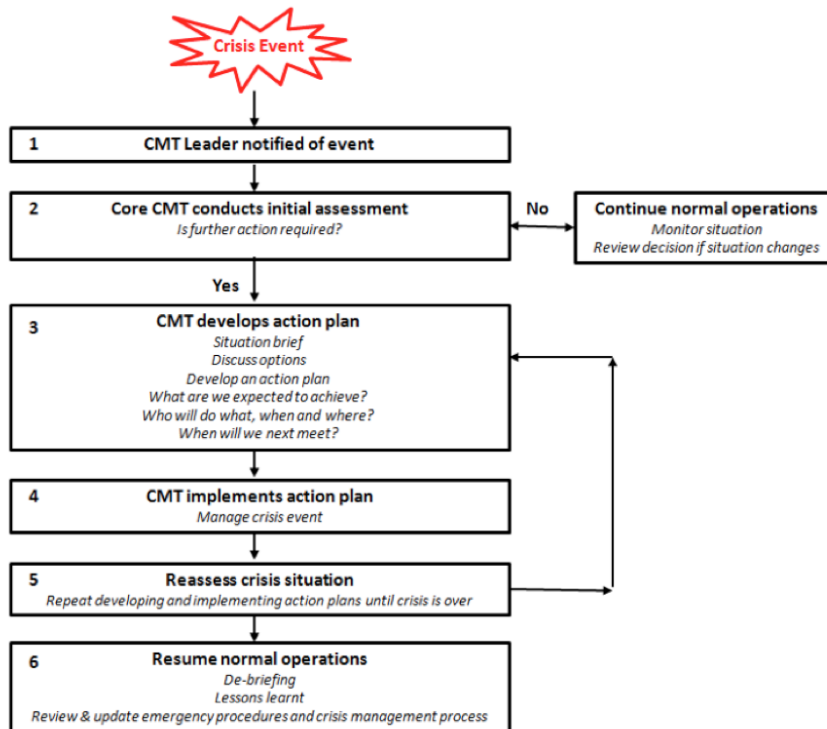
- Emergency plans are written and published.
- A full school dual sound siren system is in place with initiation points in Admin and both Principals' offices.
- Smoke detectors are installed in areas that may be left unattended.
- All staff have emergency packs for their homerooms including emergency procedures, student/parent contact information and basic bleed kits.
- CMT have emergency evacuation high visibility jackets and full school evacuation packs for emergency evacuations.
- Fire extinguishers are in every room of the school and are regularly checked and maintained.
- Emergency drills are conducted quarterly.
- Signposting is in place for Tsunami warning movement to 'safe rooms'.
- First Aid Trauma Packs are located in all major collection points.
- There is VHF Radio contact with the US Consulate, Bali.
- Administrative staff each have 'Bomb Threat Recording Sheet'.
- The school is permitted to evacuate completely to the 'Sanur Paradise Hotel' if required.

D. RESPONSE & RECOVERY

Response

In the event of a perceived crisis the following steps should be taken:

Crisis Management Process



Recovery

When the CMT determines it is safe to resume normal school operations:

- The management of student's and staff's potentially traumatic experiences need to be considered by the CMT
- A media message may need to be sent to control speculation and rumour.
- A de-briefing session needs to be conducted and lessons learnt compiled.
- Emergency procedures and the crisis management process are to be reviewed and updated annually.

3.2 Emergency Drills

Emergency drills are conducted each term utilizing a variety of emergency scenarios including earthquake, fire, tsunami, active shooter and external unrest. The Security Advisor liaises with local and Jakarta embassy and consular staff, International SOS and the US Government's Overseas Security Advisory Commission for any alerts, travel warnings and general security information.

3.3 Evacuation Procedure

An oscillated sounding of the emergency sirens indicates Duck and Cover.
A long continuous sounding of the siren indicates Emergency Evacuation.

3.4 Procedures for Entry and Exit

- On arrival visitors will be required to leave photo ID and sign in at the school entrance to receive a BIS Visitors pass. This must then be worn whilst on campus and can be exchanged for the photo ID when leaving. The visitor will then be escorted to administration. Visitors' passes are available from 8:00 a.m. onward.
- Please note that the visitor's passes are for visitors, parents should not be asking for these passes.
- We request that all BIS community members support security (satpams) in the performance of their duties and comply with their requests.
- All members of the school community must be wearing a visible BIS ID when entering and moving about the campus. If you do not have your ID, you will be denied entry onto the school grounds.

If students need to leave campus during the school day, parents must inform the administration in advance, pick up their child, obtain a gate pass from the primary/secondary office and give this pass to security when leaving.

Nannies (Pembantus) or Drivers

- No nanny (pembantu) or driver is permitted to enter the BIS campus between 7.45am and 2.45pm. We ask that students come to school prepared for the day.
- It is not possible to have lunch or other items delivered to security during the day. The security team can not take responsibility for these items, we have no storage at the gate and it does not align with our security procedures to take packages.
- In extreme cases, parents may personally deliver necessary items to the primary/secondary offices.

3.5 CCTV

The school employs CCTV cameras in public areas as part of the security procedures for the school. Additionally, the school has smaller, mobile devices which may be used, if circumstances dictate, in classrooms or other indoor areas (except toilet and changing rooms).

All community members should be aware that they will be monitored and their actions recorded while on campus.

3.6 Lost Property

- All students are strongly discouraged from bringing personal items of value to school with them. If items go missing, the school can not take responsibility.
- However, we would like to assist in finding them if possible. Therefore, there are lost property areas in the Primary (by the Secondary Music Room) and Secondary (in the office). Please check these areas in the first instance.
- If an item is missing and foul play is suspected, please *immediately* inform the appropriate school office (Primary/Secondary) and the Student Life Coordinator.
- In the Secondary School, all students are assigned lockers. These lockers should be used for storage of all personal items. Students should provide a lock for the lockers and use it to ensure the safety of their belongings.

3.7 Hiring Procedures

- All employees of the school and all people who work at the school under outside contracts are required to undergo a police check, to provide references and copies of all their identification.
- The school recommends that parents conduct similar background reviews when hiring household staff members.
- We request that parents share a copy of the police checks when requesting a BIS ID for their staff members.

3.8 Scams

Each year, parents are contacted and told that their child has been in an accident and that they need to immediately transfer money for an emergency operation into a bank account. Please be aware that these are scams.

If your child is ever involved in an accident requiring hospitalization, you will be contacted directly by the Head of School or the divisional Principal. You will never be asked to transfer money. If money is required for an emergency, the school will guarantee it and settle with you once the emergency is over.

If you do receive such a call, please call the school immediately. We will be able to confirm that your child is safe. Any information you can gather from the caller (phone number, bank account, male/female, nationality, age, name, etc) will be passed on to the police.

3.9 Child Protection Policy

The BIS Child Protection Policy is the responsibility of all BIS Community members including teachers, BIS employees, parents, drivers and pembantus, activity providers, and students.

BIS Child Protection Team:

- Head of School** – Mr. Garth Wyncoll
- Primary Principal** – Mr. Craig Eldred
- Secondary Principal** – Mr. Ross Ferris
- School Counselor** – Ms. Rachael Gerbic
- Security Advisor** – Mr. Hamish Sutherland

Forms of Abuse

Child abuse can take many forms including:

- Physical Abuse
- Emotional Abuse
- Neglect and negligent treatment
- Sexual Abuse

Reporting Concerns: “Doing nothing is not an option.”

Everyone has a duty to act if they have a concern about a child’s welfare. Concerns may be as a result of:

- Observed student behavior (physical, emotional, change in behavior)
- Hearsay (third party disclosure)
- Disclosure (specific report made by a student directly or via a trusted adult)
- Observed inappropriate adult behavior

Whatever the nature of the concern, adults will be expected to:

- Recognize their concern.
- Report the concern to a member of the Child Protection Team.

3.10 Pets

BIS is a pet free campus. All community members are asked not to bring any animals to school at any time.

4. ADMISSIONS

BIS is an educational institution designed to serve the needs of children eligible to attend an international school in Indonesia. It is the policy of the school to observe applicable regulations of the Indonesian Ministry of Education.

The school is not equipped to accommodate students with serious learning, emotional or physical needs. Parents of prospective students are advised that the school is able to serve only those students with learning needs who are able to function in the regular program with minimal support. Admission decisions are made on an individual basis. Bali Island School reserves the right to deny admission to any student for whom an appropriate educational program and support services are not available.

Non-native speakers of English who are not fluent in the language will be admitted on a space available basis within the school’s English as an Additional Language (EAL) program. The proportion of EAL students in the class will be taken into account on admission.

4.1 Admission Procedures

Admission Criteria

Admissions/re-admissions criteria are guided by the following statements:

- The primary aim of the school is to serve the educational needs of expatriates who are temporarily residing in Indonesia with their parents and Indonesian children residing with their parents.
- The school's community is diverse and dynamic, and we welcome applications from students of all nationalities.
- BIS welcomes applications for enrolment at any time on the assumption that there is space available for the student. Parents/Guardians of students who are wait-listed for admission will be kept regularly informed as to the status of their application.
- It is the school's prerogative to accept or reject any application. Admission may be probationary in some instances and the duration will be dependent on the circumstances of each individual case.
- If a student plans to graduate with a BIS Diploma, they must be in attendance for Grades 11 and 12 unless they are transferring from an internationally accredited educational institution. They must also satisfy all BIS graduation requirements.

Admission Process

Admission documents and procedures are available on the BIS website: www.baliislandschool.com or www.baliinternationalschool.com

- To undergo the school's admission process and save a place the non-refundable Application Fee needs to be transferred.
- The following documents have to be submitted:
 - Student Registration Form
 - Student Health Form
 - Student Vaccination Records
 - Official School Records
 - PS – Grade 11: Reports/transcripts for previous two (2) school years in English
 - Grade 12: Reports/transcripts for previous three (3) years of school (Grades 9,10 and 11) in English
 - Confidential Teacher Recommendation Form
 - It must be sent directly to BIS by the student's current school.
 - Copy of Student's Passport
 - Copy of Parents' Passports
 - Copy of KITAS/DINAS Visa
 - Copy of Student's Birth Certificate (if the Student resides in the country with an Indonesian Passport)
- After paying the Application Fee and submitting all required documents:
- Primary students will be assessed if the Primary Principal finds necessary
- Secondary students will be assessed with a Math and English test and an informal interview with the Secondary Principal
- Subsequently parents will be informed if their child/ren is/are accepted or not. The Head of School makes all final decisions on enrolment:
 - If accepted, parents will receive an invoice for the Registration Fee, which secures the space for the student for us and it will be deducted from the tuition. All fees and levies due must be paid in full and the school's Fee Schedule and Agreement must be signed prior to the commencement of classes. Students will be advised by the school as to the date that they may begin school.
 - In the case of non-acceptance a meeting will be held with the applicant's parents or guardian and the applicant (where appropriate) to communicate the reasons for this decision. A written record will be kept on file.

Waiting lists can be created by the school and will be in numerical sequence according to the date of registration.

4.2 Student's Grade Placement

Any student admitted to Bali Island School will be placed at the grade level that is developmentally and educationally most suitable. Records from previous schools and age-appropriateness for the grade placement in question will be the determining factors. Final placement will be recommended by the divisional Principal and confirmed by the Head of School.

BIS	Age of Students by September 1	British System School	American System School	Australia
Preschool	3 Years Old	Preschool	Preschool 3	Preschool
Preschool	4 Years Old	Reception	Preschool 4	Preschool
Kindy	5 Years Old	Year 1	Kindergarten	Kindergarten / Reception
Grade 1	6 Years Old	Year 2	Grade 1	Year 1
Grade 2	7 Years Old	Year 3	Grade 2	Year 2
Grade 3	8 Years Old	Year 4	Grade 3	Year 3
Grade 4	9 Years Old	Year 5	Grade 4	Year 4
Grade 5	10 Years Old	Year 6	Grade 5	Year 5
Grade 6	11 Years Old	Year 7	Grade 6	Year 6
Grade 7	12 Years Old	Year 8	Grade 7	Year 7
Grade 8	13 Years Old	Year 9	Grade 8	Year 8
Grade 9	14 Years Old	Year 10	Grade 9	Year 9
Grade 10	15 Years Old	Year 11	Grade 10	Year 10
Grade 11	16 Years Old	Year 12	Grade 11	Year 11
Grade 12	17 Years Old	Year 13	Grade 12	Year 12

Other factors will be taken into consideration for student placement:

- Number of years of completed schooling prior to application for entry to BIS
- School records including transcripts for high school
- School report comments and student learning needs
- Primary students may, Secondary students will be assessed during the application process. The results of the assessment tests and interview will be considered.
- For entry to Grades 11-12, the Secondary Principal/IB Diploma Programme Coordinator and Counselor will assess if the student has completed the correct number of years in a secondary school to graduate.
- Admission and readmission of students with learning needs, including English as an additional language (EAL), is at the discretion of the school. The school will accept only those students whose educational needs can be met by the Learning Support and EAL Departments. It is a condition of enrollment that parents declare all evidence relating to learning needs of their child/ren. Failure to do may result in admission being subsequently revoked
- All students need to meet mainstream English language requirements for Grade 10 entry.

4.3 Guardianship and Supervision

Students are expected to reside with their parent(s). Any exception requires the Head of School's approval, which is contingent on evidence that the student(s) will be supervised by a close relative or other appropriate adult who is able to provide the support and care of a family home, and who is legally recognized in Indonesia as the student's guardian.

In cases where the school has evidence that a student is not being adequately cared for and supervised in regard to guardianship, the school reserves the right to ask the parents to make a more suitable arrangement for the child's care and well-being.

4.4 Withdrawal

- Parents are expected to provide a minimum of six weeks notice of withdrawal.
- Parents are requested to ensure that the main office (Accounting/Ibu Tjok) are given the notice of withdrawal, not solely the homeroom teacher or divisional office.
- The official BIS withdrawal form is available from the school administrative office. The school therefore expects that the date that the form is lodged and received is the official date of notification of withdrawal. We ask that all parents support us with as early notification as possible, and if there is an unusual or exceptional circumstance, contact the Head of School.
- Until all fees have been paid, school property returned and other obligations met, the school is not able to provide any documentation to support students who are leaving.

4.5 Tuition and Other Fees

- The BIS website contains current information on the tuition and other fees, as well as a copy of the tuition fee schedule.
- Parents are expected to comply with the terms and conditions stated. The deadlines for payment are published within the Agreement.
- Parents will receive two invoices, which list payment dates, per year:
 - Invoice for Registration Fee: It secures the enrolment of the student for us and it will be deducted from the tuition
 - Invoice for the Tuition Fees
- E-mail reminders will be sent closer to the due dates on the invoice.
- If there are difficulties in meeting commitments by the agreed deadlines, parents are encouraged to contact the Head of school immediately. The school will try to work with the parents to resolve the issue.
- If parents fail to meet their obligations for payment of fees BIS can withdraw educational services.

5. SCHOOL LOGISTICS

5.1 Class Size

- The school is divided into two Divisions: Primary and Secondary.
 - Primary : Pre-school to Grade 5.
 - Secondary : Grades 6-12.
- The following are the recommended class sizes:
 - Preschool and Kindergarten : 20
 - Grade 1 – Grade 12 : 24
- The school reserves the right to increase the class size number if necessary. Should this occur, the school will review the impact of this decision and make adjustments to classroom support if/as necessary.
- Within the Primary School (Preschool-Grade 5), each class has a teacher and an Indonesian Teaching Partner. All Indonesian Teaching Partners are fully qualified teachers in Indonesia.

- Pre-school 3 students may have a morning only programme. Families may choose to stay for a full day programme in term 3. From Pre-school 4 onward, students will stay on for a full day. It is expected that students will remain for a full year in both Pre-school years.
- All students must be toilet trained before being admitted into BIS.

5.2 The School Day

- BIS is located in the southern hemisphere but runs a northern hemisphere school year, with school starting in early August and finishing in early June. The first semester ends at the end of the calendar year.
- 182 school days will be scheduled in the annual calendar. The school makes every attempt to ensure that we schedule all official public holidays, however parents should be aware that the Indonesian Government may announce unscheduled official public holidays.
- BIS instructional time will be constructed to ensure that the BIS Vision and Mission are fulfilled as well as the requirements of the IB programmes.

The school day:

School Hours	Primary	Secondary
School arrival	7:30 AM to 7:45 AM	7:30 AM to 7:45 AM
School starts: Homeroom	7:45 - 8:00 (15 mins)	7:45 - 8:00 (15 mins)
Period 1	8:00-8:50 (50 mins)	8:00 - 8:50 (50 mins)
Period 2	8:50-9:30 (40 mins)	8:50 - 9:40 (50 mins)
Morning break	9:30 - 10:00 (30 mins)	9:40 - 10:00 (20 mins)
Period 3	10:00 - 10:50 (50 mins)	10:00 - 10:50 (50 mins)
Period 4	10:50 - 11:40 (50 mins)	10:50 -11: 40 (50 mins)
Period 5	11:40 - 12:25 (45 mins)	11:40 -12:30 (50 mins)
School lunch	12:25- 1:10 (45 mins)	12:30 - 1:10 (40 mins)
Period 6	1:10 - 2:00 (50 mins)	1:10 - 2:00 (50 mins)
Period 7	2:00 - 2:45 (45 mins)	2:00- 2:45 (45 mins)
School dismissal	2:45 PM	2:45 PM
After School Activities	3:00 PM to 4:00 PM	3:00 PM to 4:00 PM

5.3 Arrival at and Dismissal from School

Arrival

- School begins promptly at 7:45am. It is the responsibility of the parents to see that their child/ren arrive prior to this time. Latecomers are recorded by the Classroom/Homeroom teacher. Repeated tardiness will incur follow up first from the Homeroom teachers and if the problem persists, from the Principal.
- Parents are requested to phone or E-mail the Primary office or Secondary office to alert them to absences or unavoidable lateness, or planned absences for unavoidable reasons.

Dismissal General

- Students are dismissed from school at 2:45 pm.
- Students may not remain in classrooms unsupervised after 3:00 pm
- The library is a teaching space and may not be used as a waiting area.

Dismissal Primary

- Please note that all primary students, Preschool through to Grade 5, must be picked up by their parent, guardian, pembantu, driver or secondary school sibling. No primary students will be allowed to leave the main campus if not accompanied by one of these individuals. The classroom teacher must be aware of who is picking up your child. Students may only remain on campus if they are involved in the after school programme or supervised by a school employee.
- Primary students (accompanied by parents), may play in the primary playground area next to the primary office. The playground is supervised by school employees until 3:15 pm on days when it is not being used for after school activities. No student should be in the playground when it is not supervised by school employees. Parents are asked to ensure this happens.
- If children have not been collected from the classroom by 3:00 pm because of some unforeseen delay, they are escorted to the The Courtyard.
- Students involved in after school activities are dismissed by activity supervisors when activities end. Parents or guardians must collect all primary students. This parental responsibility is fundamental to participation in the after school activity programme. If children are not collected by 4:00 pm, they are escorted to the courtyard.

Dismissal Secondary

All secondary students must go home at the end of the school day unless:

- they have an After School Activity (ASA). All secondary students must go home at 4:00 pm unless they have a specific activity which extends past 4:00 pm and is supervised by a teacher or coach. In this case, teachers and coaches are responsible for students leaving the campus.
- they are waiting in the courtyard for a sibling who is in an ASA.
- they are staying with a teacher for after school support.
- they have teacher's permission to work on a group project (supervised by teacher).

5.4 Parking and Student Drivers

Parking

There are two designated areas for parking. Both BIS car parks, like the entire BIS campus, are non-smoking areas. You are requested to inform your drivers and instruct them to follow this school rule.

1. Parent, South Car Park (Jalan Pemamorán)
 - Parent-driven vehicles will be permitted to enter car parks and will park under the direction of Security (*Satpams*).
 - Vehicles with an employee driver will drop off the family/student inside the car park, and then leave the car park immediately. The driver must then continue on to find parking outside the school area where they will await a call from the parent to return for pick up.
 - The driver can re-enter the car park after 8.00am in the mornings, or after 2.45pm in the afternoon.
2. Staff/Student, North Car Park (Jalan Canang Sari)
 - This car park is primarily for BIS staff and student drivers
 - Parents who have business beyond 8.00am or during the day may use this car park.

- The car park exit will be closed until 8.00am
- BIS gives full authority to security staff to permit or refuse entry to anyone based on established security procedures.

We request that all parents consider other users when using our car parks, and ensure that spaces are used efficiently. Please also drive into the car park before dropping off students.

Student Drivers

- Students who drive themselves to school (scooters/motorbikes and cars) must have their parent/guardian inform the Head of Security in writing, submit a copy of the student driver license and receive confirmation of permission granted by the Secondary Principal.
- Students who wish to be passengers with student drivers must have written permission from both their parents and the parents of the student driver, and this needs to be given to the Security Coordinator (Mr. Sutherland). This privilege can be withdrawn if student or BIS community safety is compromised.
- Please note that Indonesian law states that any scooter or motorbike rider must wear a helmet. The school will enforce this expectation.
- Students who bike (bicycle) to school should be considerate of others and walk their bikes onto and off the campus. All bikes should be parked in the designated area behind the administration building during the school day. Bikes should never be ridden in any part of the school campus. We require that all cyclists wear a helmet.

5.5 Attendance and Absence

General

Each student is expected to be present every day for each class/activity. Regular attendance during each class maximizes the opportunity for quality learning. The school requires students to be responsible for their own learning and to ensure that poor attendance does not have an impact on their learning. We expect parents to support this principle and minimize absences so that it does not have a detrimental effect on their child.

- The school calendar is published well in advance and placed on the website so that parents can plan their holidays around this and avoid infringements of the Attendance Policy. Please do not extend school holidays by taking extra days at the beginning or end of terms; children will miss out on important events and information.
- If a child needs to miss school please inform the respective Principal's Office in advance. If a child is ill please inform the section office by E-mail or phone.
- Parents are encouraged to ensure that their children do not incur more than 20 days of absence during a school year as this has a detrimental impact on their child's learning and progress. Therefore, in the above-cited cases, a student may be retained in his/her grade level. If a student is away from school on a school event, such as Model United Nations (MUN) or sports, this is an excused absence and does not contribute to their total absences.
- If there are unique or special circumstances parents are requested to communicate with the divisional Principal as early as possible.
- Any student present in school, but absent from class without permission is considered to be truant.
- Students must attend classes on time. Tardiness disrupts the instruction and learning process.

Absence in Secondary

- If a secondary student misses classes for any reason then it is their responsibility to see the teacher(s) concerned about how to make up for missed learning.
- A Secondary Student may not be eligible for credit in any subject after incurring the following absences:
 - 10 days of continuous or successive absences.
 - 20 days of absences during the entire school year.

Absence in Secondary during Assessment

Assessment is ongoing and deadlines are communicated to students. Students are expected to be responsible for their own learning and to organize their time to meet deadlines. Students are informed in advance of deadlines for assessments and this includes major assessments and exam periods.

If the student is unavoidably absent on the date that an assessment is due, the student is expected to E-mail the teacher with the work and notify them why they are absent. For test situations where the class sits the same assessment item at the same time, the student and parents should try to advise the school in advance. In cases where the absence is unavoidable the teacher will do their best to help the student catch up, if it is feasible.

For exam periods for Grades 11-12, the IB Diploma regulations apply.

Leaving School During The Day

- No unaccompanied student is to leave the school grounds during the day without written permission.
- If a student needs to leave the campus during the school day for a doctor's/dentist/immigration etc. appointment the parent must inform the school in advance.
- The parent should inform the divisional office. The Principal will then sign a form to allow the student to leave campus. *This paper should be given to Security at the gate upon leaving.*

5.6 School Supplies

- Primary students are expected to bring their own labelled water bottle and hat, as well as swimwear for swimming lessons.
- Secondary students are expected to buy their own school supplies that are consumable in nature. A list of stationery supplies will be given to new parents at the beginning of the school year. Secondary students should also bring their own water bottles and refrain from bringing plastic bottles of water to campus.

5.7 Use of Computers

- Primary: school laptop carts house our collection of laptops and are circulated among the classrooms for student use.
- Secondary: we use a 'bring your own device' system, which means that all students should bring their own laptop and charger. This can be of any type that can access Google.
- The IT department has a limited number of laptops that can be lent to Secondary Students on a daily basis for instances where their own laptop is being repaired.
- Secondary homework assignments are listed on Google Classrooms, which shows homework due, overdue and completed. Parents: please ask your child to show you their Google Classroom site so that you are aware of their homework. Each site is individualised.
- We provide internet access, and educate our students in the acceptable use of the internet. The school network is provided for students to conduct research, complete assignments, and communicate with others.

Acceptable Use Agreement

All students must understand the Acceptable Use Agreement, detailed below.

Parents are asked to be familiar with this policy and discuss its implementation with your children.

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate and not use false identities. I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behaviour directed at me. I will protect passwords, accounts and resources. I will use my access for educational use and not for any profit-making or unlawful activities. I will not visit sites that are degrading, pornographic, racist or inappropriate.
3. **Respect Others.** I will show respect for others. I will not use electronic mediums to insult, flame, bully, harass or stalk other people. I will show respect for other people by not using/altering their passwords/accounts. I will not

abuse my access rights and I will not enter other people's private spaces or areas. I will only use computers or networks that I've been given permission to access. I am responsible for the appropriateness of the material I send/post.

4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials, images, or communication, including spam/junk mail. I will protect the private information of others (e.g. E-mail and Skype addresses, contact details, cell numbers).
5. **Respect Intellectual/Physical Property.** I will not plagiarize the work of others, suitably citing any and all use of websites, books, media, etc. I will validate information. I will use and abide by the rules of fair use, and will request permission to use the materials of others. I will use the school's computers, software, and other technology equipment with care and encourage others to do the same.
6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

By signing this agreement, I undertake to always act in a manner that is respectful to myself and others, to act appropriately in a moral and ethical manner. I agree to follow the principles of digital citizenship outlined in this agreement and accept that failing to follow this agreement will have consequences. I understand school administrators will decide what is inappropriate use, take appropriate action, and determine consequences. Consequences may include restriction of computer/network access, suspension/expulsion, reimbursement for damage/loss of property, and legal action.

5.8 Snack and Lunch

- Students are encouraged to bring a healthy snack to be eaten at break time.
- The school does not have a cafeteria. Instead, local restaurants work as service providers. They have each a menu of at least twenty items, so it is possible to find something to appeal to everyone's tastes and suit everyone's dietary needs. If your child has special dietary considerations please speak to the provider directly. Our current service providers are:
 - Sanur Deli
 - Ruth's
 - Warung Ibu Dayu
 - Cafe Smorgas
- The providers take the orders at basketball courts adjacent to Room 1, Monday to Friday before school. Parents/students can order and pay for lunch daily or weekly and the providers will bring it to campus before 12:30 pm.
- The lunches are delivered in individual plastic boxes which are returned to the restaurants and cleaned in order to be re-used.
- If students and parents prefer, packed lunches may be brought from home as well. For health and safety reasons, there are no microwaves available for students. Therefore, if you send a packed lunch please ensure that it can be eaten cold. Refrigerators are provided for students to store their lunches.
- Outside deliveries of food are not permitted, including deliveries from home.
- Grade 11-12 students may go to the Warung Ibu Dayu and Warung Ibu Jero, at break and lunch as long as they are not late for lessons and maintain the good name of BIS. This privilege may be withdrawn.
- Secondary students who are staying for after-school activities may go to the warung between 2:45 and 2:55 pm in order to arrive punctually for their activity at 3:00pm.

5.9 Homework Expectations

Primary

- The purpose of homework is to promote a love of learning and to encourage positive, meaningful learning experiences between students, parents and teachers. Sometimes this can take the form of practicing newly acquired skills, and sometimes this can take the form of assignments which encourage students to pursue individual or class inquiries. We ask that parents inform teachers if their children are unable to complete assignments so that appropriate adjustments can be made.
- While teachers check assignments and occasionally provide feedback, homework is never used for assessment purposes.

- All students should be engaged in home reading on a daily basis. This activity includes reading to oneself or others, or being read to.
- For families seeking further home enrichment, we invite you to visit our prepared selection of popular educational sites.

Secondary

Homework is an important component of the educational process for developing and shaping positive learning habits. The purpose of homework is to provide students with an opportunity for independent practice, to develop learning habits, to reinforce skills and to learn time management and responsibility.

Daily reading is an important part of every student's life. It is expected that all students engage in sustained, independent reading every day. It is recommended that students begin reading for 30 minutes a day and then work towards reading for longer periods.

In grades 6-9, a homework timetable is provided to ensure that students are receiving a reasonable amount of homework. Students are encouraged to do their homework on the day it is set.

5.10 Uniform and Dress Code

The official BIS colours are royal blue, yellow and white.

PreSchool to Grade 10 - Uniform

- All PS-Grade 10 students are required to wear the school uniform while attending BIS. The uniform can be purchased at Reception. Other non-school versions of the uniform are not permitted. It is important for students to respect themselves as well as the school that they represent.
 - Girls: Navy blue, knee length skirt or shorts with a white BIS polo shirt with logo.
 - Boys: Navy blue shorts with white BIS polo shirt with logo.
- Exceptions are: School spirit days, Kartini day, Indonesia Independence Day, House Colors Day, etc.
- Fridays are Batik days throughout Indonesia, so students are required to wear the BIS Batik shirt.
- Students can choose between shoes, trainers, or sandals; however, sandals must have heel and toe straps. No clogs or flip flops (thongs) may be worn because of safety issues.
- Students representing BIS must wear the approved school team uniform in school representative activities on and off campus. Students must also wear the school Batik shirt when traveling to events such as ISSAC/MUN/GIN.
- PE clothes may be worn to/from school when PE is the first/last class of the school day respectively.
- *Parents are asked to return all old school uniforms to the school rather than throw them away or give them away to non-community members.* The school uniform serves as the students' identification and, therefore, we wish to ensure that they are not worn by non-students. Thank you for your help with this security procedure.

Grade 11 and Grade 12 - Dress Code

The BIS dress code requires all Grade 11 and 12 students to follow these guidelines:

- A collared shirt or blouse must be worn and buttoned up. No tops should expose midriff or undergarments.
- Shorts or skirts must extend below fingertips. Pants, shorts or skirts should not expose underwear. Denim is not permitted.
- Footwear at a minimum must include toe and heel strap.
- Leggings should not be worn.
- Clothing should not include logos that may be interpreted as racist, sexist, or vulgar, nor promote drugs or alcohol.
- Students should look well-dressed and presentable.

YES	NO
	

No one should be able to see up, down, or through your clothing.

PE Uniform/Kit

- Sneakers/trainers are required.
- All students from Grade 3 upwards must change into a PE uniform for PE classes. Gr 1 and 2 can wear their PE uniform all day on the days they have PE. In Kindy and Pre-school the PE uniform is optional. Students are to change into PE uniform at the PE changing rooms at the beginning of their PE lesson and must change back into their uniforms after their PE class.
- **Swimwear:** one-piece plain dark colored suit for girls and board shorts / trunks for boys, or the BIS swimwear.
- **Hats:** PS to Grade 5 students must wear a hat/cap for all outside activities (including recess/lunch break). All students are encouraged to wear hats for outside activities.

Representative Uniforms/Kit

This applies to all BIS sports teams and any group that is representing BIS outside the school, for example: MUN.

- Representative sports teams: All students must wear the BIS PE uniform when representing BIS in any sporting activities.
- For travelling BIS teams and groups must wear school batik shirts, which helps teachers identify them and improves safety.
- For curricular day trips students should wear school uniform unless the teacher in charge decides that the activity requires other clothing.

5.11 House System

All BIS students and staff are placed in one of four 'House Groups': *Saraswati* (Yellow), *Ganesha* (Red), *Baruna* (Blue), *Dewi Sri* (Green). Placements are made according to a number of criteria:

- all family members will be in the same house.
- any returning student remains in the house they were previously in.
- new students are appointed to house groups in order to balance numbers both within a year group and also school wide.

The House competition runs over the full school year with competition points earned by all students from PS - Gr 12 in the major events: swimming, athletics, mini Olympics, and also in smaller events such as inter-house football, basketball, and volleyball.

The Champion House receives the House Competition Shield at the end of the year.

5.12 Assemblies

Primary, Secondary and whole-school assemblies are held as needed for the following purposes:

- To celebrate individual and group achievements.
- To highlight our 'special days'.
- To enable BIS to celebrate being located in Bali, the IB Learner Profile and to support how we develop our students as global citizens.
- To communicate significant, relevant school wide information in a consistent manner.

5.13 Secondary Student ID Cards

Secondary students may request an ID card at the start of the school year. This is not required by the school but may be of use in the community.

6. BEHAVIOUR AND COMMUNITY EXPECTATIONS

6.1 Primary Standards of Conduct

It is our hope that we can work together to maintain a positive, productive atmosphere at school. The following guidelines represent our expectations, which we trust parents will convey to their children. The guidelines are applicable whether students are on campus (including the surrounding *gangs* and *warungs*) or on any school sponsored activity (e.g., field trips, sports events, cultural exchanges, etc.).

BIS expects every student:

- To come to school prepared to work, and complete classroom assignments to the best of his/her ability.
- To be attentive in class, and responsive to the directives of adults.
- To demonstrate respect for teachers, other members of staff, fellow students and themselves.
- To act with integrity and honesty, and take responsibility for their own actions and the consequences that accompany them.
- To refrain from physical violence (hitting, punching, kicking, biting) and using bad language.
- To respect school property and property belonging to others. School property or personal items should not be borrowed without permission, nor should they be hidden.
- To refrain from any form of bullying and harassing behavior (intentional, repeated, hurtful acts, words or other behavior, such as name-calling, threatening, shunning and deliberate exclusion committed by one or more persons against others. Bullying may be physical, verbal, or emotional, and students should report incidents of bullying or harassment to an adult.
- To move about the school in a quiet, orderly and respectful manner.

We believe that the following practices contribute to the development of each student's responsibility for their own behaviour:

- The positive recognition of students who make good choices about their own behaviour.
- The use of positive interventions which reaffirm a belief in the student's ability to make the correct choice.
- The teamwork (advocacy, mentorship) which results from student, parent and staff cooperation and mutual support.
- An emphasis on respect, responsibility and the rights of every student.
- The clear, consistent explanation and implementation of rules and logical consequences.
- The emphasis on appropriate academic and behaviour programs for each student.
- The involvement of our school within the Bali Island School community.
- The use of positive and timely communication
- The use of counseling intervention as required.

6.2 Primary Behaviour and Consequences

Disciplinary Procedures

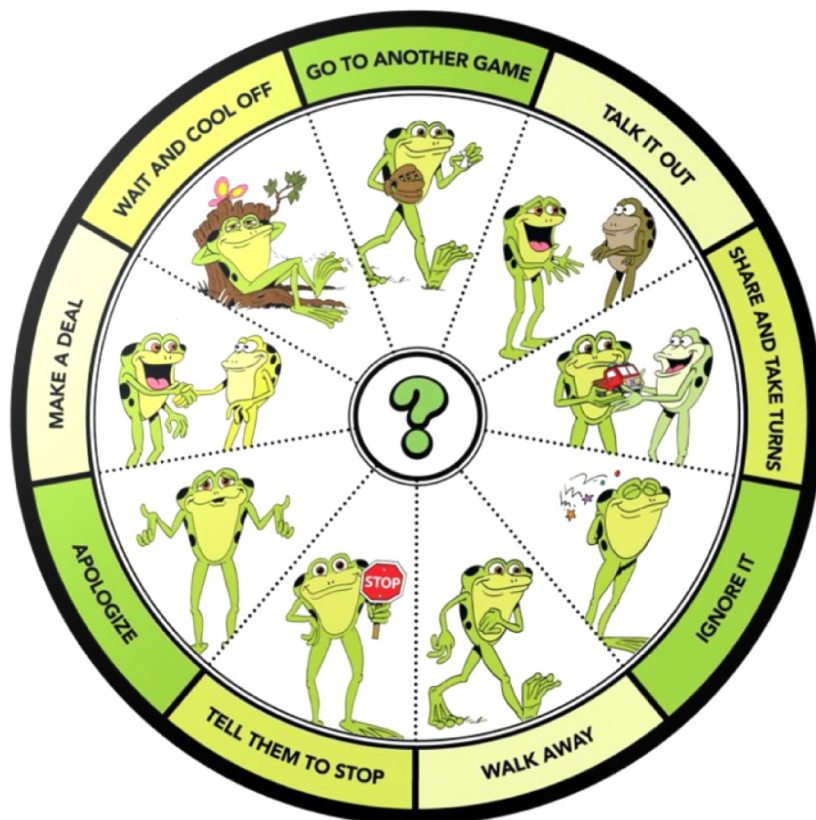
Our children are generally well behaved and for the most part accept responsibility for their behavior and schoolwork. By reinforcing our Standards of Conduct, the attributes of the Learner Profile and conflict management skills taught through Kelso's Choices (www.kelsoschoice.com), we hope to make discipline pro-active and preventative. However, when a classroom, school, eating area or playground rule is not followed, students need to realize that disciplinary action will be taken. The main objective of this action is to be corrective, not punitive. Disciplinary action may consist of one or more of the following consequences:

- Students may be reprimanded by teachers.
- Students may be given a time out in order to reflect on inappropriate action and to allow a 'cooling off' period. On the playground this means being 'benched' for a portion of the break.
- Students may be asked to review their actions/choices in writing.
- Students may be detained during break.
- Students may be placed on a behavior contract.
- Students may be given relevant community service.
- Students' parents may be notified or invited to conference.
- Students may be served an in-school suspension.
- Students who persist in violating rules may be sent to the Principal.
- Students who are purposefully defying adult directions or who are involved in fighting will be sent to the Principal, and may be sent home.

IT'S YOUR CHOICE!

DO YOU HAVE A SMALL PROBLEM?

TRY 2 OF KELSO'S CHOICES:



IF YOU HAVE A **BIG** PROBLEM,
TELL AN ADULT YOU TRUST.

6.3 Collective Responsibilities in Secondary

We believe that the development of positive student behaviour is a shared responsibility between students, staff and parents:

Students

Students have the responsibility to respect the rights and dignity of others and to become actively and productively involved in learning. Students are expected to follow the behaviour code.

Four Major Expectations For Students

1. Respect for themselves
2. Respect for others
3. Respect for their own and others' property
4. Responsible for work and behavior

All students are responsible for being good neighbours and respectful citizens at all times in the vicinity of the school, while wearing the BIS school uniform or while representing the school.

Staff

Staff members are also responsible for establishing a positive school climate, which encourages and supports students in developing self-discipline and in growing as caring citizens. Staff is expected to model the behaviour code and implement the code fairly and consistently.

Parents

Parents also have a responsibility to ensure that their children are ready to learn and to help them make good academic and social growth. Parents are expected to help their children follow the code and are encouraged to work with the school in promoting self-discipline in their children.

6.4 Secondary Behaviour and Consequences

Below is a list of inappropriate behaviours that have been identified. The list is not exhaustive: there are behaviours that are inappropriate but are not listed here (i.e. sitting on lockers). The list is meant to be a guide for determining both behaviour and consequences.

Categories: 1 = simple; 2 = concern; 3 = severe

Inappropriate Behaviour in the Classroom

DESCRIPTION	CATEGORY
Uses mobile phone without permission	1
Listens to personal music player without permission	1
Chewing gum or eating sweets in class	1
Inappropriate or disrespectful communication to educator/peer	1/2/3
Consistently attends class without equipment, or with equipment in unusable condition	2
Consistently fails to submit work for assessment	2
Behaves so as to impede the learning process	2
Engages in physically aggressive behaviour towards educator/peer	2/3
Fails to conform to dress code	1

Consistently fails to respect classroom or school fittings and equipment	2
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Inappropriate Behaviour in the Common Areas within the School

DESCRIPTION	CATEGORY
Willfully plagiarizes/engages in academic malpractice	2/3
Fails to respect local support staff	3
Transports, possesses, peddles, consumes illegal/controlled substances	3
Engages in computer malpractice	2/3
Fails to conform to Acceptable Use Agreement	2/3
Engages in physically aggressive behaviour	3
Engages in inappropriate displays of public affection on school premises	2
Fails to comply with BIS safety procedures/fire drills	3
Engages in theft	2/3
Transports, possesses, uses dangerous or illegal weapon(s) or replica(s)	3
Engages in truancy, i.e. is absent from class without appropriate justification	3
Fails to conform to BIS sign-out procedures	3
Abuses sports official/referee	3
Engages in inappropriate behaviour in the dining areas	2
Spreads malicious statements/rumors by mouth, paper, electronic means	3
Commits or instigates intentional bodily harm	3
Falsifies documentation regarding any BIS matters	3
Engages in discrimination in any form	3
Directly defies an instruction given by an educator	2

Inappropriate Behaviour at School Events within the Community

DESCRIPTION	CATEGORY
Fails to conform to expected behaviour standards for field trips/sports trips/cultural functions	2
Breaks Indonesian laws (e.g. rides motorbike without license or helmet)	3
Transports, possesses, peddles, consumes illegal/controlled substances	3
Transports, possesses, uses dangerous or illegal weapon(s) or replica(s)	3

Consistent offenses at any level (1, 2, or 3) will automatically move the level of concern up to the next appropriate level. Students are expected to “own” their behaviour. Part of ownership is acknowledging mistakes and making an effort not to repeat inappropriate behaviours.

Consequences

Consequences will be determined on a case-by-case basis. However, the following list provides a guide as to the severity of the consequences for each level of concern.

Level 1:

- Verbal warning by teacher
- Stay in at break
- Confiscate offending object (e.g. mobile phone, music player) if it is not being used for learning purposes

Level 2:

- Letter of apology/essay
- Lunch or after-school detention
- Suspension of privileges
- Individual daily report card
- Temporary exclusion from class (longer in cases of dangerous behaviour)
- Stern verbal reprimand (Principal)

Level 3:

- Formal letters of explanation/apology
- Suspension from activities/teams
- Internal/External suspension
- Contract
- Expulsion

Teacher Guidelines for Application of Consequences

Teachers employ the following guidelines to fairly apply the appropriate consequences as described above:

1. No form of corporal punishment is allowed.
2. Students must always know why they are being corrected.
3. Low attainment should entail consequences only when this results from inadequate effort.
4. Students may not be excluded from a lesson without adequate supervision of the exclusion. Exclusion from a lesson should be of a short duration unless circumstances exist that suggest that returning the student to the room would be hazardous to the student/class.
5. A rule of three offenses of the same nature, reported to the homeroom teacher, within a realistic time span constitutes cause for concern / consistent offense.
6. Students should not be made to feel ridiculed in front of their peers.
7. Teachers speak with respect to students at all times, and expect the same consideration in return.
8. Teachers may only apply consequences on the basis of confirmed evidence.
9. Teachers should use discretion and humanity in deciding upon whether to apply consequences.
10. Teachers may require students to write letters, or draw pictures, of apology.
11. Defiance is not tolerated. Students with a grievance may, however, approach the teacher concerned, the class/homeroom teacher, the divisional Principal, or the Head of School to discuss the application of consequences.

6.5 Community

BIS has roots in the culture of Indonesia and specifically Bali. This is mirrored by the composition of employees and the ratio of students belonging to Indonesian families. The reasons for maintaining the place of BIS within Indonesian culture are:

- Understanding and building respect for Indonesia not only as the host culture country, but also as the source of the history and cultural characteristics of the school.
- Providing opportunities for the students to understand the social needs of the country and reflect on their contribution and their responsibilities in such a community.

- Creating opportunities for awareness and understanding of the diversity, influences and complexities of the modern day Indonesia with growing multicultural communities.

7. ACADEMICS

- The BIS instructional goals and objectives are derived from the BIS Mission and Vision Statements. BIS strives to build on the intercultural nature of the school and develop international-mindedness amongst the students through opportunities within the curriculum and school life.
- Bali Island School is also authorized by the IBO for the IB Diploma Programme (Grades 11-12), IB Middle Years Programme (Grades 6-10) and the IB Primary Years Programme (Pre-school to Grade 5).
- The IB philosophy and programmes align with the BIS philosophy, core beliefs, mission and vision statements. The programme provides a worldwide reputable education for all BIS students which assists our students when they relocate or when they are planning their future further education in universities around the world.
- Authorization to run the IB programmes requires the school to be aligned with the IB philosophy and mission which includes activating the IB Learner Profile, addressing internationalism, and community service action. The school is required to provide IB trained teachers, appropriate facilities and resources and the recommended scheduled hours for teaching the subjects.

7.1 Academic Freedom

Academic freedom is the right of qualified students, in their own field of expertise, to pursue the search for truth in its many forms, and to make public their methods and findings.

Teaching through inquiry is considered essential for modern educational practice and is, therefore, promoted school-wide. Teachers are expected to consider the maturity level of the students in their care when introducing controversial matters, and to be sensitive to the variety of cultural traditions within the class.

The school administration holds the right to intervene when there is teaching evidence of:

- The question of academic freedom extending beyond accepted norms of good taste and behaviour
- A lack of sensitivity to the diverse cultural mix within the group being instructed and potentially differing parental views.
- A violation of the laws or regulations of our host country.

Parents may exercise the right to request their child be withdrawn from a school activity that may be considered controversial and counter to the family's beliefs. This may only be exercised after discussion with the teacher and Principal and must be requested in writing.

7.2 Academic Honesty

- In accordance with the IB requirements BIS has developed the Academic Honesty procedures which are accessible to students and parents.
- Teachers are expected to model and teach appropriate behaviours demonstrating academic honesty at all grade levels.
- Students are taught from an early age to cite the sources of their information, and as they progress through the school the detail of academic honesty requirements increases. The school has chosen to use the Modern Language Association (MLA) method of referencing academic work.
- Academic honesty includes the avoidance of:
 - Plagiarism
 - Collusion
 - other forms of cheating or gaining unfair advantage
- The academic honesty policy is available on the eNews website under forms and documents.

7.3 The IB Curriculum (www.ibo.org)

Specific Programme information concerning curriculum is published in our BIS IB Programmes Handbook.

- The Primary School implements the International Baccalaureate (IB) Primary Years Programme (PYP) curriculum framework.
- Within the Secondary school the IB Middle Years Programme (MYP) curriculum framework is implemented from Grades 6-10.
- Grades 11-12 delivers the IB Diploma Programme (DP) which is the most academically rigorous high school diploma worldwide.

IB Diploma

- BIS offers three paths through Grades 11 and 12: full IB Diploma, IB Courses and BIS Courses. The DP Coordinator is available to explain these in more detail. Parents are asked to be involved in this selection process and to sign the student's selection forms.
- If, for academic or language reasons, a student cannot access the full IBDP they may take IB Courses, i.e. some IB exams and some BIS exams. Students may take all BIS final assessments and no IB exams.
- Students study the same subjects throughout the secondary school until they start to be able to make some subject choices commencing in Grade 10. For the IB Diploma, BIS offers a wide range of subjects in six subject groups.
- The selection of DP courses is a comprehensive process which takes place throughout Grade 10, and includes career and university advice, and a Careers Investigation Week. Students are guided by the Counselor, DP Coordinator and subject teachers so that they can make informed choices which fit their interests, abilities and university plans.
- For more information on how the IB Diploma is recognised in different countries please refer to the following website: <http://www.ibo.org/recognition>

7.4 Assessment and Reporting

The assessment procedures and practices are based upon our Assessment Philosophy:

- Every child has equal intrinsic worth and the capacity to learn and grow. We take a holistic approach to education and encourage enjoyment in lifelong learning. BIS strives to develop well-rounded global citizens. This assessment focuses on the whole student, not just academics. Everyone – teachers, students, parents and administrators – are collaborators in the assessment process.
- Assessment is meaningful, provides opportunity for reflection and is designed for learning. The goal is for assessment to be an honest and productive experience that promotes life-long learners who believe that a growth mindset is key to success, and who are motivated to take responsibility for their education.
- The BIS assessment beliefs support the overarching recognition that learning is ongoing and developmental and it is expected that a student will progress through levels of achievement. Assessment procedures and practices define how a student makes progress in learning. In order for this to happen:
 - Assessment is an integral part of learning and is the tool that supports students along their path of success.
 - Effective assessment should improve learning by identifying strengths and weaknesses.
 - The more students know about what is expected, the more learning takes place.
 - Student learning is linked to their approach to learning.
 - Assessment should provide appropriate evidence of achievement of the selected learning standards.
 - Students' work and external assessments are essential tools for reviewing and updating both the curriculum and teaching practice.
 - Students retain more of their learning when it is relevant to real life.

Reports

All the report formats throughout the school have been designed to be informative and record the student's progress in learning. Our intention is to provide internationally recognised assessment indicators within the IB requirements.

Conferences

The conferences are based on the BIS Assessment Policy statement that 'Everyone – teachers, students, parents and administrators – are collaborators in the assessment process'. Thus the conference schedule is drawn up to facilitate

communication between parents/guardians students and teachers. It provides opportunities for the students to develop responsibility for their learning and to provide timely conferences for the students who are not achieving at the expected levels. The schedule is reviewed annually and is published to the community. The schedule covers:

- Three-way conferences
- Student-led conferences

Your divisional school office (either Primary or Secondary) will publish these dates and send you information concerning the process for making appointments.

Grading In The Secondary School (MYP and DP)

- The grading scale used in the Secondary School is a numerical scale from 1 (lowest) to 7 (highest).
- Teachers organize continuous assessment over the course of the programme according to specified assessment criteria that correspond to the objectives of each subject group. The recording and reporting of individual levels of achievement are organized in ways that provide students with detailed feedback on their progress as it relates to the assessment criteria for each subject group. It is usual to see progressive levels of achievement, however being criterion based, it can mean at times that student's areas of growth and strength are revealed over time.
- It is criteria based assessment and specific to subjects, therefore parents are encouraged to attend the relevant Parent Information Sessions to seek further information about the assessment criteria for each subject from their teachers.
- In the IB Diploma, students prepare for external examinations that are set by the IB. There is a combination of Internal and External assessment for the final mark awarded in the IB Diploma.
- For nearly all students a solid work ethic, consistent effort, organisational skills and the ability to learn from feedback can ensure success and achievement of the IB Diploma.

Promotion

We believe that every child has the capacity to learn and grow, however, they need to be socially, emotionally and academically ready to study at the next grade level. Any recommendations for retention will be made in consultation with parents, and always with the undertaking that the needs of the child are our priority.

EAL students should reach mainstream level by the end of Grade 9 to be promoted to Grade 10, in order for students to be able to access most of the IB Diploma courses.

Graduation

If a student fulfills the graduation requirements set out by the School (see below), he/she will be awarded a BIS High School Diploma. This is the equivalent of an American High School Diploma but may also have equivalency in other countries. The conditions for the award of the BIS High School Diploma are determined by the school and are not contingent on any external examinations.

High School BIS Diploma

- Participation in six courses, as well as TOK. One course per groups 1-5, with the option to double up for the 6th group.
- An average score equal to or greater than 20 points across all six courses over the two years.
- No score lower than a '2' in any course in grade 12.
- Satisfactory meeting of all BIS CAS requirements.
- Successful completion of PE in Grades 11 & 12.
- Successful completion of end of year exams in Grade 12.
- Successful completion of end of program research paper.
- Attendance as per school policy: 20 days absent maximum per academic year.
- One transfer course is allowed from an accredited program per year within the BIS Diploma.

The Head of School reserves the right to amend graduation requirements for special circumstances (students with documented learning needs, transfer students, students experiencing major health problems).

The school awards the BIS Diploma only to students who have satisfactorily completed their prescribed courses of study and met the BIS Graduation requirements.

- Students IAs will be assessed using the IB Standard Level Rubrics.
- All Grade Boundaries will follow the IB SL/HL guidelines.

- End of year tests for year 12 will only cover one year's worth of material and will be internally assessed.
- End of program research paper will be 2500-3500 words, graded by the DP coordinator.

An IB Diploma will be awarded to students who have successfully completed the IB exams and whose score qualifies for the IB Diploma. This Diploma is granted by the IB and not BIS.

7.5 Academic Support and Tutors

- Secondary teachers are available some days up to 4:00 p.m. to assist students with academic support. Due to the fact that teachers have other after-school commitments it is expected that students make appointment times with the teacher they wish to see. BIS teachers cannot provide fee-paying tutorial services outside of school hours for BIS students without the approval of Head of School and in no circumstances to students they directly teach.
- We believe that with regular attendance at school, consistent and persistent effort as well as positive learning habits, students will achieve academic success. It is not the policy of the school to recommend tutors, except in special circumstances.

7.6 Special Requirements For Students with Indonesian Nationality

All Indonesian students will be placed in a Language A Indonesian class, as the Indonesian government holds certain requirements with regard to the education of Indonesian students (Indonesian language/Civic/Religion). The government defines Indonesian students as being both single and dual passport holders who hold an Indonesian passport/citizenship. In other words, even if other passports are held, Indonesian citizens are all classified as being Indonesian. These students need to comply with certain regulations. They can be enrolled in examinations in Grades 9 and 12.

All students at BIS receive instruction in an additional language, other than English. Of the 35 periods of instruction BIS designates four of these periods to Language instruction.

There are:

Indonesian A - All Indonesian students (regardless of whether they hold dual citizenship or not) must take Indonesian. This class will meet Indonesian government regulations surrounding the education of Indonesian students and will incorporate topics such as Civics. Indonesian students may only opt out of this class and join Indonesian B or French if they are KITAS holders. Non-Indonesian students who are fluent in Indonesian may also be eligible to choose Indonesian A as their additional language class.

Indonesian B - This class will teach students the Bahasa Indonesian language. Teachers will differentiate their instruction for mixed readiness language levels within the class.

French - This class will teach students the French language. Teachers will differentiate their instruction for mixed readiness language levels within the language B class.

8. SCHOOL ACTIVITIES

8.1 After School Activities (ASA)

- We offer a broad range of ASA, that changes every term depending on the interests of students and teachers. ASA are activities such as math competition club, yearbook club, hydroponics, cookery, art, games club, rock/wall climbing, badminton, modern dance, swimming, softball, touch rugby, games club, football club, athletics club, volleyball, basketball, tennis etc.. The final activity lists are posted on the ASA notice board outside the Library.
- Primary students (Kindergarten through grade 5) request activities through a sign-up sheet sent out at the end of each term. Secondary students sign up during the first week of each semester.

- All school activities begin in the second week of term and finish the penultimate week of term. No activities run after school during the first and last week of each term without permission from the Head of School.
- The activities run from 3:00-4:00 p.m. every day of the week. Students not in activities but remaining on campus from 3:00-4:00 p.m. must work quietly in the courtyard.
- All activities offered by BIS staff are free of charge.
- Activities offered by outside providers (eg BIS Music Academy) will incur a charge payable directly to the supplier. All arrangements for payments and lessons go through the provider or their designated school sponsor. Unless prior approval has been received, all outside provider activities start from 4:00 p.m. Monday, Wednesday and Thursdays. On Tuesdays and Fridays outside providers can commence their activities from 3:00 p.m.
- If you have further questions about the After School Activities programme at BIS, please contact Mr. Sutherland (Activities Coordinator) at hsutherland@baliis.net.

Sports BSSA

- BIS is a founding member of the **Bali Schools Sports Association (BSSA)**, which is a group of international and National Plus schools which are working together to promote and implement friendly sporting competitions among schools in Bali.
- BSSA competitions currently running are: football (soccer), cross-country, volleyball, athletics, swimming and basketball. Regular competition is held on Wednesday afternoons with senior teams playing a half day tournament once in each sport. There is no charge for this competition.
- There is no selection criteria for the team sports - they are open to anyone and everyone who wishes to participate. Swimming and athletics are limited to two students in each event per age group.
- Teams are managed/coached by BIS staff wherever possible.
- Transportation to events will be provided by the school. All students must travel to the event with the coach on the bus provided. Students may be picked up at the venue by the parents if the coach has been informed and the parent is punctual.

Sports IISSAC

- BIS is also a founding member of the **Indonesian International Small Schools Activities Council (IISSAC)**. This is an opportunity for senior BIS students to represent BIS in Football and Basketball, and for all age groups to compete in Swimming. Teams travel to, and compete against, five other similarly sized International schools from Java.
- In football and basketball coaches may select up to 12 players to represent the school in each of boys and girls teams. For swimming the top two swimmers in each event are selected.
- Parents are responsible for all costs involved including flights, ground transport, accommodation, entry fees and the uniforms the students compete in.
- For basketball, football and senior swimming teams, students are chaperoned by BIS coaching staff. Junior swimmers (Junior swimmers are primary aged) must be accompanied by a parent.

BIS Music Academy

Students are given the opportunity to learn a number of instruments in the Instrumental Music Program. We presently have teachers providing lessons on drums, acoustic, electric and bass guitar, flute, clarinet, saxophone, violin, cello, piano, keyboard, trumpet, trombone and voice. Instrumental tuition is available to our students as follows:

- The cost per half-hour individual lesson will be announced in advance at the beginning of the term by the school and publicised through the BIS eNews. Accounts for each term are sent home and are to be paid at the office prior to the first lesson. Lessons cannot commence until the term fees have been paid and documentation completed by the parents.
- The school offers certain instruments for hire. The fee for hiring an instrument from the school is Rp 200.000 per term, which includes maintenance of the instrument. All instruments must be returned at the end of the academic year. Students may keep their instruments over the holidays for practice, with prior approval. Also students will be responsible to pay for any damage to the instrument.

Associated Board of the Royal Schools of Music examinations

Each year students may sit graded exams with the ABRSM. Bali Island School is an official exam centre with the ABRSM, which is the world's leading examining body for music. They provide an internationally recognized system of exams and assessments to encourage and motivate students at all levels through the provision of goals and measurement of progress.

Service

We emphasise the reciprocal value of service. In the MYP each grade will complete at least one Service as Action unit within the curriculum every semester. In the DP students must engage in Creativity, Activity and Service (CAS).

We encourage students to be involved in activities to help the community both locally and globally. We run activities such as 'Model United Nations' (MUN) and the school supports a local community center. The Taman Bacaan works with students from various local schools, providing an opportunity to learn English and interact with BIS students.

Our goal is that all BIS students and teachers will develop an intrinsic commitment of service to others.

8.2 Education Outside the Classroom (EOTC) and Field Trips

Learning does not only occur in the classroom and experiences can be used to connect to the curriculum. All students learn in different ways and connecting academics to authentic experiences and other activities outside the classroom walls deepens understanding. In addition it will enable students to learn more about our host country, Indonesia, and its culture/history as well as develop stronger relationships within their grade group and with their teachers. It is an important component of the student academics at BIS.

- The EOTC week for Grades 6-12 is held towards the beginning of Term 1 and is over 4 days and 3 nights. Students prepare in advance, and following the trips they are encouraged to reflect on their experiences and present them to the school.
- Field trips occur for a shorter time period and range from one lesson to the whole day, and connect the academic curriculum with an authentic context.
- Parental permission is required for participation for all school trips. All trip arrangements (including all risk assessments) and schedule will be approved by the Principals and Head of School in advance.
- On all school sponsored trips involving students, provision will be made for appropriate supervision by school personnel. When there is a mix of male and female students, there will be supervising BIS staff of both sexes as chaperones. Aquatic and other activities that may present a danger to students will require a higher level of supervision with regard to student and chaperone ratios as well as specialist skills.
- Seat belts are required for all transportation.

8.3 BIS Representative Teams/Groups and Student Leadership (STUCO)

- BIS sends representative teams or groups to various competitions/events; sporting, cultural (MUN) or academic.
- Students must be in 'good academic standing' before they are able to represent BIS. Good academic standing is defined as at least meeting expectations for every subject, and being up to date with learning, including homework and projects.
- In order to support student leadership both the Primary and Secondary Schools offer their own Student Council. They are responsible for initiatives to improve the quality of school life and spirit.

9. STUDENT SUPPORT SERVICES

As learners, students are supported by a variety of services:

- Counselor
- Learning Support Teacher
- EAL Teacher
- Primary Math Enrichment Teacher

The Student Support Team (SST)

The Student Support Team (SST) consists of the Counselor, Primary Math Enrichment Teacher, EAL Teacher and the Learning Support Teacher, as well as the School Principals. The SST is constructed to ensure that there is a coordinated approach to support individual student learning at BIS.

10. STUDENT HEALTH

10.1 Medical Care at BIS

- A registered nurse, Ms. Surya, will be in the Health Office from 7:30 a.m. - 4:00 p.m. She provides first aid treatment and is prepared to assist with emergency cases. She can also offer referral services to local physicians and hospitals for students requiring additional care.
- Students who are required to take medication during the school day must do so in the Health Office under the nurse's supervision. The parents must provide the Health Office with a signed permission slip allowing the student to take medicine at school. It must include the student's name, grade and teacher, name of medication, duration, dosage, time and known side effects. Medication that required a doctor to administer will not be given at the Health Office.

The Health Office offers the following services

- Provide initial treatment for all injured or ill students and staff, referring cases on to other facilities should further treatment be required.
- Contribute to the control of communicable disease through immunization record keeping, potable water testing, advice to the school community through information updates in the eNews.
- Oversee the administration of medicines for students requiring daily medications.
- Update all BIS health forms and maintain records.
- Alert BIS staff to students who have medical emergency conditions and ensure that all staff know what they are required to do in an emergency.
- Prepare first aid supplies for field trips, school events and EOTC.
- Be available to be a health teaching resource for teachers.
- Other health or medical related duties that may be needed by BIS students or staff.

10.2 Parents' Responsibilities

Parents are responsible that the medical data of their children is accurate and complete. Please inform the School Nurse immediately if your child has an allergy, asthma, or medical condition that requires medical supervision or assistance. Please do not send your sick child to school. Keep him/her at home, monitor him/her and please e-mail the teacher and call the respective Principal Office.

Student Health Form

The Student Health Form is to be submitted at the time of student enrollment. If there are any changes to a student's health condition, it is the parent's responsibility to report the condition to the Health Office. The school nurse manages a student's care based on information reported on the Student Health Form. Parents should make sure their house phone number, handphone number and emergency contact details are updated, so we are able to reach you in case of an emergency.

Immunization Records

Parents are responsible for submitting a copy of the immunization records (translated into English). All BIS community members are expected to follow WHO recommendations. Please send your child's vaccination update to the Health Office.

Communicable Diseases

- To keep the classrooms a safe and healthy place for your child to learn, the Health Office would appreciate parental cooperation in dealing with possible contagious illnesses. Please report to the Health Office if your child has been exposed to a contagious illness (Chicken Pox, Typhoid, Scarlet Fever, etc.).
- If there is a contagious illness in your child's class, the school nurse will contact the appropriate principal and a letter will be sent out to the class, grade, or school depending on the nature of the illness.

Head Lice

- Head Lice is a common occurrence in most schools. Parents are encouraged to routinely check their child's hair for head lice or nits. Please inform the Health Office if your child has head lice. A student must be treated with lice shampoo and must have all nits removed from the hair, before returning to school.
- Please have the nurse at the Health Office examine your child's hair before returning to the classroom.
- The school nurse will provide head lice screening to grades PS – grade 6 every term. Parents will be notified if there is any follow up to be done after the screening.

Returning your Child after Illness

- Please report any infectious conditions to the Health Office.
- Students with infectious conditions should return with a doctor's note stating they are no longer contagious, or stating which special precautions must be taken. They must report to the school nurse.

Food Allergies

- If your child has an allergy or health condition which limits his/her exposure to some foods, please ensure that your child's teacher, the nurse and the respective Principal Office is made aware of the condition.
- The school has no policy of restricting foods on the campus. However, when there are cases of students who may have extreme allergic reactions, other parents in the class will be asked to be aware and help take precautions against accidental exposure.

10.3 School Accidents or Injuries

The nurse will attend to any student who sustains an injury or who is involved in an accident at school. If outside medical assistance is needed, the Head of School or Principal and the school nurse will contact the parents and attend the student until the parents or guardian arrive. In the event of a life threatening situation, the school has an arrangement with the international clinics (SOS or BIMC) or NEAREST HOSPITAL for emergency treatment. If parents do not wish the school to use either of these services, the school must be notified in writing of the parent's preferred medical clinic.

Reporting Protocol

- In case of an injury the school nurse will assess the situation and if necessary the student's teacher will contact the parents or guardian to coordinate decisions about medical care.
- In the event of an accident or serious situation, The Head of School or Principal and the Counselor are called immediately to contact parents or family (with the nurse and injured on hand) and coordinate decisions about medical care.
- The Head of School or Principal and the nurse transport the injured party to the hospital in a school vehicle, personal car, or ambulance.
- The Head of School or Principal supervises the medical care to insure that it is the best possible; especially if parents are not medically informed or knowledgeable or comfortable in the language.

10.4 Healthy Eating

At BIS we understand the importance of healthy eating. Students who eat nutritiously balanced meals learn better and feel better. With this in mind, we strongly encourage our students to eat healthy snacks and lunches at school, whether these are purchased from one of our food providers or brought to school from home. Please note that sweets/candies should not be brought to school.

Birthday and Class Parties

In the Primary School parents sometimes wish to celebrate their child's birthday at school by bringing in treats for their child's class. We encourage parents to consider our school's commitment to healthy eating when doing so. During such celebrations, please refrain from bringing 'goodie bags' or other such items to be distributed to the students. Whenever possible, please be sensitive to the possibility that other children might have allergies or dietary restrictions which could preclude them from taking part.

In the Secondary School, all classroom parties must be approved by the Secondary School Principal in advance.

11. FACILITIES

11.1 Facilities in General

- All BIS facilities and equipment exists for the primary purpose of serving the academic needs of BIS students.
- During school hours BIS parents can use the facilities if they are not being used by BIS students.
- During school hours BIS parents are requested to wait until the pool area is free of all students.
- Applications to hire school facilities must be renewed annually and include photo ID to accompany the agreement. All usage must be congruent with the BIS Mission, Vision and Core Values. The school reserves the right to terminate the User Agreement at any time. If the school perceives any health or safety risks the activity will be terminated. The school requires all users to sign a disclaimer stating that the person will not hold BIS liable for any loss or injury. Applications are available from BIS Reception, and any queries are to be directed to the Activities Coordinator.

11.2 School Library

- The BIS Library provides a welcoming learning environment that supports the school's curriculum and encourages recreational reading as a lifelong habit.
- We have two qualified Librarians and a Library Assistant who provide library services from 7.30 a.m. to 4:00 p.m. each day (3:30 on Friday). Our library has over 40,000 books in its database and uses the Destiny OPAC system. The library also subscribes to 4 academic digital databases and acquires over 40 new books per academic year. Additionally the library possesses audio CDs/books, large print books, DVDs and other multimedia/digital content.
- The BIS Library has an annex/upstairs classroom where library literacy classes take place, students can use as a collaborative/study space, teachers can use as an additional teaching space, and more. This space can be booked though the Librarians or the Google calendar. The library also has a quiet study room that is to be used for quiet academic pursuits. This room (known as the "D.W.A.R.") can also be reserved by individual teachers.
- Students may come to the library at lunchtime and during their break times for research and study. After school, primary students must be accompanied by a parent. Secondary students must have an academic mission/reason for being in the library after school. Parents are also encouraged to open library accounts and check out materials.
- Each PYP class classes come in weekly library information literacy skills lessons/classes at which time they will also check out books. MYP and DP classes schedule lessons on information literacy as needed and in collaboration with the librarian.
- The library has a number of mother tongue books to support all languages within the school including Bahasa, Japanese, Korean, French, Spanish and German.
- **Additional information and details can be found on the [BIS Library Policies & Procedures Handbook](#) as well as the [Bali Island School Library Resources website](#).**