

## Section 4: Community Rights and Expectations

### School Attendance

#### School Calendar

The school provides a four-term year of 180 contact days. The evenly spaced nature of the four-term year supports students’ learning and provides a balance for an international parent body returning home for their respective annual leave. The school provides a maximum of eight professional development days for its teaching staff. It also observes and closes on all national holidays, if these are not already a part of the school’s holidays: examples include Idul Fitri, Galungan, Easter, Nyepi and Indonesian Independence Day (*please refer to the published BIS Calendar of School Days*).

Any changes to the school calendar will be notified to parents by the school Director and be made based on educational needs and announced in advance.

#### School Hours

School Hours	Primary	Secondary
School Arrival	7.30am – 7.50am	7.30am – 7.50am
School Begins Home Room	8.00am 8.00-8.10 am	8.00 am 8.00-8.10 am
Morning Snack	9:40 am – 9:55 am	9:40 – 10:05 am
School Lunch	11.30 am – 12 Noon	12:15 pm – 1.00
Afternoon Snack	1:40 – 1:55 pm	n/a
School Dismissal	2.45pm	2:45 pm
Faculty Office Hours: Time to Meet Individually with Teachers		2:50 – 3:10

*Pre-School students will keep the same hours until lunchtime. At 11:45 a.m , those students who are participating in the afternoon program by prior agreement will have lunch and follow the above hours.*

#### Arrival at School/Dismissal from School

School programs commence promptly at 8.00am. It is the responsibility of the parent to see that the children arrive prior to 8.00am. Students who arrive late are to report to the office. A late slip will be issued which must be presented to the classroom teacher. Appropriate disciplinary action will be taken. Parents are asked to contact the school by phone, letter or e-mail if their son/daughter will be unavoidably late or absent. This courtesy is very appreciated and necessary.

School dismisses at 2.45pm. If students are not taking part in after school activities, they are expected to be off campus by 3.00pm (in primary) and 3.15pm(Secondary), with the exception of each Tuesday where ALL students are to be off campus by 3.00pm as faculty meetings start at 3.00pm.

Please note ALL primary students, preschool through grade 6, MUST be picked up at the classroom (or activity) by their parent, guardian, pembantu, driver or older sibling (grade 7 and up). No primary students will be allowed to leave the main campus if not accompanied by one of the individuals outlined above. The classroom teacher must be aware of who will be picking your child up and they will not be dismissed until that person arrives.

Students who drive themselves to school **must have their parent/guardian** inform the school office in writing. Students who are passengers with student drivers **must have written permission from their parent/guardian**. This information must be filed in the front office.

#### Students not registered at BIS

Our first priority is to provide quality instruction to our tuition paying students. If families are interested in finding out more about our programs we will provide them with appropriate information and classroom visitation time. We cannot accept students on a casual drop in basis who are visitors on the island. Occasionally we will host a prospective student to allow them to see a “day in the life” of BIS,

however these cases are only upon approval by the Director and the applicant's file must be well along the admissions process.

## BIS Tardy Procedure

The following applies to Secondary Students. The Primary Principal and classroom teacher will deal with Tardies in the Primary.

For said Secondary students, please note that this policy applies to both the start of the school day and to separate classes that commence during the school day.

<i>First Offense:</i>	<i>Teacher-Directed Consequence, Tardy noted on Student record by teacher.</i>
<i>Second Offense:</i>	<i>Teacher-Directed Consequence, Tardy noted on Student record by teacher.</i>
<i>Third Offense:</i>	<i>Meeting with the Principal, Parent Informed, Morning Detention.</i>
<i>Fourth Offense:</i>	<i>Meeting with the Principal, Parent Informed, Two Morning Detentions. Fifth</i>
<i>Offense:</i>	<i>Immediate In-School Suspension, Meeting with the Principal and Parent</i>
	<i>required prior to returning to classes.</i>
<i>Sixth Offense:</i>	<i>Meeting with the Principal and Parent Required, Suspension and/or</i>
	<i>Removal from school recommended.</i>

## Boundaries during School Hours

The neighborhood warungs/cafes are out of bounds during school hours. Grade 11 and 12 students have the following privileges (privileges are conditional to receiving a consent signature from parent/guardian of the student):

- Grade 11 and 12 students have daily privileges to visit the Warung and the school café. Please note that privileges may be given and also, taken away in the case of abuse.

Students must understand that with these privileges come responsibilities and consequences. Students must return in class on time and they will be responsible to the school for their Behaviour at all times during the designated school days. All students are responsible for being "good neighbours and citizens" at all times in the vicinity of the school. Students will have their senior privileges removed if they do not comply with normal school work and behavioural expectations.

## Absence Policy

It is important that students attend school for their continuity in learning. However, circumstances such as illness, a death in the family, and school-sponsored activity will be viewed as **excused absences** and the student will have an opportunity to make up the work when they return to school. An **unexcused absence** is when a student misses school without prior notification and approval of the school or returns to school without parental written excuse. Students who have been given authorized absences will work with their teachers and the division principal to fill out a "Pre-Arranged Absence Form."

All absences immediately proceeding or immediately following a vacation period are considered unexcused absences. Any exception to this requires pre-approval from the division principal. Any pre-approval is required **ONE WEEK** in advance. Students who are absent with an "excused absence" will be expected to complete the missed work in their own time before the "excused absence" is recorded.

As students move into high school they will experience greater formalities in a number of situations, one of which is the assessment/testing program. Throughout the school year, assessment is ongoing and a range of examinations are administered. Assessment/exam dates are communicated to students at the start of each term. In the case of set assessments, students are required to sit/submit the assessment as scheduled and only in extreme cases where a student has a legitimate approved reason or have supplied a credible medical doctor or in the case of critical illness or death of an immediate family member will students be given an alternate date. Students who are not in compliance with this policy will be marked absent and this will result in a recorded failure of the assessment/examination piece.

### Grades 9-12

A student must attend more than 90% of the total number of class periods in any course in order to receive credit for the course. For example, English 9 meets 180 times a year, if a student is absent for 18 or more classes they will not qualify for credit in English. Their reason for an absence is not the issue; therefore, both excused and unexcused absences are calculated in the total classes absent.

## Academic Expectations

### Homework Expectations

Homework is an important component of the educational process and developing and shaping appropriate behaviours starts in Primary School. The purpose of homework is to provide students with an opportunity for independent practice, reinforce skills that were taught in school, and to learn time management and responsibility. The following guidelines are for daily homework time:

K to Gr 2:	10-20 minutes daily	Gr 5:	50 minutes daily,
Gr 3-4:	30-40 minutes daily	Gr 6-8:	60-80 minutes daily,
		Gr 9-12:	90 minutes to 2 hours daily.

Daily reading is an important part of every student's life. It is expected that all students engage in sustained, independent reading every day. This supports the development of a variety of skills essential for a successful academic experience. It is recommended that students begin reading for 30 minutes a day and then work towards reading for longer and longer periods.

The expectation is that students will have their homework assignment completed and turned in on the due date. A range of consequences will be implemented for late, and/or incomplete homework. These consequences may include having the student stay in during school breaks and/or after school, and/or students may lose partial or all credit for the assignment. Teachers will mark and provide feedback on homework.

All assignment/assessment pieces are due on the due date. If a deadline is missed the assignment is still handed in by students so that they do not miss the opportunity for feedback on their work. Only in extenuating circumstances will late assignments be considered after the due date; Grade 6 through 12 students will be required to communicate with Secondary Principal.

### Student Tutoring

We believe that with regular attendance at school and a consistent effort both at school and with their homework that students should be able to achieve academic success. It is **not** the policy of the school to recommend tutors. Further, it is our belief that students should only require tutors outside of school in extenuating circumstances. BIS teachers cannot provide fee paying tutorial services outside of school hours for Bali International School students.

## Computer Lab Use

Outside of scheduled class times the computer labs will be available for student use when adequate supervision can be provided. There will be a schedule posted at the beginning of each term, with each individual labs availability.

During these times, students may work on assignments, send e-mail, or use the Internet for school related research. Students are expected to respect the study environment of the lab. Websites or e-mail with content inappropriate for a school environment such as violence, inappropriate sexual content or material is prohibited. A screening system is in place and regular monitoring of site usage is enforced.

All students are expected to abide by the **Technology Use Agreement**. Students in Grade 3 through to Grade 12 are required to sign the agreement which will be reviewed with them each year. Parents sign on behalf of their child(ren) for PreSchool through grade 2. Student breach of this agreement can result in student loss of IT access privileges.

## BIS Student Uniform and Dress Code

All BIS students are required to observe the BIS uniform / dress code while attending BIS and while representing the school off-campus.

All Preschool to Grade 10 students wear the mandatory school uniform.

There is a dress code for Grade 11 and 12 students. The guidelines are:

Students are required to wear:

**Shirts/blouses:** a long sleeved or short-sleeved shirt or a t-shirt with a collar (polo type shirt). No spaghetti straps or crop-cut shirts are permitted; no midriffs are to be visible.

**Pants/Skirts:** Full length pants, shorts, skirts, or skorts (shorts with fabric in the front that creates the appearance of a skirt) may be worn (maximum 10 cm above the knee). No low riders which expose the mid riff are to be worn.

**Shoes:** Students can choose between shoes, sneakers (trainers), or sandals; however, if sandals, they must have a heel and toe strap. No clogs or thongs (flip flops) may be worn because of safety issues.

**Science Labs:** Students must wear shoes during scientific experiments.

**Physical Education Uniform:** Sneakers/trainers are required. All students Grade 5 upwards must change into a PE uniform for PE classes. All students must wear a PE uniform when representing BIS in any sporting activities. Students who have PE during the first class may come to school in their PE uniform. Students are to change back into their school clothing after their PE class. Swim wear: one-piece plain dark colored suit for girls and Speedo or board shorts with trunks Speedos for boys.

**Hat** 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.

**Dress Uniform:** It is important that students dress to suit the occasion. On special occasions as communicated in writing by the administration/class teacher, dress will be standardized for everyone. All students are to abide by the guidelines communicated for the specific occasion.

In general, if a student's dress becomes distracting to others or in any way negatively impacts the learning environment, the situation will be addressed and remedied by the divisional Principal.

Please ensure all clothing is labeled to assist with recovery of any items left behind.

## BIS Behaviour Code

### **Bali International School Behaviour Code**

Bali International School promotes, reinforces and encourages the growth of student self-discipline, respect and responsible behaviour in order to foster a safe and caring learning environment and enhance student achievement.

At Bali International School, 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 BIS community;
- ✓ The use of positive and timely communication; and
- ✓ The use of counseling intervention as required.

At Bali International School, we believe that the development of positive student behaviour is a shared responsibility between students, staff and parents.

### **Boundaries of the Code**

The code is broad enough to be applied to the entire school population. It is 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.). It is designed to allow for developmentally appropriate expectations and consequences. From this code, classroom rules/expectations and consequences are implemented.

As a general rule, student Behaviour that impacts the reputation of the Bali International School and in any way negatively impacts student learning, will be addressed by the school working with parents. This may extend outside of the normal school day and location, when it impacts the learning environment.

## **Collective Responsibilities**

It is recognized that appropriate behaviour is the respective and collective responsibilities of all three stakeholder groups; 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.

### **Staff**

Staff is 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.

### **The four major expectations for students**

The behaviour code consists of four expectations.

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

All rules and regulations are logical extensions of these four basic expectations.

## **School Rule Infractions & Due Process**

### ***Academic Dishonesty***

Academic dishonesty includes but is not limited to the following Behaviours:

- presenting as one's own the ideas of another;
- copying someone else's work;
- copying sections from textbooks, encyclopedias, or any other printed, published or digital materials without acknowledgment of the source;
- cheating on tests/exams;
- knowingly permitting another student to copy homework or test answers
- willingly and knowingly concealing the truth from those who seek it.

All incidents of confirmed academic dishonesty are reported to the Principal. At the teacher's discretion in consultation with the Principal, and depending on the severity of the offense, the student will receive a reduced or failing grade for the work in question, and parents are informed in writing by the teacher.

Repeated incidents of academic dishonesty may result in failure in the course for the semester, suspension, or dismissal from school (see Major Rules Violations, Category II).

### **Minor Rule Infractions**

'Minor' rule infractions include, but are not necessarily limited to the following:

- disrespectful and/or disruptive Behaviour in or out of the classroom;
- foul language;
- being careless with school property or the property of others;
- littering, eating, or drinking in the halls and classrooms.

A first offense results in a warning; a second offense is reported to parents and incurs an after-school detention; a third offense incurs two after-school detentions and a letter home. More than three minor rule infractions will be treated as if they were major rule violations.

### **Major Rule Violations - Category I**

The following are considered serious violations of the school's rules and its values:

- inappropriate use of the Internet (refer to the Internet Use Agreement on page 17)
- cutting classes;
- being off campus without permission;
- smoking on or near campus;
- more than three minor rule infractions.

A first offense is reported to parents, results in the loss of privileges, and incurs a detention period commensurate with the nature of the offense. In addition to the above, a second offense incurs disciplinary probation. Students involved in a third offense will be suspended from school.

### **Major Rule Violations - Category II**

The following are considered very serious violations and will result in suspension or dismissal from school:

- verbal, physical or sexual harassment or bullying;
- theft;
- vandalism;
- academic dishonesty;
- tampering with fire fighting equipment, computer software/hardware, or any other school equipment;
- the use, possession or distribution of drugs;
- use of foul language directly to/at a faculty member or member of staff;
- the use of alcohol;
- the possession or use of firearms, switchblade knives, or other implements used as a weapon;
- three or more Category I offenses.

A student accused of a Category II violation will:

- 1 Discuss and document the incident with the Principal.
- 2 If, upon reviewing the student's position and any relevant evidence, the Principal believes that a violation may have occurred, the Principal will notify the parents.
- 3 The Principal will also contact the advisor / home room teacher, or counselor, or a teacher of the student's choosing to serve as the student's advocate.
- 4 The student will meet with his/her advocate.
- 5 The advocate, student and Principal will meet to address the accusation.
- 6 After all issues have been discussed, his/her advocate and the Principal together will deliberate on the issues.
- 7 The Principal will attempt to meet with the parents **before** a decision is made, if at all possible. The meeting may have to be over the phone if the parent is unavailable to come to the school in an adequate time frame to insure the matter is dealt with swiftly.
- 8 The student is informed of the decision; the Principal's decision is final. \*

\*If the decision involves a suspension or dismissal, the family has the right to appeal the decision (see Appeals below).

If a student is suspected of drug abuse, the parents will be immediately advised and the student will be suspended out of school indefinitely. Parents have the right to provide appropriate medical evidence (e.g., drug test administered by certified provider) to demonstrate that their son or daughter is no longer a threat to themselves or others for consideration of re-instatement.

### ***Disciplinary Probation***

A student on disciplinary probation is placed on notice that further instances of disrespect for the school's goals and values are likely to result in his/her suspension or dismissal from school. Conditions and Behavioural expectations will be detailed in writing for the student and parents.

### ***Appeals***

All students have a right to due process. This includes the right:

- to appeal academic decisions which they perceive to be unfair or incorrect;
- to appeal decisions involving Major Rule Violations (Categories I & II).

Appeals related to academic decisions are made to the Principal whose decision is final.

Decisions resulting in the suspension of a student from school may be appealed to the BIS Director whose decision is final.

Decisions resulting in the dismissal of a student from school may be appealed, in writing, to the BIS Director and Board of Directors whose decision is final.

## **Security Procedures**

**There are two designated areas for parking. Both BIS car parks, like the entire BIS campus, are NON SMOKING areas.**

### **Parent/South Car Park (Jalan Pemamoran)**

- Self-driven vehicles will be permitted to enter car parks and will park under the direction of Satpams.
- Vehicles with an employee driver will drop off the family, 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 car can re enter the car park after 8.15am in the mornings, or after 3.15pm in the afternoon.
- If an employed driver is picking up students, they are to coordinate exact times of pick up. They will only be allowed to park for a maximum of 5 minutes.

**BIS gives full authority to security staff to permit or refuse entry to anyone based on established security procedures.**

### **Procedures for Entry and Exit**

All members of the school community must be wearing a BIS ID Card when entering the campus. All visitors must apply to the front office for permission 24hrs prior to visiting the school and must adhere to enforced procedures.

### **Collecting students**

It is the parents' responsibility to see that students are collected at 2.45pm, and at the very latest 3.00pm. If for some reason, a student is still waiting after that time they will be unsupervised due to the teachers' planning and meeting commitments.

Students in preschool through grade must be picked up at their classrooms by a parent, sibling in grade 6-12, or designated adult. Children in preschool through grade 5 are not allowed to leave the campus unaccompanied by an adult. Please ensure the designated individual meets your child at their classroom 2:45 pm. At 3:00 pm, students not collected will be taken to the primary office until a designated adult arrives.

## Pembantus and Drivers

No pembantu or driver is permitted to enter the BIS campus between 8.00am and 2.45pm. We ask that students come to school prepared for the day. Where a student has lunch delivered by pembantus/drivers at lunchtime, or if delivering items to a student, it will be left at the main gate security office and must be collected by the student.

Drivers and pembantus are required to wear the BIS Identity Card, which may be applied for through the front office.

We thank you for supporting these procedures as they all contribute to the safety of our children.

## Section 5: BIS Student Life Programs

### After School Programs/Extra-Curricular and Co-Curricular Activities

Students are provided the opportunity to participate in a comprehensive after-school activities program organized by staff, parents and other outside organizations. These programs provide opportunities and support in developing the five pillars of Student Life at BIS:

- Sport
- Recreation
- The Arts
- Service
- Co Curricular

#### Sport

Bali International School is an active member of the Bali Schools Sports Association (BSSA), which is a group of international and National Plus schools who are working together to promote and implement friendly sporting competitions among schools in Bali. Interschool competitions currently running are: football (soccer), cross country, volleyball, athletics, swimming, basketball and a multi sports day with competition in surfing, billiards, ten pin bowling and badminton.

BIS is also a member school of IISSAC (Indonesian International Small Schools Activities Council). This is an opportunity for BIS students to represent BIS in Football, Basketball and Swimming and to travel to, and compete against, other International schools from around Indonesia.

Other sports offered at Bali International School are: tennis, softball, rugby, touch rugby, games club, football club, athletics club and swimming.

#### Recreation

Recreational pursuits offer students the opportunities to explore new skills in a non competitive environment. Clubs may include, but are not limited to: rock/wall climbing, Tae Kwon Do, badminton, karate, Modern Dance, Running Club, Snorkelling, Aerobics, and junior Games Club.

#### The Arts

The extra curricular Arts Program includes: Art, Music and Drama. As many of these activities are provided by outside vendors, a fee is usually incurred.

##### **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:

K:Piano and keyboard. Grades 1 & 2:Piano, keyboard, violin, acoustic guitar and voice. Grades 3 & 4:Piano, keyboard, violin, acoustic, electric and bass guitar, voice and drums. Grades 5 – 12:Piano, keyboard, violin, cello, acoustic guitar, electric and bass guitar, voice, drums, flute, clarinet, saxophone, trumpet and trombone.

**Fee Schedule:** The cost per half-hour individual lesson will be announced in advance at the beginning of the term by the school and publicized through the BIS Newsflash. 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.

**Instruments:** The school offers certain instruments for hire. The fee for hiring an instrument from the school is Rp200.000 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.

**ABRSM Exams:** Associated Board of the Royal Schools of Music Each year students may sit graded exams with the ABRSM. Bali International 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**

Providing students with the opportunity to be involved in activities to help the community both locally and globally. Clubs such as 'Global Issues', 'Belajar Bersama' and Roots and Shoots'.

### **Co Curricular**

All High school staff are available in their classrooms until 3:15pm each day (bar Tuesdays) to assist students. There are also Study Halls available Mondays and Thursdays staffed by teachers from both the English/Humanities areas and the Math/Science areas. Additionally there is reading support, EAL support, clubs in French, Spanish and competitive Mathematics.

### **Enrolment**

A comprehensive list of offerings is advertised at the beginning of each term. Primary students (Kindergarten through grade 6) request activities through a sign up sheet that is attached to this email. Students are asked to return the form by August 3<sup>rd</sup>. Additional copies will be made available from the Primary office. Please feel free to pick one up from Ibu Astrid at your convenience.

Secondary students sign up online during homeroom sessions (August 1-5). Final activity lists are posted on the extra curricular notice board outside the library. A number of programs have restricted enrolment, so it is essential students sign up early.

All activities (school initiated and outside provider) begin in the second week of each school term. Please note this is a change from previous years. This is to accommodate equipment and facility maintenance and upgrade. ALL activities (school initiated and outside provider) begin in the second week of term and finish the second last week of term. No activities run after school during the first and last week of each term without permission from the Director.

All activities offered by BIS staff are free of charge, unless there is an equipment/supplies charge. Parents will be notified should this be the case.

Activities offered by Outside providers 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 PM. We HIGHLY encourage students not wishing to travel home and back to sign up for a school sponsored activity running from 3:00-4:00 PM. Alternatively, they may read or do homework in the library or (for Secondary students) in a designated location in the secondary area. There is no supervision for students on the playgrounds at this time.

If you have further questions about the after school activities program at BIS, please contact Hamish Sutherland (Activities Coordinator) at [hsutherland@baliis.net](mailto:hsutherland@baliis.net) or Ant Lennan (Primary Point Person) [alennan@baliis.net](mailto:alennan@baliis.net).

### **Global Citizenship Programme**

The Global Citizenship Programme (GCP) at Bali International School aims to develop an understanding of the interconnectedness between individuals, societies, and countries by encouraging students to consider the cultural, environmental, economic and political dimensions of global issues. It encompasses activities taken in all aspects of school life at BIS: across the different disciplines and year levels, and in curricular and extra-curricular activities.

While addressing global issues is a major focus of the programme, development of the individual is also a key goal. Students are required to participate in new and challenging activities and then reflect upon their participation in them. This reflection will reveal individual strengths, areas that require strengthening, values and attitudes, and help to guide future goals, enhancing ones personal development.

The programme provides an opportunity for BIS students to be those who solve problems, locally and internationally. Through such involvement students develop the individual life skills that are required of citizens in an ever changing world.

The program has a holistic, interdisciplinary approach to learning and provides an opportunity for students to extend what they learn in the classroom in real life situations through service learning activities.

### **What is Service Learning?**

Service learning provides students with an opportunity to connect classroom studies to activities that is of benefit to the global community. Service learning allows students to contribute to addressing global issues by helping out in their school community, their neighbourhood, or even around the world. By applying what students are learning in ways that help others, the results are memorable. Students gain lessons that last a lifetime and while learning, they develop the ability to contribute to a better society. They become Global Citizens.

### **The Global Citizen**

**Bali International School sees the Global Citizen as someone who:**

- is a **thinker** – they are aware of the wider world and have a sense of their own role as a world citizen
- is **open-minded** – they respect and value diversity
- is **knowledgeable** - they have an understanding of how the world works
- is **principled** – they are aware of and concerned about social injustices
- is **caring** – they participate in the community at a range of levels, from the local to the global
- is a **risk-taker** – they are willing to act to make the world a more equitable and sustainable place
- is **reflective** – they take responsibility for their actions.
- is an **inquirer** – they seek answers to global problems
- is a **communicator** – they are able to communicate effectively on global issues, often in more than one language
- is **balanced** - they demonstrate a willingness to engage in creativity, action and service

**Education for Global Citizenship is\* ...**

- asking questions and developing critical thinking skills
- equipping young people with knowledge, skills and values to participate as active citizens
- acknowledging the complexity of global issues
- revealing the global as part of everyday local life, whether in a small village or a large city
- understanding how we relate to the environment and to each other as human beings.

**Education for Global Citizenship is not\* ...**

- too difficult for young children to understand
- mostly or all about other places and peoples
- telling people what to think and do
- providing simple solutions to complex issues
- an extra subject to cram into a crowded curriculum
- about raising money for charity.

\*Adapted from Oxfam’s “Education for Global Citizenship: A guide for schools”

The following provides an overview of the GCP. More specific information of how the programme is involved in each of the three IB programmes is included in each programme’s description.

### **Education Outside the Classroom Pre-school to Grade 12**

It is the intent of the Bali International School curriculum to provide learning experiences that focus on the people, material, and environmental resources that Bali and the rest of Indonesia have to offer. All such experiences must have a strong educational purpose and be related to the BIS curriculum. EOTC

(Education outside the Classroom) experiences range from day trips to overnight excursions.

#### EOTC Duration

Day Trips less than one day's duration (PS to Grade 12)

Overnight excursions (more than one day's duration)

- Pre-school – Grade 2: No Overnight Excursions
- Grade 3-4: 1 overnight at school
- Grade 5: 1 night duration away from school
- Grade 6: 1-3 night duration away from school
- Grade 7-12: 1-5 night duration which may be outside of Bali
- International trips to be arranged during the school breaks and in exceptional circumstances up to a maximum of 2 school days may be incorporated.

### Facility Usage and Rental Agreement

**There are four categories of activity available with BIS facilities:**

- **BIS Sponsored Activity** is any activity organized by the school for BIS students. This will normally involve BIS staff or parents; however third party coaches may be involved under school invitation as required. No facility or coaching/teaching fees apply; however, other associated costs may be directly charged to the student. Participation is exclusively limited to BIS registered families.
- **BIS Approved Activity** is any activity approved by the school, normally commencing from 4 pm. This will normally involve third party coaches/teachers who pay a facility fee based on cost per student participating; activity costs will be charged directly to the student. BIS registered fee paying families are given priority for participation at all times.
- **BIS Approved Activity with External Participants** is any activity approved by BIS which registers external participants (non BIS registered families), a facility fee will be charged to the organizer. These activities take place outside normal school hours (after 5 pm). The fee will be established by the Director based on the activity, the time, and the number of participants.
- **External Activity** is any activity organized by a third party using BIS facilities with school approval. Facility fees will be charged to the organizer. All associated cost and coaching/teaching fees will be negotiated between the organizer and the participants.

### Facility Usage

All BIS facilities and equipment exists for the primary purpose of serving the needs of BIS students. Facilities use is prioritized in the following order with consideration given to maximizing numbers;

1. School representative teams/groups
2. BIS Staff sponsored Activities
3. BIS Approved Activities with third party coaches
4. External use

The BIS students' access to all school facilities shall always take precedence, with the majority of the total number of usage hours for any facility being automatically reserved for BIS students. Other user groups must agree to and abide by the terms and conditions of the user agreement and pay a rental fee according to the approved Board fee schedule. The school reserves the right to cancel any use of facilities by outside parties.

### Facility Rental Agreement

BIS facilities are available to any individual or community group upon written application; all applications will be considered. All usage must be congruent with the social, cultural, and academic ethos of the school and consistent with the school values. Activities or events which are perceived to be incongruent with the school's values will not be permitted. The school reserves the right to terminate the user agreement at any time. If the school perceives any health or safety risks to the participant or any other individual the activity will be terminated.

BIS rental agreements for facilities are available on request from the Facilities Coordinator or administration. The fee schedule for BIS facilities are listed below;

**Fee Schedule:**

	Rental Hours	Fee	Deposit
Sports Field	2 hr minimum	IDR 350.000	IDR 200.000
	4 hr/half day	IDR 500.000	IDR 200.000
	8hr/ full day	IDR 1.000.000	IDR 200.000
Multipurpose Room	2 hr minimum	IDR 300.000	IDR 300.000
	4hr/half day	IDR 500.000	IDR 500.000
	8hr/ full day	IDR 1.000.000	IDR 1.000.000
Classrooms	2 hr minimum	IDR 200.000	IDR 200.000
	4hr/half day	IDR 350.000	IDR 200.000
	8hr/fullday	IDR 500.000	IDR 200.000
	Multiple Classrooms/Days	On application	
Covered Sport's Facility Day	Per court Per hour	IDR 60.000 per hour	* Note: discounts available for multiple booking
Covered Sport's Facility Evening	Per court Per hour	IDR 100.000 per hour	*see above

**BIS Swimming Pool**

Group Rates	IDR 50.000/hr IDR 100.000/hr IDR 200.000/hr IDR 300.000/hr IDR 500.000/hr	1 lane 3 lanes full pool, max 30 people full pool, 30 – 50 people full pool, more than 50 people
Half day (4hrs)	IDR 1.200.000	No number limit
Full day (8hrs)	IDR 2.400.000	No number limit
Pool Pass – 12 months	IDR 1.000.000	Individual

Note: Cleaning Staff required will be charged base on prior agreement with the school. All damages and cleaning charges necessary will be charged to the renting individual / group.

## **Section 6: Student Support Services**

### **EAL (English as a Second Language) and Special Needs**

Bali International School shall provide learning needs support for a maximum of four hours weekly at no extra charge for mission appropriate students, whom have been **identified as requiring support** beyond that available in the regular educational program as the school recognizes the importance of including students who have different ways of learning and different ways of achieving an educational outcome.

The school defines student learning support as the need for general academic learning support, the need to learn the English language (EAL) and the needs of gifted and talented students. Procedures and practices are articulated differently in the primary and secondary school curricula respectively.

Bali International School reserves the right to de-enroll a student if the student fails to make satisfactory progress in the learning support program and is unable to function in the regular program with minimal support.

#### **Guidelines**

1. The school recognizes that students progress and develop at different rates and in different ways. The school is committed to finding the optimal match, facilitating access to the curriculum for all students enrolled in the school.
2. Parents of prospective students are advised that the school is able to serve only those students with learning difficulties who are able to function in the regular program with minimal support.
3. Where it is clear as evidenced by records of student achievement and progress that a student has needs that can no longer be accommodated in the regular program and/or the learning support program, the parent will be required to obtain an external assessment from an educational psychologist or psychiatrist at a cost to the parent. (i.e. Speech and language assessment).
4. The school does not have the resources to deal with severe emotional and Behavioural problems which are disruptive to the individual (i.e. their own individual learning) or the class/school as a whole.
5. Progress into grade 10 and above for enrolled BIS EAL students will also be evaluated on a case by case consideration and is not automatic.
6. Admission decisions are made on an individual basis.
7. Bali International School reserves the right to refuse admission to any student for whom an appropriate educational program and support services are not available.

#### **Procedures**

1. Prior to referral, the classroom/subject area teacher must prepare written documentation evidencing the intervention strategies implemented in the classroom the student's needs.
2. Students will be referred by their classroom/subject area teacher via the Student Referral form for internal assessment, at no extra charge to establish the specific need.
3. The student referral form must be approved by the School Director or Designate.
4. Student Learning Support teachers will use standardized tests to determine general learning and/or language differences. .
  - a. Students who have limited English proficiency who are referred for EAL support will be assessed prior to support services being provided. The scores for each student taking this survey will be analyzed individually to determine how to best meet their needs. Students will receive specific EAL support during Language B. In addition, inclusion support will be available and classroom teachers will offer support. Students should earn a CALP (Cognitive Academic Language Proficiency score between 4-6 to discontinue EAL services.
  - b. Students experiencing academic difficulties who are referred to the Student Learning Support teacher may be assessed a variety of methods. Students with scores that are of a 2 year lag or deficiency will receive student learning support of maximum of 4 periods a week.

5. Students with identified student learning support needs will have an Individual Education Plan (IEP) or a Learning Support Plan (LSP) written by the Learning Support teacher, the classroom teacher, parents, and any other pertinent personnel. A student will have an IEP if he/she has a diagnosed learning disability from a licensed psychologist, psychologist, or medical doctor. The IEP or LSP must be signed by the parent/guardian of the student prior to the commencement of support services.

## **Counseling Services**

### **Guidelines**

All current BIS students are eligible for counseling services, which include:

1. Short term confidential individual counseling
2. Short term confidential group counseling
3. Support groups
4. Programs to enhance human development
5. Resource library education

### **Procedures**

To ensure appropriate counseling services are utilized correctly the following procedures are established for referral to the counselor:

- Self referral by the student
- Referral to counselor by teachers/school administration (oral/written referral; informal/formal; individual/committee)
- Parent request
- Directive to the student by the Director (required as part of discipline procedure)
- Referral by peer
- Counselor's request

### **University Placement and Career Counseling**

The guidance counselor provides assistance with the college/university placement process to students throughout their high school years. The guidance counselor presents university/college information through various means. Classroom sessions for the students, individual conferences and a university information class are provided to the students. The guidance counselor also has resources for preparation for university available for both students and parents.

#### Grade 9 and 10

- Enroll in classes that are required to achieve the high school diploma
- Preliminary Scholastic Aptitude Test (PSAT) will be administered to tenth grade
- Explore and define long term educational goals
- Start securing information about various post secondary institutions and career options

#### Grade 11

- Continue to enroll in classes which are necessary to meet the graduation requirements
- Take the PSAT and or SAT, as needed
- Check graduation requirements to make sure that school records are complete
- Meet with the guidance counselor and begin to consider universities/colleges options
- Continue to search and narrow choices of post secondary institutions

#### Grade 12

- Continue to enroll in the classes that are needed to fulfill graduation requirements
- Start applying to universities and colleges that have been selected
- Take SAT, TOEFL and other achievement tests as needed
- Follow up on all admissions results

## **Student Government and Leadership**

### **Student Council Grade 1 to 6**

A primary student council will operate for the 2011-2012 year. Elections will take place in the first month of school. These representatives will be responsible to bring ideas from the primary school. The grade 6 students will run for the positions of President, Secretary, Treasurer and GCP. They will represent the core of the council and lead the Primary with the support of a teacher representative.

### **Student Council Grade 7-12**

Students from Grade 7 to Grade 12 have the opportunity to serve on the student council. Elections for the executive and class representatives are held every August in accordance with the constitution. The BIS Student Council is responsible for initiatives in community service and school spirit activities. Students serving on the student council are required to attend regular meetings and volunteer a significant part of their time.

## **School Library PS to Grade 12**

*'Be you writer or reader, it is very pleasant to run away in a book'* (Jean Craighead George)

Bali International School's library provides a welcoming learning environment that supports the school's curriculum, offers equity of access, and encourages recreational reading as a life-long habit.

Our purpose is to provide centralized access to resources that support the school's teaching and learning programs and promotes students' recreational reading interests. The most up-to-date materials on curricula topics are actively acquired to support the school's curriculum and to fulfill the research needs of all students. This is further supported by the provision of a number of electronic databases and a computerized system for locating books that can be easily accessed at home or school. A teacher librarian and two library assistants provide support from 7.30a.m to 4 pm each day.

***The broad collection of resources at the Bali International School library reflect the diverse cultures, opinions and lifestyles of the world we live in.***

With over 38,000 volumes, the BIS library maintains and promotes the following:

- A high quality, up-to-date collection of recreational reading material from around the world
- An extensive non-fiction and reference material collection
- Classic works
- International Baccalaureate reference material
- An all embracing audio visual collection
- International newspapers and magazines
- Wireless internet and access to computers
- Latest on-line databases

## **Health Services: BIS School Clinic**

The BIS school clinic was added to the already outstanding facilities here at the school in the last six years. The clinic has all the basic essentials needed for its operations and staffed by a locally trained Registered Nurse (Nurse Surya) on a full time basis from 7:30 am to 5:00 pm, five days per week. Our aim is to promote health and safety throughout the campus area, and maintain a high standard of health care and allied services to all. We will offer the following services to all our students.

1. Provide initial treatment for all injured or ill students and staff, referring cases on to other facilities should further treatment be required.
2. Contribute to the control of communicable disease through immunization record keeping, tuberculosis screening, potable water testing, and the surveillance and isolation of students with contagious diseases.
3. Oversee administration of medicines for children requiring daily medications.
4. Provide developmental screening, covering areas such as basic vision assessment (including color blindness screening), hearing assessment, physical development, learning disabilities, dental health, etc.

5. Prepare adequate first aid supplies for field trips and special events.
6. Liaise with students, parents and teachers regarding pertinent health issues.
7. Be involved with health teaching on campus.

**Here are some tips for taking responsibility for your own health:**

- ❖ Wash your hands thoroughly, frequently and with soap. Hands are the most common means of disease transmission.
  - ❖ Get fresh air and exercise. Go outside for breaks; don't stay inside and work on the computer or do your homework. Your brain as well as your bodies need break periods to relax and de-stress.
  - ❖ Cover your sneezes and not with your hands. Use disposable tissues or sneeze into your arm or shoulder. Remember, your hands will spread germs!
  - ❖ Drink plenty of water, don't wait to feel thirsty. This means 2-3 liters a day (more when you spend time out in hot weather) Drinks with caffeine make you lose more liquid than you take in, so they don't count. In addition, remember that if you feel thirsty, you are already DE-HYDRATED!
  - ❖ Eat a good breakfast. Your body hasn't had any fuel since the night before. Give your body and brain what it needs to work hard and stay healthy.
  - ❖ Get a good night's sleep. Sleep is important to our physical, mental and emotional well-being.
- Take heed of these simple tips, and they really will help to keep you on top! Take the time to be healthy.

**Student health record**

Health records for your child are a very important information for school nurse to know whether your child has an ongoing medical condition such as Asthma, Epilepsy, Rheumatic, Diabetic, Hemophilia, congenital heart condition, also if the have any allergies. It's also important for us to know your child's blood group and rhesus. **Please send your child's health information and vaccination update to the school nurse or if you change your house or hand phone number, it will be easier for us to contact you whenever there's an emergency.**

**Health Guidelines and Policies**

**Administering medication during school day**

Medication sent to the school with a student should be accompanied by a note to the nurse, explaining how the medication is to be administered.

In the event of an emergency, the school has an arrangement with the international clinics (SOS or BIMC) 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.

Unnecessary absence from school may have a negative effect on a student's attitude, work habits and progress. You do not want to keep a child home if they are not really sick; but you do **not want to send a sick child to school.** One of the problems confronting parents occurs when a child complains of not feeling well on a school day. A decision must be made as to whether the child stays home or goes to school.

The school must be informed immediately of any type of communicable diseases so that parents of other children in the class may be notified and appropriate measures taken. **Please refer to the chart, Appendix RECOMMENDATIONS FOR STUDENTS WITH DIAGNOSED INFECTIOUS DISEASE,** which outlines in detail when you need to keep your son/daughter at home due to health issues.

This information sheet is designed to provide guidelines to be followed until your doctor or health advisor can be contacted. Become familiar with the symptoms outlined below and use your own common sense.

**FEVER**

- A fever is a warning that not all is right with the body. The best way to check for fever is with a thermometer, which every home should have. No child with a temperature over 37.8 C (100 F) should be sent to school.
- The fever should be normal 24 hours before returning to school.

**COLD, SORE THROAT, COUGH**

- A child with a "mild" cold, but otherwise feeling well, may go to school.

- A child with a “heavy” cold and a hacking or productive cough belongs at home, even if there is no fever.
- A child complaining of a mild sore throat with no other symptoms may go to school. If white spots can be seen in the back of the throat, or if fever is present, keep the child at home.

#### **PAIN**

- Toothache – contact your dentist
- Earache – consult your doctor
- Headache – a child whose only complaint is a minor headache usually need not be kept home. Frequent or persistent headaches may indicate a serious health problem.

#### **RASH**

- Rash or spots may cover the entire body or appear in only one area.
- Keep your child home, if she/ he has unknown skin rash.
- Call your physician or school nurse if you are uncertain about whether to send your child to school with a rash.

#### **STOMACH ACHE, VOMITING, DIARRHEA**

- Consult your doctor if your child has a stomach ache, which is persistent or severe enough to limit their activity.
- If vomiting occurs, keep your child home until he can keep food down.
- A child with diarrhea should be kept home.

#### **CONJUNCTIVITIS (PINK EYES)**

- A child with a pinky eye burning, tearing, redness, and itching of one or both eyes should be kept home.
- Consult your doctor.
- Keep your child home during acute stage or 24 hours after therapy has been commenced.

**If your child becomes ill at school, or if they have discharge that is other than clear from the noses, mouths, ears, eyes or any other areas, or if they have unknown skin rash the school nurse will, if necessary, contact parents and arrange for the child to be taken home.**

The information provided is not intended as a substitute for appropriate medical intervention. For further questions, please contact the, school nurse, or your local doctor.