

Message from the Director

Dear parents and students,

Welcome to the 2009-2010 school year. We are so glad to have you with us and part of our BAIS family. This is the start of our second year in Kota Baru and we are excited to build upon the success of last year and to continue to strengthen our educational program.

We ask that you and your student read this handbook in its entirety and talk through the many policies and guidelines that help us run BAIS effectively. This handbook should answer most of your questions, but if you have any remaining ones feel free to stop in and ask any of our administrative team. We administrators are always referencing the book to guide our practices and we trust that you find this handbook helpful. I welcome back Ms. Charity LaMertha as our Elementary Principal and am glad to have Mr. Dan Cooley join us as our Secondary Principal.

We are fortunate this year to have had little staff turnover and we welcome back a very capable staff (and complete – it is a blessing to be fully staffed!). We are committed to giving you a quality education and look forward to what this year brings. Parents, we encourage your involvement with PACE (our parent association) and we look forward to getting to know you better throughout the year. Students, we are looking forward to partnering with you as you strive for excellence in all areas of your life.

Have a wonderful school year. Thanks for being with us.

Mr. Pete Simano, M. Ed.

BAIS Director

School Leadership Structure

Bandung Alliance International School has various school leadership structures in place: the NICS School Board, the School Management Leadership Team, the Administrative Team, and the Director's Advisory Counsel (DAC).

NICS School Board

The NICS School Board is the official school board for BAIS, which is located in the United States. For the 2009-2010 school year, the school board members include:

Chair:	Sherry Worel
Vice Chair:	Dr. Harry Phillips
Secretary:	Pat Sullins
Member:	Sam Davis
Member:	Mike Witt
Member:	Judi de Franco
Member:	Charles Hunsucker

School Management Team

For the 2009-2010 school year, this team includes:

- Mr. Pete Simano, Director
- Mr. Dan Cooley, Secondary Principal
- Ms. Charity LaMertha, Elementary Principal, Curriculum Coordinator
- Ms. Laura LaPierre, Business Manager
- Pak Hendri Simanjuntak, External Affairs
- Pak Chevy Hallatu, Internal Affairs

Administrative Team

For the 2009-2010 school year, this team includes:

- Mr. Pete Simano, Director
- Mr. Dan Cooley, Secondary Principal
- Ms. Charity LaMertha, Elementary Principal, Curriculum Coordinator
- Ms. Laura LaPierre, Business Manager

Director's Advisory Council (DAC)

The purpose and objectives of the DAC below are established by the NICS School Board. The NICS School Board is the official school board for BAIS.

Purpose: The DAC shall provide the Director with a means by which to seek local qualified and appropriately recognized counsel as necessary to accomplish the mission and goals of the school.

Objectives:

- To participate in the review and assessment of the school's accomplishment of its stated mission and goals and adherence to its stated philosophy as requested or required by the NICS School Board or the school's Director.
- To engage in activities which support the school and advance the education and general welfare of the students.
- To provide counsel, support, and constructive criticism to the Director.

DAC Members for 2009-2010:

- Mr. Young Koo Hwang
- Mrs. Monica Friesen
- Ms. Selly Setiawan

2009-2010 School Calendar

This can be accessed electronically on the school website

www.baisedu.org/pages/academics/calendar.php A hard copy can also be obtained at the front office at any time. Any school calendar changes as needed will be communicated throughout the school year.

BAIS History

A History of Excellence

Established in 1956, Bandung Alliance International School is the oldest international school in Bandung, and one of the oldest international schools in Indonesia. BAIS is proud to be the only international Christian school in Bandung. BAIS has been a member of the Network of International Christian Schools (NICS) since 1995. NICS currently operates twenty international Christian schools in major cities around the world. BAIS is a private, non-profit school established primarily to serve the international community of Bandung as well as Indonesian nationals. In the year 2000, BAIS became the first accredited international Christian school in Indonesia through the Association of Christian Schools International (ACSI). That same year, the school also earned accreditation through Western Association of Schools and Colleges (WASC). In August of 2008, BAIS moved from its Ciumbuleuit campus to its current campus in Kota Baru Parahyangan.

School's Statement of Purpose, Philosophy, and ESO

BAIS Statement of Purpose

The purpose of Bandung Alliance International School is to enable students to achieve their full academic, physical, social, and spiritual potential, with a commitment to excellence. This education is based upon a foundation of Biblical truth, respecting individuals of all religions and cultural backgrounds.

What Makes BAIS Different? Its Philosophy.

Since its beginning, BAIS has had an international staff, international curriculum, and international student body making it truly an international school. BAIS is also the first, and currently the only, accredited international Christian school in Indonesia through ACSI. Working from an American philosophy of education from a Christian perspective, BAIS is actively committed to ministering to the whole person. BAIS students are exposed to a broad variety of subject areas in order to facilitate well-balanced education, which guides students in discovering their particular interests, talents, and abilities for use in the future. This philosophy allows programs to be directed toward individual development and enrichment in the following areas: intellectual, physical, moral, spiritual, and social. Each school day incorporates citizenship training, character development, personal values, and ethics. Emphasis is placed on instilling respect for citizens of all nations and specifically the country of Indonesia, our host nation. Students graduating from BAIS are well-prepared for entry into English-speaking universities throughout the world.

Expected Student Outcomes (ESO's) for Bandung Alliance International School

As BAIS strives to attain its vision, it is important to develop programs, strategies, and methodologies within the context of Biblical principles, producing graduates with a Christian worldview, who:

1. Develop a lifestyle based on Biblical principles, which demonstrates true worship in all areas of life: academic excellence, gracious and merciful social interaction, a God-honoring attitude, and a balanced lifestyle.
2. Demonstrate higher-level thinking skills in all academic disciplines through writing and speaking.
3. **Demonstrate understanding and appreciation in specials areas (ex. Art, Music, Computers, PE) through the process of making connections, questioning, problem solving, and application. ** (emphasized in the 09-10 school year)**
4. Develop a critical appreciation of other worldviews and their influence on history and present-day societies while maintaining and respectfully defending the Biblical worldview.
5. Develop an awareness of local and global opportunities in order to impact others through outreach and service.
6. Develop skills in technology, social interaction, stewardship, and moral living in order to positively contribute to society.

Admissions Policies

BAIS Admissions Process

Description of admissions process: BAIS offers a program for students who agree to an education in a Christian environment and who are capable of achieving in a program dedicated to academic excellence. The birth date cut-off for entrance into first grade shall be age six on or before **September 30th of the current school year.**

The admissions procedures are accomplished through the following sequence:

1. Parents contact the BAIS registrar for information on admission procedures
2. Entrance testing will be given to all ESL (English as a Second Language) students and students without formal transcripts.
3. Upon successfully passing the entrance test the parents must submit to the registrar the properly completed application forms, health records, transcripts, and copies of both the parents' and student's passport front pages and their KITAS. If the KITAS is in process, an official letter of explanation from the sponsor must be submitted.
4. Once the paperwork has been completed a formal interview will be scheduled with an administrator.
5. If the information for the student is complete, the parents will be informed of the administrator's decision within three days of the interview.
6. Students admitted during the school year will have a 24 hour waiting period before they join their classes (a day will be given for teachers to prep for the student).

Admission Policy for Indonesian Students

Indonesian students regardless of whether they are in the LEP (Limited English Proficiency) program or not may make up no more than one-third of any one class size. Indonesian students may be accepted into the LEP Program depending on the space available.

All Indonesian students must have a letter from the Department of Education allowing them to attend BAIS. All normal admission standards, except possession of a KITAS visa, apply to Indonesian students.

A waiting list is managed by the front office secretaries, and prospective students are placed on this list when no openings are immediately available. Preferences will be given to prospective students on the waiting list based on the following criteria. Also, the more criteria met below, the higher the chances of being considered for enrollment when an opening becomes available.

1. Siblings are already enrolled at BAIS
2. English speaking international school background
3. English proficiency at or exceeding grade level requirements

The school's administration may make exceptions to this policy from time to time based on the needs of prospective families.

Transfer Student Policy

- Students transferring to BAIS in grades 9 through 12 from schools that offer a non-American style curriculum will be permitted to transfer a maximum of six credits for each academic year that they have completed. Following verification and review of transfer records, the guidance office will determine the specific classes that will be accepted to meet high school graduation requirements and the credits that can be awarded from each class accepted. Classes and grades accepted for transfer to BAIS will be reflected on the student's official transcripts as transferred credits but will not be included in the student's cumulative grade point average (GPA).
- Elementary and middle school students entering school without transfer grades during the quarter won't receive an official report card but will receive a progress report for that time period.
- High school students without transfer credits (starting after the 10th day of semester) must wait until the following semester to begin BAIS and are encouraged to do distance delivery or home schooling. A parent who wishes to appeal this policy may schedule a special hearing with the DAC.

Probationary Admissions

Applicants with academic or behavioral deficiencies may be offered probationary admittance for nine weeks if the administrator feels the deficiencies can be corrected by the end of that time. Probationary admissions are reviewed each grading period by the administrator, guidance counselor and teachers. If the necessary corrections have not occurred, the student will be denied further admittance. If the administrator and the teachers agree that the probationary period should be extended it can be extended for another nine weeks (total of a semester).

Accelerated Promotion

Students in grades 1-8 who meet the criteria of ability and achievement, motivation, and social maturity (as determined by the administrative team and teachers) may be considered for accelerated promotion to a grade for which they have not completed the usual prerequisites. The decision to accelerate promotion of a child will take into consideration all the factors mentioned above as well as the desire to place the child in an age-appropriate environment. Final authority for accelerated promotion rests with the Director and will be considered only in very rare occasions.

Finances and Fees

BAIS is dependent upon tuition and school fees for its operation. School tuition and fees are calculated in US dollars and paid in advance per semester. Tuition assistance may be available for families with financial need. For any questions related to finances, please contact our Business Manager, Ms. Laura LaPierre in our business office.

Due Dates for Tuition and Fees

Tuition and fees must be received at the appropriate bank before the close of the fifth school day of the semester. A late fee of US\$50 or 2% per month (whichever is greater) will thereafter be applied to outstanding account balances. Parents remain responsible for transfer delays and/or transfer costs. Accounts more than 30 days delinquent may result in suspension of the student until suitable arrangements have been made to bring the account current. It is the responsibility of the parent to make arrangements when bills are not paid.

Tuition and Fee Payment Options

- US dollars may be wired or deposited into the school's US dollar account. Please contact the school office for account information. Parents are responsible for any bank fees.
- US dollars will be accepted in cash. However the dollars should not be folded; they must be perfectly clean and no more than 3 years old.
- A check drawn in US dollars can be made out to NICS BAIS or a beneficiary account name designated by the business office. There is a US \$ 15 check cashing fee.
- Payment may be made in rupiah. However you must go to the school's bank and tell them how many US dollars are owed. The bank rate will then calculate the amount of rupiah that must be paid to deposit the proper amount of dollars into the school's account (ask for transferring full amount).
- All transfers should include the student's name and grade.

Withdrawal/Refund Policy

Withdrawal from BAIS for any reason must be transacted through the school's front office by the parent or guardian. The notice must be given to the front office **at least 14 days** before the student's last day of school. A withdrawal form must be completed. The form can be picked up at the front office. All monies owed the school must be paid before the withdrawal is complete and records can be released. Upon early withdrawal from BAIS, tuition will be refunded according to the number of schools days attended that semester as follows: up through the 20th school day of the semester a 50% refund will be given; from the 21st school day through the 39th school day a 25% refund will be given; from the 40th school day to the end of the semester no refund will be given. All fees are non-refundable.

Fees at BAIS

- **Registration Fee:** A registration fee is required to ensure the acceptance of students. The registration fee is US \$100 per student. This fee is non-refundable and is due with the application.
- **Reenrollment Fee:** This fee of US \$100 is required for each returning student by March 1, 2010. This information is vital for the planning and ordering of schoolbooks and materials. This US \$100 re-enrollment fee is applied to tuition for the next school year. For students reenrolling after March 1st, only \$50 of the \$100 will be applied to the following year's tuition. All reenrollment fees are non-refundable.
- **Tuition:** Please refer to the current tuition rate sheet from the business office.
- **Yearly fees (these are non-refundable and are due with the first tuition payment):**
 1. **Technology/Library Fee:** This fee is used to keep the school's computer, technology and media facilities up to date.
 2. **Activity Fee:** This fee is used for student programs as well as the production of the yearbook.
 3. **Capital Fee:** This fee is used for the future development of facilities.
 4. **LEP (previously known as ESL) Fee:** The LEP (Limited English Proficiency) fee is paid by each student who needs extra English instruction. The student is evaluated each year.

Attendance and Enrollment

School Day

Classes for Kindergarten through Grade 12 begin promptly each day at 7:45 AM and dismiss at 3:00 PM. Morning preschool begins at 7:45 AM and dismisses at 10:45 AM, and afternoon preschool begins at 12:00 PM and dismisses at 3:00 PM each day. The school is responsible for students during school hours only.

Exceptions to this policy will be made for students participating in after-school clubs, athletics, getting extra help/tutoring, or in detention. Parents will be notified if their child must stay after school. Teachers are on campus until 3:30 PM daily and appointments may be scheduled to see them prior to their 3:30 PM departure.

Attendance Regulations and Procedures

BAIS provides an on-campus education. BAIS is not a distance-learning institution. It does not provide full assignments for any extended absence from school.

Extended Absence Due to Illness: When a student is absent for three (3) consecutive days due to an illness, the parent must contact the school for any missed schoolwork. This is to prevent excessive make-up work for the student upon return. If a student is out of school with a contagious disease, he is expected to bring an admit slip from the attending physician upon returning to school.

Excused Absences (and Tardies): Reasons considered excused are as follows:

1. Death in the family
2. Illness of student
3. Dental or medical appointments, when accompanied by a written excuse from the doctor.
4. Government requirements
5. Mandatory organizational meetings
6. Absences arranged with the administrator

Unexcused Absences: If an absence is not excused within two days, it will be considered unexcused. If an absence is not excused, no credit will be given for schoolwork missed. All homework and class work must be completed; however, a zero will be entered in the grade book in the case of unexcused absences. When a test is missed, the student must take it and will receive 70% of the grade earned. Absences, which do not fit into these categories, will be reviewed by the school's administration.

Reporting in Following an Absence: When students are absent from school they must bring a note from their parents explaining the absence within two (2) school days of the absence. A phone call by the parent prior to or immediately after the absence is encouraged. Upon returning to school after an absence, Grades 1-12 must first check in at the front office for an admit slip to present to their teacher(s). The Registrar (Ibu Leony) will call the parents on the third day a student is absent.

Students who are absent more than 10 days in one semester will not be eligible for a passing grade in any subject without approval granted through a special hearing before the DAC. Too many absences throughout the school year could be cause for retention in a grade level or dismissed. A student becomes absent if he/she misses more than one period of any day. If a student needs to leave school early, the parent needs to call or send a note indicating the need for early dismissal. If a note is not sent, the parent will need to sign a dismissal slip in the office before picking their child up from the classroom. Secondary students must sign out and pick up a "Get-Out-of-School Pass" in the front office before leaving campus.

Students Who Miss Final Exams

In conjunction with the policy regarding a maximum of ten days absent per semester and the requirement that students cannot take final exams early, students must be present for their final exams. Any exceptions must obtain prior approval through a special hearing before the DAC. Students who do miss their final exams have ten working days to take the exams and replace their incomplete grade(s). Students who fail to make up their exams within ten working days will receive zeros.

Tardiness

Definition: All students must come to class on time, fully prepared for class. Students late or unprepared are considered tardy.

- Procedure: students who arrive after the tardy bell must go to the receptionist (Ibu Retno) at the start of class to get a tardy pass. They will present this tardy pass to their teacher.
- Students in grades K-12 who arrive to school after the first tardy bell should get the tardy slip as they enter the school. In order for a student to receive an excused tardy, a note or a phone call must be given to the front office (refer to the previous section on excused absences and tardies for reasons that qualify for an excused tardy).
- If a student is late because of another teacher, that teacher should provide the pass.
- Three unexcused tardies will be counted as one unexcused absence.
- Excused tardies do not count against perfect attendance awards.

Student Passes/“Hall Passes”

- If a teacher authorizes a student to leave the class, the teacher must make sure that the student has a pass.
- Students going to the clinic, the library, the counselor, the computer lab, the office, etc. must have a hall pass issued by their classroom teacher or received a pass from a requesting office personal.
- If a student is late to his next class because a teacher detained him, the teacher should provide him with a pass to his next class.

Daily School Schedule

<u>Period</u>	<u>Starts</u>	<u>Ends</u>
1	7:45	8:30
2	8:34	9:19
3	9:23	10:08
Break	10:08	10:23
4	10:27	11:12
5	11:16	12:01
6	12:05	12:50
HS/MSLunch	12:50	1:22
7	1:26	2:11
8	2:15	3:00

(Lower Elementary Lunch)

(Upper Elementary Lunch)

Curriculum and Instruction

Introduction

- **Elementary:** The instructional program for elementary grades preschool to five is given in self-contained classrooms. Emphasis is placed on the following core subject areas: Bible, language arts (reading, writing, spelling, speaking, and listening), math, science, and social studies. Elementary students also attend specials classes taught by specialists throughout the week including the subjects of computer, art, music, physical education, and Indonesian language and culture.
- **Middle School:** Grades six to eight are considered middle school. This program is designed to be a time of gradual transition from the self-contained classroom environment of elementary to the high school format. Emphasis continues to be placed on the core subject areas: Bible, language arts, math, science, and social studies. Middle school students also attend specials classes taught by specialists throughout the week including the subjects of computer, art, music, physical education, Indonesian language and culture, and other elective subjects from time to time.
- **High School:** Bandung Alliance International School offers an American-style, college-preparatory high school curriculum. Students are expected to enroll in a variety of required and elective courses. For more information on the school's graduation requirements, please consult the graduation requirements section of this handbook.

Advanced Placement Program

The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges/universities throughout the world. Outside of the United States, universities in more than 40 countries recognize AP in their admissions process. Qualified students prepare to take AP examinations at the end of the school year for an additional fee, which is set by the College Board. Colleges and universities are then able to grant credit, advanced placement, or both, to students earning a passing score on AP exams. BAIS offers several AP classes. These classes carry a weighted GPA for students who take the AP tests (please reference the upcoming grading scale section). Students interested in taking such courses should talk with the school counselor and teachers in the various departments. Enrollment into the AP program is based on the student's academic ability, career direction and teacher/administration approval. Information for Advanced Placement Programs is available at <http://www.collegeboard.com>.

Advanced Placement International Diploma (APID)

BAIS also offers high school students the opportunity to earn this globally recognized certificate. The APID challenges a student to display exceptional achievement on the AP Exams across several disciplines. For more information on

the APID, please consult the school's counselor and/or visit <http://www.collegeboard.com>

Final Exams

Students in grades 6-12 will be required to take semester final exams in core courses. No exams will be administered outside of regularly scheduled school hours. In order to receive credit for a course, a student must be present for semester exams as scheduled. Any exceptions must obtain prior approval granted through a special hearing before the DAC. The examination schedule will be posted. Semester exams are assigned a percentage value of twenty percent (20%) of the semester grade. Students who have permission to miss their final exams have ten working days to take the exams and replace their incomplete grade(s). Students who fail to make up their exams within ten working days will receive zeros (please reference the previous section on students who miss their final exams).

Standardized Testing

During the school year the following standardized tests are administered:

- Stanford Achievement Test – grades 2-9 – administered each spring
- Preliminary Scholastic Aptitude Test (PSAT) – grades 10-11 – administered each fall
- Scholastic Aptitude Test (SAT) – grades 11-12 – the student pays for the cost of the test and it is administered throughout the year at BIS through College Board.
- American College Test (ACT) – grades 11-12 (optional) – the student pays for the cost of the test and it is administered throughout the year in Jakarta.

In preschool through grade 1, the Brigance Assessment is given to students. This assessment is a minimum competency checklist rather than a standardized test. The results of these tests help teachers and the administration determine individual class needs and design the instruction to meet already established goals. Score reports will be sent home with the student. Any questions should be directed to the school's guidance counselor.

Textbook Policy

All textbooks and materials are the property of BAIS and are only loaned to the student for school use. Students are to use all books responsibly and keep them in excellent condition. Lost or damaged books must be paid for before student records can be processed. Textbooks **MUST BE COVERED** at all times and are not to be marked in for any reason. A student who has uncovered textbooks will receive a prompt from their teacher to cover their book and then only if necessary a referral will be given to the appropriate administrator for discipline and a phone call home.

BAIS Physical Education Classes

Physical Education (PE) is an integral part of education and as such regular participation is expected. The purpose of PE is to instill healthy habits and fitness. It is also important to teach the students the idea that they do not have to be the best or

to win all the time in order to enjoy athletics. If for any reason the student is unable to participate in a physical activity during recess or physical education period, a note from the parent to the teacher is necessary. The note should explain the reason, and must be accompanied with a letter from the doctor if the exemption is needed for a prolonged period of time.

BAIS Indonesian Classes

All students in preschool to grade 8 are required to take Indonesian Language and Culture Learning. This requirement comes from the Indonesian Department of Education and is enforced. High school students may choose Indonesian to meet their foreign language requirements.

Home Schooling Students

BAIS is willing to work in cooperation with parents to place home school students in their respective grade level classes for open specials (such as PE, Art, Music, Computers and Indonesian). Fees must be paid in advance to the business office. All BAIS students need to be enrolled in at least one BAIS class to be able to participate in BAIS athletics and parents must pay the equivalent of \$50 to the business office in advance (other charges may apply for facilities' rental, uniforms, and/or tournament fees). The only exception to this one class rule is for IISSAC tournaments where secondary students must have "full time status" to participate according to their policy (please reference our home school student participation section later in this manual). Home school students may use our Library on a semester basis for the equivalent of \$50.00 per semester. They must be supervised by a parent while here at school for the library and before/after the class in which they are participating.

Chapel

Chapel is held one time per week for elementary and secondary students. The chapel programs are designed by the school's chaplain, administration and staff. Students have the opportunity to worship, listen to special speakers, learn Bible stories and lessons, and present dramas or skits dealing with Biblical issues. Students are required to be on time, attentive, and respectful. They are not permitted to work on other class work during chapel. Chapel attendance is mandatory for all BAIS students, and parents are welcome to attend at any time.

Students with Limited English Proficiency (LEP) with Foreign Language Requirements

LEP students are not encouraged to take foreign language and can take a proficiency exam (approved by the school) to replace that graduation requirement.

Credit Recovery

Students wishing to repeat classes due to a failing or poor grade will be given credit only once for the repeated class. The failing grade(s) and the recovered grade will

be reflected on the student transcripts. The passing grade will be calculated into the student's grade point average.

Correspondence/Independent Courses

Special circumstances may necessitate correspondence or independent study options. Requests must be submitted to the school guidance counselor for approval. Courses, which are available through BAIS's regular academic program and can be arranged within the student's daily schedule, cannot be taken via correspondence or independent study. The guidance office staff will serve as proctors for these courses.

Homework

In an effort to reinforce learning, give practice, and teach students responsibility and good study habits, homework will be given appropriate to the student's grade level. Parents are not to do homework assignments for their children, but parents can assist the student by providing a time, place, and atmosphere that is conducive to study and concentration. Homework assignments that are not completed will negatively affect grades.

As a parent, you can follow your child's progress by using the suggestions below:

- Check assignments daily to ensure that your child is completing all work and preparing for exams.
- Check over your child's homework for errors or sloppiness. Homework reinforces principles learned in class that day. If it is done carelessly, the child is less able to benefit from it.
- Be alert to subtle changes in your child's attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness affect your child's academic progress.
- If, for any reason, you have concerns about your child's behavior or academic progress, please make an appointment with your child's teacher for a conference. If several teachers need to meet or you have concerns beyond the classroom, you can request a teacher's meeting by contacting the school guidance counselor. This will enable you to meet with several people interested in your child's progress at the same time.

Students are expected to complete daily assignments at school unless the student and the teacher have an agreement that the work may be done after school or at home. While assignments will be presented by the teacher as clearly as possible, students must take the responsibility for being certain that they understand and complete all work.

Report Cards

Report cards will be issued quarterly and taken home by students a week after the end of the quarter. Report cards cannot be issued until all financial obligations are address and taken care of. All other official student records will not be issued until all financial obligations are reconciled.

Progress Reports

During the first quarter, all students at BAIS will receive a progress report. This is done to help students and parents discuss academic progress at the first parent-teacher conference. For the second, third, and fourth quarters, all students who currently have any Ds or Fs (upper elementary & secondary) or Ns & Us (lower elementary) or whose grade has declined a letter grade or more since the last quarter will receive a progress report at the mid-point of the quarter. It is extremely important that the progress report be signed by the parent and returned immediately so that the teacher can be assured that the progress report has been seen by the parents.

Conferencing with the Teacher

Any parent who would like a conference with their child's teacher is asked to arrange for a conference time in advance with the teacher. Since teachers have certain duties and responsibilities before and after school, they are not always free for a conference. You may set up a conference by speaking with the teacher. Please do not drop by the class during school time to talk with the teacher(s). Parent-teacher conferences are held school wide during the first quarter. All parents are requested to attend. Open House in September is designed as a time to meet the teachers and to see the child's classroom(s). It is not a formal time for parent-teacher conferencing. During the third quarter, all parents in preschool through grade 8 will be invited for a student-led conference using the student's portfolio. Parents will be sent invitations and work will be done in advance so that parents with multiple children can have conferences arranged back-to-back on the same day. High school conferences will be held in a traditional manner during third quarter and parents may visit with those teachers as available during the conference week (appointments encouraged but not mandatory).

Academic Expectations

Philosophy of Grades

Grades are relative to the difficulty of the subject matter and the ability of the teacher to properly ascertain the student's acquired knowledge in relation to the student's ability.

There are two types of grades:

- Subjective - Symbolic of what the teacher believes the student has learned, such as handwriting, essays, themes, and citizenship grades.
- Objective – Reflective of the grade the student has actually achieved when compared to a perfect score and/or rubric.

Grading at BAIS follows the traditional approach, which evaluates the student's progress in light of the standard that has been set for that grade level.

- A grade of "A" should represent outstanding achievement.
- A grade of "B" represents above average.
- A grade of "C" represents average, not below average.

- A grade of "D" represents below average.
- A grade of "F" represents failure to meet minimum standards.

BAIS uses a plus and minus system to accentuate its grading.

General Statements about Grades

All grades will be kept on the school's electronic grading system. Bible memory verses are part of the Bible grade. Quarter grades are a percentage grade derived by averaging tests, quizzes and other grades, which go on the report card. The semester grade is derived from averaging the 1st quarter grade with the 2nd quarter grade. Semester credit is given; therefore, tests should not be given over the material for the entire year.

Semester grades at the middle and high school levels will be calculated using the following scale:

1st (3rd) Quarter grade	=	40%
2nd (4th) Quarter grade	=	40%
Semester Exam /Project	=	20%

The weighting scales for each class at the secondary level will be stated on the teacher's individual course syllabus to be turned in to the teacher's direct supervisor and distributed to students the first week of school. Students transferring to BAIS midyear will give their current grades/transcript to the guidance office, who will recommend to BAIS teachers a splicing of previous grades earned up to the point of transfer and current classes enrolled at BAIS. Any questions on this issue should be directed to the guidance counselor. Students transferring to BAIS from a home-school situation must give grades to the guidance counselor as well before enrolling at BAIS.

Grading Scales

The following grading scale is used by Bandung Alliance International School for upper elementary core classes and for secondary grades for both core and elective classes:

A =	90 - 100%	Superior
B =	80 - 89%	Above Average
C =	70 - 79%	Average
D =	60 - 69%	Below Average
F =	0 - 59%	Failing
I =	Incomplete	

BAIS uses a plus and minus system as follows percentage:

A+ =	97 - 100	4.00	C =	73 - 76	2.00
A =	93 - 96	4.00	C- =	70 - 72	1.67
A- =	90 - 92	3.67	D+ =	67 - 69	1.33
B+ =	87 - 89	3.33	D =	63 - 66	1.00
B =	83 - 86	3.00	D- =	60 - 62	0.67
B- =	80 - 82	2.67	F =	0 - 59.4	0.00
C+ =	77 - 79	2.33	0 =	Usually means work not done at all	

BAIS GPA equivalents for weighted AP Courses (AP students must take the test to get the weighted score):

A+ = 97 - 100	5.00	C = 73 - 76	3.00
A = 93 - 96	5.00	C- = 70 - 72	2.67
A- = 90 - 92	4.67	D+ = 67 - 69	2.33
B+ = 87 - 89	4.33	D = 63 - 66	2.00
B = 83 - 86	4.00	D- = 60 - 62	1.67
B- = 80 - 82	3.67	F = 0 - 59.4	0.00
C+ = 77 - 79	3.33	0 = Usually means work not done at all	

Lower elementary core and specials as well as upper elementary specials use the following grading scale:

O = Outstanding
G = Good
N = Needs Improvement
U = Unsatisfactory

Effort grades will be given based on the following scale:

1 = Great Effort	4 = Poor Effort
2 = Good Effort	5 = Inconsistent Effort
3 = Satisfactory Effort	6 = No Effort

Grade Point Average (GPA)

Semester and cumulative grade point averages are calculated each semester. A cumulative GPA is also used for determining class rankings for the senior class. Each student's cumulative grade point average reflects only those classes that have been taken during the student's enrollment in grades 9 through 12.

Criteria for Repeating a Grade

Lower Elementary: Unsatisfactory progress in reading and failure to complete the necessary levels of reading can result in the necessity of repeating the grade.

Upper Elementary and Secondary: Failure of two core subjects (Math, English, Bible, Social Studies, and Science) will result in the necessity of repeating the grade. Reading below grade level can be considered as failure of a major subject. Also for secondary, the accumulation of twelve academic points in one school year is sufficient grounds for retention. If there is a possibility that a student may be retained in the grade level the teacher must have a conference with the parent before the end of the third quarter. Consultation must be made with the guidance office as well.

Academic Probation

For the purpose of calculating grades for academic probation, an "F" counts as two points and a "D" as one point. An accumulation of three points places a student in secondary on academic probation the following quarter. The school administration will inform the parents of any student being placed on academic probation the week following the posting of grades. The parents will be asked to meet with all the

student's teachers, administrator and counselor to discuss the conditions of the student's probation. Students on academic probation are not allowed to participate in after school clubs or sports. In addition to the conditions outlined above, the accumulation of twelve points in one school year is sufficient grounds for retention in middle school, and retention or recommendation of dismissal from high school.

Eligibility for Student Activities

Students interested in any extracurricular activities must be academically eligible. Eligibility is based on a GPA of 2.0 or higher with no F's for the preceding quarter or semester (first quarter, first semester w/ final grade, third quarter, second semester w/ final grade). First quarter eligibility is determined by the previous semester's grade.

Graduation Requirements

The American system of education uses Carnegie units. A Carnegie unit is a measure of time in which a student studies a subject during the course of a year. A set number of credits are required in specific subject areas in grades 9-12 to fulfill the BAIS graduation requirements. One half unit of credit is given for successful completion of a course that is normally scheduled for a 45-minute class period which meets five times a week for the duration of an 18-week semester. Two semesters constitute the school year.

Credit is awarded for the satisfactory completion of courses on the following basis: 0.5 credit per semester is awarded for 1) Courses which meet 5 periods per week. 2) Courses which meet every other day for a full year. Students who work as teacher aides will earn 0.50 credits per semester. A course must be taken in its entirety for credit to be awarded. Exceptions will be made on a case-by-case basis.

The total number of credits required for graduation is 25.

BAIS graduates will receive a high school diploma for meeting the credit requirements listed below.

Subject	BAIS Graduation Requirements	Additional College Entrance Recommendations ²
English	4	
Math	3	4
Science	3	4
Social Studies	3.5	4
Foreign Language	2	3
Visual/Perform Arts	1	
Computer	1	
P.E.	1	
Career Ed	0.5	
Health	0.5	
Electives	5.5	

Total Credits	25	
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Secondary course information (most frequently asked questions):

1. Bible must be taken and passed for each semester enrolled in BAIS. Bible credits are counted as electives and starting in 08-09 are worth 1.0 credit/year.
2. The BAIS graduation requirements reflect a MINIMUM standard for successful transition to a U.S. university. Students should strongly consider meeting the college entrance recommendations listed above to meet a wider range of college entrance requirements.
3. Two credits from the same foreign language are required. LEP (Limited English Proficiency) students are not encouraged to take a foreign language and can take a proficiency examination (approved by the school) to replace the graduation requirement.
4. The Visual/Performing Art credit should come from one discipline such as art, music or drama.
5. The Social Studies' elective could be American Government, Economics, Geography or Psychology.
6. Starting in 09-10 BAIS will offer a variety of 0.5 computer classes, a student must take a minimum of two over their high school career.
7. For PE, starting in 09-10, all students must take a minimum of 0.5 credits of an actual PE class while in high school. PE waivers for the second 0.5 credit may now be used for our student athletes. One waiver is granted to a high school student who has successfully completed an IISSAC team sport and has turned in the PE waiver form to the guidance counselor which includes the coaches' signature. Two PE waivers will need to be on file to waive 0.5 credits of this requirement. This new policy allows our student athletes the opportunity to waive ½ of the PE requirement so they can take other electives at BAIS.
8. Aide positions (teacher, nurse, front office, library) are only for 11th and 12th graders and are capped at two semesters in one position. They are worth 0.5 credit each semester.
9. Grammar and Composition will be required for all 9th graders. A student scoring above the 60th % on the 8th grade SAT test may request a waiver with parent permission.
10. Senior transfer students and their families will work with the guidance counselor to splice together the previous school's transcript with the BAIS transcript. The guidance counselor will give the family a graduation requirement checklist for seniors so that they know which classes are still needed for senior year. 9th through 11th transfer students will be held to the BAIS graduation checklist as they still have opportunity to take classes potentially missed with the BAIS requirements.

College bound students should work towards 28-29 credits. It is the role of the guidance counselor to advise students in selecting courses to meet graduation requirements. The guidance office will also advise students on courses to take that will best prepare them for the desired concentration of study at the university level. The ultimate responsibility for course selection and fulfillment of the graduation

requirements remains with the parents. Seniors must take 6 or more courses per semester during their senior year. They are required to take an English course and Bible. This would mean that they must have 2 required courses and 4 or more core or elective courses per semester regardless of their academic progression toward meeting the graduation requirements.

Dropping or Adding a Course

Only necessary changes may be made during the first five days at the beginning of each semester. After meeting with the guidance counselor, the student will be advised as to whether the course change request has been approved. Occasionally parent and/or principal signatures may be required as well.

Withdrawal Procedure

All withdrawal procedures are handled through the registrar's office. Parents must notify the registrar and receive the STUDENT WITHDRAWAL FORM appropriate to their grade level to be taken to all the teachers to initial it if the student has turned in all books and materials. If books and materials are missing, the office should be immediately notified. If everything is clear the parent should return the form to the registrar. The grades earned up to withdrawal should be averaged and turned in to the office. A student should not be dropped from a class roster until notified by the office.

Cumulative Records

An official cumulative file shall be kept on each student that is planning to enroll at BAIS. The cumulative file will contain the following:

- BAIS application
- Copy of the both parents' passports and KITAS and the child's passport and KITAS
- Signed release form
- Signed field trip form
- Immunization records
- Health form
- Signed parent contract
- Achievement tests scores
- End of each year report card and the most current report card
- Records from past schools attended

Cumulative files shall be available with the registrar. Parents may request to review their child's records at any time, but files may not leave the registrar's office.

Student Recognition

Awards and Honors Criteria

These awards will be given during the end of the year awards assemblies unless otherwise noted. However, awards are not mandatory and are given based on

teacher/administrator discretion and award criteria. If no student qualifies for the award, an award will not be given.

EAGLE AWARD – *This is the school's highest award!*

For elementary, the Eagle Award will be given to ONE student per class (Preschool – 5th Grade). For secondary, the Eagle Award will be given to one boy and one girl at both the middle school and high school levels (thus four awards will be given – two girls and two guys). In both elementary and secondary in the event of a tie two awards may be given.

Criteria: (for both Elementary and Secondary)

- Christian Witness – the student must have a clear Christian testimony concerning salvation
- Character – the student must have good work and study habits, be on time, be considerate, demonstrate integrity, and be cheerful (exhibit the “Fruits of the Spirit”)
- Academics – The student’s GPA for both semesters must be 3.0 or better. Special consideration may be granted by the Elementary or Secondary Principal on a case-by-case basis.
- Attendance – Attendance will only be considered on a case-by- case basis, but will not automatically disqualify a student from being considered for this award.

“A” HONOR ROLL FOR THE YEAR (each quarter must be on the “A” or Honor Roll)

This award is given to grades 3-12.

Must have an “A” average with no grade lower than a “C” or “G”.

Students who transfer in on honor roll may get the yearly award.

“B” HONOR ROLL FOR THE YEAR (each quarter must be on the “B” Honor Roll)

This award is given to grades 3-12.

Must have a “B” average with no grade lower than a “C” or “N”.

Students who transfer in on honor roll may get the yearly award.

PERFECT ATTENDANCE

Allowed ½ day excused absence

Allowed excused tardies (Doctor’s appointment, etc)

Allowed 2 unexcused tardies

CITIZENSHIP AWARDS (1 boy, 1 girl per grade)

Must be punctual, diligent, respectful, honest, and have no discipline issues.

In the event of a tie, two awards will be given.

This award can be given to students who were here less than a year.

ACADEMIC ACHEIVEMENT AWARDS (Secondary Only):

To qualify for this award, a student must have a minimum of an ‘A’ average (90% or higher). This award goes to the student with the highest numerical average for the year in each grade. If there is a tie, two awards may be given (accuracy will be clarified through the Guidance Counselor’s Office). Students must be enrolled at BAIS for the entire academic year to be eligible to receive these awards. Academic achievement awards may be given in special/elective areas for secondary subjects on a case-by-case basis with approval from the administration.

SPECIAL (ELECTIVE) AREA SUBJECT AWARDS (Elementary Only):

Special subject awards may be given in the areas of art, music, and/or computer to deserving students. This is not to exceed one award per grade level.

For physical education, fitness awards may be given to qualifying students. For Indonesian Language and Culture, one award may be given per language level instead of per grade level.

It is the responsibility of the teacher giving the award to determine award criteria. Administrative approval must be given to all special subject awards.

QUARTERLY AWARDS – All qualifying students’ names will be posted in the BAIS BUZZ (Grades 3-12). Upper Elementary class teachers will hand out certificates with the Quarterly Report Cards.

“A” Honor Roll – students must have an “A” average with no grade lower than a “C” or “G”. For secondary students this means that their quarter **GPA is 3.67** or higher.

“B” Honor Roll – students must have a “B” average with no grade lower than a “C” or “N”. For secondary students this means that their quarter **GPA is 3.0** or higher.

Improvement Award (optional) – Teachers may give improvement awards when handing out the report cards.

VALEDICTORIAN/SALUTATORIAN – these two academic awards are given to graduating seniors each year at high school graduation. The criteria for each award are as follows:

- The Salutatorian award is given to the student who achieves the *second highest* cumulative Grade Point Average for the graduating class.
- The Valedictorian award is given to the student who achieves the *highest* cumulative Grade Point Average for the graduating class.

Dress Code Expectations

Dress Code

The school hopes that students will use wisdom in their clothing choices, demonstrating sensitivity to their peers as well as the surrounding community. Parents share in the responsibility of dress code issues for their children.

Appropriate dress is defined for girls as shoulders being covered, skirt lengths to the knees, modest fit, and necklines at an adequate length for standing and bending. Appropriate dress is defined for guys as being neat and clean, no baggy pants that drag on the floor, and no offensive slogans on shirts.

Dress that has been called into question will be assessed by the appropriate staff member. The overriding guideline is fashionable modesty and to encourage the proper view of beauty and purity. Students should dress with others in mind, being careful to dress to protect the minds and eyes of those who see them.

Here are some sample questions about dressing to ask before leaving home each day:

1. Does my dress attract attention to my physical characteristics or my spirit?
2. Can I move freely in a variety of positions without exposing parts of my body and without attracting the eyes of others?
3. Am I dressing to be fashionable or “sexy”?
4. What does the way I dress communicate about how I feel about myself? ...the hearts and thoughts of others? ...how I reflect the Lord to others? ...my sensitivity towards the community in which I live?
5. Does my dress demonstrate my desire to protect the purity of others as well as my own?

During the school year, the school will have special dress days. All students are encouraged to participate in such a way that shows school spirit.

Physical Education Uniform Standards

For physical education, students must wear the school physical education uniform. This uniform may be purchased from the school office. All students must wear sneakers with socks. On physical education days, students should change from regular school clothes into their PE uniforms during break or lunch.

Swimming Attire

Swimming offers some unique opportunities to show modest behavior in the Indonesian community. Bathing suits should be suitably modest. Bikini-style suits are not appropriate. Some two-piece suits may be acceptable. To and from the pool students must have a cover-up. Suitable cover-ups might be a beach robe, a large tee shirt for the younger children, a sweat/jogging suit, or other clothing approved by the child's teacher. Please note a towel wrapped around the body is not suitable.

Dress Code Violations

Teachers should first and foremost be mindful that they too are dressed appropriately, to set the example for students. Teachers who notice inappropriate dress should deal with the issue directly by asking some of the above questions to the student, working with them on the heart issue. In the case of a female student and male teacher, it is best to direct the student to another female teacher.

Student Discipline

PHILOSOPHY AND PRINCIPLES

In partnership with our school families, BAIS teachers share in the responsibility of Christian discipline in the lives of our students. Parents, by enrolling their children, give teachers and administration this authority. This authority should be looked upon as a privilege, not a right, which must be used with great care and wisdom.

Biblical basis for discipline:

- “He who ignores discipline despises himself, but whoever heeds correction gains understanding.” Proverbs 15:32
- “Discipline your son, for in that there is hope.” Proverbs 19:18
- “Whoever gives heed to instruction prospers, and blessed is he who trusts in the Lord.”
Proverbs 16:20
- “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Hebrews 12:11

The goal of our disciplinary action is to see the heart of our students transformed by God’s spirit, to be partners with God as He molds their character, and to guide them in making wise choices that will keep their hearts soft toward His influence in their lives. God’s Word has instructed us to set firm but loving boundaries so that students understand that true freedom has limits.

- “Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others.”
1 Corinthians 10:23
- “Be careful, however, that the exercise of your freedom does not become a stumbling block to the weak.” 1 Corinthians 8:9
- “So whether you eat or drink or whatever you do, do it all for the glory of God.”
1 Corinthians 10:31

Christian discipline is three-fold: instruction, prevention and correction. Discipline as instruction, prevention and correction is more than just rules, but seeks to set limits which will provide the greatest freedom for all: freedom to learn, to grow, to be safe, and to reflect what God has created us to be.

Teachers need to set the standard and example as students are instructed in the value of limitations which:

Protect – not only their freedom but the freedom of others (ex.: walk don’t run in hallways and on stairs; lock your lockers; ipods, phones, computers must be locked

away during school hours; humiliating, teasing or bullying others will not be tolerated)

Demonstrate sensitivity –dressing modestly according to the local Muslim cultural standard and not our own Western standard of modesty; adjusting to local dating standards

Encourage sacrificial love for others (ex.: giving up something that is legitimate and acceptable for the sake of others: refraining from alcohol while living in a Muslim culture)

Teachers need to continually seek to prevent disciplinary action by being intentional:

- Be diligent in preparation for class, especially at the beginning of the year, being firm, fair and consistent
- Seek to constantly improve teaching techniques, gearing materials to the student's educational needs
- Be watchful for situations that might give rise to misbehavior and put strategies in place to eliminate or minimize problems

When correction is needed, teachers should:

- Respond immediately to small infractions with wisdom, rather than allow things to build up until discipline is administered in anger
- Administer discipline to CORRECT the problem resulting in a change of attitude and behavior
- Discipline a student when he admits he is wrong so that he understands that his actions, while forgiven, still carry consequences

Long term character building is diminished when we fail to discipline or allow a student to go his own way, saying we cannot do anything until God changes his heart. *God uses reproof to the mind and the senses to reach the heart of the student.*

Student Behavior Expectations

Teachers of Preschool through grade 5 manage self-contained classrooms. The teacher develops their classroom behavior expectations and system of reward/consequences. These have been reviewed and approved by the principal. The teachers inform the parents of their expectations at the beginning of the year. It is the school's goal to help its students develop self-control and to promote peace in their relationships with others. It is the school's desire for students to be successful in learning and maturing. The following examples are considered inappropriate behavior and demonstrate a lack of self-control. Therefore these will be grounds for disciplinary action:

- Fighting/violent activity
- Disrespect
- Disobedience

- Damaging school property
- Vulgarity or profanity
- Violation of the EOP policy
- Lying, cheating or theft
- Conduct contrary to civil laws
- Out of school behavior bringing dishonor to BAIS's Christian testimony and the Lord
- Use or possession of non-prescription drugs (including paraphernalia) and/or alcohol at school or at any school functions
- Smoking and/or possession of tobacco products at school or any school functions
- Possession of knives and/or instruments that may be viewed as weapons
- Intimate displays of affection versus friendly gestures

Referrals

Almost all discipline problems can and should be handled by the teacher. In extreme situations the administrator should be notified. If a teacher sends a student to the administrator for a disciplinary problem, a **STUDENT DISCIPLINE REFERRAL FORM MUST** be used and the teacher must call the parents to explain the disciplinary situation. A copy of the referral form will be sent home while a second copy kept for documentation in the student's "red folder" (disciplinary folder). For any action requiring an administrator's intervention, a referral must be given beforehand (except in emergency situations) for all grades, and the administrator will also call the parents to talk about the intervention.

Detention Policy

- Detention will be assigned by the administrator based on the Student Discipline Referral process.
- Administrative detentions will be served during lunch and students may bring their lunches and homework to detention. Visiting or talking will not be allowed during the detention.
- Teachers may also assign individual detentions to be served in their classrooms for attendance, behavior, and homework related issues.

Disciplinary Continuum:

Progressive discipline typically follows this order:

- Detention
- 1 day ISS (In-School Suspension)
- 3 days ISS
- 5 days OSS (Out-of-School Suspension)
- 8 days OSS
- 10 days OSS
- DAC Hearing
- Expulsion
- Exclusion (permanent expulsion)

Students are given six chances before a DAC hearing and the consequence of being removed from school. This is just a guideline as some behaviors start further down the continuum. Conferences may happen at any stage.

Listed below are some other methods, which may be utilized when considering disciplinary action.

- Classroom detention
- Restitution for physical damages
- Student-administrative conferences
- Parent-administrative conferences
- Student-teacher conferences
- Clean up/service duties

Suspension

A suspension will be issued for:

- A continued spirit of rebellion and refusal to accept/learn from previous inappropriate behavior and/or responses
- A serious breach of conduct at school or during other school functions as described under Student Behavior Expectations
- Failure to comply with the disciplinary actions of the school

A suspension (in-school or out-of-school) will only be issued by the administrator. It can be issued for up to ten days. After ten days the parents and student must go before a hearing with the DAC to discuss other educational options.

Disciplinary Probation/Expulsion

The administrator in consultation with the DAC and the involved faculty will decide disciplinary probation and/or expulsion. The decision can be appealed by the parents to the NICS Vice President of Educational Affairs.

English Only Please (EOP)

In order to improve English language fluency through complete immersion and to offer an environment that is inclusive to all cultures and nationalities, only English

is permitted to be spoken by BAIS students. English must be spoken during the school day (7:45 am-3:00 pm).

Exceptions to the EOP:

1. Students may speak in another language for foreign language courses, or for other academic reasons.
2. BAIS teachers/staff may give permission to speak in another language when necessary on a case-by-case basis.
3. During break and secondary lunch, students may speak non-English languages if they so choose.
4. Students may speak with parents in their native language.
5. If a student violates this policy, he/she will be issued a Student Referral Form and seen by the administrator.

Cheating Policy

Cheating is the giving or receiving of information about an assignment, or quiz/test and/or handing in someone else's work as your own. In addition to the more obvious deceptions (looking up the answers or looking at someone else's test or paper), cheating includes telling a friend what is on a test. Even if a student has turned in his test paper, talking during a test is considered cheating. Copying a friend's homework in your own handwriting is also cheating. Studying and working together with the permission of the teacher is not cheating. Cheating also includes plagiarism, where a student copies the work of another source without properly citing the source. BAIS will have a four-step process regarding cheating. The steps are:

- 1st incident: The student will receive a "0" on the quiz/test, assignment or final. The administration and teacher will call to inform the parents of the incident and discipline.
- 2nd incident: The student will receive a "0" on the quiz/test, assignment, or final. The administrator will have a conference with the student and the parents. A three-day ISS will be given to the student.
- 3rd incident: The student will receive a "0" on the quiz/test, assignment or final. The administrator will have a conference with the student and the parents. A 5 day OSS will be given to the student.
- 4th incident: The student will receive a "0" on the quiz/test, assignment or final and be expelled for a minimum of one semester or the remainder of the school year.

Home/School Communications

One of the most important factors in the success of our school is communication between the school and parents. The following are ways that you can stay up to date on your child's classroom and/or school activities:

- **Elementary Class Newsletters**: These are sent home to parents on a regular basis according to the activities of the class. These letters will keep you informed about present topics of study, upcoming events, and ideas that teachers want to share with you.
- **Elementary Student Work Folders**: These are sent home on a daily or weekly basis according to teacher discretion. These folders should be reviewed and signed by you.
- **The BAIS Buzz (weekly school newsletter)**: Every Thursday (or on Friday if the Thursday of that week is a school holiday), the school will email the *BAIS Buzz* as a means of communication between the school and parents. This newsletter is also available on the school's website in English or Indonesian. Any parents or students who would like to have a hard copy of this newsletter should visit the front office. All important announcements such as the change of school calendar are also communicated through the BAIS Buzz.
- **BAIS Website**: The school's website (www.baisedu.org) is updated frequently and regularly to keep you informed of activities, events, and ongoing services.
- **Parent Organization (PACE)**: The parent-teacher organization at BAIS is PACE (Parents Active in Children's Education). PACE is governed by its own elected officers, arranges parent meetings at the school, appoints committees for special purposes, and supports various school activities. Each class has a room parent who assists teachers in arranging field trips and class projects designed to enrich classroom study. Also, PACE organizes a monthly Dialogue with the Director meeting, whereby parents may personally meet with members of the school's administration. PACE affords the parents a great opportunity to be involved in the school (see PACE constitution and by laws appendix).

Parental Complaints and Grievances

Complaints and grievances which are related to teachers and the classroom must be handled first by speaking directly to the classroom teacher. The parent and teacher should seek resolution together. In the event that resolution does not satisfactorily occur, the parent may contact the school's administration. Issues related to the social and emotional well-being of a student should be directed to the administration. Issues related to tuition and finances should be directed to the business office. If there is a complaint or grievance with administration the parents must talk directly to the administrator. In the event that resolution does not satisfactorily occur, the parent may request a hearing before the DAC. Parents may

also request a hearing before the DAC if they would like to petition a waiver for any school policy.

Other Means of Communication

- New Parent & Student Orientation – held each August before the school year begins
- Open House – held during the first quarter of each school year
- Classroom visitation – to be formally arranged directly with the classroom teacher in advance
- Publications – the school’s yearbook, *Influences*

Student Services

After School Hours Supervision Policy

Monday – Friday, 3:30 PM – 6:00 PM

- Elementary: If the student (including staff children) is in Elementary he/she must be accompanied by an adult who is actively watching him/her after 3:10 PM.
- Secondary: Secondary students may be on campus until 6:00 PM but must leave the building by 3:30 pm unless actively supervised by a staff member. All students will be required to leave at 6:00 PM by the SATPAMS. The only exception is if students are with a teacher.

Saturday, 8:00 AM – 6:00 PM

- Elementary: If the student is in Elementary, he/she must be accompanied by an adult who is actively watching him/her.
- Secondary: Secondary students may be on campus until 6:00 PM. All students will be required to leave at 6:00 PM by the SATPAMS. The only exception is if students are with a teacher who is actively watching him/her.

Sunday, 3:00 PM – 6:00 PM

- Elementary: If the student is in Elementary, he/she must be accompanied by an adult who is actively watching him/her.
- Secondary: Secondary students may be on campus until 6:00 PM. All students will be required to leave at 6:00 PM by the SATPAMS. The only exception is if students are with a teacher who is actively watching him/her.

If a group or organization has reserved to meet on campus, children must stay with the group and leave with the group. Children are required to be supervised at all times. If a student comes to the school in the evening (after 6:00 PM) he /she must be with a teacher or have another approved arrangement made ahead of time. For example, if a student gets a pre-approved permission slip and the guards have been notified in advance, the student may enter to retrieve books or whatever they may have left at the school. A security guard will accompany the student/parent during the entire time.

School Vehicle Policies for Students

- Students shall obey the instructions of the vehicle driver at all times.
- Students will use seat belts whenever the school vehicle is in motion.
- Students will sit upright and keep arms and head inside the confines of the vehicle at all times that the vehicle is in motion.
- Students will keep all doors locked while the vehicle is in motion.
- Students are not to enter the vehicle without the supervision of a teacher and/or the school driver.
- Students are responsible to maintain a clean environment in the vehicle.
- Any consistent violation of the above listed rules by a student will result in a Student Referral Form and administrative discipline.

Library

Library rules and hours are posted in the Library. Students have an orientation to the Library during the first few weeks of school. Students are asked to exercise much care in handling all books. If a book is lost, the student must pay to have it replaced (cost of book plus shipping) plus a nominal processing fee. The school librarian will send a fee statement home with the student. Students with books that are overdue must pay a daily fine of Rp.500 from the day the book is due up until two weeks. After two weeks the fine increases to Rp.1000 until the book is returned to the library.

The number of books library users may borrow is dependent upon the grade level. The guidelines, along with the length of time they may be borrowed are as follows:

Pre School – Kindergarten	1 book	1 week
Grade 1 – Grade 3	2 books	1 week
Grade 4 – Grade 8	2 books	2 weeks
Grade 9 – Grade 12	4 books	2 weeks
Teacher and parents	5 books	2 weeks
Videos	3 per family	1 week

Hot Lunch Program

The BAIS hot lunch program is a self-funding service to the school community. The objective of the hot lunch program is to provide nutritious, well-balanced meals at a reasonable price. Before the beginning of the month, menus for each school day will be sent home with the students. Parents and students should select the days they wish the student to order lunch. Orders are to be returned by the due date on each form along with the exact payment for the month's order. Credits and reimbursements are not available except in the case of lengthy illness or hardship. Children are welcome to bring lunches not requiring refrigeration from home any day they wish. They must remember to bring any napkins, straws, utensils, or dishes they may need, as lunchroom personnel will not furnish these. Hot water will be available as needed. There is not a microwave available for student use.

Field Trips

Throughout the year teachers may plan field trips to enhance and expand on the learning which takes place in the classroom. An emergency information and permission form must be on file in the office for a student to take part in a school-sponsored trip. Regular dress code and behavior are required of students. All elementary students will be required to wear their BAIS athletic shirt while on field trips.

Personal Items/Lost and Found

The school is not responsible for any unattended personal articles left around the campus. Books, Bibles, purses, clothing and any other articles of value outside of their proper area will be taken to the SATPAM office. At the end of each month any articles still in the lost and found will become the property of the school and will be disposed of accordingly.

Telephone

Students who call home using the office phone for purposes other than emergencies will be assessed a Rp.1000 fee for the call. Hand phones must not be used on campus during 7:15-3:00 p.m. If they are brought on campus, they must be stored in the student lockers during school hours. Students caught with their hand phones will have the phones confiscated and given to administration. Parents must meet with administration in order to receive the hand phone back.

School Campus / Students Who Drive

Students are to stay on the school property at all times during the school day. A student who drives a car to school must register his/her car with BAIS and provide appropriate information. Registered cars will be given a sticker to be placed on the bottom corner of the front window on the driver's side. Car registration can only be made by parents or drivers for parents as long as written permission is given. Registration for the first two cars per family is free, additional ones are Rp.5000 each. Only cars registered with the school will be allowed to be parked on campus property. Responsible driving is a necessity.

Lockers for Secondary Students

All secondary students will be assigned a locker. There is a Rp.35,000 charge for lost keys, and Rp.10,000 is charged for borrowed keys. *Lockers are to be kept locked AT ALL TIMES WITH ALL STUDENT BELONGINGS INSIDE.* Items not placed inside a locked locker should be confiscated by any teacher or security personnel and brought to the Secondary Principal's office. Students will be charged a minimal fee to regain their confiscated items. Locker inspections will be held from time to time. BAIS is not responsible for any valuables. Any student found opening another student's locker will be given a Student Referral for administrative discipline.

Student Activities

Athletics/Activities

Students must be eligible to participate in any student activity (Clubs, Student Council, Athletics, etc). Please consult student eligibility for those requirements.

Please consult the BAIS Athletics/Activities Handbook for specific athletics/activities policies and procedures (we aren't listing everything here).

BAIS is privileged to belong to IISSAC (the Indonesian International Small School Activity Conference) which has the mission to “promote interaction between international schools through friendly competition and other character building activities”. Our BAIS activity calendar matches up with IISSAC's and is tentatively the following:

2009-2010 BAIS Athletics/Activities Calendar

First Season: August 24 to November 13 (11 weeks)

Boys Varsity Soccer

Girls Varsity Soccer

Elementary & Secondary Badminton

5th/6th Grade Boys Basketball

Battle of the Books

Second Season: November 23 to February 28 (11 weeks)

Boys Varsity Basketball

Boys Junior Varsity Basketball

Girls Varsity Basketball

Girls Junior Varsity Basketball

Elementary Soccer

Third Season: March 8 to May 28 (11 weeks)

Secondary Volleyball

Swimming

IISSAC Events:

October 24-25, 2009 IISSAC Soccer & Battle of the Books – Surabaya

February 27-28, 2010 IISSAC Basketball & Debate – Salatiga

April 17-18, 2010 IISSAC Swim & Cross Country Running – Jakarta

Home School Student Participation in BAIS Athletics/Activities

Home school students are welcome to participate in the BAIS Athletics/Activities Program. All students in all grades must be enrolled in at least one course at BAIS to participate in student activities. Secondary students **must** have “**full time**” status to participate in IISSAC tournaments. A fee of \$50.00 or its equivalent is required for any club activity or sport for home school students and will be payable to the business office at the start of the season. Additional fees may be charged depending on pool/field/court rentals, uniforms and/or tournament fees. Home school students will be considered to have equal standing when considering team participation and potential cuts.

Student Council

The BAIS Student Council is available to students in grades 9-12.

Purpose of Student Council:

- Increase school spirit and help unite the student body
- Provide an opportunity for students to grow as leaders
- Mobilize students to participate in service projects
- Provide students an opportunity to voice their concerns and ideas to the school's administration
- Provide opportunities for the school's administration to work with students and explain their decisions and policies

Possible Duties/Responsibilities:

Student Council Activities include, but are not limited to:

- Organizing events such as concerts, talent shows, and other opportunities for students to showcase their abilities
- Organizing fundraisers
- Raising awareness of official school programs (ie. athletics, the recycling program)
- Organizing spirit days and pep rallies to promote school spirit
- Promoting the awareness of local and worldwide issues (ie. slavery abolition, Earth Day)
- Organizing See-You-at-the-Pole (prayer for the school, staff, and students before school)
- Organizing periodic sporting events such as rugby, hockey or cricket
- Organizing and hosting monthly/annual events (ex. game night, movie night, video game tournaments, banquets)
- Discussing and suggesting changes to school policies

At any given time, Student Council may be planning and organizing events, as well as discussing or reforming a subject of concern at the school. This will provide a way to learn the proposal writing process and to poll the general public to help reach the best possible solution.

Expectations of Student Council Members:

When on the Student Council, all members are expected to:

- Show Christ-like behavior
- Show respect to administration, the staff advisor, and school policies both inside and outside of Student Council meetings
- Deal with conflict in a mature matter (no complaining or mutiny)
- Help with the organizing as well as the clean-up of all events
- Attend 90% of the meetings
- Maintain a 2.5 GPA
- Student Council members may not be on academic probation during their time in office

For more information regarding Student Council, please contact the Student Council Staff Advisor or the school's administration.

Clubs

Various after school clubs and tutoring opportunities are often provided for students each year. Clubs may include arts, crafts, foreign language, music, games, other sports, etc. The school is open to starting new clubs. These new clubs are contingent upon an adult supervisor, a specific program structure approved by the school's administration, and student interest.

Other Special Events

A variety of school events including concerts, recitals, Spiritual Emphasis Weeks, PACE fundraisers, banquets, assemblies, etc. will be held on an annual basis. Please consult the BAIS School Calendar for a list of these events and their specific dates.

Safety Information

Determining Illness, Sending a Student Home

The clinic will determine whether or not the student is truly ill. If there is an emergency in the class, the teacher should call the clinic first, and attend to the ill student until assistance arrives. The teacher should not give out any medication at any time. The student should be sent to the clinic office if the student is ill. The emergency card (on file in the clinic) must be consulted before any medication is given. Medicine brought in by a student must be kept in the clinic. The school nurse will dispense the medication at the specified time. The school nurse makes the decision if the child needs to be sent home. If the student has a fever over 38' Celsius (100'F), vomiting, moderate to severe diarrhea, a draining skin rash or lesion, head lice, pink eye, or a grossly productive cough, the parents will be called to come and take the child home and be advised to seek medical care.

Medication Policy

Any medication taken by students at BAIS during school hours must be known by the nurse. A medication form is available in both the clinic and in the front office and must be signed by the parent and on file in the clinic before a child takes any medication on school grounds. Students are not to bring medication to school unless it is absolutely necessary. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in extenuating circumstances. The clinic and school's administration must approve all exceptions.

The parents must send precise instructions written in English indicating the following:

- time and length of administration
- dosage
- name of medication

If the instructions are not clear, the child will not be allowed to take the medication. All medications for students must be left at the office upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies (i.e. students with asthma problems).

Exceptions must be approved by the nurse. No students may give or sell another student medication at any time. All medications must be stored in the clinic or a secure area that is not accessible to students.

Immunization Policy

Required Immunizations:

- DPT: Infants: 2, 4, and 6 months. Children should receive a dose 5 years after last dose of DPT, then every ten years thereafter as a booster (Td).
- Hepatitis A (Havrix): Children and adolescents: Two doses given 1 month apart between ages 2-18 years, followed by a booster dose 6-12 months after 1st 2 doses. Adults: 1 initial dose, followed by a booster 6-12 months later.
- Hepatitis B (Recombivax HB; Engerix-B): Infants and children: 1st dose at 0-2 months, 2nd dose at 1-4 months; 3rd dose at 6-18 months. Adolescents and adults: If not previously vaccinated, must receive 3 doses (note the 1st and 2nd dose are separated by at least 1 month, 3rd dose given at least 4 months after initial dose).
- MMR: Children: 1st dose at 12-15 months, 2nd dose at ages 4-6 or 11-12.
- POLIO: Infants: 2-4, and 6-18 months; children 4-6 years. A booster is required for those 15-19 years old.

Recommended Immunizations:

- Varicella (Varivax): Infants: Single dose at 12-18 months. Children: Unvaccinated children who have no history of chicken pox should be vaccinated at 11-12 years old.
- H, influenza type B (Hib): Infants: 2, 4, 6, and 12-15 months.
- Tuberculin or BCG: Booster after mantoux test (optional)
- Immunization or Oral Typhoid Vaccine: For adults and children over 6 years.
- Rabies: Adults and children over 1 year.

AIDS/HIV – POSITIVE STUDENTS

BAIS views infection with the HIV virus (human immunodeficiency virus) and the illness AIDS (acquired immunodeficiency syndrome) as a deep personal tragedy deserving of community support and understanding. It also believes that the contagious nature of AIDS/HIV is often greatly exaggerated, but is nevertheless a matter which requires care and discretion. Therefore, the school must be informed of any student testing HIV-positive, and will maintain procedures which are appropriate for the general welfare of all students and staff. BAIS will abide by the laws of Indonesia regarding foreigners with AIDS/HIV.

The school may require an AIDS/HIV test of any student at any time he/she has been ill with symptoms which may indicate infection with AIDS/HIV or when it is suspected that he or she has been exposed to AIDS/HIV.

CONTAGIOUS DISEASES

When a student appears to be ill, the teacher should send him/her to the clinic to be assessed by the school nurse. If the student has a fever over 38° Celsius (100°F),

vomiting, moderate to severe diarrhea, a draining skin rash or lesion, head lice, pink eye, or a grossly productive cough, the parents should be called to come and take the child home and be advised to seek medical care. These symptoms must be absent from the child for at least 24 hours before returning to school. Students who are able to stay at school with minor symptoms are encouraged to wash their hands frequently and cover their mouths and noses when coughing and sneezing. Students are permitted to stay in the clinic to rest and await their parent's arrival. If a doctor confirms that a student has a communicable disease and if notifying parents of other students is warranted, the clinic will send an informative letter home to tell parents about the situation. Helpful information about the disease will be included, such as the symptoms and incubation period. The school nurse will assist in gathering information about what to do in case of a communicable disease. The following diseases are contagious and students (and families) will be required to be absent for the following amount of school days:

- Chicken Pox: Five days after the first spots appear, or until all the blisters are healed.
- Head Lice: Child must be kept home until appropriate treatment has been carried out – no visible sign of eggs (all family members must be treated).
- Viral Hepatitis A: Seven days from the first signs of jaundice and until child has recovered.
- Impetigo: If sores are unable to be covered, the child is to be kept home until all sores have healed. If sores are being treated and are properly covered by clean dressings, child may attend school.
- Measles: Five days from appearance of the rash.
- Mumps: Seven days after the appearance of swelling and until the child has fully recovered.
- Ringworm: The child must be kept home until appropriate treatment has begun.
- Rubella-German Measles: At least six days after the rash appears and until the child is fully recovered.
- Scabies: Child must be kept at home until appropriate treatment has commenced.
- Scarlet Fever: Child must be kept at home until he/she has taken antibiotics for at least 24 hours and the symptoms have improved significantly.
- Whooping Cough: If no antibiotic treatment, child to be kept home for three weeks from the onset of the “whoop”.
- Conjunctivitis: Immediate withdrawal and to see family doctor. The child must be kept at home until discharge from eyes has stopped.

Student Pregnancy

In the unlikely event of a student pregnancy the following guidelines will be followed:

- First and foremost, both students involved will be loved and cared for with the fullest amount of grace possible.

- Secondly, compassionate counseling will be offered to the students and their families, encouraging him/her to develop a Godly strategy for the future well-being of the students and the infant.
- Lastly, the repentant students will be encouraged to remain in school as long as possible and emphasis will be placed on finishing their high school education.

Drug Abuse

Drug abuse will not be tolerated at BAIS. In the event that a student is believed to be abusing controlled substances he/she will be confronted immediately, and the following guidelines will be followed:

- First, parents will be notified of the incident regarding the student's drug abuse problem.
- Second, BAIS will be involved in helping the affected student and family to seek out professional help and counseling.
- Lastly, repentant students involved in drug abuse will be loved and forgiven, and encouraged to remain in school to finish their education, once their drug problem has been adequately resolved.

Child Protection Policy (Child Abuse Reporting)

Staff should at all times maintain a professional relationship with students. The school enjoys a reputation for close and happy relationships between staff and students; but common sense, as well as the western laws, requires staff to maintain a proper professional detachment from students. Staff needs to be aware of the increase in the number of reported allegations by students of abuse or professional misconduct by teachers/staff.

- **DEFINITION OF CHILD ABUSE:** An abused child is a boy or girl who has suffered from or is believed to be potentially at risk of physical injury, neglect, emotional, or sexual abuse. All members of the school staff should be alert to the possibility of signs of abuse by a parent, sibling, other relative, staff, acquaintances or strangers. Abuse may be:
 - Physical Abuse – involves hitting or beating, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child.
 - Emotional Abuse – Is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate, or valued only when as they meet the needs of another person.
 - Sexual Abuse – Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of pornographic material or watching sexual activities.

- Neglect – Is the persistent failure to meet a child’s basic physical and/or psychological needs, likely to result in the serious impairment of the child’s health or development. It may involve a parent or guardian failing to provide adequate food, shelter or clothing, failing to protect a child from physical danger or harm, or the failure to ensure access to appropriate medical care or treatment.
- **REPORTING CHILD ABUSE (OR SUSPECTING CHILD ABUSE):** The staff member who suspects or knows about a child being abused is required to immediately report the incident in writing or verbally to the guidance counselor, school nurse or principal. The recipient must make a careful written record as soon as possible and include all the details given (time, place, people involved, summary of story). The first priority is the safety of the child. The child should be kept in a safe environment until the school nurse and administration has evaluated the situation.
- **CONFIDENTIALITY** is of the utmost importance and must be maintained on a need-to-know basis regarding colleagues and friends. The staff member reporting this to administration does not need to make contact with the family or perpetrator, just the administration.
- **ADMINISTRATIVE REFERRAL:** The Administration must make contact with the local police (if applicable), the school nurse, the guidance counselor, the parent and the local pastor to get care for the family and the child in the case of any form of abuse.

Contingency/Emergency Plans for BAIS

- Emergency Preparedness Plans: BAIS has in place as required by the NICS School Board an Emergency Preparedness Plan (EPP). This includes four primary components: prevention, preparedness, response, and recovery. Policies and procedures for fire and evacuation drills are provided in the Faculty and Staff Manual. Earthquake and Fire procedures are posted in each of the rooms in the school and they are attached with this policy in the policy manual.
- Emergency Guidelines: In the event of a serious political, environmental or social emergency, these guidelines have been written to provide direction to the administration, DAC, and parent community of the actions to be taken to secure the school, students, and staff. The administration, DAC, and representative staff will meet to assess the situation and determine the status of the school and its community. All efforts to gather as much information about the current situation should be made including embassy recommendations, news reports, responses from organizations in the community, parent community, etc. The telephone tree will be used to disseminate pertinent information to all school parents. In the event of a situation where parents need to come and collect their children from the school, parents in outlying areas will be called first to give them time to get

here. Regular community meetings should be held to share updated information and to act as a support group for the community. Security of the school facilities will be ensured with adequate staff available to protect and maintain the school facilities. If an emergency takes place during the school day, the lead decision-maker to evacuate the school and send the children home will be the director and his/her designee.

In the event of a broader based emergency involving the whole community or country, the director in consultation with the DAC will have authority, operating in cooperation with the community.

In the event that the director leaves the community a designee will be appointed. The replacement must receive a “hand over” and take charge prior to the previous individual’s departure. If possible, an initial estimated length of time for a temporary closing will be announced. In the event that an incident occurs during school holidays and it is necessary to close the school on a temporary basis, the school will endeavor to contact those families on leave providing they have left a contact fax or email address where they can be reached. Alternatively, parents can call the school to verify if it has been closed temporarily. Local staff should maintain normal workdays as much as possible to maintain a working presence at the school. Depending on the circumstances, teachers and parents remaining in the community are encouraged to use the school and if possible, operate in as normal a routine as possible. They should operate with due care, providing adequate supervision to the children. Parents must take responsibility for their own children or assign by signature the responsibility to another adult.

- Evacuation Drill Procedures: BAIS has developed the following drills/plans in the event of an emergency:
 - EVACUATION DRILL
 - FIRE DRILL
 - EARTHQUAKE DRILL

Teachers have the drills described in their Faculty & Staff Manuals. If parents are interested in seeing and knowing the drills they may talk to their child’s teacher or have a meeting with an administrator.

Technology & Electronics Expectations for Students

Computer Use Policy for Students

All students are required to have their parents sign an “Acceptable Use Policy” (AUP) form granting permission for their child to be permitted to use the Internet at BAIS. BAIS supports and respects each family’s right to decide whether or not their student should have access to the internet at school. Teachers are expected to be

familiar with the student AUP and require compliance. Violation of these expectations may result in a loss of school network privileges and/or internet privileges, as well as other disciplinary action as determined by the teacher and/or administration.

Personal Electronic Devices: In order to minimize distractions in the learning environment and to promote communication and discussion among students and teachers, students are requested not to use electronic, battery-operated items (games, cell phones, pagers, radios, CD players, MP3 Players, Ipods, and earphones, and electronic games, etc.) are not to be used or seen during school hours. They may be used after school. Failure to comply will result in confiscation.

Language Dictionaries in the Classroom: BAIS has created this policy to deal with possible abuses in the use of language dictionaries and to better protect students from potentially using language dictionaries to cheat on quizzes and tests. Electronic dictionaries are *not* permitted during any quizzing or testing situations. Each classroom will have a minimum of one paperback Indonesian-English dictionary and one paperback Korean-English dictionary. Any other restrictions, guidelines, or permissions in the classroom of electronic dictionaries will be left up to the discretion of the teacher based on the course material.

Use of hand phone / Consequences: Students may bring a hand phone to school, but it is not to be used for any reason during school hours including lunch and all breaks. The hand phone must be stored in the student locker from 7:15-3:00 PM. If a student is found violating this policy, the school will confiscate the hand phone. It will only be returned if the parent(s) pick it up from the administrator; Confiscated phones will not be returned to drivers or pembantus. If a student violates this policy again, the student will receive progress discipline starting with one day of ISS.

General Campus Guidelines

Visitors (Parents, Guests, and Students)

All visitors must check in and out at the security post before entering and exiting the BAIS campus. Visitors may not go directly to classrooms when visiting the campus during regular school hours, but rather come to the office and sign in. This is a necessary security precaution for the protection of our students and staff against unauthorized visitors to our campus. All visitors are required to wear an ID badge, which is issued by security at the gate. Student visitors must have specific permission from the principal at least a day in advance. A BAIS student may sponsor student visitors but will be held responsible for the visitor's conduct.

Classroom Visitation

Parents of students may visit classes or chapel if prearranged. Arrangements should be made through the school office at least 24 hours in advance for a class visit. We request that parents not go directly to classrooms when visiting the campus during

regular school hours, but rather go to the office and sign in. BAIS designates specific days on which parents and families are invited to visit classrooms in operation. From time to time, teachers will invite parents and guests to assist them in their classrooms beyond the designated Open House days. The presence of persons other than those who are in attendance on a regular basis can alter the normal classroom operation and significantly change the learning environment. BAIS must, therefore, restrict parent visitation to classrooms. If you have a specific concern regarding your child's performance, please contact your child's teacher to establish a mutually-agreed-upon time for a conference.

Parking - Student Drop-Off and Pick-Up

Cars are not permitted to enter the school's campus. Students should be dropped off in the painted drop off zone in front of the school between 7:15-7:45 am. Cars wishing to park must drop their students off first and then park on the right hand side after the drop off zone. Students must exit the vehicle on the left hand side so they are not walking in traffic. For student pick-up, cars are permitted to park on the left hand side of the street and may enter the pick-up zone only when the student is ready. The only cars allowed to park inside the gate during school hours are student drivers and faculty.

Identification Tags

No one outside of BAIS staff and students will be permitted on campus without a proper ID tag. These tags will have four different classifications:

1. Parents
2. Helpers (Drivers/Nannies)
3. Guests/Visitors
4. Personal Helpers of BAIS Staff Members

All drivers and pembantus are required to have a photograph taken and attached to their ID tag. This is the responsibility of the parents to provide a *current* photograph (3cm x 4 cm) to be attached to the ID tags by the school. Each ID tag will have a scannable barcode for improved tracking of who is on our school campus. These tags are to be worn around the neck at all times. Anyone who does not follow this expectation will not be permitted on campus, and he/she will be reported to school administration. ID tags are only valid for the current school year (until June 2010).

Forgotten ID Tags

If a parent, driver, nanny, or staff helper forgets their ID tag, they will be required to fill out the "I Forgot My ID Tag Report" with a BAIS security guard, and a temporary ID tag will be issued for a one time visit only. This required report must be completed personally by the parent, driver, nanny, or staff helper, not the BAIS security guards.

Lost ID Tags

If a parent, driver, nanny, or staff helper loses their ID tag, they will be required to fill out the "Lost ID Tag Report" with a BAIS security guard, and a temporary ID

tag will be issued for a one time visit only. A fee of Rp.10.000 will apply to lost ID tags. After losing an ID tag three times during the course of the school year, a notification letter will be sent home to parents, and a fee of Rp.25.000 will apply for any future lost ID tags. This required report must be completed personally by the parent, driver, nanny, or staff helper, not the BAIS security guards.

Guest/Visitor ID Tags

All guests/visitors to the school will be directed to complete the required documentation in order to receive an ID tag for a one-time visit only. Proper photo identification is required for all guests/visitors to the school's campus. All required documentation and forms must be completed personally by the guest/visitor, not the BAIS security guards.

Pick Up Procedures for Elementary Students

All elementary students (preschool to Grade 5) must be picked up by an approved person listed on an updated pick-up form. Note that these procedures are *not* for secondary students (Grade 6 – Grade 12). This form is required for morning preschool student pickup at 10:45 AM, and all other elementary students (afternoon preschool to grade 5) at 3:00 PM. This form must be completed and returned to the BAIS front office by the end of the first week of school. Parents who live close to the school may allow for their child to walk home, but this must be indicated on the pick up approval form. These students who walk home must leave the campus by 3:10 PM. Students can be picked up in their classroom by an approved adult from 3:00-3:10. Students who are not picked up by 3:10 PM will be taken by their teacher to the SATPAM station. ***Any exceptions to the normal approved pickup persons must be given in writing or called in to the BAIS front office before 2:30PM.***

PACE Information

PARENTS ACTIVE IN CHILDREN'S EDUCATION CONSTITUTION AND BY LAWS

Bandung Alliance International School, Bandung, Indonesia

The aim of PACE is to promote the growth of the students of Bandung Alliance International School through parental involvement and support of staff, and to strengthen coordination and communication among parents, students, and staff in order to encourage and support educational activities and to further develop the educational resources of the school.

Objectives that flow from this purpose statement:

- Promote welfare of students through parental involvement
- Provide support for staff
- Strengthen coordination among parents, students, and staff
- Facilitate communication among parents, students, and staff

- Further develop educational resources of the school

PACE is always recruiting parents to fill the following volunteer positions during the school year. Please talk to our PACE Coordinator if you are interested in volunteering and serving:

A. Community Service

Objectives: Engage students in expressing God's love in practical ways to the Indonesian community.

Point Person Responsibilities

- Research and present options for viable projects to Steering Committee.
- Interface with teachers to explore practical ways of connecting students or particular groups of students with the project in a meaningful way.
- Facilitate and monitor the implementation and follow-up BAIS involvement.

B. Staff Care and Appreciation

Objectives: Facilitate a further flow of appreciation to our teachers and administrative staff from the parent body.

Point Person Responsibilities

- Be responsible for coordinating expression of love to the teachers and staff.
- Remember birthdays of teachers and staff who have a five-day a week commitment to BAIS with a small gift and card (value to be agreed upon by Steering Committee).
- Send sympathy and get well cards to teachers and staff when appropriate.
- Give flowers/cards to teachers whose immediate family member has been met with serious illness, accident, or death.

C. Inter-cultural Connection

Objective: Facilitate appreciation of cultures represented in the student body, facilitate involvement of non-English parents with English speaking parents.

Point Person Responsibilities

- Consult with teachers as to needs in regard to Culture Days or cultural studies in which parents may be able to assist.
- Be available to hear and respond to needs or concerns of non-English speaking parents. Identify contact people as appropriate.
- Seek to understand the degree to which non-English speaking parents would like to be involved in the school community and identify ways in which this may happen.

D. Expat Community Relations

Objective: Develop positive relationships with the Bandung expat community to foster cooperation in participating in community activities; raise awareness of BAIS as a viable option for children's education.

Point Person Responsibilities

- Coordinate weekly prayer meetings.
- Interact with teacher/administration representative to identify specific prayer requests.

E. Moms in Touch

Objectives: Involve those who want to commit to weekly prayer in a group to pray for the school community in specific ways.

Point Person Responsibility

- Coordinate weekly prayer meetings.
- Interact with teacher/administration representative to identify specific prayer requests.

F. Homeroom Parents

Objectives: Facilitate parental support of teaching staff through involvement in classroom objectives and activities.

Point Person Responsibilities

- Help plan and prepare for sign up at the BAIS open house each fall.
- Set up the room parents program each year.
- Provide orientation for room parents.
- Act as a liaison between teachers and homeroom parents or PACE and homeroom parents as needed.

G. School Family Special Events

Objectives: Build a sense of community through recreational activities involving staff and students and their families.

Point Person Responsibilities

- Plan for quarterly activities, which will provide opportunities for the school community to interact, perhaps also coordinated with other objectives such as fund raising.
- Act as coordinator among administration, teachers, and families in identifying and organizing the roles each will play.

H. Communication

Objectives: Develop and maintain organizational structures and procedures which facilitate communication within PACE and among PACE, parents, and administration.

Point Person Responsibilities

- Work in conjunction with the Coordinators to develop letters to parents at appropriate times about the activities of PACE.
- Develop opportunities as needed to facilitate communication among administration and parents.

Conclusion

Thanks for reading this year's version of the Parent-Student Handbook. Please let us know if you have any questions about any of our school policies. We look forward to a great year with you.