

BAIS PARENT/STUDENT HANDBOOK 2016-2017

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Message from the Director

July, 2016

Dear Parents and Students,

Welcome to the 2016-2017 school year. We are so glad to have you with us as part of our BAIS family. We are starting our ninth year in Kota Baru Parahyangan and are excited to continue to strengthen and improve our facilities and educational program to prepare students for their life and career beyond their time with us. BAIS has long history in Bandung providing a high-quality, Christian education and as we look back at that history and see growth and improvement, we can't help but wonder what God has for us in the future. We are continually thankful for God's blessing of a professional faculty and staff, an involved community of parents and students, and well apporioned facility. We are looking forward to a rewarding school year!

We ask you to thoroughly read through this handbook. It is intended to assist you throughout the school year as it contains all the policies and procedures that help our school run effectively and efficiently. This handbook guides the Director's Advisory Council, the administrative team, and our teachers in our practice so you will find the information helpful as well. If questions arise after reading this handbook, we have an open door policy and appreciate any questions you may have. Mrs. Charity Sianturi, Elementary Principal, Mr. Jeremy Thomas, Secondary Principal, and Mr. Mark Boccaccio, Chief Financial Officer and myself are willing to assist in any way we can.

One hallmark of our institution is community involvement. We invite you to be involved in Parents Active in Children's Education (PACE), the parent organization of our school. Students, consider your interests and be involved in activities available to you. We cherish the many gift and talents you have and the involvement of everyone enhances the experience for our entire community.

Thank you for joining us for the 2016-2017 school year. As a school committed to providing a quality college preparatory education, we look forward to having students grow into global citizens, embrace life-long learning, and be grounded in the truth of God's Word.

Have a wonderful school year,



Karl Nielsen, M. Ed

I. BAIS 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. The School Board sets all NICS policies and procedures for all the NICS/OASIS Schools. For the 2016-2017 school year, the school board members include (their pictures are posted outside the Front Office):

Chair:	Dr. Harry Phillips
Secretary:	Doug Thornton
Member:	Wally DeBerry
Member:	Sam Davis
Member:	Mike Witt
Member:	Eric Alfrey
Member:	Steve Coffey

School Management Team

For the 2016-2017 school year, this team includes:

Mr. Karl Nielsen, Director
Mrs. Charity Sianturi, Elementary Principal
Mr. Jeremy Thomas, Secondary Principal
Pak Chevy Hallatu, H.R. Manager

School Administrative Team

For the 2016-2017 year, this team includes:

Mr. Karl Nielsen, Director
Mrs. Charity Sianturi, Elementary Principal
Mr. Jeremy Thomas, Secondary Principal

Director's Advisory Council (DAC)

The purpose and objectives of the DAC, listed 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 2016-2017:

Mrs. Selly Limarga
Mrs. Gail McKinley
Mr. Vincent Yo
Mrs. Grace Lee

II. 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.

III. BAIS HISTORY

A History of Excellence

Bandung Alliance International School (BAIS) was originally established as Bandung Alliance School (BAS) in 1956 by the Christian and Missionary Alliance (CMA). In the mid 1990s, the CMA no longer wanted to operate a school in Bandung, and the school was transferred to the Network of International Schools (NICS) which is headquartered in Southaven, MS, USA. The name of the school then became BAIS. For 56 years, BAIS has had an international staff, curriculum and student body, and it has served both the missionary and business communities of Bandung.

BAIS was the first accredited international school in Indonesia through the Association of Christian Schools International (ACSI) and is also accredited by the Western Association of Schools and Colleges (WASC). Working from an American philosophy of education with 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 a well-balanced education, which guides students in discovering their particular interests, talents, and abilities for use in the future.

BAIS is committed to the individual development of the academic, social, physical and spiritual facets of each student and places much emphasis on character development and ethics. BAIS emphasizes a deep respect, appreciation, and love for people of all nations, ethnicities, and religions. Students graduating from BAIS are well prepared for entry into English-speaking universities throughout the world.

In the summer of 2008, BAIS left its Ciumbuleuit campus of 52 years in North Bandung and moved 25 km to Kota Baru Parahyangan outside of Padalarang, West Bandung. The school stands within this growing community of Kota Baru and now has space to build and grow depending on future needs. The classroom building was finished in summer 2008 and has the potential to hold over 350 students.

Since 2008, the school has continued to make improvements and make the most of its resources. Much of the school's financial resources have been devoted to paying off the building loan, which

was paid in full in September 2011. Through various fundraisers and parent donations, the school has now been able to focus on structural and campus upgrades like the Sports Court, mini soccer fields, and covered walkway.

In the last five years, significant work has been devoted to the formalization and documentation of school policies, resulting in many new handbooks for staff, students and parents. These include new discipline policies, a new teacher and school evaluation process, a standardized language entrance test for new students, and a formalized process for hiring support staff.

Certainly, the transition to the new campus and the arrival of a new administrative team has introduced changes. With many of the students commuting an hour to and from school each day, the decades-long “family feel” of the old campus is taking time to reestablish. To help foster this, significant efforts have been made by various groups such as Student Council and Parents Active in Children’s Education (PACE) to grow a community feel at the new campus. In addition, more and more families are moving to Kota Baru from Bandung each year. This has also been helpful in allowing families to be more involved in academic and extracurricular activities at the school. BAIS has also been very intentional in building relationships with institutions, neighborhoods, and other schools in the Kota Baru area .

IV. BAIS VISION and STATEMENT OF PURPOSE, PHILOSOPHY and EXPECTED STUDENT OUTCOMES.

BAIS Vision and 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 was also the first accredited international Christian school in Indonesia through ACSI. Working from an American philosophy of education with 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 a 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)

As BAIS strives to attain its statement of purpose, it is important to develop programs, strategies, and

methodologies within the context of Biblical principles, producing graduates with a Christian worldview who can demonstrate mastery in the following 4 ESO “outcome” areas:

ESO Key Terms:

Biblical:	Biblical Application (spiritual)
Active:	Active Living and Learning (physical)
Intelligent:	Innovative and Informed Thinking (academic)
Servants:	Social Responsibility (social)

ESOs explained

Biblical Application: Understand what the Bible teaches and demonstrate ways to apply Biblical truth to all areas of life.

Active Living and Learning: Actively apply learned skills to relevant and real life situations in order to develop a healthy and/or balanced lifestyle.

Innovative and Informed Thinking: Demonstrate innovative and informed thinking in order to solve problems and/or communicate effectively.

Social Responsibility: Develop an awareness of other individuals, cultures, societies, and worldviews in order to identify personal, local, and global opportunities for service resulting in active and engaged citizens.

V. ADMISSION and WITHDRAWAL POLICIES

Admission Information for All Students:

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 1st grade shall be age 6 on or before September 30th of the current school year.

The admissions procedures are accomplished through the following sequence:

1. Parents contact our volunteer BAIS Admissions’ Counselor, for information on admission procedures. Our BAIS Registrar is also able to answer questions. There is “open enrollment” at BAIS meaning students can transfer in anytime during the year if they have withdrawal grades from their previous school (the quarter and semester breaks work best).
2. 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.
3. After the completion of this last step, two entrance test will be scheduled for all ESL (English as a Second Language) students (SELP and MAP) and students without formal transcripts, and the MAP test for all students 2nd to 12th grade. Families must pay the Rp 1.000,000 for the scoring of the admission test or tests. Parents must allow 2 business days

- for results to be scored.
4. Once the paperwork and the entrance test have 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 after 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 prepare for the student).
 7. Class Size Limits at BAIS
 1. Preschool 3: 10 students (maximum 5 non-English speakers)
 2. Preschool 4: 12 students (maximum 5 non-English speakers)
 3. Kindergarten: 15 students (1/3 of the class may be ELD)
 4. 1st Grade 20 students (1/3 of the class may be ELD)
 5. Elementary: 20 students (1/4 of the class may be ELD)
 6. Secondary: 25 students (1/4 of the class may be ELD)

Admission Policy for Indonesian Students

BAIS is now able to take any number of Indonesian students as long as they are proficient in English. BAIS Principals will make admission decisions for Indonesians who are limited proficient in English depending on the level of ELD students in that specific class (see the chart above for classroom limits).

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.

Please note: BAIS prepares students for post-secondary education in English speaking countries and as such does not formally prepare students for the Indonesian National Exam (Ujian Nasional), however BAIS has had students sit for the national exam. If you as parents are expecting your children to attend Indonesian universities BAIS may not be the best fit. The majority of classes at BAIS are taught in English to prepare students for competitive universities in the United States and abroad. Success in test-taking is geared for English exams through the Collegeboard (www.collegeboard.com). These exams include the AP, PSAT and SAT tests. Students of all grade levels participate in the Measures of Academic Progress (MAP) test for external accountability and normative comparisons.

Probationary Admissions

All accepted applicants are admitted for a minimum of nine weeks on probationary status. Probationary admissions are reviewed each grading period by the administrator, guidance counselor and teachers. If the necessary have not been achieved, 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).

Transfer Student Policy

Students transferring to BAIS in grades 9 through 12 will be permitted to transfer a maximum of 8.0 credits for each academic year that they have completed (with Extended Day BAIS students may earn 8.0 credits this school year).

Following verification and review of transfer records, the guidance counselor 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 accepted for transfer to BAIS will be reflected on the student's official transcripts as transferred credits. **Transfer and outside credit classes will not impact the students BAIS 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.

Waiting List

A waiting list is managed by the admission's counselor, 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. English proficiency at or exceeding grade level requirements
2. English speaking international school background
3. Siblings are already enrolled at BAIS

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

Withdrawal Procedures

All withdrawal procedures are handled through the admission's office. Parents must notify the admission's counselor and 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 admission's counselor. 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. If parents know they are leaving mid-semester please let BAIS know at least 14 days ahead of time (the earlier the better) so we can help facilitate a smooth transition out. A week before the student is to leave the admission's counselor will begin the process. The very last day of school, the admission's counselor will keep the student with her until the form is completely filled out and the withdrawal process is done. On a student's last day, they may not attend class until the withdrawal form is turned in. See Finance Section for Financial Withdrawal Procedures.

VI. FINANCES AND FEES (FINANCIAL INFORMATION)

BAIS is dependent upon tuition and school fees for its operation. School tuition and fees are calculated in Indonesian Rupiah and shall be paid in advance per semester. For any questions related to finances, please contact the finance team in the school office.

Due Dates for Tuition and Fees

Tuition and fees must be received at the appropriate bank **before** the first school day of the semester.

A late fee of Rp.700,000 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. Delinquent accounts will also have school accounts and records (i.e. RenWeb, TeacherEase, Transcripts, etc.) disabled and withheld by the school until the full amount of the outstanding payment has been registered in the school bank account. It is the responsibility of the parent to make arrangements when bills are not paid.

Fees at BAIS

- New Student Registration Fee: A non-refundable registration fee of Rp. 3,000,000 per student is required after acceptance.
- Enrollment Deposit: The deposit of Rp. 7,000,000 is required to reserve the student's place at BAIS and will be applied toward tuition during the current school year. This deposit is non-refundable and is due upon acceptance.
- Reenrollment Deposit: The deposit of Rp. 7,000,000 is required for each returning student by the date specified by the school's reenrollment notice. This information is vital for the planning and ordering of schoolbooks and materials. This Rp. 7,000,000 re-enrollment deposit is applied to tuition for the next school year. For students reenrolling after the specified date, only Rp. 5,000,000 of the Rp. 7,000,000 will be applied to the following year's tuition. All reenrollment deposits are non-refundable.
- Transcripts and Records Fee: Transcripts are available free of charge for a student to collect here at BAIS. If a student requests for the transcript to be sent, all postage fees will be paid by the student. Any other records (i.e. attendance, grade school, health records) are available for a fee of Rp. 1,000 per page (dual-sided prints count as two pages). If a student requests for the records to be sent, all postage fees will be paid by the student.
- 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. Capital Fee: This fee is used to maintain and develop the BAIS facilities.
 2. ELD Fee: The ELD (English Language Development) fee is paid by each student who needs extra English instruction. The student is evaluated each year.
 3. Graduation Fee: This fee is charged to all graduating seniors.

Force Majeure

In the event the school has to close for reasons of force majeure [e.g. war, strike, riot, crime, or an event described by the legal term act of God (such as hurricane, flooding, earthquake, volcanic eruption, etc.)], the Director or hi/hers appointee will withhold all tuition refunds until the settlement of outstanding liabilities has been completed. Money left after these settlements would be divided proportionally among parents, companies and organizations to be credited to their school account(s). No cash refund should be expected. Account(s) credits would be maintained for one year after the School closure at which time they will be reverted to the School's general fund. BAIS will endeavor to work with families to complete their student's education in cooperation with NorthStar Academy (NICS online school).

Fundraising at BAIS (for students)

There are four main fundraising groups at BAIS for students. This is our BAIS plan for them so we do not continuously tap into the same people (parents and staff for fundraisers): 1) **SENIORS** need to submit a business proposal to the management team each April to be awarded the student store. It is not an automatic “right” and in the past we have awarded the contract to an outside group. The store and the “senior grill” are traditionally the fundraisers for the “senior trip”. 2) **STUCO** periodically fundraises during the year for the school's benefit. Yearly examples include the talent show, movie/game nights, and dances. The proceeds go towards the school (i.e. air conditioning for MPR, sports hall construction, and towards operating STUCO (i.e. conferences). 3) **ACTIVITIES** periodically fundraise through the **BAIS BOOSTER CLUB** and the Activities Coordinator will facilitate these fundraisers with management team's approval. The money will go into an activities' program account and depending on needs will be dispersed (for students who may need some extra money, for special trips, for extra games, Battle of the Books, etc.). 4) **CHAPEL and/or CAUSE** fundraisers (i.e. tsunami and earthquake relief) are approved by the management team and advertised out in the BAIS Buzz.

Late Entry Tuition Policy

Students who enter BAIS after the first school day of a semester shall pay tuition according to the following payment schedule. From the 1st day through the 40th school day of the semester the student shall pay 100% of the tuition; from the 41st school day through the 70th school day of the semester the student shall pay 75% of the tuition; from the 71st school day to the end of the semester the student shall pay 50% of the tuition. All fees and the prorated semester tuition amount shall be paid before the student's first day of school.

Payment Options (for Tuition and Fees):

- Payment shall be made in Indonesian Rupiahs.
- For cash payments, please pay directly to the BAIS Finance Office during office hours. BAIS accepts cash payments between 7:45 a.m. and 3:00 p.m.
- For bank transfers please pay directly to the BAIS bank account with full detailed information regarding the student's name and grade in the information section of the bank form. The school requires that all payments be received in full into the school's bank account before the first day of school. NOTE: Parents are responsible for any bank fees.
- Payment plans are available if needed. For quarter payments plan there is a Rp.350,000 fee for each quarter's payment (Rp.1,400,000/year). For a monthly payment plan there is a Rp.350,000 fee for each month's payment (typically Rp.3,500,000/year).

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. See the “Withdrawal/Refund Policy” under the Finance section and “Withdrawal Procedures” under the Admissions section of BAIS Parent-Student Handbook for further information.

VII. HEALTH INFORMATION

Contagious Diseases

When a student appears to be ill, the teacher should send him/her to the clinic to be assessed by the school doctor. If the student has a fever over 38 degrees C., 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 school doctor (clinician) 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 doctor 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: At least five days after the first spots appear and all the blisters are healed.

Head Lice: Child must be kept home until appropriate treatment has been carried out – no visible signs 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 24 hours after the 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 (Pink Eye): Immediate withdrawal and to see family doctor. The child must be kept at home for a minimum of 48 hours after beginning the use of antibiotic eye drops and after the school doctor okays the child to return to school.

Determining Illness, Sending a Student Home

The school doctor in the clinic will determine whether or not the student is truly ill. If there is an emergency in the class, the teacher should notify 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 student's file must be consulted before any medication is given. Medicine brought in by a student must be kept in the clinic. The school doctor will dispense the medication at the specified time. If the school doctor does not agree with the prescription and/or dosage from the family doctor she will consult the family doctor by phone and keep the family informed of the dialogue and the resolution of the discussion. The school doctor makes the decision if the child needs to be sent home. Students are required to be sent home immediately if they have:

- just vomited
- fever over 38 degrees C
- moderate to severe diarrhea
- draining skin rash or lesion
- head lice
- pink eye
- grossly productive cough

The doctor will let the parent know if the child must go immediately to the hospital or what care must be taken at home to treat the child.

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:

Parents will be notified of the incident regarding the student's drug abuse problem. BAIS will be involved in helping the affected student and family to seek out professional help and counseling. The 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.

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.

Immunization Policy

Students are not allowed to attend school who do not have the required immunization records on file. The BAIS doctor will inform all parents what is needed to bring their immunization records up-to-date.

Any new student will not be admitted until the required immunization records are on file.

Required Immunizations:

DPT: Infants: 2, 4, 6, and 18 months and then before the student enters 1st grade. 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 6-12 months apart

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 6 months after initial dose). A Hepatitis B booster is recommended for students who have had 10 years lapse since their last dosage.

MMR: Children: 1st dose at 12-15 months, 2nd dose at ages 4-6.

POLIO: Infants: 2, 4, and 6-18 months; children 4-6 years. A booster is required for those 15-19 years old.

Recommended Immunizations:

Meningococcal: one dose at 11-12 years old, and one dose at 17-18 years old.

Varicella (Varivax): Infants: 1st dose at 12-18 months, 2nd dose at 4-6 years old.

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.

PPD (TB) screening skin test.

Immunization or Oral Typhoid Vaccine: For adults and children over 2 years.

Rabies: Adults and children over 1 year.

A Hepatitis B booster for students who have had 10 years lapse since their last dosage.

Japanese Encephalitis for those traveling outside of Bandung and Jakarta.

Medication Policy

Any medication taken by students at BAIS during school hours must be known by the doctor. A medication form 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 agreed upon by both the parent, the doctor and the child's principal. The parents must send precise instructions written in English indicating the following:

- time and length of administration
- dosage
- name of medication
- disease and reason for taking the 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 clinic 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). In the event that a student requires medication for minor medical circumstances such as headaches or body aches whether at school or on a school approved trip, the student's medical form must be consulted before medication is administered. If pre-approval has not

been granted, parents need to be contacted first. Exceptions must be approved by the doctor. 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.

Student Pregnancy

In the unlikely event of a student pregnancy the following guidelines will be followed: Both students involved will be loved and cared for with the fullest amount of grace possible. Compassionate counseling will be offered to the students and their families, encouraging he/she to develop a Godly strategy for the future well-being of the students and the infant. 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.

VIII. SCHOOL INFORMATION, POLICIES & PROCEDURES

Absences

Excused Absences are absences that are called in ahead of time and preapproved; or in the case of illness, are accompanied by a note stating the sickness within two days of returning to school. Examples that may be preapproved with/by administration:

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 prior to the day of the absence at the Principal's discretion.

Excused absences are recorded and the make-up work and tests will still go in the gradebook.

Excused Absences for IISSAC Tournaments and Other Activities:

Teams that arrive back to Bandung between 9:00pm – 12:00am (midnight) will be excused the following day through 3rd period (must be to school for their 4th period class, ~10:30 am). Teams that arrive back to Bandung after midnight from the event will be excused for the following day. The Activities' Coordinator will inform the administrators and school of the time the team arrived in Bandung and will let the students know the time (or day) they are expected back at 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.

PE Flu (or the 50 Minute Quiz and/or Test Flu):

Students who miss more than 25 minutes of a class for sickness (or a trip to the doctor) are to be marked absent by the teacher for the period and will not be eligible to participate in extracurricular activities that afternoon.

Reporting in Following an Absence:

Parents may phone or e-mail the school to inform of their child's absence either before or up to 2 days following the absence for it to be excused. The Registrar (Ibu Leony) will call the parents on the third day a student is absent. Students who are absent more than 10 days (excused or unexcused) in one

semester will not be eligible for a passing grade in any subject without approval granted through a special hearing before the DAC (the only exceptions to this 10 day excused rule are excused days covered by a doctor's note for major illnesses such as dengue, typhoid, appendicitis, mono, etc., and days when a majority of the students are late due to traffic - which will not count towards the 10). In addition, school field trips and athletic team travel do not count towards the 10 day excused rule. Too many absences throughout the school year could be cause for retention in a grade level or dismissal. 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. All students must sign out and pick up a "Get-Out-of-School Pass" in the front office before leaving campus.

Ten (10) Day Rule for Grades: **Secondary** students who are absent more than 10 days (**excused or unexcused**) in one semester in any subject will not be eligible for a passing grade in that subject without approval granted through a special hearing before the DAC. **Elementary** students who are absent more than 10 days (**excused or unexcused**) in one semester in any subject will be required to meet with DAC to discuss attendance concern. Multiple cases of excessive absences may result in the decision that BAIS is not a good fit for a student.

There are 3 exceptions to this 10 day rule:

- A doctor's note stating the student has a major illness (i.e. dengue, malaria, typhoid, appendicitis, mono, etc.)
- A day when the majority of Bandung students have missed 1st period due to traffic
- School Field Trips and IISSAC/Team Travel

Too many absences throughout the school year could result in BAIS not issuing a standards-based report card for elementary students, or result in retention at any grade level or dismissal from BAIS. A student becomes absent if he/she misses more than 25 minutes of one period on 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. All students must sign out and pick up a "town pass" in the front office before leaving campus.

Unexcused Absences: are absences not preapproved or excused within two days of returning to school. The consequences are different at the elementary and secondary level:

- **Secondary Students:** If an absence is not excused, no credit will be given for schoolwork missed. All homework and class work must still 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. Students with an unexcused absence may not participate in activities later on that day or evening. Students found skipping school will receive an unexcused absence and a discipline referral. Parents may not excuse their students to participate in a group skip day (group is defined as any group with 2 or more people).
- **Elementary Students:** Elementary Students: Unexcused absences in elementary will impact a student's attendance standard, achievement award eligibility, and eligibility to participate in student activities.

Academic Probation (for Secondary)

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 secondary student 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. In addition to the conditions outlined above, the accumulation of twelve points in one school year and/or failing 2 core classes is sufficient grounds for retention in middle school, and retention or recommendation of dismissal from high school.

Academic Probation is calculated using the following posted grades:

1st quarter

1st semester (which includes the final exam) – 2nd quarter is automatically factored in

3rd quarter

2nd semester (which includes the final exam) - 4th quarter is automatically factored in

Academic Program at BAIS

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, Indonesian language and culture, and Mandarin.

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, Mandarin, as well as other elective subjects from time to time.

High School: BAIS 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.

Accelerated Promotion

Students finishing 2nd grade up through 8th grade 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.

Acceptable Use Policy (AUP) for Students on the Computer

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

Activities (including Athletics)

Students must be eligible academically to participate in any student activity (Clubs, Student Council, Athletics, etc). Please consult the BAIS Activities' Handbook for specific athletics/activities policies and procedures (this Handbook is online at www.baisedu.org). Students must also be present at BAIS for a full day to participate in practice and games (a pre-arranged excused absence for a doctor's visit or immigration run, etc. are exceptions to the full day rule). If a student remains in the clinic for more than 25 minutes they will be marked absent for that period. If there is a line at the clinic and it is not an emergency, students should return to class and come back to the clinic at a later time. Students who are absent from class to go to the clinic for more than 25 minutes will not be allowed to participate in after-school activities (athletes). The days missed from school for the IISSAC tournament for the athletes do not count against them in the 10 day attendance rule for credit in their classes (similar to approved field trips). 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". The IISSAC calendar is the following:

IISSAC Events:

October 28-30, 2016	IISSAC Soccer (Hosted by BAIS)
February 24-26, 2017	IISSAC Basketball
April 28-30, 2017	IISSAC Swim/Cross Country/Badminton

Activities/Athletic Director

BAIS employs an AD to oversee the Activities Program here at BAIS including Athletics. This employee works with an Indonesian assistant to schedule and organize games for the sporting competitions. He/she also works to schedule after-school activities for students either during extended day or after school. The AD will communicate with parents and staff through the BAIS Buzz and parent/student e-mail lists. The AD will be our contact for the IISSAC organization and help schedule and oversee the IISSAC events.

Admission's Counselor

BAIS employs a part-time Admission's Counselor to help facilitate all the steps necessary for prospective students to enroll at BAIS. He/she will do the initial correspondence with families, be a resource for families through the process including testing, and participate in the principal's interview. He/she will be a resource for the new student as he/she acclimates to a new school, checking in periodically to see how the transition is going. He/she will help facilitate the withdrawal procedures for students leaving as well.

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 grading scale section). Students interested in taking such courses should talk with the guidance 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 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. Students who have earned the APID will receive a certificate automatically from College Board via mail. Also, any official AP score reports issued after they have been awarded the APID will also include a designation that they are an award recipient as well. Awards are issued to students automatically after graduation. BAIS will designate those nominated for the APID with a sticker on their actual diploma. For more information on the APID, please consult the school's counselor and/or visit www.collegeboard.com

After School Activities Program

BAIS has an Activities' Director who is also planning out activities for the After School Program. A new brochure of activities will be published by the beginning of September for this program (available on a trimester basis – following the sports' calendar). The Extended Day classes are included in the After School Program.

After School Hours/Open Campus (Supervision)

Monday – Friday, 2:45 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 2:45 pm.

Secondary: Secondary students may be on campus until 6:00 pm but must leave the building by 4:00 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 - Sunday, 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 but not in the building 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 SATPAMS have been notified in advance, the student may enter to retrieve books or whatever they may have left at the school. A SATPAM will accompany the student/parent during the entire time.

Assessments (Major tests - Secondary)

Secondary students will not be required to have more than two major assessments (unit tests, major projects due) in one day. Teachers should consult the Assessment Calendar in Google to schedule their tests. If two tests are already on the schedule, the teacher must choose another date.

Assignments

All upper elementary students are required to have an assignment book. Secondary students are recommended to have an assignment book. All work is to be done on standard, white, lined paper, unless otherwise specified by the teacher. Crumpled, soiled, torn, or messy papers are not acceptable. The teacher requires that proper handwriting is used on all written papers. Ink pens need to be blue or black. Other colors are acceptable with teacher's permission. Elementary papers should be kept in folders or trays in the classroom to be sent home once a week in the Friday folder.

Athletic Director: see Activities' Director

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.

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. These are the awards given:

ACADEMIC ACHIEVEMENT 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 for secondary (core classes). 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.

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.

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. Students must be here a minimum of 2 quarters to qualify for this award.

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.

EAGLE LIVING SERVICE AWARD

In addition to the athletics and activities that BAIS offers its students, the Eagle Living Service Program is also encouraged. This program is a voluntary program that offers the students an opportunity to receive special recognition at graduation. The Mission Statement for Eagle Living is: the heart of the program is to develop a lifestyle of service in students at BAIS to mobilize them to see beyond the school walls and to see to become a part of the larger community around them. Mark 10:45a “For even the Son of Man did not come to be served, but to serve.” Students are required to complete a total of 15 semester hours per semester they attend BAIS in order to received graduation acknowledgement. These hours should not be lumped into one week, or one event, as the goal is to have a heart for continual service. For graduation purposes BAIS will be looking at the total hours of time while here at BAIS. Expectations: The Guidance Counselor oversees this program and pre-approves the hours and service. A Service Point Form must be filled out and pre-approved before the event. The student must volunteer and not be paid for their service. The hours must be outside of school hours.,The student must not receive any school credit for the volunteer service. No more than 2 hours can be earned for one project on one day.

On occasion, an on-going activity may be pre-approved for participation throughout the year. If you have an activity that you would like pre-approved, visit the Guidance Counselor. Hours, once completed, will be posted and recorded on RENWEB.

HONORS GRADUATE

The graduating senior must have a cumulative of 3.67 (A- average) or higher.

HONOR ROLL for the QUARTER – Secondary

All qualifying students’ names will be posted in the BAIS BUZZ. Elementary class teachers will hand out certificates with the Quarterly Report Cards.

A Honor Roll for the Year

Students must have an “A” average with no grade lower than a “C”. Their GPA must be 3.67 or higher.

B Honor Roll for the Year

Students must have a “B” average with no grade lower than a “C”. Their GPA must be 3.00 or higher.

HONOR ROLL for the QUARTER – Elementary

All qualifying students’ names will be posted in the BAIS BUZZ. Elementary (1st -5th) class teachers will hand out certificates with the Quarterly Report Cards.

Gold Achievement Award for the year

Students must have a GPA of 3.65 or higher on all their standards with U’s or any unexcused absences.

Silver Achievement Award for the year

Students must have GPA of 3.0 or higher with no U’s and no unexcused absences. HONOR

ROLL for the YEAR – Secondary

A Honor Roll for the Year - Secondary

Students must be on the “A” Honor roll each quarter. Must have an “A” average with no grade lower than a “C”. Secondary transfer students may get the yearly award if transferring in on A Honor Roll.

B Honor Roll for the Year - Secondary

Students must be at least on the “B” Honor roll each quarter. Must have a “B” average with no grade lower than a “C”. Secondary transfer students may get the yearly award if transferring in on B Honor Roll.

HONOR ROLL for the YEAR- Elementary

Gold Achievement Award for the year

Students must have earned the Gold Achievement Award for each of the quarters they were enrolled at that given year. Students must be here a minimum of 2 quarter to qualify.

Silver Achievement Award for the year

Students must have earned at least the Silver Achievement Award for each of the quarters they were enrolled at that given year. Students must be here a minimum of 2 quarter to qualify.

PERFECT ATTENDANCE

Allowed ½ day excused absence

Allowed excused tardies (Doctor’s appointment, etc)

Allowed 2 unexcused tardies

SPECIAL AREA SUBJECT AWARDS (Elementary Only):

Special subject awards may be given in the areas of art, music, computer and/or library 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 responsibly of the teacher giving the award to determine award criteria. Administrative approval must be given to all special subject awards.

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.

Behavior Expectations for Students

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:

- Tardies / Absences (skipping)
- Disrespect (towards students or staff)
- Disobedience (insubordination)
- Damaging school property (vandalism)

- Vulgarity or profanity (swearing)
- Violation of the EOP policy
- Cheating and/or plagiarism (strict consequences)
- Breaking local laws in Indonesia
- Intimate displays of affection versus friendly gestures
- Physical aggression including assault (typically one person instigating), fighting (typically both people involved)
- 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

Bell Schedules (BAIS has three schedules which are listed below):

BELL SCHEDULES

I. Regular Bell Schedule:

School BEGINS	7:45 am	
Period 1:	7:45am-8:35am	(50 mins)
Period 2:	8:39am-9:29am	(50 mins)
Period 3:	9:33am-10:23am	(50 mins)
BREAK:	10:23am-10:33am	(10 mins)
Period 4:	10:37am-11:27am	(50 mins)
Period 5:	11:31am-	(50 mins)
	12:21pm	
Sec. Lunch:	12:21pm-	(36 mins)
	12:57pm	
Period 6:	1:01pm-1:51pm	(50 mins)
Period 7:	1:55pm-2:45pm	(50 mins)
School ENDS	2:45 pm	
Extended Day	2:50 – 3:30 pm	(<u>optional</u> – 40 mins, credited)
Period:		
Sports	3:30 pm	(travel and/or practice begins after 3:30 pm)
Pre-school hours:	4 year olds:	7:45-10:45 am
	3 year olds:	11:45-2:45 pm

II. Wednesday Late Start Schedule:

Staff Collaboration Time: 7:30-8:45am

School BEGINS 9:00am

Period 1:	9:00am-9:40am	(40 mins)
Period 2:	9:44am-10:25am	(41 mins)
Period 3:	10:29am-11:10am	(41 mins)
Period 4:	11:14am-11:55am	(41 mins)
Per.5/Elem Lunch:	11:59am-12:40pm	(41 mins)
Secondary Lunch	12:40pm-1:16pm	(36 mins)
Period 6	1:20pm-2:01pm	(41 mins)
Period 7	2:05pm-2:45pm	(40 mins)
School ENDS	2:45 pm	
Extended Day Period:	2:50 – 3:30 pm	(<u>optional</u> – 40 mins, credited)
Sports	3:30 pm	(travel and/or practice begins after 3:30 pm)

Pre-school hours:	4 year olds:	9:00-11:30 am
	3 year olds:	12:15-2:45 pm

III. Assembly Schedule:

School Begins:	7:45 am	
Period 1:	7:45am-8:29am	(44 mins)
Period 2:	8:33am-9:17am	(44 mins)
Period 3:	9:21am-10:05am	(44 mins)
Break:	10:05am-10:15am	(10 mins)
Period 4:	10:19am-11:03am	(44 mins)
Period 5:	11:07am-11:51am	(44 mins)
Secondary Lunch	11:51am-12:27pm	(36 mins)
Period 6:	12:31pm-1:15pm	(44 mins)
Period 7:	1:19pm-2:03pm	(44 mins)
Assembly:	2:07pm-2:45pm	(38 mins)
School ENDS	2:45 pm	
Extended Day Period:	2:50 – 3:30 pm	(<u>optional</u> – 40 mins, credited)
Sports	3:30 pm	(travel and/or practice begins after 3:30 pm)

Pre-school hours:	4 year olds:	9:00-11:30 am
	3 year olds:	12:15-2:45 pm

Brigance Assessment: Brigance Assessment is a test given to students in Preschool. 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 preschool teacher and/or elementary principal.

Campus Hours: (see After School Hours/Open Campus (Supervision))

Chapel: Chapel is held one time per week for elementary students. Secondary students have chapel every other week for two (2) periods rotating through the school day (Period 1-2, then periods 3-4 etc.

No chapel occurs during period 5 due to Elementary lunch). 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.

Chaplain

BAIS students have access to the BAIS Chaplain for spiritual questions, counseling, and prayer. The Chaplain will plan, implement and evaluate Chapels, Spiritual Emphasis Week, Week Without Walls, and be a resource for local Bible Studies and student groups. The information shared with the Chaplain is confidential unless it deals with safety (student or others), or the student wishes the information shared. Parents may request the Chaplain to visit their child on an issue as well.

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.

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 – involves 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 – involves 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 doctor and 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 doctor 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 doctor, the guidance counselor, the parent and the local pastor and sending agency’s board (if applicable) to get care for the family and the child in the case of any form of abuse.

SCHOOL GUIDELINES: Staff should follow the established school guidelines for interacting with students. Staff should use the staff bathroom only and should not go into the Elementary bathroom near the MPR when less than 3 students are in there and then only if the staff bathroom is occupied. If there is a student emergency that must be attended to, the staff member should get a second adult to go in with them. If no staff member is available, the staff member should at a minimum inform the nearest other staff member that they will be entering the bathroom and why and let them know when they are finishes. Teachers should not meet with individual students in a private setting unless it is absolutely necessary. In the event it is necessary, the staff member will inform another staff member of the meeting and ask for them to “check in” during the meeting. Windows in classroom doors should not be covered except during code yellow lock down circumstances.

Class Size Limits at BAIS

The BAIS numbers comes from data acquired from the National Health and Safety Performance

Standards: Guidelines for Early Care and Education Programs:

Preschool 3:	10 students (maximum 5 non-English speakers)
Preschool 4:	12 students (maximum 5 non-English speakers)
Kindergarten:	15 students (1/3 of the class may be ELD)
1 st Grade	20 students (1/3 of the class may be ELD)
Elementary:	20 students (1/4 of the class may be ELD)
Secondary:	25 students (1/4 of the class may be ELD)

Clinic Pass

Students may go to the clinic with a pass. If a student remains in the clinic for more than 25 minutes they will be marked absent for that period. If there is a line at the clinic and it is not an emergency, students should return to class and come back to the clinic at a later time. Students who are absent from class to go to the clinic for more than 25 minutes will not be allowed to participate in after-school activities (athletes). Students who cannot go back to class by the end of the period, or who have to visit the clinic a second time for the same illness or injury will be sent home.

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 check in with the receptionist.

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. BAIS staff who are parents are also asked to talk directly to the teacher before talking to their own student to keep classroom interference to a minimum.

Communication (Home/School):

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 Friday 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 Friday, the school will email the *BAIS Buzz* as a means of communication between the school and parents. Hardcopies will be distributed to elementary students to bring to their parents. This newsletter is also available on the school's website

in English or Indonesian (Korean if we get a volunteer to translate it for us). 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.

RENWEB and TEACHEREASE: Parents and students are able to check grades, homework, and attendance in live time through these grading programs.

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): All parents are invited to join PACE during the year. PACE has meetings throughout the years and also schedules a quarterly Dialogue with the Director where parents can ask questions and comment about BAIS to the director and administrative team.

New Student – Parent Orientation: Orientation is held one day before the first day of school.

Open House: Combined with New Student – Parent Orientation one day before the first day of school.

Pre-arranged Classroom Visits: Please schedule classroom visits with the teacher and principal in advance.

Conferencing with the Teacher: Parents need to arrange a conference with the teacher in advance at the teacher's convenience. Parents are not supposed to drop by the class during school time to conference with the teacher. 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 teachers as they are available during the conference week (appointments are encouraged but not mandatory). If the teacher wishes a conference he/she is encouraged to set one up at any time with the parent. Parents are encouraged to bring their own translators or our Registrar can help translate for Indonesian speakers.

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 students' transcripts. The passing grade will be calculated into the student's grade point average and the lower grade will be taken out of the grade point average.

Cumulative Records

An official cumulative file shall be kept on each student that is enrolled 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
- ELD Test 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 the files may not leave the registrar’s office.

Curriculum Review Cycle

All curriculum subjects will be reviewed on a five-year cycle: The BAIS seven-year curriculum review cycle is a follows:

	<u>Evaluation</u>	<u>Examination</u>	<u>Implementation</u>
16-17	Language Arts/ELD	Math	Science
17-18	Bible	Language Arts/ELD	Math
18-19	Social Studies	Bible	Language Arts/ELD
19-20	Tech/Languages	Social Studies	Bible
20-21	Specials/Electives	Tech/Languages	Social Studies
21-22	Science	Specials/Electives	Tech/Languages
22-23	Math	Science	Specials/Electives

DAC (Director’s Advisory Council):

The DAC is a group of 3-7 parents who have applied and been selected to advise the Director on issues pertaining to BAIS. These parents are on the DAC for one school year and may be invited to return up to three years before stepping off for at least one year. DAC is not policy setting as BAIS school policy is set by the NICS School Board that oversees all 21 schools. DAC members have the authority to contact the director’s boss (the NICS VPEA) if the director is endangering the school in any way and not responding to their advice.

DAC Hearings

If any BAIS constituent feels that a policy isn’t fair, or that they should be granted an exception, they may request a hearing before the DAC at their monthly meeting. Parents must attend with their children. The DAC will request a letter from the student/parent/staff with the formal request of the waiver (or complaint) and will also request a letter from the appropriate administrator describing the policy being waived and any pertinent information as to why the policy exists. The DAC will recess to decide their finding and respond back to the student/parent/staff within 2 days with their decision. These hearings are not required of DAC and future directors may take away these DAC hearings.

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.

The following five discipline infractions are more severe and will start at the suspension stage (bypassing detention and in some cases ISS):

- | | |
|---|------------------------------|
| Physical Aggression (spitting, kicking, slapping, etc.): | goes directly to 1 day ISS |
| Fighting (both people engaged regardless of who started it): | goes directly to 3 days ISS |
| Assault (one person punching another): | goes directly to 5 days OSS |
| Smoking at school (in line of sight of school) or on trip: | goes directly to 5 days OSS |
| Possession and/or usage of Drugs/Alcohol at school or on trip | goes directly to 10 days OSS |

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

Discipline: BAIS Philosophy and Principles to Student Discipline

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 – to others who are weaker or still living in darkness (ex.: 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 who may not share the same values and beliefs)

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.

Dictionaries: see Language Dictionaries

Doctor

BAIS employs an Indonesian doctor who is qualified to treat injuries and prescribe medications. The doctor has a close relationship with the local hospital and can help schedule appointments and services like x-rays and laboratory work. The doctor keeps student records current and advises when immunizations are due. The doctor does some preventative screening here at BAIS for eyes and ears.

Dress Code:

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.

Dress Code for School and School Related Events (on/off campus):

BAIS 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. Dress that has been called into question will be assessed by the appropriate staff member. The following may not be worn at school or at any school related events on or off campus:

- Articles of clothing that are provocative or revealing in nature, including but not limited to tight pants and tops, spaghetti straps, low necklines, clothing that reveals underwear, bare midriffs, bare shoulders, bare backs, low cut tops or dresses, halter tops etc. All cleavage must be completely covered. Undergarments may not be exposed, even when a student leans over or sits down. All tops must overlap or be completely tucked into pants, shorts or skirts to avoid bare midriff. The standard for “tight pants” is that the student must be able to pinch an inch of fabric on the thigh.
- Skirts, dresses or shorts shorter than 2 inches above the knee whether standing, sitting or bending over, even if tights or leggings are worn.
- No undergarments or parts thereof may be exposed at any time. Lower elementary girls are required to wear bike shorts or culats under their skirts. Private body parts shall be covered at all times.
- Articles of clothing that are considered lounge wear, pajamas etc.
- Articles of clothing that disparage or humiliate any group.
- Articles of clothing or accessories that advertise, depict or condone the use of alcohol, drugs, tobacco, violence, inappropriate language, sexual behavior/innuendo, or any message that is contrary to the schools purpose, mission and vision.

Dress Code for Formal Events:

The goal of the Banquet dress code is fashionable modesty. Formal events are held to celebrate our school, our students and their accomplishments, as well as to have fun. Due to the special formal nature of some events, the following exceptions will be made to the BAIS Dress Code:

Girls:

- Gowns and dresses should be no more then 3 inches from the top of the knee including slits;
- Gown backs must come to at least bra height (mid-back).

- Sleeveless dresses with straps are permitted; Strapless dresses will be allowed for all banquet and non-dancing events. However in order to be considerate of other cultures, all guests wearing sleeveless or strapless gowns must wear a shawl or scarf to cover their shoulders when arriving and leaving the venue;
- No undergarments lines should be visible due to tightness or sheerness; and
- No cleavage should be showing at any time whether in a standing or sitting position.

Boys:

- Formal attire is required including dress shirt or batik, formal shorts, slacks, or suit, no flip flops. Boys should dress appropriately to match the tone of the event.
- Please note that all other parts of the standard school dress code still apply, including no bare mid riffs and no underwear showing.

Dress Code Violations

Teachers should first and foremost be mindful that they too are dressed appropriately, to set the example for students. Consequences for dress code violations will be:

- the student will be required to immediately change to appropriate clothing and or cover up with a school provided garment, and
- if a student continually violates the dress code, this will be considered insubordination and the progressive discipline policy will be used.
- Parts of the dress code can be waived with administrative approval for special events such as spirit days

Dress Code Violations at Formal Events:

If someone arrives at the event and they do not meet dress code, they will be allowed to attend if the dress code violation can be solved by wearing a pinned shawl or scarf for the rest of the evening. For all other dress code violations, the person will not be permitted to attend the event until a change of attire has been made.

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 if they overlap and do not expose the midriff. 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.

Dropping and Adding Courses

Students in Secondary have 5 school days to add or drop a course at the beginning of a semester. Please note that Extended Day courses that are 2-4 days a week must be taken all year unless arrangements have been made to obtain extra instructional time with the teacher (ex. Drama).

Drop Off Procedures for Parents: see Parking

Eagle Living Service Program: see Awards

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 month. Eligibility checks during the months of September and February will be reviewed on a case by case basis due to a limited grading period.
- Eligibility is calculated using the posted grades on the 1st Monday of each month.
- Eligibility applies to any activities that are outside of the class periods.
- Eligibility is calculated for any class provided by BAIS (including BAIS funded NSA classes)
- Those ineligible at that time will remain ineligible until the next month's eligibility list is released.
- Tryouts:
- Students who are ineligible during a tryout/interview period may try out/interview. The coaches will be notified of their status by the AD.
- If students are selected for the team/activity they may not participate in any manner until eligibility is restored. This includes attending/participating in meetings or practices.

Emergency Preparedness Plan (EPP)

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 Staff Manuals. Earthquake and Fire evacuation maps 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 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 4 drills/plans in the event of an emergency and practices them each September (minimum requirement):

FIRE DRILL

EARTHQUAKE DRILL

CODE YELLOW LOCKDOWN DRILL

CODE RED EVACUATION DRILL

Teachers have the drills described in their 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.

English Only Policy (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 while students are in the school building and on class trips. Heart languages may be spoken by secondary students only at lunch time if they are outside the building.

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. Students may speak with parents in their native language.
4. Students who receive an EOP referral are required to spend a lunch detention with their principal (or his/her designee) and must translate 1 page+ of BAIS manuals or the BAIS Buzz (current or archived) during lunch in the language which violated the EOP policy. If the student does not take the translating job seriously he/she may receive an insubordination referral.

Expulsion

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

Extended Day Courses:

Extended day courses are optional classes that students can elect to take (except Writing Lab that is

required for some students). These courses are meant to give the opportunity for enrichment and extension of learning after the regular school day is finished. Courses that are offered only 2-4 days per week must be taken for the entire year for students to get ½ credit unless extra hours are put in at the discretion of the teacher. No Extended Day courses will be offered the 1st and last week of the semester, on any ½ days, during WWW or SEW or during parent conferences. Student athletic activities will occur at these times at the discretion of the coach.

Field Trips

In Indonesia: Throughout the year, field trips and/or activities may be planned 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. Approved field trips do not count towards the 10 day attendance rule in classes to get full credit for the semester since all teachers have signed off saying that the students may miss school for the day or part of the day.

International: The international field trip must have educational value and be treated as part of the curriculum, with plans, goals and follow-up. Trips may fall under three categories (and may be a mixture of the three): mission, educational, or recreational (travel club). International field trips must be limited to two times during the school year to not impact the core subject areas at BAIS: Christmas break and March break.

At most 3 days of school may be missed if the field trip extends beyond the days within the break. Any international field trip request must be presented to the DAC for approval on the September DAC meeting. Staff guidelines for the written proposal are listed in the BAIS Staff Manual. The length needs approval, but parameters of 7-14 days are healthy limits recommended by the administration. There is not a maximum number of trips that may happen each year as long as they are during these two breaks. Teachers may travel with students over the summer, but it won't be a school-sanctioned field trip. Parents must work with the teacher on permission and insurance forms. Only academically eligible students are allowed to participate in international field trips. Students must meet the eligibility guidelines set in place for BAIS athletics/activities.

If a student has paid for his/her ticket and becomes academically ineligible, he/she must seek a refund for the ticket and his/her family must bear responsibility for the financial loss. International field trips are for secondary students only, except in the case where an elementary teacher wishes to take members of his/her class and it is solely elementary focused (no secondary students). If this situation occurs, the teacher will look for some parents of participating students to help chaperone, and they must agree to a "chaperone job description" and the NICS Statement of Faith. Any teacher may chaperone a trip if it falls during a break and does not impact the teaching of his/her classes. For trips that extend into a school week, the administrator will limit the chaperones to those who teach the participating students (with care to always have 4 or fewer teachers missing on a given day). The minimum number of students for a trip would be 2 with 1 chaperone. The maximum number for a trip would be 16 with 4 chaperones (recommended: 4 students per chaperone). If the group is all the same sex, the chaperones may be of that sex. If the group is mixed, there must be a minimum of 1 chaperone per sex.

Final Exams

Students in 6th – 12th Grades will be required to take semester final exams or projects in all 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. The examination schedule will be posted both in the school and through the BAIS Buzz prior to exams. Semester exams or projects are assigned a percentage value of twenty percent (20%) of the semester grade for all secondary core classes. Elective/Specials' classes may have exams and projects worth up to twenty percent (20%). Teachers are required to have some portion of their final exam or project be cumulative in nature, and must have at least part of it completed during the actual final exam slot. Students must be present for their final exams. 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 school days will receive zeros (the first 10 days of the next semester). Any exceptions must obtain prior approval through a meeting with the Director and Secondary Principal. If seniors do not have a "core" final examination they may arrive late or leave early depending on the times of their other exams.

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 (with the exception of 8th grade Algebra if taken at BAIS).

Grades: General Statements for Secondary

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. All grades will be kept on the school's electronic grading system. 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. There must be a minimum of 2 grades per week (exception made for specials teachers who only meet with their class one time per week).

Semester grades at the secondary 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 counselor, 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. 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.

Grades: General Statements for Standards-Based Elementary Grading

Philosophy of Standards-Based Grades: Grading in the Elementary school follows the standards-based approach, which evaluates what a student knows and is able to do according to his/her performance within a series "standards". In a standard-based grading system, students' behavior will be recorded and reported separately from their academic performance.

A grade of "O" signifies that the student is able to completely meet the academic or behavior standard consistently, independently and skillfully.

A grade of "G" signifies that the student is able to meet the academic or behavior standard but with errors and/or needing assistance.

A grade of "N" signifies that the student is only partially able to meet the academic or behavior standard and has errors and/or experiences difficulty.

A grade of "U" signifies that the student is unable to meet the academic or behavior standard.

A 4 point scale or the O, G, N, U scale will be used for all assignments. Percentage based graded will not be given at the elementary level.

Attendance, effort, participation, and promptness will be assessed according to behavior standards only and will not be addressed within academic standards.

Zeros and extra credit will not be given.

Multiple chances will be given to demonstrate understanding.

Opportunities will be given to resolve any incomplete assessments.

Only quality, summative assessments will be recorded in the grade book.

Grades will be recorded according to individual standards. Averaging for an overall grade or summative grade will not be used. A minimum of 2 assessments per standard is required in order a grade to reported on the grade book. It is encouraged that a minimum of 2 assessments per week is recorded on TEACHER EASE. However, in cases where 2 summative assessments are not given in a particular week, the teacher will be diligent to adequately assess standards and to make sure that parents and students are continually informed of student progress. Waiting until progress reports or report cards to assign grades or to catch up on grading must not happen.

Grading Scales

The following grading scale is used by Bandung Alliance International School 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):

Elementary and elementary specials use the following grading scale:

O =	Outstanding	equivalent to a 4 on a grade score of 1 - 4
G =	Good	equivalent to a 3 on a grade score of 1 - 4
N =	Needs Improvement	equivalent to a 2 on a grade score of 1 - 4
U =	Unsatisfactory	equivalent to a 1 on a grade score of 1 - 4

Graduation Requirements

In the American system of education, Carnegie units are used to measure credits earned. A 1.0 high school credit class is based on 120 hours of teacher-student contact. A 0.5 high school credit class is based on 60 hours of teacher-student contact. At BAIS, each class meets 50 minutes/day for a minimum of 16 weeks which is the 60 hours/semester for a 0.5 Carnegie unit credit. Second semester is longer but it all averages out over the year, when our weeks of service learning, spiritual emphasis, field trips, and guest speakers are taken into account (all great learning). Accreditation requires 180 student contact days; this coupled with the Carnegie unit structure sets parameters for our system. FYI - the minimum minutes of teacher instruction is 40 minutes/day (times 180 school days = 120 hours for the 1.0 high school credit). The “extended school day period” class will have the minimum amount of teacher instruction time but won’t have as much guided practice time as the regular 50 minute class.

Colleges look for full schedules of academic learning throughout a student’s high school career. It is recommended that high school students take 28 credits to be competitive for college (7/year times the 4 years of high school). 28 credits coupled with rigorous courses (Honors and AP) will play a big part in college admissions. The minimum requirement needed for graduation at BAIS is 25 credits. BAIS graduates will receive a high school diploma for meeting the credit requirements listed below:

Subject	BAIS Graduation Requirements	Additional College Entrance Recommendations
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	

Guests (Parents/Students/Visitors) and ID Tags

All guests/visitors must check in and out at the security post before entering and exiting the BAIS campus. Guests/visitors may not go directly to classrooms when visiting the campus during regular school hours, but rather must check in with the receptionist. This is a necessary security precaution for the protection of our students and staff against unauthorized visitors to our campus. All guests/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. All guests/visitors must also check in with the receptionist and/or front office on entering the building.

Guidance Counselor

BAIS students have access to the Guidance Counselor for questions regarding post-secondary education, scholarships, inventories to help select universities and majors, and testing. Students may also visit with the Guidance Counselor for any issue they have or question they carry. The information shared with the Guidance

Counselor is confidential unless it deals with safety (student or others), or the student wishes the information shared. Parents may request the Guidance Counselor to visit their child on an issue as well. The Guidance Counselor oversees Academic Probation, RIT (student interventions), and the Eagle Living Program. The BAIS Guidance Program has 4 components: Prevention Activities (classes taught on health, safety, etc. for all students), Responsive Services (Biblical counseling in groups or individually), Individual Planning (Career Guidance), and Systems Support (referrals and

paperwork time)

Hall Passes (Student 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. For Clinic Pass, see Clinic Pass

Hand Phones: Students may bring a hand phone to school, but it is not to be used during school hours including lunch and all breaks. The hand phone must be stored in the student's locker from 7:45 – 3:30pm (exception for 2:45pm to those not enrolled in extended day). 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 progressive discipline starting with one day of ISS.

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).

A tuition and fee chart is available in the Finance Office for home school charges. Home school students are required to pay the technology/library fee while attending BAIS. All BAIS students need to be enrolled in at least one BAIS class to be able to participate in BAIS activities (field trips, clubs and sports) and parents must pay the Student Activity Fee 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 attend four (4) class periods at BAIS per day to be eligible to participate according to IISSAC policy. Home school students must be supervised by a parent while using the library and before/after the class in which they are participating. Home school students may join class/school activities with approved administrative permission. Home school graduates are not considered BAIS graduates and are not recognized with the graduating class at the senior banquet, graduation, in the senior spread of the yearbook, and on the senior trip.

Home Schooling 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 be enrolled in classes to participate in IISSAC tournaments. The Student Activity Fee 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. BAIS students have preference over home school students if students need to be cut for team numbers.

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 re-enforces 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. Homework assignments are given for preparation, practice, or projects. It is suggested that 10 minutes per grade for elementary school be allotted for daily homework (1st grade – 10 mins; 2nd grade – 20 mins), in addition to reading time. This time frame does not take into account homework given in the special area classes. However specials teachers need to be sensitive as to how much homework they are giving based on student's age requirements. Elementary teachers are strongly discouraged from assigning homework that is to be completed over the weekend or during school holidays. This does not take into account long-term assignments, assignments given on Friday that are due later the following week, or a short nightly math assignment. Students in AP and honors courses can expect that their homework load will be significantly more than a regular course.

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 are microwaves available for students who bring their lunches

Identification Tags (ID Tags) ... see also [Guests](#)

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

1. Parents
2. Drivers
3. Pembantus
4. Guests/Visitors
5. 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 (2cm x 3 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.

Forgotten ID Tags: If a parent, driver, pembantu, or staff helper forgets their ID tag, they will be required to fill out the "I Forgot My ID Tag Report" with a BAIS SATPAM, 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, pembantu, or staff helper, not the BAIS SATPAMS.

Lost ID Tags: If a parent, driver, pembantu, or staff helper loses their ID tag, they will be required to fill out the "Lost ID Tag Report" with a BAIS SATPAM, and a temporary ID tag will be issued for a one time visit only. A fee of Rp.25.000 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.50.000 will apply for any future lost ID tags. This required report must be completed personally by the parent, driver, pembantu, or staff helper, not the BAIS SATPAMS.

IISSAC: see Activities

IISSAC (Activities') Spectator Policy:

Students may be excused to attend IISSAC tournaments as spectators as long as it will not put them over the 10 day maximum absences per semester. Students who will be traveling without their parents as a spectator must meet with the principal or his/her designee to go over expectations found in the Student Spectator Travel Agreement while they are away. Students traveling as spectators may not travel with the team, and are not in any way the responsibility of BAIS or its coaches while on the trip. Spectators who are unaccompanied must still comply with school rules and not engage in any behavior that will bring dishonor to BAIS. If a student spectator violates the "Student Spectator Travel Agreement" while traveling to watch an IISSAC game, they will no longer be able to attend away games unsupervised.

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 will *not* be 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.

Late Work Policy

Students will be given one (1) day for each day they are on an excused absence to make up assignments missed. If students fail to make up the missing work, the following late work policy will apply:

Secondary: Individual teachers may create more stringent late work policies (these are the minimum guidelines they are required to follow). See the teachers' syllabi to know the full late work policy for their specific classes.

A student who turns in an assignment one week late may receive a *maximum* of 50% for the given assignment. Individual teachers will decide how much they take off for assignments that are less than 1 week late (ex. 10% per day, 30% reduction etc.).

Late work that is *two weeks late* will receive *zero credit, no late work older than 2 weeks will be accepted for credit*. Individual teachers will not allow a student to turn in an assignment more than 2 weeks late for credit. Individual teachers may decide if a student is required to turn in an assignment even if it is zero credit in order to pass the class. All late work must receive a reduced grade.

Major projects may have different qualifications based on teacher discretion, but should still receive a reduced grade if late. Excused absences will extend each of these time frames by the number of days absent. (for instance, a student absent for 3 days will have 2 weeks and 3 days before a zero is given)

Elementary: Students will be able to turn in late assignments for full academic credit. However the lack of punctuality will be reflected in the Habits of Mind section of the grade book.

A student that fails to turn in a late assignment even after s/he has received reminders from their teacher, will be required to complete the assignment during a given time period either during school (i.e. recess or lunch time) or while staying back after school. The assignment will be graded for academic achievement based on what was produced during that given time frame.

A teacher may assign an (I) -incomplete for any missing or late assignment that a student is unable to complete. This should be used in limited cases as the teacher should do their best to assess the student on any standards that were missed.

ELD Program

ELD Students can be in ELD for a maximum of 3 years. During their 3rd year, students will be tested near the end of 1st semester to identify if they are making adequate progress towards proficiency. If a student passes the SELP test, they will exit out of ELD at the end of the year. Students who do not test proficient will be assessed to see if continuing enrollment at BAIS is warranted for the next school year. Seniors may not be in the ELD program and must have tested out by the spring of their junior year. Students who are within a few points of testing mid- proficient on the SELP test and for whom teachers' input indicates that they may be ready for the regular classroom without support may test near the end of 1st semester for possible exit 2nd semester. Only those students who are in their 3rd year of ELD or who are identified in the spring of the previous school year as "almost proficient" are eligible to take the 1st semester test. Other students are placed in ELD for the entire year.

Writing Lab Requirements (see Writing Lab Section)

The ELD Program at BAIS is committed to keeping the quality of its program high; ensuring that students are in an environment that promotes the quickest and most accurate acquisition of the English language. The parameters of the program are meant to narrow the range of learners in each classroom, and ensure that the students that BAIS accepts are prepared to successfully complete their post secondary education at the university of their choice. BAIS feels strongly that these parameters are appropriate to protect its status as a premier international school.

Students who pass the entrance exam (SELP TEST) and test in the “mid intermediate” through the “mid- proficient” level (see the scoring guidelines from the Admissions and ELD departments) on the SELP test will qualify for the ELD program. Students who test in this range should be able to pass their classes with a **60% or greater without modifications**, and with only minimal accommodations common to a differentiated classroom.

At **mid-quarter** report time first quarter (week 5), **all new** ELD student’s grades will be reviewed. Any of these students who are **not making a 60%** or greater in their courses will have an intervention team meeting called to determine what the issues are that are holding back performance. A plan will be put in place to try and help the student to be successful.

At **quarter 1 report card** time, any student who is still not able to pass **with a 60%** or greater will be put on notice that they will not be invited to return 2nd semester (in January). **Parents need to make arrangements for an alternative school starting in January.** Students who are able to maintain a 60% by the end of quarter 1, but would **prefer a higher ELD modified grade** will have that option, but will be informed that the transcript will reflect the **ELD designation**. Any student choosing the modified grade will have assignments modified to a level where they can achieve **approximately 80%** if they work hard, but this grade is not guaranteed. If over time, the modifications become so significant and the student struggles to maintain an 80%, it may be determined that continued placement at BAIS is not in the students best interest.

BAIS will no **longer accept high school students** in our ELD program unless they are in their 1st semester of 9th grade and testing in the **first ½ of the proficient range (See testing level requirements in the ELD department)** on the SELP test **and** their MAP survey tests affirm their skills. Any high school students who are unable to reach the **Proficient** level in the Academic Language sub area of the SELP will also not be eligible to enter the ELD program.

Additionally, in order to maintain the integrity of the BAIS English based program, the school will reduce the cap on Limited English Proficient students to **25%** of any single grade in grades **2-12**. There is no limit on the number of students who are proficient English speakers, regardless if their first language is English or not. The cap for kindergarten and first grade will remain 33%, and in the preschool 3 and 4 classes, BAIS will admit up to 5 non English speaking students maximum.

Additional information for ELD students

ELD students are not allowed to take another foreign language and may consider English to be their official “foreign language”. The high school ELD class will count towards their foreign language requirement in English. As soon as they exit ELD, they are able to enroll in Mandarin or Indonesian.

See the ELD Handbook for further information.

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 adults	5 books	2 weeks
DVD’s	3 per family	1 week

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.

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 post. At the end of each quarter any articles still in the lost and found will become the property of the school and will be disposed of accordingly.

Make up Policy

Secondary: Students will be given one (1) day for each day they are on an excused absence to make up assignments missed. If students fail to make up the missing work, the late work policy will apply (See Late Work Policy). Tests that were scheduled before the student was sick must be taken as soon as the student returns from their absence. At the teacher’s discretion students can have additional time to study only if the absence was the result of serious illness.

Elementary: Students with excused absences will have one day for every day they were absent to

turn in missing assignments. Any work turned in after that time frame will be considered late and the BAIS late work policy will go into affect. (See Late Work Policy)

Mandarin and Indonesian Classes for Elementary and Middle School

Students proficient in English may take Mandarin or Indonesian as an elective class during the regular school day in elementary school. Elementary students may elect to take Indonesian two days a week as an elective during extended day. Middle school students may elect to take Mandarin or Indonesian during the extended day, however Middle school students are not required to take a foreign language. BAIS does not allow ELD students to take Mandarin or Indonesian until the student's English level is at the proficient level and the student may exit ELD.

National Exam (Ujian Nasional)

BAIS prepares students for post-secondary education in English speaking countries and as such does not directly prepare students for the Indonesian National Exam (Ujian Nasional), however BAIS will accommodate students sitting for the national exam. If you as parents are expecting your children to attend Indonesian universities BAIS may not be the best fit. The majority of classes at BAIS are taught in English to prepare students for competitive universities in the United States and abroad. Success in test-taking is geared for English exams through the Collegeboard (www.collegeboard.com). These exams include the AP, PSAT and SAT tests. Students of all grade levels participate in the Measures of Academic Progress (MAP) test for external accountability and normative comparisons.

Online Courses

Online courses can be a tremendous supplement to a student's education. At times, due to special circumstances, BAIS may offer online courses at no additional cost or may require online courses. Students who wish to enroll in an online course to be included on BAIS transcript must first gain approval. 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. Students and parents who choose to take a supplemental online course (NorthStar, BYU, North Dakota, etc.) must pay independently for the course, books, and shipping (including tests) as the on-line courses are not part of the tuition and fees of a full-time student. Students are responsible for the on-line course and must be diligent to set-up a good schedule for doing their work and tests, budgeting their time well. BAIS staff may proctor the tests. Once a transcript has been issued to the parents, the transcript must be turned in to the BAIS Registrar and the course will be added as an Outside Credit for the semester it was taken. The only situation where BAIS would pay for an on-line course is if it is a graduation requirement that the student cannot take during his/her high school career because it wasn't able to fit into a schedule (applicable to transfer students).

Outside Credit:

BAIS high school students may take a course outside of school hours if preapproved with BAIS administration (through the guidance counselor). The course must have a certified instructor, a syllabi of how the course objectives will be met, a journal of how the 60+ hours of instruction will be recorded

(scope and sequence), and a grade given by the instructor at the end of the course. The instructor will need to send to the BAIS registrar, via the guidance counselor, an official letter stating the grade given, and the hours met, for the preapproved course. The course will go on the transcript as an outside credit (initialed O.C.: Course Name). **The grade will not impact the students BAIS GPA.**

PACE: PARENTS ACTIVE IN CHILDREN'S EDUCATION

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. See the Bylaws at the end of this Handbook.

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 or appropriate staff member. The parent and teacher should seek resolution together. For parents or students who aren't comfortable complaining directly to the staff member he/she may do the complaint in writing with their signature attached or with an administrator present in the meeting. In the event that resolution does not satisfactorily occur, the parent may contact the appropriate principal. Issues related to the social and emotional well-being (safety issues) 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.

Parking: Student Drop-Off and Pick-Up

There is no parking inside BAIS campus for visitors and parents. Here are the BAIS procedures for dropping off and picking up students:

- Drop-Off:** The front gate at BAIS will be open for student drop-off from 7:15 – 7:50 am. Only cars with approved stickers (yellow and blue) will be allowed to enter. Students are encouraged to exit their vehicles on the left-hand side so that they are not walking between moving cars. Drivers must drive out after student drop-off. If drivers want to enter the school, they must park beyond BAIS on the left hand side of the main street and sign-in to the school with the SATPAM as they walk onto campus. Parents and pembantus must not get out with the students but rather may be dropped off at the SATPAM station and then scanned in as a visitor before entering the building. Please use the cross walk painted on the paving blocks to cross over to the school. BAIS is directing the SATPAMS to not stop the

flow of traffic for parents, pembantus and guests to be scanned in first from the car. They must re-enter the campus by foot after dropping the student off.

Pick-Up: BAIS will issue two car stickers (yellow and blue). Yellow stickers will be for parents of elementary students (and their siblings) who wish to be picked up between 2:45 – 3:00 pm. Cars with yellow stickers will be allowed to park from the school towards Cahaya Bangsa on the left hand side of the school after 2:30pm. The gate will open at 2:30 pm and cars may enter and park in a row but drivers must not leave the cars while inside the campus. From 2:45 pm – 3:05 pm the front gate will be opened to allow the cars with yellow stickers to enter and pick up the students. Cars should have the family and student names prominently displayed in the front left windshield for pick up. All elementary students (preschool to Grade 5) must be picked up by an approved person listed on an Elementary pick-up form. This form must be completed for all PK3-5th grade students and returned to the BAIS front office by the end of the first week of school. Parents may allow for their child to walk home by themselves. Those students must leave the campus by 3:00 pm. Students can be either picked up in their classroom or at curbside from 2:45 pm - 3:00 pm. Any exceptions to the normal approved pickup persons must be given in writing or called in to the BAIS front office before 2:30 p.m. Students who are not picked up by 3:00 pm will be taken by the teacher on duty to the Staff After-school care and will be charged a Rp. 50,000 per half hour late pickup fee. Parents will receive 2 free grace periods before they will be charged a late fee. Fees will be assessed at the end of each month. The late pickup policy applies to preschool (11:00) and half days (11:45).

Cars with blue stickers must park on the front road, past the entrance to the school and wait for the students to come out to the car (as has been done in previous years at BAIS). Parents whose students are in extended day should arrive at BAIS at 3:30 pm and/or park in a RUKO or area away from the congestion of the school. The only time cars with blue stickers will be allowed to enter campus will be after 3:05 pm on a rainy day. On rainy days the front gate will be open and SATPAMS will give the “all clear” until 3:45 pm.

A teacher or aide from the elementary team will be out on “duty” making sure the students who are being picked up are ready to enter their cars. Drivers may need to exit and come back in if their students are not ready to be picked up (so as not to hold up the line).

PE Flu or the 50 Minute Quiz and/or Test Flu: (see Absences)

PE 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. 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.

Personal Electronic Devices: In order to minimize distractions in the learning environment and to promote communication and discussion among students and teachers, electronic, battery-operated items (games, 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. The school is not responsible financially for any devices that are confiscated by those not following the rules and later declared damaged, missing or stolen.

Phones: see Handphones

Pre-Registration for HS Classes

In late April, after MAP testing, pre-registration will begin for the following school year. Students will be given a Student Planner (Course Description Catalogue), their Graduation Requirement Checklist, and the Pre- Registration Form. For AP and Honors, pre-requisites must be met and teachers must sign-off that the student is capable of passing the advanced class on the form (see Student Planner). Remember, college bound students should work towards 28 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.

Here are the answers to 18 FAQ's about registering for high school classes:

1. **IS BIBLE REQUIRED?** Bible is required and must be taken all four years of high school at BAIS. Transfer students are not held responsible for making up years they missed in schools not offering Bible. Bible is required but will be listed under the Elective section of the Graduation Requirement Checklist.
2. **HOW MANY YEARS OF A FOREIGN LANGUAGE ARE REQUIRED?** A minimum of 2 years of the same foreign language is required at BAIS. ELD classes will count towards this requirement for students needing the ELD help – English is their foreign language. A lot of universities want up to 3 years so please check your favored university websites to see their requirements.
3. **WHAT IS REQUIRED IN ART?** We are blessed to offer a variety of art electives, students may mix and match performing arts and visual arts required to reach the 1.0 art credit.
4. **HOW DO I CHOOSE MY SOCIAL STUDIES ELECTIVE?** We are now required to offer an elective Indonesian History/Government for our Indonesian students. Expat students should take American Government or Economics (or join Indonesian History/Government).
5. **WHAT IS NOW REQUIRED IN COMPUTERS?** BAIS students are required to take Computer Applications during their 9th grade year and now have the choice of getting their second semester's credit with Computer Programming/Website Design, Yearbook or EXCEL Model Processing. A total of 1.0 credit is required.

6. **WHAT HAS CHANGED WITH THE P.E. REQUIREMENT?** P.E. is still a 1.0 credit class during high school but our student-athletes who finish 2 IISSAC sports during their high school career can waive 0.5 credit and take an elective of their choice after filling out the PE Waivers. All students must take a minimum of 0.5 credits of P.E. class.
7. **CAN I HAVE A STUDY HALL OR AN AIDE POSITION?** Study hall and aide positions are only for 11th and 12th graders. There is a limit of 1 credit for an aide position over those two years. Aide positions include teacher, office, clinic, and library. Students must apply for an aide position with the counselor and be interviewed and approved by the teacher.
8. **DO I EARN HIGH SCHOOL CREDIT FOR ALGEBRA I in 8th Grade?** Algebra I in 8th grade is counted as a high school class and will go on the transcript if the student continues at BAIS. Transfer students will not get the class posted on their transcript unless it is listed as a high school credit on their middle school transcript, but if passed can start with Geometry (9th grade) or Algebra II (10th grade).
9. **WHAT IF I WANT TO CHANGE A CLASS AT THE START OF THE SCHOOL YEAR?** Students have the first five school days of each semester to switch classes without penalty. On day six of each semester no classes can be changed as grade books are established and lessons are well underway for the semester. Horizontal switches from an AP or honors course to a regular course may happen following a family meeting with the teachers, student, principal and counselor.
10. **WHAT HAPPENS IF I WANT TO WITHDRAW FROM A CLASS DURING THE SEMESTER?** Students who wish to withdraw from a class after the 6th day of the semester can take a WF (withdrawal F) on their transcript which will be factored in as an F into their GPA.
11. **WHAT IF I WANT TO RETAKE A CLASS FOR A BETTER GRADE?** Students can retake a class for a better grade but both grades stay recorded on the transcript. The second grade (even if lower) is the one that counts in the GPA. The first grade no longer is factored into the GPA but is still listed for colleges to see.
12. **IF I LEAVE THREE WEEKS BEFORE THE SEMESTER ENDS, DO I STILL GET GRADES?** Students who leave during the semester will get withdrawal grades (not final grades). The only way a student will get credit from BAIS, if they leave early, is to leave within the last 10 school days. Finals can not be taken early and if students miss their final exams they will have 10 school days to make it up and get their final grade (it will be listed as an incomplete). Please talk to the counseling office/registrar if you have any questions about withdrawal grades.
13. **WHAT IF I WANT TO CHANGE A CLASS AFTER PRE-REGISTRATION BUT BEFORE SCHOOL STARTS OR BEFORE THE 5TH DAY OF THE SEMESTER?** Students who wish to change a class after they have pre-registered are allowed to change following a visit with the counselor up through the 5th day of the start of the semester. Parents will be notified of the request to change the pre-registration as we recognize that some students want to switch classes just to be social with friends.

14. CAN I GET CREDIT FROM AN OUTSIDE SCHOOL? We call this “Outside Credit” and we do grant additional credit if the course is from a certified teacher in an accredited school. Outside credit procedures are listed in the previous section of this handbook.
15. WHAT IS THIS EXTENDED DAY PERIOD, AND HOW DOES IT WORK? Some elective courses are now available for credit after school. This period is optional (except for Writing Lab which is not optional for those required to take it) but if chosen, will count towards a credit and will be a mandatory class just like the other classes in the school day including attendance and tardy requirements. Students will be expected to be enrolled for the entire semester and if they withdraw after the first 5 days it will count as a WF on the transcript, like any other class. It is only 40 minutes long (10 minutes shorter than the other periods) but sufficient to get the 60 teacher contact hours to make it a 0.5 credit by the “Carnegie Unit”, or 120 teacher contact hours to make it a 1.0 credit.
16. CAN I HAVE A PASS/FAIL INSTEAD OF A LETTER GRADE? Pass/fail grades will be allowed only for seniors in elective classes outside of the regular school day who have a cumulative GPA above a 4.0 due to their advanced placement classes. This includes “outside credit classes” (like Sea Tribes and See Alaska) and “extended day classes”. BAIS does not want high performing seniors to miss out on “outside of the school day” electives because an “A” would lower their GPA. The win- win agreement is that pass/fail grades may be given for these situations.
17. WHAT IS CONSIDERED A FULL-TIME SENIOR? 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
18. DO UNIVERSITIES REALLY CARE ABOUT SENIORITIS FOR 12TH GRADE? This is a great response taken from the International School of Beijing’s Handbook (tweaked for us): “SENIORITIS” -- Slacking off academically and behaviorally during second semester can have unfortunate consequences for students, even after being admitted to universities. BAIS is obliged to report any significant changes in performance, so keep up your good work. After graduation, a final transcript and report will be sent to the university you will attend in the fall. If your grades are noticeably lower than those which got you admitted, your university may ask you for an explanation, it may put you on probation, or it may even withdraw your acceptance. BAIS’s fine reputation with universities stands upon a foundation of trust that has been built carefully. It is critical for the school and for future classes of BAIS seniors that we maintain that trust. Universities expect counselors to report and explain things like suspensions, significant infractions of school rules, and big drops in grades, even up to graduation. BAIS needs your help in avoiding this situation!”

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 must be completed for all PK3- 5th grade students and returned to the BAIS front office by the end of the first week of school. Parents may allow for their child to walk home by themselves. Those students must leave the campus by 3:00 pm. Students can either be picked up in their classroom by an approved adult from 2:45 pm – 3:00 pm. Any exceptions to the normal approved pickup persons must be given in writing or called in to the BAIS front office before 2:30pm. Students who are not picked up by 3:00 pm will be taken by the teacher on duty to the Staff Afterschool care and will be charged a 50,000 rp late pick-up fee. Parents will receive 2 free grace periods before they will be charged a late fee. Fees will be assessed at the end of each month.

Pick Up Procedures for Parents: see Parking

Progress Report:

At Progress Report time, ALL parents of students at BAIS will sign a BAIS note confirming they have reviewed the electronic grades on RENWEB and/or TEACHER EASE.

Referrals

Almost all discipline problems can and should be handled by the teacher. In extreme situations the administrator must 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. An e-mail of the discipline consequence with a description of the event will be automatically forwarded to the parent when the consequence is uploaded into RENWEB. 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, apart from the automatic e-mail that will be sent home.

RENWEB/TEACHER EASE

BAIS has a school management system called RENWEB for all grades. Grades, attendance, progress reports and lesson planning are now available to parents and students in "live time". BAIS teachers are required to have grades "up-to-date" the 1st and 3rd Monday of each month (progress reports are available now the 3rd Monday of the designated months so parents may check online their child's standing). TEACHER EASE is an online standards-based grading system for elementary students. Elementary parents must have an id and password for both RENWEB and TEACHER EASE. Secondary teachers are required to enter the Lesson Objectives and the homework from their lesson plans into RenWeb. Elementary teachers are required to post homework assignments in the Assignment Section of TEACHER EASE. Homework will show up on the date it is due and not assigned. All weekly homework assignments must be posted by 7:45am Monday morning.

Report Cards

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

Repeating a Grade Level: see Retention

Reporting in Following an Absence (look under Absences)

Retention

Lower Elementary: A combination of N's,U's, or I's in 50% or more of the standards in Language Arts may result in classroom retention. (MAP test scores and teacher input will also be considered.)

Upper Elementary: A combination of N's,U's, or I's in 50% or more of the standards in at least 2 core subjects (i.e. Math, Science, Social Studies, Language Arts, or Bible) may result in classroom retention. (MAP test scores and teacher input will also be considered.)

Middle School: The accumulation of 12 or more academic points in one school year is sufficient grounds for retention. If there is a possibility that a student will be retained, a conference with the parent will be held by the end of 3rd quarter.

High School: Students failing a course will need to repeat the course for credit towards graduation (if a graduation requirement). Additionally the accumulation of 12 or more academic points in one school year could also result in a high school student being dismissed.

School Campus

Students are to stay on the school property at all times during the school day. They may only leave with a parent or a “town pass” called or e-mailed in by the parent.

School Communication: see Communication

School Day Hours

Classes for Kindergarten through 12th Grade begin promptly each day at 7:45 a.m. and dismiss at 2:45 p.m. Morning Preschool 4 begins at 7:45 a.m. and dismisses at 10:45 a.m., and afternoon preschool begins at 11:45 a.m. and dismisses at 2:45 p.m. each day. Students enrolled in the extended day program will have class every day until 3:30 p.m. The school is responsible for students during school hours only. Exceptions to this policy will be made for students participating in the extended day program, 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 p.m. daily and appointments may be scheduled to see them prior to their 3:30 p.m. departure.

School Divisions: see Academic Program at BAIS

School Vehicle Policies for Students

Students must follow these rules while riding in school vehicles:

Students shall obey the instructions of the vehicle driver at all times.

Students will use seat belts if sitting in the front seat (Indonesian law).

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.

Senior Exit Interviews

During the month of May, before finals, seniors will be scheduled for a 1 period “exit interview” with members of the DAC, administration, and teaching staff. Students may invite guests to attend if they choose. This will be a formal interview and students will be asked to dress formally, present their career portfolio, answer questions about their future plans, and demonstrate/defend that they are ready to graduate having met all the BAIS ESOs (Expected Student Outcomes).

Standardized Testing

During the school year the following standardized tests are administered:

MAP test – grades K-12 – administered twice a year (Sept. and April). Grade 12 will only test in the fall.

Preliminary Scholastic Aptitude Test (PSAT) – grades 10-11 – administered in October

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 Collegeboard.

American College Test (ACT) – grades 11-12 (optional) – the student pays for the cost of the test and it is administered throughout the year (check the ACT website for dates and locations).

Brigance Assessment is a test given to students in Preschool. 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 elementary principal.

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 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 (see Student Council by-laws). For more information regarding Student Council, please contact the Student Council Staff Advisor or the school's administration

Student Discipline: see Disciplinary Actions, Discipline Philosophy, Referrals, Detention, Suspension or Expulsion

Student Eligibility for Athletics and Activities: see Eligibility for Student Activities

Students Who Drive

A student who drives a car to school must register his/her car with BAIS and provide a copy of his/her SIM A. 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. 5,000 each. Only cars registered with the school will be allowed to be parked on campus property. Responsible driving is a necessity. Students driving motorcycles must also give a copy of their SIM C and registration information to the Front Office.

Supervision of students: also see After School Hours/Open Campus (Supervision)

BAIS staff are responsible for all supervision while students are on campus from 7:15 until they are picked up (elementary) or staff leaves (3:30 pm). See After School Hours/Open Campus (Supervision) for more details for secondary students after 3:30 pm.

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. Students assigned ISS/OSS are able to do their classwork, quizzes and tests for full credit but are not allowed to be with their classes during their day(s) of suspension. Students will need to request from teachers their classwork ahead of time. Tests and quizzes may be sent to the ISS room and given to the proctor. The only exception of a student needing to leave ISS is if they are in a group project and are required to be with their team. The teacher will need to request the student come just for the presentation and return as soon as he/she is finished.

Swimming Attire: see Dress Code

Syllabus (Secondary) or Elementary Parent Letter (Elementary)

By the end of the first week of school teachers must send home a parent letter (elementary parents) or

a syllabus (secondary students). The following information needs to be included in the parent letter home and the syllabi:

1. Teacher information including contact e-mail
2. Description and objectives of the course (secondary) or classroom grade
3. Grading criteria
 - a. weighting of finals, exams, homework, projects
 - b. acceptance of late work, penalties (time frame), and make-up work
4. Policy for absences, tardies and credit
5. Behavior expectations and consequences
6. Scope and sequence of units

The syllabi need to be signed by the parent and returned to the school so teachers know that parents are aware of the above information. If there are any changes to the syllabus over the course of the semester a new one may be issued but must be distributed to all students and re-signed by the parents. The syllabus should list all required materials and students should be given a minimum one week to purchase the required items.

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 at the start of class to get a tardy pass. They will present this tardy pass to their teacher.

Students in grades P3-12 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.

Consequences for tardies in the SECONDARY will be:

1. 5 tardies = 1 lunch detention plus a parent RENWEB notification.
2. 10 tardies = 3 lunch detentions plus a parent RENWEB notification.
3. 15 tardies = 1 day ISS
4. 20 tardies = 3 days ISS and a parent meeting
5. 25 tardies = Intervention with the Director, Principal and parents
6. 30 tardies = hearing before the DAC to stay at BAIS

Consequences for tardies in the ELEMENTARY will be:

1. 5 tardies = parent contact
2. 10 tardies = Principal meets with the parent
3. 15 tardies = Director and Principal meets with the parents
4. 20 tardies = DAC hearing as an intervention

Technology in the Classroom (Tablets, Computers, Readers)

Technology may be used in the classroom for class notes, projects, and presentations. Students must

not be on the internet (without teacher permission) or any way be distracted from class. **Teachers will determine the appropriate time and purpose of technology use during their allotted teaching time.**

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. If an uncovered book is returned at the end of the year, a Rp 25,000 fee will be issued. Textbooks are not loaned out over the summer or while families are traveling for furlough. Exceptions are granted only in emergency situations and money must be left as a deposit in case of damage or loss. A fee of Rp 1.5 juta will be charged for all lost text books and Rp 250,000 for all supplemental reading materials. Damaged books must be assessed on a case by case basis. All fees must be paid before grades/transcripts are issued.

Transcripts

Families wishing to request transcripts need to fill out a form with the registrar that states the date the transcripts are needed which also specifies if they will be picked up at school or mailed to a certain address. There is a minimum 24 hour turn-around from when the registrar receives the request and its processing. Seniors may fill out this form at any time with the registrar for college admissions and scholarships. The western perspective for transcripts is the “high school transcript” so if you need grades for your elementary and middle school years as well as attendance for all these years please let the registrar know this special request (see transcripts and records fee for cost associated with these requests [under Finance]). Seniors may request as many transcripts as they would like after graduation for free. Requests that come in for transcripts the school year after graduation will include a fee for processing and shipping (those numbers are available on request depending on your needs). Official transcripts include our school profile and are sealed and stamped. Unofficial transcripts are just printed copies of the transcript and are not signed, stamped or sealed.

Withdrawal From a Course or From The School:

If a student wishes to withdraw from a course after the 5 day deadline for adding and dropping a course, they will receive a WF (Withdrawal-Fail) on their transcript for that course and the F will be calculated into the GPA for the student. For students withdrawing from the school, a withdrawal form must be turned in to the office at least one (1) week prior to the date of withdrawal. Transcripts and records will only be released once a student’s account is completely current and there are no fines for that student.

Writing Lab (Secondary):

The writing lab is a required course for those in their first year out of the ELD (Limited English Proficient) program, as well as for students who have two core teachers recommending them for the program. MAP test scores will also be taken into consideration. Priority will be given in this order: 1) 1st year exiting ELD students, then students recommended by their teachers in 12th grade, 11th Grade,

10th grade etc. If a student has been recommended by two of their core teachers for this class, it is mandatory for them to attend. There is a class limit of 12 students. The purpose of the writing lab is to give students a time and place to specifically practice their writing skills in a structured environment. Students will be given practice prompts in class to complete and work on the revising and editing cycle in all genres of writing. This course will be designed around the individual needs of the students who attend and may include components of spelling, vocabulary, sentence structure and the writing process. Students will also get the opportunity to work on writing assignments from their other classes.

Writing Assessment:

A writing assessment will be given to students in grades K-12 two times per year. The purpose of the writing assessment is to evaluate the writing ability of students and to track their progress from fall to spring and year to year. The writing assessment will be scored by all native English speaking staff so that they are familiar with the expectations for writing that we have across the school and can hold students to the same standard in every class. It also allows the teacher to see how their students are doing and encourages them to incorporate writing instruction into their regular activities. The results of the writing assessment will be used to help determine placement in AP and Honors courses as well as Writing Lab. All students who score below a 3 will be evaluated for their inclusion into the Writing Lab course.

IX. PACE BYLAWS

PARENTS ACTIVE IN CHILDREN’S EDUCATION CONSTITUTION AND BYLAWS Bandung Alliance Intercultural 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.

X. Technology Department Acceptable Use Policy (AUP)

Technology Offerings

Bandung Alliance International School is pleased to offer students access to the school-wide computer network for accessing and storing information, for using the Internet and for using e-mail. Families should be aware that the Internet contains items that are offensive. The faculty and staff will make reasonable efforts to ensure that students do not access offensive material. Such efforts include filtering & Internet monitoring software, public location of computers, and spot checks of student work. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using the Internet. To that end, BAIS supports and respects each family's right to decide whether or not their student should have access to the Internet at school.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, museums, and other repositories of information and to exchange personal communication with other Internet users around the world. It is expected that students will comply with the standards set forth below. The use of school computers and the network is a privilege, not a right, and may be revoked if abused. Students are advised never to access, keep, or send anything that they would not want their parents or teachers to see.

Provided Educational Tools

Network Account

Every student, 3rd Grade and above, is provided with a username that allows access to computers and storage space. It is the student's responsibility to maintain a password and not reveal the password to other students.

Storage Space

Students are provided with a private, secured folder on a networked server. This allows them to save files that are accessible from any of the school computers. Students should never save files locally on a computer – the files will be lost.

Internet Access

The school provides a continuous connection to the Internet. The Internet connection is filtered and will block pages containing inappropriate content. Students that repeatedly attempt to bypass or access pages that have been blocked will be subject to disciplinary action.

The school's Internet connection is to be used for educational purposes only. During school hours, students may not check personal email (other than their BAIS account) or use the Internet for anything other than class purposes. Many sites will be blocked during school hours to enforce this policy.

E-mail account

The school provides an e-mail address to students 4th grade and above. No business transactions (ordering items from the Internet) should be conducted with the account. The accounts should not be used in a mean, derogatory or offensive manner. Email addresses for students are in the format *firstnamelastname@baisedu.org*. URL to access the email is <http://gmail.baisedu.org/>. This email address will be deleted when the student is no longer enrolled at BAIS.

Usage Expectations

Privacy – Network storage areas will be treated like school lockers. Passwords should not be shared. Technology Department employees may review communications to maintain system integrity and ensure that students are using the system responsibly. Students should not provide any information about themselves on the Internet. This includes their name, address, telephone number and any other information that is unique to him/her.

Copying – Students should never download or install any commercial, shareware or freeware software onto school computers' local and network drives or disks, unless they have permission from a Technology Department employee. Students may not copy other people's work or intrude on other students' files.

Inappropriate materials – No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is for a student to never view, send, or access materials that he/she would not want his/her teachers and parents to see.

Specific rules for following the expectations

Do not use a computer to harm other people or their work.

Do not damage or attempt to “hack” the computers or the network in any way.

Never install any software of any kind on a school computer.

Do not violate copyright laws, including those for images found on the Internet.

Do not view, send, or display offensive messages or pictures.

Never share your password with another student, and never use an account other than the one assigned to you, regardless of whether another student has given you permission or not.

Do not waste limited resources such as disk space or printing capacity. Printing school assignments in black and white is allowed for no charge. All color prints cost Rp 5,000 each, personal BW prints are Rp 300 each.

Do not trespass in another’s folder, work, or files.

School computers are to be used for school email and school work only. No other use of the computers is permitted – playing games, downloading music, or any non-school use will result first in a detention.

Facebook is a non-school use of computers. A second offense may result in termination of computer use privileges. Students may only check their BAIS email during school hours, not any other personal email accounts.

MP3 or other music files, and non-school related video files are not allowed to be stored in network folders.

Instant messaging is not allowed at any time by any means. This includes Kakao Talk, Meebo or other web sites that provide IM services without the application.

BAIS reserves the right to prohibit use of personal USB flash disks if there is any threat of computer viruses.

Students must notify a teacher or Technology Department staff member immediately if they accidentally encounter materials that violate the AUP.

Violation of these expectations may result in a loss of school network or Internet privileges, as well as other disciplinary action as determined by the teacher and/or administration.

If you have questions or clarification on any of these policies then please send an email to it@baisedu.org

BYOD: Bring Your Own Device

Minimum Requirements and Recommendations

BAIS is requiring students in grades 9-12 to bring their own device for the coming 2016-17 school year. As we look at preparing your child for the 21st century, it has become clear that we must capitalize and incorporate the technology available to us *today*, so students will be prepared for *tomorrow*. By ensuring each student has their own device, BAIS can assure you that students and classes will have more flexibility in their learning, more collaboration among peers and the material, and better differentiation to help each student achieve their best.



Since your child must have a device, this document is provided to give you an idea of what kind of computers would best serve your child.

Minimum BYOD Requirements for the 2016-2017 School Year

Each laptop brought to school will be evaluated to make sure it is suitable for the BAIS network. Below are the minimum specifications a device must have:

Machine Type	Laptop / Notebook / Tablet	Devices must have a physical keyboard. It is HIGHLY recommended that students bring a laptop. Tablets must meet the other requirements below.
Platform	PC, Mac, or Chromebook	Your child may choose to use any of the popular platforms.
Anti-Virus Software	PC/Mac - with automatic updating	This is needed to protect the data on the laptop as well as the school network and other devices on the network.
WiFi	supporting 802.11 b/g/n	The laptop must be able to connect to the BAIS school network, and currently all access points use the <i>802.11 b/g/n</i> standard and some support <i>802.11 ac</i> standard.
Operating System	Current version of any operating system (OSX, Windows, Chrome OS)	By using the most common operating systems, we limit the likelihood of compatibility problems.
Battery Life	minimum 5 hours	The laptop needs to be able to last all day on a single charge.
Memory & Ram	Chromebooks-16GB SSD/2GB RAM	System memory for storage and available RAM are key factors in how well a laptop will perform. These are the minimum needs.

	PC/Macs- 500GB HDD or 120GB SSD / 4GB or more	
Hardware features	Camera & Microphone	This allows for media-based activities inside and outside of the classroom.
Screen size	11 inches or more	The screen should be large enough to avoid eye-strain when used throughout a school day.
Other considerations	Casing or sleeve	These would help protect the body of the computer from scratches and may offer some protection if the device is dropped.
	Weight	The device should be light enough to carry each day.
	Durability	Consider the device's overall durability - are the keys sturdy? It should be expected to last at least 3 years.

Here are some ChromeBooks that are designed for educational use:

- [Dell Chromebook 11](#)
11.6" Anti-Glare HD // Intel Celeron N2840 // 4GB RAM // 16GB SSD // ChromeOS // ~7hrs battery // Price: ~USD 240
- [Acer c740-C4PE](#)
11.6" Anti-Glare HD // Intel Celeron 3205U // 4GB RAM // 16GB SSD // ChromeOS // ~7hrs battery // Price: ~USD 250
- [Toshiba Chromebook 2](#)
13.3" Full HD // Intel Celeron 3215U // 4GB RAM // 16GB SSD // ChromeOS // LED Backlit Keyboard // ~8hrs battery // Price: ~USD 299
- [Acer Chromebook 14](#)
14" Full HD // Intel N3160 // 4GB RAM // 32GB SSD // ChromeOS // ~ 12hrs batter // Price; ~USD 299

Here are some specific PC models that could be an option for your child:

- [ASUS ZenBook UX305CA-UHM4T](#)
13.3" QHD+ touchscreen // Intel Core m3-6Y30 // 8GB RAM // 256GB SSD // Win 10 // ~10hrs battery // Price: ~USD 800
- [HP Spectre x360](#)
13.3" Full HD touchscreen // Intel i7-6500U // 8GB RAM // 256GB SSD // Win 10 // ~12 hrs battery // Price: ~USD 1150
- [Surface Book](#)
13.5" PixelSense touchscreen // 6th gen Intel i5 or i7 // 8GB/16GB RAM // 128GB - 1TB SSD // Win 10 // ~10 hrs battery // Price: ~USD1499 to USD 3199
- [Surface Pro 4](#)
12.3" PixelSense touchscreen // 6th gen Intel m3, i5 or i7 // 8GB/16GB RAM // 128GB - 256GB SSD // Win 10 // ~10 hrs battery // Price: ~USD900 to USD 1799

As far as Mac products goes any of the MacBook, MacBook Air or MacBook Pro would work. If you are going to get the iPad variant, then a keyboard must be purchased to go along with it. iPad Mini's screen size does not meet the minimum requirement.

Recommendations for Parents:

- Internet Safety is Paramount!!

The online world is one of infinite possibilities that can be used for good or evil. As a school we want to encourage parents to have open communication with their child(ren) concerning their online activity. The Internet is not a place where you just want your child exploring without responsibility and accountability. Families must have ongoing and regular discussions about appropriate Internet use. Parents should regularly check their child(ren)'s email, page history, and chats. This means they should have access to student passwords for the various programs they use (this would include their smartphone as well.) Additionally, where a child works online should be in an open and public place in the home. All family members should have a direct line of sight to the computer screen ensuring it is easy to see if the child is on task. When working on schoolwork online, students should focus on one thing at a time. Chat programs and social media should be closed so focus can remain on their schoolwork.

- Since families own the laptops, they should be treated just as any other personal belongings. The school is not responsible for the laptop or any damage to it. Parents may want to take a photo of the laptop and record the serial number of the laptop their child(ren) use.

Appendix B

Reference Policy 2.1.2.1

PARENT or PARENT ORGANIZATION APPEAL/GRIEVANCE PROCESS (August 18, 2015)

(To the Directors of ICS Singapore: The following process shall be directed to your local school board following local level, step two except where it is deemed to be addressing mission issues. If the appeal is deemed to be addressing a mission issue, it should be directly forwarded to the NICS VPLD.)

1. A grievance is based upon an event or situation that affects the conditions or circumstances under which a parent or recognized parent organization functions in its relationship with faculty/staff, administrative staff, director or stated policies allegedly caused by misinterpretation or inequitable application of established policies or regulations.
2. This process is the NICS approved policy by which a parent or recognized parent organization may aggrieve their concern(s).
 - a. A "petitioner" is the person or unified group making the claim or appealing a decision.
 - b. When the perceived or stated course of action by the petitioner appears to be moving toward an eventual lawsuit, the following process may be adjusted or halted until the school and/or NICS is able to acquire legal counsel in regards to continued appropriate action.
3. The term "days" when used in this regulation shall, except where otherwise indicated, mean working/business days.
4. It is important that grievances or appeals be processed as rapidly as possible. The number of days as stated at each level should be considered as maximum, and every effort should be made to expedite the process within these time frames. However, adjustments to the stated number of days may be made by the NICS/Oasis Home Office representative or director handling the grievance or appeal if it is deemed in the best interest of obtaining a just resolution or provides a greater opportunity at reaching a mutually satisfying agreement. Likewise, the responsible NICS authority at each level has the option of requesting that subsequent procedures be expedited if s/he believes the circumstances of the grievance or appeal warrant such actions. At the local level if no amiable resolution is made the petitioner has five days from receipt of the final written decision to appeal to the next level. At the executive level if no amiable resolution is made both the petitioner and field leader have five days from receipt of the written decision to appeal to the next level.
5. All parties concerned should treat any grievance or appeal as confidential.

Appeal/Grievance Procedure Levels

LOCAL LEVEL:

(Step One): The petitioner with a grievance or appeal shall present the matter in writing to the school director, no later than ten (10) days following the situation which prompted the grievance or appeal. The petitioner and the director shall confer on the grievance or appeal within ten (10) days with the view to arriving at a mutually satisfactory solution of the problem. In the event the appeal or grievance is first discussed with anyone other than the director, the director shall be apprised of the discussion. Within five days following the concluding conference in review of the petitioner's appeal or grievance the director shall communicate his/her decision in writing to the petitioner.

(Step Two): In the spirit of Matthew 18, if the grievance is not resolved at step one of the local level, the grievance will go to the director no later than ten (10) days following the supervisor's decision. Within the next ten (10) days both the petitioner and the director will confer on the grievance and may invite one individual each to a meeting to assist with finding a mutually acceptable resolution to the grievance. Within five (5) days following the concluding conference in review of the petitioner's grievance, the director shall communicate his/her decision in writing to the petitioner.

(Step Three): If a mutually agreed upon resolution is not resolved at step two of the local level, the petitioner and director will select within five (5) days from the date of the written decision in step two of the local level three to five mutually agreed upon local volunteers (from the DAC or FLT+ members). Once the local volunteers are selected, all parties will confer within ten (10) days, from the date of the written decision in step two of the local level, to assist in a review of the grievance with a view toward providing wise counsel that will bring about a mutually acceptable resolution to the grievance. Within five (5) days following the concluding conference in review of the petitioner's grievance, the director shall communicate his/her decision in writing to the petitioner. *(If the grievance/appeal is resolved at this step, the director is to file a final report with the VPLD within 5 days).*¹

EXECUTIVE LEVEL:

(Step One): If the appeal or grievance is not resolved at the local level, a petitioner may appeal to the NICS Vice President for Leadership Development (VPLD.) This appeal should be made within ten (10) days after the decision has been received by or presented personally to the aggrieved party. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the director's final decision, as well as the suggested resolutions by those involved at the local level, steps two and three shall accompany the appeal, with reasons stating why the decision was unacceptable. Within twenty-one (21) days, the VPLD shall review

¹ Volunteer parties involved at local steps two and three have no authority in regards to mandating a specific resolution. The desire here is that the director and petitioner will reach a mutually acceptable resolution with the assistance of wise counsel from DAC or FLT+ members. The exception to Step Three is ICS Singapore where the mutually agreed upon volunteers will be the local Singapore School Board. The Singapore Staff Handbook outlines how this step is followed involving the Singapore School Board.

submitted documents, collect additional information as deemed necessary and communicate his decision in writing to the petitioner and school director.

(Step Two): If the grievance or appeal is not resolved at the executive level, step one; a petitioner may appeal to the NICS President within ten (10) days after receipt of the previous decision. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of all previous decisions shall accompany the appeal, with reasons stating why the decisions were unacceptable. Within thirty (30) days, the president shall review submitted documents, collect additional information as deemed necessary and communicate his decision in writing to the petitioner.

BOARD LEVEL:

If the grievance or appeal is not resolved at the executive level, as a final level in the grievance or appeal process, a petitioner may appeal to the NICS Board of Trustees through its Chairperson within ten (10) days after receipt of the president's decision. The appeal shall be in writing and specifically set forth the reasons for the appeal. A copy of the decisions at all previous levels shall accompany the appeal, with reasons stating why the decisions at the previous levels were unacceptable. The NICS Board Chairperson shall place the grievance or appeal on the agenda for the next regularly scheduled board meeting and notify all parties involved of the meeting's time and location. Anyone directly involved in the grievance or appeal may be present during the discussion of the grievance or appeal at the board meeting and will be given the opportunity to share his or her views. Within ten (10) days of the board meeting, the NICS Board of Trustees will communicate its decision in writing to all appropriate parties.

** It is incumbent upon the petitioner and the school's director to write his or her perspectives in appropriate detail so that all reviews at the executive and board level may be properly reviewed. Any pertinent discussions held between or among the parties involved by phone or in person should not preclude pertinent facts from being included in the written appeals at any level.*

*** This grievance/appeals process is in place to afford the parents or parental organization an appropriate means by which to address and appeal legitimate concerns. However, it should not be utilized as a means to bypass dealing appropriately with teachers or administrators related to honest differences of opinion or differing interpretations of specific actions or outcomes of school administrative guidelines.*