

Oxford International School



МИНИСТЕРСТВО
ОБРАЗОВАНИЯ
И НАУКИ КР



Cambridge Assessment
International Education



International
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COBIS | COUNCIL OF
BRITISH
INTERNATIONAL
SCHOOLS

Primary School Handbook

2021-2022

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Oxford International School Welcome 2021-22

Welcome to Oxford International School Bishkek!

OIS is a Toddler to Year 11 Cambridge International (CIE) and International Baccalaureate (IB) School where students are nurtured educationally, emotionally and socially.

It is my privilege to be Academic Director of this unique school, where, with the help of a highly qualified, dedicated and enthusiastic team of staff, we consistently transform the lives of children, who come to us from a diverse local and international community, providing them with the necessary skills to go on to realize their potential in an increasingly competitive world. I bring many years of experience to OIS having served in a range of administrative positions in previous international schools.

Student-centered approaches, process and inquiry-based teaching/learning practices, authentic assessment opportunities, diversity, open-mindedness and our learner attributes are the cornerstones of our ethos and these values reflect our commitment to foster the development of the whole child. Our students make huge progress in terms of learning, creativity and their understanding of themselves and others; we are very proud of what they achieve and we are relentless in our efforts to ensure that they are academically, socially and emotionally prepared for the future.

We are extremely proud to be an accredited Cambridge International School and the first Cambridge Professional Development Center for Cambridge Educators in Kyrgyzstan. We are proud of our vision for the future and our strong values. Our teachers and support staff are creative, skilled, dedicated and enthusiastic professionals who work tirelessly to develop a broad, inspirational and modern learning environment to improve the outcome for our students. We are also proud of the many fantastic student achievements, whether these are academic, sporting, artistic, or personal.

As a growing international school, we are at the forefront of developing a dynamic, challenging curriculum where learners are provided with opportunities to showcase their learning through multiple means. Our focus is to never lose sight of the needs of each and every child. Our students are happy here because they feel inspired, busy, helped and challenged, but, above all, because they are made to feel successful.

For a school that first opened six years ago, we remain passionately committed to moving with the times. Our vibrant, dynamic and exceptional school community is ideally placed to meet the challenges and opportunities on a global footing, whether that is via our array of language choices, leading edge ICT program and technological learning, our rigorous academic international program, extra-curricular activities, our extensive program of events which develop our students' creativity and employability skills, and prepare them for life after school as happy, well-balanced and successful global citizens, or our beautiful campus which includes all newly-refurbished and purpose-built buildings, outdoor sports facilities, a large gymnasium, a bright and spacious library, state-of-the-art science labs, a music room and an art studio.

Our goal is to enable all our students to develop the knowledge, skills and character to follow the career path of their choice. Together with our dedicated teaching staff and the unfailing support of the wider community, parents/guardians, we will harness your child's individual strengths to help them to flourish and develop into confident, responsible, reflective, innovative and engaged citizens who are excited about learning and eager to make their mark on the world.

Within this handbook, students, parents and guardians will find guidelines, schedules, calendars, and policies that govern our school operations. Please review this handbook in order to familiarize yourself with our organizational norms and standards. We are honored that you have selected our school again, or for the first time, to provide a quality education to your family. We are confident that our academic and extracurricular programs will inspire your child to reach the highest heights.

Best Wishes,



Oriana Guzman
Academic Director

Oxford International School Vision

Oxford International School provides prestigious international educational programs and qualifications that meet the needs of 21st century learners.

Oxford International School Mission

Oxford International School's mission is to provide the highest quality international education to children of all abilities and backgrounds. To value cultural differences and provide a caring, safe, and stimulating environment, realizing the full potential and celebrating the success of each student. To provide learners with the adaptive, cognitive, critical thinking and problem-solving skills needed to lead a successful life in our diverse and ever-changing world.

About Oxford International School

Oxford International School was founded in 2015 and, in five short years, has put itself on the map. Based in the capital city Bishkek of a small, land-locked country called Kyrgyzstan, OIS has been working tirelessly to educate the future of the world.

The benefits of choosing OIS to educate a child are vast and innumerable. We offer a unique educational experience that builds the foundation for continuous learning throughout a child's life. We support curiosity and classroom engagement and we know that every child, no matter what their background might be, is teachable. OIS pays special attention to teaching the whole child: mentally, physically and emotionally.

Our teaching staff is professional, experienced and teaches in a positive, balanced and complete way so we can get the best out of our students.

We offer full-immersion into the English language in the International Curriculum. Students are taught as native English speakers and are overwhelmingly successful in their language abilities.

Outside of academics, OIS's grounds are bar none. The campus contains a swimming pool, football pitch, two modern computer labs, several science labs, a well-stocked library, a sports hall, theatre, art room and two canteens.

Students are encouraged to participate in afterschool extra-curricular activities four days a week. These ECAs focus on the natural talents a student already has or talents they wish to possess. Some of the ECAs offered are language-based (Chinese, English Talking Club, Debate, and more), sport-based (football, basketball, swimming, and more) or technology-based (ICT, Robot Club, Airplane Club, and more). Other ECAs include, but are not limited to: guitar lessons, cooking, handicrafts and fitness. There are many to choose from and each student, along with their families, can pick and choose based upon their interests.

In addition, OIS plans many events and activities throughout the year. OIS participates in COBIS competitions (placing **third** in 2017, **second** in 2018 and **first** in 2019 globally in the COBIS Mangahigh Maths competition!). Our students participate in in-house events like Kyrgyz Language Week, International Week, Friendship Week. We also participate in local events put together with other international schools in Bishkek. We have also joined the world in the World Climate Strike. OIS is proud to be able to offer such exciting and educational activities for our students to partake in.

Our students are safe. We have a professionally trained school psychologist on hand and everyone on campus has had child safety and safeguarding training through our professionally-trained Safeguarding Lead and Officers. OIS takes safeguarding seriously and everyone who works at OIS has had extensive background checks.

Oxford International School is:

- A compliant member of COBIS,
- A Cambridge International School,
- A Cambridge Professional Development Centre,
- A Teaching Assistant College,
- An IB World School offering the IBDP programme,
- Kyrgyz Ministry of Education ('Local') Certificate of Education

Through these programmes, OIS is able to offer an exciting and rigorous educational experience for our students. Students in the International Curriculum take Kyrgyz, Kyrgyz History and Russian in addition to their Cambridge lessons. Students in the KGRU ('Local') Curriculum have many of their lessons in English, as well.

We offer the IGCSE examinations in various subjects like First Language English, Combined Science, Co-ordinated Science, and Mathematics, among others, to our Upper Secondary students via a two-year educational process.

As an IB World School, we offer a variety of courses to our students, including Russian A, English A, English B, Chinese ab initio, several choices of Science and Maths classes, ITGS and many more. Our classes offered are chosen by the students. Students are also involved in developing their critical-thinking skills through their Theory of Knowledge (TOK) skills. They become more involved in local and global communities through Creativity- Action-Service (CAS) projects. They also learn how to research and develop their own thoughts and ideas through writing an Extended Essay (EE).

OIS ACADEMIC YEAR BREAKDOWN 2021-22

The academic school year is divided into four terms. Each term marks a reporting period. Terms are divided as follows:

| Term | Months |
|-------------|---------------------|
| Term 1 | September & October |
| Term 2 | November & December |
| Term 3 | January & March |
| Term 4 | April & May |

CLASS TEACHER AND CHARACTER EDUCATION

Every child has one main class teacher known as a "Form Tutor." The Form Tutor is your first point of contact for any questions, concerns, and comments regarding your child's school experience. The classroom teacher is also responsible for the pastoral care and welfare of students.

HOME & SCHOOL COMMUNICATION

Questions or concerns about any aspect of student learning or achievement should first be brought to the attention of the class teacher. The best way to contact the teacher is via EduPage or by telephone. In the case of telephone, call OIS and leave a message with the receptionist with your name, contact information, and **purpose of the call**. Each teacher's first responsibility is to the students they are assigned to teach and supervise each day; for this reason, a teacher may need up to a full 24 hours to respond to all emails and phone calls.

In order to best serve our students and guardians, please contact staff members in the following order:

| Academic & Social concerns: | Enrollment/Admissions or Transcript Requests Questions and Concerns: |
|---|--|
| 1. Class Teacher/Form Tutor 2. Academic Director Assistant 3. Academic Director | 1. Administration Building 2. Registrar 3. Academic Director |
| Medical Concerns: | Financial & IT Questions and Concerns: |
| 1. Class Teacher/Form Tutor/School Doctor 2. Academic Director Assistant 3. Academic Director | 1. Administration Building 2. School Accountant 3. Academic Director |

WHATSAPP GROUPS

Whatsapp groups or individual chats between students, guardians and teachers are **prohibited**. Communication between teachers and guardians must take place in the forum of EduPage or E-mail.

SCHOOL CALENDAR 2021-22

The official OIS Academic Calendar will be posted on EduPage and in the OIS website (www.oxford.kg) at the beginning of September. Activities and events are subject to change.



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Academic Calendar 2021-2022

| Month | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F | M | T | W | TH | F |
|-----------|---|---|---|----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| August | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 | | | |
| September | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | |
| October | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 |
| November | 1 | 2 | 3 | 4 | 5 | 8 | 9 | 10 | 11 | 12 | 15 | 16 | 17 | 18 | 19 | 22 | 23 | 24 | 25 | 26 | 29 | 30 | | | |
| December | | | 1 | 2 | 3 | 6 | 7 | 8 | 9 | 10 | 13 | 14 | 15 | 16 | 17 | 20 | 21 | 22 | 23 | 24 | 27 | 28 | 29 | 30 | 31 |
| January | 3 | 4 | 5 | 6 | 7 | 10 | 11 | 12 | 13 | 14 | 17 | 18 | 19 | 20 | 21 | 24 | 25 | 26 | 27 | 28 | 31 | | | | |
| February | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | | | | |
| March | | 1 | 2 | 3 | 4 | 7 | 8 | 9 | 10 | 11 | 14 | 15 | 16 | 17 | 18 | 21 | 22 | 23 | 24 | 25 | 28 | 29 | 30 | 31 | |
| April | | | | | 1 | 4 | 5 | 6 | 7 | 8 | 11 | 12 | 13 | 14 | 15 | 18 | 19 | 20 | 21 | 22 | 25 | 26 | 27 | 28 | 29 |
| May | 2 | 3 | 4 | 5 | 6 | 9 | 10 | 11 | 12 | 13 | 16 | 17 | 18 | 19 | 20 | 23 | 24 | 25 | 26 | 27 | 30 | 31 | | | |

National Holiday

Administrative Day

Regular School Day

School Event

School Holiday

August

- 09 • ↔ Teachers Return
- 09-30 • ↔ Teacher's Pre-Service Training/Prep
- 23-27 • ↔ Primary and Secondary School Guardian Gathering & Teacher Meet and Greet
- 31 • ↔ Independence day – public holiday

September

- 01 • ↔ **Students Return/Term 1 Commencement**
- 13-17 • ↔ Baseline Assessments (English, Math, Science)
- 16 • ↔ Year 1 Parent Orientation
- 17 • ↔ Year 6 Parent Orientation
- 20-24 • ↔ Kyrgyz Language Week
- 30 • ↔ Student Council Elections

October

- 04-08 • ↔ Anti-bullying/Friendship Week
- 05 • ↔ World Teacher's Day
- 12-21 • ↔ Phase 1/Term 1 Exams (Primary & Secondary)
- 22 • ↔ Fall Celebrations
- 25-29 • ↔ October Break

November

- 01 • ↔ **School Resumes - Term 2 Commencement**
- 07-09 • ↔ Ancestors Commemoration Day – public holiday
- 15-19 • ↔ STEM Week
- 25 • ↔ Thanksgiving Celebration

December

- 6-15 • ↔ Phase 2 Exams (Primary and Secondary)
Primary Winter Concert/ Celebration
- 17 • ↔ Year 5/6/7 Winter Ball
Year 8-10 Winter Ball
- 21 • ↔ Primary and Secondary School Guardian-Teacher Conferences (not student day)
- 30-31 • ↔ Winter Break

January

- 01-06 • ↔ Winter Break
- 07 • ↔ Orthodox Christmas
- 10 • ↔ **School Resumes -Term 3 Commencement**
- 24-28 • ↔ Art week
- 17-21 • ↔ ORT Mock Exams (Years 10-11)
- 24-31 • ↔ Cambridge IGCSE Mock Exams

February

- 01-07 • ↔ Cambridge IGCSE Mock Exams
- 08 • ↔ Safer Internet Day
- 14 • ↔ Friendship Day
- 14-18 • ↔ Science Week / Science Fair
- 22 • ↔ Defenders of the Fatherland Day Celebrations
- 23 • ↔ Defenders of the Fatherland Day – public holiday

March

- 01-07 • ↔ International Women's Day Celebrations
- 04 • ↔ Primary 8-March Concert/Celebration
- 08 • ↔ International Women's Day – public holiday
- 09-17 • ↔ Phase 3 Exams (Primary and Secondary)
- 18 • ↔ Nooruz Celebrations / International Day
- 21 • ↔ International Day of Nowruz – public holiday
- 22-25 • ↔ Spring Break
Primary and Secondary School Guardian-Teacher Conferences (not student day)
- 29 • ↔ **School Resumes - Term 4 Commencement**

April

- 07 • ↔ Revolution Day - public holiday
- 11-15 • ↔ Atestat Mock Exams Year 10
- 18-22 • ↔ English Language Week / Book Week
- 22 • ↔ Earth Day

End of April: IGCSE Exam Series starts

May

- 01 • ↔ Labour Day – public holiday
- 05 • ↔ Constitution Day – public holiday
- 9 • ↔ Victory Day – public holiday
- 10-13 • ↔ Health & Sports Week
- 17-26 • ↔ Phase 4 Exams (Primary and Secondary)
- 26 • ↔ Last day of school for students
- 27 • ↔ Reception Moving Up Ceremony
Year 5 Moving Up Ceremony
- 31 • ↔ Primary and Secondary School Guardian-Teacher Conferences (not student day)

June

- 01-10 • ↔ INT'L staff Post-service CPD
- 10 • ↔ Last day of school for INT'L staff

OIS SCHOOL DAY TIMES AND BELLS



Oxford International School School Day

| Time | Period | Length |
|----------------------|-----------------------------|-----------|
| 7:50 – 8:00 | Student Arrival | |
| 8:00 – 8:10 | Form Time | 10 |
| 8:10 – 8:50 | Period 1 (all) | 40 |
| 8:50 – 9:10 | Break (Y2-4) | 20 |
| 8:55 – 9:35 | Period 2 (Y5-10) | 40 |
| 9:10 – 9:50 | Period 2 (Y2-4) | 40 |
| 9:35 – 9:50 | Break (Y5-10) | 20 |
| 9:55 – 10:35 | Period 3 (all) | 40 |
| 10:40 – 11:20 | Period 4 (all) | 40 |
| 11:25 – 12:05 | Period 5 (all) | 40 |
| 12:05 – 12:25 | Years 2-3 (Outside) | 25 |
| 12:05 – 12:25 | Lunch (Y4-5) | 25 |
| 12:25-12:45 | Years 4-5 (Outside) | 25 |
| 12:25 – 12:45 | Lunch (Y2-3) | 25 |
| 12:10 – 12:50 | Period 6 (Y5-10) | 40 |
| 12:50 – 13:35 | Lunch (Y6-10) | 45 |
| 12:50 – 13:30 | Period 6 (Y2-4) | 40 |
| 13:35 – 14:15 | Period 7 (all) | 40 |
| 14:20 – 15:00 | Period 8 (all) | 40 |
| 15:00 – 15:10 | Primary Snack | 10 |
| 15:10 – 16:10 | Homework Time / Self- Study | 60 |
| 16:10 – 16:50 | ECA | 40 |
| 16:50-17:00 | Form Room | |
| 17:00 | Departure | |

Students arrive by 7:50 am Monday through Friday; they remain in the Reception Area on the Ground Floor until allowed to go to their classrooms at 7:50 am.

Students will get ready to go to the bus by 16:50 pm Monday through Thursday. **On Fridays students will go to the bus at 15:00 pm.**

Students must be picked up at 17:00 Monday through Thursday and by 15:00 on Fridays. Late departures will not be allowed unless the student is partaking in a late ECA and administration, along with the student's Form Tutor are informed.

SCHOOL DAY TIMES

Official school hours for all students in year one (1) through five (5) are **8:00 A.M. until 17:00** (breakfast is 20 minutes and lunch is 40 minutes). The School's Administrative Office is open from 9:00 am to 18:00 pm Monday through Friday.

DROPPING OFF AND PICKING UP STUDENTS

Guardians should be prompt when collecting children after school. Guardians and drivers must drop students off at the front gate. **Note that gates will be opened for receiving students at 7:35 a.m.**

- **Year 2 and up must be dropped at the front gate or front door of the school.**
- **Year 1 students may be dropped off and picked up by their classrooms for the first two weeks of school only.**

Guardians should be prompt when collecting children after school. Guardians and drivers must drop students off at the front gate.

All students are expected to carry their own backpack. This is part of becoming an independent and secure OIS student. **Note that gates will be opened for receiving students at 7:35 a.m.**

Take care to ensure that your child and/or their driver are considerate of other guardians and students and do not block gates or park in the middle of the road. Courtesy and minding of the traffic rules will ensure an orderly and safe environment. **OIS staff and security will NOT release any student from school if they are not an authorized guardian.**

VISITOR ENTRY

All OIS Guardians, visitors, and suppliers may gain entry to the school only through the main front gate. To protect the welfare and security of students and staff, all visitors into the school will be required to submit an ID card before our security guards will let them pass through. Guests must be accompanied by the guards into the reception area. Visitor passes will be given by our receptionist.

ATTENDANCE AND PUNCTUALITY

Students are expected to be in the classroom ready for learning at **8:00 am**. Students will be marked late on EduPage after 8:00 am. If a student is frequently absent, late, or released early, he/she has missed too much material causing gaps in the students' education. Students are required to be in attendance a minimum of 95% of the time. Guardians should call the school when their child will be absent. Guardians are urged to plan their vacations in such a way that limits the amount of school their student(s) miss. Please make appointments outside of school time.

LEAVING SCHOOL GROUNDS

For the safety of the students, at **no time** is any student of Oxford International School to leave school grounds during the school day without a guardian or authorized guardian picking them up at the school. Guardians must call or email the school prior to the campus exit as per the school's student departure policies. Please try to schedule appointments outside of the school day.

Students who wish to leave school early must bring a note from a guardian requesting an early departure from school. It is preferable that such requests be submitted 24 hours in advance. The request must state the date, time, and reason for the dismissal. The request must also show a telephone number where the guardian/guardian can be reached for verification. Guardian verification must occur before a student is allowed to leave. **The verification will be made through the Academic Director's office.**

If at all possible, medical appointments should be scheduled before or after school. For students who leave at 15:00 PM or 16:00 frequently and/or repeatedly, and who do not partake in Homework Time or ECAs, a special form must be filled out and signed by the parent or guardian indicating on which days and at what time the student will be leaving campus. The parent or guardian must fill this form at the beginning of every term.

GRADE LEVELS AND AGE RANGES

| Grade | Typical Age Range |
|--------|-------------------|
| Year 1 | 5 to 6 years old |
| Year 2 | 6 to 7 years old |
| Year 3 | 7 to 8 years old |
| Year 4 | 8 to 9 years old |
| Year 5 | 9 to 10 years old |

** These age ranges are suggestions. We understand that our transfer students may come from other international or national curriculums that require adjustments in regards to which grade the child is admitted. The admissions grade is also determined by student performance; in case of a grade acceleration or a grade repeat.*

OVERVIEW OF PRIMARY SCHOOL

Oxford International School (OIS) offers programs within the Primary School that are based on sound educational principles and practices. OIS uses the Cambridge International Examinations curriculum. The school strives to provide the best educational opportunities and experiences for the students, and every effort is made to meet individual needs and interests and to ensure that high self-esteem is maintained in each student.

By providing a caring and supportive classroom environment, the students are encouraged to develop independence, a respect for others and a sense of responsibility for themselves. By working both independently and in cooperative groups, our boys and girls develop life-long learning skills.

OIS Primary School is divided into two divisions: Lower Primary and Upper Primary:

- Lower Primary: Years 1, 2 & 3
- Upper Primary: Years 4 & 5

The curriculum includes English language arts (English speaking, reading, writing, listening), Maths, Science, Humanities, Art, Music, ICT, Physical Education, Russian and Kyrgyz language. Character education is embedded throughout the curriculum. OIS students learn to explore their world and develop a love of lifelong learning through a variety of teaching and learning strategies. Students are encouraged to utilize critical thinking and problem-solving skills. It is our goal to maximize each child's potential and to prepare them for their role in an ever-changing global community.

Curriculum outlines are available for each year in all subjects and will be distributed on EduPage in September. Curriculum guides are revised each year to reflect current trends and changes from the UK, as well as international general curricula standards. All guides are based on the Cambridge standards for each year.

The primary language of instruction is English. Russian and Kyrgyz are taught in addition to meet the Ministry requirements.

We offer English support to those students whose English language levels are below that is required to access the day to day curriculum. We encourage guardians to support this vitally important aspect of your child's development by reading, watching English films, and using educational English based computer programs.



Oxford International School INT'L Curriculum Pathway

Cambridge Primary

Year 1
Year 2
Year 3
Year 4
Year 5

Cambridge Secondary 1 Lower Secondary

Year 6
Year 7
Year 8

Cambridge Secondary 2 Upper Secondary: IGCSE

Year 9-10
Cambridge International
General Certificate in
Secondary Education
(IGCSE)

Cambridge AS/A Level

Year 11
Cambridge AS (Advanced
Subsidiary) and A Levels
&
National Attestat



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| Oxford International School Curriculum Pathway Levels | |
|--|---|
| Year Levels | Curriculum & Stage |
| Nursery | Early Years Foundation Stage (EYFS) |
| Reception 1 | Early Years Foundation Stage (EYFS) |
| Reception 2 | Cambridge Stage 1 |
| Year 1 | Cambridge Stage 2 |
| Year 2 | Cambridge Stage 3 |
| Year 3 | Cambridge Stage 4 |
| Year 4 | Cambridge Stage 5 |
| Year 5 | Cambridge Stage 6 |
| Year 6 | Cambridge Stage 7 |
| Year 7 | Cambridge Stage 8 |
| Year 8 | Cambridge Stage 9 |
| Year 9 | Cambridge IGCSE 1 |
| Year 10 | Cambridge IGCSE 2 |
| Year 11 | Cambridge AS Level <u>OR</u> IBDP + National Atestat |

OIS GRADING SYSTEM

The following is the grading system used at OIS. The system of recording grades offers an indication of how students are progressing in their subjects. In Reception, a descriptor is used to indicate student achievement and progression. In Years 1-11, you can look at the percentage to see precisely where each student lies on a scale of 1 to 100.

Behavior, participation, attendance and how the student exhibits the Cambridge Learner Attribute are not academic and could be inadvertently used to give a false impression of the student's academic achievement; based on this premise, we will be having two (2) types of reports at OIS at the end of each term: *one academic report (with a focus on academic grades on EduPage)* and *one holistic report (with a focus on Cambridge Learner Attributes, Behavior, Participation, Attendance)*. The goal of our grading system is to be able to accurately measure each student's academic and holistic achievements.

| Oxford International School Reception (Early Years) Grading Scale | |
|---|-------------------|
| Letter Grade | Descriptor |
| E | Excellent |
| G | Good |
| S | Satisfactory |
| NI | Needs Improvement |
| N/A | Not Applicable |

| Oxford International School Cambridge Primary & Secondary Grading Scale | | |
|---|------------|-------------------|
| Letter Grade | Percentage | Descriptor |
| A+ | 90-100 | Excellent |
| A | 80-89 | Very Good |
| B+ | 75-79 | Good |
| B | 70-74 | |
| C+ | 65-69 | Satisfactory |
| C | 60-64 | Satisfactory |
| D+ | 55-59 | Needs Improvement |
| D | 50-54 | |
| E+ | 45-49 | Concern |
| E | 40-44 | |
| F | 0-40 | |

The table to the left shows what each letter grade means in terms of achievement for Years 1-11

WEIGHTING OF ASSESSMENTS NEW

Different weighting of categories apply in each different level of study. This informs how the final grades of students are calculated each term. The weight of each category has been outlined below:

| Reception (Early Years) | |
|--|---------------------------|
| Category | Percentage of Total Grade |
| Continuous Assessment (Formative Assessment) | 100 |

| Lower Primary (Years 1-2) | |
|--|---------------------------|
| Category | Percentage of Total Grade |
| Unit Tests/ Quizzes (Summative Assessment) | 20 |
| Continuous Assessment (Formative Assessment) | 80 |

| Upper Primary (Years 3-5) to Upper Secondary (Years 6-11) | |
|---|---------------------------|
| Category | Percentage of Total Grade |
| Unit Tests/ Quizzes (Summative Assessment) | 20 |
| Phase Exam/End of Term Examination (Summative Assessment) | 30 |
| Continuous Assessment (Formative Assessment) | 50 |

| Specialist Subject Areas (ICT, Art, Phys.Ed., Dance, Music) | |
|---|---------------------------|
| Category | Percentage of Total Grade |
| Unit Tests/ Quizzes (Summative Assessment) | 20 |
| Continuous Assessment (Formative Assessment) | 80 |

***Note:** Changes in the weightage of categories will vary if the modality changes to Distance Learning (see distance learning handbook).*

Assessment allows both the teacher and student to monitor progress towards achieving learning objectives. At Oxford International School, we believe that Continuous Assessment, also known as **Formative Assessment** or assessment *for* learning, including diagnostic (baseline) assessments, is crucial to a child's ongoing learning process. Teachers use a range of formal and informal assessment procedures during the learning process in order to modify teaching and learning activities to improve student attainment. Formative assessment refers to tools that identify misconceptions, struggles, and learning gaps along the way and assess how to close those gaps. It includes effective tools for helping to shape learning, and can even bolster students' abilities to

take ownership of their learning. *It can include workbook and coursebook work, students assessing themselves or peers, group work, writing pieces, quizzes, debates, projects and more.* In short, formative assessment occurs throughout a term, and seeks to improve student achievement of learning objectives through approaches that can support specific student needs.

In contrast, **summative assessments** evaluate student learning, knowledge, proficiency, or success at the conclusion of an instructional period, like a unit, course, or term. At OIS, Summative Assessment is used to great effect in conjunction and alignment with formative assessment. *OIS's Summative Assessment is a Phase Exam/End of Term examination.*

ASSESSMENT POLICY

Oxford International School holds periodical examinations to assess students formatively and summatively. We offer four (4) types of examinations:

1. Baseline Assessments
2. Course tests/quizzes
3. Phase/End of Term Examinations
4. External Examinations

DESCRIPTION OF OIS EXAMINATIONS

1. Baseline assessments are carried out at the beginning of the year in September. These Baseline assessments help OIS teachers understand their students' needs, to get a measure of each individual's aptitude for learning and their potential, as well as to measure the impact they have on students as they progress through the academic year. English (reading/writing), Maths and Science disciplines are the disciplines assessed.

2. Course tests/quizzes are carried out at teachers' discretion at the end of each unit and as part of ongoing progression assessment throughout the term.

3. Phase/End of Term Examinations are summative assessments carried out towards the end of each term throughout the school year. The academic school year is divided into four terms: Terms 1, 2 and 3 each end with an internal Phase Examination which tests students' knowledge from that term. Term 4 Phase Exams are also internal and are cumulative, they cover everything learned during the academic year. Assessments will provide a reliable measure of students' knowledge, conceptual understandings, skills, progress, and attitudes toward learning.

Students with Special Educational Needs (SEN students) *may* be entitled to exam adjustments as needed.

Students from Year 1 and Year 2 do not partake in the Phase Exam Series examinations. Examinations start from Year 3 onwards.

4. External examinations are carried out by our accrediting bodies at the **end** of each stage:

- Cambridge Primary Checkpoint - in Year 5 (Stage 6)
- Cambridge Lower Secondary Checkpoint - in Year 8 (Stage 9)
- Cambridge IGCSE - in Year 10 (IGCSE)
- Cambridge AS Level - in Year 11 (AS Level)
- IBDP - in Year 12 (IBDP)

Note: *These external examinations **require** an additional fee.*

Students will complete examinations and grades will be issued to guardians at the end of each term via Edupage. Guardians will be invited to **guardian/teacher conferences (GTCs)** to discuss

students' end of term report in **December, March and May**.

OIS CAMBRIDGE EXAMS OFFICER

All matters related to examinations are handled by our official OIS Cambridge Exams Officer. The school's exams officer organises all internal and external examination processes, in liaison with staff, and Academic Director, to ensure that all students are entered appropriately for examinations and manages the examination timetables. In addition, the exams officer manages the capture, storage and processing of data and the production of associated reports and analyses relating to student performance in support of the OIS's aim to raise academic results.

CHARACTER EDUCATION/FORM TUTOR

Each class has a form tutor and will be in charge of the pastoral care of his/her students. Character education is integrated throughout the school and in the general curriculum. However, there is a concentrated focus during Form Time. The focus is the Six Pillars of Character: trustworthiness, fairness, respect, caring, responsibility and citizenship.

STUDENTS WITH SPECIAL EDUCATIONAL NEEDS (SEN)

OIS welcomes all students irrespective of ability. Some students may require additional support which we endeavor to provide with the support of the school counselor and the guardian. OIS has an Inclusion/SEN Policy to ensure inclusion of all students, regardless of their race, religious belief, color, gender, physical abilities, mental abilities, family status or any other factor(s).

REPORTS

The academic school year is divided into four terms. Students will complete examinations, and digital reports will be issued to guardians at the end of each term. Guardians will be invited to guardian conferences to discuss their child's end of term reports.

HOMEWORK POLICY

You can expect your child to have homework beginning the first week of school. Homework consists of activities and exercises designed to reinforce concepts and skills which have already been taught in the classroom. Guardians can see the assignments posted in EduPage and/or Google Classroom.

DUE DATES AND DEADLINES

Once a date has been set for a test, project, or assignment of any sort, the date will not be changed unless uncontrollable circumstances interfere. Furthermore, if a student is absent for a test or report, he/she must have a medical certificate to excuse the student from the item missed and to arrange a make-up date for the same.

MISSED WORK

When a student returns to school from an absence it is his/her responsibility to obtain work that was assigned during the absence and discuss with the teacher a reasonable date for the work to be completed. Tests and quizzes should be completed as soon as possible upon the return. If a student does not comply with this responsibility, his/her grade will be penalized or she/he will not receive credit for missed work.

TEXTBOOKS

All required textbooks and novels are supplied to students on a **loan basis** from the school **to be returned at the end of the academic year**. Students will be required to pay for any lost or damaged textbooks. A book will be considered damaged if it has been **written in, ripped pages or otherwise vandalized**. School transcripts will not be released until all financial obligations to the school are met.

PRIMARY SCHOOL PLATFORMS

SEESAW

Seesaw for Schools is a digital app-based platform that allows students, teachers, and parents or guardians to complete and share classroom work. Seesaw is a platform for student engagement. Using the Seesaw app, students can show what they know using various media, from photos and videos to drawings, text, links, and PDFs. This is all on the Seesaw platform, meaning it can be seen and appraised by teachers and even shared with parents and guardians.

The student portfolio grows over time, allowing users to carry it through their academic career. This is a great way for other teachers to see how the student has progressed over time – even showing how they worked to get the final result.

EDUPAGE

EduPage is accessible via <https://oxford.edupage.org/> and allows guardians to instantly see where their child stands academically at all times. Guardians receive their own login and password for this online grade book. Guardians can view marks, homework, assignments, assessments, attendance, school news, calendars, class picture albums, teacher blogs and communication online. Guardians have instant access to detailed information concerning their child.

The benefits of EduPage are as follows:

- Secure: *Protects private information with managed firewalls and state-of-the-art encryption technology.*
- Improved student performance: *Guardians are aware of missed assignments, attendance, or low marks early on and are able to address problems before they escalate.*

ATTENDANCE REQUIREMENTS

Regular attendance is necessary for academic success. The Form Tutor will contact the guardians of a student that is absent two or more consecutive days. Students must be in attendance 95% for each class. Students absent for more than two consecutive days should refer to EduPage, arrange with a classmate or contact the Form Tutor to obtain assignments.

ATTENDANCE AND PUNCTUALITY

Students are expected to be in the classroom ready for learning at **8:00 am**. Students will be marked late on EduPage after 8:00 am. If a student is frequently absent, late, or released early, he/she will have missed too much content material causing gaps in the students' education. Guardians **must** call the school or send a message via EduPage to the class teacher when/if their child will be absent from school. *Guardians are urged to plan their vacations in such a way that limits the amount of school their child misses.*

DRESS CODE POLICY 2021-22

Oxford International School is adopting a new dress code for the academic year 2021-22.

The Oxford International Dress Code is designed with modesty, simplicity, safety, efficiency and comfort in mind. The dress code applies to students on campus before, during and after school. Dress code items must be purchased by guardians.

OIS Dress Code Colors:

✓ **Shirts:** Solid white → *No decorations/designs/stripes/patterns/holes.*

✓ **Bottoms:** Solid navy blue, solid black → *No decorations/designs/stripes/patterns/holes.*

✓ **Sweatshirts/Sweaters:** Solid for the following: white, navy blue, gray, black → *No decorations/designs/stripes/patterns/holes.*

Shirt Requirements:

- Polo, golf, button-down oxford, or turtleneck shirts with short or long sleeves and a plain collar are acceptable.
- Torso (midriff) must be covered when arms are raised. Underwear may not be visible at any time.
- No oversized or undersized shirts. Shirts must fit the child's body frame. For example, if a child wears a medium, then he/she should *not* wear an extra large shirt to school.
- Shirts must be hemmed.
- No tying or pinning of shirts.
- Colored T-shirts or other garments worn under the shirt must not show through or be exposed.
- No camisoles, or tank shirts are to be exposed.
- Only solid white crew-neck undershirts are permitted to show. It is important for our students not to interrupt the educational environment by wearing distracting or revealing clothing.
- **No other colors, decorations, logos, etc. are allowed unless specifically approved by the school.**
- Any official Oxford International School shirt may be worn on designated days (example: Spirit Days).

Bottom Requirements:

- Slacks, shorts, capris, skirts, skorts, or jumpers shall be **twill or cotton** material.
- All skirts, skorts, shorts, and dresses must measure **knee-length**.
- No sweatpants, stretch fabric, leggings, baggy pants, hip huggers, low ride, sag, or torn pants are permitted.
- All bottom apparel must be of reasonable length and size (no more than one size larger than the student's normal waist and length size) and must be hemmed.
- Undergarments worn under the bottom apparel must not show through or be exposed.
- **Corduroy** slacks/skirts in dress code colors may be worn in cold weather.
- Belts, if worn, must be *black, brown or navy blue* with no emblem, logo or decoration and must be visible.
- The end of the belt extended from the buckle must not dangle more than five (5) centimeters below the beltline.

Outerwear (sweater, coat, jacket) shall be worn as follows:

- Sweaters must be solid for the following - white, navy blue, gray and black, may be worn inside and outside the classroom.

- Jackets, coats or other outerwear are **exempt** from color requirements but must otherwise conform to the dress code and may not be worn tied around the waist.
- Outerwear that does not conform to the color requirements shall be worn **ONLY** outdoors.

Other Dress Code Regulations:

- Students and clothing must be clean and well groomed.
- No oversized, over wide, sagging or tight, form fitting clothing.
- No writing on apparel (clothing).
- Apparel (clothing) may not be worn inside out.
- No see-through clothing.
- No hats of any type are permitted (including bandanas, scarves, “doo-rags”, “hoodies”, sweatbands or hairnets) other than hats/caps worn outside - these will be confiscated if worn inside the academic building.
- No sunglasses.
- No neckwear (ties, bow-ties).
- **Jewelry:**
Students may wear small studded earrings. They may not wear rings, chains, bracelets, broaches, pins, charms, etc. The school reserves the right to address any situation that it deems to be inappropriate. No jewelry that could cause injury or disrupt the educational environment, such as long earrings or facial jewelry. No body piercing other than appropriate earrings.
- **Tattoos:**
 - **Tattoos:** No washable or real tattoos are not allowed.
- **Make-up, nail polish and perfume:**
 - Students may not wear make-up to school, including but not limited to lip stick, lip gloss, nail polish, mascara, etc. Fragrance that is distracting or disruptive to the learning environment is not allowed. The school reserves the right to address any situation that it deems to be inappropriate.
- **Tights:** tights for girls to wear under dresses or skirts must be black, white, navy blue, grey.
- **Shoes:** Appropriate and safe shoes must be worn at all times. Students may wear solid-colored sneakers.
 - **Trainers/Sneaker/Moccasins Colors:** black, white, gray or blue.
 - No wheelies, light up, open toed, open back or noise-making shoes are allowed to be worn on school grounds or on school trips.
 - Bedroom slippers are not permitted.
 - Socks must be appropriate and not distract from the educational environment.

Students are recommended to change their shoes/boots when they come to school, especially in winter or in the rainy season. In addition, students must change their shoes for Physical Education lessons and dance to sneakers- if needed.

- **Hair:** Should be neatly groomed at all times. Girls with long hair must wear their hair in a ponytail or braid. Any student wearing a hairstyle that is judged by the school administration as a distraction to others, will be removed from class and a conference with the guardians will be required. If a student wears a hijab, the colors must be navy blue, black or white.
 - **Hair Accessories:** Girls are allowed to wear modest hair accessories, but the school administration has the right to ask the child to remove any accessory that they feel causes a distraction to others.
 - No hats or bandanas are allowed to be worn on school grounds or school trips without prior consent of the school administration. In hot weather, hats/caps may be worn outside only.

Physical Education:

- Students are to attend Physical Education and Dance lessons wearing appropriate clothing and footwear to carry out the lessons safely and comfortably.
- **Students must change their clothes when they have Physical Education or dance lessons and put on sportswear attire:**

✓ **Bottoms:** (shorts or sweatpant colors): Solid navy blue, solid black → No decorations/designs/stripes/patterns/holes.

✓ **Shirts:** Solid white, gray, dark blue, black → No decorations/designs/stripes/patterns/holes.

✓ **Trainers/Sneaker Colors:** black, white, gray or blue.

Parents/guardians may request an exemption from the dress code policy by submitting a written request to the school director on the basis of medical or other justifiable reasons. Each case will be analyzed and approved on a case-by-case basis.

DRESS CODE POLICY CONSEQUENCE PATHWAY 2021-22

All OIS students are required to follow the school dress code. Read the Dress Code Policy 2021-22 for specifics.

| Consequence Pathway for Dress Code Violations | |
|---|--|
| First Offense | Informal talk with student |
| Second Offense | Lunch detention |
| Third Offense | Phone call home |
| Fourth Offense | Guardian to come deliver dress code appropriate clothes and/or student sent home |

BACKPACKS/LUNCH BOXES

Traditional backpacks and lunch boxes are allowed; however, the school reserves the right to confiscate any bag or lunch box that it deems inappropriate. Guardians are encouraged to purchase solid colored backpacks and lunch boxes with no designs or characters to stay in keeping with the simple, well-dressed intention of the dress code.

SCHOOL WELLNESS POLICY

Oxford International School **will not** use food or beverages as rewards or incentives for academic performance, good behavior, or goal attainment. As an alternative, teachers shall use *physical activity, special event coupons, pencils, erasers, stickers, or small prizes* as rewards and incentives for academic performance or good behavior.

BIRTHDAY CELEBRATIONS/PARTY POLICY

We recognize that birthdays are a special day for our students. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all of all students. Birthdays occurring on weekends are recognized the following Monday. Summer birthdays are recognized before the end of the school year.

Parents, visitors, staff, and students are prohibited from distributing cupcakes, donuts, treats, goody bags, or gifts to other students.

- **Birthday Bulletin Board:** Pictures of students will be displayed on the Birthday Bulletin Board in each class during a student's birthday month.
- **Birthday Reward:** Children are invited to visit the Director's office to receive their birthday pencil, sticker and crown.

Note: Please do not send birthday party invitations to school.

CANTEEN

School meals are provided five days a week and offer a nutritious breakfast and lunch for students. The behavior expectations for the canteen are as follows:

- Food should be eaten only in the canteen.
- If food is purchased from the school shop students may bring it back to the canteen and eat it there.
- Purchase and eat your own food only: do not buy for others.
- All students wash their hands before eating for health and safety.
- Students must line up in a queue in an orderly fashion.
- Students must walk at all times.
- Students must respectfully follow all supervisors' directions.
- Good table manners are expected.
- Each student is responsible for cleaning up his or her eating space.
- Students are required to sit and eat until dismissed by the supervisor.
- Breakfast is 20 minutes and lunch is 40 minutes.

OIS SHOP

The school shop provides a variety of food choices for students to choose from. Only students in Years four (4) and five (5) may purchase items from the shop under the strict supervision of their form tutor on designated days. Students must purchase and eat their own food only and not buy for others.

EATING AND DRINKING INSIDE CLASSROOMS

Eating in the classrooms is prohibited unless it is otherwise authorized by the school administration. The drinking of soda and juice is prohibited under any circumstance. Only water in water bottles is allowed in the classroom. Eating and drinking must be done in the canteen or outside.

FIELD TRIPS AND EXCURSIONS

Guardian permission is required for participation in field trips. Notices of field trips are sent home to guardians by teachers prior to each excursion. OIS will provide transportation and food provisions for all field trips. On all School sponsored trips involving students, provision will be made for proper supervision by School employees. Students are expected to wear their full school uniform when attending a field trip. Lunch will be provided by the school if students will be absent three hours or more. Otherwise students will eat their hot lunch upon returning from the field trip.

OIS PRIMARY SCHOOL BEHAVIOR POLICY

EXPECTED SCHOOL WIDE BEHAVIOR GUIDELINES

| Oxford International School Expected School Wide Behavior Guidelines | | | | | | | |
|--|--|---|---|---|---|---|---|
| | Classroom | Hallways | Canteen | Stairways | Outdoors | Bathroom | Emergency |
| Respect | I am the best I can be. I am on task. I am prepared. | I keep my hands to myself. I walk to the left. I respect all school property. | I wash my hands. I use the canteen time to eat. I use respectful manners. | I walk carefully and hold the railing when walking downstairs. | I play safely. I share and take turns. I am aware of my surroundings. | I practice proper hygiene. I leave the toilet and sink tidy and clean. | I stay calm. I give the situation space. |
| Look After the School | I use materials properly. I help keep the school clean. | I keep the hallways and my locker clean and organized. | I keep my space tidy and always clean up after myself. | I keep my hands to myself in all situations. I do not litter. | I take care of the equipment and the environment. | I report any mess I discover to a responsible staff member. | I tell adults about dangerous situations. |
| Instructions | I listen to my teacher and assistant. | I arrive to the classroom on time. I use polite language. | I queue in a proper line. I use polite manners and an indoor voice. | I always use the correct staircase. I pick up trash and litter. | I follow all instructions. I share Recreation equipment. | I always flush the toilet and wash my hands before leaving the bathroom. | I listen and respond to adult instructions. |
| Helping Each Other Learn | I respect everyone's opinion. I help my classmates. | I model proper behavior for my friends and younger students. | I model proper behavior for my friends and younger students. | I am aware of other people's personal space. I am patient and do not push. | I respect other's personal space. I keep my hands and feet to myself. | I model proper behavior for my friends and younger students. | I will get help. I will tell an adult. I will keep calm. |
| English Only Zone | I talk to my teaching assistant and friends in English. | I will speak in English to friends and adults I pass in the hallway. | I talk to my friends in English while waiting in line in the canteen. | I will speak in English to friends and adults I pass in the stairways. | I will speak in English while playing with my friends. | I will speak in English to my friends if I see them in the toilet. | I will always speak in English in case of an Emergency. |
| With the exception of Russian and Kyrgyz classrooms, I speak to all teachers, assistants, staff and friends in English in all places including the canteen, hallways, classrooms, stairways, outdoors and especially during emergencies. | | | | | | | |

PRIMARY SCHOOL POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBS) - OIS Lion PAWS 2021-22

The mission of the Oxford International School PBIS Discipline Plan is to provide students with **clearly stated schoolwide expectations** to help them become effective and focused learners. It also provides educators with a well-defined system of implementation of effective, positive interventions to address the problem behaviors within the school.

The Lions at Oxford International School School, promise to “PAWS” and *think before* we act. LIONS always...

Practice self-control
Act responsibly
Work for success
Show respect





OIS PAWS



CLASSROOM

| | |
|------------------------------|--|
| Practice self-control | Keep hands, feet, and other objects to yourself. |
| Act responsibly | Follow the teacher's classroom procedures. |
| Work for success | Be on time and ready to work. Bring materials and completed assignments to class. |
| Show respect | Allow the teacher to teach and others to learn. |



OIS PAWS



OUTSIDE

| | |
|------------------------------|--|
| Practice self-control | Keep hands, feet, and other objects to yourself |
| Act responsibly | Use equipment safely. Follow game rules. Pick up trash. |
| Work for success | Work out disagreements peacefully. |
| Show respect | Use polite language and a respectful tone. Display good sportsmanship at all times. |



OIS PAWS



HALLWAYS

| | |
|------------------------------|--|
| Practice self-control | Keep hands, feet, and other objects to yourself. Keep hands, feet, and other objects off walls, bulletin boards, and displayed items. |
| Act responsibly | Walk facing forward. Stay in line. |
| Work for success | Take a hall pass and go straight to and from your destination, PROMPTLY. |
| Show respect | Move silently through halls and on walkways without disturbing others. |



OIS PAWS



CAFETERIA

| | |
|------------------------------|--|
| Practice self-control | Keep hands, feet, and other objects to yourself. |
| Act responsibly | Talk quietly at the table. Gather a napkin, fork and spoon while in line. Hold tray with two hands. |
| Work for success | Keep your area clean. |
| Show respect | Use appropriate voice and language, such as: <i>please</i> and <i>thank you</i>. Use proper table manners |



OIS PAWS



BUS AREA

| | |
|------------------------------|--|
| Practice self-control | Keep hands, feet, and other objects to yourself. |
| Act responsibly | Gather all belongings before leaving for the bus. |
| Work for success | Walk quietly, quickly, and safely to your bus. |
| Show respect | Use appropriate voice and polite language. |



OIS PAWS



SCHOOL BUS

| | |
|------------------------------|--|
| Practice self-control | Keep hands, feet, and other objects to yourself. |
| Act responsibly | Hands, head, and any objects are to remain inside the bus. Eating and drinking on the bus is prohibited. Bring only school related / approved items (backpack, books, projects, etc.) on the bus. |
| Work for success | Remain in your assigned seat. Follow the driver's instructions when loading, unloading, riding, or waiting for the bus to provide a safe trip to and from school. |
| Show respect | Please do not toss paper or objects out of the windows or throw them on the floor. Remain quiet so that you do not distract the driver. |

PRIMARY SCHOOL REWARD SYSTEM



OIS Lion Paws can be earned for the following:

- Random or extraordinary acts of *kindness*.
- Exhibiting the OIS Learner Attributes:
 - *Confident*
 - *Responsible*
 - *Reflective*
 - *Innovative*
 - *Engaged*
- Significant self-improvements



OIS Lion Paws can be earned for the following:

Using our common language at all times- inside and outside the classroom.



These PAWS are for:

- Acts of *kindness*.
- Exhibiting the OIS Learner Attributes:
 - *Confident*
 - *Responsible*
 - *Reflective*
 - *Innovative*
 - *Engaged*



This PAW is for:

Using our common language (English) at all times- inside and outside the classroom.

OXFORD INTERNATIONAL SCHOOL HONOR CODE

It is the responsibility of all members of the Oxford International School community to promote and maintain an educational environment of respect, honor, honesty, and academic integrity. It is unacceptable for OIS students to lie, cheat, plagiarize, steal, act aggressively or vandalize property.

Student Honor Code

Honor

I will be honest in all matters, both academic and social.
I will know what plagiarism is and recognize that it undermines my integrity.
I will accept responsibility for both my successes and failures.
I will care about others and include them in activities.

Integrity

I will choose to do what is right regardless of my feelings.
I will consider the feelings of others before speaking or acting.
I will never demean, taunt, tease, boast, or use any action that may injure individuals.
I will use polite language and manners.

Safety

I will promote the well-being of myself and others.
I will treat my body as a precious gift and will live in a manner that honors it.

I will care about others and make all students feel welcome.
I will be aware of my surroundings when outside during break time.
I will embody the values of sportsmanship and fair play.

School Pride

My actions will bring honor to myself and to Oxford International School.
I will come to class with all materials prepared and organized.
I will complete all homework assignments and return them on time.
I will be on time to all classes.
I will pick up all rubbish in my area in the classroom, cafeteria and on campus.
I will keep all books and backpacks in the proper areas.
I will take care of school materials and property.
I will conserve, recycle, and reuse to reduce my environmental footprint on Earth.

OIS PRIMARY SCHOOL CONSEQUENCE PATHWAY

PROGRESSIVE DISCIPLINE POLICY

In order to facilitate a positive, equitable, and safe learning environment, OIS has adopted a progressive leveled discipline policy to address student misbehavior. Behaviors and consequences not listed below will be handled according to the administrator's discretion.

| Discipline Code / Consequence Pathway | |
|--|---|
| LEVELS AND EXAMPLES OF STUDENT BEHAVIOR | FORMS OF EXPECTED CONSEQUENCES |
| LEVEL ONE (1) | |
| <ul style="list-style-type: none"> Unauthorized food, gum, etc. Incorrect school dress code Being in an unauthorized area or stair case Disrespectfulness to fellow students Carrying electronic devices Late to class Failure to keep hands & feet to self | <ul style="list-style-type: none"> Verbal warning/Discussion with student Informal talk with the student Time-out/Refocus in another classroom to cool down Loss of classroom privileges/incentives Guardian contacted by telephone Lunch detention Loss of participation points Electronic Confiscation pathway |
| LEVELTWO (2) | |
| <ul style="list-style-type: none"> Repeated Level 1 Behaviors Chronic dress code violations Frequently late Chronic disruption of class Unacceptable language to students Continually unprepared for class Bullying Rough Play Failure to serve lunch detention | <ul style="list-style-type: none"> Record on EduPage for school documentation and student log Guardian contact by telephone from teacher Disciplinary referral and lunch detention Loss of classroom privileges/incentives Teacher/guardian conference |
| LEVEL THREE (3) BEHAVIORS | |
| <ul style="list-style-type: none"> Repeated Level 2 Behaviors Stealing/Possession of stolen property Fighting/Bullying Possession of a dangerous item (explosives, lighter, etc.) Damage to school or private property (vandalism) Profanity, obscene language or gestures to staff Disrespect or defiance to any adults Offensive conduct | <ul style="list-style-type: none"> Disciplinary referral by administrator Guardian conference required by administrator Guardian notification by administrator Restriction from privileges by administrator School Counselor meetings Lunch detention Possible behavior contract by administrator Possible placement on behavior probation Restriction of activities/privileges/field trips Possible referral to administration |
| LEVEL FOUR (4) BEHAVIORS | |
| <ul style="list-style-type: none"> Repeated Level 3 Behaviors Possession of a weapon Possession of tobacco/alcohol or smoking Chronic defiance and bullying Assault upon any student or school employee Cause or threaten to cause bodily injury to another | <ul style="list-style-type: none"> Guardian notification by administrator Loss of privileges such as sports, field trips, extracurricular activities Internal exclusions Out of school suspension Out of school exclusion |

INCIDENT REPORTING AND GATHERING EVIDENCE

As part of OIS's Safeguarding and Child Protection Policies, when there is an incident with students of any kind on campus during school hours, it is the responsibility of all staff members to report incidents (whether the staff member was a bystander or a direct witness to an incident). Staff members will upload photos and videos of the incident that occurred to the Incident Report Form found in the OIS Digital Dashboard as evidence of the incident occurred to further aid in the investigation process. The appropriate stakeholder will take immediate action upon receiving the incident report notification where necessary.

DETENTION

Detention is held for 10 minutes daily during lunch for school infractions of the school wide or individual classroom teacher's rules. Teachers, staff, and administrators may assign detention for misbehavior or infractions. Detentions may be assigned immediately by a teacher. Detention takes precedence over extracurricular activities including sports, extracurricular after school or clubs activities. Students may be placed on a behavior plan by the school administration if applicable. Individual behavior plans may be implemented at the discretion of the teachers and administrators.

OUT OF SCHOOL SUSPENSION

Out-of-School Suspension (OSS) is the exclusion of a student from all classes, from school, and from school activities for a specified time. As part of the process a guardian/guardian conference must occur. A student who is suspended is automatically prevented from participating in the next regularly scheduled activity or competition in which he/she is involved and is barred from all extracurricular activities for up to one week. Suspension is typically assigned for major infractions by the administration. Flagrant or repeated violations may result in the loss of any or all privileges at the discretion of the administration.

EXPULSION

Students who repeatedly and flagrantly violate school rules, policies, and expectations will receive ongoing discipline measures and counseling from the teachers, school counselor, coordinators and the Academics Director. Students who commit flagrant acts of violence or display other truly dangerous, disruptive, or unacceptable behaviors may be immediately expelled at the discretion of the School Director.

SEARCHES

If a staff member has reasonable suspicion that searching a student will turn up evidence that the student violated a school rule or Kyrgyz Law, the staff member may ask the student to empty their pockets, open their locker or their backpack. All searches will be conducted in the presence of the student.

BULLYING

Students who engage in acts of bullying, humiliation, harassment, ostracism, etc. will receive escalation of consequences up to and including suspension or permanent exclusion from school. Safeguarding of all students is of the utmost importance to OIS.

THEFT/STEALING

OIS strongly believes in respecting the property and possessions of students and school personnel. The school has a right to search a student, his possessions, and locker if there is a reasonable suspicion that the student has committed theft. The administration urges students not to bring valuables, such as expensive watches or electronic equipment, or large amounts of money to school because these items are the most common targets of theft. Stealing is considered a 'level 3' offense and will be handled according to our progressive discipline policy. Full restitution is required prior to returning to regular class and only after a guardian conference.

ACADEMIC HONESTY

OIS believes that academic honesty is key to communicating and facilitating a student's acquisition of knowledge, understanding of concepts, and mastery of skills. We believe that the education of all students is a collaborative effort in which all stakeholders (teachers, parents, guardians, and administration) and community members play an important role. Academic honesty will be communicated, taught, and modeled in an age-appropriate manner throughout the school. In the 21st century, opportunities for misuse of resources and misunderstanding of expectations are significantly greater than in the past. This policy outlines the areas in which demonstrating honesty can become challenging as well as how teachers, parents, and the learners themselves can share responsibility for ensuring that all actions in support of academic honesty are transparent and consistent.

Academic honesty is "a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment." Academic honesty results in respect for one another's **intellectual property** and the **completion of "authentic" pieces of work which are "based on [the individual's own] original ideas with the ideas and work of others fully acknowledged."** (Academic Honesty in the IB Educational Context). At OIS, academic honesty is the result of students showing *integrity* and *ownership* of their own work.

PLAGIARISM

Taking another person's ideas, work, or writings and presenting them as your own, including from the Internet, without proper referencing. Your teacher will show students how to *restate* information *in students' own words*. Students will also learn how to use bibliographic citations so that students give proper credit to the source of their information.

OIS ELECTRONIC USE POLICY

To procure the **physical, emotional, psychological, and intellectual wellbeing** of our students, *Oxford International School (OIS)* allows them to manifest with complete **freedom of expression, creativity, and spontaneity**.

In order to maximize the opportunities and the proper and safe environment for this to happen, OIS as an educational Institution, in alignment with our **Mission, Vision, and Values**, sets in place the following normative in regards to the use of Cellphones, Tablets, or Devices with the capability to call, record, or store information.

The "Electronic Use Consequence Pathway" is enforced by all teachers and embraced by the whole school community.

- Students are not allowed to use their phones or electronic devices during the school day. Smartwatches may be worn, nevertheless notifications must be silenced.
- Any emergency needs to be reported to the Academic Director or the Academic Director's Assistant who will, in turn, contact parents.
- Form Tutors will collect the electronic devices during **Morning Form Time (8:00 am)** and return them after **Extra-curricular Activities (ECA) Time (16:40 p.m.)**.
- On occasion, electronic devices may be permitted in the classroom, at teacher's discretion, for educational purposes.
- OIS assumes no responsibility for a collected cell phone.
- It is not the school's responsibility for any damage or lost phone during the confiscation process.

OIS Electronic Use Consequence Pathway

First Offense:

- The teacher will confiscate the phone/device from the student and the teacher will fill-in an incident report.
- The student is to collect the phone/device from the teacher who confiscated it at the end of the day.

Second Offense:

- The phone/device is handed to the Academic Director (AD) or Academic Director's Assistant.
- The teacher must fill-in an incident report.
- The student is to collect the phone/device from the AD at the end of the day.

Third Offense:

- The phone/device is handed to the AD or AD Assistant.
- The teacher must fill-in an incident report.
- The student's parent/guardian must collect the phone/device from the AD at the end of the day.

Fourth Offense:

- The phone/device is handed to the AD or AD Assistant.
- The teacher must fill-in an incident report.
- The student's parent/guardian must collect the phone/device from the AD after three (3) school days of confiscation.

Fifth or More Offenses:

- The phone/device is handed to the AD or AD Assistant.
- The teacher must fill-in an incident report.
- The student's parent/guardian must collect the phone/device from the AD after five (5) school days of confiscation.

COMPUTER AND INTERNET USE

Most OIS computers are networked to the Internet. Therefore, all students must follow the appropriate rules governing computer and Internet use. A copy of the adopted rules and procedures will be provided to all students in their Information Communication Technology (ICT) class.

INTERNET GUIDELINES

The use of the school network must be in support of education and research and consistent with the educational objectives of the school. Sending or receiving of any material in violation of any Kyrgyzstan regulation is prohibited. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often *public* in nature. General school rules for behavior and communications apply. It is expected that users will comply with school standards and the specific rules set forth below. The use of the network is a *privilege*, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing and utilizing the school's computer resources. The students are advised never to access, keep, or send anything that they would not want their guardians or teachers to see.

Oxford International School will employ the use of content filtering/blocking technology throughout the entire school as a technology protection measure. An administrator, supervisor, or other authorized person may disable the filter to allow Internet access for lawful purposes. The school will monitor the online activities of all minors throughout the school year.

The following guidelines are provided so that everyone is aware of the responsibilities that come with using the Internet. If an Oxford International School user violates any of these provisions, future Internet access may be denied. **The signatures on this document are legally binding and indicate that those who signed have read the terms and conditions carefully and understand their significance. Students who do not have an Internet Agreement form on file with the school, will be denied access to the Internet.**

SCHOOL INTERNET USE RULES

1. Do not damage the computer or the network in any way.
2. Do not deliberately spread computer viruses.
3. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware. Do not download software without written permission of the system administrator.
4. Obey the rules of copyright. Students will not plagiarize works they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were one's own.
5. Students shall not access inappropriate material on the Internet, including but not limited to obscenity, lewd images/videos, or other materials that may be "harmful to minors."
6. Do not share your password with another person.
7. Use appropriate language. Profanity or obscenity will not be tolerated on the school network. Avoid offensive or inflammatory speech. If you are the victim of a personal attack, bring the incident to the attention of a teacher or school administrator immediately.
8. Students shall not use the Internet to send or receive personal electronic mail.
9. Students shall not modify the desktop environment in any way (e.g. changing the desktop wallpaper, mouse cursor, etc.)
10. Students shall not enter or participate in Chat Rooms, WhatsApp Groups or Newsgroups for any reason.
11. Students shall not engage in unauthorized access to computers, including 'hacking.'
12. Students shall not disclose, use, or disseminate any personal identification of themselves or others.
13. Students shall not access social media sites such as Facebook, Twitter, Instagram, Tiktok.
14. Students are not allowed to befriend teachers on Facebook, Twitter, Instagram, Tiktok or WhatsApp.

COMPUTER AND INTERNET PRIVACY GUIDELINES

As Oxford International School offers a comprehensive technology program, students will often be engaged in audio taping, videotaping, blogging, podcasting, and utilizing other technology in the production of research-based projects. All taping at the request of a faculty member and in the completion of assigned academic work is permissible. All other taping of students, faculty, or the school site requires the Academic Director's approval. **As students are minors, student audio and video projects may not be published in the public domain or on the internet without the permission of both the school and the students' guardians.** Unauthorized videotaping of students or the school campus is a *major infraction*.

CYBER BULLYING

The following are all considered the tools used for cyber bullying: internet, email, instant text messaging, weblogs, phone cameras, video cameras, podcasts, social networking sites, and other electronic technologies. These are powerful tools that allow students to communicate in more revolutionary and creative ways. If students engage in these activities in school and/or out of school hours, and these activities negatively affect an individual member in the community, group of students, and/or the educational environment, activities, or the climate of the school, they have engaged in conduct demeaned to be a *major infraction* of the school code of conduct. **Engaging in cyber-bullying will face consequences up to and including in-school suspension, out-of-school suspension, and/or exclusion.**

DOCTOR'S OFFICE

All medical forms must be completed and be in file at the School Doctor's office. It is very important that the school doctor is made aware of any medical problem your child may have. For returning students, this information should be updated every year. Without up to date information, emergency situations can be difficult or even dangerous for your child. Guardians must inform the doctor about any medication your child takes on a regular basis and any doctor's

reports you may have on your child's condition. OIS has a full time Doctor who provides basic first aid support for students.

The Doctor's office is open from 8:00 a.m. to 17:00 p.m. A student who needs to go to the Doctor's office must tell the class teacher and the teaching assistant will accompany the child to the doctor's office. Primary School children will not go to the doctor's office by themselves. Guardians will be notified in the event that a student needs to return home due to illness or in cases of emergencies.

In the event that your child becomes ill, please observe the following points:

- 1) It is required that children remain at home if they have a temperature above 37.5°, a rash which cannot be explained, diarrhea, or vomiting.
- 2) If your child has an infectious disease (e.g. measles, mumps, chicken box, whooping cough or eye infection) **you must present a medical certificate from your doctor to the school doctor stating that he/she can return to school.**
- 3) If there are any signs of redness, tears, or infections in the eyes, do not send him or her to school without a doctor's report stating that your child is not contagious.
- 4) If your child has a cold, flu, and runny nose with fever, do not send him or her to school until 24 hours have passed after his or her temperature becomes normal.
- 5) Students absent three or more days, or having a communicable disease, serious illness or accident, **must report to the school doctor with a doctor's note** on the day they return.

ILLNESS OR INJURY DURING THE SCHOOL DAY

Should a student become seriously ill during the school day, the guardian will be contacted and asked to pick up the student as soon as possible. If an injury or illness is severe or life-threatening, emergency services will be called to transport the student to the nearest hospital. All school accidents will be reported and a completed report will be provided to guardians in the event of an accident or injury at school.

MEDICATIONS

Medications will be given at school ONLY if it MUST be administered during school hours. **The School Doctor will be responsible for administering all medications.** Medications should be delivered to the school doctor by the guardian. PLEASE DO NOT PUT MEDICATION IN BACKPACKS. The medication must be in the original container (pharmacies will provide a duplicate container for school use upon request). The appropriate consent form for giving medication at school **must** be completed and signed by the guardian and physician. All medication is locked in the office and dispensed and logged by the school Doctor.

Important note: In case of an emergency, a guardian must be available for contact during school hours, and/or afterschool events.

MEDICATION EXCEPTIONS

- A student with asthma or severe allergic reaction may have a permission to take a necessary inhaler or medications to remove an attack.
- A student who suffers from diabetes, carries with him Insulin with a special syringe.

PHYSICAL EDUCATION CLASSES

Oxford's Primary Physical Education (P.E.) program is a practical-based program. The current program includes a range of sporting activities, including football, basketball, modified games, hockey and athletics. Swimming and dance may also come under the umbrella of physical education and will be covered in P.E. lessons (you will be notified in advance of your child's

swimming schedule). If your child is unable to participate in P.E., students must have a signed medical certificate from a doctor to be excluded from a particular activity, due to illness or injury.

OIS SPORTS

Your child will also have the chance to participate in a wide range of sporting extracurricular activities. OIS students are also involved in both boys and girls sports competitions. Students will have the opportunity to play in the Oxford teams throughout the year against a number of international schools from Bishkek. You will be notified in advance of inter-school matches.

EXTRACURRICULAR ACTIVITIES

OIS offers different extracurricular activities after school such as sports, dance, swimming, movie club, crafting, ICT, drama, chess, cooking, Russian, Kyrgyz, homework club, science club, art, games, guitar, piano, and more. Extra-curricular activities require an additional fee. For more information related to fees, contact the finance department in the administration building.

LOST & FOUND AREA

Students who find lost articles are asked to turn them in to the reception area. Valuable articles will be kept locked in the Academic Director's office for one week. After one week, all unclaimed items will be sent to the "lost and found" area.

SKATEBOARDS, ROLLER BLADES/SKATES AND BICYCLES

The use of skateboards, roller blades/skates, and bicycles are not permitted on campus due to potential danger to students. Students may ride their bicycles/rollerblades to school but must leave the transport device in the designated spaces.

GIFTS TO TEACHERS

Teachers do appreciate a thoughtful note acknowledging their efforts with your child. That means more than anything else you could do. If you do wish to give a small gift on a special occasion, please do not exceed a cost of 1,000 Som in your purchase. Any gifts beyond 1,000 Som in value will have to be returned to the guardian in accordance with OIS staff policies.

GUARDIAN COMMITTEE

OIS has a guardian committee and every year a new committee is formed. Each key stage has two guardian representatives, teachers, student representatives, and administrators. The committee meets once a month. The purpose of the committee is to have guardians informed of new programs, policies, school developments, and progress.

WITHDRAWAL FROM SCHOOL PROCEDURES

Parents/guardians wishing to withdraw from Oxford International School must complete the following procedures:

- The parent/guardian must make an appointment with the Academic Director.
- Obtain a withdrawal form from the administration office at least one week prior to the intended withdrawal date.
- Fill out the corresponding sections of the withdrawal form.
- Take the form to the various staff members/departments listed on the form for appropriate signatures.
- After staff members have verified that academic and other obligations have been met, the student should return the form to the office. The school will then be able to process this information and issue an exit report.

By signing below, I acknowledge that I have read Oxford International School's Handbook, and I understand, support, and uphold all academic and discipline policies contained therein.

Date: _____

Date: _____

On occasions, Oxford International School will take photographs or videos of students during school activities and share student accomplishments.

Yes ☐ No ☐