

It is to be noted that this handbook is intended as a guideline and is not all inclusive. The information contained herein may be amended or added to from time to time. Further related documents and the latest version of this handbook can be found on our website at www.bis.edu.np



MISSION STATEMENT

Our mission is to bring up knowledgeable and well-behaved young people who can contribute peace to the world through mutual understanding and respect.

VISION STATEMENT

To accomplish the mission, BIS envisions an amicable and family atmosphere that nurtures a community feeling, where the emotional, physical creative and intellectual needs of all children are met within an international environment. BIS emboldens its vision of delivering the highest standard of education in Nepal for local and foreign citizens.

PHILOSOPHY STATEMENT

Our school emphasizes creative thinking, critical reasoning and effective communication. Our school encourages behavior that is ethical, responsible and respectful to the rights of others. Our school appreciates cultural diversity as well as promoting pride and a sense of belonging to the school. We prepare our students to be community oriented and successful global citizens of a changing world and we endeavor to help in developing a more humane society and promote world peace with a multicultural awareness. The school strives for continuous learning and improvement. Our school believes that all people have intrinsic worth; diversity is a strength when people are committed to shared goals; individual and cultural diversity enriches life and individuals are both responsible and accountable for their choices. We also believe that learning is a natural, life-long process; all people have the capacity to learn and improve and society benefits when people seek perfection. We value open, honest, and respectful communication which is essential to mutual understanding.

OUR LOGO



We believe that this logo unifies us as a school and signifies the global academic forum.

CORE VALUES

Bouddha International School recognizes the importance of core values to our school community “Learn, Respect & Achieve”. These values represent a concern for excellence, equity and the promotion of a caring, civil and just society.

“We **Learn** to **Respect** and Respect to **Achieve**.”

CURRICULUM

Pursuing the modern trends in education, BIS offers a balanced and integrated curriculum that will meet our students’ diverse learning needs. The curriculum integrates the national curriculum of Nepal and Cambridge International Programs in Pre-School, Primary Level and Lower Secondary Level and National Curriculum in Grade 9 to 12.

OUR PROGRAMME

BIS offers an integrated National and Cambridge International Curriculum in Pre-School, Primary Level and Lower Secondary Level. The Secondary Program is intended from Grade 9 to 12. Additionally, Sanskrit Language, Tibetan language and Chinese Language as foreign language are also taught.

The following Board Exams are offered:

- Cambridge Primary Checkpoint Exams - at the end of Grade 6
- BLE Exams – at the end of Grade 8
- SEE Exams – at the end of Grade 10
- SLC Exams – at the end of Grade 12

A brief layout of the school stages is given below.

Pre-School	Primary level	Lower Secondary	Secondary
Nusery, LKG & UKG	Grade 1-6	Grade 7-8	Grade 9-12

CAMBRIDGE INTERNATIONAL PROGRAMS

Cambridge International Examinations is the world's largest provider of international educational programs and qualifications for 5–19 year olds. These qualifications are taken in over 160 countries and recognized by universities, education providers and employers across the world.

We provide Cambridge Early Years Program and Cambridge Primary Level Program as Cambridge International Education Programs. Cambridge International Programs include globally recognized qualifications which open doors for learners worldwide. For more detailed information, please refer to www.cambridgeinternational.org.

Our school is eligible to offer the following qualifications:

- o English Language
- o Mathematics
- o Science
- o ICT
- o Global Perspectives

CAMBRIDGE ESOL EXAM CENTER

BIS School is an authorized exam center for ESOL Program with code no. NPPC000060. We provide YLE (Starters, Movers & Flyers), KETPET classes and conduct tests.

GENERAL INFORMATION

TO THE PARENTS / GUARDIANS

One of the most important factors that affect a child's performance in the school is parental involvement. So, we expect support and co-operation from our valued parents. As we believe in the essence of a set of school guidelines for its smooth functioning, we request all the parents/guardians to peruse the following rules and regulations and support us by encouraging their ward to comply with the same:

- Enrolment at Bouddha International School is made only when the parents ensure that their wards follow all the rules and regulations of the school which are clearly indicated in the Parent's Handbook. We, hereby, request the parents to go through the school rules and regulations
- Parents are requested to deal with academic and ancillary staff politely.
- Parents are earnestly asked to avoid any kinds of criticism or negative remarks about the school, teachers and classmates in front of their children as that would affect students to lose their respect for school/ teacher. If you have any complaint or suggestions, please refer to the Vice-Principal or the Principal.
- When school sends out any invitations for school functions, we expect parents to make an effort to attend the functions for the encouragement of students.
- When called especially for reasons involving academic interactions or breach of discipline, we expect parents to respond promptly.
- Parents are requested not to send their ward with jewelry of any kind or expensive watch. The school shall not be responsible in case of loss of such articles
- In case of any change in contact number or residential address, parents are requested to inform the school authorities as soon as possible.
- We request parents not to send their wards with large sum of money. For the loss of such amount, the school shall bear no responsibility.
- Parents are requested to ensure that their wards are sent to school with prescribed uniform (neat and tidy, well – ironed). The students with wrong and shabby uniform, fancy hairdo and unpolished shoes shall not be permitted for the classes.
- Parents should ensure that their wards follow all the rules and regulations of the school.
- If student is likely to be absent due to illness for a long period of time, Class Teacher must be well informed in time.
- Parents should check and sign the school diary on everyday basis.
- Parents are strictly forbidden to enter any classroom or meet any teacher during school hour without the permission of an authorized person.
- Visiting students or requesting to take them home during class hours is discouraged unless in case of an extreme emergency.
- Parents may visit class/ subject teachers to enquire about their ward's performance after taking due appointment through the School Reception. They may not be able to meet you if you come unannounced especially when they are not free.

- Verbal complaints are not entertained. Parents are requested not to get into discussions with any members of the staff but to put down their grievance, complaints or suggestions in writing and handover to the Block In-charge after duly noting name, address and mobile number.
- They should come personally to collect their ward's Progress Report Card on the Report Card distribution day as mentioned in the School Calendar.
- Suggestions and voluntary services from parents are always welcome.

TO THE STUDENTS

- Students must enter school gate from 8:00 a.m. to 8:25 p.m. and not allowed to enter before 8:00 a.m
- Students must wear school uniform tidy and well-ironed.
- Students must come with all requirements needed in Classroom like text books, exercise books, 2 sets of pens/ pencils, scale, eraser, sharpener etc.
- Students are not allowed to chew chewing gum inside school premises or in school van while coming to school or going from school to home.
- School uniform must get stitched in a decent manner, not as per the demand of fad. For instance, girls are not allowed to wear the skirt above the knees. Similarly pants should not be tapered or be baggy.
- Students must put plain covers on Text Books and transparent cover on School Diary.
- Nails must be trimmed regularly and kept short.
- Students should not bring valuables like gold ornaments and gadgets like tablets, mobile, etc. and no undesirable books or articles are to be brought in the school premises. The school does not accept responsibility for loss of such things. If brought it will be seized and be given back at the end of session only.
- Girls are strictly forbidden to use valuable gold ornaments except for small earrings.
- Students are expected to be responsible for their own behavior by being regular and punctual in attendance.
- They must show respect towards elders. All the students should greet the teachers and the staff.
- They must respect the rights of other students in the classroom and thus maintain the decorum of the classroom.
- Every student should take part in ECA activities unless physically unfit and specially exempted by the Vice-Principal or the Principal.
- They must take care of school and personal property.
- Damages done to building, furniture, library books, laboratories, sports goods etc. will be viewed as violence. Such losses should be paid for at the discretion of the Vice principal or the Principal.
- While moving along corridors or up and down the stairs, children must walk in silence along their left side.
- Use of foul languages or creating an unpleasant scene or resorting to physical assault on anybody within the school premises and negligence of regular academic work or use of unfair means in examination etc. are acts of gross indiscipline which are not tolerated at any costs.
- Irresponsible, rude behavior, misconduct, punching or hitting friends and smoking and drinking alcohol inside or outside the school will be enough reason to expel from the school.
- Any student found to have taken other students' belongings will face suspension.
- Any student caught copying in any examination or found committing malpractice of any type will be suspended from the school.
- Regular late coming, frequent absence, negligence in wearing uniform, carelessness in the studies will be viewed seriously.
- Students are not allowed to give gift to the teachers except on the Teacher's day as directed by the principal.
- Students are not allowed to go out of the classroom without permission.
- Only Class Monitors are allowed to enter the staff room.
- Every student should bring school diary daily.
- No student is allowed to play during the short interval time/breakfast time or lunch time.
- If any student tries to breach the rules of the school and is found out of the discipline, s/he can be penalized or expelled depending upon the magnitude of the wrong doing.

STUDENT DIARY

Parents should check their child's Student Diary every night for messages as well as homework assignments and sign it after their child has finished all the assignments. Parents should respond to message and write messages to their child's Class Teacher when necessary.

NOTES SENT HOME:

Periodically, the school will send a note to inform parents about various class events like a field trip or school event like Curriculum night. If permission or a decision is required, for example in the choosing of supporting class, parents are asked to sign the attached permission slip and ensure it is returned the next day. It is responsibility of the students to make sure that they give all notes to their parents and return them to their class teachers promptly. Class teachers are to make sure that the information sent by parents reaches the right places.

VIBER GROUP

Class Viber Group is created in order to have swift communication between parents and teachers. It is created to inform parents about daily homework details and immediate day to day communications. Class Teacher is mainly responsible to update all the information in this group. Except emergency, all information has to update within school hours.

FINANCIAL RULES

- All kinds of payment are made according to the English calendar.
- The tuition fee will be charged for 12 months whereas transportation fee will be charged only for 11 months.
- If Supporting Classes run for more than 15 days, fee of whole month will be charged.
- All the fees must be paid within the third week of every (English) month. If the due is not cleared in stipulated duration, 5% interest as accounted will be added in the total amount for the first month, whereas 10% interest will be added in the second month. If the due is not cleared even after second month, child will not be allowed to continue study in school.
- BIS offers prepayment discounts. If all the fees are cleared in advance in one, two and three installments, discount will be granted equivalent to one month fee, 60% and 40% respectively at the time of complete clearance of the installment.
- Every student is charged an Annual Fee at the beginning of the academic session in lieu of the services the school provides for the entire year. This fee is charged every year to meet the expenses for the services, maintenance and repairing for a period of one whole year.
- There will be no reduction of tuition/bus fees for absence.
- Any student wishing to join or withdraw in the middle of the session will have to pay total monthly charge of whole year.
- If any students want to leave in the middle of the session, prior information must be given to school administration in written at least three months before so that the school management will recover the cost of lost and damaged instructional materials by the responsible students.
- Fees will be updated in every 2 years reflecting changes in market price and inflation.

MEDICAL CARE

The School puts utmost care to avoid accidents during school hours in supervision of our teachers/ ayahs. Besides, if any accident takes place beyond the control or student becomes ill, the school will provide only first aid. If a student is not well enough to stay in school, his or her parents will be asked to come to collect him or her. In case of emergency, the student will be taken to the nearest hospital at the discretion of the school authorities. For the cost of any emergency services provided, the parents must take responsibility. In order to alleviate potential financial strain, Parents are advised to consider obtaining accidental insurance for their children. Interested Parents can visit Account Department for more details regarding this matter.

BUS RULES

Student's rowdy behavior inside a bus can disturb the driver and lead to accidents. Hence, students must respect and follow the instruction and guidance of the bus teacher/staff.

- Buses ply on definite routes. No alteration is made in existing bus routes.
- If there is transportation strike or any other such events, parents have to make arrangement on their own to drop/pick up their wards.
- No part of the student's body (arms, head etc.) should be held out of the window at any time.
- No object is allowed to be thrown outside the window or inside the bus.
- Students are not permitted to move from seat to seat while bus is in motion.
- Students are not allowed to stand when seats are available.
- Students are not allowed to talk loudly and create disturbing noises.
- Students are not allowed to chew chewing gum in school bus.
- Not riding on a bus other than the assigned bus.
- Darting out into the road from behind or in front of the bus.
- Neglecting to look both ways before crossing a road.

If student is found repeating misbehavior on a bus, strict disciplinary action will be taken and school may cancel providing bus facility.

INDUCTION PROGRAM

All Parents are invited to the school at the beginning of the academic year for a briefing on how the school operates. As BIS School has unique educational framework, it is very important for all members of BIS to be aware of it

and know the curriculum of their children which they will learn throughout the year. This event is also an opportunity for parents to ask questions and become more familiar with the school. The main point of this event is to emphasize the fact that both parents and the school must work together for the well-being of every child.

ATTENDANCE

The attendance of students is taken daily. Classroom Teachers are responsible for taking student attendance daily and keeping their attendance registers up-to-date. If Student fails to maintain attendance record less than 80%,he/she is not eligible to appear in exams.

ARRIVAL TIME

Students and teachers must be punctual and parents, especially those who drop off and pick up their children, must reinforce punctuality. The school day begins when the bell rings at 8:30 a.m. but all students are expected to enter school premises from 8:00 a.m. to 8:25 a.m. In case of late arrival, parent must inform Class Teacher.

Students should go straight to their classroom to unpack and get organized for the day. They must keep all homework assignments on teacher table. It is the responsibility of Class Teacher to greet students in the classroom, ensure that they carry out their duties and dissuade them from running out immediately to play.

DEPARTURE TIME

School hour is from 8:30 a.m. to 3:15 p.m. If a student has to leave early due to extenuating circumstances, the school must be informed ahead of time. Parents must write a note to class teacher in the school diary. Teachers must inform Block In-charge. At the end of day, teachers must ensure that students have kept record of all homework assignments in school diary and put all the required text books and exercise books in their bags. They should also make sure that children go to either bus line or the "Self – going" area on time and in an organized fashion and that they do not loiter in the playground. Supervision of dismissal is crucial for safety. Unless they have a written note from their parents/guardians, students are not allowed to go anywhere but their home after school.

SELF-GOING STUDENTS

Students who do not use bus service must be dropped off and picked up from school by parent/ guardian. If other, he or she must show pick-up identification card. School timings must be strictly observed as there is no provision for supervision before 8:00 a.m. or after 3:30 p.m.

LEAVING THE SCHOOL PREMISES DURING SCHOOL HOURS

For students to leave during school hours, parents/guardians must inform class teacher beforehand and get permission slip from Block In-charge. To collect student, parent or guardian has to come. If other, he or she has to show Pick-up Identification Card provided by school.

ABSENCE

Avoidable absence is strongly discouraged. Parents must write a note to the Class teacher in the School Dairy ahead of time for any scheduled absence as well as on the day a child returns to school in the case of illness or other infirmity. Absence should be excused with a note from a Doctor. If he or she is well enough, a child who stays at home should check class viber group to find out what class and homework assignments he or she missed and complete as much as possible before returning to school the next day. A student who is absent is responsible for making up all assignments taking help of teachers and friends.

HOMEWORK

BIS School teachers assign a reasonable amount of homework on a daily basis. Homework is often an extension of what a child did during the school day. Students are expected to do homework which includes writing and/or reading work. Parents are to provide a proper atmosphere at home to enable their children to concentrate on and complete their work. This entails providing a quiet space, a well-lit table or desk, suitable stationary and setting a fixed homework time. Parents are requested to go through their children's diary and ensure that they do their homework regularly. Furthermore,

- Homework for the regular classes must be submitted immediately the next day of homework given date, no matter whether there is class period of that subject or not.
- Students are required to meet the deadline for the submission of vacation homework. Homework submitted after the deadline shall not be entertained.
- Class work and homework must be submitted on time. No one is permitted to copy class work or homework from other class mates.

- As homework is one of the indicators of our evaluation system for each of the semester exam, students are expected to take homework seriously and complete all assignments to the best of their ability.
- Absentees are responsible to collect and complete all the missed assignments by themselves.

EVALUATION SYSTEM

The single academic year is divided into two semesters. Four Cyclic Progress Reports will be sent in each semester and one summative exam is held at the end of semester. Parents must come to collect Semester Progress Report card of each exam. Result of every Exam is published in Grading System.

Grading System of Bouddha International School

Class K to 3	Class 4 to 10	Grade	GP	Remarks
95 to 100	90 to 100	A+	4.0	Outstanding
90 to 95	80 to 90	A	3.6	Excellent
85 to 90	70 to 80	B+	3.2	Very Good
75 to 85	60 to 70	B	2.8	Good
65 to 75	50 to 60	C+	2.4	Satisfactory
55 to 65	40 to 50	C	2.0	Acceptable
50 to 55	35 to 40	D	1.6	Basic
Below 50	Below 35	NG	-	Not Graded

Grade	Description	Analysis of Description
A+	Outstanding	Exceptional evidence of understanding, demonstration of extraordinary performance in problem-solving, creativity, critical expression and participation; exceptionally independent in learning and organizing contents with superior communication skills.
A	Excellent	Strong evidence of understanding and demonstration of exemplary performance in problem-solving, creativity, critical expression and participation; admirably independent in learning and organizing contents with advanced communication skills.
B+	Very Good	Very good evidence of understanding and demonstration of higher performance in problem-solving, creativity, critical expression and participation; greatly independent in learning and organizing contents with sound communication skills.
B	Good	Good evidence of understanding and demonstration of reasonably good independent performance in problem-solving, creativity, critical expression and participation; very independent in learning and organizing contents with reasonable communication skills.
C+	Satisfactory	Demonstrates solid knowledge and understanding of the subject with good analytical and presentation skills. Shows creativity, logical thinking, and effective communication with a strong ability to organize and apply information effectively.
C	Acceptable	Possesses adequate knowledge and understanding of the subject with acceptable analytical and presentation skills. Shows limited creativity and logical thinking but communicates effectively.
D	Basic	Demonstrates partial understanding of the subject with limited analytical and presentation skills. Shows minimal creativity and logical thinking with basic communication skills.
NG	Not Graded	Shows minimal understanding of the subject with poor analytical, creative, and communication skills. Struggles to organize and present information effectively.

Cyclic Progress Report (CPR) Card consists of following components:

WRT/ CT	C2-Table	Total
50%	50%	100%

Semester Progress Report Card consists of following components:

CPR	Project Work	Semester Exam	Total
40%	10%	50%	100%

Annual Progress Report Card consists of following components:

First Semester	Second Semester	Annual Result
50%	50%	100%

Continuous Assessment System (CAS) : Teaching and assessment are the two sides of the same coin; in the absence of one another does not have its existence. That's why; we have applied **CAS** System to evaluate students on regular basis and to remediate them accordingly using Chapter wise Evaluation Table (**C2-Table**).

WRT: It is integral part of CAS which evaluates student's academic achievements weekly. There will be 16 WRTs in each semester.

PATs and PDR: There needs triangular efforts among parent's teachers and students for excellent and effective academic output and at the same time, learning must be target oriented. That's why to make parents involve in the assessment process and to make students target oriented; we have introduced **PDR (Parents Daily Report)** and **PATs (Personal Achievement Targets)** respectively.

Examinations: As a summative assessment, examinations are conducted at the end of each semester.

- Students are required to sit for all the exams compulsorily.
- There is no provision of Pre-test or Post-test in case of a missed exam unless genuine reason is provided to administration. In such case, parents need to write an application to Principal mentioning all the reason.
- If a student is found cheating or copying from others, the Examination Committee may take action for this. Looking upon the severity, such student might also be awarded zero.
- A student who fails in two consecutive years in the same class will be issued a transfer certificate and asked to leave the school.
- For a student, to be eligible to appear in exam, attendance record must be 80%.
- Students are awarded a "Certificate of Merit" if they succeed to get a yearly CGPA "4" at the end of the academic year and students are awarded a "Certificate of Honour" if they succeed to get CGPA of "4" at the end of each semester.

REPORT CARDS

Report cards are distributed at the end of each round of Semester Examinations. Parents are requested to come to School along with the student to collect the Report Card personally.

PROMOTION RULES

The student will be promoted to the upper Grade till 'Grade-C' or above in annual result. Failure to get such GRADE will be asked to reappear in Consolidation Exam . But in some cases, his/her overall performance in the whole academic session also will be kept under consideration. Student with severe behavioural problem may be asked to leave the school even he/she is able to get GRADE C or above. A student who couldn't get GRADE C in two consecutive Consolidation Exams has to repeat same class or will be issued a transfer certificate and asked to leave the school.

DRESS CODE

- School skirt, T- shirt and trousers, etc. should be stitched in accordance with the design fixed by the school, not as per the demand of fad.
- It is mandatory for students of Class 6 to 10 to wear Black Leather Shoes except Sport Day. However for students from K to 5, sneakers (pink/white for girls and black/blue for boys) are allowed.
- Students must use White shocks. For girl students, it is mandatory to use shocks so as to cover up to knees.
- Boys must have their hair cut short, not exceeding 2 inch in length and not touching eyebrow and ear.
- Girls can have their hair in tow plaits or get it cut short.
- Nails must be trimmed regularly and kept short.
- Students are strictly prohibited to come to the school in any obscene and fashionable dresses or with any kind of ornaments.
- Girls are strictly forbidden to use valuable gold ornaments except for small ear rings.
- School uniform should be washed regularly. It should be clean and well ironed.
- Clothes that have been faded, old, shabby, worn-out and short should be replaced by new ones immediately.
- Shoes must be polished every day.
- During winter, students need to wear winter uniform design fixed by school.
- On the Sports Class during E.C.A, students are required to wear sports dress with sneakers (pink/white for girls and black/blue for boys).
- In case of violations of the dress code, a disciplinary action will be taken by Discipline Committee.

Day	Boy	Girl
Sunday & Monday	Formal Uniform,Tie,Belt, Black Leather Shoes with White Shocks	Formal Uniform,Tie,Belt Black Leather Shoes with White Shocks
Tuesday & Wednesday	White T-shirt and Black Trousers Black/ Blue Sneakers	Red T-shirt with Black Trousers Pink/White Sneakers
Thursday & Friday	Blue T-shirt & Navy Blue Pants,Belt, Black Leather Shoes with White Shocks	Purple T-shirt and Grey Skirt,Belt, Black Leather Shoes with White Shocks

LANGUAGE AND COMMUNICATION

As an international school, the medium of instruction delivery and communication is English, except for Nepali classes and with Nepali teachers. Everyone is bound to communicate in English in the school premises, in the school bus and/or till the time they are in school uniform.

ATTENDANCE

Students are not allowed to leave the school compound for any reason unless they have prior permission from the administration. For special permission to leave school early due to medical appointments, written requests should reach the Block In-charge before the commencement of classes on a particular day.

- In case a student is absent for more than two days s/he must submit letter of absence to their class teacher before they resume their classes. The letters should clearly state the reason for absence.
- Any student who is absent for more than 20% of the total number of working days in a Semester may not be eligible to take the exams for that semester.

BEHAVIOUR MANAGEMENT GUIDELINES

ACTIONS & CONSEQUENCES

The behaviour management plan aims to support the school motto of Learn, Respect and Achieve, developing in students a sense of responsibility. We believe all students have the ability to behave appropriately in a school environment. We feel all students have a responsibility to behave in a manner that prevents neither teachers from teaching nor students from learning. Students should understand that behaviors and actions which are outside of the school's rules will result in consequences. An overview to consequences is provided below.

General misbehavior (excessive talking, distracting other students, littering, etc.)	Minor	Not bringing Students Diary, Text books, Exercise Books.
Chewing gum in the school premises		Eating/drinking in classroom/corridors
Violation of Dress Code		Bringing Electronic Devices without Permission.
Present in classroom/ play areas/ staircase without supervision or permission		Breaching Assembly Protocol
Inappropriate Appearance and Hygiene		Late Arrival in School and Late Entry in Classroom.

Consequences for MINOR Infractions: To be dealt with by the Subject Teacher, Class Teacher and Block In-Charge

- 1st offense : Verbal Warning, Diary notes and Phone Call. Electronic devices; confiscate for a day.
 2nd offense : Detention from ECA classes for a week.
 3rd offense : 1 Day External Suspension

Disrespect for authority (Excessive rudeness, non-conforming)	Moderate	Use of profane, obscene or vulgar words and/or gestures directed towards other student
Leaving classroom without permission (Bunking Class)		Graffiti, Hoax calls/emails, Willful and malicious destruction of school property.
Not Following Classroom Protocols		Display of unethical and Inappropriate behaviour in school.
Be in "Off Limits" or unsupervised area		Breaching of school's computer & IT policy / security
Bringing Junk Food		Threatening another student

Consequences for MODERATE Infractions: To be dealt with by the Class Teacher, Block In-Charge and Counsellor.

- 1st offense : External Suspension for 1 day
 2nd offense : External Suspension for 2 days
 3rd offense : External Suspension for 4 days

Bringing or using Prohibited Substance Like Cigarette/ Alcohol/Vape.	Major	Sexual harassment / Assault
Threatening a teacher or other school personnel while at school, on the school bus or at school-sponsored events		Use of profane, obscene or vulgar words and / or gestures directed towards teacher or other school personnel
Bringing or Use of weapons		Fighting, or instigating a conflict. Taking photo/ video/ using electronic device inside school premises.
Forgery, falsifying school records, etc.		Skipping - Leaving school premises without permission
Bribery, Theft		Instance of bullying in school

Consequences for MAJOR Infractions: To be dealt with by the Class Teacher, Block In-charge, Counsellor, Vice-Principal and Principal.

- 1st offense : External Suspension for 1 week with probation for 1 month.
- 2nd offense : External Suspension for 1 month with probation for 3 months
- 3rd offense : Expulsion but allowed to appear only Final Exam.

Electronic Gadget : Mobile Phone, Tablet, Laptop, Camera, etc. are considered as electronic gadget. It is allowed to bring by informing Class Teacher if really necessary. In case of bringing gadgets without informing the Class Teacher, it is considered as Offense for which following consequences may occur :

- 1st offense : Gadget will be confiscated for a day and has to be collected by parents.
- 2nd offense : Gadget will be confiscated for a week and has to be collected by parents.
- 3rd offense : Gadget will be confiscated for a whole accademic session and has to be collected by parents.

The school will switch off the phone and store it in a locker. The school is not liable for any damage to the phone. All photos and videos taken on school premises must be deleted. Students/parents must provide access to social media accounts to verify if any content has been shared.

Note:

- Any consequences listed here must be informed to Parents.
- If the same infraction is repeated, the degree of infraction goes to next higher level.
- Any consequences listed here are subject to change and/or being adjusted as deemed necessary by the school administrators.

DISCIPLINARY COMMITTEE

Disciplinary problems may arise that are of a serious enough nature to require referral to the Disciplinary Committee. The Committee comes together if there is a must. Assistant teacher(s) of the student(s), subject teachers, parents or other parties deemed necessary may be invited to the committee when a need arises.

The problems that require this level of intervention will vary but would include continued repetitive misbehaviors, and more serious violence/disrespect behaviors. The severity of the consequences applied depends upon two factors:

- 1) The seriousness of the offense.
- 2) The previous disciplinary record of the student.

Members of the Disciplinary Committee

- Principal
- Vice Principals
- Block In-charge
- I-Care In-charge
- Counselor
- Concerned Class Teacher

PROVISIONS FOR THE USE OF THE DISCIPLINE PLAN

The administration retains the right and privilege to issue disciplinary measures for discipline not specifically stated herein and to alter any disciplinary measures as considered necessary. Administration will decide upon the consequences and intervention options.

The Administrative Board prohibits the use of corporal punishment as a form of discipline for students in the district. In situations where the Board prohibits corporal punishment, reasonable force may still be used by teachers and school authorities without hurting and/or injuring student(s) under any of the following circumstances:

- to quell a disturbance
- to stop a fight between students
- to obtain possession of weapons or other dangerous objects,
- for the purpose of self-defense,
- for the protection of persons or property.

Students who are suspended, in-school, out of school, or expelled, will not be allowed to participate in or attend

First Level Achievement	Second Level Achievement	Third Level Achievement
Regularity, Excellent Presentation of Homework, Class work and Project work, Active participation in Class room activity, Maintaining Hygiene, Showing obedience in each and every academic field, Setting an example in terms of Protocol of Uniform etc.	Scoring A+ in WRT and CPR, Achieving substantial position in intra school competitions (CCA & ECA competitions) etc.	Scoring A+ in SPRC, Achieving substantial position in inter school competitions (CCA & ECA competitions) and national and international Olympiad, vigorous reader, 100% attendance, possessing exemplary handwriting etc.

any school sponsored event or activity on those days. Suspended students will not be allowed on school at any time or for any reason during the punishment period or the punishment will be extended!

Administrators may alter the severity of punishment based on circumstances and other conditions. Successive violations of different rules contained in this handbook will result in increasingly severe punishments. A warning will not be issued each time a different rule is violated by a student.

The decision of the Disciplinary Committee will be given in writing with reasons for the decision. This decision will be binding. Parents who wish to appeal should contact the Principal immediately for more detailed direction.

A student, and his/her personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

Students and parents are responsible for checking clothing, book bags, purses and all student personal possessions for illegal and unauthorized items before entering the school premises.

BI School reserves the right to pursue disciplinary or legal action for

REINFORCEMENT

Note:

- Best First Level Achievement in a Class will be awarded as Student's of the Month.
- Best Second Level Achievement in a Class will be awarded as Student's of the Semester.
- Best Third Level Achievement in a Class will be awarded as Student's of the Year

I-Care: I-Care Department works to recognize and strengthen the hidden talents of pupil individually. It also works to uplift the standard

of the needy students. I-Care Department holds weekly meetings with subject teachers and class teachers to discuss on the performances of students and paves a better way for them to succeed.

Drop Everything And Read (DEAR)

Daily reading has many benefits. Students who read on a regular basis become better readers, build a larger vocabulary as well as gain exposure to many topics (even when reading fiction). Therefore, we hold DEAR time during the school day. It is a short period of time when pupils are required to read books on a regular basis. Class teachers keep records of students reading performance. The students with highest achievement records will be awarded by the school.

For that, we request parent to send a child friendly book which will be kept in Class Library and will be returned at the end of session.

Parent's Involvement in Education: This program is for parent who comes and attends the class of his/her child and shares the moral values and their expertise.

BIS Charity : As a part of society, we feel responsibility for students and to develop this skills among students, we donate various items on need based. Donations are welcome! However, please consult with the teachers or office staff before bringing in the actual items. We are especially happy to receive donations of stationary, clothes, dry foods, books etc.

HOME VISITS

Bouddha International School has established a teacher home visit program. A visit by a teacher to the student's home in the hope of increasing connections between school staff and students in their community. There are many possible goals for these visits including: bridging cultural barriers, reporting on academic progress, getting to know the student closer, enlisting parental support to increase academic achievement, and giving parents the tools to do so. These visits can also help teachers have a better understanding of the various strengths and challenges faced by each student and to meet the student and their family in a relaxed setting. During the visit the teacher records important information about the student. If possible, the teacher should schedule a follow up meeting with the parents sometime after the visit. By leaving the classroom and entering the homes of their students, the place where parents and families have the most authority, teachers are recognizing the fact that parents are their children's first educators and know their child better than anyone else. Parents may be more willing to share their concerns and teachers can encourage their continued involvement in their child's academic life.

SPECIAL EDUCATIONAL NEEDS/GUIDANCE AND COUNSELING

It is very important that our students be respectful of all differences as per our Mission, Vision and Core values. This includes student acceptance of others with different educational needs. It is also important for all members of the BIS community to note that a student with special educational needs does not necessarily mean the student has low academics. Therefore, we will make reasonable efforts to accommodate students with special educational needs.

If, after careful observation, a teacher is concerned that a child is not progressing satisfactorily, they will suggest educational testing and/or counseling for the student to the parents. It is ultimately the parents' choice whether or not to seek testing and/or counseling for their child, but we reserve the right to require evidence of such services when a student's behavior become disruptive to others or the academic needs detrimental to the welfare of the individual

student.

If a student's academic or behavioral concerns become so severe that the school can no longer meet the student's needs, we reserve the right to ask the parents to withdraw their child. If you ever feel your child is in need of counseling or other special services, please see your child's class teacher.

SUPPORTING CLASSES

- School arranges additional ECA and Academic classes after school hours for the needy and interested students decided.
- Day Boarders: On the request of parents and the recommendation of I-care departmentschool administration may decide the Day Boarding classes.

ACADEMIC CALENDAR

In order to better cater to the needs of the school community and international curriculum, it is considered that the academic year will start on the third week of April and end on the last week of March with 220 school days (minimum) in total spread over two semesters.

- Semester 1: April to September
- Semester 2: September to March

CALENDAR AND SCHOOL DAY

The school calendar is made available at the beginning of academic year but is subject to revise in the case of unexpected school closure or other emergencies. The calendar lists scheduled holidays as well as important school events.

School runs from 8:30 a.m. and ends at 3:15 p.m. All students are expected to enter school premises from 8:00 a.m. to 8:25 a.m. Classes are from Sunday to Friday; Saturday is weekly holiday and department meeting is conducted in last Sunday of every month where only teachers will come and review the past month and make plan for next month.

Supporting Classes are provided in both academic and ECA after school from 3:30 p.m. to 5:00 p.m. Students are not to come to school on holidays or Saturday on their own initiative and parents are not allowed them to do so unless a note has been sent from school.

A detailed academic calendar is downloadable from our website <http://bis.edu.np>

[NOTE: From November to February, winter schedule will be effective during which 5 minutes from each period will be deducted.]

BIS offers both ECA and CCA Clubs. As ECA, following Clubs will be offered :

CLUBS

Sports	Arts
Basketball	Dance
Volleyball	Craft
Football	Fine Arts
Badminton	Keyboard
Cricket	Vocal
Gymnastic	Guitar
Martial Arts	Percussion

Each club has a minimum and maximum number of students. If any program has less than 10 registrations then that program will be cancelled. After launching a club, during the school year for any reason if the number of students decreases below the minimum number then the sessions will be annulled.

- If a club session has to be cancelled for any reason, there will be no make-up but will transfer to another suitable club taking the consent of parent.
- No club sessions are conducted on holidays.
- Club sessions are conducted 4 days a week.
- Club sessions commence after the second week of education year.
- If you have any questions related to club activities, please consult the ECA In-charge.

As CCA, following Clubs will be offered

Einstein Club	Drama Club	Speaker Club	Robotics Club
Eco Club	MUN Club	Book Club	Spelling Bee Club

These clubs will be conducted by relevant subject teachers as a part of teaching learning activities.

ANNUAL EVENTS

- BIB Tournament
- Club Day
- BIF Tournament
- Interschool Quiz
- Father's Sports Day
- Mother's Sports Day
- Grandparents' Day
- Summer Camp
- Winter Camp
- Saraswati Puja
- Children's Day
- Teacher's Day
- BIS International Day
- BIS Interschool Spell Bee
- BIS National Day
- World Environment Day

FIELD TRIPS

We hold field trips to provide additional educational experiences, cultural and moral training outside of the immediate school environment. Some trips are planned by the classroom teachers while others are school-wide trips. Our field trips are categorized as local, interurban or international.

All field trips are under the supervision of an academic staff member. Students are required to wear their school uniforms, unless stated otherwise. All expenses are required to be met by the parents. Students have to bear in mind that on field trips since they represent BIS and are expected to behave accordingly. Improper behavior may involve disciplinary action.

LOCAL TRIPS

Taking students outdoor or a nearby park, going to theatre/cinema, museum, visiting houses, etc are considered local trips. There is need of a written permission from parents for local trips and parents are informed by the class teacher in advance. If parents do not agree for the trip, class teacher must be informed.

INTERURBAN TRIPS

Camp organizations outside the city, summer schools, boarding trips, etc are considered interurban trips. Students must have written parent permission to participate in interurban field trips. Please be prompt when returning these permission letters .If your child has any allergy, please attach a medical report to the letter.

INTERNATIONAL TRIPS

Any trip outside of country such as excursion to foreign countries, Olympiad or Project competitions abroad, winter and summer schools, etc are considered as international trips. We aim to make our students widen their scopes, be more citizen of the world, gain international experiences, interact with the students from different countries scientifically, competently, sensibly and socially, as well as practice the languages they study in the school. Parents should present "Special Power of Attorney" permitting the school administration or its designee to take responsibility over their children outside the country. Winter and Summer Camps are organized in cooperation with a local or a foreign agency.

LIBRARY

School library plays a pivotal role in ensuring that students and staff are able to use ideas and information and help prepare students to live and learn in a world of information. Our library has a great collection of fiction, non-fiction and reference resources in various languages. BIS students have access to the library at all school times. Besides learning basic library skills, it gives all students the opportunity to check out books on a regular basis. Checking out materials properly and returning them promptly in good condition, is expected from all students.

The student will not be permitted to check out another book until the first book is returned. Parents will be sent a note requesting parental response concerning the location of an overdue book. All books which have been lost should be paid for immediately. This amount is non-refundable once the payment is made even if the lost book is found. Donations of new or used books are welcome at any time.

DINING

The meal periods are meant to be a time of relaxation as well as a time to eat. BIS students are provided with lunch and snacks on school days. Students are offered a healthy, nutritious and well balanced meal. The food is freshly prepared and cooked in the kitchen on school premises. Monthly menu is sent to parents in every month.

PARENT TEACHER CONFERENCE (PTC)

A PTC is scheduled once in every semester after Mid-Semester Exams where teachers will share progress report of student and necessary areas of improvement to the parents. However parents are encouraged to meet their Child's teachers by appointment whenever they feel it is necessary or would simply like to. Occasionally, class teacher will initiate such a meeting.

MEETING WITH SCHOOL ADMINISTRATION

As parents are one of the stake holders of school education, there must be regular interaction between school administration and parents. For this meeting, parents are requested to make call to front desk one day before and confirm the meeting date and time.

FEEDBACK FROM PARENTS

Constructive feedback from parents is always welcome, whether it is communicated through Student's Diary or Personal Viber Message or e-mail or in person.

SPECTRUM

The Newsletter "Spectrum" is an important means of informing parents as well as other stakeholders not involved with the school on a day-to-day basis about the growth and development of the school as well as the highlights of each semester. Please submit suitable photographs of class projects, articles and creations of students to the Block In-charge in order to publish in Newsletter.

QUESTIONS/CONCERNS

On occasion, parents may have questions, concerns, or comments about their child's education. When this occurs, the first person to contact is your child's class teacher. This is the person who spends the most amount of time with your child, knows the day-to-day happenings of the classroom, and is best prepared to answer your questions or address your concerns about your child's education. Always feel free to request a conference with your child's teacher or subject teachers to discuss any educational issues, remembering that advance notice is required. If, after speaking with your child's teacher or subject teachers, you still have questions or concerns or your questions are non-education related, please contact the front desk officer to manage appointment to meet VP or Principal.

HOSTEL

BIS has separate well-furnished boy and girl hostel. Once enrolled in Hostel, student is expected to complete at least one semester and fee is charged accordingly. If any students want to leave Hostel in next semester, prior information must be given to school administration at least 3 months before. For an individual to enjoy the privileges of hostel facility provided by school, he or she must be abided by the rules and norms of the school. If student is found repeating misbehavior in hostel, strict disciplinary action will be taken and school may cancel providing hostel facility.



Thank You !