

This book is the property of:

Grade: _____

Address: _____

In case of emergency, please notify:

Name: _____

Phone No: _____



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Essential Agreements

I will do my best to:

- *Come to school regularly and be on time for lessons and activities.*
- *Maintain a polite, respectful manner to all other members of the school community.*
- *Keep the school rules and be responsible for my own behavior.*
- *Work hard and listen carefully to instructions.*
- *Do my class-work and my homework to the best of my ability.*
- *Treat others as I would like to be treated.*
- *Respect school property and the property of others.*
- *Speak in English at school to improve my English Language skills.*

(KIS- AUG 10)

Name: _____

Date: _____



KAZAKHSTAN INTERNATIONAL SCHOOL

School Calendar 2010-2011

1st Semester

Term 1	
First Day of Term 1	Wednesday, August 25 th
Last Day of Term 1	Friday, October 22 nd
Holidays	<ul style="list-style-type: none"> ✓ Monday, August 30th, Constitution Day, school closed. ✓ Friday, September 24, CIS Training, school closed for students. ✓ Monday, October 25 – Friday, October 29th, school closed - fall break.
Number of Days in Term 1	42
Term 2	
First Day of Term 2	Monday, November 1st
Last Day of Term 2	Wednesday, December 15th
Holidays	<ul style="list-style-type: none"> ✓ Thursday, December 16th – Friday, January 7th, 2011, school closed – winter break.
Number of Days in Term 2	33

2nd Semester

Term 3	
First Day of Term 3	Monday, January 10, 2011
Last Day of Term 3	Friday, April 1, 2011
Holidays	<ul style="list-style-type: none"> ✓ Tuesday, March 8 International Women's day, school closed ✓ Monday, March 21st -Monday, March 28th school closed for Nauryz/ Spring Break. <p style="text-align: center;">School opens as usual Tuesday, March 29, 2010</p>
Number of Days in Term 3	52
Term 4	
First Day of Term 4	Monday April 4, 2011
Last Day of Term 4	Friday June 17 th , 2011 end of school year, school closes at 3:10 p.m.
Holidays	<ul style="list-style-type: none"> ✓ Friday, April 24, 2011 Good Friday, school closed ✓ Monday, May 2 Unity Day, school closed ✓ Monday, May 9 Victory Day, school closed
Number of Days in Term 4	52

Kazakhstan International School
More than Academics

Mission

Nurturing each child without prejudice. Education—the axis for balance, for now and the future. Every individual matters. Each one challenged. Everyone successful.

Vision

At Kazakhstan International School, we expect nothing less than the best from each individual—from students to parents to faculty and staff—each person developing his/her innate potential to achieve more than academics. With unlimited possibilities, our students are supported by a multicultural community of lifelong learners who will guide them in their quest to answer who am I and what will I become.

KIS School Pledge

**We are KIS students and proud to be
open-minded, reflective, and caring!**

**We are really good thinkers and risk takers too!
If we were not knowledgeable, what would we do?**

**We are all principled-we do what is right.
We communicate with respect every day and
night!**

**We are all balanced-we work and we play!
We are KIS students, the future starts today!**

Contact Information

**Kazakhstan International School
102a Utegen Batyra, 050062
Almaty, Kazakhstan**

Phone: + 7 727 225 0030, +7 727 327 4390, +7 777 333 24 06

Principal: Mrs Kimberley Jones

email: mrskay@kisnet.org

Vice Principal/PYP Coordinator: Annie Chew

email: ascchew@kisnet.org

Teachers: +7 727 225 00 30

(to leave a message for a teacher)

Emergency: +7 777 333 24 06

+7 727 225-00-30

+7 727 327 43 90

Daily Schedule

SCHOOL HOURS

The school year runs from August 25 through June 18 and is divided into four terms. This provides approximately 179 instructional days in each school year. There are two main vacation periods in the school year. (See the calendar for full details).

<i>IB Pre-School</i>	<i>8:30</i>	<i>to</i>	<i>3:10</i>	<i>Monday to Friday</i>
<i>Reception</i>	<i>8:30</i>	<i>to</i>	<i>3:10</i>	<i>Monday to Friday</i>
<i>Grade 1 to 7</i>	<i>8:30</i>	<i>to</i>	<i>3:10</i>	<i>Monday to Friday</i>

BELL SCHEDULE

<u>Time</u>	<u>Purpose</u>
8:30 a.m.	First bell students allowed to go to their classrooms.
8:45 a.m.	Homeroom Bell all students should be in their classroom any student not in their classroom will be considered tardy.
9:00 a.m.	1st Period Bell
9:45 a.m.	2 nd Period Bell
10:30 a.m.	Break bell
11:00 a.m.	3 rd Period Bell
11:45 a.m.	4 th Period Bell
12:30 p.m.	Lunch Bell
1:30 p.m.	5 th Period Bell
2:15 p.m.	6 th Period Bell
3:00 p.m.	Classes finished for the day.
3:10 p.m.	Students have from 3:00 to 3:15p.m. to organize themselves for home or after school activities. All desks and lockers must be neat and tidy. All homework to be taken checked by the teacher.
3:15 to 4:15p.m.	After-school activities begin.

Responsibilities

Teachers and the administration of Kazakhstan International School expect students to come to school prepared to learn. When circumstances prevent a student from concentrating on learning, the staff of KIS will seek ways to help the student. However, it is expected that the student will cooperate and want to improve his/her performance or behavior. Behavior expected of all students includes:

1. Respect for the rights of other students.
2. Respect for the authority of all KIS staff.
3. Respect for school property.
4. Being on time for class.
5. Being prepared for class.

ATTENDANCE

The school's instructional program is based on the assumption that students will attend school regularly. Daily class attendance is a condition for coursework and general academic progress at the school. Student must attend at least 85% of the instructional days designed in the school calendar. The school asks that students be absent only for those matters that cannot be arranged outside of school hours.

ABSENCE

If a student is absent for any reason he/she must have a reason entered in the Student Record Book and signed by a parent or guardian. Parents are also expected to call and inform the school on the morning of each absence. In the event of a planned absence, parents are expected to inform the school in writing of the planned absence. If leave has to be taken during the school year, parents should notify the school in good time (5 to 10 days ahead of time, so homework can be prepared). While a student's teacher will make every effort to indicate what work will be covered during the period of absence, it is the student's responsibility to make up this work. The student is expected to return the completed work upon return. **Absence due to extended vacations or family trips during school time is strongly discouraged. Calendar dates must be respected and followed accurately so students do not miss curriculum time.**

PUNCTUALITY

KIS expects all students and staff to be on time. Punctuality is a mark of good manners and students are expected to arrive at school and for their lessons on time.

EARLY WITHDRAWAL

When a student is withdrawing from school, at least one month's notice (unless it is due to an emergency) should be given, if the student wishes to receive his/her transfer documents the day he/she leaves. All departments of the school are then notified of the student's departure. When all obligations have been met, the student's school records are released.

ATTENDANCE/LEAVING SCHOOL

Students need to be at school at least ½ of the school day (3 hours) to be counted present.

Students in primary schools' who are absent more than thirty days during a year shall be referred to the PYP Coordinator and the Principal, who shall determine if the student should be retained. They will also review any additional educational experiences that the child might have received during the absences as they make their determinations.

A student who leaves school for any reason during the day is counted absent for that day unless the combined time in school is equal to half the regular school day (3 hours). Students may leave with a parent for dental or doctor appointments with prior notice to your child's teacher. If possible, these appointments should be made after school hours.

If it is necessary for a parent to take his/her child from school early for a medical appointment, please come to the lobby. A sign-out book is on the desk in the lobby for you to request your child. Office personnel will call your child from the classroom after you arrive. If the student returns to school, he/she should report to the receptionist for re-admission

LATE ARRIVAL

If your child is late to school, please sign him/her in at the lobby with the receptionist.

EARLY DISMISSAL/ CHECK OUT FOR THE DAY

Requests for early dismissal should be submitted in writing to the child's teacher. We will call the classroom when you arrive to sign your child out in the office. Please avoid requesting dismissal between 2:30 to 3:00 p.m., as this is a very busy time in the office and the classroom. Note: At the beginning of each school year, you will need to fill out information cards and have signatures on the card for anyone who has permission to pick your child up from school.

REPORTS AND GRADING

Report cards are issued three times a year. Parents receive formal progress reports three times per school year. These are also supplemented with Parent-Teacher Conferences at least three times a year and on an as-needed basis.

EMERGENCY HELP INFORMATION

Please give your child's teacher the name and phone number of a relative, neighbor, or friend who can be contacted in case of an emergency when you cannot be reached. If this situation changes during the year, please notify the office.

HEALTH GUIDELINES

Please be sure to inform your child's teacher if your child has a chronic illness or physical handicap and if there are any special measures or activity restrictions that will be necessary for his or her welfare at school.

Please keep your child at home and consult your doctor if he or she has any of the following symptoms, which may indicate the onset of a communicable disease:

- Fever
- Watery eyes, discharge from eyes
- Sore throat with fever
- Cough with fever
- Skin rash or spots
- Nausea, vomiting, diarrhea

Your child should be fever free, without use of aspirin or fever reducing medications, for 24 hours before returning to school. If a child has been sent home with a fever, they must remain home for at least 24 hours before returning to school. If your child has an infectious disease, he/she should receive one full day's worth of antibiotics before returning to school.

Colds are most contagious in their earliest stages. Please encourage good hand washing to reduce the spread of germs.

GENERAL BEHAVIOUR

Students are expected to observe common sense and good manners at all times, to maintain a high standard of personal bearing and dress, and to strive for friendly interaction between themselves and all staff at all times. Students are responsible for keeping their school tidy.

(KIS- AUG 10)

SCHOOL CODE OF CONDUCT

- Be caring and considerate to everyone.
- Be as polite and look as smart as you can, all the time.
- Work hard and to the best of your ability – be prepared for lessons.
- Listen carefully to adults in school and do what they ask.
- Look after books and equipment, and respect others and their property.
- Move around the school sensibly and quietly, taking care of the school environment.
- Work sensibly with other pupils, talking quietly and sharing with each other.

(KIS- AUG 10)

SPECIFIC

- The use of the English language is to be promoted and encouraged at all times.
- No chewing gum or fizzy drinks are allowed in school.
- Bring correct equipment to school.
- Move between lessons quietly and without delay – walk on the right side, being especially careful on the stairs.
- Running is only allowed in outside play areas.
- Stay within the school grounds at all time.
- No make-up is to be worn in school.
- No jewelry may be worn in school, except for studded earrings (one pair) and watches.
- Mobile phones are not allowed in school.

(KIS- AUG 10)

The school strives to ensure that a student's acceptable behavior is rewarded. Students receive recognition in the form of appropriate rewards, certificates, reports to parents, etc. Each class has a positive reinforcement program, which includes gaining popcorn parties, in operation throughout the school year.

Programs will aim to reward students who:

- Are cooperative and considerate of others.
- Follow school rules and school safety rules.
- Attempt to solve their own problems.
- Are courteous.
- Work independently.
- Take good care of equipment and materials.
- Show a sense of responsibility and follow staff directions.

It is expected that students will be able to keep the basic code of behavior outlined above. However, there will inevitably be times when it may be necessary to impose disciplinary procedures. If a child displays inappropriate behavior, the following steps will be taken:

1. The appropriate teacher will take corrective procedures. The teacher will discuss with the student an acceptable strategy to remedy the situation.
2. Senior staff becomes involved, if necessary.
3. If the problem continues after this, the parents will be contacted and a conference scheduled to develop a strategy involving home and school for behavior change. Review and evaluation dates will be scheduled with the parents.
4. In the instance of an exceptional discipline problem, the child will be sent home while an inquiry takes place. Parents will then be invited to attend a conference with the principal, vice-principal, and lead teacher to discuss the outcome of the inquiry. The child must stay at home until this process is completed.

DRESS CODE

- KIS students are expected to be neatly attired in clean clothes when attending school. Footwear should be either sandals or running shoes.
- On field trips it is mandatory that all students wear KIS t-shirts for safety.
- **P.E. Uniform** - All students must bring their P.E. kit and a towel to school on the required days (parents are asked to check their child's timetable). The P.E. kit includes a gym t-shirt, sports shorts, and sports/running shoes that fully cover and support the foot. Students not suitably attired will not be allowed to participate.
- **Jewelry** - The school advises that students do not wear valuable jewelry to school. A pair of earring studs and only a watch is allowed. If loss occurs, it is at the parent's own risk and the school cannot be held responsible. It is not advisable that girls wear loops or dangling earrings, which can catch during games.
- **Hair** - Should be kept neat and tidy at all times. If long, it should be tied back. Students are advised not to color their hair and only clear hair gel is allowed.
- **Nails** - Should be kept clean and short, as the students play many contact sports, as well as playing the piano. Only clear nail varnish is permitted.

PASTORAL SUPPORT

If you feel worried about something or if you wish to talk about how you are feeling or have a personal problem, there are many people available to listen, including your Homeroom Teachers/Subject Teachers.

Remember your own friends may be able to help, or just an older boy or girl with whom you can talk in a relaxed way. Your Homeroom Teachers/Subject Teachers are always ready to help, as is any other member of staff you feel comfortable with.

There may be times when you do not feel able to talk with a member of staff, and this is perfectly normal. Other people you might communicate with include your parents and the school psychologist.

(KIS- AUG 10)

EQUAL OPPORTUNITIES

All students have access to a broad, balanced and relevant education irrespective of their age, gender, race, background or disability. All have the opportunity to reach their full potential. The active pursuit of these aims is evident in all activities and relationships involving staff and students. The curriculum takes into account the diversity of our society. Teaching styles encourage all students to participate in the classroom, and discourage the domination of lessons by any particular group. Students are encouraged to challenge assumptions widespread in society about societal roles, prejudiced attitudes, and stereotyping. Any element of racism, whatever form it may take, will be swiftly and firmly dealt with. Students who persist in racist behavior must expect a formal warning from the Principal, and may be asked to leave the school.

(KIS-AUG 10)

BULLYING

Bullying is the willful, conscious desire to hurt, threaten or frighten someone. It can take the form of physical assault, verbal abuse (including e-bullying such as the sending of hurtful notes, e-mails or text messages), abuse of property, or the deliberate isolation or exclusion of an individual. It is unacceptable and will not be tolerated. It is the responsibility of all members of the community to take action if they see it happening. To remain silent is to condone the action of the bully.

Older students are encouraged to keep an eye on isolated younger students, offer support to them and inform staff of their concern. Experience suggests that the role of older students is an important element in the well being of schools, not least in advising staff of the times and locations in school premises and grounds where bullying is likely to occur.

Should you be bullied, you are strongly encouraged to seek advice and help; the worst thing to do is not to tell anyone. Should you become aware that another student is being bullied, you have a clear responsibility and duty to seek advice and help. Bullying does not go away if you do nothing about it.

Unacceptable behavior will be reported immediately to the Teacher/Vice Principal/Principal and parents of the victim and the offender. If there is physical injury, the incident will be reported to the Principal. The Principal will consult with the Teacher/Parent and they will jointly agree on what action to take. Advice, support and counseling will be offered to all parties involved, and, if necessary, to their parents. While recognizing that both victim and bully need help, KIS does not subscribe to the “no blame” approach.

Those guilty of bullying are not assumed to be irrecoverably bad. They will be encouraged to view their anti-social behavior objectively, and, given a change of heart on their part, the possibility of their restoration as valued members of the community will never be in doubt. (KIS- AUG 10)

LIBRARY

KIS has a growing library, which plays a central role in the school-learning program, providing a good range of reading material for students. There are both reading and reference books used for class time and for recreational reading. Children are encouraged to borrow books each week to give them practice in reading books they enjoy and foster a lifelong love of reading. Parents are asked to help read library books to their children and remind them to treat books with respect.

Parents are welcome to check out books from the library. The Librarian will be happy to go over the “Library Book Rules” with you. We are always happy to receive donations of suitable books for the library.

HOMEWORK

Homework forms an important part of a student's education since it reinforces the work covered during lessons. For students at KIS, homework is an expectation, although the amount and nature of the homework will vary according to the age and grade of the student. The school provides homework diaries (Student Record Book) for students from Reception through Grade 7 to assist with the organization of assignments. Homework assignments and due dates are recorded each day and should be checked and initialed by parents/guardians. The Student Record Book can be a useful vehicle for the direct communication between home and school and should be checked daily.

It is recommended that parents/guardians remain aware of their children's student record book to keep updated on homework, course work and project commitments. Helping ensure that adequate time is set aside and that there is a quiet place for each child to work will be of particular assistance in establishing good study habits.

Children have a Student Record Book that has a "Homework Area." Homework assignments are written by the teacher on the "Homework Board." Students must copy their assignments and the teacher will initial it in the appropriate column. Parents must initial the correct column when the homework is completed.

How long should it take? Besides time for reading, rough guidelines are:

- Kindergarten – 2nd Grade: 20 minutes per day.
- 3rd Grade – 7th Grade: 50-60 minutes per day.

What form can assignments take?

- Handwriting practice
- Inquiry tasks
- Reading (silent/oral)
- Review (spelling, number facts, test material, etc.)
- Skill games
- Creative writing
- Oral assignments
- Continuation of classroom activities
- Foreign language practice
- Projects

How is homework evaluated? Students or teachers check/review homework and credit is given for completion.

Please consult your child's teacher if your child needs more time for completion of homework on a continual basis.

FIELD TRIPS

Field trips are part of the school program. These are day trips for the students. The fieldtrips are mandatory and should be attended unless a valid reason can be given. Many activities - Language Arts, Geography and Science projects are based around these trips. Above all these trips teach our students independence, social behavior,

expectations, and pride in representing our school. Parents will always be informed when their child is attending any trip or function off school grounds. A notice will be sent home advising of the date, place, return time, and reason for the trip. Parents should be given at least a 2 weeks-notice for any field trip.

Current education philosophy recognizes the desirability of using the total community environment as a learning laboratory. To this end, teachers may schedule field trips for their classes.

These trips, always arranged for their educational value, enable students to see people at work and serve to broaden the students' total educational experiences. Every effort will be made to assure both the appropriateness of any trip away from school and the reasonableness of any cost involved in the trip. For this reason, all field trips must have the approval of the principal.

Before a student can go on a field trip, a signed permission form from the parent must be on file in the office. Verbal permission is not accepted. A field trip is defined as any planned activity that necessitates the students leaving the school grounds during the instructional hours from 8:30 a.m.-3:00 p.m. To ensure the safety of students, they must leave and return to campus with their teacher on the school bus. Parents will be asked to serve as volunteer chaperones on these trips. Parents will be informed of any activity where their child will leave school grounds. A notice will be sent home at least 2 weeks prior to the planned trip.

AFTER SCHOOL ARRANGMENTS

If your child is to go home with a classmate after school, BOTH THE HOSTING AND VISITING STUDENT SHOULD BRING NOTES FROM THEIR PARENTS INDICATING THE PLANNED VISIT AND TRANSPORTATION PLANS.

No student will be permitted to ride home after school with anyone other than his/her parent/assigned drivers or school bus unless the child brings a note from his/her parent requesting such. Students are not allowed to leave the school campus during the school day without an appropriate adult.

AFTER SCHOOL PROGRAM

The After School Program operates from the end of the regular school day until 4:15 p.m. Monday-Friday. Children enrolled in KIS will be given first priority to sign up for classes: children from the community will also be welcome. If school closes early due to inclement weather the After School Program will close.

Fees for late pickup will be 500.00 Tenge per child for every 15 minutes a child remains after 4:30 p.m. For additional information, please contact the office at +7 727 225-0030.

WATER FOR DRINKING

Students are expected to bring water bottles with them to school each day. Bottled water is available in each class and the cafeteria for children to drink. Children may refill their water bottles as needed. For hygiene purposes, please label your child's water bottle and remind them that they should not share their bottles with their friends. Cups will be available only if your child forgets his or her water bottle.

INCLEMENT WEATHER

Now is the time to plan with your child what to do in case of rain at dismissal time or early dismissal because of snow or ice.

Some children become very concerned if their usual patterns are disrupted; this is particularly true for some of our younger children and children who stay after hours in the After School Program. **(If we experience inclement weather the After School Program will close at the same time as the school.)** If school needs to be closed early for any reason, you will be called and informed. Please make sure we have your correct current information and an emergency contact number.

LOST AND FOUND

The Lost and Found is located in the lobby. Parents and students are encouraged to check there in the event that items are lost. Please check it periodically, as it will be donated to non-profits at the end of each term. Please label all personal items with the student's name

LICE

From time to time, a case of head lice will occur.

1. In the event you know or think your child has lice, please notify the office. We do whatever possible not to cause any embarrassment or to single out any student who may have lice.
2. If any lice are detected or if a suspicious situation is found, the parent is notified. In cases where 2 or more students are found to have lice in the same classroom, a note will be sent to parents of all children in that class.
3. If that child has a brother or sister, the head of the brother or sister is checked in private. If lice are found on the child, then the whole class is checked.

BUS DISCIPLINE

While there are adults on the bus, they may get on or off before or after all children depending on the route.

The policy of KIS on school bus discipline is as follows:

1. Students misbehaving on a bus will be reported by the driver to the principal. A letter will immediately notify the parent that this report was received. A conference will be scheduled with the student and the principal.
2. This letter will also advise the parent that should the principal, in the course of the school year, receive a second complaint, the student will be denied the privilege of riding the bus for a period. Parents are responsible for providing transportation during this period.
3. Any additional reports of misconduct will be handled in a similar manner. The period of removal from the bus will be increased with each report.
4. An offense will be any act that would distract the attention of the driver and/or jeopardize the safety of the students or vandalize school property.

CAFETERIA

The PTA has contracted the services of The Flying Chef who will provide a varied menu each day for snacks and lunches. Please contact Mr. Juha Mikkonen (Chef) at +7 702 188 8852 for menus and prices.

We are encouraging healthy lifestyles. Many children bring nutritional lunches from home. A full lunch does not include dessert. Sweets, chocolate bars, crisps, or any other sugary or junk food items will be confiscated and returned to the child at the end of the day. Due to dietary restrictions and food allergies, students who bring a lunch from home may not share their lunch. Soft drinks/sodas are not permitted at any time.

SNACK TIME

Your child's class will set aside time during the day for a snack break (10:30 a.m.). Snacks brought from home and should be of nutritional value. Fruits, vegetables, cheese, and crackers, etc. are encouraged. Sweets and chips are not allowed at snack time. (Soft drinks/sodas are not permitted at any time.)

TRANSFERS

Except for emergencies, a student transferring from Kazakhstan International School should notify the teacher and office at least one month prior to the last day of his/her attendance. All textbooks and library books must be returned, along with

all fees and lunch charges must be paid in full, before any reports or letters will be released to the parent or new school.

SCHOOL LEARNING EXPERIENCES

KIS policy states that all activities that take place within the school during a school day should be based on a learning experience for the children and cannot be approved if they are purely for entertainment or for birthday recognition. **Please ask your child's teacher for permission to bring refreshments on your child's birthday. Additionally, seek permission to serve "home-baked goods" to the class.**

SCOOTERS and IN-LINE ROLLERSKATES

Scooters, skateboards, toys are permitted at break and lunch times, however, it is at your own risk. Proper safety equipment must be worn; helmets, elbow, wrist, and kneepads are required at all times. The school will NOT be responsible for any lost, damaged, or stolen items.

ELECTRONIC ITEMS and CASH at SCHOOL

Unless absolutely necessary, please do not send mobile phones to school. If necessary, they must be turned off during school hours. Personal electronic equipment, such as iPods, laptops, MP3 players, etc. are discouraged, as the school cannot be responsible for any theft, damage or lost items. It is unnecessary for children to carry a large amount of cash with them to school.

LOCKERS

Each student is assigned a locker. Padlocks are not to be used. The locker is provided for the safeguarding of personal property and such school property as the student has been issued. Each student shall be responsible for the locker assigned and its condition. Doubling or sharing of lockers will not be permitted. If at any time the lock does not function properly or other problems arise, the facts should be reported to the office at once. The school cannot be held responsible for lost or stolen items. The school reserves the right to open the locker assigned to a student, with or without the student's knowledge, for inspection, with or without reasonable suspicion, that the student has in the locker an illegal, harmful, or prohibited substance or an object which could be considered to be used as a weapon. No open food or drink containers should be stored in student locker.

Kazakhstan International School

Computer Usage Code of Conduct

Kazakhstan International School is pleased to extend use of its computing and electronic mail facilities to you in support of your pursuit of your educational goals. Computer accounts are provided to students, faculty, and staff at Kazakhstan International School as a privilege. Your access to School computing facilities and networks is granted subject to local, state and federal laws; School Policy; and KIS Learning Network acceptable use policies. It is therefore imperative that all users conduct themselves in a responsible, decent, ethical, and polite manner while utilizing the School's network. If the following basic rules of computer usage are violated, disciplinary actions may be invoked that may result in the suspension or revocation of computer accounts:

- Computer accounts are provided for exclusive use by an individual or a group of individuals specified by Kazakhstan International School. Providing other individuals or groups with access to your account is not allowed. Protect your password and do not share it with anyone else.
- The use of other accounts, files, or programs that are not explicitly provided by the School for your use is not allowed.
- Kazakhstan International School strictly adheres to current copyright laws. Copying software for which you are not the registered owner, or providing copies of copyright-protected software for use by others, is not allowed.
- Attempts to gain unauthorized access to any account not specifically provided for your use is not allowed.
- Attempting to gain unauthorized access to any computing system, including systems not operated by Kazakhstan International School, is forbidden and will result in the revocation of all accounts provided for your use by Kazakhstan International School.
- Attempts to circumvent restrictions placed upon the School's computing systems or your account are forbidden
- Computer facilities provided for your use by Kazakhstan International School may not be used by you for commercial purposes, personal or financial gain, or partisan political purposes.

- Non-school related uses of computer services which result in a negative impact on School related uses are not allowed. This includes, but is not limited to, activities that may damage or disrupt hardware, software, communications; virus creation and propagation; and purposeful wasting or overloading of system resources.
- The use of Kazakhstan International School's computing and networking systems to transmit or make accessible offensive, annoying or harassing material or messages is prohibited.
- Use of Kazakhstan International School's computer services for illegal purposes is expressly forbidden.
- Kazakhstan International School reserves the right to inspect any information or data residing on any of its systems whenever it is deemed necessary.

Kazakhstan International School

Student Network Acceptable Use Policy

Student Network Acceptable Use Policy

This document contains the Acceptable Use Policy for your use of the KIS network system.

A. EDUCATIONAL PURPOSE

1. The KIS network system has been established for educational purposes: classroom activities, career development, and limited high-quality self-discovery activities.
2. The KIS network system has not been established as a public access service or a public forum. The Kazakhstan International School (Almaty) has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in this document and the law, in your use of the KIS network system.
3. You may not use the KIS network system for commercial purposes. You may not offer, provide, or purchase products or services through the KIS network system.
4. You may not use the KIS network system for political lobbying.

B. STUDENT INTERNET ACCESS

1. All students will have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
2. Grade 4 - 6 students will have access through the wireless network from their own laptops.
3. Each student, along with a respective parent/guardian, must sign an Network Account Agreement to be granted an individual account on the KIS network system. The Network Account Agreement must be renewed on an annual basis. A parent/guardian may withdraw their approval at any time.

4. If approved by your Principal, you may create a personal Web page on the KIS network system. All material placed on your Web page must be pre-approved in a manner specified by the school. Material placed on your Web page must relate to your school and career preparation activities.

C. UNACCEPTABLE USES

The following uses of the KIS network system are considered unacceptable:

1. Personal Safety

- a) You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone, school address, work address, etc.
- b) You will not agree to meet with someone you have met online without your parent's approval. Your parent should accompany you to this meeting.
- c) You will promptly disclose to your teacher or other school employee any message you receive that is inappropriate or makes you feel uncomfortable.

2. Illegal Activities

- a) You will not attempt to gain unauthorized access to the KIS network system or to any other computer system through the KIS network system or go beyond your authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing" and will result in disciplinary action.
- b) You will not make deliberate attempts to disrupt or harm the computer system and its hardware or destroy data by spreading computer viruses or by any other means. These actions are considered illegal and will result in disciplinary action. Grade 4 - 6 students with their own laptops are required to have a current anti-virus program running at all times while connected to the KIS network.
- c) You will not use the KIS network system to engage in any other illegal act as discussed in, but not limited to, the Internet Code of Practice. KIS will cooperate fully with the local authorities if a breach of a law is suspected. Grade 4 - 6 students can expect their laptops to be periodically inspected for possession of unlicensed or pirated software. Possession of this material is a breach of law.
- d) You will not use the KIS network system to download any versions of software or load into the KIS network system any versions of software

before gaining approval from the Information Technology Committee and IT SUPPORT.

3. System Security

- a) You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.
- b) You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.
- c) You will avoid the inadvertent spread of computer viruses by following KIS's virus protection procedures.

4. Inappropriate Language

- a) Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- b) You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- c) You will not post information that could cause damage or a danger of disruption.
- d) You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- e) You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- f) You will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Respect for Privacy

- a) You will not repost a message that was sent to you privately without permission of the person who sent you the message.
- b) You will not post private information about another person.

6. Respecting Resource Limits

- a) You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities. The hour limit on self-discovery activities is set by the Information Technology Committee.

- b) You will not download large files (mpeg, mp3...) unless absolutely required by a teacher to do so for course material. If necessary, you will download the file at a time when the system is not being heavily used and immediately remove the file from the system computer to your personal computer.
- c) You will maintain your personal server storage limits in your home directory below the maximum allowable limit (currently 200Mb).
- d) You will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- e) You will subscribe only to high quality discussion group mail-lists that are relevant to your education or career development.

7. Plagiarism and Copyright Infringement

- a) You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.
- a) You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by a copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you have questions, ask a teacher.

8. Inappropriate Access to Material

- a) You will not use The KIS network system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). A special exception may be made for hate literature if the purpose of your access is to conduct research and both your teacher and parent have approved.
- b) If you mistakenly access inappropriate information, you should immediately tell your teacher or Principal. This will protect you against a claim that you have intentionally violated this Policy.
- c) Your parents should instruct you if there is additional material that they think it would be inappropriate for you to access. The school fully expects that you will follow your parent's instructions in this matter.

D. YOUR RIGHTS

1. Search and Seizure

- a) You should expect only limited privacy in the contents of your personal files on the KIS network system. The situation is similar to the rights you have in the privacy of your locker.
- b) Routine maintenance and monitoring of the KIS network system may lead to discovery that you have violated this Policy or the law.
- c) An individual search will be conducted if there is reasonable suspicion that you have violated this Policy or the law. The investigation will be reasonable and related to the suspected violation.
- d) Your parents have the right at any time to request to see the contents of your files.

2. Due Process

- a) The school will cooperate fully with local officials in any investigation related to any illegal activities conducted through the KIS network system.
- b) In the event there is a claim that you have violated this Policy in your use of the KIS network system, you will be provided with a written notice of the suspected violation and an opportunity to present an explanation before an administrator.
- c) If you are found to have violated this Policy, the consequences will be, but not limited to, restrictions being placed on your use of your Internet account. Disciplinary action within the school will be at the discretion of the Principal.

E. LIMITATION OF LIABILITY

The Kazakhstan International School (Almaty) makes no guarantee that the functions or the services provided by or through the KIS system will be error-free or without defect. The Kazakhstan International School (Almaty) will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The Kazakhstan International School (Almaty) is not responsible for the accuracy or quality of the information obtained through or stored on the system. The Kazakhstan International School (Almaty) will not be responsible for financial obligations arising through the unauthorized use of the system.

F. PERSONAL RESPONSIBILITY

When you are using the KIS network system, it may feel like you can more easily break a rule and not get caught. This is not really true because whenever you do something on a network you leave little "electronic footprints," so the odds of getting caught are really about the same as they are in the real world. But the fact that you can do something or think you can do something without being caught does not make it right to do so. Even if you don't get caught, there is always one person who will know whether you have done something wrong -- and that person is you. Your use of the Internet can be a mirror that will show you what kind of a person you are.

SCIENCE LABORATORY - SAFETY RULES

1. **Do not** *enter the lab without permission*

2. **Do not** *eat or drink in the lab*

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3. **Do**      *follow all Teacher's instructions, if unsure ask*

4. **Do**      *use all appropriate safety equipment*

5. **Do**      *report all accidents and spillages*

6. **Do**      *keep walkways clear, make sure lab users  
                  can freely move around*

7. **Do**      *take proper care when doing any work, use  
                  safe lab practices*

8. **Do**      *behave sensibly*

9. **Do**      *tie back long hair*

10. **Do**      *keep your workplace clear and tidy*

# **ALARM DRILLS**

## **Fire alarm Drill**

Students should move quickly to their designated assembly areas for a formal roll-call.

## **Earthquake Drill**

1. Order pupils to DROP AND TAKE COVER.
2. Get under a desk, table or other sturdy furniture with your back to the windows.
3. If you are not near any furniture, sit in a corner or against an inside wall with your back to any windows.
4. Drop to your knees and make your body as small as possible. Hold your hands behind your neck, close your eyes and cover your ears with your forearms.
5. If your folder, notebook or blazer is close, then hold this over your head for extra protection.
6. Stay away from windows, bookcases, or other heavy objects.
7. Maintain this position until the shaking stops.
8. After the shaking stops, check for injuries and give first aid.
9. Stay with your teacher and EVACUATE the building in silence. DO NOT RUN.
10. DO NOT return to building.
11. Keep a safe distance from any power lines that have fallen down.
12. Assemble in the junior school grass area.
13. Find your year group written on the wall and line up in your form group in silence. Line up alphabetically.
14. Stay alert for aftershocks.
15. The Principal will issue further instructions.

If you are outside then the following also applies.

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1. DROP AND TAKE COVER in an open space.
2. Maintain position until shaking stops.
3. Move away from the building, retaining walls, trees, overhead wires, and poles.
4. DO NOT enter building.

# Homework Assignments

















































































































# Messages to Parents / Messages to Teachers

























































































































