



Yogyakarta Independent School

YIS Handbook

For Students, Parents and Teachers

2016 – 2017

Table of Contents

Preface		After School Activities	13
		Medicine	13
		School Functions & Performances	13
		Lost and Found	13
		Lost or Damaged School Property	13
		School Telephones	13
		Mobile Phones and Electrical Toys	14
		Invitations and Parties	14
		Visitors to the School	14
General Information	1	School Calendar and Events	15
Mission Statement	1	School Calendar 2016-2017	16
Philosophy of Education	1	Student Admission and Withdrawal Procedures	17
YIS Then and Now	1	Enrollment Procedures	17
School Facilities and Map	2	Children with Special Needs	17
School Accreditation	2	English as a Second Language	17
		Withdrawal	17
Academic Programs and Grade Levels	3	Tuition Fee Payment	18
Ages for different grade levels	4	Determining Tuition Fees	18
Class Teacher's Introductory Letter	4	Security	20
Contact Books	4	Telephone Tree	20
Reporting to Parents	4	Tobacco and Other Drugs	20
Homework	5	Board and Committees	21
Standardized Testing	5	Emergency Procedures	22
Parent-Teacher Communication	6	Earthquake	22
School Discipline Policies	7	Fire	22
What is Expected of our Students?	7	Volcanic eruption	22
		Political Unrest	22
Attendance and Absences	9	National Emergency	22
New Students Visit	9	YISPA	23
Early Dismissals	9	Conclusion	23
Medical Absences	9		
Anticipated Absences	9		
Late Arrivals	9		
Temporary Withdrawals	10		
Mid-Term Entry/Exit	10		
Day to Day Information			
School Hours	11		
Daily Schedule	11		
Assembly	12		
School Dress Code Uniforms	12		
Student Lunches	12		
Snacks	13		
What to Students need to Bring to School?	12		

Yogyakarta, August 2016

Welcome to the Yogyakarta Independent School (YIS). The Parent and Student Handbook present information about the YIS mission and goals, curriculum and resources, policies and enrollment procedures. This is intended to be an easy-to-read handbook for YIS parents.

We hope that your children will be happy with us and that you will work in partnership with us to ensure their well being and that of the whole school community.

The school's web page (www.yis-edu.org) will serve as a further source of information. If the need arises, we will contact you by phone or email to communicate information quickly. Parents are requested to ensure that our records of your phone numbers and email accounts are up-to-date.

I wish all in the YIS community a great school year 2016-2017.

Orin Stephney,
YIS – Principal

GENERAL INFORMATION

Mission Statement

The mission of YIS is to provide all students with a high quality education, in a safe, creative, and nurturing environment that develops a child's self-confidence, independence, and a sense of responsibility. Our curriculum is presented in English, but is intended to reflect, and be responsive to the international composition of the school.

Philosophy of Education

We believe that ...

- Everyone has dignity and worth, and that we should reinforce the self-esteem and mutual respect among all the students and staff.
- There should be tolerance and respect for every culture and that education should take advantage of the wealth of cultural experiences available in Indonesia.
- All students should have equal access to education regardless of their race, religion, or gender and that this education should be consistent with their individual capabilities and with their personal and social needs.
- Education should encourage personal excellence, independent thinking, and self-motivation and reinforce ethical values; honesty, fairness, and good behavior are necessary for a stable society.
- All students must learn that they have important responsibilities to the environment and to society.
- The teachers, students, and parents share responsibility for a student's education. When these components fit together education happens!
- A desire for life-long learning should be developed in every child by fostering a love of learning, a sense of curiosity, and a desire to explore and experiment.

YIS Then and Now

The Minister of Education, represented by the Indonesian Principal of Private Schools, officially opened Yogyakarta International School (YIS) on October 17, 1989.

YIS is a non-profit, independent, non-residential, non-sectarian school founded to provide an elementary and secondary school education for the children of expatriate and Indonesian families in the greater Yogyakarta area. At the start of the school year 2016-2017 in August 2016 about 140 students are enrolled. Teaching is conducted in the English language and is currently based on the IPC and Cambridge curriculum. Besides, the YIS will gradually move to A-Levels and International Baccalaureate (IB) for Senior High School level. The school operates as a *Yayasan* (not for profit social foundation), which is overseen by a school Board. YIS is a full member of the East Asia Regional Council of Overseas Schools (EARCOS).

Due attention is given to security: Cars and motorbikes do not have access to the grounds at all, and pedestrian access is closely monitored through a single guarded gate. Classrooms and play areas are both away from the roadside walls. Parents can feel secure leaving their children with us.

School Facilities and Map

The YIS campus is located in Yogyakarta at Jl. Cendrawasih No.1 near the junction of Jl. Magelang and the Northern Ringroad. Access to the school is through security gates. The car park is outside the school gates.

The school includes a central two-level classroom block of five classrooms, a language room, a library, a computer lab, an art studio, a music studio, a science laboratory, an administration department and a canteen.

There is a secure sports field and a basketball court adjacent to the parking area across the front gate. Teachers and security guards escort students to the sports field for lessons.

There is no public access to the classrooms during school times without prior arrangements.



ACADEMIC PROGRAMS AND GRADE LEVELS

YIS utilizes the International Primary Curriculum (IPC) for elementary school, the Cambridge (IGCSE) curriculum for junior high school, and intends to gradually introduce A-Levels and International Baccalaureate (IB) for senior high school level.

Students are evaluated using standard grade levels, and all classes are multi-graded. A certified expatriate teacher with the aid of the Principal determines students' academic levels. We strive to provide a large degree of individualization for all our students to better allow for learning styles.

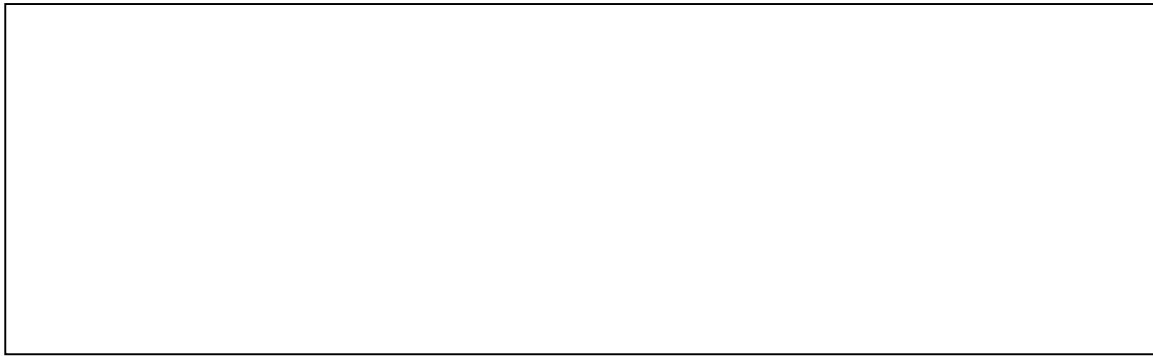
The grade level system at YIS is fully compatible with other International Schools. YIS reserves the right to place children in appropriate grade levels and will take into account differences in grade level definitions in other educational systems. YIS further reserves the right to amend or redefine a student's grade level should it be necessary for the academic success of the student.

Early Childhood: The Early Childhood Unit (ECU) includes pre-school and kindergarten. It provides an educational program that is developmentally appropriate for three and four year old children. It is play based in its implementation. The kindergarten program, designed for five year old children, covers the curriculum areas of Math, Language Arts, Science, IPC, Computer and Library Studies, Music, Art, PE and Bahasa Indonesia.

Elementary School includes grades 1 – 6. Curriculum areas include Math, English, Language Arts, Science, IPC, Computers and Technology, Art, Music, Library Studies, Physical Education, and Bahasa Indonesia. Field trips and extra-curricular activities supplement content areas.

Junior High School consists of grades 7 – 9. The program recognizes, accepts, and responds to the intellectual and social needs of the early adolescent. Junior High School lays the foundation for a college preparatory program in senior high school. Curricular areas are integrated as much as possible to provide a challenging and stimulating learning experience. The Cambridge curriculum has been introduced since 2011.

Senior High School consists of grades 10-12. The setting up of the program is in process, and will be gradually introduced over the next years. The A-Levels and International Baccalaureate (IB) aim at giving students access to higher education in universities worldwide. YIS is now a candidate IB school.



Class Teacher's Introductory Letter

Your child's teacher will send you a letter introducing him/herself at the beginning of the academic year. Particular routines and ways in which you might like to help your child will also be included.

Contact Books

Every child from Grade 1 onwards has a contact/homework book, which can be used to keep the school and parents in touch with one another. If you write an important message for a teacher, do remind your child to draw attention to it, when they arrive at school -- just in case of an oversight! Do, also check it regularly yourself.

Excursions and Visits

Excursions and visits are usually directly related to the curriculum, are planned well in advance and included in the fees. However, there may be odd occasions when a parent, for example might make a new suggestion for which we haven't budgeted. In this case we would discuss it with the Principal, and if the outing meets with approval, we would ask you to contribute.

Musicians, authors, poets and storytellers are invited to the school according to their availability (who is visiting Yogyakarta at the time). We are always open to suggestions for workshops, and if any parents have a story to tell, or a particular interest, we would love to hear from you.

Reporting to Parents

YIS will provide written reports of student progress at the end of the Second and the Fourth Term. Oral reporting via Parent -Teacher conferences will occur at the end of the First and the Third Term. Reports will communicate the progress of your child in all key learning and behavioral areas.

If, at any time, you wish to have an additional conference with your child's teacher(s) please contact the teacher to set up an appointment. Likewise teachers will contact parents for meetings if warranted.

Homework

Homework should be a positive and worthwhile activity that supports in-school learning.

We try to adhere to the following suggested guideline for the amount of homework for students at each grade level:

<u>Grade Level</u>	<u>Homework</u>	<u>Reading for pleasure</u>
Pre-school	None	None
Kindergarten	None	reading with family members
1 rd – 2 th grades	occasional	reading time dependent on child
3 rd – 4 th grades	up to 45 minutes	reading time dependent on child
5 th – 6 th grades	up to 60 minutes	reading time dependent on child
7 th – 9 th grades	up to 90 minutes	reading time dependent on child
10 th – 12 th grades	up to 90 minutes	reading time dependent on child

Standardized Testing

YIS students may be asked to complete Standardized Achievement Tests in order for the teachers to analyze their programs and improve the curriculum. They will not be used to help determine a student's grades.

PARENT-TEACHER COMMUNICATION

Good communication is an important tool in developing an effective, cooperative teacher-parent-student team. Your child's teacher will strive to communicate with you on a regular basis. You are invited and encouraged to contact a teacher when you are concerned about your child's progress. You may make an appointment through the school's front desk.

Please do not call a teacher's cell phone during school hours (they are unlikely to answer anyway). Obviously, emergency situations are the exception. Parents are welcome to visit with a teacher before and after school. However, getting the school day started or providing assistance to a student is always a teacher's priority.

Please be aware that parent-teacher confidentiality is of prime importance at YIS. Any classroom-related complaints and grievances should be first discussed with the appropriate teacher. If you cannot reach a consensus, the Principal will become involved. If your concern relates to school policy issues, you should directly contact the Principal. If, after talking to both the teacher and/or Principal you have not yet satisfied, you may refer your concern to the Board.

SCHOOL DISCIPLINE POLICIES

Rules at Yogyakarta Independent School are few and are for the benefit of all. Children are taught that courtesy costs nothing and is simply a consideration for the feelings and needs of others.

We do ask that children:

- *Always say "Please" and "Thank you"*
- *"Good morning" and "Good afternoon" or*
- *"Hello" and "Good bye" as appropriate*
- *When they take leave of their teacher at the end of the day they should say "Good bye and thank you".*

We also ask that they:

- *Look at the person to whom they are speaking*
- *Apologize when they are late or have made a mistake*
- *Say "Excuse me" if they need to pass someone, but preferably allow the other person to pass first*
- *Listen to the opinions of others*
- *Behave appropriately at lunch time*
- *Stand when visitors enter the classroom*
- *Always put the needs of others before their own, if a choice has to be made.*

We believe that acquiring social skills is a vital part of education and will stand your children in good stead for the rest of their lives.

Ultimately they learn by example and we hope that we are asking them to behave in ways in which we behave ourselves. Please support us.

What is Expected of our Students?

All students are expected to be cordial and sociable. Our student body has pride in the fact that not only is there a high level of positive social interaction between class members, but also between different grade levels. We hope that YIS students will demonstrate this behavior at all times.

Actions such as inappropriate language, bullying, name-calling, rudeness, and disrespect carry with them disciplinary consequences. Bullying includes any form of unwelcome teasing, requiring others to perform unpleasant tasks or special favors for classmates or any other stand-over behavior.

If discipline by the classroom teacher fails to bring an improvement in the student's behavior, or if a single incident is serious enough, a student may be referred to the Principal for disciplinary action.

Repetitive disciplinary infractions will certainly lead to more serious consequences. This may include suspension from classes, placement on probationary conduct status and, in the most serious cases, a recommendation for expulsion.

ATTENDANCE & ABSENCES

Good attendance is the first requirement for academic success. Parents should ensure that their child is in school unless absence is absolutely necessary. This includes coming to school on time and remaining the entire day (note the 'Medical absences' section below).

New Students Visit

If your child joins us at the beginning of the academic year your family will be invited, prior to the start of the term, to come in to meet us and get accustomed to the layout of the building. The latter may seem overwhelming to begin with but, don't worry, your children will be experts by the end of their first day.

Early Dismissals

Students may not leave school during the academic day without parent permission. A note signed by the parent must be cleared through the school office. This should be done before 08:00 AM, if possible. In order to take a son or daughter out of school during the school day the parent must present themselves at the school office.

Medical Absences

Students with communicable conditions such as chicken pox, measles, mumps, gastro diseases, head lice, conjunctivitis, impetigo etc. will be sent home and must remain home until the condition has been treated and is no longer contagious.

Parents are requested to remember their sick child may infect other students at school. If he/she is sick, please keep them at home. Please notify the office if your child is unable to come to school due to illness.

Anticipated Absences

Your child's teacher and the Principal should be notified in advance of an extended absence from school. This will allow the teacher to plan a course of study for your child if necessary. Teachers will not send work for extended holidays. Your child can write a diary, take photos etc.

Late Arrivals

School begins at 08:00 AM. Therefore, all students are to be in their classes, seated, and ready to work promptly at that time. Late arrivals will be recorded and commented on in their report.

Temporary Withdrawals

YIS recognizes that circumstances may arise which force students to temporarily withdraw from school. Students may apply for a temporary leave of absence, thus reserving space in the school for their eventual return. Requests for withdrawals must be submitted in written form to the Principal in advance of the departure.

Mid-Term Entry / Exit

Parents should advise the school in writing, and with sufficient advance notice, their intent to withdraw their child from school. Exit reports and transcripts will be denied to those who fail to follow exit/withdrawal procedures, which include taking care of all pending accounts at the school's business office. (Please see STUDENT ADMISSION & WITHDRAWAL PROCEDURES.)

DAY-TO-DAY INFORMATION

School Hours

The regular school day is from **08:00 – 16:25**. On normal days, teachers and staff are on the YIS campus from 07:30 until 17:00. However, note that there is no supervision before 07:30 in the morning, so we ask that you please do not drop your children at school before this time. The school office is closed on official holidays and on weekends.

Daily Schedule

8:00 - 8:10	Classes Begin
8:10 - 9:00	Period 1
9:05 - 9:55	Period 2
9:55 - 10:15	Snack Time
10:15 - 11:05	Period 3
11:10 - 12:00	Period 4
12:00 - 12:45	Lunch Time
12:45 - 13:35	Period 5
13:40 - 14:30	Period 6
14:30 - 14:40	Break Time
14:40 - 15:30	Period 7
15:35 - 16:25	Period 8
16:25 - 17:30	After School Activities (Junior and Senior High School)

Assembly

The School assembly takes place on Mondays at 8.30 am led by the Principal and attended by all staff members and students. During the assembly we announce:

- Awards and class presentations
- Information about the past and following weeks
- Anything important pertaining to the Yogyakarta Independent School

There will be some class assemblies during each term, to which you will be invited, especially if your child's class is involved.

School Dress Code and Uniforms

YIS has a dress code and expects all students to adhere to it at all times: YIS shirt and khaki pants, shorts, or knee length khaki skirts. PE uniforms are required for Physical Education classes. (All uniforms and material may be purchased in the school office at cost.) A hat or cap should be worn for any outside activities, including lunch and recess break. Inappropriate jewelry (hoop earrings, etc.) and non-supportive footwear (flip-flops etc.) are dangerous during PE and other active times and are not allowed. Covered shoes are a safety requirement also during heating or chemical experiments in the science lab. Indoor shoes e.g. light slippers can be left at school. This helps our cleaners especially in the wet season.

Student Lunches

Students may bring their lunch from home or make arrangements with the school to have a lunch provided at a modest cost. All students are well supervised during lunch.

Snacks

Please provide your child with healthy snacks to bring to school. No candy, chewing gum, or soda pop is allowed. You may also want them to have something to eat at the end of the day, if they are staying for an activity. This year we have a child with a peanut allergy, can you please take care, when supplying food for parties.

What do Students need to Bring to School

- *A cap*
- *A snack and lunch*
- *PE uniform (on appropriate day)*
- *Favorite pens, pencils and other school supplies as necessary*
- *Change of clothes (pre-school)*
- *Change of shoes (whole school)*

After-School Activities

After-school, or extra-curricular activities, are offered to our students four days per week, Monday through Thursday. A list of extra-curricular activities will be available at the beginning of the term. We are always keen to hear of new ideas for activities children may wish to undertake. These are now incorporated into the School Curriculum.

Medicine

If your child requires medicine to be administered during school hours, it should be left in the school office and your child's teacher advised accordingly. Children may not have medicine in their possession.

School Functions and Performances

The children have many opportunities to participate in performances, festivals, historical reenactment days and other activities.

Please do support school functions as your presence means much to your child regardless of their own contribution.

Lost and Found

Lost and found items can be retrieved in the office. Books, supplies, and personal items that are found around the campus will be turned in to the office. All students' personal belongings should be labeled for identification purposes, and items that are not claimed by the end of the semester will be donated to charities. Please be reminded that teachers and security staff will always do their best to locate missing articles, however: *YIS does not accept responsibility for lost or stolen items. Students are encouraged not to bring excessive amounts of money or valuable items to school.*

Lost or Damaged School Property

The school provides students with books and other materials that are the property of the institution. It is the responsibility of the student to return all books and school property in good condition.

Students will be charged for lost or damaged materials. Payment for lost/damaged school property is required before a student can collect his/her report card. Books purchased locally will have a 15% surcharge. Books purchased from an international source will be charged according to a scale reflecting the actual (to date) value of the text, as well as shipping costs.

School Telephones

Students are only allowed to use school phones in case of an emergency.

Mobile Phones and Electrical Toys

Students are not allowed to use electronic toys or cell phones on school property. A phone may be included in your child's pack for emergency purposes only, but it must remain turned off. YIS will not be responsible for lost or damaged cell phones.

Invitations and Parties

Birthday party invitations may be distributed at school only under the following terms:

- Invitations are given to the teacher at least two (2) days in advance.
- Everyone in the class is invited, or all girls, or all boys in the class are invited.

If your child is only inviting a few friends, invitations **may not** be distributed at school. Please be sure that you follow this rule so that feelings are not hurt.

If your child is celebrating his/her birthday, some parents wish to provide a special treat or lunch for the class. Please make sure your child's classroom teacher is aware of the event in advance. Birthday parties should be held off campus.

Visitors to the School

Parking: The school car park is across the road from the front gate. No vehicles are to enter the school ground. No responsibility is taken by YIS for your car or its contents.

All visitors, including parents of YIS students, are required to register with security at the front gate before proceeding to the office. For reasons of security visitors will generally not enter a classroom, except when they have an appointment with a teacher or staff member. This way YIS can assure all parents that there are no unauthorized people in the school.

There is a waiting area at the front office.

SCHOOL CALENDAR AND EVENTS

The school calendar includes a minimum of 180 tuition days. The school year is made up of two semesters of two terms each. Parents can pick up a detailed school calendar from the office.

Semester 1	Term 1	22 August 2016 – 14 October 2016
	Term 2	24 October 2016 – 16 December 2016
Semester 2	Term 3	9 January 2017 – 7 April 2017
	Term 4	25 April 2017 – 22 June 2017

YOGYAKARTA INDEPENDENT SCHOOL - CALENDAR 2016/2017



JL. CENDRAWASIH NO 1,
SINDUADI, MLATI,
SLEMAN, YOGYAKARTA
TELEPHONE: +62(0)274625-965

Aug-16						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

17 Independence Day

Sep-16						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

12 IdulAdha
16 Mid-term Report

Oct-16						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2 Islamic New Year
14 Parent-Teacher Conferences

Nov-16						
M	T	W	T	F	S	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

18 Mid-term Report

Dec-16						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12 Birthday of Prophet Muhammad
14 Parent-Teacher Conferences
16 Last Day of Term II &
End of year Concert
25 Christmas Day

Jan-17						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Year's day
28 Chinese New Year

Feb-17						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

22 Mid-term Report
23-24 Music & Art Festival

Mar-17						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

27 Sports day
28 Hari Raya Nyepi

Apr-17						
M	T	W	T	F	S	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

7 Last day of Term III &
Parent-Teacher Conferences
14 Good Friday
24 Isra Miraj

May-17						
M	T	W	T	F	S	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1 Labor Day
11 Vesak Day
24 Mid-term Report
25 Ascension Day

Jun-17						
M	T	W	T	F	S	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Pancasila Day
20 Parent-Teacher Conferences
22 Last Day of Term IV &
Graduation
23-29 Idul Fitri

Jul-17						
M	T	W	T	F	S	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- First Day of School
- Last Day of School
- Fee Due Date
- Weekend
- National Holiday
- School Holiday
- School Event
- Teacher Development
- Teacher Preparation

STUDENT ADMISSION & WITHDRAWAL PROCEDURES

Enrollment Procedures

1. Meet the Principal and/or the class teacher.
2. Fill out the Enrollment Form available on our website or at the front office.
3. Present documents:
 - Student's and parents' passports including valid visa / KITAS
 - Child's current school documentation and health records.
4. Meet the Principal and child's teacher to discuss the school program and introduce your child.
5. Make arrangements to pay your school fees at the Accounting Department.
6. Sign waiver form for Field Trip Permissions and use of photographs in Parents and Students Handbook, on website and in brochures
7. Fill in the Emergency Care Form for health records.
8. Familiarize yourself with the Parent and Student Handbook.
9. Pay US \$250 per child to secure a place in school. This will be deducted from the payment of your school fees.

Children with Special Needs

YIS does not have the facilities to deal with children who have serious learning, emotional or physical disabilities. Parents of prospective students are advised that the school is only able to serve learning-disabled students who are able to function in a regular program with minimal support. YIS reserves the right to refuse admission to any student for whom an appropriate educational program and support services are not currently available.

English as a Second Language

Many of our students use English as a second language at school, and thus teachers use a variety of ESL teaching techniques to aid them. Even though we have a part time ESL teacher, we will admit children with little to no English language background if parents take responsibility for arranging teaching/tutoring in English outside the school. Our ESL students will be placed with our other students in the classroom and the teachers can support or suggest programs of instruction for the child.

Withdrawal

In order to withdraw your child from YIS please follow these steps:

1. Notify the office in writing at least 14 days in advance.
2. Make sure all fees and tuition are paid in full, and library books returned.
3. It is the parent's responsibility to pick up, transcript and final report card from YIS.

YIS TUITION FEES FOR SCHOOL YEAR 2016-2017

YIS - SCHOOL GRADES	ANNUAL*	PER TERM
EARLY YEARS (IPC / Cambridge)		
Pre-School (3-4 years, half-day)	USD 2'500	USD 645
Kindergarten A (4-5 years)	USD 3,800	USD 980
Kindergarten B (5-6 years)	USD 4'950	USD 1'270
PRIMARY SCHOOL (IPC / Cambridge)**		
Grade 1	USD 7'900	USD 2'040
Grade 2	USD 7'900	USD 2'040
Grade 3	USD 7'900	USD 2'040
Grade 4	USD 7'900	USD 2'040
Grade 5	USD 7'900	USD 2'040
Grade 6	USD 7'900	USD 2'040
JUNIOR HIGH SCHOOL (Cambridge / IB)**		
Grade 7	USD 8'500	USD 2'190
Grade 8	USD 8'500	USD 2'190
Grade 9	USD 8'500	USD 2'190
Grade 10	USD 8'500	USD 2'190
SENIOR HIGH SCHOOL (Cambridge / IB)**		
Grade 11	USD 9'050	USD 2'340
Grade 12	USD 9'050	USD 2,340

** not including fees for external exams

*incl. 3% discount

- **ALL-IN TUITION FEES.** The all-in Tuition Fees already include the YIS international curriculum, school buildings and sport facilities, use of schoolbooks and other resources. Not included are school uniforms, stationary and materials, external exam fees, special events, excursions and after-school clubs.
- **DISCOUNT FOR ANNUAL PAYMENT IN ADVANCE.** Parents who pay the full Annual Tuition Fees within 2 weeks after the start of the School Year enjoy a 3% discount compared to payments in 4 installments per Term. The discount is already reflected in the price list.
- **DISCOUNT FOR ENROLLMENT OF MORE CHILDREN.** If the same family enrolls more than 2 children in the YIS, a discount will apply of 10% for the 3rd child, 15% for the 4th child, 20% for the 5th child.

- **PAYMENT DUE DATES.** Tuition Fees are payable at the start of the YIS School Year. Parents may also choose to pay before the start of each Term. Due dates for payment per Term are indicated on the YIS School Calendar 2016-2017:

23 August 2016
25 October 2016
10 January 2017
26 April 2017

- **PAYMENT IN US DOLLARS.** Based on the new regulations of the National Bank of Indonesia (BNI) a bank transfer of US Dollars into the YIS US Dollar Bank Account can only be done, if the money is transferred from overseas. Payments can also be made in cash US Dollars at the YIS Financial Administration.

US DOLLAR PAYMENTS	
Bank Name	Bank BNI, UGM Yogyakarta
Bank Address	Bulaksumur, Yogyakarta - INDONESIA
Account Number	003 9229 855
Account Name	Yayasan Pendidikan Internasional Yogyakarta
YIS Address	Jl. Cendrawasih No.1, Sinduadi, Mlati, Sleman, Yogyakarta 55284, INDONESIA
Swift Code	BNIN IDJA

- **PAYMENT IN EURO.** Based on the new regulations of the National Bank of Indonesia (BNI) a bank transfer of Euros into the YIS Euro Bank Account can only be done, if the money is transferred from overseas. Payments can also be made in cash Euros at the YIS Financial Administration.

EURO PAYMENTS	
Bank Name	Bank BNI, UGM Yogyakarta
Bank Address	Bulaksumur, Yogyakarta - INDONESIA
Account Number	017 7490 810
Account Name	Yayasan Pendidikan Internasional Yogyakarta
YIS Address	Jl. Cendrawasih No.1, Sinduadi, Mlati, Sleman, Yogyakarta 55284, INDONESIA
Swift Code	BNIN IDJA

- **PAYMENT IN RUPIAH.** Invoices may also be paid in Rupiah at the middle exchange rate of the BNI of the day of payment either by bank transfer into the YIS Rupiah Bank Account, or as cash Rupiah at the YIS Financial Administration.

RUPIAH PAYMENTS	
Bank Name	Bank BNI, UGM Yogyakarta
Bank Address	Bulaksumur, Yogyakarta - INDONESIA
Account Number	003 9229 844
Account Name	Yayasan Pendidikan Internasional Yogyakarta
YIS Address	Jl. Cendrawasih No.1, Sinduadi, Mlati, Sleman, Yogyakarta 55284, INDONESIA
Swift Code	BNIN IDJA

- **LATE PAYMENTS OF TUITION FEES.** Tuition Fees must be paid on time and are not refundable, unless agreed otherwise at the time of payment. If late payments exceed 15 days after the payment due date an administrative fee of 250 US Dollar will be levied. If late payment exceeds 30 days, the YIS reserves the right to un-enroll the student and take legal action to recover the Tuition Fees, and to uphold the issuing of Report Cards or the forwarding of Student Records until the payment is settled.

SECURITY

1. YIS attempts to provide education to its students in a physically and psychologically safe and healthy environment.
2. Three uniformed guards are on duty throughout the school day. Their primary role is to assist in the safe passage of the children to and from the playgrounds, to assist in the student drop-off and pick-up areas, and to generally provide security for all students, parents, and staff.
3. A procedure has been developed to facilitate the arrival and departure of students in the parking lot east of the school building. The primary purpose of this procedure is to eliminate congestion directly in front of the school.
4. YIS will periodically conduct emergency evacuation procedures in preparation for the possible threat of a natural disaster and/or a situation that may endanger students.
5. A phone tree exists in order to notify all parents in the event that a school evacuation is necessary.
6. Security procedures are reviewed and, if necessary, modified every three months, or more often if circumstances warrant it.
7. A copy of the security procedures is available in the office.

Telephone Tree

Should an emergency occur and parents need to be notified, a telephone tree will be activated by the teaching staff when you have been notified please respond via sms immediately.

Tobacco and Other Drugs

YIS is a no smoking zone. Parents and other visitors are requested to not smoke on school grounds or in sight of the children. Also Drug and Alcohol Awareness Programs will be run with the students at appropriate times during their schooling.

BOARD AND COMMITTEES

The YIS is an independent non-governmental institute governed by a Supervisory Board (Pembina), managed by an Executive Board (Pengurus), and checked by a Controlling Board (Pengawas). For the daily operation of the school, the Board has appointed a Principal, who manages a team of professional teachers and support staff. The Board has set up several Committees comprising Parents, Teachers and external resource persons to provide support or advice.

EMERGENCY PROCEDURES

YIS is prepared for unexpected events such as fire, volcanic eruptions, earthquakes, and political unrest. Students and all staff will undertake fire and earthquake drills twice per year:

Earthquake

Students and staff will be notified to evacuate by an activated earthquake alarm. Students will be escorted to the designated area where the roll will be taken and they will stay until the condition of the school has been thoroughly evaluated. The Principal will check the school to see that no students or staffs have been left behind. The Principal will notify teachers if, or when it is safe to bring the students back into the school. Every attempt will be made to notify parents as soon as possible.

Fire

Students and staff will be notified to evacuate by long bursts from a whistle. Evacuation routes will be marked on maps on the back of each classroom door. Students will be escorted to the designated area where the roll will be taken and they will stay until the condition of the school has been thoroughly evaluated. The Principal will check the school to see that no students, or staff, have been left behind. The Principal will notify teachers if, or when it is safe to bring the students back into the school. Every attempt will be made to notify parents as soon as possible if necessary.

Volcanic Eruption

In the event that Mt. Merapi is in a state of high activity, the school will monitor a local radio station for updates. The Principal will be notified if there appears to be cause for concern. The Principal will consult with the Chairperson of the Board and together they will decide if parents should be notified. In the event of an extreme volcanic emergency, parents will be called and asked to collect their children. All children will be kept inside the school until parents, or an appointed driver can pick them up. If it is not possible for parents to collect a child immediately, YIS will care for the child until the parents arrive.

Political Unrest

Should there be a time when political activity is particularly high, and it appears that roads could become congested or dangerous, parents will be notified. Parents who are unable to reach the school can be assured that students will remain under the protection of the school until the crisis is ended. Should there be cause for particular alarm in the immediate school area, the gates, doors and windows of the school will be closed and locked for the security of the students inside.

National Emergency

Parents should follow recommendations issued by their national embassies. The school needs to be notified of intended departures and future contact information.

YISPA

Currently there are 18 nationalities represented in our school. The YISPA Committee is a great way to socialize with other parents and staff members. Besides organizing regular Coffee Mornings for the parents, the YISPA Committee supports the school in organizing special events and parties, or in assisting excursions outside the school. Any contribution either individually, or in small groups, will be much appreciated. Please contact the YISPA to find out more about upcoming events.

Conclusion

In conclusion, WELCOME to Yogyakarta Independent School. We hope that you will enjoy your time with us, and please don't hesitate to let us know, if you have any queries.