



Yogyakarta Independent School

YIS Handbook

for Parents and Students

2018 – 2019

Rev. 01 / 20082018

Jl. Cendrawasih No.1 Sinduadi, Mlati, Sleman, Yogyakarta 55284 INDONESIA
Phone: +62-274-625965, Fax: +62-274-625966, Email: info@yis-edu.org
www.yis-edu.org

20 August 2018
Yogyakarta

Dear Students and Parents,

Welcome to the Yogyakarta Independent School (YIS), which is Yogyakarta's flagship for international education. The YIS education program offers education from early years, primary, junior high, to senior high (PAUD, SD, SMP and SMA), based on an international curriculum delivered in English. The purpose of this updated YIS Handbook for Parents and Students is to serve as a practical guide for parents who have enrolled their children in the school, and for students who have joined the education program. This handbook also provides an introduction for new parents and students.

The YIS is Yogya's first and only authorized International Baccalaureate World School (IB). The YIS curriculum for junior and senior high school is based on the IB Middle Years Programme (IBMYP) and the IB Diploma Programme (IBDP). Early years and primary education are based on the IB Primary Years Programme (as a candidate school for the IBPYP). The school also prepares students with Indonesian nationality for national examinations (*Ujian Nasional*). Outside the regular YIS curriculum, the school offers extra-curricular activities, sports, excursions and exchanges with other schools.

The YIS Vision and Mission statement centers on developing learners who are actively engaged with the world around them. The aim of an IB education is to *develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world* (International Baccalaureate, 2018). Likewise, our culture of learning places students at the center of everything we do. This culture demands the use of effective teaching and learning practices, with a focus on global issues through significant content. The partnership between the IB and YIS is based on a shared philosophy and ethos.

Currently, about 120 students are enrolled in the school. Education is delivered by a team of approximately 35 university-trained international and national teachers. The present YIS campus grounds at Jalan Cendrawasih No.1 in Desa Sinduadi, provide a stimulating learning environment, including well-equipped classrooms, art and music studios, science and computer laboratories, canteen, outdoor basketball court, playing fields and gardens.

At YIS, we believe in partnering with parents to support the whole child in his or her development as a learner. This partnership between parents and teachers is critical to building a lasting foundation for present and future academic success. The YIS Parents Association (YISPA) serves as a committee of YIS parents who support events and activities of the school through the active engagement of parents and communication within the school community.

The spirit of the YIS community of students, teachers and parents is reflected in our mission statement, which emphasizes the need for *respecting cultural diversity, human values and professional integrity*, while at the same time highlighting the importance of *committing to life-long learning*. These principles remain our compass in all decisions and actions. I hope the coming academic year will prove to be enriching, inspiring, engaging and fun for the entire learning community.

Kimberly Kingry
YIS Principal

YIS PROFILE IN A NUTSHELL

History and Background

The Yogyakarta Independent School (YIS) is an activity of the Yogyakarta Foundation for International Education (YPIY) that was originally established in 1989 as a not-for-profit Foundation, and is managed by the YPIY Board conform the Law on Foundations of the Republic of Indonesia. The YIS is managed by a Principal, who is appointed by the YPIY Board as the Chief Executive of the school. The YIS is accredited as an Authorized International Baccalaureate (IB) World School, and is a full member of the East Asia Regional Council of Overseas Schools (EARCOS).

Vision and Mission Statement

Vision. The YIS aims to deliver world-class international education by a team of qualified international and national teachers, using English as the main language of instruction, and at affordable cost for the students. For that purpose, the YIS curriculum is based on the International Baccalaureate (IB) methods and standards, and YIS Teachers are trained to apply the IB concept in their lessons.

Mission. The YIS provides a stimulating environment for young people to become caring, curious and critical thinkers, who are relevant by making a difference in a rapidly changing world with due respect for intercultural diversity, human values and professional integrity, and who are ready to aim high in pursuing their personal ambitions while at the same time supporting the aspirations of others by sharing their knowledge, skills and experience and by committing to life-long learning.

School Campus and Facilities

The YIS campus is grounds are located partly at Jl. Cendrawasih in Desa Sinduadi, south of the Northern Ringroad near the junction of Jl. Magelang. Access to the school is through guarded security gates. During regular school hours, there is no public access to the classrooms without prior arrangements.

The YIS school buildings include 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 playfield and a basketball court adjacent to the parking area across the front gate of the school. Teachers and security guards escort students to the playfield for outdoor lessons or extra-curricular activities.

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

YIS CURRICULUM AND INTERNATIONAL BACCALAUREATE

YIS Curriculum

As an Authorized International Baccalaureate World school, the YIS Curriculum is based on the education philosophies, education standards and learning methods of the International Baccalaureate (IB) programs. As an authorized IB World School the YIS is accredited to prepare students for the IB-MYP and the IB-DP exams. Early Years and Primary Education in the YIS is based on IB-PYP (as a candidate school for IB-DP).

SUMMARY OF AUTHORIZED INTERNATIONAL BACCALAUREATE WORLD SCHOOL

Primary Years Program (IB-PYP)

The PYP provides a curriculum framework for 5 essential elements:

- Knowledge – mathematics, language, social studies, science and arts
- Concepts – important ideas that have universal significance regardless of time and place within and across disciplines. Concepts are presented in the forms of questions that drive the inquiry
- Skills – specific capabilities in thinking, social interactions, communication, self-management and research
- Attitudes: dispositions, values, beliefs and feelings towards learning
- Action: making changes to and in the world

Middle Years Program (IB-MYP)

The MYP provides a curriculum framework of 5 areas of learning:

- Approaches to learning (ATL) – is concerned with ‘learning how to learn’, developing effective study habits, as well as critical thinking and problem-solving skills
- Health and Social Sciences (HSE) – concentrates on respect for balance between body and mind, and helps students to make informed choices about their own lives
- Community services (CS) – helps students to develop a sense of belonging and responsibility to their community
- Human ingenuity (HI) – focuses on changes that human ingenuity has brought to society. Students learn to appreciate the creative drive to transform and improve life
- Environments – develop a sense of responsibility for creating a world that is fit for present and future generations

Diploma Programme (IB-DP)

The DP has four essential components:

- Study of six subjects – three courses at Higher Level (HL) and three courses at Standard Level (SL), followed at the end of the two-year programme by externally assessed examinations.
- Extended Essay (EE) – students are introduced to and guided in university-level research and analysis in a subject of their choice, that is described in a 4000-word essay
- Theory of Knowledge (TOK) - guides students to explore and understand the complex and holistic nature of knowledge, ‘how we know, what we know’
- Creativity, Action and Service (CAS) – guides students to develop their creativity, well-being and commitment to serve the community in which they live, and beyond

The school strives to accommodate and support different learning styles of individual students. Students are evaluated by certified international and national teachers based on the IB framework and guidelines in close collaboration with the Principal using standard grade levels, to assess students' academic achievements and progress. The grading system at YIS is compatible with that of other International Baccalaureate World Schools.

The YIS reserves the right to place students in year levels that are appropriate to their age and abilities, taking in account differences of grade level definitions with other educational systems. Besides, YIS reserves the right to amend or redefine a student's grade level, if this would be necessary for the academic development and success of the student.

Besides, the school prepares students with Indonesian nationality for the *Ujian Nasional* (UN) exams. It shall be noted, that according to the Law, admission to universities in Indonesia is not based on the UN results, but on the YIS diploma and related IB certificates.

Afternoon Enrichment Program

In order to provide an engaging and well-rounded education for your children, we have prepared a varied program of afternoon enrichment activities. Participation in this program is mandatory for all Primary and Secondary students. Students may register for afternoon enrichment classes through their Classroom teachers in the Primary, or their Grade Level Advisors in the Secondary. Sign-up forms and descriptions of the course options are available at the start of the academic year. These offerings may change, based on student interest and teacher availability.

*Note that every Wednesday afternoon is reserved for teacher professional development, so Primary students are dismissed at 14:00 and Secondary students are dismissed at 15:15 on Wednesdays only.

Early Childhood Education.

Early Childhood Education includes pre-school and kindergarten. Its educational program is focused on 3-year and 4-year old children, applying play-based methods in its implementation. The Kindergarten A and B programs are designed for 5-year to 6-years old children. Its curriculum covers areas of English Language, Math, Science, Computers and Library Studies, Music, Art, Physical Education, and Bahasa Indonesia.

Elementary School

Elementary School includes grades 1 – 6, corresponding to the age group from 6-years to 12-years. Its curriculum covers the subjects of Math, English Language, Science, Computer Technology, Art, Music, Library Studies, Physical Education, and Bahasa Indonesia. Field trips and extra-curricular activities supplement the core teaching subjects. As a candidate IB school for the Primary Years Program (PYP), the education program fully complies with the IB-PYP education philosophies and learning methods.

Junior High School

Junior High School includes grades 7 – 10, corresponding to the age group from 12-years to 16-years. As an authorized IB World School for the Middle Years Program (MYP), the YIS recognizes, accepts and responds to the intellectual and social needs of the early adolescent students. Junior High School lays the foundation for the pre-university program of senior high school. Students are initially introduced in a wide range of teaching subjects, from which they later select subjects that reflect their interests, personal talents and future aspirations, to compose individual study packages as basis for their IB-MYP exams. For the purpose of offering students a challenging and stimulating learning experience, curriculum areas are often integrated based on interdisciplinary planning among different subject teachers.

Senior High School

Senior High School includes grades 11 – 12, corresponding to the age group from 16-years to 19-years. The International Baccalaureate Diploma Program (IB-DP) offers pre-university courses, equivalent to college courses that prepare students for further academic learning through higher education. The IB-DP diplomas are recognized by top universities in Indonesia and worldwide.

PARENT-TEACHER COMMUNICATION

Concerns about Students

Education is a joint effort of teachers, parents and students. Good communication is essential for developing effective teacher-parent-student cooperation. Communication is facilitated through messages in the student's 'Homework book', through grades and comments in the Report Cards and during the regular Parent-Teacher conferences. If there is a concern about the performance or progress of a child, its parents and teachers may discuss this directly, through written notes, or by arranging an appointment for this purpose in the school.

Emergencies

Parents shall not call students or teachers on their cell phone during school hours (they are unlikely to answer anyway during classes). If parents would like to set up a meeting with a teacher, or vice versa, they shall arrange this through the YIS Secretariat. Obviously, emergency situations may be an exception. Since teachers need to start the school day on time, and deliver their lessons without interruption, meetings between parents and teachers shall be arranged in the school, but outside the regular school hours.

Confidentiality

Please be aware that at YIS parent-teacher confidentiality is of prime importance. Parents are advised to discuss any complaints and grievances related to the education of their own child first with the concerned teacher(s). If parent and teacher cannot agree on a solution, the YIS principal may become involved. If concerns relate to school policy issues, parents should directly contact the YIS Principal.

STUDENT DISCIPLINE POLICIES

Behavior and Attitude

There are few written rules about behavior and attitude at the Yogyakarta Independent School, and they are intended for the benefit of all. Students at YIS are taught that manners and courtesy matter, as it shows respect for the feelings and needs of others.

Students are expected to always say:

- *“Please” and “Thank you”*
- *“Good morning” and “Good afternoon” or*
- *“Hello” and “Good bye” as appropriate.*
- *“Good bye and thank you” to teachers at the end of the day.*
- *“Excuse me”, if they pass in front of someone, but better let the other person pass first*

They are also expected to:

- *Show respect to all members of the YIS School Community*
- *Look at the person to whom they are talking*
- *Apologize when they are late, or have made a mistake*
- *Listen respectfully to the opinions of others*
- *Behave appropriately during breaks and lunch time*
- *Put the needs of others before their own, if a choice has to be made*

We believe that acquiring these basic social skills is a vital part of education and will help children for the rest of their lives.

YIS students are expected to be cordial and sociable. The YIS takes pride in the high level of positive social interaction between class mates, but also between students of different grade levels. YIS students are expected to demonstrate this behavior at all times.

Violations by the student, such as inappropriate language, bullying, name-calling, rudeness, and any form of disrespect, will have disciplinary consequences. Bullying includes any form of unwelcome teasing, requiring others to perform unpleasant tasks, requesting special favors from classmates, or any other undue behavior.

Repetitive and deliberate violations may lead to more serious consequences, including suspension from classes, probation, and in the more serious cases a recommendation for un-enrollment.

Tobacco, Drugs and Alcohol

Drugs and alcohol are strictly forbidden on the YIS campus. Violation of this rule may result in severe consequences.

The YIS campus is a no-smoking zone. No one is allowed to smoke on school grounds, or near the school in sight of students. This applies to teachers and staff of the YIS, as well as to parents and other visitors.

Invitations and Parties

Birthday party invitations may be only be distributed at school only provided that invitations are given to the teacher at least two (2) days in advance, and 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. Birthday parties shall not be held on the YIS campus.

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 homeroom teacher is aware of the event in advance. Please be aware that some children have allergies to certain foods (e.g: peanuts). Please inquire with the Homeroom teacher, if any of the invited students has special dietary limitations.

STUDENT ATTENDANCE & ABSENCE

On-time Arrival

The school begins at 08:00 o'clock sharp. At that time, all students must be in their classes, seated, and ready to start their school day. Punctual attendance is a first requirement for academic success. Parents must make sure that their child is in school every school day that is marked in the YIS Academic Calendar. This includes arriving at school on time, and remaining in school during the entire school day, in accordance with the designated school hours that may differ for each grade.

Early Dismissal

Students are not allowed to leave the school campus during a regular school day without written parent permission. A note signed by the parent / guardian must be cleared through the YIS secretariat. Parents who want to take a child out of school during the school day must present themselves at the school. Students will not be early dismissed into the care of a nanny or driver without the expressed written permission from the parent.

Medical Absence

Parents shall notify the YIS secretariat, if your child is unable to come to school due to illness. Students with contagious diseases such as chicken pox, measles, mumps, diarrhea, head lice, conjunctivitis, etc. shall be kept home, and their parent shall notify the YIS secretariat. If the contagious condition is detected once the child is already at school, parents will be requested to collect the child. To be re-admitted to the school, parents shall obtain a Medical Certificate (MC) from their family doctor. Please contact the YIS Principal for clarification on this matter.

Anticipated Absence

In the case that a student expects to be absent from school for an extended period of time, parents shall notify the homeroom teacher and the YIS Principal well in advance. This will allow the classroom teacher to prepare home learning for the child, to prevent that she or she falls behind. Absent students cannot expect any form of 'distance teaching'.

Temporary Withdrawals

Circumstances may force students to temporarily withdraw from school. Parents may apply for leave of absence with the assurance of placement in the school upon their return. Written requests for withdrawal must be submitted to the Principal prior to their departure.

Mid-Term Entry / Exit

Parents shall advise the school in writing, and with sufficient advance notice, of 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 settlement of all outstanding invoices for school fees.

YIS STANDARD OPERATING PROCEDURES

School Hours

The regular school day starts at 08:00 in the morning. Teachers and staff are on the YIS campus from 07:30. Parents must be aware that there is no supervision for their children before 07:30 in the morning. Therefore parents shall not drop off their children at school before 07:30. The YIS secretariat is closed on official public holidays and during weekends.

Assembly

School Assembly of Early Years and Primary School takes place every Monday morning at 08.10, and is led by the YIS Principal or Vice-principal, and attended by all students, teachers and staff of Early Years and Primary School. During the assembly, announcements are made, rewards are issued and student achievements are featured. On special occasions, parents will be invited to join the School Assembly.

Homeroom Teacher

Every distinct grade in the school has its own designated Homeroom Teacher to coach the students in matters related to their education program. In Early Years and Primary School, usually a Classroom Teacher is assigned to serve as Homeroom Teacher, whereas in Junior and Senior High School the role is that of an Advisor. Homeroom Teachers will introduce themselves at the beginning of the academic year to parents and students.

Home Learning

Home Learning is regarded as a positive and worthwhile activity that supports and complements in-school learning. It engages parents in the learning process, and promotes self-discipline which is essential when students prepare for exams. The amount of home learning varies per grade, and in each grade it may vary in the course of the term, as deadlines of exams draw closer. The following table may serve as a guideline for the amount of home learning appropriate for students at each grade level:

<u>Grade Level</u>	<u>Homework</u>	<u>Reading for pleasure</u>
Pre-school	None	reading with family members
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 120 minutes	reading time dependent on child

Standardized Testing

YIS students may be asked to participate in Standardized Achievement Tests to assess the teaching results of the various subjects and to make improvements to the YIS curriculum. The outcomes of these tests do not contribute to the YIS Term Report Cards.

Reporting to Parents

The YIS academic year is subdivided into four terms. Students receive individual Reports Cards at the end of each term that reflect their performance and progress in all key learning subjects, as well as several behavior areas. At the end of the First and the Third Term, Parent are invited to meet with the Teachers of their children during Parent-Teacher conferences. If parents would like additional meetings with the teacher(s) of their child, they are advised to set up an appointment through the YIS secretariat. Likewise, teachers may contact parents to set up a meeting.

School Uniforms and Dress Code

One of the long-standing traditions of the YIS is the dress-code. All YIS students shall wear school uniforms at all times. For regular classes the uniform comprises: blue shirt with YIS logo, khaki-color shorts, long trousers, or knee-length skirts. For Physical Education classes (sports) the uniform comprises: white shirt with YIS logo, blue shorts. All uniforms and/or material may be purchased in the YIS secretariat at actual cost. Students shall wear a cap for any outdoor activities, including during lunch and recess break. During PE and other activities some inappropriate jewelry, such as earrings and necklaces, and non-supportive footwear such as flip-flops can be dangerous and are therefore not allowed. Closed shoes are a safety requirement when working in the science lab.

Student Lunches

Students may bring their lunch from home, or make arrangements through the YISPA to have a lunch provided at a modest cost. All students are supervised during lunch in the school canteen. Students are not allowed to have food delivered through Gojek, or similar services.

Snacks

Students are allowed to bring some healthy snacks to school, but candies, chewing gum, or soda pop are not allowed. If students are staying for an afterschool activity, they may bring something to eat at the end of the day.

What do Students need to Bring to School

- *Snack and lunch*
- *Cap*
- *PE uniform (on appropriate days)*
- *Change of clothes (pre-school)*
- *Back-pack with pencils and other school utensils*
- *Laptop (Grade 9 to 12)*

After-School Activities

After-school activities at the end of each school day are integrated part of the YIS Curriculum, and participation is therefore mandatory for students, not optional. At the beginning of each term a list of after-school activities will be available. The school is open for new ideas from students for activities they wish to include.

Excursions and Field Trips

Excursions and field trips are usually related to the YIS curriculum, and are usually planned well in advance. Depending on the occasion and destination, there may be additional charges involved for the students to cover the costs, like transport and admission fees.

Medicine

If students would require any medicines during school hours, the home room teacher shall be informed. Since children may not have medicine in their possession, this shall be deposited in the custody of the YIS secretariat.

School Functions and Performances

Students will have many opportunities to participate in performances, festivals, historical re-enactment days, and other activities. Parents are welcome to support these school functions, as your presence means a lot to your children, regardless of their own contribution.

Lost or Damaged School Property

The YIS may provide students with text books and other learning resources that are the property of the school. It is the responsibility of the student to return all books and school property in good condition before the end of the term. Students will be charged for lost or damaged materials. Payment for lost/damaged school property shall be settled before a student can collect his/her Report Card, Diplomas or Certificates. Books purchased from an international source will be charged according to the actual cost, including shipping costs and import duties.

Lost and Found

Any lost books, supplies, and personal items that are found around the campus will be kept in the custody of the YIS Secretariat, where the rightful owner can retrieve the items. Students' personal belongings shall be labeled for identification purposes, and items that are not claimed by the end of the term 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, and to keep their mobile phones and laptops in a safe place or closed locker.*

School Telephones

Students are only allowed to use the school phones in case of an emergency, and only after permission from the YIS Secretariat.

Mobile Phones

Mobile phone are effective communication devices, but restrictions apply. Students are allowed to bring mobile phones to school, but not allowed to switch them on and use them during school hours, except with the explicit permission of the YIS Principal, homeroom teacher, or classroom teacher. This also applies for special study hours, excursions, and extra-curricular activities. The school adheres to a zero-tolerance for improper use of social media or electronic messages that may hurt others within the YIS school communities. If students violate this policy, the school reserves the right to confiscate the mobile phone for the remainder of the school day, and keep the mobile phone in the custody of the YIS Secretariat, where it can be collected before the students at the end of the school day. If students are not sure, they shall ask their teacher first. YIS will not accept responsible for lost or damaged mobile phones.

Parking at the School

Parents who drop of their child may use the YIS car park across the road from the front gate. The duty of the YIS security guards is in the first place to watch over the safety and security of the students, not to guard your vehicle. Hence the school does not accept responsibility for parked vehicles, or any belongings that may be left inside. No vehicles of visitors are allowed to enter the school ground.

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 alarm. Students will be escorted to the designated area where their names will be listed, and they will stay until the condition of the school has been thoroughly evaluated. The YIS Principal will check the school campus to make sure that no students or staff have been left behind. The YIS Principal will notify teachers when it is safe to allow 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 are marked on maps posted on the inside of each classroom door. Students will be escorted to the designated area where their names will be listed and they will stay until the condition of the school has been thoroughly evaluated. The YIS Principal will check the school to make sure that no students, or staff, have been left behind. The YIS Principal will notify teachers if, or when it is safe to allow the students back into the school. Every attempt will be made to notify parents as soon as possible.

Volcanic Eruption

When Mount Merapi is active, the school monitors the situation through the designated local authorities, and the YIS Principal in consultation with the Pengurus will decide if parents shall 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 have collected them. If it is not possible for parents to collect their child immediately, YIS will care for the child until the parents arrive.

Political Unrest

If it appears that roads could become congested or dangerous due to political unrest, parents will be notified. Parents 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 the campus.

National Emergency

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



YOGYAKARTA INDEPENDENT SCHOOL

ACADEMIC CALENDAR 2018-2019



AUGUST 2018

M	T	W	T	F	S	S
30	31	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 Aug Indonesia Independence Day
22 Aug Idul Adha

SEPTEMBER 2018

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

11 Sep Islamic New Year

OCTOBER 2018

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				

15-21 Oct Term Break

NOVEMBER 2018

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		

20 Nov Maulidur Rasul

DECEMBER 2018

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						

14 Dec Midyear Celebration
25 Dec Christmas Day
17 Dec-6 Jan Term Break

JANUARY 2019

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 Dec-6 Jan School Holiday
1 Jan New Year's Day

FEBRUARY 2019

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			

5 Feb Lunar New Year

MARCH 2019

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

7 Mar Hari Raya Nyepi
18-24 Mar Term Break

APRIL 2019

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					

3 Apr Isra Mi'raj
19 Apr Good Friday
21 Apr Easter

MAY 2019

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 May Labour Day
19 May Waisak Day
30 May Ascension Day
31 May Teacher only (PD)

JUNE 2019

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

1 Jun Pancasila Day
5-6 Jun Idul Fitri
3-9 Jun Midterm Break
15 Jun YIS-DP Graduation
26 Jun YIS Graduation

JULY 2019

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 Jul - 16 Aug School Holiday

TERM 1

Start of Term 20 Aug
End of Term 12 Oct

TERM 2

Start of Term 22 Oct
End of Term 14 Dec

TERM 3

Start of Term 7 Jan
End of Term 5 Apr

TERM 4

Start of Term 8 Apr
End of Term 26 Jun

SCHOOL HOURS

Preschool 08.00 - 12.00hrs
Kindergarten 08.00 - 14.00hrs
Primary 1-6 08.00 - 15.00hrs
Secondary 7-12 08.00 - 16.15hrs

WHOLE SCHOOL EVENTS

14 Dec Midyear Celebration
15 Jun YIS-DP Graduation
26 Jun Graduation

CONTACT

Jl. Cendrawasih No. 1 Sinduadi, Mlati,
Sleman, Yogyakarta 55284, INDONESIA
Phone +62-274-625965
Fax +62-274-625966
E-mail: info@yis-edu.org
Website: <http://www.yis-edu.org>

CALENDAR KEY

National Holiday
School Holiday
Teacher Professional Development
YIS Event
Due Date School Fee Per Term

STUDENT ENROLLMENT AND ADMISSION

YIS Policies for Student Enrollment, Withdrawal and Un-enrollment.

Students are enrolled for a specific school year, a specific school level, and a specific grade level, which correspond to specific school fees determined by the school. The YIS school year is subdivided into four terms, and school fees are paid for the entire school year at the beginning of the school year, or in quarterly installments at the beginning of each term. Based on complete, accurate and up-to-date signed Enrollment Forms, parents of YIS students agree to comply with the policies and regulations as stated in the Handbook for Parents and Students. The paragraphs below spell out the procedures for First Enrollment of new students, of Re-enrollment of YIS student that want to continue in the next school year, and of Withdrawal by parents, or Un-enrollment by the school.

First Enrollment Procedures

To secure admission of new students to the YIS, timely enrolment by their parents is important. Prior to first registration, parents are welcome to contact the Front Office by phone or email, if they have any questions about the school, or to visit the YIS campus and meet the staff of the school, or arrange an appointment with the YIS Principal. The enrolment procedure of new students comprises the following six steps:

- complete the Enrolment Forms, which can be down-loaded from the YIS website (www.yis-edu.com), and which are available as printed copies at the YIS Front Office.
- attach color-scans of current passports and resident visa (KITAS) for foreign parents and students, or of National Identity Cards (KTP) of Indonesian parents and students, and recent passport photographs; for all students, attach copies of birth certificates, school records and reports cards of previous schools, and relevant health records.
- upon submission of the completed Enrollment Forms and the attachments, pay a one-time non-refundable registration fee of 250 USD.
- after the first three steps are done, an admission procedure will start, taking into consideration the expectations of parents and/or students, and the international curriculum offered by the YIS that uses English as language of instruction. The outcome is either placement of the student at the appropriate grade level, or a recommendation for external tests, or internal observations during a limited trial period, or a conclusion that the school cannot fulfill the expectations of parents and/or students and an advised to find another school.
- once the placement of the student has been confirmed between parents, students and school, parents are required to sign a standard agreement on terms and conditions that apply to the enrollment, including parents' rights, obligations and limitations, and on the timely payment of the school fees.
- upon placement, parents will receive a copy of the 'YIS Parents and student handbook', and the YIS students will have the right to use a [yis-edu.org](mailto:@yis-edu.org) email account, and a YIS Student Identity Card.

Re-enrollment Procedures

Based on Government Regulations all schools are required to keep accurate, up to date and complete records of all students that are enrolled in the school, and of their parents. These records are also required by insurance companies that cover liability, disaster and accident insurances. Besides, the school needs this up-to-date information to make realistic projections of the expected number students in each level and each grade, and of the corresponding need for teachers, resources and facilities, based on the confirmed re-enrolment of students, who are moving to a new school level or a higher grade. Timely re-enrolment of students is therefore mandatory for all parents, who wish that their children are admitted for the next school year. Before re-enrolling their children, parents must have settled all remaining School Fees for the past school year. If parents fail to submit the re-enrollment forms for their children before the start of the next school year, their children are no longer registered as students who are enrolled in the YIS, and parents will need to follow the same procedures as new parents, including payment of a non-refundable registration fee, admission and placement procedure. The re-enrollment procedure of students comprises the following six steps:

- ensure that all outstanding school fees over previous periods have been paid, and complete the Re-enrolment Forms, which can be down-loaded from the YIS website (www.yis-edu.com), and which are available as printed copies at the YIS Front Office.
- attach color-scans of current passports and resident visa (KITAS) for foreign parents and students, or of National Identity Cards (KTP) of Indonesian parents and students, and recent passport photographs; for all students, attach copies of birth certificates, school records and reports cards of previous schools, and relevant health records.
- submit the completed Enrollment Forms, and pay a non-refundable deposit fee of 1'000 USD that will be deducted from the first payment of school fees for the next period. Parents who are not paying the re-enrolment deposit before the start of the next school year shall be aware that the placement of their children for the next school year may not be secured.
- after the first three steps are done, the re-admission procedure will start, taking into consideration the expectations of parents and/or students, and the international curriculum offered by the YIS that uses English as language of instruction. The outcome is either placement of the student at the appropriate grade level, or a conclusion that the school cannot fulfill the expectations of parents and/or students, and an advised to find another school.
- once the placement of the student has been confirmed between parents, students and school, parents are required to sign a standard agreement on terms and conditions that apply to the enrollment, including parents' rights, obligations and limitations, and on the timely payment of the school fees.

Withdrawal of Students

If parents want to withdraw their children from the school, they shall notify the YIS Principal in writing at least 14 days before the end of the last term that the students is enrolled, so that the school can prepare copies of student records and report cards, and prepare the child for the transition to its next school. Before collecting these documents, the complete school fees for until the last day of enrollment shall have been paid, and any school property such as library books shall have been returned.

If parents fail to re-enroll their children before the start of the next school year, or if parents fail to pay their school fees within 30 days after the payment due date that is marked on the YIS school calendar, enrollment of the concerned students will be discontinued.

If parents or their children violate the policies and strategies as stated in the YIS Parents and Students Handbook, the YIS reserves the right to advise parents to find another school for their children, and to not enroll the concerned students. Serious violations include criminal acts, as well as behavior inside and outside the school that is harmful for the reputation of the YPIY and the YIS, including its management, staff, customers and beneficiaries, that is disruptive for the proper delivery of education, and that is divisive with respect to the YIS school community of students, teachers, parents and board.

English as Second Language

For the delivery of education in the YIS, English is the main language of instruction. Many YIS students speak a different mother tongue at home, whereas English is a second language to them that they only use at school. Even though teachers in the YIS apply a variety of English as Second Language (ESL) teaching techniques to support these students, the school will only admit children with a limited English language background, if their parents take responsibility for arranging extra ESL lessons outside the school. For the youngest ESL students at early years and primary school levels this is usually adequate, but older ESL students at junior and senior high school levels must make a more intensive endeavor to catch up, so that they can follow the lessons in the different subject areas of their choice.

Admission Criteria

Admission of students is at the sole discretion of the school. YIS reserves the right to refuse admission to any student for whom an appropriate educational program and support services are not currently available, or if the teaching program that is offered by the school does not match with the expectations of parents and/or students. YIS does not have special facilities to deal with children who have serious learning, emotional or physical disabilities. Parents of these children 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.

PAYMENT OF SCHOOL FEES

The school fees are established and periodically reviewed by the YPIY Board in consultation with the YIS and differ for each level of the school, and are periodically reviewed. The basic policy of the YPIY is to offer high quality education at affordable costs, and at competitive school fees compared to other schools in Indonesia that offer an international curriculum based on the full IB program. The YIS School Fees comprise tuition fees that cover the basic education program offered by the YIS, and operational charges that cover the basic running costs, such as operation and maintenance of buildings, installations and utilities, sports facilities, equipment, security and safety. Cost of school uniforms, exams, events, excursions, extra-curricular activities are charged separately.

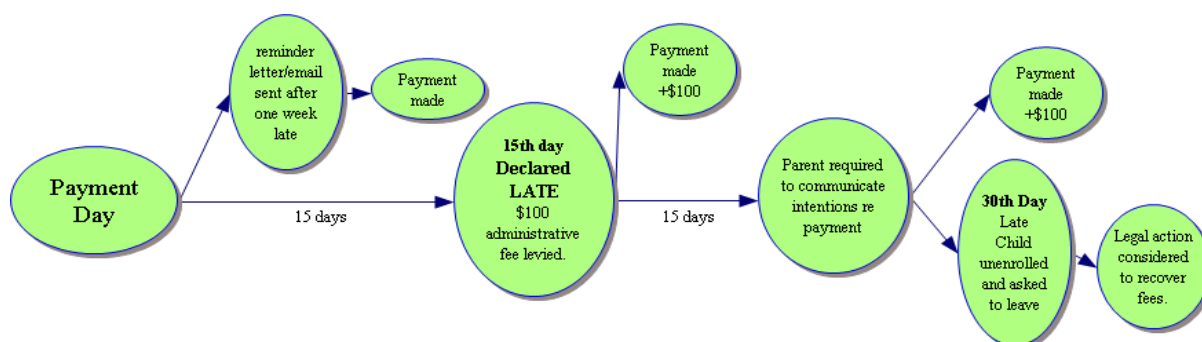
School fees are the main source of income of the YIS, and are needed to cover tuition costs and operational costs to run the school. School fees shall be paid in advance. If parents pay the school fees for the entire year at the start of the school year, a 3% discount applies. If the same family enrolls at the same time more than two (2) children, a discount will apply of 10% for the 3rd child, 15% for the 4th child, and 20% for the fifth child.

For all current students, annual re-enrolment is mandatory before the end of each school year to secure admission for the next school year. Before parents can apply for re-enrolment of their children, all school fees for the past school year shall have been paid. At the time of re-enrolment, a non-refundable deposit of 1'000 USD must be paid, that is deductible from the school fees for the first term of the next school year. Parents who fail to re-enroll their children on time, will have to follow the same procedures as new parents, including admission tests and payment of a non-refundable registration fee.

Parents preferably pay annually before the start of the school year, but they also can choose to pay in four quarterly installments at the start of each term. Due days for payment of school fees for the YIS Academic Year 2018-2019 are marked on the YIS calendar as follows:

- Term 1: 13 August 2018**
- Term 2: 15 October 2018**
- Term 3: 1 January 2019**
- Term 4: 18 March 2019**

School 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 100 USD will be levied. If late payment exceeds 30 days, the student concerned may be temporarily suspended from attending lessons, the YIS reserves the right to take legal action, and Student Records and Report Cards will be withheld until the payment has been settled. The YIS policy regarding late-payment of school fees is illustrated in the flow chart below.



Late payment of school fees can cause serious operational problems for an independent private school, which may affect the teaching and learning programs of students, and is unfair to other parents who have paid their school fees on time. Payments are not refundable. If payments are late, the YIS reserves the right to withhold report cards, diplomas and certificates, and other record of the students concerned until the payment is fully settled.

SECURITY IN THE SCHOOL

Safety and Security Precautions

YIS aims to provide safe and secure teaching and learning environment. For that purpose, uniformed security guards are on duty around the clock. Their primary role is to watch over the security of YIS students, teachers and staff. Security procedures are reviewed and, if necessary, modified every three months, or more often, if circumstances warrant it.

During regular school days, security guards will assist students to safely cross the street and the parking area between the main gate and the playground, assist students in the drop-off and pick-up zone before and after school hours, and assist in organizing the traffic circulation and parking to eliminate congestion in front of the school.

All visitors, including parents of YIS students, are required to register with the security guards at the front gate before proceeding to the YIS secretariat. YIS security guards will check the identity of all people entering or leaving the school, and keep written records and CCTV recordings. Generally, visitors will be escorted by the security guards from the gate to the teachers or staff with whom they have a pre-arranged appointment, or they are escorted to the waiting area near the front office of the YIS secretariat, where they can arrange an appointment.

Visitors, including parents and family of students, domestic helpers and drivers, or any other person, shall strictly follow the instructions of the security guards with no exception. This way, the YIS aims to prevent that any unauthorized people would illegally trespass into the school, which could jeopardize the safety and security inside the school campus.

For reasons of security, visitors will generally not be allowed enter into a classroom, except when they have an appointment with a YIS teacher or staff member. No visitors are allowed into the school campus during school holidays, public holidays, weekends and outside regular school hours, unless there is written permission from the YIS Principal.

YIS will periodically conduct emergency evacuation procedures to be prepared for possible natural disasters, such as earthquakes and volcanic eruptions, or conditions that may pose safety risks like fire or accidents.

Telephone Tree

Should an emergency occur and parents need to be notified, a 'telephone tree' will be activated by the school. For this purpose, parents shall keep the YIS updated about the immediately mobile phone numbers of both parents at home and in their working place. When you have been notified, you shall be expected to respond via sms or whatsapp text message.

PARENTS RIGHT, OBLIGATIONS AND LIMITATIONS

Parents Rights

Parents who pay their tuition fees as customers of the YIS have the right to send their children to school as target-beneficiaries of the education program offered by the YIS. Parents have the right to expect that their children will be safe and secure in the school during regular school hours. Parents have the right to expect that the YIS teachers will educate their children in accordance with the philosophies and standards of an Authorized International Baccalaureate World School. Individual parents have the right to be kept informed on the progress of their own children through Report Cards that will be issued at the end of each term, and through face-to-face Parent-Teacher Conferences organized by the school. Besides individual parents may request the Secretariat of the school to arrange appointments with the Principal or with the teachers of their children to discuss matters related to the education of their own children. Parents with children enrolled in the school who have paid their school fees can join the YISPA that serves as a parent-led platform for supporting school functions and events, for promoting social contacts among parents, and for facilitating the flow of information and ideas between the school and the parents.

Parents Obligations:

Parents shall support the education of their children at home by caring for their physical, emotional and mental well-being. Parents shall make sure that their children attend school based on the annual YIS Academic Calendar and their Weekly Lesson Schedules, arrive at school on time, and are collected from school on time. Parents shall inform the school if their child for any reason is absent from the school. Parents shall comply with the policies, strategies, rules and regulations of the school, support the school in creating a safe, stimulating and welcoming environment, be respectful to the members of the school community, including the management and staff of the YPIY and the YIS, and pay their school fees on time.

Parents Limitations

Parents as customers of YIS shall refrain from doing any direct or indirect form of business that involves the YIS Principal, teachers, staff or students, unless specific written permission is obtained from the YIS Principal. Parents shall not employ YIS teachers or YIS staff to tutor their children outside the school unless specific written permission is obtained from the YIS Principal. The school expects civilized conduct and behaviour of parents inside and outside the school. Parents shall refrain from undue pressure, intimidation or threats of any kind aimed at staff, teachers, or Principal of the YIS or members of the YPIY Board, including instigation of other parents, students or teachers, delayed payment of school fees, and attempts to harm the reputation of the school or members of the school through social media and printed press.

Communication of Grievances

Individual parents who are not satisfied with the education delivered by the school to their own children, can bring their grievances directly to the attention of the YIS Principal after making an appointment through the YIS Secretariat. If parents are not satisfied by the response from the Principal, they have the free choice to unenroll their child from the school at any time by writing a letter to that effect to the YIS Principal. Pre-paid school fees for the ongoing term are not refundable.

ORGANIZATION OF YPIY AND YIS

YPIY Boards

The Yogyakarta International Education Foundation (YPIY) was established in 1989, and serves as the legal framework for the YIS. The YPIY adheres to the basic policy that quality education in YIS shall be accessible against affordable school fees. This policy is reflected in three strategic investments: (i) adoption of International Baccalaureate as basis for the YIS curriculum; (ii) delivery of education by qualified and experienced international and national teachers; and (iii) development of a new campus with state-of-the-art outdoor sports facilities, botanical gardens, and school buildings. In accordance with the Indonesian Law on Foundations, the YPIY is managed by a Governing Board (Pembina), an Executive Board (Pengurus), and a Controlling Board (Pengawas), which are all unpaid jobs.

YIS Principal, IB Coordinators and Teachers

The YIS Principal is appointed by the YPIY Pengurus as the Chief Executive who is responsible for running the school, supported by one or more Vice-principals. The YIS offers four levels of education, which are early years, primary schools, junior high school and senior high school delivered by classroom teachers. Three IB Coordinators support the integration of the IB Primary Years Program (IB-PYP), the IB Middle Years Program (IB-MYP) and the IB Diploma Program (IB-DP) into the YIS Curriculum by advising YIS Principal and Vice-principal and assisting YIS teachers based on the IB philosophies, standards and requirements. The team of YIS teachers comprises university-graduated and IB-trained homeroom teachers, classroom teachers and specialist teachers.

YIS Management Support Team

The YIS Principal is supported by a Management Support team, comprising a Relations Manager to assist in internal relations involving parents, students and staff, and external relations concerning contractual and legal matters, and a Systems Manager to assist in developing teaching plans, teacher lecturing schedules and student lesson schedules, and to manage the school's IT systems including Managebac, CCTV, WiFi, website and email accounts. Besides, the school employs part-time expert advisors and consultants, as deemed necessary.

YIS Secretariat, Front Desk and Financial Administration

As clients of the school, parents can enroll their children in the YIS for which they pay school fees, whereas students are the target beneficiaries of the education programs offered by the YIS. For matters related to the education of their own children, parents may contact teachers or the YIS Principal through the YIS Secretariat. For enrollment matters, parents may contact the Front Desk. For payment of school fees, parents may contact the Financial Administration. The YPIY Account Manager is responsible for preparing the monthly and annual accounts, which serve as basis for the independent annual financial audits.

YISPA – YIS PARENTS ASSOCIATION

Currently there are 18 different nationalities represented in the YIS. The YIS Parents Association (YISPA) serves as a committee of parents with children enrolled in the YIS. The purpose of the YISPA is to introduce and welcome new parents into the YIS community, to engage in social activities among parents, to support special events of the school and to assist in excursions and extra-curricular activities at the request and with the permission of the YIS principal. All parents of students enrolled in the YIS can join. For this purpose, the YISPA regularly organizes parents gatherings during which parents can share their ideas and come up with suggestions which benefit the school. Examples of welcome YISPA support include catering at school-related events, performances by parents at the end-of-the-year party, car transport during student excursions and field trips, coaching in sport events and after-school activities, fund-raising initiatives. The Management Team of the YISPA committee comprises a Chairperson, a Secretary and a Treasurer.

The YISPA is an autonomous institution within the YIS school community, which is bound by the same rights, obligations and limitations as individual parents. The YISPA facilitates communication, interaction and engagement among parents, but does not speak on behalf of the parents, or represent the school community to third parties. Parents who like to volunteer supporting the school may directly contact the YISP management committee in the school, or contact yispa@yis-edu.org.