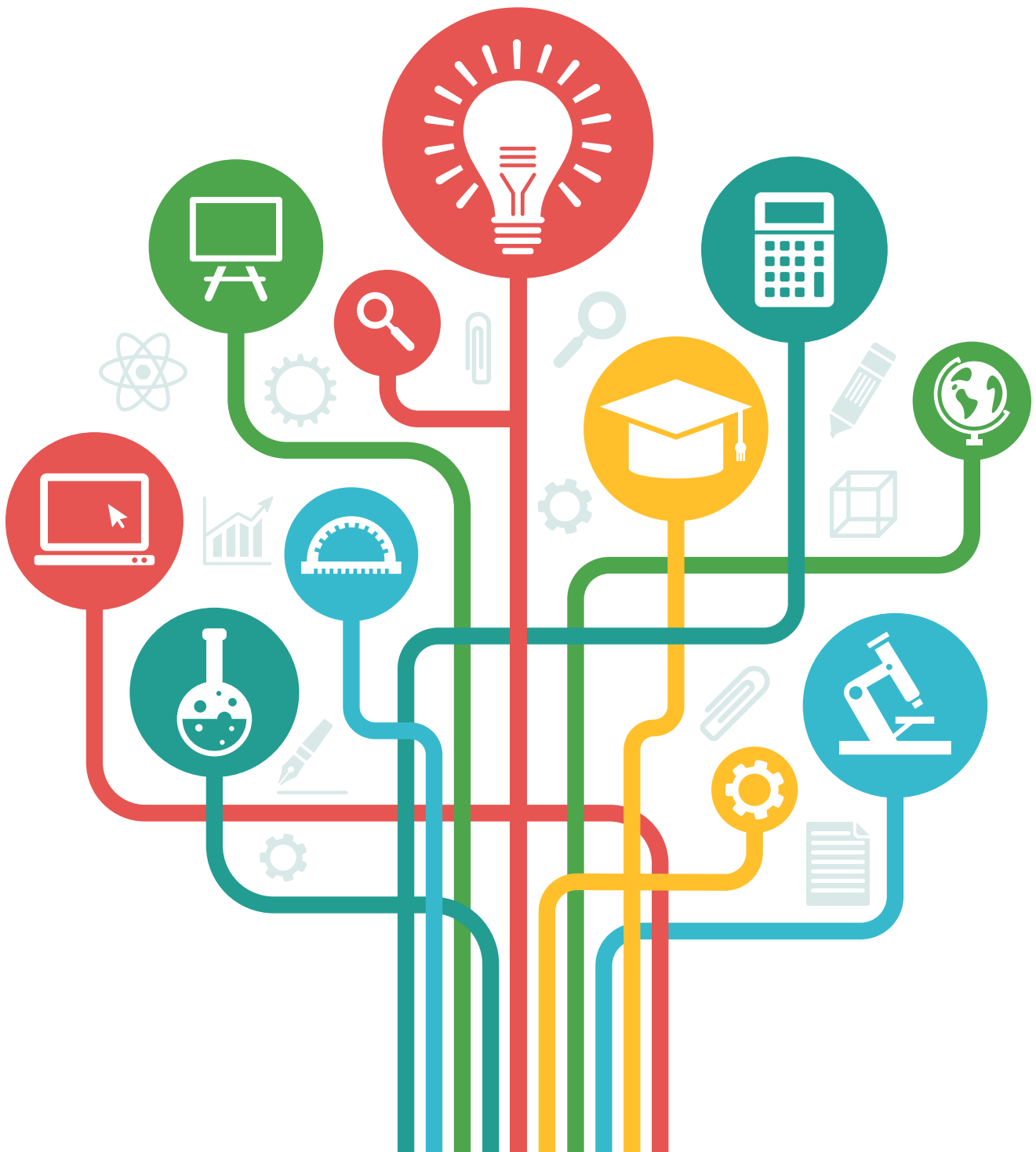




STUDENT - PARENT
HANDBOOK 2018





Dear Billabong High Families,

Welcome to the 2018 school year!

One of our ongoing goals is to see that the community continues to be informed about the happenings at Billabong High International School. The contents of this Student-Parent Handbook outline many of the important aspects concerning our school. It is necessary that both parents and students take the time to read this handbook so that you have a better understanding of how our school functions. It would be especially helpful for both parents and students to review the contents of this handbook together.

This year's Student/Parent Handbook provides a wealth of school system information that will help you throughout the year. You will learn more about BHIS curriculum, attendance expectations, and the student behavior code. Please pay particular attention to the section on student discipline as well as details on responsible use of technology. You will also find additional helpful resources— calendars, information on the school nutrition program, and your rights and responsibilities as a parent regarding your child's education.

We are fortunate to have the caliber of students that we do in Billabong High International School. The vast majority of our students are respectful, conscientious young people who do well academically and who never need to be disciplined beyond the classroom level. They care about their studies, teachers, and each other. They should not have to tolerate disruptions to their education from the few who choose to misbehave. The school system's enforcement of its policies and code of student behavior provides you assurance that we take your child's education and safety very seriously in our school.

We encourage every student and parent to review the contents of this handbook and to work with school staff to achieve our academic and safety goals so that all students may enjoy a quality and effective education.

Best wishes for a successful new year of teaching and learning in 2018!



Tips for Supporting Your Child's Learning at BHIS

- When you and your child are together, **look for natural opportunities** for your child to share, explore, apply, and expand his/her knowledge, skills, interests, and goals.
- **Notice and say positive things** about your **child** and about **school** so he/she will feel motivated, confident, and valued.
- **Read with your child.** Find articles, poems, or books that you and your child might both enjoy. **Share** observations and reactions along the way as you read together.
- Make sure your child eats **breakfast**.
- Help your child develop an **organizational routine** that includes the careful filing of work and backpack preparation in the evening (instead of the next morning).
- Enforce a **bedtime** and, if necessary, remove electronics from the bedroom so your child will get enough sleep. (It is suggested that children ages 5-12 get **9-11 hours** each night!).
- When **report cards and conferences** arrive, have a **conversation** with your child about his/her **successes first**. Then discuss the areas that need improvement and **set up a plan for success** in those areas.
- BHIS holds parent teacher conferences four times a year, however, **contact your child's teacher** if you have any information, questions, concerns, or suggestions about your child or about our school so we can meet your needs and grow from your participation.
- Establish a **homework routine** for your child to follow in a **distraction-free place**.
- Ensure homework success by comparing your child's **homework assignment** with the actual work your child completes.

Stay informed through the following our:



www.billabonghtigh.mv



www.facebook.com/Billabonghighinternationalmaldives



https://twitter.com/Billabong_High

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Vision

Billabong High International School fosters dynamic educational experiences that prepare all students for life.



Mission Statement

The mission of the Billabong High International School is to challenge and empower each student to maximize individual potential and become a competent, productive, responsible, caring citizen.

This mission will be supported through the wise use of resources to meet students' needs, regardless of interests and talents. Students, families, educators and the community are committed to sharing the responsibility for creating a student-centered educational community that acknowledges learning as a life-long process.

Guiding Principles

- Each student enters school healthy and learns about and practices a healthy lifestyle.
- Each student learns in an intellectually challenging environment that is physically and emotionally safe for students and adults.
- Each student is actively engaged in learning and is connected to the school and broader community.
- Each student has access to personalized learning and to qualified, caring adults.
- Each graduate is prepared for success in college or further study and for employment in a global environment.

Board Goals

- **Curriculum / Learning:** Provide relevant, integrated and meaningful learning experiences for students that will prepare them for life.
- **Staff Support and Relationships:** Enhance the learning opportunities for students by providing professional development for all employees and encouraging innovative instructional practices.

- **Environment:** To provide a school that is safe and fosters positive and productive environment for students and staff.
- **Technology:** Implement technology to enrich student learning and deliver more efficient administrative services.
- **Community Partnerships:** Encourage excellence in our school by maintaining a positive and productive relationship with parents, employers, community members and members of the higher community.

Rights and Responsibilities

Rights of Students

Students shall have the right to:

1. Pursue a successful education in a safe environment without disruption;
2. Receive fair and equitable treatment without discrimination in every aspect of the educational system;
3. Be treated respectfully and as an individual;
4. Be informed of their rights, responsibilities and discipline policies.

Responsibilities of Students

All students share with the administration and faculty responsibility to develop a safe learning environment within the school. Students shall have the responsibility to:

1. Attend school regularly, arrive on time, and bring materials;
2. Respect the personal, civil and property rights of others;
3. Put forth conscientious effort in classroom work and homework;
4. Groom and dress appropriately;
5. Have knowledge of and conform to school rules and regulations;
6. Not use indecent, obscene, or foul language; and
7. Report incidents or activities that may threaten or disrupt the school environment.

Rights of Parents/Guardians

Parents shall have the right to:

1. Receive regular official reports or their child's academic progress;
2. Receive an explanation for the basis of any grade given by the teacher;
3. Request a conference with the teacher and/or principal;
4. Receive a prompt report of their child's attendance to class or school;

Responsibilities of Parents/Guardians

Parents/guardians shall have the responsibility to:

1. Ensure that their children enroll in school regularly, on time, and for the whole school day in accordance with the school policies.
2. Present to school officials any concern in a calm, reasoned manner;
3. Work with the school on academic, disciplinary, or other related matters pertaining to their child;
4. Plan the time and place for homework assignments and provide necessary supervision;
5. Talk with their child about school activities and expected behavior;
6. Know the rules set forth in this Code and review them with their child;

Student Rights

Right to Expression

The student may not, by speech or conduct, materially disrupt class work or educational programs, cause substantial disorder or invasion of the rights of others, or substantially interfere with the requirements of appropriate discipline, education programs or other activities in the operation of the school or conduct themselves in a manner inconsistent with the school's and school's educational mission. The use of vulgar, offensive, lewd or indecent speech or conduct is prohibited in the School.

Right to Education and the Right to Participation

A student is the center of the school and the purpose for which it is operated and maintained. Students have the inherent right to be treated with dignity and respect. A student has the right to a non-disruptive education as provided by law and school board policies. Correspondingly, the student has a responsibility not to deny the right to an education to any other student.

Right to Participate in Programs without Discrimination

A student shall not be excluded, expelled, limited or otherwise discriminated against in the terms, conditions, benefits or privileges of the School educational program or activity, because of race, creed, religion, gender, color, age, physical or mental handicap or disability, or national origin unless based upon lawful grounds, including adopted policies of the Billabong High Board of Trustees.

A student may not be denied participation in School education programs or any sponsored activity except for such reasons as are provided in the adopted policies and procedures of the School.



Publications, Video, Internet Photos Agreement

Students who attend school in Billabong High International School are occasionally asked to be part of school and/or school publicity, publications, school and school web site publications, media events (e.g. newspaper, television, etc.) and/or public relations activities.

If you do **NOT** want your child to be included in any publications and/or public relations activities please indicate by marking the appropriate answer and signing the “Parent Permission Master Form” available in this handbook.

Harassment, Intimidation and Bullying Prevention

All students have the right to learn in an atmosphere free of intimidation, hostility, and offensiveness. Students are not to engage in harassment of any kind. Harassment in any form will not be tolerated, including the use of any technologies (e.g. cell phones, internet, etc.)

Examples of prohibited harassment are:

- Unwelcome advances, gestures, comments, or contact,
- Threats,
- Offensive jokes, and
- Ridicule, slurs, derogatory action or remarks.

Students who feel that they are being harassed should first tell the harasser to stop. If the harassment continues, students should make an immediate report to a teacher or administrator (coordinators, VPs). The teacher or administrator will inform the student of the established grievance procedure. Substantiated charges of harassment against a student will subject the student to disciplinary action, which may include suspension or expulsion.

Harassment, Intimidation, and Bullying Prevention Policy

The Billabong High Board of Trustees has adopted the following Harassment, Intimidation and Bullying Prevention Policy:

The policy of the Board of Trustees of the Billabong High International School is to provide students with a school environment free from harassment, intimidation and bullying. The Billabong High International School will not tolerate harassment, intimidation or bullying in any form at school, school-related events (including off campus events), school sponsored activities or any event related to school business.

Inciting, aiding, encouraging, coercing or directing others to commit acts of harassment, intimidation or bullying is prohibited under this policy.

Intimidation, bullying and harassment include:

- Any gesture or written, verbal or physical act that is reasonably perceived as being motivated either by any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, culture, social origin or condition, political affiliation or a mental, physical or sensory handicap, or by any other distinguishing characteristic; and
- Acts that a reasonable person knew or should have known, under the circumstances the gesture or written or physical act (a) will have the effect of harming a student or damaging the student's property; or (b) will place a student in reasonable fear of harm to the student's person or damage to the student's property; or (c) has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

Reporting

- The School encourages **(1)** students who believe they are being subjected to harassment, intimidation, or bullying by anyone and **(2)** students who have first-hand knowledge of such harassment to report the matter promptly to their teacher, counselor, coach, principal, or any responsible adult who is not involved in the alleged harassment. Upon receipt of a complaint the School will conduct a prompt and thorough investigation.
- Any adult school employees, adult volunteers, school contractors or agents who witness, overhear, or receive a report, formal or informal, written or oral, of harassment, intimidation or bullying shall report it in accordance with procedures developed under this policy.

Right to Suggest Ways to Improve Education

- A student has the right to contribute information that will be considered when decisions are made that affect the quality and content of their education. The School encourages and expects all students to take responsibility for their education, including preparing for, and participating in, class and school activities, taking full advantage of learning services provided, helping design their educational goals, and conducting themselves respectfully and appropriately.



Rights in Regard to Suspension or Expulsion

The following procedure is available to all students who are subject to suspension or expulsion:

Basic Rights

- A student shall be informed of the nature of the violation for which he or she is charged, the evidence of that violation and the potential maximum corrective disciplinary action.
- A student shall have the right to explain his/her actions.
- A student has the right to appeal for a review of the decision taken.

Suspension Procedure

The following procedural rules shall apply to a student charged with a violation for which maximum disciplinary action is in-school or out-of-school suspension:

- The principal or the principal's designee shall have the authority to suspend a student.
- Prior to suspension, the student shall be informed of the charges.
- If the student admits the violation(s), the principal shall implement the corrective disciplinary action.

- If the student denies the charge(s), the principal or designee shall:
 - i . Inform the student of the charge(s) and the evidence of the alleged misconduct.
 - ii . Allow the student to explain his/her actions.
 - iii . Allow the student to identify person(s) who may clear him/her of the charge(s).
 - iv . If practicable, interview these persons prior to determining whether a violation was committed. If the student is found to have committed the infraction, appropriate disciplinary action shall be administered.
- Inform the parent(s) or legal guardian(s) of the student's suspension prior to releasing the student.

Expulsion Procedure

The following procedural rules shall apply to a student charged with a violation whose maximum disciplinary action imposed is expulsion.

The principal may recommend the expulsion of a student to the School Board of Trustees. The principal shall provide the School Board of Trustees, parent, legal guardian or person with parental authority written notification that will include the following:

- The alleged violation(s) committed by the student.
- Facts and circumstances setting forth the misconduct upon which the recommendation is based.
- Recommendation outlining whether the student should be granted credit for work completed in the present semester.

Board of Trustees Hearing:

The Chairman of the Board of Trustees shall conduct the hearing by allowing opening and closing statements and presentation of evidence and testimony in the following manner:

- In support of the recommendation.
- Against the recommendation.
- Rebuttal.

After a hearing, the Board of Trustees shall:

- Decide whether to accept, reject or modify the recommendation and direct the School Principal to inform the student, parent or legal guardian of such action.

Search and Seizure

School authorities maintain supervision, control and jurisdiction of students who participate in or attend any school activity on or off School premises. The Principal or designee is authorized to search a student, locker, personal property, (e.g. wallets, purses, pockets, book bags) while on or off school premises, at a school sponsored activity, or while on school transportation in transit to and from a School activity or sponsored activity, or while transit on a school bus or other transportation authorized by the School.

A search may be conducted provided the school authority has reasonable suspicion as to a violation of law, school policy or school rules. School authorities shall confiscate any illegal, unauthorized or contraband items discovered during such inspections. School authorities shall determine appropriate action, including notification of parents, notification of law enforcement authorities and commencement of disciplinary proceedings.

Reasonable suspicion means there are reasonable factual grounds for suspecting that the search will turn up evidence the student has violated or is violating the law or a rule of the School. Reasonable suspicion requires that independent facts exist and are able to be articulated. Considering factors that include the following may form reasonable suspicion:

- Eye witness observation by school personnel;
- Information received from a reliable source; and/or
- Suspicious behavior by the student coupled with the student's past history and school record.

General School Rules and Information

Billabong High International School has high academic expectations for all students. The school is committed to providing all students an excellent, well-rounded educational program. With this commitment in mind, the School sets forth the following: all students are provided the opportunity to obtain a basic body of understandings, attitudes, knowledge, and skills needed for living in a democracy and the world community. The opportunity for development of intellectual curiosity, critical thinking, problem-solving abilities and aesthetic appreciation shall be provided.

These rights and responsibilities provide a uniform standard of conduct, which emphasizes the maintenance of an atmosphere where orderly learning is possible and encouraged. It defines student rights, student responsibilities, disciplinary procedures and actions to be taken.

School Timings

The school day is a long one but enjoyable. We will try to ensure that you have a variety of lessons each day and that written work is mixed with practical work, discussion and debate and more creative opportunities.

The school will ensure that students have many opportunities to choose from a variety of options to make their school day truly unique.

08:00 - 08:05	REGISTRATION
08:05 - 08:40	PERIOD 1
08:40 - 09:15	PERIOD 2
09:15 - 09:50	PERIOD 3
09:50 - 10:05	SNACK BREAK
10:05 - 10:40	PERIOD 4
10:40 - 11:15	PERIOD 5
11:15 - 11:50	PERIOD 6
11:50 - 12:25	PERIOD 7
12:25 - 12:55	LUNCH BREAK
12:55 - 13:30	PERIOD 8
13:30 - 14:05	PERIOD 9
14:05 - 15:00	CLUBS - <small>On an allocated day for different grade levels</small>

*During the sports days i.e. Sunday and Tuesday, the senior school will finish at 3.30 pm

Subjects Taught

Grades 1 to 4:

English Language
English Literature
EVS
Mathematics
Art
Foreign language -
French, Mandarin and Arabic
ICT
Lego
Music
Dhivehi Language
Islam
Quran
Physical Education

Grades 5:

English Language
English Literature
Mathematics
General Science
Social Science
Art
Foreign language -
French, Mandarin and Arabic
ICT
Lego
Dhivehi Language
Islam
Quran
Physical Education

Grades 6 to 8:

English Language

Mathematics

Islam*

Dhivehi Language*

English Literature

History

Geography

Biology

Physics

Chemistry

Art

ICT

Life Skills

Arabic/French/Italian/Mandarin

Grades 9 to 10 (Core Subjects):

English Language

Mathematics

Islam*

Dhivehi Language*

Mandarin/French/Arabic

Block Subjects (any 5 from the following options available)

Physics

Chemistry

Biology

Accounting

Economics

Business Studies

Entrepreneurship

History

Geography

English Literature

Art

ICT

Sociology

Global Perspectives

For more information visit our school website at www.bilabonghigh.mv

Withdrawal

Parental approval must be received before a withdrawal procedure is initiated. A student who is going to withdraw from school must then obtain a withdrawal form from the office. All textbooks will need to be turned in to the school office. Teachers will need to sign the withdrawal form, including the librarian and counselor. Before checking out of school, students will be responsible for paying fines for any missing materials.

Attendance

To receive credit for a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.



Required Parent's Excuse Note After a Child's Absence

When a student must be absent from school for any reason, the student must bring a note no later than the end of the second (2nd) school day upon returning from the absence. Handwritten notes must be signed and dated by the parent. All notes must describe the reason for the absence and include the parent's contact numbers. Parent notes may be sent by e-mail but **must** come from a parent's verified e-mail account and be sent to the child's teacher(s) as well as the concerned Vice Principal. **If the student fails to bring a note or the parent does not send an e-mail as required within the two (2) school-day period, each day of absence will be coded as an unexcused absence and will count against the student's official attendance record.**

Medical (Doctor's) note after an absence due to illness

Upon return to school, a student absent for more than five (5) consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school, thereby clearing the student to return to school.

Preplanned/Anticipated Absence

Notes for preplanned or anticipated absences should be sent to the school principal at least three (3) school days before the actual absences occur in order to determine whether or not the absences are considered excused. If a student should leave school from the nurse's office for the remainder of a school day, the parent or guardian of the student should ensure **that the concerned class teacher is notified in writing of the student's departure from school.** Whether an absence is marked excused or unexcused, students will have an opportunity to complete any missed work upon their return to school. The number of days given to make up work assigned during an absence will be equal to the number of days missed. Teachers are not required to provide assignments or class work for students to complete during the time they are absent.

Absences/Tardiness

In the event of a student's absence, the **parent/guardian should telephone the class teacher by 8:00 a.m.** on the day of the absence. In the event that the school has not been notified of the student's absence, the school will make every attempt to locate the whereabouts of the student.

If you are out of town, please notify the school so that we have your number in case of emergency. Students receiving 10 or more absences and/or tardies in a given quarter will be reported to the Principal.

Makeup Work

Students are entitled to make up work from excused absences in order to avoid reductions in their grades. Students are responsible for securing and arranging to make up work directly with their teachers. Make-up work shall be assigned at the discretion and convenience of the teacher and may be specific material missed by the student or may be reinforcement or enrichment assignments.

Student Assemblies

The staff at BHIS believes school assemblies are excellent educational opportunities for students. While attending assemblies, we ask that students respect those performing, presenting, and entertaining the audience. Your cooperation in demonstrating excellent behavior is appreciated by all attending our assemblies. During a school assembly students shall:

- Respectfully remain quiet and attentive during the entire program.
- Be courteous of other individual's rights and space during the program.
- Remain in their seats until a school authority has dismissed them.
- Refrain from whistling, talking or other acts of discourtesy that interrupts the performance.

Violation of these rules shall subject the student to the disciplinary code.

Grooming

The School expects the following general appearance guidelines to be followed by the student:



- Hair must be well groomed, neat, and clean at all times; the cut, any artificial coloring, special styling, or additional hairpieces must not detract from or interfere with the educational environment. Boys may grow their hair to a length that accommodates the current full hairstyles for men but not exceed just touching the shoulders at full extension in the back, unless otherwise required by the student's religion. Sideburns shall be no more than one-half inch below the ear lobes and shall not be flared. Mustaches, beards, or goatees are not allowed unless otherwise required to be worn by a student's religion or a documented medical reason established by a licensed physician. Such exceptions would preclude the student from shaving, at any time, including shaping or outlining the facial hair. Drawings, icons, and/or other markings cut into or colored into the hair, including eyebrows, and not associated with required religious markings or hairstyles are not permitted.
- **Veil / Buruga:** Girls who wear the veil may wear a yellow or blue headscarf.
- Students participating in school-related activities may have to comply with a more restrictive grooming code in addition to this policy. Students not in compliance with the dress and grooming code while at school activities/functions shall be prohibited from participating and may be disciplined using the Student Code of Conduct. The dress and grooming code may be modified with administrative consent to accommodate extracurricular activities and special events.
- Boys may not wear earrings or ear studs. No student shall wear exposed rings, studs, or other jewelry associated with body piercing unless allowed. Heavy chains, medallions, headbands, or jewelry that may cause injury or be used to inflict injury on others are not permitted.
- Tattoos, icons, and any other markings on the body, whether permanent or temporary, not required by a student's religion, shall be covered at all times in an unobtrusive manner that does not interfere with the educational environment.
- A student who has markings on his or her body and who wishes to participate in extracurricular activities shall ensure that the markings are covered by the standard uniform for the activity and are in compliance with the guidelines set forth above.

- The same restrictions shall apply to any icon or representation that is visible on the body of the person. This includes, but is not limited to, tattoos, drawings, and/or other markings on the body that are not associated with required religious markings.

Accident Prevention

School staff will do everything possible to prevent accidents. However, parents/guardians must understand that some activities such as recess play, physical education activities or field trips involve inherent risks to the student regardless of all feasible safety measures that may be taken by the school.

Academic Honesty

Academic honesty is a fundamental principle of the Billabong High International School. Therefore, students assume the responsibility of their own work at all times, whether graded or not. Pressure to be successful, of having several major assignments due on the same day/during the same week, of juggling school work with extracurricular activities will understandably produce stress from time to time. However, academic honesty is about facing such pressures without compromising one's integrity. Work submitted must be the result of one's own thought, time, and effort. By maintaining one's academic honesty, a student will have the pride and satisfaction of knowing that he/she earned the credit and/or acknowledgement received. Each student is responsible for his/her future. It is important for each student to act in an ethically responsible manner and hold each classmate to the same high standards as well. In so doing, pride in one's work and respect for others' work will bring honor to each student and school as a whole.

Any action intended to obtain or assist in obtaining credit for work that is not one's own is considered academic dishonesty.

Students will support the principles of academic integrity and refrain from all forms of dishonesty by not exhibiting and/or participating in unacceptable behaviors which include, but are not limited to the following:

- Submitting another person's work as one's own.
- Committing or being party to the act of forgery.
- Giving or accepting a copy of or information in reference to any assessment, quiz, lab work, homework, or scoring device.
- Copying from another student's assessment or allowing another student to copy one's assessment at any time.
- Using materials or electronic devices that are not permitted during an assessment.
- Plagiarizing work (a form of deliberate or reckless representation of another's words/work or ideas as one's own without citation).
- Permitting someone, including another student, parent, sibling, or tutor, to complete one's homework, project, report, paper, or take-home assessment.

- Permitting someone, including another student, parent, sibling, or tutor, to complete one's homework, project, report, paper, or take-home assessment.
- Claiming an illness in order to avoid an assessment or assignment of any kind on the scheduled date.
- Claiming an emergency or illness in order to miss a class.
- Using an on-line translator in a foreign language class for writing assignments, completing projects and preparing oral presentations (Note: Use of an on-line dictionary may be permitted to look up isolated words).
- Copying of computer software or data created by others unlawfully.
- Misrepresenting the truth/not telling the truth; includes but is not limited to – willful and knowledgeable telling of an untruth or falsehood as well as any form of intentional deceit, attempted deception, or fraud in an oral or written statement; examples are lying or failing to give complete information to a teacher/administrator, feigning illness to gain an advantage of extra preparation time for assessments and/or assignments.
- Stealing -- includes but is not limited to taking another person's property without permission; stealing copies of assessments, teacher's edition of textbooks, or another student's work, notes, or handouts.
- Misusing or removing school's computer/network/internet systems.
- Modifying or misusing any electronic device (i.e., calculator, cell phones, etc.) to obtain an unfair advantage.

Note: Collaboration when studying or when completing homework is not considered academic dishonesty, unless it is prohibited or limited by procedures established by the teacher. Disciplinary action may be taken by school administrators for any violation of this code.

Student Regulations Concerning Tobacco Use/Possession of Tobacco Products

Billabong High International School is committed to providing a clean, healthy and safe environment for students, employees and the general public. Use of tobacco in any form is considered detrimental to the health of non-users as well as users of tobacco. The use of tobacco is inconsistent with the BHIS health education programs. BHIS is a "tobacco free" zone. The use of tobacco will be prohibited from school buildings and school sponsored events. Students shall not use or possess any tobacco or tobacco-like products while on school property, while going or coming to school, during the lunch period whether on or off the campus and during or when coming to or from a school sponsored activity.

Minimum Corrective Action: One-day, out-of-school suspension and notification to parents.

Maximum Corrective Action: Suspension from the School.

Student Health Regulations On Alcohol/Drug Use, Abuse and Dependency

Students shall not use or possess any drug, including alcohol. BHIS recognizes that alcohol/drug use and abuse can create serious health problems and that alcohol/drug dependency is a treatable illness. Health problems of youth are primarily the responsibility of the home. Community and schools should share in that responsibility because alcohol/drug problems often interfere with behavior, learning, and the fullest possible development of each student. BHIS, intending to intervene early in problems that interfere with learning and development, will have personnel contact students manifesting signs of use or abuse and will make an effort to both educate and assist them.

Jurisdiction: Rules and implementation for BHIS Student Health Policy on Alcohol/Drug Use, Abuse and Dependency applies to all students:

1. While on school property.
2. While going or coming to school.
3. During the lunch period whether on or off the campus.
4. During or when coming to or going from a school sponsored activity.

Student Behavior: Student behavior is always expected to be appropriate. Guidelines of student behavior concerning the Alcohol/Drug Policy include the following expectations. A student shall not:

- i. Sell or distribute alcohol, unlawful drugs, controlled substances, hallucinogens or inhalants;
- ii. Use, possess or be under the influence of alcohol, unlawful drugs, controlled substances, hallucinogens or inhalants;
- iii. Use, possess, distribute or sell drug paraphernalia;
- iv. Use illicit drugs or medication without the formal supervision of a physician or in a manner other than prescribed by a physician.

Definitions: Unlawful drugs and controlled substances are those defined as illegal under the laws of the State. Illegal activities will be reported to the police and/or applicable authority when any of the above activities occur on school property, while in attendance at school or school activities, while coming to or going from school or a school activity, or during the lunch period whether on or off campus. BHIS response to these infractions may be independent of or in conjunction with police action, and will result in disciplinary consequences as outlined more fully below.

Corrective Action: Confiscation of contraband, notification of parents and law enforcement and suspension.

Change of Address (Including Email Address)

Please **immediately** inform the school of any change in address, work phone number, home phone number, email address or emergency phone numbers. Parents may update their contact information by contact the class teacher through phone or mail with the updated information.



Communicable Diseases

The School Nurse assists school staff and families in the management of communicable disease. This is accomplished through classroom education including proper hand washing and respiratory hygiene, newsletter and in-service communications on health updates, and through the management of disease outbreaks in conjunction with local health department staff.

Families are encouraged to consult with their healthcare providers concerning potential communicable disease symptoms in their child, and to communicate with school staff upon diagnosis. The School Nurse is available for consultation and referral and may be contacted through the school office.

Communication with Families

Communication between the home and school is an essential part of the school program. You are encouraged to contact your child's teacher, principal or any specialist if you have questions, concerns, or compliments about your child's progress in school. There are a number of ways for parents to receive information about their child's progress and school.

- **Open House** is a time for parents to visit their child's school and meet with teachers. Curriculum, grading practices, homework policies and general expectations are explained by each teacher. This is not a time for individual parent / teacher conferences.
- **Report Cards** are issued following each term. These reporting forms record academic progress and effort in each area of the curriculum.

- **Parent / Teacher Conferences** provide opportunities for teachers to share information with parents about their child's progress in school. The parent / teacher conference is an important means of reporting to parents and guardians. These conferences are scheduled at the end of each volume. Additional conferences may be held at the request of the parent or teacher anytime during the year. Some teachers conduct Student-Led Parent / Teacher Conferences.
- **Email / Telephone** contact is encouraged. All teachers have email addresses. Please contact your child's teacher and/or principal for their email address/telephone number.
- **Newsletters** from the principal are sent home with students on a regular basis to provide timely information about school, classroom and school activities. These newsletters also available online on the school website www.billabonghigh.mv
- **Friends of Billabong:** The school is working on a procedure to establish a parent representative body to provide valuable support and service to students and staff. Parents will be informed regarding it and are encouraged to become active members.
- More information is included on the school web site www.billabonghigh.mv

Emergency/Safety Drills

The school has developed an emergency plan to help ensure the safety of children in the event of a fire or other disaster, such as an earthquake or a building intruder.

Throughout the school year drills and evacuations are conducted to allow students and staff to familiarize themselves with the school's emergency procedures.

In compliance with state regulations, emergency evacuation drills will be held throughout the school year. Specific instructions for the fire drill exits are posted in each room.

Emergency Information

In case of an emergency, each student is required to have on file at the school office the following information:

- Parent(s) or guardian(s) name(s).
- Complete and up-to-date address information.
- Home phone number and parent work phone numbers.
- Emergency phone numbers of friends or relatives.
- Physician's name and phone number.
- Medical alert information.

***Please note parent and emergency contacts must be local.**

Field Trip

Your child's class will be participating in educational field trips during the year. It is the policy of Billabong High International School to acquire parental permission before allowing a student to travel with members of his/her class. **If you would like your child to participate, please carefully read and sign the "Parent Permission form"**.

By signing and checking the yes or no on **"Parent Permission form"** you are giving permission for your child to go with his/her class on field trips during the year. If travel by a private car is required for an event, you will be notified prior to the trip.



As a parent or guardian, your signature on the permission form indicates that you understand that the school and the staff will do everything possible to prevent any accidents. However, by checking and signing you indicate that you understand that some activities on field trips involve inherent risks to students, regardless of all feasible safety measures that may be taken by the school. In consideration of the school's agreement to allow your child to participate in field trips you agree to accept responsibility for any loss, damage, or injury to your child that occurs during your child's participation in a field trip that is not the result of fraud, willful injury to a person or property or the willful or negligent violation of a law by a trustee, employee or agent of the Billabong High International School.

In the event it becomes necessary for the school staff in charge to obtain emergency care for your child, neither he/she or the school assumes financial liability for the expenses incurred because of an accident, injury, illness and/or unforeseen circumstance.

If your child has a medical condition, which the school should be aware of before allowing your child to participate on a field trip, you must notify the school and inform them of the nature of the medical condition.

In the event that unforeseen circumstances arise creating a need for you to contact your student or to have information relayed to you about an emergency, change in itinerary, etc. an information network has been established. You will be provided with a contact person and number prior to the field trip.

Parents who wish to assist in chaperoning a field trip may volunteer by contacting the teacher of the class or the Principal. Due to a variety of factors (e.g. participant restrictions at field trip sites, space, etc.) additional family members or friends may not accompany a volunteer chaperone on field trips.

In case the field trip involves a boat ride, the school will adhere to all the existing safety guidelines of the state. We will ensure that the children are accompanied by trained swimmers/lifeguards and all the safety equipment is available on the boat.

First Aid

There are facilities in the school for a student to rest if he/she is not feeling well. If your child does not feel well enough to return to class in a short time, you will be contacted to pick up your child from school. It is important that the school is kept informed of your current local phone numbers and where you can be contacted.

Policies for administering first aid within the school system have been formulated by the School Nurses. Very minor injuries will be taken care of by trained school personnel or by the School Nurse. Parents will be contacted and requested to take over the responsibility for any care that goes beyond "first aid." It is imperative that the school has emergency phone numbers in case the parent cannot be reached.

After School Club Policy

General Guidelines

- The school offers a range of after school clubs for its students.
- The club activities will be held for duration of one hour each week.
- **It is mandatory for each child to choose one club at a point of time.**
- **Minimum attendance of 75% is required.**
- Children are allowed to change a club after 6 months.
- There will be a culmination activity for each club.
- Each child participating in the club should take active part in the culmination activity.
- Attendance to the club is important.
- Student attendance and achievement will be reported in the termly report card.

1. Children taking part in after-school activities need to be supervised within the school premises.
2. A supervision Rota will be drawn up. A parent of each child attending the after-school club is required to supervise one or more sessions. If the parent cannot supervise at the given date, it is their responsibility to arrange to swap their duty with another parent on the supervision list. They also must inform the club co-ordinator of this change.
3. For Health and Safety reasons parents of children attending after-school clubs **must** provide their contact details. **No child will be allowed attend a club unless this information is furnished.**

The Role of Supervisors

For after-school clubs **held on school premises**, supervisors must:

- Be at the location of the club.
- Take a roll call at the start of the activity. (A folder with a list of the enrolled children with contact details will be provided.)
- Wait outside the class to ensure that any child who leaves the class returns promptly
- Contact the parent immediately if a child leaves the club early without permission
- At the end of the club ensure that children leave the school premises safely and wait until all children are collected, where applicable
- Compile all the attendance of the club member students and enter them in the Report Bee.
- Report to Vice Principal and discipline committee if a child is not regular to the club.
- Ensure that the child's parents are informed about the absenteeism and proper disciplinary action is taken against the child.

The Role of Parents

After-school activities should be fun for all the children involved. It is therefore important that the children themselves want to be there. Where children consistently show that they are not interested in the activity and in joining in or are being disruptive, parents will be advised and may be asked that their child no longer attend. The organiser of the after-school activity should [will] normally make this contact.

For after-school clubs held on school premises:

- Parents must collect their children **on time**.
- Parents who allow their children to walk home on their own must inform the after-school club coordinator in writing.
- Parents of children attending after-school clubs **must** provide details where they or a designated adult can be contacted during the after club activity should the need arise.

For after-school clubs held off school premises:

- A parent or designated adult must be present for the entire duration of the after-school club to supervise their own child.
- It is the responsibility of the parent to ensure that their child gets safely to and from the after school activity.
- A roll call will be taken by the club coordinator or a designated adult.

The Child's Role

- Children must go directly from their own classrooms to the room where the activity is held.
- Children attending after-school activities are expected to follow the normal school code of behavior, which is based on mutual respect for oneself and others.
- If a child is disruptive, they may be asked to sit to one side in the class.
- If the child remains disruptive, their parents will be contacted and asked to withdraw them from the activity either temporarily or permanently.
- Children are not permitted to leave the classroom during the class except to go to the bathroom.
- Children must wait **within** the school premises to be collected unless they have written permission to make their own way home.

Homework Policy

Homework is defined as work that is set to be done outside the timetabled curriculum. The purpose of homework should be to practice, reinforce, or apply acquired skills and knowledge. Completing homework is the responsibility of the student. And as students grow older, we expect them to improve in their ability to work independently. We also expect parents to play a supportive role only, namely that of monitoring completion of assignments, encouraging students' efforts, and providing an environment conducive for learning. However, if you feel that your child is spending too much time doing homework, you should contact your child's teachers.



Aims

We believe that homework enables students to:

- Develop regular study skills.
- Engage in independent work.
- Consolidate and extend work covered in class.
- Prepare for new learning activities.
- Access resources not available in the classroom.
- Develop research skills.
- Enhance their study skills (namely time management, planning and self discipline).
- Take ownership and responsibility for learning.

Expectations: How much and by whom?

The following table gives an indication of approximately how much time we expect students will need to spend doing homework during a week (Sundays to Thursdays).

TIMES PER WEEK					
SUBJECT	GRADE 1-2	GRADE 3-4	GRADE 5	GRADE 6-8	GRADE 9-10
ENGLISH	15 MINS	20 MINS	30 MINS	30 MINS	45 MINS
LITERATURE	15 MINS	20 MINS	30 MINS	30 MINS	
MATHEMATICS	3 x 15 MINS	3 x 20 MINS	3 x 30 MINS	3 x 30 MINS	2 x 45 MINS
ISLAM	15 MINS	2 x 20 MINS	30 MINS	30 MINS	45 MINS
DHIVEHI	15 MINS	2 x 20 MINS	30 MINS	30 MINS	45 MINS
ICT / EVM	15 MINS	20 MINS	30 MINS	30 MINS	
SOCIAL SCIENCE	2 x 15 MINS	2 x 20 MINS	30 MINS		
PHYSICS				30 MINS	
CHEMISTRY				30 MINS	
BIOLOGY				30 MINS	
HISTORY				30 MINS	
GEOGRAPHY				30 MINS	
EACH BLOCK					45 MINS

If we assign homework according to the table, children would spend on an average the following amounts of time per day:

Grades 1-2: 30 minutes per day

Grades 3-4: 45 minutes per day

Grades 5: 60 minutes per day

Grades 6-8: 75 minutes per day

Grades 9-10: 90 minutes per day

When will homework be set?

The coordinator for the respective grades will prepare and issue the school homework timetable to teachers to share with students in their planner.

Homework tasks

Homework can be:

- Independent learning
- Consolidation of class work
- Practice - learning by doing
- Assignments
- Research

Please note that work which could not be completed in class during class time is not considered as homework.

Sanctions

When homework is not completed, teachers should initially support the student and ensure the tasks set meet the student's needs. If this is so, then the following sanctions should be used:

1. **First Instance:** Teacher to question student as to why homework was not completed to check whether the child has a valid reason. If so, discuss and negotiate with student a second date for completion.
2. **Repeated Instances:** Teachers should refer the student to the Coordinator / Head of Department, who will advise the student, discuss and negotiate a date for completion and inform parent verbally.
3. We expect students to improve after the parents are informed verbally. However, if still the student fails to complete homework, the school will send a letter to parents.

Incentives

High quality homework and a good work ethos should be sensitively praised in class.

Responsibilities

The role of the student

- To listen to homework instructions in class.
- To copy down instructions for the task and deadline date into the homework diary.

- To ensure that homework is completed and handed in to meet the deadline.
- To attempt all work and give their best.
- To inform the class teacher of any difficulties.

The role of the Class Teacher / Subject Teacher

- Set homework according to the timetable.
- Give clear and comprehensive instructions regarding the work.
- Set deadlines for completed work and ensure that they are met.
- Mark and return all homework promptly.
- Provide help and support.
- Inform the Coordinator, as appropriate, of problems that persist.



The role of the Coordinator

- Provide staff, students and parents with the necessary information regarding homework.
- Develop classroom practice to enhance homework across the school.
- Review annually the school homework policy.

The role of the Parents

- Provide a quiet place to work.
- Negotiate with the student when homework is to be done.
- Check the time spent on individual tasks.
- Check the presentation and content of all completed homework.
- Sign the homework planner each week.
- Inform the school about any problems regarding homework.

Lost and Found

The school has a lost and found area. If your child has lost an article, please ask him/her to check the lost and found area in the school office or to speak with his/her teacher. Lost and found items, which are not picked up, will be periodically donated to local charities.

Medical Appointments

Medical and dental appointments during school hours are discouraged. Students will only be dismissed upon request of a parent or guardian. If a student is out of the building for an appointment for ½ or more of a morning or afternoon will be recorded as an absence.

Parent Volunteers

Parent volunteers are encouraged to take an active part in their child's school. Volunteers work as tutors, mentors, special event organizers, Parent council members, guest speakers, classroom assistants, playground monitors, and much more! Whatever your talents, whatever your interests, your school welcomes your time and support. If you are interested in volunteering you can contact your school principal or fill out the Volunteer Registration Form available either in this handbook .A Volunteer Application Form is included in this handbook. If you are interested in volunteering please complete the form and return it to your child's class teacher.

Guidance and Counseling

The School as appointed a qualified counselor. The counselor delivers comprehensive social services to children, teachers and families. Her responsibilities include identifying students in need of services, assessing the needs and planning the appropriate interventions in coordination with other school personnel and parents. The major goal of the student support services is to improve situations in a child's life that are negatively affecting the child's adjustment in school and his/her learning experience.

The counselor talks through minor adjustment problems with parents, children and school personnel and assist parents in finding the community resources they need to help with a particular problem. It is recognized that the best education for any child occurs when the child is rewarded for learning both at school and at home. Therefore, the counselor acts as liaisons between home and school.

Problem situations most appropriate for the counselor are those related to pupils' learning opportunities, academic achievement, social functioning and the need for change in the child's life at school, in the community and at home. In essence, counselor is an advocate for the troubled school child.

Career and Guidance Cell

The counseling office at BHIS seeks to assist students, particularly juniors and seniors, in their college search and application process. The process of applying to college can be an exciting and rewarding experience, provided the student has a clear idea of what is expected at each stage. To help the students with this process, the College counselor will provide University/College information which might include links to a number of web sites where the student will find information that is essential for make preparations to go to college. College counselors will also provide the student with career ideas and corresponding degree plan to help the student achieve her goals.

Acceptable Use Guidelines - Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices

The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device or other personal electronic devices without authorization of the teacher to support instructional activities in the classroom, the device may be confiscated. The parent may pick up the confiscated device from the principal's office.

The campus reserves the right to keep the electronic device for the remainder of the year. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Student Code of Conduct. The school is not responsible for damaged, lost, or stolen telecommunications devices.

Instructional Use of Personal Telecommunications and Other Electronic Devices

Students in grades 6-12 will be allowed to bring personally owned electronic devices that are Internet aware, for use during the school day. Bring Your Own Technology (BYOD) devices are attached or connected to the Billabong High ISD network and are subject to the same policies and procedures established for the use of school owned equipment. The use of BYOD must adhere to the Acceptable Use Policy of the Electronic Internet Communication System agreement. The student and parent/guardian must sign and return the AUP prior to using the device and accessing the school network.

School technicians will not service, repair, or maintain any BYOD. BHIS will not be held liable for personal content housed on the device. Any software residing on the BYOD must not interfere with the normal operation of school-owned resources and must be properly licensed. BHIS is not responsible for any physical damage, loss, or theft of the device. Internet usage or texting charges are the responsibility of the student. Students are responsible for keeping the BYOD in a secure location when not in use. Student use of BYOD must support the instructional activities of the classroom and must be turned off and put away when requested by a teacher.

Acceptable Use of school Technology Resources

To prepare students for an increasingly technological society, the school has made an investment in the use of school-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the school's network systems and use of school equipment, is restricted to approved purposes only. Students and parents must sign the Authorization Form at the front of this handbook regarding acceptable use of the Electronic Internet Communication System prior to using school resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Students may be given access to the school's electronic communications system. Through this system, the student will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet. The student will have access to hundreds of databases, libraries, and computer services all over the world. With this educational opportunity comes responsibility. Inappropriate system use will result in the loss of the privilege to use this educational tool. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some material you (or your parents) might find objectionable. While the school will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use.

Cell Phones

Students will not be allowed to use the phone during class periods. If a student chooses to use the phone between classes, they must ask permission. The telephone should not be used to arrange student transportation after school. The arrangements should be made prior to coming to school.



Student Cell Phone, Listening Devices, and other Personal Technology Devices

Students are permitted to possess cellular telephones, ipods, or personal technology Any use requires permission from school personnel. Some examples of acceptable use include calculators, calendars for assignment input, and online educational access to curricular areas.

Students are permitted to use cellular telephones outside the building before school. After school students are permitted to use their cell phones so long as they are moving toward the exits. We ask students to refrain from using cellular phones during lunch both inside and outside the building. Any other use requires specific permission from school personnel. **Texting, taking photos, or recording video inside the school building during the school day is not allowed.**

Students may not wear ear pieces during the school day as they will impede the student's ability to hear instructions, announcements, or teacher requests.

Students must comply anytime a request is made by school personnel to stop using a cellular telephone. If such a device is observed by staff, excluding use outside the building before and after school, the device shall be confiscated until released by an administrator. The administrator may release directly to the student or the student's parent or guardian. An exception to this procedure may be granted by the school administrator for purposes relating to health and/or safety needs.

The School is not responsible for students' lost or stolen cell phones.

In case a student needs to communicate parents they can use school phone at the reception. They must inform name and relationship / the number and why they want to call. Calls will be restricted urgent calls only.

Rules for Appropriate Use

You will be assigned an individual account and are responsible for not sharing the password for that account with others.

The account is to be used mainly for identified educational purposes. You will be held responsible at all times for the proper use of your account, and the school may suspend or revoke your access if you violate the rules.

You will be held responsible for any postings to a social networking site that would "materially disrupt classwork, involve substantial disorder, or interfere with the rights of others"

Inappropriate Uses

- Using the system for any illegal purpose.
- Logging into someone else's account.
- Posting personal information about yourself or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Using a proxy bypass site.
- Wasting school resources through the improper use of the computer system. Gaining unauthorized access to restricted information or resources.
- Encrypting communications to avoid security review.

- Accessing non-educational social networking sites.
- Disabling, bypassing, or attempting to disable any Internet filtering device. Using personal electronic mail accounts.
- Purposefully taking, disseminating, transferring, or sharing abusive, obscene lewd, sexually oriented, threatening, harassing, damaging to another's reputation, or otherwise illegal images or photographs, which includes cyber bullying and sexting. This prohibition will result in discipline according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.
- Posting messages, accessing, or possessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or otherwise illegal. This prohibition applies to conduct on or off school property if it results in a substantial disruption to the educational environment.
- Loading software without school permission.
- 3G, 4G, hotspots, and other private methods of connecting to the Internet are not allowed to be used to access the Internet while on school property.

Consequences for Inappropriate Uses

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Students understand that their computer use is not private and that the school will monitor their activity on the computer system. Students have read the school's electronic communications system regulations and agree to abide by those provisions. Students understand that violation of these provisions may result in suspension or revocation of system access. Parents/guardians and students must agree by signature to the conditions of the Acceptable Use Policy (AUP) prior to access being given to the student.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is school-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student.

In addition, any student who engages in conduct that results in a breach of the school’s computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

A red decorative graphic consisting of a horizontal bar with a circular end on the left side.

Disclaimer

Although the Billabong High International School Acceptable Use Policy has been carefully written, Billabong High International School assumes no liability for any errors or omissions, and reserves the right to change the Acceptable Use Policy as needed. Billabong High is not responsible for any unauthorized use of Billabong High School computer resources. Billabong High cannot guarantee availability or functionality of computer resources, and is not responsible for loss of data due to system failures.



PARENT PERMISSION FORM
ACADEMIC YEAR 2018

Student Name: _____

Grade: _____

This form will be signed and will be in effect for the Academic Year 2018. If at any time you would like to make changes please contact your child's class teacher.

Parents: Please read the Handbook information related to the topics below before completing this form. Once you have read the information provided please mark your choices, sign the form and return to the school.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I have read, understand, and give permission for my child to attend and participate in field trips.
<input type="checkbox"/>	<input type="checkbox"/>	I have read and understand the Technology Use Agreement and I give permission for my child to use the Internet.
<input type="checkbox"/>	<input type="checkbox"/>	I give permission for photographs and/or filming by the news media.
<input type="checkbox"/>	<input type="checkbox"/>	I give permission for my child's work to be published on the School web site.
<input type="checkbox"/>	<input type="checkbox"/>	I give permission for my child's name to be published on the School web site.
<input type="checkbox"/>	<input type="checkbox"/>	I give permission for my child's picture to be published on the School web site.
<input type="checkbox"/>	<input type="checkbox"/>	I have read and understand the Student/Parent Handbook.
<input type="checkbox"/>	<input type="checkbox"/>	I have read and understand the policy regarding cell phone, personal listening devices and iPads.

Parent Signature: _____

Date: _____