

Yogyakarta Independent School
YIS Handbook
for Parents and Students
2026 - 2027



Rev. 1/7_2026

Jl. Tegal Mlati No. 1 Sinduadi, Mlati, Sleman, Yogyakarta 55284, INDONESIA
Tel. +622745305147, +628112632442 | E-mail: info@yis-edu.org | Website: yis-edu.org

Dear YIS Students, Parents, Teachers and Staff, and members of the Board:

Welcome to the Yogyakarta Independent School (YIS) Parent and Student Handbook for the 2026-2027 academic year. This handbook serves as an essential resource designed to help guide your experience within our vibrant school community. Whether you are a long-standing member of YIS or new to our family, this document will provide valuable insights into the principles, policies, and practices that shape daily life at our school.

At YIS, we believe that education is a collaborative journey, where every student is inspired to explore their fullest potential within a supportive and challenging environment. Our school is dedicated to offering a world-class educational experience, one that blends academic excellence with a holistic approach to personal growth. With a strong foundation in the International Baccalaureate (IB) programs, we nurture critical thinking, intercultural understanding, and an innate sense of responsibility in every learner.

This handbook reflects not only the rules and expectations that ensure a smooth and harmonious school experience but also the values that underpin our educational philosophy. From fostering independence and curiosity to embracing diversity and inclusion, YIS is more than just a place to learn; it is a community where students are encouraged to become confident, compassionate, and capable global citizens.

I encourage you to familiarize yourselves with the content of this handbook, as it will be a valuable guide throughout the academic year. Within these pages, you will find clear information on our academic programs, behavioral expectations, school policies, extracurricular opportunities, and more. By following these guidelines, we ensure that our shared values are consistently reflected in the everyday experiences of our students and families.

We are proud of the educational environment we cultivate at YIS, where students are not only equipped with the knowledge and skills to succeed academically but also develop a sense of integrity, empathy, and resilience that will carry them far beyond the classroom.

Thank you for your continued commitment to YIS. Together, we will continue to build an exceptional school experience, where every student thrives and grows.

Warm regards,

A handwritten signature in black ink, appearing to read 'Swanti' with a stylized flourish at the end.

Veronika Swanti, S.Pd., M.Pd.
Principal
Yogyakarta Independent School

YIS PROFILE IN A NUTSHELL	1
YIS CURRICULUM AND INTERNATIONAL BACCALAUREATE	2
Primary Years Programme (IB-PYP)	2
Middle Years Programme (IB-MYP)	2
Diploma Programme (IB-DP)	3
 PARENT-TEACHER COMMUNICATION	 4
Concerns about Students	4
Confidentiality	5
STUDENT DISCIPLINE POLICIES	5
Behavior and Attitude	5
Invitations and Parties	5
YIS Dangerous Substances Policy	5
STUDENT ATTENDANCE & ABSENCE	7
On-time Arrival	9
Early Dismissal	9
Medical Absence	9
Anticipated Absence	9
Temporary Withdrawals	9
Mid-Term Entry / Exit	9
YIS INFECTIOUS ILLNESS POLICY	10
YIS ELECTRONIC DEVICE POLICY WITH LIMITED USE ACCOMMODATION	11
YIS CLASSROOM MANAGEMENT & BEHAVIOUR POLICY	14
YIS DRESS CODE POLICY	15
YIS STANDARD OPERATING PROCEDURES	16
School Hours	16
Assembly	16
Home Learning	17
Reporting to Parents	17
Student Lunches	17
Snacks	17
What students need to bring to school:	17

Excursions and Field Trips	13
Medicine	18
School Functions and Performances	18
Lost or Damaged School Property	18
Lost and Found	18
School Telephones	18
Mobile Phones	18
Parking at the School	19
YIS SCHOOL GROUNDS SAFETY & EQUIPMENT POLICY	19
EMERGENCY PROCEDURES	21
Earthquake	21
Fire	21
Volcanic Eruption	21
Political Unrest	21
National Emergency	21
STUDENT ENROLLMENT AND ADMISSION	22
Age Requirement	22
First Enrollment Procedures	22
Enrollment Renewal (Annual Procedures)	23
Withdrawal of Students	24
English Language Learners (ELL)	24
Admission Criteria	25
PAYMENT OF SCHOOL FEES	25
SECURITY IN THE SCHOOL	26
Safety and Security Precautions	26
Emergency Alert Procedure	27
PARENTS RIGHTS, OBLIGATIONS AND LIMITATIONS	27
Parents Rights	27
Parents Obligations	27
Parents Limitations	28
Communication of Grievances	28
ORGANIZATION OF YPIY AND YIS	28
YPIY Boards	28

YIS Principal, IB Coordinators and Teachers	28
YIS Management Support Team	29
YIS Secretariat, Front Desk and Financial Administration	29
YISPA – YIS PARENTS ASSOCIATION	29
YIS ACADEMIC CALENDAR	30

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, conforming to the Law on Foundations of the Republic of Indonesia. The Indonesian Ministry of Education and Culture has licensed the YIS to deliver an international curriculum in English to both foreign nationals and Indonesian students. The YIS is managed by a Principal, who is appointed by the YPIY Board as the Chief Executive of the school.

The YIS is an authorized International Baccalaureate (IB) World School, and is a member of the East Asia Regional Council of Overseas Schools (EARCOS).

The YIS aims to deliver world-class international education by a team of qualified international and national teachers, using English as the primary language of instruction, and at an affordable cost to parents. 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's Approaches to Teaching and Learning in their lessons.

Vision and Mission Statement

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 lifelong learning.

School Campus and Facilities

Strategically located at Jalan Tegal Mlati in Jombor Lor, Desa Sinduadi, north of the Northern Ring Road, the YIS Campus of 6.5 hectares includes botanical gardens, an olympic-size outdoor sport field, an athletic running track, an open-air 'Joglo' style canteen and modern and purposely built school buildings.

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 delivers its curriculum within the framework of the IB's Primary Years Programme, Middle Years Programme and Diploma Programme, culminating in the IB-MYP certificate at the end of Grade 10 and the IB Diploma at the end of Grade 12.

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)

Teaching and learning in the MYP is underpinned by the following:

- **Teaching and learning in context**
Students learn best when their learning experiences have context and are connected to their lives and the world that they have experienced.
- **Conceptual understanding**
Concepts are big ideas that have relevance within specific disciplines and across subject areas.
- **Approaches to learning (ATL)**
A unifying thread throughout all MYP subject groups, approaches to learning provides the foundation for independent learning.
- **Service**
Action (learning by doing and experiencing) and service highlight the values of the IB and YIS.
- **Language and identity**
MYP students are required to learn at least two languages.
- **Personal project**
All students in MYP Year 5 must complete the Personal Project.

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

Assessment

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 holistic grade descriptors 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 into 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.

Also, the school prepares students with Indonesian nationality for ASPD (Asesmen Standarisasi Pendidikan Daerah), a substitute to national examinations prescribed by the government. It shall be noted that admission to universities in Indonesia is based on the YIS diploma, related IB certificates, and, in some cases, depends upon the results of the admission test.

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 highly recommended 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.

Early Years Education

Early Childhood Education includes pre-school and kindergarten. Its curriculum covers areas of Social and Emotional, Fine and Gross Motor, Cognitive, and Language skills, implemented in integrated subjects such as Unit of Inquiry (Social Studies and Science Studies), Literacy (English Language and Bahasa Indonesia), Numeracy (Math), Computer and Library Studies, Music, Art, and Physical Education. Preschool programs are focused on 2.5-year old to 4-year old children, applying play-based methods in its implementation. The Kindergarten A and B programs are designed for 5-year to 6-year old children.

Primary School

Elementary School includes grades 1 – 6, corresponding to the age group from 6 to 12 years of age. Its curriculum covers the integrated subjects of Unit of Inquiry (Social Studies and Science Studies), Math, English Language, Science, Technology, Art, Music, Physical Education, and Bahasa Indonesia. Field trips and extra-curricular activities supplement the core teaching subjects. The YIS Primary program fully complies with the IB-PYP framework.

Junior High School

Junior High School includes grades 7 – 10, corresponding to the age group from 12 to 16 years of age. As an authorized IB World School for the Middle Years Programme (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 introduced to a wide range of subjects, from which they later select subjects that reflect their interests, personal talents and future aspirations, to create individual study packages as the basis for IB-MYP exams.

Senior High School

Senior High School includes Grades 11 – 12, corresponding to the age group from 16 to 19 years of age. The International Baccalaureate Diploma Programme (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 a variety of means in different grade levels, as well as through grades and comments in the Report Cards and during the regular Parent-Teacher conferences. If there is a concern about the performance progress of a child, parents and teachers may discuss this directly, through written notes, or by arranging an appointment for this purpose in the school.

Parents shall not call students or teachers on their mobile phones during school hours. If parents would like to set up a meeting with a teacher, or vice versa, they shall arrange this through the YIS Secretariat. 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 concerns related to the education of their own child first with the relevant teacher(s). If a 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

YIS students are expected to follow these basic tenets:

- 1. Respect yourself.**
- 2. Respect others.**
- 3. Respect your environment.**

Students at YIS are taught that manners and courtesy matter, as it shows respect for the feelings and needs of others. In our community, we take pride in the high level of positive social interaction between classmates and between students of different grade levels. YIS students are expected to demonstrate respect and consideration for others 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, inappropriate use of social media, 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.

Invitations and Parties

Birthday party invitations may only be distributed at school, 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.

YIS Dangerous Substances Policy

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 pet and no-smoking zone. No one is allowed to bring pet or 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.

Purpose: The YIS Dangerous Substances Policy is established to ensure the safety and well-being of all students, staff, and visitors by strictly regulating the presence and use of potentially hazardous or dangerous substances on school grounds. This policy outlines prohibited substances and the procedures to follow if such substances are found or used at school.

General Guidelines:

1. Prohibited Substances:

- Dangerous substances, including but not limited to the following, are strictly prohibited on school grounds or during any school-related activities:
 - **Illicit drugs:** Any illegal drugs or controlled substances.
 - **Alcohol:** Consumption or possession of alcohol is not permitted on school property or at school events.
 - **Tobacco and vaping products:** This includes cigarettes, cigars, e-cigarettes, and any other smoking or vaping devices or materials.
 - **Prescription medications:** Prescription drugs may only be brought to school with prior authorization from the school administration and proper documentation from a healthcare provider.
 - **Explosives, fireworks, and flammable materials:** These pose a serious safety risk and are strictly forbidden.
 - **Chemicals:** Any harmful or dangerous chemicals that could pose a threat to the health or safety of individuals are prohibited unless approved for specific school-related activities, such as science experiments, under strict supervision.

2. Reporting and Handling Dangerous Substances:

- **Students:** If a student is found in possession of or using dangerous substances, they must immediately report to a teacher or school administrator. Any prohibited items will be confiscated, and parents will be notified.
- **Staff:** Staff members who discover or suspect the presence of dangerous substances must take appropriate action by reporting the incident to school administration and ensuring the area is safe.
- **Visitors:** Any visitor found in possession of dangerous substances will be escorted off school premises, and authorities may be contacted if necessary.

3. Consequences for Possession or Use:

- **Students:** The possession or use of dangerous substances by students is considered a serious violation of school policy. Consequences may include:
 - Immediate confiscation of the substance.
 - Notification to parents or guardians.
 - Temporary suspension from school, depending on the severity of the incident.
 - Mandatory counseling or participation in a substance abuse prevention program.
 - In extreme cases, expulsion from the school.
- **Staff:** Any staff member found in possession of or using dangerous substances on school property will be subject to disciplinary action, which may include suspension or termination of employment.
- **Visitors:** Visitors found violating this policy will be asked to leave school grounds immediately and may be banned from returning. In cases involving illegal substances, law enforcement may be contacted.

4. **Exceptions:**

- **Prescription Medications:** Students who need to take prescription medication during school hours must have prior approval from the school administration. The medication must be kept with the school nurse and administered under supervision.
- **Science and Learning Materials:** Certain dangerous chemicals or substances required for science experiments or educational purposes may be used in a controlled environment, under the supervision of a teacher or staff member with the necessary training and precautions.

5. **Prevention and Education:**

- YIS will provide education and awareness programs for students and staff to promote understanding of the dangers of substance abuse and the importance of maintaining a safe, drug-free environment.
- These programs may include workshops, guest speakers, and resources to help students make informed decisions and seek help if needed.

6. **Emergency Procedures:**

- In the event of an emergency involving dangerous substances (such as a chemical spill or accidental exposure), the following steps will be taken:
 - The affected area will be evacuated immediately.
 - Emergency services will be contacted if necessary.
 - The school will follow its emergency response plan, ensuring the safety of all students, staff, and visitors.

Review and Adjustment:

- The Dangerous Substances Policy will be reviewed periodically to ensure it remains up-to-date with current safety standards and regulations. Adjustments may be made based on feedback from health and safety authorities, parents, and staff.

Communication with Parents:

- The Dangerous Substances Policy will be communicated to parents at the start of the academic year and will be available on the school's website for reference.

By implementing this Dangerous Substances Policy, YIS strives to maintain a safe, healthy, and responsible school environment, free from harmful or dangerous substances.

STUDENT ATTENDANCE & ABSENCE

Yogyakarta Independent School Attendance Procedures

The accurate registration of students is an obligation of classroom teachers to take at the start of each lesson and is of vital importance for safeguarding. The attendance procedure will follow the steps outlined below to work with parents/guardians to ensure the highest possible attendance for their child. Please remember that students are expected to arrive at school by 7:50 a.m., and that students must be in their classrooms and ready for the day's instruction promptly at the beginning of each class period.

YIS Attendance Policy

School attendance is important to us at Yogyakarta Independent School. Regular attendance is a prerequisite for success in school; conversely, those who are not in class will miss important learning opportunities. Poor attendance can lead to underachievement, and this is especially true in the senior years as courses become more demanding. It is important, therefore, that we work together with families to ensure every child is in school and being challenged.

When your child is absent:

If parents/guardians know that their child will be absent from school for any reason, they are asked to give the school advance notice by sending an email to the school office—secretary@yis-edu.org—copied to the relevant homeroom teacher.

If the absence is unanticipated and it is not possible for the parents to send an email, we ask that parents and guardians call or send a WhatsApp message to the reception in the morning to inform the school and that this call or message is followed up as soon as possible with an email to the homeroom teacher copied to reception.

If a student does not come to school and reception has not already been notified, the school receptionist will contact parents/guardians to check if the child is absent.

Types of Absences:

For any absences, families are asked to submit supporting documentation ahead of the absence where possible otherwise within 72 hours of returning to class. This will allow the school to maintain accurate records and determine the student's eligibility to pass the year. Any missing documentation will be followed up by the school.

Students are responsible for completing work assigned during absences, and we encourage students to be in contact with their teachers when absent. It is also important that parents plan vacations around the school year so students do not miss school.

Lateness:

Frequent lateness is a serious matter. Therefore all lates will be recorded on a student's record of attendance, and the school will follow up with individual students and families to promote punctuality. This could involve requiring parents and the Principal to meet to reach agreements of punctuality.

Parents will be contacted by the homeroom teacher if a student is late more than twice in a given week. If the school notes that there is a recurring issue with regard to punctuality, parents will be invited to a meeting to resolve the concern.

Consequences of Frequent Absences:

Persistent absenteeism or lateness will result, firstly, in a letter to parents. Following such a letter, should a student fail to satisfactorily improve their record of attendance, both parents and student will be asked to attend a meeting in order to resolve the concern.

In order to meet the requirements for the High School Diploma, and for progressing through to the next grade in general, students must attend 90% of their lessons. Students who miss more than 18 days per year, for any reason, will not normally be able to move through to the next grade. Any student whose absences account for more than 10% of a given course each semester may lose credit for that course. In this case, the school may ask that this time be made up to ensure minimum class attendance. Failure to meet this requirement may mean a student has to repeat the grade or is denied a YIS High School Diploma. When attendance drops below 90%, a meeting will take place between the school and the family to discuss possible interventions.

Partnership with Our Families

We understand that our community is highly mobile and that many of us live and work away from our extended families. Nevertheless, we do request that family travel plans respect the school calendar. It is also supportive of the school if parents schedule doctor, dentist, and other appointments after school hours or during vacations. Should a student arrive late or need to leave early, parents must notify the school in advance. Students must not leave the site without permission and are required to report to reception before they leave.

If parents have concerns about their child not meeting the attendance requirements, they should contact the child's Homeroom Teacher. We can resolve most attendance issues through collaborative dialogue.

Finally, please note that long-term absence for medical reasons is always given special consideration.

On-time Arrival

The school begins at 08:00 o'clock sharp. At that time, all students must be in their classes 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 either written parent permission or a telephone conversation with the front office. 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 dismissed early into the care of a nanny or driver without the expressed written permission or a telephone call from the parent.

Medical Absence

Parents shall notify the YIS secretariat, if their 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 parents 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.

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 he or she falls behind.

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 Infectious Illness Policy

Purpose: The YIS Infectious Illness Policy is established to protect the health and well-being of all students, staff, and the school community. This policy outlines the procedures to be followed when an individual is diagnosed with or exhibits symptoms of an infectious illness, ensuring a safe and healthy learning environment.

General Guidelines:

1. Identification of Infectious Illness:

- An infectious illness is defined as any condition that can be spread from person to person, including but not limited to influenza, COVID-19, chickenpox, strep throat, and conjunctivitis (pink eye).
- Symptoms that may indicate an infectious illness include fever, coughing, sneezing, sore throat, body aches, rashes, or any other unusual signs of illness.

2. Reporting and Attendance:

- **Students:** Parents are required to inform the school if their child has been diagnosed with or is showing symptoms of an infectious illness. The student should remain at home until they are symptom-free and have received clearance from a healthcare provider if necessary.
- **Teachers and Staff:** If a teacher or staff member exhibits symptoms of an infectious illness, they must notify the school administration immediately and refrain from coming to school. They should seek medical advice and return only when cleared by a healthcare provider.

3. Exclusion from School:

- Students or staff members diagnosed with or suspected of having an infectious illness will be excluded from school to prevent the spread of the illness.
- The exclusion period will be determined based on the type of illness, the individual's symptoms, and guidance from health authorities. In general, individuals should remain at home for at least 24 hours after symptoms have subsided without the use of medication.

4. Returning to School:

- Before returning to school, individuals must meet the following criteria:
 - Be symptom-free for at least 24 hours without the use of medication.
 - Provide a note from a healthcare provider if required by the school administration, confirming that they are no longer contagious and are fit to return.
- The school nurse or administration may conduct a brief health check upon the individual's return to school to ensure they are symptom-free.

5. Preventive Measures:

- YIS encourages all students and staff to practice good hygiene, including regular handwashing, covering coughs and sneezes, and avoiding close contact with others when sick.
- The school will provide hand sanitizers in classrooms and common areas, and surfaces will be regularly cleaned and disinfected to reduce the spread of germs.

6. Communication with the School Community:

- In the event of an outbreak of an infectious illness within the school, YIS will promptly communicate with parents, staff, and students about the situation and any necessary precautions.
- The school will provide information on the symptoms of the illness, preventive measures, and any changes to school operations or schedules.

7. Remote Learning for Students:

- Students who are unable to attend school due to an infectious illness may participate in remote learning if they are well enough to do so. Teachers will provide assignments and materials to support continued learning from home.

Review and Adjustment:

- The Infectious Illness Policy will be reviewed periodically to ensure it aligns with current health guidelines and the needs of the YIS community. Adjustments may be made based on feedback from health authorities, parents, and staff.

Communication with Parents:

- The Infectious Illness Policy will be communicated to parents at the start of the academic year and will be available on the school's website for reference.

By implementing this Infectious Illness Policy, YIS aims to safeguard the health of its community, minimize the spread of illness, and ensure that students and staff can return to school safely when they are healthy.

YIS Electronic Device Policy with Limited Use Accommodation

Purpose:

The YIS Electronic Device Policy is established to foster a focused and productive learning environment while recognizing the potential educational benefits of electronic devices. This policy aims to find a balance by encouraging responsible usage through a preference for limiting electronic device use during instructional time.

1. Electronic Device Guideline:

- 1.1. While in class, including lectures, discussions, and individual or group activities, it is strongly encouraged that electronic devices, including but not limited to mobile phones, laptops, and tablets, be kept in silent mode and securely stored in students' bags or designated storage areas. Each room in YIS now has a basket for this purpose. This promotes an environment conducive to focused learning. Specifically, PYP and MYP students are required to place their phones in the baskets, whereas DP students have the option of keeping their phones in their

bags in silent or airplane mode.

2. Limited Use Accommodation:

- 2.1. There will be designated "Electronic Device Use Times" during the school day, including breaks and lunch periods, when students are allowed to use their electronic devices.
- 2.2. During "Electronic Device Use Times," students can use their devices for non-academic purposes, such as socializing, entertainment, or personal communication.
- 2.3. Acceptable activities during Electronic Device Use Times may include:
 - 2.3.1. Socializing with peers.
 - 2.3.2. Entertainment activities, such as watching videos or playing games.
 - 2.3.3. Personal communication, including texting or calling friends and family.
- 2.4. Unacceptable activities during Electronic Device Use Times include but are not limited to:
 - 2.4.1. Cyberbullying or engaging in any form of harassment or inappropriate behavior towards peers or teachers.
 - 2.4.2. Accessing inappropriate content or materials.
 - 2.4.3. Engaging in activities that disrupt the learning environment or interfere with the rights of others.
 - 2.4.4. Any use of electronic devices that violates school policies or local laws.
- 2.5. Homeroom teachers may modify points 2.3.x, but not 2.4.x, at their discretion.
- 2.6. Recognizing the potential for overuse of electronic devices at home and the importance of maintaining a balanced lifestyle, even during designated "Electronic Device Use Times," students are strongly encouraged to engage in a diverse range of activities. This includes creative pursuits like drawing, painting, or writing, fostering social interactions through face-to-face conversations and collaborative projects, and practicing mindfulness activities such as meditation or journaling. Additionally, involvement in community service projects, intellectual stimulation through reading or problem-solving, and outdoor exploration of nature are all highly recommended. While electronic device use is permitted during these designated times, promoting this variety of analog and offline activities fosters holistic well-being and helps mitigate potential negative impacts on behavior and screen time habits outside of school hours. This encouragement aligns with YIS's commitment to promoting healthy habits and responsible technology use among students.

3. Educational Purposes Exception:

- 3.1. Students may use their electronic devices for educational purposes, as directed and supervised by teachers, during instructional time.
- 3.2. Educational use may include accessing specific apps, websites, or resources that enhance learning outcomes.
- 3.3. Acceptable activities during instructional time may include:
 - 3.3.1. Using electronic devices for educational purposes as directed and supervised by teachers.
 - 3.3.2. Taking notes or accessing course materials. A laptop or tablet is preferred for this purpose.
 - 3.3.3. Collaborating with peers on class-related tasks.
- 3.4. Unacceptable activities during instructional time include but are not limited to:
 - 3.4.1. Engaging in social media browsing.

- 3.4.2. Playing games.
- 3.4.3. Texting or communicating with friends for non-academic purposes.
- 3.4.4. Cyberbullying or engaging in any form of harassment or inappropriate behavior towards peers or teachers.

4. Classroom Management:

- 4.1. Teachers are responsible for enforcing the electronic device guideline during instructional time.
- 4.2. Students found in violation of the policy may face consequences, including warnings, temporary confiscation of devices, or other appropriate disciplinary actions. Below is a list of potential consequences:
 - 4.2.1. Verbal Warning: Upon the first instance of violating the policy, students may receive a verbal warning from teachers or administrators. This serves as an initial reminder of the policy and its importance.
 - 4.2.2. Temporary Confiscation of Devices: In cases where the violation persists or escalates, students may have their devices temporarily confiscated for the whole day. This measure aims to reinforce the seriousness of the policy and encourage compliance.
 - 4.2.3. Communication to Parents: In more severe or repeated instances of policy violation, the school may communicate with parents or guardians to inform them of the situation. This communication may include discussions about the student's behavior, the importance of adhering to school policies, and potential consequences if the behavior continues. Additionally, parents may be informed that, as a consequence of continued violations, their child may be prohibited from bringing a phone to school for a specified period. This measure underscores the seriousness of the situation and aims to collaborate with parents in finding solutions to promote a positive learning environment and responsible technology use.
- 4.3. Students are reminded not to take their phones to the toilet during class time to minimize disruptions and ensure the smooth flow of instruction.

5. Digital Citizenship Education:

- 5.1. YIS will provide digital citizenship education programs to promote responsible and ethical use of electronic devices and technology.
- 5.2. Students will be educated on the potential risks and benefits of electronic device use.

6. Emergency Situations:

- 6.1. In case of emergency situations, students are permitted to use their electronic devices. However, they must inform a teacher or school staff immediately.

7. Review and Adjustment:

- 7.1. The Electronic Device Policy will be subject to periodic review to assess its effectiveness.
- 7.2. Adjustments may be made based on feedback from teachers, students, and parents to ensure the policy aligns with the school's goals.

8. Communication with Parents:

- 8.1. Parents will be informed of the Electronic Device Policy through school communication channels.

By implementing this Electronic Device Policy with a limited use accommodation, YIS aims to create an environment that minimizes distractions during instructional time while acknowledging the educational potential of electronic devices during designated periods. This policy encourages responsible use and contributes to the overall learning objectives of the school.

YIS Classroom Management and Behavior Policy

Purpose:

The YIS Classroom Management and Behavior Policy is established to foster a conducive and respectful learning environment, ensuring that students can fully engage in their educational pursuits without disruption.

1. Expectations for Behavior
 - 1.1. Students are expected to conduct themselves in a manner that is respectful, responsible, and considerate of others.
 - 1.2. Disruptive behavior, including but not limited to, disrespect towards teachers or peers, use of inappropriate language, and engaging in physical altercations, is not tolerated.
2. Classroom Conduct
 - 2.1. Students are required to adhere to classroom rules set by the teacher, which may include guidelines for participation, use of electronic devices, and maintaining a tidy workspace.
 - 2.2. Students are expected to actively participate in class activities and discussions, demonstrating attentiveness and engagement.
3. Escalation Path for Misbehavior
 - 3.1. Verbal Warning: The teacher will provide a verbal warning to the student, reminding them of the expected behavior and the consequences of continued misbehavior.
 - 3.2. Written Warning: If the misbehavior persists, the teacher will issue a written warning, documenting the incident and specifying the required changes in behavior.
 - 3.3. Coordinator Intervention: If the student's behavior continues despite verbal and written warnings, the teacher will involve the PYP, MYP, or DP coordinator. The coordinator will work with the student, teacher, and parents to address the behavior and implement appropriate interventions.
 - 3.4. Principal Involvement: If the misbehavior persists despite interventions from the teacher and coordinator, the matter will be escalated to the school principal. The principal will conduct a thorough investigation, involving all relevant parties, and determine appropriate disciplinary action in accordance with school policies.
4. Reporting and Documentation
 - 4.1. Teachers will maintain records of student misbehavior, including details of incidents, actions taken, and communication with parents.

- 4.2. Incidents of severe misbehavior or those requiring disciplinary action beyond the classroom teacher's authority will be reported to the school administration for further investigation and resolution.
5. Support and Intervention
 - 5.1. The school will provide support and intervention services to students displaying persistent behavioral challenges, collaborating with parents, counselors, and relevant stakeholders to address underlying issues and promote positive behavior.
6. Review and Adjustment:
 - 6.1. The Classroom Management and Behavior Policy will undergo regular review to assess its effectiveness in maintaining a conducive learning environment.
 - 6.2. Adjustments may be made based on feedback from teachers, students, parents, and other stakeholders to ensure the policy remains relevant and aligned with the school's objectives.
7. Communication with Parents:
 - 7.1. Parents will receive information about the Classroom Management and Behavior Policy through school communication channels, including handbooks, newsletters, and parent-teacher conferences.
 - 7.2. The school will actively engage parents in addressing behavioral concerns and seek their cooperation in supporting the school's efforts to maintain a positive learning environment.

By adhering to the YIS Classroom Management and Behavior Policy, students contribute to a respectful and productive educational environment, fostering their personal growth and academic success.

YIS Dress Code Policy

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.

Purpose: The YIS Dress Code Policy is established to promote a respectful and inclusive learning environment. The policy reflects the school's commitment to maintaining a balance between individual expression and a professional, safe, and distraction-free atmosphere.

General Guidelines:

1. **Respectful Attire:**
 - All students are expected to dress in a manner that is respectful to themselves, their peers, and the school community.
 - Clothing should not display offensive language, images, or logos that promote inappropriate behavior.
2. **Appropriate Length:**
 - Skirts, dresses, and shorts must be of an appropriate length. The minimum length requirement is that these garments should be no shorter than 2 cm above the knee.
 - This standard applies when standing straight, and it is the student's responsibility to ensure their clothing meets this requirement at all times.
3. **Tops and Shirts:**
 - Tops should cover the midriff, chest, and back completely. Low-cut tops or those that reveal undergarments are not permitted.
 - Sleeveless tops are allowed as long as they cover the shoulder area; spaghetti straps and tank tops are not permitted.
4. **Footwear:**
 - Closed-toe shoes are required for safety reasons. Flip-flops, sandals, and high heels over 5 cm are not permitted.
 - Physical Education (PE) classes require appropriate athletic shoes.
5. **Accessories:**
 - Accessories that may pose a safety risk or distraction, such as large chains or spiked jewelry, are not permitted.
 - Hats, caps, and other head coverings are not to be worn indoors unless for religious or medical reasons.
6. **School-Specific Uniforms:**
 - If specific uniforms are required for certain school activities or events, students must adhere to these requirements as directed by the school administration.

Enforcement:

- Teachers and staff are responsible for ensuring that students adhere to the dress code policy.
- Students who are found in violation of the dress code will be required to change into appropriate attire. Repeated violations may result in further disciplinary action, including communication with parents.

Review and Adjustment:

- The Dress Code Policy will be periodically reviewed to ensure it aligns with the school's values and the evolving needs of the community. Adjustments may be made based on feedback from students, parents, and staff.

Communication with Parents:

- The Dress Code Policy will be communicated to parents at the start of the academic year and will be available on the school's website for reference.

By implementing this Dress Code Policy, YIS aims to create a positive and respectful learning environment that allows students to focus on their educational objectives while feeling comfortable and confident.

YIS STANDARD OPERATING PROCEDURES

School Hours

The regular school day starts at 08:00 in the morning. 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

A flag ceremony takes place with the entire school, on special occasions. This is often followed by an assembly of Early Years and Primary students and is led by the YIS Principal. During these assemblies, announcements are made, rewards are issued and student achievements are featured. Parents will be invited to join these assemblies.

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. Additionally, reading for pleasure is recommended for all students and appropriate timings are set by teachers.

As a general rule, home learning is not set for students during holiday times. This is to facilitate students being able to have a rest and take a break from academic studies. Exceptions to this may be for things such as Personal Project, Extended Essay and DP students who need to revise and study in an ongoing fashion.

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, parents are invited to meet with the Teachers of their children during Student-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.

Student Lunches

Students may bring their lunch from home. All students are supervised during lunch in the school canteen.

Snacks

Students are allowed to bring 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 students need to bring to school:

- *Snack and lunch*
- *Cap*
- *PE uniform (on appropriate days)*
- *Change of clothes (pre-school)*
- *Pencil case with necessary implements, as appropriate to the grade level*
- *Laptop (required for Grades 7 to 12; highly recommended for Grades 5-6)*

Additional stationary items may be required for secondary students. These are outlined by subject teachers, during the orientation week at the start of each new school year.

Excursions and Field Trips

Excursions and field trips are usually directly related to the YIS curriculum, and are 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 students may not have medicine in their possession at school, this shall be deposited in the custody of the YIS secretariat, along with a note from parents indicating proper dosages. Students may not administer medications to themselves. This must be overseen by administrative staff.

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 phones are effective communication devices, but restrictions apply. Students are allowed to bring mobile phones to school, but are 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 to essential study hours (in the Secondary), excursions, and afternoon enrichment 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 by the students at the end of the school day. YIS will not accept responsibility for lost or damaged mobile phones.

Parking at the School

Parents who drop off their child may use the YIS car parking areas, as designated by security staff. 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 grounds. Unlicensed (underage) students may not drive on school property.

YIS School Grounds Safety and Equipment Policy

Purpose: The YIS School Grounds Safety and Equipment Policy is established to ensure a safe and secure environment for all students, staff, and visitors. This policy aims to minimize potential hazards by regulating the types of equipment and activities permitted on school grounds.

General Guidelines:

1. Prohibited Items:

- To maintain a safe environment, the following items are prohibited on school grounds:

- **Scooters, skateboards, and hoverboards:** These items pose a safety risk in crowded areas and are not permitted on school property.
 - **Nerf guns, toy weapons, and other similar objects:** Any items that resemble or could be mistaken for weapons, including toy guns, are strictly prohibited.
 - **Soccer balls, basketballs, and similar sports equipment:** While YIS encourages physical activity, these items are not allowed during non-designated play times or outside of supervised PE classes to prevent accidents and injuries.
 - **Other hazardous objects:** Any object that could cause harm or disruption, such as sharp tools, fireworks, or drones, is not allowed.
2. **Designated Play Areas:**
 - YIS provides designated areas for sports and physical activities, such as the gymnasium and outdoor fields. These areas are equipped with appropriate safety measures and are supervised by staff during use.
 - Students are encouraged to participate in physical activities within these designated areas and under proper supervision.
 3. **Safe Use of School Equipment:**
 - All school-provided equipment must be used according to the instructions given by teachers or staff. Misuse of equipment may result in damage or injury, and students will be held accountable for their actions.
 - Students are not allowed to bring personal sports equipment to school unless expressly permitted by a teacher for a specific activity or event.
 4. **Storage and Handling:**
 - All school equipment must be stored properly in designated storage areas when not in use. Students are responsible for returning any borrowed equipment to its appropriate place.
 - Personal belongings, including backpacks and lunch boxes, should be stored securely in lockers or designated areas to avoid clutter and prevent tripping hazards.

Enforcement:

- Teachers and staff are responsible for monitoring the use of equipment and ensuring compliance with this policy.
- Any prohibited items brought to school will be confiscated and returned to the student's parent or guardian. Repeated violations may lead to further disciplinary action.

Review and Adjustment:

- The School Grounds Safety and Equipment Policy will be periodically reviewed to ensure it continues to meet the safety needs of the YIS community. Adjustments may be made based on feedback from students, parents, and staff.

Communication with Parents:

- The School Grounds Safety and Equipment Policy will be communicated to parents at the start of the academic year and will be available on the school's website for reference.

By implementing this School Grounds Safety and Equipment Policy, YIS aims to create a safe and orderly environment where students can focus on their education while engaging in physical activities under

appropriate conditions and supervision.

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, initiated by YIS security staff. Students will be escorted to the designated safe area where teachers will take attendance, and everyone will remain until the condition of the school has been thoroughly evaluated. The YIS Security, under the direction of the 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.

Fire

Students and staff will be notified to evacuate by an alarm, initiated by YIS security staff. Evacuation routes are marked on maps posted on the inside of each classroom door. Students will be escorted to the designated area where teachers will take attendance, and everyone will remain until the condition of the school has been thoroughly evaluated. The YIS Security, under the direction of the Principal, will check the school campus 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 of the school will be closed and locked for the security of the students inside the campus. Emergency response personnel will be notified immediately.

National Emergency

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

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 **Annual Enrollment Renewal of YIS students** who wish to continue in the next school year, and of **Withdrawal by parents**, or **Un-enrollment by the school**.

Age Requirements

The age requirements for entry to Early Years and Primary grade levels are outlined below:

Class	Must be a given age, by the specified date:
Preschool Stage 1	Age 2, by or before 1 September
Preschool Stage 2	Age 3, by or before 1 September
Kinder A	Age 4, by or before 1 September
Kinder B	Age 5, by or before 1 September
Grade 1	Age 6, by or before 1 September

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 Enrollment Forms, which can be down-loaded from the YIS website (www.yis-edu.org), 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 YIS that uses English as the 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 with the recommendation to find another school that can meet that student's particular needs.
- 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 email account and a YIS Student Identity Card.

Enrollment Renewal (Annual Procedures)

Based on Government Regulations, all schools are required to keep accurate, up to date and complete records of all students who 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 of students in each level and each grade, and of the corresponding need for teachers, resources and facilities, based on the annual renewal of student registration.

Therefore, an **Annual Enrollment Renewal** form is required of all YIS students who wish to continue for the next academic year. Before this form can be accepted and continued enrollment confirmed, parents must have settled all remaining School Fees for the past school year. If parents fail to submit the *Annual Enrollment Renewal* form for their children before the start of the next school year, their children are no longer registered as students who are enrolled in YIS, and parents will need to follow the same procedures as new parents, including payment of a non-refundable registration fee, admission and placement procedures. The continued enrollment procedure of students comprises the following six steps:

- Ensure that all outstanding school fees over previous periods have been paid, and complete the *Annual Enrollment Renewal* form, 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.

- 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 do not pay the 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 complete, 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 the recommendation 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 are enrolled, so that the school can prepare copies of student records and report cards, and prepare the child for the transition to the 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 Language Learners (ELL)

For the delivery of education in YIS, English is the main language of instruction. Many YIS students speak a different mother tongue at home, whereas English is a second, only used at school. Even

though YIS teachers apply a variety of teaching strategies to support these students, the school will only admit students to the upper primary and secondary grade levels if they possess some English language background. In these cases, the parents must take responsibility for arranging extra ELL lessons outside the school. For the youngest students, at early years and lower primary levels, this is usually adequate, but older students at junior and senior high school levels must make a more intensive effort to catch up so that they may adequately follow the required subjects.

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 meet the needs of children who have serious learning, emotional or physical challenges. Parents of these children are advised that the school is only able to serve students who are able to function in a regular program with minimal outside 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.

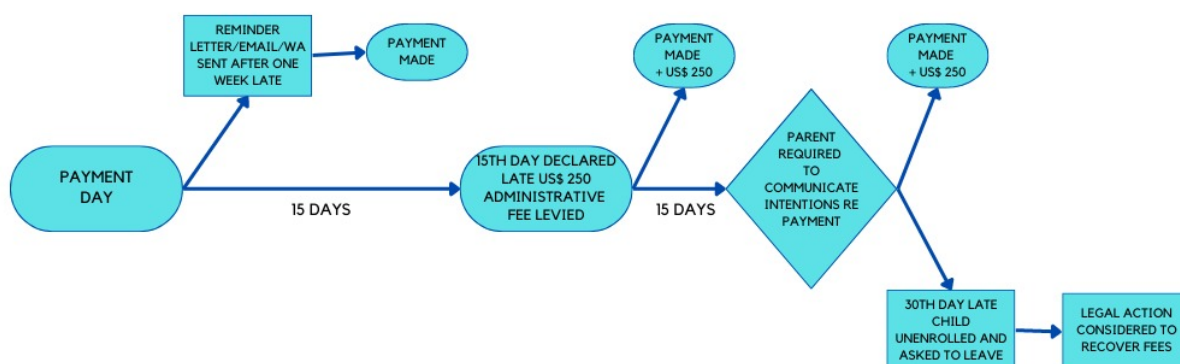
School fees are the main source of income of the YIS, and are needed to cover tuition costs and operational costs to run the school. Ideally, annual school fees are paid in full before the start of the new school year. Parents may also pay before the start of each term with an additional administrative fee of 3%. 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 confirmation of enrollment is mandatory before the end of each school year to secure admission for the next school year. Before parents can secure the enrollment renewal of their children, all school fees for the past school year shall have been paid. At the time of confirmation of continued enrollment, a non-refundable deposit of USD 1,000 must be paid, that is deductible from the school fees for the first term of the next school year. Parents who fail to confirm the continued enrollment of 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.

Due dates for payment of school fees are published annually, in the YIS Academic Calendar.

School Fees must be paid on time and are not refundable. If late payments exceed 15 days after the payment due date an administrative fee of USD 250 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 following flow chart:



If payments are late, the YIS reserves the right to withhold report cards, diplomas and certificates, and other records of the students concerned until the payment is fully settled.

SECURITY IN THE SCHOOL

Safety and Security Precautions

YIS aims to provide a 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 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 YIS secretariat before entering the classroom buildings. YIS security guards will check the identity of all people entering or leaving the school, and maintain CCTV recordings. Generally, visitors will be escorted by the security guards or Secretariat from the administration offices to the teachers or staff with whom they have a pre-arranged 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. YIS aims to prevent any unauthorized people from illegally trespassing 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 explicit permission or invitation 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.

Emergency Alert Procedure

Should an emergency occur and parents need to be notified, an emergency alert procedure will be initiated by the school, using WhatsApp and the parent emails we have on record. For this purpose, parents shall keep the YIS updated about the active mobile phone numbers of both parents at home and in their workplace. This must be confirmed at the start of each academic year, through the annual enrollment renewal form.

PARENTS RIGHTS, OBLIGATIONS AND LIMITATIONS

Parents Rights

Parents who pay their tuition fees as customers of YIS have the right to:

- send their children to school as target-beneficiaries of the education program offered by YIS. Parents have the right to expect that their children will be safe and secure in the school during regular school hours.
- expect that YIS teachers will educate their children in accordance with the philosophies and standards of an Authorized International Baccalaureate World School.
- information regarding 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.
- 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.
- join the YISPA, which 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 of YIS students shall:

- support the education of their children at home by caring for their physical, emotional and mental well-being.
- ensure that their children attend school based on the annual YIS Academic Calendar; arrive at and be collected from school on time.

- inform the school if their child for any reason is absent from the school.
- 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 leadership and staff of the YPIY and YIS; and
- pay their school fees on time.

Parents Limitations

Parents of YIS students shall refrain from:

- engaging in any direct or indirect form of business that involves the teachers, staff or students, unless specific written permission is obtained from the YIS Principal.
- employing YIS teachers or YIS staff to tutor their children outside the school unless specific written permission is obtained from the YIS Principal.
- undue pressure, intimidation or threats of any kind aimed at staff, teachers, or Principal of 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 un-enroll 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 positions.

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. 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 Programme (IB-PYP), the IB Middle Years Programme (IB-MYP) and the IB Diploma Programme (IB-DP) into the YIS Curriculum by advising YIS Principal and assisting YIS teachers based on the IB philosophies, standards and requirements. The team of YIS teachers comprises university-graduated and IB-trained classroom and specialist teachers.

YIS Management Support Team

The YIS Principal is supported by a Management Support team, comprising of 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 class schedules and to manage the school's IT systems including ManageBac, CCTV, WiFi, website and email accounts. 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. Students are the target beneficiaries of the education programs offered by 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.

YISPA – YIS PARENTS ASSOCIATION

Currently there are 14 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 YISPA support include catering at school-related events and performances, organizing the end-of-the-year party, car transport during student excursions and field trips, coaching in sport events and after-school activities and 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 would like to volunteer or support the school may directly contact the YISPA management committee in the school, or contact yispa@yis-

YOGYAKARTA INDEPENDENT SCHOOL

ACADEMIC CALENDAR 2026-2027

S	M	T	W	T	F	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					

10 Aug
17 Aug
25 Aug

Start of Term 1
Independence Day of Indonesia
Mawlid al-Nabi

S	M	T	W	T	F	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			

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

12-20 Oct
21 Oct

School Holiday
Start of Term 2

S	M	T	W	T	F	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					

S	M	T	W	T	F	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		

18 Dec
21-31 Dec
25 Dec

End-of-the-Year Celebrations
School Holiday
Christmas

S	M	T	W	T	F	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 Jan
5 Jan
4-8 Jan
11 Jan

New Year's Day
Isra Mi'raj
School Holiday
Start of Term 3

S	M	T	W	T	F	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						

6 Feb

Lunar New Year

S	M	T	W	T	F	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			

8-19 Mar
8 Mar
10-11 Mar
22 Mar
26 Mar

School Holiday
Nyepi
Eid-al-Fitr
Start of Term 4
Good Friday

S	M	T	W	T	F	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	

S	M	T	W	T	F	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
6 May
17 May
20 May

Labor Day
Ascension Day of Jesus Christ
Eid-al-Adha
Waisak

S	M	T	W	T	F	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
6 Jun
25 Jun
28 Jun-31 Jul

Pancasila Day
Islamic New Year
YB Graduation
School Holiday

S	M	T	W	T	F	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

TERM 1
Start of Term: 10 August 2026
End of Term : 9 October 2026
TERM 2
Start of Term: 21 October 2026
End of Term : 18 December 2026
TERM 3
Start of Term: 11 January 2027
End of Term : 5 March 2027
TERM 4
Start of Term: 22 March 2027
End of Term : 25 June 2027

School days: 191 days
Version: 19 May 2026

CALENDAR KEY
■ National Holiday*
■ School Holiday
□ Teacher Professional Development
■ YIS Event
■ Start of Term
□ Due Date School Fee Per Term

*Have yet to be confirmed by the Indonesian government.
This calendar is subject to change