

# **Parent-Student Handbook 2014-2015 School Year**

*A selection of policies, guidelines, and advice for maintaining a successful learning partnership between the school, students, and parents.*

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## Introduction from the School Director – Gerald Donovan

Dear Parents,

One of the things that I believe distinguishes our school from any others is the overwhelmingly positive approach we have towards parent engagement. Since the beginning, we have recognized that parent support and participation is key to a successful, progressive education for our children and the last few years have seen us finding new ways in which to engage parents in cooperation with teachers, school leadership, and - the most important constituent - our students.

We now have partnerships with parents in fields as diverse as Football, Swimming, Choir, and Basketball as well as the ongoing and successful collaboration at every level through our Parents' Advisory Board or PAB - commonly known as the POM. We look forward to developing new partnerships in this 2014-2015 school year, particular in the areas of Community Service and other aspects of the spiritual and emotional development of our students.

Please also remember that the leadership at every level of this school are available and more than happy to discuss your concerns. I am available on the school number (0251) 8378873 or via email [gerald@sekolahbogorraya.com](mailto:gerald@sekolahbogorraya.com) and I try to respond to every query that I get. The principals at your child's level are also available and responsive for any concerns, queries, or commendations that you might have;

- Playgroup/Kindergarten; [henny\\_a@sekolahbogorraya.com](mailto:henny_a@sekolahbogorraya.com)
- Primary School; [fransiska@sekolahbogorraya.com](mailto:fransiska@sekolahbogorraya.com)
- Junior and Senior High School; [andri@sekolahbogorraya.com](mailto:andri@sekolahbogorraya.com)
- Admin Manager; [tanti@sekolahbogorraya.com](mailto:tanti@sekolahbogorraya.com)

We look forward to strengthening the partnership even further over the coming school year and ensuring that we are working in the same direction and with the same passion for learning to ensure your child's success.

Kind regards,

Gerald Donovan  
School Director

## Vision and Mission

To be a leading international standard school providing high-quality education to equip our students to excel in a rapidly-changing world.

### Mission

Sekolah Bogor Raya exists to provide international standard education to our students. Through a commitment to English Language fluency, technological expertise, and inquiry-based teaching and learning, we deliver an international program that integrates global concepts with respect for national culture and identity. Our programs prioritize the spiritual, emotional, intellectual, and physical development of our students and encourage them to build self-esteem and always strive to be the very best.

### Values

Sekolah Bogor Raya's values are core to every action we take and every program we apply;

- Equality
- Respect
- Discipline
- Integrity
- Resilience
- Self awareness
- Empathy

\*Inquiry is an active learning approach to education where students are encouraged to ask questions about their world and to investigate in order to explain their world. The teacher acts primarily as a facilitator, guiding and helping the students in their investigation.

## What are Our Programs?

Sekolah Bogor Raya delivers both national and international programs at each level of the school.



### Kindergarten – SD 5 IBO Primary Years Program (PYP) Supplemented by Cambridge Primary Curriculum

The IB (International Baccalaureate) Primary Years Programme (PYP), for students aged 3 to 12, focuses on the development of the whole child as an inquirer, both in the classroom and in the world outside.

### The written curriculum

The most significant and distinctive feature of the IB Primary Years Programme is the six transdisciplinary themes.

These themes are about issues that have meaning for, and are important to, all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to "step up" beyond the confines of learning within subject areas.

<b>Who we are</b>
<b>Where we are in place and time</b>
<b>How we express ourselves</b>
<b>How the world works</b>
<b>How we organize ourselves</b>
<b>Sharing the planet</b>

### The taught curriculum

The six transdisciplinary themes help teachers to develop a programme of inquiries: in-depth investigations into important ideas, identified by the teachers, and requiring a high level of involvement on the part of the students. These inquiries are substantial, in-depth and usually last for several weeks.

### The assessed curriculum

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skillful and better at understanding how to learn.

### Quality assurance and professional development

Any school wishing to offer the Primary Years Programme and attain IB World School status must first go through the authorization process. The requirements for authorization are the same for all schools, even though the process is administered slightly differently in each IB region. The process is designed to ensure schools are well prepared to implement the programme successfully. In order to become an IB World school, Sekolah Bogor Raya went through a stringent external evaluation process and continues to be evaluated on an ongoing basis.

This is a challenging programme that demands the best from both motivated students and teachers. Schools can access an extensive package of IB professional development for teachers and administrators

and commit to ongoing professional development. Teams from the organization visit IB World Schools from time to time in order to support an ongoing process of review and development, using standards and practices that apply to all IB World Schools. (Ask your child's teacher or see [www.ibo.org](http://www.ibo.org) for more details)

### **\*\*\*UPDATED\*\*\* Grades 6-8 - Cambridge Secondary 1**

Cambridge Secondary 1 offers schools a flexible curriculum that can be developed to suit their needs and leads up very well to the IGCSE standards. There is a curriculum framework for each subject – English, English as a second language, mathematics and science – providing a clear teaching structure. Many schools use the integrated assessments to monitor learners' progress.

Each curriculum framework is designed to engage learners in an active and creative learning journey.

#### **English**

Cambridge Secondary 1 English enables learners to communicate confidently and effectively and to develop the skills to respond to a range of information, media and texts with understanding and enjoyment. Learners who follow this framework will develop a first language competency in English based on a curriculum designed to be successful in any culture and to promote cross-cultural understanding.

#### **English as a second language**

This curriculum framework develops learners' speaking, listening, reading and writing skills in English. The curriculum has been developed in conjunction with [Cambridge English Language Assessment](#) and is based on the Council of Europe's Common European Framework of Reference for Languages (CEFR), used across the world to map learners' progress in English.

#### **Mathematics**

The curriculum framework explores six content areas: number, algebra, geometry, measure, handling data and problem solving. The first five content areas are all underpinned by problem solving, which provides a structure for the application of mathematical skills. Mental strategies are also an important part of the number content. The curriculum focuses on principles, patterns, systems, functions and relationships, so that learners apply their mathematical knowledge and develop a holistic understanding of the subject.

#### **Science**

This curriculum framework covers four content areas: scientific enquiry, biology, chemistry and physics. Scientific enquiry is about considering ideas, evaluating evidence, planning investigative work, and recording and analyzing data. The scientific enquiry objectives underpin biology, chemistry and physics, which are focused on developing confidence and interest in scientific knowledge. Environmental awareness and some history of science are also part of the curriculum.

#### **Cambridge Secondary 1 mapped to the National Curriculum for England**

The Cambridge Secondary 1 curriculum has been mapped alongside the National Curriculum for England and we have also internally mapped it alongside the Indonesian curriculum to ensure compliance.



## Grades 9-10 - Cambridge iGCSE

Cambridge IGCSE is the world's most popular international curriculum for 14-16 year olds, leading to globally recognized and valued Cambridge IGCSE qualifications.

Schools worldwide have helped develop Cambridge IGCSE, which provides excellent preparation for the Cambridge Advanced stage including Cambridge A/AS Levels and Cambridge Pre-U, as well as other progression routes. It incorporates the best in international education for learners at this level. It develops in line with changing needs, and is regularly updated and extended. Cambridge IGCSE teachers can draw on excellent resources, training and advice from subject experts.

### Building a curriculum

Cambridge IGCSE encourages learner-centred and enquiry-based approaches to learning. It develops learners' skills in creative thinking, enquiry and problem solving, giving learners excellent preparation for the next stage in their education. Schools can build a core curriculum, extend it to suit their learners and introduce cross-curricular perspectives. Clearly defined learning outcomes and content, mean Cambridge IGCSE is compatible with other curricula and is internationally relevant and sensitive to different needs and cultures.

Cambridge IGCSE develops learner knowledge, understanding and skills in:

<b>subject content</b>
<b>applying knowledge and understanding to familiar and new situations</b>
<b>intellectual enquiry</b>
<b>flexibility and responsiveness to change</b>
<b>working and communicating in English</b>
<b>influencing outcomes</b>
<b>cultural awareness</b>

Sekolah Bogor Raya is currently working towards accreditation as an iGCSE center and is already using the iGCSE curriculum. Once accreditation is complete, we will be a registered Cambridge center and will be able to offer Cambridge accredited examinations at our school. (Ask your child's teacher or see [www.cie.org.uk](http://www.cie.org.uk) for more details)

**\*\*\*NEW\*\*\* Grades 11 and 12 (SMA) Cambridge A-Level and The Global Assessment Certificate**

Before Grade 11, we will consult with students to help them choose between A Level and GAC based on a number of factors including;

- Their academic achievement in the IGCSE mock tests
- Their planned university subjects
- Their planned university country destination
- The results of their psychological tests

Through a consultation process with the classroom teachers, the school principals, and the school counselor, we will finalize which stream is most suitable for the needs of each child.

### **Cambridge A-Level**

Cambridge Advanced curriculum brings success for learners. The syllabuses prepare learners for university study, which is why universities worldwide value and recognize Cambridge International AS and A Level qualifications.

Cambridge International AS and A Level develops learners' knowledge, understanding and skills in:

- In-depth subject content
- Independent thinking
- Applying knowledge and understanding to new as well as familiar situations
- Handling and evaluating different types of information source
- Thinking logically and presenting ordered and coherent arguments
- Making judgments, recommendations and decisions
- Presenting reasoned explanations, understanding implications and communicating them logically and clearly
- Working and communicating in English.

### **The Global Assessment Certificate**

The Global Assessment Certificate (GAC) program is the world's most recognized university preparation program for students who do not have English as their first language.

The GAC is a university preparation program that provides students with the academic knowledge, skills, and confidence to enter and successfully complete a bachelor's degree at one of many selected universities. If you want to study overseas, successful completion of the GAC is a pathway into a bachelor degree at one of many GAC Pathway Universities in the United States, Australia, Canada, United Kingdom, and other countries worldwide.

All students who complete the GAC are eligible to take the ACT® test, a multiple choice test that covers four areas of study: English, mathematics, reading, and science. An optional writing test is also available. This test is used extensively by universities in the USA to determine university entry. The GAC is the only international university preparation program that includes the ACT test as part of its curriculum. The GAC curriculum includes units that help students prepare for the ACT test.

The GAC consists of three levels of study, and a fast-track option is available for those who meet the specified entry requirements. The core program consists of English, Mathematics, Computing, Business, Science and Social Science supported by systematic study of learning skills for success at university.

Elective units allow students to choose between the International English Language Testing System (IELTS) and the Test of English as a Foreign Language (TOEFL) preparation, and they also have the option of taking an additional mathematics unit during Level III.

The GAC delivers:

Global Acceptance, with entry into a range of universities worldwide. The GAC prepares you for admission into a number of undergraduate programs.

Global Recognition will showcase your individual ability to GAC Pathway Universities. You will have an ACT score, a GAC grade point average (GPA) and either a TOEFL or IELTS score.

Global Success, with up to one year of credit offered to you by selected GAC Pathway Universities in the United States. This allows you to complete your university studies faster, saving you a significant amount in tuition fees and living expenses.

Global Rewards, with scholarships and bursaries offered by a number of GAC Pathway Universities. These scholarships reward you for your academic excellence before and during your university studies. (Ask your child's teacher or see [www.actinternationalservices.com/en/aesl/gac/index.html](http://www.actinternationalservices.com/en/aesl/gac/index.html) for more details).

### **Agendas or Communication Books**

At entry to the school, every child at from playgroup up to Grade 9 will be issued an official school agenda to improve communication between school and home. Homework and messages from teachers to parents, and vice versa, will be written in the agenda. The agenda should be checked regularly and initialed by parents. This agenda can be used for several years; if lost or damaged, a new one must be purchased. A new agenda will be given to students entering junior high school.

### **Assessment and Evaluation**

Assessment and evaluation of student progress is conducted in both formative and summative ways. Formative assessments are conducted throughout the school year to assess the student's ongoing effort, achievement, understanding, skills, and knowledge in class. Summative assessment takes the form of course work, projects, or formal tests which are conducted twice a year towards the end of the semester.

Ongoing, in-class assessment typically makes up 80% of the student's final grade while 20% comes from their final tests. This reflects our commitment to assessing our students' skills and strengths as they develop and perform daily in the classroom and the community instead of relying too heavily on formal testing which can sometimes only show one limited aspect of a learner's overall ability.

Where possible we also participate in international school evaluation such as ACER and ICAS testing in order to benchmark our students' abilities against international standards.

## **Athletic Teams, Inter-School Competitions, etc**

To be eligible for participation on athletic teams, and other inter-school competitions, certain academic requirements must be maintained. Application of this principle is left to the discretion of individual classroom teachers.

Some teams, organizations, and performances have open participation where a try-out is not required. However, many others require tryouts such as athletic teams and scholastic teams. In try-out situations, please understand that decisions are difficult and will be made as fairly and justly as possible.

Students and parents should be aware that final team selection rests in the hands of the coaches and school management. The school will endeavor to provide extra practice and coaching for participants representing the school. It should also be noted that coaches and sponsors have the right to remove students from participation if they feel that grades or behavior warrant such an action.

A student of Sekolah Bogor Raya may not represent another school. Students who represent the School in any form should realize their responsibility in presenting themselves in a way that would reflect the utmost in discipline and good character. This includes students involved in athletic teams, field trips, various competitions, etc.

For overseas competitions and events or events in Indonesia that require air travel, the school will pay for the attendance of a supervising teacher including fees, visas, and transportation. The students will pay their own visas, flights, and joining fees, unless stated otherwise by the school.

The School will pay any entrance fees for competitions where students represent the School. A form requesting permission for children to enter competitions must be signed by parents, with a guarantee to refund the entrance fee if a child drops out of the event.

\*\*\*UPDATED\*\*\* If a student whose entrance fees were paid by the School wins a trophy, it is School property, but the school will make one copy of a trophy at the school's expense. However, if students wish to have individual trophies or medals copied, they may do so at their own expense. Other prizes, including cash, are the property of the student/team involved.

## **Attendance**

### **Excused Absences**

Excused absences include;

- Illness
- Legal requirements

- As a representative of the country (Indonesia), whether in the field of Academics, Arts, Music or Sports
- Emergencies or other circumstances which are approved by one of the Principals

All above “excused absences” need to be supported by valid and reliable documents/data. Absence for reasons other than those listed shall be considered as unexcused.

If a student expects to be absent for one day or more, parents are requested to telephone the school as soon as possible. The administration office will follow up students who miss excessive amounts of school.

A student returning to school after any absence must bring a note from his or her parent or guardian, explaining the reason for the absence. This note, with the student’s name and grade noted, should be handed to the Office Admin.

As deemed necessary, the office will request a fax or email from a student’s parents/guardian regarding the reason for a student’s absence on the day of the absence. If a student expects to be absent for a prolonged period, parents are requested to inform the Office Admin as soon as possible. The Office Admin will then inform the student’s class teachers and, if necessary, special arrangements can then be made for sending work home, if appropriate, or negotiating assessment procedures.

One of the conditions of being promoted to the next grade or receiving a school certificate is that a student must have satisfactory attendance at school.

### **Unexcused Absences**

Students are expected to attend school and any incidence of ‘skipping’ a class or a day is viewed very seriously. In all instances parents/guardians will be contacted and asked to meet with the one or more of the Principals and the student.

**Truancy, leaving the School grounds without the permission of the principal or unauthorized absence for reasons other than illness or emergency is regarded as a serious matter and will result in disciplinary action.**

### **Consequences**

Unexcused absences and truancy will be dealt with in accordance with the school discipline policy.

### **Blood Donation**

Blood donation is a regular 3 monthly event held at Sekolah Bogor Raya to support the Red Cross Blood Bank. This is a very important cause and we would like to set a good example to the community. Anyone who is healthy and between the ages of 18–60 is welcome to join. Pregnant and menstruating women,

women who are breastfeeding, people who have recently returned from overseas, people who weigh less than 48 kg and people on medication or who are experiencing lack of sleep should not donate.

**\*\*\*UPDATED\*\*\*Calendar**

The Whole School Calendar for the 2014-2015 school year is as shown below;



Please note that, as stated, it is possible that holiday dates may change to match changes in the national calendar, the national examination calendar, or the international examination calendar.

### **Camping, School Trips, and Study Tours**

Resilience and self-awareness are two of our core values at Sekolah Bogor Raya and to help build these characteristics in our students, each class (starting from Grade 1) has an annual overnight camping trip or study tour to increase independence and self-confidence and introduce new experiences. Certain rules apply, for instance parents are not allowed to accompany their children, telephone contact will be restricted, etc. Teachers will verify the accessibility, cost and suitability of the proposed site/activity in advance and socialize this information to parents.

Safety must always be considered and a first aid kit taken on the trip along with an emergency plan. For overnight trips, both male and female staff should accompany the students.

You will be informed about the school camp location in the first semester of the school year. You will be provided a rough figure of the cost breakdown for the camp at the beginning of the second semester to allow you to prepare for the expense and make an informed decision about whether you plan to attend.

The school camp is an integral part of learning and students are required to join. The cost of the school camp will be charged to parents.

During the school year, there may also be school trips/excursions made to various locations in the JaBoTaBek area to support the learning process. Since the 2012-2013 school year, the cost of these trips has been covered by the school. Students are expected to bring their own lunches on these days as it is often difficult to find healthy eating options when visiting a location outside the school.

### **Cheating and Plagiarism**

One of our core values is Integrity and cheating and plagiarism is not accepted at Sekolah Bogor Raya. All teachers must ensure that their students understand the meaning of the words 'cheating' and 'plagiarism'. Cheating on a test or exam may result in having to be retested, a zero grade, or even suspension depending upon the circumstances. Teachers may find it necessary to call in parents of offenders. Repeat offenders can expect severe consequences. Plagiarism, or passing someone else's work off as your own, is a form of cheating. A student who hands in an essay, research report, book report, etc that is plagiarized in whole or in part risks the same consequences as a student found to be cheating on an exam.

We require that parents support this policy at home and ensure that work submitted as homework is original or is properly referenced if it comes from a secondary source.



### **Check-Ins and Check-Outs**

Promptness in arriving at school is vital for a student to develop proper work habits and to get a full day of instruction; it is also a demonstration of discipline, which is one of our core values at SBR.

The instructional day begins promptly at 8:00 a.m. at which time students should be inside their classroom ready to learn. We recommend that students arrive before 7.50 in order to be able to start on time. Students will be counted as late from 8.01. This is very important because late students are a distraction to other students who are trying to do their class work. Being on time to school and class is mandatory. Excessive late arrivals will be a cause for disciplinary action.

Any student who arrives after school has begun must go to the Office Admin and check in. The Office Admin will then give the student an admission pass in order that he/she may enter class.

Students who have a valid need to leave school before the end of the school day must be checked out through admin. Students must be signed out by the parent or guardian in accordance with school procedures. The classroom teacher will need to sign for clearance.

The Principals have the responsibility of making decisions relating to checkouts. Such decisions shall be made in the best interest of the student when emergencies or unusual circumstances arise.

If a student is going to be absent, the school must be notified by telephone during the morning of the day of absence, and also through a written note when the child returns. If this process breaks down or absence is frequent, prolonged or excessive, the student will receive disciplinary action.

### **\*\*\*UPDATED\*\*\* Class Sizes and Ratios**

Our typical maximum class sizes and teacher-student ratios are as follows;

<b>Grade Levels</b>	<b>Typical Maximum Number of Students per Class</b>	<b>Typical Number of Classroom Teachers</b>
<b>K1 and K2</b>	<b>20</b>	<b>3</b>
<b>K3 and Prep</b>	<b>20</b>	<b>2</b>
<b>SD 1-4</b>	<b>25</b>	<b>2</b>
<b>SD 5-6</b>	<b>25</b>	<b>1.5/2</b>
<b>SMP</b>	<b>25</b>	<b>1/1.5</b>
<b>SMA</b>	<b>25</b>	<b>1/1.5</b>

(Where “.5” indicates that one teacher is shared between 2 or more classes. Please note that in SMP and SMA, the homeroom teacher plays a reduced role and most teaching hours are conducted by specialist teachers).

In the case of teacher absence or leave, these ratios may temporarily change.

### **Complaints and their Resolution**

Any parent with a complaint should first talk to the relevant staff member, the classroom teacher, an admin officer or whoever is closest to the problem. If a satisfactory answer is found, the matter may be considered closed. However, if the parent is not satisfied, the complaint should be directed to the next level i.e. the relevant Kepala Sekolah or head of administration, or to the Parents’ Advisory Board, if the complaint is general in nature. If the parent is still not satisfied, the complaint should be directed to the School Director. If the complaint is of a highly serious nature, the initial step(s) may be jumped.

### **Computers and Internet Policy**

Part of SBR’s mission statement describes our commitment to “Technological Expertise” and “to equip our students to excel in a rapidly-changing world”. That is why we are committed to continuing professional classroom delivery of ICT, to developing students’ skills on how to use computers and other devices relevant to ICT in a progressive program, and to developing and reinforcing a cross-curricular approach to ICT within classroom teaching.

The school has access to Internet, and e-mail. All computers are networked together. The school partially restricts access to the Internet to safeguard against students accessing offensive materials, but it is the responsibility of teachers to supervise and monitor access at all times and the responsibility of students to use resources in an appropriate manner. The school’s computers and Internet access are for teaching, learning and professional development only. If students are found to be using their computers or the school’s internet connection for non-academic purposes during class hours, there will be a consequence, normally involving removal of computer/internet privileges.

Flash drives and other external devices owned by students must be certified virus-free by ICT staff. Portable computers owned by staff and students will only be permitted on our wireless network after being checked by ICT staff.

While each class has its own individual ICT contract that students sign, we also have some school-wide rules which apply to all users of ICT at our school. The basic understanding is that ICT is to be used in the school for educational purposes. To this end;

Students must

1. Respect and protect the privacy of others.
  - o Use only assigned accounts.

- Not view, use, or copy passwords, data, or networks to which they are not authorized.
  - Not distribute private information about others or themselves.
1. Respect and protect the integrity, availability, and security of all electronic resources.
    - Observe all network security practices, as posted.
    - Report security risks or violations to a teacher or network administrator.
    - Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
    - Conserve, protect, and share these resources with other students and Internet users.
  
  1. Respect and protect the intellectual property of others.
    - Not infringe copyrights (no making illegal copies of music, games, or movies!).
    - Not plagiarize.
  
  1. Respect and practice the principles of community.
    - Communicate only in ways that are kind and respectful.
    - Report threatening or discomfoting materials to a teacher.
    - Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
    - Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
    - Not use the resources to further other acts that are criminal or violate the school's code of conduct.
    - Not send spam, chain letters, or other mass unsolicited mailings.
    - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Students may, if in accord with the policy above;

1. Design and post web pages and other material from school resources.
2. Use direct communications such as IRC, online chat, or instant messaging **with a teacher's permission.**
3. Install or download software, **if also in conformity with laws and licenses, and under the supervision of a teacher.**
4. Use the resources for any educational purpose.

### **Consequences for Violation**

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources or to use their own resources when on school

premises. Violation of these rules may also be counted as a level I, II, III, or IV violation as relevant to the offence (see “Discipline and Conduct”)

### **Supervision and Monitoring**

School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

### **ICT Use Outside School**

Sekolah Bogor Raya monitors and controls ICT usage at the school as far as possible in order to make sure that our students can use the internet in a safe, responsible manner. We encourage our parents to do so at home and to watch out for dangers such as internet predators, inappropriate websites, and cyber bullying. If your child is involved in inappropriate use of the internet at home, please do inform us so that we can take extra vigilance at school, but please be aware that your child's online conduct outside school hours cannot be considered the responsibility of the school.

### **ICT Programs**

Starting in K1 (at PG level), students have ICT sessions every week. The sessions handled by classroom teachers are intended for cross-curricular research, projects, etc; free play and gaming should be kept to a minimum.

We provide a laptop for SD Grades 1-4 which is kept at the school and used for a variety of subjects. Above this grade level, we require parents to provide a working laptop of a reasonable standard for their child to participate in ICT integrated subjects and prepare homework effectively. We also require that parents provide reliable internet access at home as many of our students' projects require online research and collaboration.

### **Contact Details**

At the beginning of the year, the school will request your latest contact details including your email address. It is expected that all parents will supply an up to date email address as a significant proportion of our communications will be conducted by email in order to reduce the waste of paper. If your email address, telephone number, or mailing address changes, please inform Sekolah Bogor Raya immediately. We need updated information so that we can maintain contact with you, especially in case of emergency.

## **Discipline and Conduct**

One of our core school values is “discipline” and we require our students to conduct themselves at all times in a manner that will contribute to the best interest of the School. We believe that no student has the right to keep a teacher from teaching or a student from learning. We believe each and every member of the school community has the right to be respected and study in a safe environment. The School’s discipline plan focuses on a positive learning environment based on firmness, fairness and consistency.

### **\*NEW\* Classification of Violations**

Violations of the School Discipline Code are grouped into four (4) levels (Level I, Level II, Level III, and Level IV). Each violation has a set of consequences attached to it and we will also take into account the age of the student when applying consequences for violations of school rules.

## **Offenses**

### **Level I Offenses**

- Disruption in the classroom, assembly, and other instructional settings
- Failure to obey directions in classrooms, hallways, assemblies, etc.
- Tardiness
- Non-conformity to dress code
- Non-directed use of profane language or obscene gestures
- Inappropriate or unauthorized use of school property or personal property
- Inappropriate or unauthorized use of any electronic resources or improperly restricting or inhibiting other users from using electronic resources
- Inappropriate public display of affection
- Displaying unsportsmanlike conduct at school events
- Failure to take correspondence home
- Littering school property
- Continued use of items deemed by teachers or the school administration to be disruptive to the harmony and order of the class
- Any other violation which the Principals may deem reasonable to fall within this category after consideration of extenuating circumstances

### **Disciplinary Actions for Level 1 Offenses**

#### **First Offense**

- Parental contact and disciplinary actions
- In-school conference
- Contract with parents and student signing

### Subsequent Offenses

Parental contact, disciplinary probation and disciplinary actions:

- Detention
- Intensive School Supervision
- Suspension

Repeated Class I offenses will be treated as Class II offenses

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for suspension. Students may be assigned to suspension a maximum of three times per year before more severe disciplinary action is taken.

### Level 2 Offenses

- Defiance of a Sekolah Bogor Raya Employee's reasonable directives
- Intimidation, harassment, threats, or extortion
- Fighting - intentionally touching or striking another student against his/her will, or inciting a fight or confrontation
- Vandalism or the intentional damages to property
- Theft of property
- Known possession of stolen property
- Gambling
- Directed use of profane language or obscene gestures
- Possession of a pocket knife or key chain knife
- Possession and/or use of tobacco products
- Possession of and/or use of matches or lighter
- Inappropriate or unauthorized use of the internet
- Possession or distribution of pornographic material
- Any other violation which the Principals may deem reasonable to fall within this category after consideration of extenuating circumstances

### Disciplinary Actions for Level 2 Offenses

#### First Offense

Parental contact, disciplinary probation and disciplinary actions:

- Detention
- Intensive School Supervision and under contract
- Suspension - one (1) to three (3) days

#### Subsequent Offenses

Parental contact, disciplinary probation and disciplinary actions:

- Intensive School Supervision and under contract
- Suspension - three (3) to ten (10) days

Repeated Level II offense will be treated as a Level III offense

Special circumstances may warrant a recommendation for more severe disciplinary action, including recommendations for suspension. Students may be assigned to suspension a maximum of three times per year before more severe disciplinary action is taken.

### **Level 3 Offenses**

- Unauthorized absence from a class or from school
- Unauthorized possession and/or use of drugs, drug paraphernalia or alcoholic beverages or being under the influence of same
- Striking or causing bodily harm to a Sekolah Bogor Raya employee
- Theft or Robbery
- Trespassing with intent to commit an offense when school premises are closed
- Wilful and malicious vandalism or damage to property
- Possession of weapon
- Bomb threat
- Unjustified activation of a fire alarm system or fire extinguisher
- Preparing, possessing, or igniting explosives; possessing or igniting fireworks, firecrackers, smoke bombs or other dangerous substances.
- Sexual acts, including propositions to engage in sexual acts
- Assault or battery of another person
- Inciting or participating in a major student disorder
- Sexual harassment
- Transmission of material, information or software in violation of any law via an electronic resource
- Intimidation, harassment, threats, or extortion by two or more students acting as a group
- Any other offense which the Principals may deem reasonable to fall within this category after consideration of extenuating circumstances

### **Disciplinary Actions for Level 3 Offenses**

First Offense

Parental contact, disciplinary probation and disciplinary actions:

- Suspension up to ten (10) days
- Expulsion

Any Subsequent Level III Offenses

- Parental contact and disciplinary actions:
- Expulsion

#### **Level 4 Offenses**

- Selling or dealing unauthorized drugs or substances purported to be drugs
- Sexual activity on school property/school activities
- Arson

#### **Disciplinary Actions for Level 4 Offenses**

Parental contact and disciplinary action:

- Extended suspension and/or expulsion

#### **Dress Code/Appearance**

Respect is one of our core values at SBR and we expect our students to demonstrate respect through their physical appearance and clothing choices. Unless informed otherwise, students must wear the school uniform, either the regular or the sport uniform. The school uniform allows ready identification of our students and therefore also serves a security function. On special occasions, free dress is permitted. In this case, some rules apply. School dress in the school is a matter of good judgment. Loose fitting clothing or footwear which could cause injury is not appropriate for school. Girl's skirts must reach at or below the knee and all students should wear socks and shoes (not sandals) at all times.

Clothing that advertises any alcohol or tobacco products, is of questionable taste, or is potentially disruptive to the educational program will not be permitted. Extremes in clothing or fashion, such as very short skirts and pants, and appearance, such as body piercing, or obviously dyed hair, are not permitted.

Please make every effort to mark your child's belongings with their full name (lunch boxes, jackets, etc.) This will help us to return items that are misplaced.

The school uniform must match closely the design provided by Sekolah Bogor Raya. The Principal and the School Director the authority to determine inappropriate dress and appearance and violations to this policy.

With the approval of the Principal and the School Director, students in school-sponsored activities, e.g. dance team, cheerleaders, drama class, etc., may dress in a manner that does not conform to the dress code only for the purpose of the activity.

#### **Drug and Alcohol Policy**

The physical and emotional development of our students is core to our mission at Sekolah Bogor Raya. Drugs and alcohol can be damaging to both the physical and emotional health of our students. The school has a strict no drug or alcohol policy. To support this policy, random testing of urine may be done at any time. Parents of students subject to random urine testing must agree to all conditions of the



school's drug and alcohol policy, including the risk of expulsion and loss of all fees paid should a student test positive. Permission from parents is not required before a test is applied.

### **Earthquake and Fire Drills**

Each year, the school will run an earthquake and a fire drill to assess our preparedness for such an event. On the day of the drill, students will be expected to leave the school in an orderly fashion and assemble on the basketball court. First aid supplies, student registers, and a telephone list of parents will also be brought out.

### **\*\*\*NEW\*\*\* Email Addresses**

As part of our commitment to a greener, better world, we are reducing paper wastage by moving all school communications to email. Every parent is requested to provide an up-to-date email address for regular communications from the school. If you do not provide the school with a functional email address, the school will assign you with a @sbr.sch.id address for communications.

All communications between home and school will come through this email portal and it is your responsibility to ensure that you are receiving the emails that the school sends. If you feel that you are not getting emails from the school, please take the following steps.

1. Contact the ICT Manager (Pak Pendi) on 0251 8378873 or [supendi@sekolahbogorraya.com](mailto:supendi@sekolahbogorraya.com) and ensure that you have provided the school with an up to date and correct email address.
2. Check your Spam inbox and add the school email addresses to your address book to ensure that they do not go into your Spam inbox.
3. If this is still not working, register for an @sbr.sch.id email address and all school communications will be sent to that address.

### **\*\*\*UPDATED\*\*\* Extra Curricular Activities**

Our mission at SBR states that we “prioritize the spiritual, emotional, intellectual, and physical development of our students and encourage them to build self-esteem and always strive to be the very best”. While this takes place daily in our school curriculum, we also offer our students enrichment through our extra-curricular program. Extra-curricular activities are offered on a user-pay system and a full list of activities will be sent out at the beginning of each school year.

Teachers may at their discretion exclude students from extra-curricular activities if these activities are thought to interfere with homework or the normal learning process.

Since the 2013-2014 school year, we have decided to enrich our curriculum and increase our competitiveness in national and international competition through providing a limited number of free

spaces in free extracurricular subjects

Selection for teams and clubs will start with a sign up process whereby students sign up for a team/ club that they are interested in. If the number of students interested is greater than the number of places available, then the teacher in charge will go through a process of selection to decide who will be able to join the club or team. The school's decision as to who is chosen for a team or club is final.

For both clubs and teams and extra-curricular subjects, there will be a minimum meeting of 1 hour - the typical length will be around 1 hour and 20 minutes per week. The time and date of this meeting will be set by the teacher and the school – while we will try and ensure that everyone who wants to join can join, parents and students will need to be aware that we have to fit times into the availability of our teachers and that we may not be able to fulfill everybody's individual preferences for time and date.

The rules for the free extracurricular, club, or team for students are as follows;

At the beginning of the school year, students will be given a form showing the times and days of the extracurriculars/teams/clubs. They will be expected to choose 5 (ranked from most favorite) on days and times that they will definitely be able to attend. This form will need to be signed by parents to show their commitment to picking their child up from school on the days specified.

1. Each extracurricular/team/club has a minimum number of participants - if we fail to achieve that minimum, the club will not be started.
2. Once a student has joined an extracurricular/team/club, they are not allowed to change until the following semester. If a student wants to drop a subject, they may do so, but they may not sign up for anything else until the next semester.
3. Failure to fill in the signup form within the three day deadline will result in losing the opportunity to join.
4. The decision on who can join which club is made by the Vice Principal for student affairs in discussion with the subject teacher and the classroom teachers and is based on the following indicators;
  - a. Did the student join this subject consistently in previous years? (Preference will be given to students who have shown a previous commitment to the subject)
  - b. What did the student list as their priority on their signup form? (We will try to give people their first choice wherever possible)
  - c. What is the student's ability in the subject? (Especially for teams that may be joining competition, we will select to ensure that we have a competitive team)
  - d. Do they already have an extracurricular/team/club? (Priority will be given to students who do not already have an extracurricular/team/club)
5. If a student wants to join a second extracurricular/team/club, they will be expected to pay for this second subject at a rate of IDR 240,000 per month if there is space in the subject.
6. If student attendance falls below 75% per month, they may lose their place in the subject ( for the next semester unless there are very strong extenuating circumstances -e.g. illness)

### **\*\*\*UPDATED\*\*\*Food for Lunch, Snacks, Birthdays**

Part of our school's commitment to the physical development of our students concerns their health and wise dietary decisions. The school does not provide food, except for the mid-morning snack for Playgroup and Kindergarten children. Therefore, parents must prepare food for snacks and lunch. If you want to order food from the school canteen providers or from an external provider, it is your responsibility to order directly to the provider before 10.30 to ensure that your child's food will be here on time. Sekolah Bogor Raya admin will not take food orders as they are normally occupied with administrative duties.

The idea that good nutrition supports the learning process should be reflected in the food students bring from home to eat for snacks, lunch and when feeding the whole class at a birthday party. Parents, therefore, are responsible for ensuring that their children eat well, and avoid the empty calories of sweets and other "junk" food.

If you wish to provide a "goody bag" for your child's party, this may not contain foods or drinks. An educational toy, books, or writing materials might make a suitable gift.

### **\*\*\*NEW\*\*\*Friday Prayers**

Two of our school values are empathy and equality and we offer time and transportation for our Muslim friends to attend Friday prayers on Friday afternoons without disrupting the school schedule. If you would like your child reminded to attend Friday prayers, please inform their homeroom teacher. The school will provide buses for the students to go to a nearby mosque. Students will not be permitted to stop at nearby warungs before or after Friday prayers as this will cause problems getting them back to school on time and can often lead to them missing the Friday prayers entirely.

### **\*\*\*UPDATED\*\*\*Health**

#### **Requirements for New Students**

Each parent will fill out a health record and medical release form at the beginning of the school year. Each form will include an emergency number, which will be on file in the office. First aid for minor injuries is provided in the First Aid Room. Parents are contacted in case of severe illness. Sick children waiting for pickup will wait in the First Aid Room. Under no circumstances should sick children be permitted to come to school.

Your child is required to be vaccinated for the following illnesses in order to help maintain "herd immunity" and the safety and health of all of our students.

- Polio
- MMR (Measles, Mumps, Rubella)

- Varicella (Chicken Pox)

We also recommend;

- Hepatitis B

Please speak to your family doctor about where to get these vaccinations. The school will also, on occasion, offer these vaccinations at school through a reputable local doctor.

### **Sickness**

If your child is no longer sick but may still be contagious, we require that he/she stay at home until he/she is no longer contagious. You can ask your doctor when it is safe for your child to return to school. In certain cases, we will require a written letter from your doctor stating clearly that your child is no longer contagious and may come to school. The school's decision on whether and when a student may return to school after an illness is final.

Students are not to have prescription medications in their possession. Students requiring medication must have the parent bring the medicine to the school administration and authorize school personnel to dispense the medication, providing clear instructions.

In cases of serious disease outbreaks such as Hand, Foot, and Mouth disease, or Bird Flu, the school may take the extraordinary measure of closing an individual class, level, or the entire school if deemed necessary.

### **Injury**

In the case of serious injury occurring that requires immediate hospitalization, the child will be taken to the nearest emergency ward (BMC) and the parents will be contacted. The parents will be requested to reimburse the school for any up-front expenses that the school pays at the hospital. The head of school or administration should be informed of any unusual condition. All accidents must be reported on the appropriate form.

### **Home Tutoring**

For parents who wish to employ a tutor for their children, the school will provide a list of approved names plus contact numbers. These tutors will also have access to our staff and materials. Payment for this service is directly to the tutor, as the tutors are private employees. Parents are reminded that School staff are strictly forbidden to teach School students off school ground.

### **Homework**

Homework and individual study are recognized as an integral part of learning experiences for students.

It is designed to aid in the mastery of skills and to reinforce those skills, which are presently being taught in the classroom. Teachers in each grade level and/or each subject area shall communicate homework plans to students. At the beginning of each school year, each teacher will communicate homework plans to parents. Parents are expected to provide a scheduled time, adequate place, and appropriate support including materials, and supplies. Home computers and reliable internet access are now considered essential in the education process.

Teachers try to adhere to this guideline for homework:

<b>Grade Level</b>	<b>Hours of Homework</b>
<b>PG – TK</b>	Home Reading program at Prep level Only
<b>SD1 – 2</b>	2 hours per week (plus 15 minutes home reading per day)
<b>SD3 – 6</b>	3 hours per week (plus 15 minutes home reading per day)
<b>SMP - SMA</b>	4 hours per week (plus 15 minutes home reading per day)

Students who do not complete their homework on the day they receive it may find that they occasionally have accumulated heavier homework loads. Homework during long school breaks should be restricted to a set amount of home reading (plus book reports at higher levels).

Teachers treat homework seriously so that students develop good work habits. All homework is assessed as rigorously as classroom work. Homework handed in late receives a standard penalty of - 10%; homework not completed deserves a 0 grade. Chronic offenders will be denied privileges (eg recess, participation in teams).

**House Teams**

As part of our commitment to healthy competition between our students, beginning in the first semester every year, all students at the SD level and above are divided randomly into three house teams; The Athenians, The Corinthians and The Spartans, each with an identifying color. Students will stay in the same house for the duration of their time in this school. New transfer students will be assigned to balance losses at their grade levels. New SD students arriving from Prep will be randomly assigned to houses.

Inter-house competitions are held several times during the school year. Competitions may be in areas of sports, arts, academic subjects, etc. A trophy, kept in the school, will bear plaques indicating each year’s

winning team.

### **Language**

Our goal is for our students to be genuinely bilingual in English and Bahasa Indonesia. As our students all live in Indonesia and most speak Bahasa Indonesia at home, we encourage our students to speak English at all times in the school to improve their English fluency. Our approach to this is one of positive encouragement rather using negative consequences, and each class applies this encouragement and support in different ways. Please speak to your child's teacher to discuss the system applied at their level to encourage English usage.

### **\*\*\*NEW\*\*\* Legalized Documents and Letters from School**

If you would like to request any legalized documents or formal letters from the school for visa or any other purpose, please inform the school of your requirement at least five (5) days in advance of when the document is required. Same day requests will not be fulfilled.

### **Library Books**

Texts and library books are loaned for the period the pupil uses them and must be treated as borrowed property. In cases of loss or damage of books, parents will receive a notice from the librarian and will be required to pay for the book in accordance with the scale set by the Library. The student will not be issued any other books until the lost or damaged book is paid for.

### **Lost and Found**

All clothing, money, jewelry and any other articles of value found on school are turned into the office and are placed in the lost and found box in Admin. To reclaim something from the lost and found, you must provide a detailed description of the item.

Lost items can often be found in the classroom, so we recommend that you contact the classroom teachers before reporting a lost item to admin.

### **National Examinations**

As part of our mission to "deliver an international program that integrates global concepts with respect for national culture and identity" our Grade 6, Grade 9 and Grade 12 students participate in the Indonesian national examinations. They sit exams in the core subjects. For more specific information on dates and times, please contact your child's classroom teacher.

### **Parent Information Sessions, Visits, and Birthday Parties**

Parents visiting the school for any purpose should go directly to the administration office and make arrangements for the visit or conference. You will be required to wear a visitors' tag at all times on the school for security purposes. For the protection of class time for all, students and teachers should not be interrupted during instructional times for conferences or phone calls. Parent / teacher information sessions are scheduled four to six times per year directly after the new transdisciplinary theme started.

Children may hold birthday parties in school with the following conditions:

- Classroom teachers must be notified at least one week in advance using the Party Booking Form or the party will not be permitted to go ahead. The Party Booking Form is available from the classroom teachers and should be filled in in detail and returned to the classroom teachers.
- The food and goody bag must contain healthy food and avoid fast/junk food
- The party must take place in the cafeteria or designated eating area.
- The party must take place during the 30 minute lunch break.
- A maximum of 4 parents/relatives may enter the school for this event.
- PG/TK parties are limited to the one class only

### **Parent's Advisory Board**

A Parents' Advisory Board will be established each academic year to serve as a channel for parents' suggestions, recommendations, and commendations and to advise school management on any matter relating to the School. Initially, it will consist of one representative of each class. This Board will report to parents and to the school.

### **Parent's Responsibilities**

We view the teacher-child-parent relationship at Sekolah Bogor Raya as a supportive partnership. We require that parents provide support and resources at home for project and research activities. They should provide a nurturing environment, a computer, Internet access, a dictionary and an encyclopedia (online or paper-based). Students from Grade 5 and up will need their own laptop to fully participate in school activities as our curriculum is heavily integrated with technology.

Parents should be responsive to the teacher's requests and support the English language development of the child by exposure to a large variety of English language resources. For their part, teachers will try to maintain ongoing communication throughout the school year.

### **\*\*\*UPDATED\*\*\* Parking and School Car Park**

Parking is provided for parents who have a legitimate requirement to park at school (e.g. they have been called to school for a conference or event). At other times, we request that parents do not use our parking space for any other purposes. Leaving your car at SBR then going with a friend to another

location is prohibited as we have limited parking spaces.

Our parking space is limited and is typically full most mornings. Students are not permitted to park cars or motorcycles at Sekolah Bogor Raya unless they have written permission from the School Director and the High School Principal. This written permission will rarely be granted except under very extraordinary circumstances. The only conditions in which this might be permitted would involve a student who is old enough to hold a license, holds a valid license, and lives in an area with no school or public transportation.

Commercial activities (buying and selling) are prohibited in the car park and on all school premises.

**\*\*\*UPDATED\*\*\* Payment of Fees**

Fees must be paid by the deadlines announced or penalties will be applied. The late fee penalty is 2% of the total unpaid fee per month. In addition to financial penalties, reports may be withheld until payments are received. Parents are responsible for knowing what and when to pay; please do not wait to be invoiced. Students who have not paid their school fee in full at the beginning of the new school year will not be permitted to enter on the first day of school. All school fees are non-refundable.

Please note that the fees below are only active for the 2013-2014 school year.

The school fees are divided into two types;

1. Facility Fee or *Uang Pangkal*

The Facility Fee is a one-off payment that covers your child for the duration of one level of the school. This year (TP 13/14) only, we will also allow you to pay the *Uang Pangkal* in installments on 1<sup>st</sup> of March, 1<sup>st</sup> of April, and 1<sup>st</sup> of May. If you pay the *Uang Pangkal* in full latest by 31<sup>st</sup> January, 2013, you will receive a discount of 10% on your *Uang Pangkal*. Both the installment and the discount program are promotional programs that are only active for the 2013-2014 school year and management reserves the right to change these programs for the following school year.

Level <i>(Tingkat)</i>	Duration <i>(Jangka Waktu)</i>	PAYMENT ALTERNATIVE 1 Payable once in advance (1 <sup>st</sup> of March 2014)  <i>(Uang muka pertama dibayar 1 Maret 2014)</i>	PAYMENT ALTERNATIVE 2 Installment Plan <i>(Rencana Angsuran)</i> 3 installments <i>(3 kali Angsuran)</i> (1 <sup>st</sup> of March, 1 <sup>st</sup> of April, and 1 <sup>st</sup> of May 2014) <i>(1 Maret, 1 April dan 1 Mei 2014)</i>
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Playgroup (PG)	K1-K2	9,000,000	3,000,000
	K2 only	5,780,000	1,927,000
Kindergarten (TK)	K3-Prep	11,570,000	3,857,000
	Prep only	9,000,000	3,000,000
Primary (SD)	Grade 1-6	31,000,000	10,334,000
	Grade 2-6	31,000,000	10,334,000
	Grade 3-6	27,900,000	9,300,000
	Grade 4-6	24,800,000	8,267,000
	Grade 5-6	18,600,000	6,200,000
	Grade 6 only	12,400,000	4,134,000
Junior High (SMP)	Grade 7-9	16,500,000	5,500,000
	Grade 8-9	13,200,000	4,400,000
	Grade 9 only	8,800,000	2,934,000
Senior High (SMA)	Grade 10-12	18,000,000	6,000,000
	Grade 11-12	14,180,000	4,727,000
	Grade 12 only	9,820,000	3,274,000

## 2. Tuition Fees or *Uang Sekolah*

The tuition fee is payable once every semester (there are two semesters every year) but can be split into two payments to facilitate easier payment.

Year of Birth ( <i>Tahun Lahir</i> )	Grade ( <i>Kelas</i> )	PAYMENT PLAN 1: Paid Per Semester ( <i>Pembayaran satu semester atau 6 bulan</i> )	PAYMENT PLAN 2: Paid Per Half Semester ( <i>Pembayaran 2 kali tiap setengah semester atau 3 bulan</i> )
2012	K1	7,640,000	3,820,000
2011	K2	9,640,000	4,820,000

2010	K3	12,210,000	6,105,000
2009	Prep	14,550,000	7,275,000
2008	Grade 1	20,110,000	10,055,000
2007	Grade 2	20,120,000	10,060,000
2006	Grade 3	20,130,000	10,065,000
2005	Grade 4	22,630,000	11,315,000
2004	Grade 5	22,640,000	11,320,000
2003	Grade 6	22,650,000	11,325,000
2002	Grade 7	27,625,000	13,812,500
2001	Grade 8	27,635,000	13,817,500
2000	Grade 9	27,645,000	13,822,500
1999	Grade 10	31,500,000	15,750,000
1998	Grade 11	31,510,000	15,755,000
1997	Grade 12	31,520,000	15,760,000

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Payments should follow this schedule;

Item	Date	Due
Facility Fee/Uang Pangkal	1 <sup>st</sup> March, 2014	Uang Pangkal Paid (1 <sup>st</sup> payment if by installments)
School Fee Semester 1 Q1	1 <sup>st</sup> May, 2014	Half of 1 <sup>st</sup> Semester Fee
School Fee Semester 1 Q2	1 <sup>st</sup> August, 2014	Balance of 1 <sup>st</sup> Semester Fee
School Fee Semester 2 Q1	1 <sup>st</sup> November, 2014	Half on 2 <sup>nd</sup> Semester Fee
School Fee Semester 2 Q2	1 <sup>st</sup> February, 2015	Balance of 2 <sup>nd</sup> Semester Fee

### Physical Education

Our school takes a holistic approach to education and academic excellence alone is not sufficient for future success. We actively encourage our students to maintain their health and fitness and our PE and

swimming lessons are a vital part of the graded curriculum that all children are expected to participate in fully unless they have medical reasons for exclusion (this requires a note from a doctor). During PE activities, no dangling jewelry is permitted and eyeglasses should not be worn for certain sports.

### **\*\*\*UPDATED\*\*\*Picking up Students**

#### **After School**

Parents must pick up their children on time or at the latest 15 minutes after classes end, or precisely on time after an extracurricular activity. At all Playgroup, Kindergarten and Primary school levels, classroom teachers will precede their children down to the foyer and make sure that every child is picked-up by a known person or the child enters a bus or joins an extracurricular activity. Teachers are prepared to stay with their children up to 30 minutes after class, after which the child can be dropped to Admin. If staff have any questions about who is authorized to pick up a child, we will call the parents first.

It is not permissible for your child to stay for a long time after school ends without being picked up. If you know that you will not be able to pick up your child regularly at the end of the school day, please enroll them in an extracurricular subject on that day. If a student is picked up consistently late, the school reserves the right to enroll that student in any available extracurricular class and the parent will be billed accordingly.

#### **During the school day**

We encourage you not to interrupt your child's school day by picking them up during the day. However, we recognize that sometimes an emergency occurs and you need to take your child from school during the school day. If this is necessary, please contact admin and explain the emergency and request the early pick up to the main admin (Ibu Miko or Ibu Puspa). You will be required to give a full name and date of birth for your child and your own full name as the first stage of confirming your identity. Admin will then call back to the mobile number that we have on record for you to confirm that this is a genuine call.

#### **Promotion at Risk**

Any student who appears from their ongoing assessment to be at risk of not being promoted must be so informed in writing in a timely fashion, along with his/her parents. Students may be considered "Promotion at Risk" if they are not achieving a minimum score of 6 in one or more of our core subjects;

For grades 1- 6 students, the core subjects are English, Mathematics, Bahasa Indonesia, Science, and Social Studies.

For grades 7- 10 students, the core subjects are English as a Second Language, English Literature, Mathematics, Bahasa Indonesia, Physics, Biology, Chemistry, Geography, Business Studies, and History.

For grades 11 and 12, the core subjects will be different based on the program the students are taking.

For science students, the core subjects are Academic English, Mathematics, Bahasa Indonesia, Physics, Biology and Chemistry. Whereas for the social students, the core subjects are Academic English, Mathematics, Bahasa Indonesia, Geography, Economics, and Sociology.

And a plan of action must be agreed with and followed through between the parents, students, and the teachers.

### **Psychological Testing and Counselling**

The School accepts responsibility for limited psychological services, primarily testing children with suspected behavioral and learning problems. Extended behavior modification and long-term treatment of learning disabilities are parents' responsibilities.

Our school provides two in-school counsellors. Their responsibilities include:

- Assessing children with perceived behavioral problems and advising the School on how to handle these.
- Testing all children with promotion at risk (PG, TK, SD 1 and up) for learning disabilities.
- Testing all children in the Playgroup and TK suspected of having learning disabilities.
- Advising the School on teaching children with learning disabilities.
- Acting as a counsellor for students who need to talk to someone.

To make it easier for you to discuss any concerns you might have about your child's emotional or social development; our SBR School counsellors have a direct school email address;

[counselingcenter@sekolahbogorraya.com](mailto:counselingcenter@sekolahbogorraya.com)

Please feel free to contact them by email. They are also available to meet in person during school hours as required.

### **Religious Education**

Our core value of Equality means that Sekolah Bogor Raya is neutral with respect to religion and provides specific religious instruction for all five major religions. The School also aims to have all students understand the basic tenets and history of religions other than their own and requires religious tolerance. The School will emphasize cultural aspects of major religious celebrations, for example Christmas, Chinese New Year, Idul Fitri and Waisak.

### **Remedial Classes**

Children who are lagging behind the class should attend free remedial classes, which are offered on an informal basis before or after class, depending upon the individual classroom teacher's schedule.

Parents of such children are also encouraged to assist their children with extra work at home. The classroom teachers will determine eligibility for remedial classes. SBR teachers are strictly not permitted to teach our students privately for extra pay; this is to ensure fairness in the treatment of our students and to avoid our teachers facing a conflict of interest or accusations of favoritism.

**\*\*\*UPDATED\*\*\* Report Cards**

Reports will be given two (National) and four (International) times per year for PG-TK-SD-SMP children. Both reports must be signed by parents and returned promptly to the teacher. Playgroup and Kindergarten progress reports are given twice a year. In addition, parents may meet teachers any day before or after class by appointment. Parent conferences are scheduled regularly with the teacher and all parents are encouraged to attend.

For the international report, the first three term reports will be sent to you by soft copy (to your email address of choice) and the final report will be sent by hard copy. You are free to request a printed report card for any of the first three terms if required. Please give us five days advance warning if you would like to request a hard copy of one of the first three term reports.

Please do not lose your child’s report card. Replacements for lost report cards will be charged Rp 500,000.

Your child’s grades are derived from the following formulae;

**Playgroup and Kindergarten**

All playgroup and Kindergarten grades are taken from class work, performance assessments, and observations.

**Primary (SD)**

Term 1 English Report	100% Classwork (projects, homework, etc)
Term 2 English Report	80% Term 2 class work, 20% Final Test (if applicable to the subject)
Term 3 English Report	100% Classwork (projects, homework, etc)
Term 4 English Report	80% Term 4 classwork, 20% Final Test (if applicable to the subject)
Indonesian Report – Semester 1	(Term 1 + Term 2 scores)/2 x 80%, Final Test 20%
Indonesian Report – Semester 2	(Term 3 + Term 4 scores)/2 x 80%, Final Test 20%

### Junior and Senior High School (SMP-SMA)

Term 1 English Report	100% Classwork (projects, homework, etc)
Term 2 English Report	80% Term 2 class work, 20% Final Test (if applicable to the subject)
Term 3 English Report	100% Classwork (projects, homework, etc)
Term 4 English Report	80% Term 4 classwork, 20% Final Test (if applicable to the subject)
Indonesian Report – Semester 1	80% Term 2 class work, 20% Final Test (if applicable to the subject)
Indonesian Report – Semester 2	80% Term 4 classwork, 20% Final Test (if applicable to the subject)

### \*\*\*UPDATED\*\*\*Re-registration and Reregistration Deposit

A full list of the dates for payment of the Uang Pangkal are available in admin. Please be reminded that only full and timely payment of Uang Pangkal and school fees ensures a place in the class for the next year and that all late payments will incur late fees. You will be sent a re-registration form in advance of the new school year and you will be required to fill it in in advance to secure your child's place for the next school year.

At certain key levels, especially at those levels where a Uang Pangkal payment is due, the school will request a re-registration deposit of IDR 5,000,000 in December or January. This deposit is a non-refundable commitment to continuing your child's studies at Sekolah Bogor Raya for the next school year and is there to help us plan recruitment and classroom requirements for the next school year to ensure that we have enough teachers, materials, and the correct rooms and resources for your child.

### School Hours

School hours are as follows;

Grade	School Hours
K1	08.00 – 11.00
K2	08.00 – 12.00

<b>K3 and Prep</b>	08.00 – 13.00
<b>SD 1 and 2</b>	08.00 – 14.00
<b>SD 3 to 6</b>	08.00 – 15.00
<b>SMP and SMA</b>	08.00 – 16.00

The school will open by 7:30 – no children should be dropped off before this time, unless special arrangements have been made.

Parents, drivers and pembantus are not permitted above the ground floor after 7:50 am. A warning letter will be sent to parents who regularly pick up their children late.

Supervision is available from 7:30 to 8:00 a.m. in the morning before class and for a maximum of one-half hour after the end of your child’s class. Please pick up your children on time. After school, teachers may be busy with preparation work or meetings and are not available to supervise children. Furthermore, most playing fields are occupied by extra-curricular activities. For our policy on tardiness, see the section “Late Arrivals”.

During midterm and final assessments, students in grade 3 and up may have shortened hours to give more home review time.

## **Security**

### **Information and Privacy**

Telephone numbers or addresses of clients may not be provided to other clients without prior permission from the School Director. No data may be released to third parties. A third party who requests any information must provide a written proposal and show photo ID to Administration staff; even then no information may be released. The relevant information will be passed to the parents who can then contact the third party directly.

Teachers may not hold a copy of complete client data. Only one complete print-out of client data will be kept in Admin and it will not be available for staff or outsiders. Each classroom teacher will be provided with a list of children’s names and phone numbers for that class only.

### **Security at School**

The ability to quickly identify school children and staff vs outsiders is key in any security scheme. This is an important reason why children must wear the school uniform at all times. All adults must be immediately identifiable as employees, parents or visiting outsiders and the office boys/girls and drivers

must wear their uniforms on the job.

Any adult who is not an SBR employee but needs to be on school premises may be required to wear a visitor's badge. Visitors may have their bags checked upon entering or leaving school premises at the discretion of security.

### **Off Site**

Children leave the school grounds regularly to go home on our buses and for swimming lessons, and irregularly for excursions and overnight camping trips. The school will endeavor to always provide adult supervision for such events.

### **Buses**

Only our children, maids accompanying playgroup children, and our staff may ride on the buses; absolutely no outsiders may ride a school bus without permission of the Director. One security staff always accompanies the bus for pickup and delivery of children. Each bus driver carries a handphone.

Classroom teachers are responsible for delivering their children to the right bus. If the child has come from an extracurricular activity, the bus driver is responsible for collecting the right children. The bus driver may only drop the child at his home; written direction is required from a parent for the child to be dropped at a friend or relative's house. The security staff/bus driver is responsible for delivering the child into a parent's or maid's care. If the house is empty, the driver should phone Admin for instructions and keep control of the child.

Sekolah Bogor Raya only accepts responsibility for Sekolah Bogor Raya school buses. If you are unsure whether the bus you are using is a Sekolah Bogor Raya school bus, please check with admin.

### **Scams**

It is a common trick for parents in schools in Jakarta to be called by a person claiming to be from their school and asking them to settle an emergency medical bill or some other request for money. We recommend that if you receive a call from somebody claiming to be from Sekolah Bogor Raya, you first verify that you are speaking to a genuine member of staff. Normally, if you receive a call from Sekolah Bogor Raya, it will be from your classroom teacher or from one of the admin staff. Sekolah Bogor Raya and our staff will only ever receive money from parents in the admin area or in the classroom in the case of school trips.

### **\*\*\*UPDATED\*\*\* Scholarships**

At the end of the 2012-2013 school year, Sekolah Bogor Raya offered a scholarship of 50% of school fee and 50% of Uang Pangkal for one student entering SMP and for one student entering SMA in the 2013-2014 school year. The selection process was conducted through open applications and demonstration of



evidence by the students as well as an interview with the Principals and the School Director and review of the students' grades and extracurricular performance. The final decision was made by the Yayasan and the relevant Principals and the School Director. The school may choose to extend the program for the 2014-2015 school year. Students who are on the scholarship program are expected to maintain a "8" or equivalent in every core subject in order to continue to receive the scholarship in the following year.

### **Smoking**

As part of our commitment to physical health, the entire school, including the parking lot, is a smoke-free zone. This rule applies to everyone, including parents and drivers. Parents/drivers who ignore this rule may be banned from the school grounds.

### **Student Conferences**

Student conferences will be held twice a year and will be used in conjunction with the student portfolio to report on a student's progress throughout the year.

During the conference the students talk about their strengths, the areas where they need improvement and possible ways that they can achieve their goals through increased efforts, varying approaches, and with the help of others. The teacher's main role during the conference is to act as mediator/observer.

The parents' role is to listen and ask questions of the student and to offer support and suggestions to aid in the student's future progress and development. A letter detailing the format and what to expect at the student-led conference should be sent home prior to the conference and the student should practice and prepare beforehand with the teacher.

### **\*\*\*UPDATED\*\*\* Suggestions**

Suggestions and information can also be sent via email to [admissions@sekolahbogorraya.com](mailto:admissions@sekolahbogorraya.com). If you would like your suggestion to remain anonymous, you can state "Anonymous" in the title of your email or send your suggestion through an anonymous email account.

### **Swimming**

Swimming is an important life skill and regular swimming lessons are a significant part of the PE program, and must be followed by all students unless there are medical exceptions.

The following rules apply to all swimmers at the SBR swimming pool and also at any outside swimming events;

1. Pool users must wear swimming suits or swimming trunks upon entry into the pool. Clothing such as cut-offs, gym shorts, and underwear is not permitted as swimwear. Girls are expected to wear one-piece swimsuits. Two-piece swimsuits which expose the stomach and bikinis and any

other overly revealing swimwear is not permitted.

2. Teachers have the authority to enforce all swimming pool rules. Students who repeatedly violate the swimming pool rules may be ejected by the teachers or the swimming pool assistant.
3. Any person having a skin disease, sore or inflamed eyes, cold, nasal or ear discharge, communicable disease, or who is wearing any kind of bandage or Band-Aid will not be permitted in the pool.
4. Any adult or child who is experiencing even a mild case of diarrhea may not use the pool.
5. Running, boisterous or rough play, pushing, dunking, wrestling, splashing, yelling, diving or jumping haphazardly, improper conduct causing undue disturbances in or about the pool area or any acts which would endanger any student are prohibited.
6. Spitting, spouting of water, blowing nose or urinating in the pool are prohibited.
7. Students who are not swimming must sit in the sitting area (the low seats next to the changing rooms).
8. Food and drinks are not permitted in the pool area.

### **Telephone Usage**

School policy states that the office telephone is to be used for school business only. In an effort to keep class disruptions to a minimum, students will not be permitted to leave class to make or take phone calls, except in the case of an emergency. (Forgotten items such as books or flash disks do not constitute an emergency).

However, important messages from parents/guardians will be forwarded to students. In the event that a return call is necessary, students will be allowed to do so at an appropriate time and place.

Hand phones must be turned off during school hours, except during recess and lunch break. Any HP ringing or used for texting during class will be confiscated and turned over to the school director, who will decide the length of the holding period, and whether or not to call parents to retrieve it.

### **School Buses**

Students can ensure a safe, comfortable bus ride if they observe these rules. Please be sure that your child understands them. Students may be denied the privilege of riding for repeated violation of the rules.

1. Obey all instructions of the driver promptly and cheerfully.
2. Be at the bus stop on time. Buses cannot wait.
3. Stay back from the roadway while waiting for the bus.
4. Keep your head and hands inside the bus at all times.
5. Remain in your seat. Do not move around while the bus is in motion.
6. The driver may assign you a seat, and if so, be certain to sit in it.
7. Help keep the floor clear of trash and litter.

8. You may talk quietly to your neighbors.
9. Be sure the bus has come to a full stop before attempting to enter or leave.
10. Ride only the bus to which you are assigned.
11. Remember that vandalism on the bus will be charged to your parents.
12. Riding a bus is a privilege. A child who respects this privilege is permitted to ride.
13. Only genuine students are permitted to ride the bus.
14. The driver and security guard are responsible for behavior of children while riding on the bus.
15. No eating, drinking or chewing gum on the bus.

If a child is to get off at a different stop or ride another bus, he/she must have a note from parent/guardian sent to the principal which is then given back to the student and presented to the bus driver upon approval.

In order to increase security for our students, all the official Sekolah Bogor Raya school buses are accompanied by security guards. Please be aware that this only applies to the official Sekolah Bogor Raya transportation and that Sekolah Bogor Raya takes no responsibility for mini-buses or transportation operated by third parties.

### **Valuables**

Students should use good judgment in what they bring to school, knowing that there is a chance that it could be lost or stolen. In fact, they should leave money and other valuables at home except for those absolutely needed for school. The school cannot be responsible for money, laptops, hand phones, clothes, and other items left unattended in classrooms or other places on school grounds or damaged in school.

If a student deliberately damages any item in the school, then that student must be responsible for the replacement or repair of the damaged item. Where a student accidentally damages another student's property or school property, we will look at the circumstances of the accident and an appropriate solution will be found which is satisfactory to all parties. The school reserves the right to insist that the student replace school equipment that is damaged through negligent behavior from the student.

### **Visitor Policy**

The safety of our children is our number one concern. Therefore, all visitors are required to check in at the main office before visiting any location in the school building. Please wait in appropriate areas for students, either the car park area or the front lobby. To avoid disruption to our classrooms, visitors are asked to schedule an appointment in advance with teachers before their arrival.

Visitors are required to take a visitor's pass from security and wear it visibly around their neck. Failure to have a visitor's pass or to clearly display it may result in the visitor being asked to leave school premises.

**\*NEW\* Withdrawal from the School**

Parents are requested to give as much notice as possible before withdrawing their child from the School and inform to admin level. If a reference or transfer letter is required, the school needs at least two weeks' notice and all accounts must have been settled with the school before any such letter will be released. When you contact admin level, they will provide you with a full list of the documents that are required before we can provide a transfer letter.