



Secondary School

# Student Parent Handbook 2023-2024



## STUDENT / PARENT HANDBOOK

### SECONDARY SCHOOL

This handbook contains important information that is useful for you and your child to adapt to the school. If you find the information in this handbook insufficient or unclear, please feel free to contact the homeroom teachers or administration.

For any inquiries, please contact the school at +62778-467333

- Ext. 222 for Secondary/ WA 0813 8806 0202
  - Ext. 101 for Administration
  - Ext. 118 for Finance Office/ WA 0813 8806 0303
  - Ext. 207 for Purchasing Office/ WA +62 812 7778 0404
  - Ext. 203 for Admission Office
- Or send an email through [info@sgiaedu.org](mailto:info@sgiaedu.org).

*Kindly notify us of any changes in your contact numbers and email address.*

#### NOTE:

Please sign the “**SGIA CODE OF CONDUCT AGREEMENT**” at the last page of this Student/Parent Handbook and promptly return it to the Homeroom Teachers.

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## INTRODUCTION

***We are delighted to welcome you to Sekolah Global Indo-Asia!***

This handbook is a guide that aims to ensure that students and their parents/guardians are aware of the institution's guidelines, expectations, and procedures. It serves as a reference for students and parents to understand the school's policies and procedures, promoting a positive and inclusive learning environment.

We expect our students to demonstrate respect for others while taking responsibility for their own behaviour. We have deliberately organised our school in an effort to create a learning community that fosters academic excellence, develops positive character traits, and supports students as lifelong learners beyond school life.

It's important for students and parents/guardians to review the Student Parent Handbook thoroughly to familiarize themselves with the school's expectations and guidelines. This ensures that we are working in the same direction and with the same passion for learning, ultimately leading to your child's success

We hope that your experience here will be enjoyable and rewarding for you and your child.

Again, welcome!

***SGIA Management***

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## BACKGROUND

Sekolah Global Indo-Asia (SGIA) is a non-profit independent school founded in 1998 and governed by a Board of Trustees known as Yayasan Clarissa International. It serves the educational needs of children from the national and international community residing in and around Batam, Indonesia.

SGIA provides a caring and secure environment where students can develop the skills, confidence, and creativity to help them succeed academically. The school fosters students' intellectual, cultural, and physical development in a safe learning environment. Students have the opportunity to realize their potential through a range of meaningful educational experiences, empowering them to take action, respond, and adapt to future challenges.

SGIA, which comprises Primary and Secondary schools implementing the International Baccalaureate Primary Programme (PYP) and Diploma Programme (DP), Cambridge Assessment International Education, and incorporating the Indonesian National curriculum, is one of the schools officially listed as a Joint Cooperation School (SPK) in Indonesia. The term SPK applies to schools jointly established by an Indonesian educational institution with a foreign counterpart and an internationally certified accreditation body (known as a *Sekolah International* or a *Sekolah Swasta Nasional Plus*).

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## VISION

Sekolah Global Indo-Asia (SGIA) is a leading world school for educational excellence by providing highest quality standard of services.

## MISSION

Sekolah Global Indo-Asia's (SGIA) mission is to foster a life-long love of learning in order to develop competent, respectful, compassionate and knowledgeable students who have the confidence and integrity to fulfil their dreams, strive for the betterment of mankind, and achieve their potential as responsible world citizens.

## CORE VALUES

SGIA's core values shape the culture and define the character of our school. They guide how we behave and make decisions. Below are our core values:

1. **COMMITMENT**  
Pursue excellence in everything we do
2. **RESPONSIBILITY**  
Being reliable and following through on commitments. This includes being responsible for your actions as a family member, teacher, student and citizen
3. **INTEGRITY**  
Act with honesty, fairness, care and universal respect for mankind
4. **COMPASSION**  
Demonstrate the responsibility through service to others and self-control

## PHILOSOPHY

Sekolah Global Indo-Asia (SGIA) places the students at the centre of the teaching-learning process, embraces the diversity of its students, parents, teachers, and non-teaching staff, and explores the opportunities to respect and learn from a variety of cultures, attitudes, beliefs, and experiences.

SGIA provides a comprehensive and balanced program that focuses on acquiring a wide range of significant knowledge, developing essential skills, fostering positive attitudes, and providing opportunities for meaningful action and social service.

## **INSTITUTIONAL GOALS**

Sekolah Global Indo-Asia professes to:

### **A Qualified and Enthusiastic Staff**

All educators at Sekolah Global Indo-Asia are highly competent and dedicated professionals who help students identify and develop their talents within the school and community. Sekolah Global Indo-Asia is committed to the continuous professional development of its staff.

### **A School Community**

An international school is a strong and cohesive community of faculty, staff, parents, and students that encourages the development of the skills and attitudes of responsible citizenship. We actively seek the involvement and cooperation of parents and the community.

### **Accountability** *Education for The Future*

Teachers, administrators, students, and parents work together towards these educational goals and are accountable for student learning.

### **Facilities and Resources**

The Sekolah Global Indo-Asia campus provides a safe and conducive learning environment where diverse programmes (including academics, athletics, and the arts) are offered.

## RIGHTS AND RESPONSIBILITIES

All students have the right to enjoy the fundamental rights of citizenship that are recognised and protected by the laws of this country and state for persons of their age and maturity. Each student must respect the rights of classmates, teachers, and school personnel. Such an environment will enhance both the educational purpose for which the school exists and the educational program designed to achieve that purpose.

All school personnel shall recognise and respect the rights of students, just as all students shall exercise their rights responsibly, with due regard for the equal rights of others, and in orderly conduct of the school's educational mission.

Students who violate the rights of others or the rules and regulations of the school are subject to appropriate disciplinary measures. These measures are designed to correct their misconduct and promote adherence to the responsibilities of citizenship within the school community, both by the students who violated the rules and by other students.

The following basic guidelines of rights and responsibilities are not exhaustive and do not diminish the legal authority of school officials and the Governing Board in addressing disruptive students.

### **Rights**

- Students have the right to a meaningful education that will be of value to them for the rest of their lives.
- Students have the right to a meaningful curriculum and to voice their opinions.
- Students have the right to physical safety, safe buildings, and sanitary facilities.
- Students have the right to consult with teachers, counselors, administrators, and any other school personnel they choose, without fear of facing negative consequences.
- Students have the right to understand administrative and/or faculty committee decisions and to be aware of the policies set forth by the Governing Board and school.
- Legal guardians or authorized representatives have the right to see the personal files, cumulative folders, and transcripts of their children who are

under the age of 18 years. School authorities may determine the time and manner of presentation of this information.

- Student's academic performance shall be the prime criterion for academic grades; however, non-compliance with school rules and regulations may affect grades (e.g., unexcused absences).
- Students shall not be subjected to unreasonable or excessive punishment.
- Students have the right to be involved in school activities, provided they meet the reasonable qualifications of sponsoring organizations, state organizations, and school regulations.

## Responsibilities

- Students have the responsibility to respect the rights of all persons involved in the educational process and to exercise the highest degree of self-discipline in observing and adhering to school rules and regulations.
- Students are responsible for taking maximum advantage of the educational opportunities available and achieving a meaningful education.
- All school community members (including students, parents, and school staff members) have the responsibility to promote regular attendance at school.
- Students have the responsibility to protect school property, equipment, books, and other materials issued to or used by them in the instructional process.
- Students will be held financially responsible for any loss or intentional/accidental damage caused to school property.
- Students have the responsibility to complete all course assignments to the best of their ability and to complete make-up work after an absence.
- Students have the responsibility to help maintain the cleanliness and safety of the school buildings and property.
- Students are responsible for presenting themselves in class at the prescribed time and with the necessary materials.

# A

## ABSENCES/ATTENDANCE AND PUNCTUALITY

### Daily School Attendance:

- **SGIA students are expected to attend school Monday to Friday.** Repeated absence from school has a negative effect on a student's sense of purpose and academic achievement. SGIA attendance policy conforms to Indonesian law.
- Students who miss more than **25 school days** will be assessed to determine if the student is eligible for promotion the following academic year.
- School attendance includes **field trips** and other assigned **academic activities**.
- It is the student's responsibility to seek out his/her teachers to obtain missed assignments and, if required, to schedule for additional/remedial classes or other help to make up for missed assignments and lessons.
- Students are expected to attend all classes, assemblies, official meetings, and appointments on time.
- Students may not leave school before the end of the day unless they have prior written permission by parents and approved by the Principal (Read: Leaving School during school hours).
- Excessive tardiness and or absences will be considered when making re-enrollment decision times in a term.
- The students must be in school to participate and attend school activities such as training, matches, concerts, plays, rehearsals, ASA, etc. Students must be in school and in class the whole day during school time/ASA. Their right to participate in these activities may be revoked/cancelled for excessive absenteeism and/or tardiness.

- Students may not be excused from flag ceremonies or assemblies unless for reasons verified by the Principal. Habitual absence may result in disciplinary consequences.
- Parents and students are highly advised not to schedule family holidays when school is in session.
- Parents are encouraged to keep their children at home when they are ill. It is expected that the school will be notified when a student is going to be out of the school premises.
- SGIA attendance policy conforms to Indonesian law:
  - Students who miss **more than 25 school days** will be required to repeat the grade level following an assessment for promotion by teachers, coordinators, and the Principal, for the following academic year.
  - Students with excessive absences or tardiness will be subject to disciplinary action.

### Excused Absences

The Principal must approve all excused absences. Excused absences include illness, family emergencies, and religious holiday observances. Where possible, permission should be sought in advance of the absence. A note must be sent to the student's class or homeroom teacher upon his/her return. It is the student's responsibility to request make-up work.

- An absence is defined as not being in attendance, being more than 10 minutes tardy to class, or leaving before the last 10 minutes of class.
- If a student is absent for two or more days for medical reasons, a doctor's note is required.
- If a student should be absent from school, the parent/guardian of the student must notify the school office by 8.00 A.M. on the day the student is absent.
- Students have the same number of days to make up missed work as the number of days of the excused absence.
- It is entirely the student's responsibility to complete all missed lessons, assignments, projects, tests, quizzes, exams, etc.

- It is entirely the student's responsibility to seek the teachers' help to obtain make-up work and help if needed.

### **Unexcused Absences**

Absences for any reason other than illness, family emergencies, or religious observances are unexcused absences. No credit for any work missed during an unexcused absence will be given and such absence will be recorded on the student's permanent record. If students are absent, the school secretary will phone the parents for confirmation of the absence.

### **Truancy**

Truancy is an unexcused absence from class without the knowledge of their parents or guardian. Students who are truant will bear the consequences. In truancy cases, students will not be permitted to make up work missed.

### **Late/Tardiness**

Good time management is expected of all students and forms part of the assessment. Students are expected to arrive at school on time and to attend all lessons on time. Students are responsible for organising themselves so they move from task to task and class to class efficiently and promptly.

- Once the bell rings at 7:30 AM, any student who is not in the classroom will be considered late.
- If students are late to their homeroom time, twice in a week, they will automatically be given Saturday detention.
- Two times Saturday reflection within a term will mean automatic one day in-school suspension.
- Two times in-school suspension within a semester will mean automatic three-day out of-school suspension and during this time the students need to work on class activities sent by the school.

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***The student will be required to present a signed late entry form to be permitted to enter class. The form must be completed by the student and signed by the Principal.***

## **ACADEMIC EXPECTATIONS**

### **A. Philosophy of Grades**

Grades are relative to the difficulty of the subject matter and the ability of the teacher to properly ascertain the student's acquired knowledge in relation to the student's ability. Grading at SGIA evaluates the student's progress in light of the standard that has been set for that grade level. However, continual assessment is observed throughout the year. Students should be aware of the criteria for achieving good marks and submit their work on time to ensure maximum results are achieved.

### **B. ASSESSMENT AND REPORTING**

#### **Assessment - Reporting to Parents**

Communicating assessment results to parents in a timely fashion is an essential aspect of our task. Knowing their role as educational partners, parents should be made aware of any issues as well as to celebrate academic achievements pertaining to their child at the earliest time.

#### **C.1 Report Card**

The report card is an important tool for evaluation and documentation of student's progress during a specific period.

- Report cards will be generated twice every academic year, which will be released in every semester (December and June)
- In addition, there will be two (2) Parent-Teacher Conferences (PTC), in September and in March.

#### **C.2. The Grading Scale and Descriptors**

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Students will be given ratings based on the descriptors set for each subject areas. Students need to meet the requirements of the descriptors to be awarded the designated number rating. The passing grade for Cambridge subject is "D" and for IB DP subject is "4".

## ACADEMIC HONESTY

SGIA subscribes to the Cambridge and International Baccalaureate Organization's definition of academic honesty and malpractice:

- Academic honesty is defined as an authentic piece of work that is based on the student's individual and original ideas with the ideas and work of others fully acknowledged.
- MALPRACTICE is any behaviour that may result in the student or any other student gaining an unfair advantage in one or more assessment components.

### **Malpractice includes but is not limited to:**

- Plagiarism: this is defined as the representation of the ideas or work of another person as the candidate's own. This includes material that your teacher may have shown or material you found on the Internet or in books. *ManageBac* is equipped with *TurnItIn* (plagiarism checking tool) to check on plagiarism.
- Collusion: this is defined as supporting malpractice by another candidate, as in allowing one's work to be copied or submitted for assessment by another to gain an unfair advantage.
- Duplication of work: this is defined as the presentation of the same work for different assessment components and/or diploma requirements.
- Cheating: this is defined as the dishonesty to gain advantage.
- Any other behavior that gains an unfair advantage for a student or affects another student's results is not tolerated in SGIA.

*Any form of malpractice will result in disciplinary action based on the rules set by the University of Cambridge Assessment International Education, the International Baccalaureate, and the rules on assesment procedures by Indonesian Ministry of Education and Culture.*

## ACADEMIC PROBATION

- Grades criteria.
  - Failing in English (attaining E or U) plus one (1) other core subject.

- Failing (attaining E or U) in three (3) core subjects excluding English
- Attaining less than 24 points for IBDP
- The core subjects of SGIA:
  - English
  - Bahasa Indonesia (for Indonesian Citizens)
  - Mathematics
  - Sciences (Physics, Biology, Chemistry, Combined science)
  - Social Studies (Geography, History, Business Studies, Economics, Global Perspectives)
- A. **Existing students** who had been with SGIA for at least a year) who have failing grades (see grades criteria) may be placed on Academic Probation with the following guidelines.
  - Prior to the student's being put into Academic Probation, three conferences with the concerned student and his/her parents and the Principal and Vice Principal will happen to:
    - First conference is to inform the parents regarding the student's status, especially the concerned subjects.
    - recommendation will be given how to help the student improve. A timeline will be set, most likely 1 Term, to follow up on the student's performance later.
    - Second conference is to update the parents on the student's performance after the set timeline.
    - Third conference is to inform the decision if the student will be on Academic Probation or not.
  - If a student is under Academic Probation:
    - Students who are on Academic Probation must follow remedial and tutorial classes. **Parent's support is required if tutorial classes is recommended.**
    - Student must show significant improvement in achievement and sustain or improve effort in order to qualify to be released from Academic Probation or to be eligible to re-enroll to the subsequent year.
    - To be removed from academic probation, students must improve their results.
    - Duration of Academic Probation will be a minimum of three (3) months or up to Term 1.

- During the Academic Probation period, the student must achieve and maintain a minimum of D (Cambridge Programme) and 4 (IB DP Programme), before being released from Academic Probation.
- Final decision and update is to be made by the Principal after deliberation with all the Secondary leaders which will be communicated to the parents through conference.
- If a student is released from Academic Probation.
  - The student will be put back on Academic Probation if scores fall below D or 4 again.
  - Final decision is to be made by the Principal after deliberation with all the Secondary leaders which will be communicated to the parents through conference.
- If a student is put back on Academic Probation.
  - If a student will continue to under-perform and scores are still below D or 4.
  - Final decision to retain the student is to be made by the Principal after deliberation with all the Secondary leaders and COO which will be communicated to the parents through conference.

B. **New students** who have failing grades (see grades criteria) may be placed on Academic Probation with the following guidelines:

- Prior to the student's being put into Academic Probation, three conferences with the concerned student and his/her parents and the Principal and Vice Principal will happen to:
  - First conference is done after one and one-half months or up to Term 1 from the opening of classes to inform the parents regarding the student's status especially the concerned subjects. A recommendation will be given how to help the student improve. A timeline will be set, until November, Term 2, for follow up of the student's performance.
  - Students may be required to follow remedial and tutorial classes. **Parent's support is required if tutorial classes is recommended.**
  - Second conference is on November, Term 2, to update the parents on the student's performance.

- Third conference on the Semester 1 report card issuance is to inform the decision if the student will be on Academic Probation or not.

## **ACADEMIC SUPPORT**

For students who are identified as needing additional support, an independent psycho-educational assessment may be required. Parents will need to make arrangements for these assessments independently. Results of these assessments must be made available to the Principal promptly.

### **1. Remedial**

Intended as a remedy or support for weak students and concerned with the improvement of faulty study habits and the development of better student general competencies as well as to improve deficient skills in a specific subject.

Students who are designated by their teacher to take remedial are required to attend the remedial classes until adequate performance is achieved.

Students placed in remedial for two or more core subjects must attend remedial in lieu of ASA until adequate performance is achieved.

#### **1.1. Who needs to take remedial classes?**

- Those who are recommended by their Homeroom and subject teachers based on their low academic performance and learning needs.
- Those who still have difficulties in basic skills in a subject like reading comprehension, articulation, calculations, etc.
- Those who have difficulties in any of their core subjects.

#### **1.2. How long will a student attend the remedial lessons?**

- When the student achieves the skills to the standard expectations.
- A letter will be sent to the parents informing them of the progress of the child.

## 2. Tutorial

A tutorial is usually a presentation of content delivered slowly and yet intensively, most often with an example or examples and is broken up into discrete modules or sections giving a gradual approach to learning using a logically sequenced progressive foundational methodology. Tutorials are also a method of review that reinforces or tests understanding of the content in the related module or section. The tutorials help students develop the necessary skills required to function in the given subject area. Continued tutorial should build on to the understanding and skills.

### 2.1. Who needs to take tutorial?

- Students who have not reached their grade level academic expectations putting them at risk academically.
- Those who have limited English proficiency, especially for the understanding of basic instructions.
- Suspected students who may need tutorials, will have to go through assessment by the teachers, coordinators and principal, before they can be recommended for extra lessons. Parents will be communicated through an official letter to help them understand the process of tutorial classes provided by the school.

***Note: Tutorial classes carry a fee to cover the costs involved including the compensation of the teachers and class materials. All fees are to be coordinated and paid through the finance department. Please do not pay fees to the teachers at any time. All tutorials are conducted on school premises after school hours.***

### 2.2. How long will the tutorial be?

#### Secondary:

- 10 meetings of 1.5 hours per session for existing students.
- 20 meetings of 1.5 hours per session for new students.
- When the candidate achieves mastery of the basic skills

- 2.3. A letter will be sent to the parents informing them the academic progress of the child; recommendations will also be provided after finishing the tutorial meetings.

## ACHIEVEMENT TESTS AND EXTERNAL EXAMS

Exams, prepared and marked by Cambridge University International Examinations and International Baccalaureate will be administered at SGIA.

### **Cambridge Assessment International Education (CAIE) – ID 115**

CAIE students irregardless of program will have in-school assessment that are based on Cambridge syllabuses which are executed to prepare students for the official Cambridge examination.

### **IB Diploma Programme (IBDP) – ID 002804**

For IB DP, assessments are spread throughout the two-year program. An assessment calendar is given to DP students at the start of their first year of Diploma Programme.

These tests will allow the school to monitor student achievement and the effectiveness of instruction against specific standards and criteria. This will also allow SGIA to determine how well students are achieving relative to other students internationally giving SGIA a benchmark for the improvement of our students' education.

### **General Assessments**

1. Internally, students in Grade 6 - Grade12 will be required to take semester final exams in all courses. No exams will be administered outside of regularly scheduled school hours. In order to receive grade for a course, a student must be present for semester exams as scheduled. The examination schedule will be posted. Semester exams are assigned a percentage value of forty percent (40%) of the semester grade.

### **2. *Asesmen Nasional (AN)* – National students only**

#### **a. Aim**

National Assessment or *Asesmen Nasional* is an assessment program required by the Ministry of Education to evaluate the quality and effectiveness of each school across the nation. The quality of the education unit is assessed based on the results of basic student learning (literacy, numeracy, and character) as well as the quality of the teaching-learning process and the climate of the educational unit supporting learning.

The information is obtained from three main instruments, namely the Minimum Competency Assessment (AKM), Character Survey, and Learning Environment Survey.

*Asesmen Nasional* does not replace the role of the *Ujian Nasional* (UN) in evaluating individual student achievement or learning outcomes. However *Asesmen Nasional* replaces the role of the UN as a source of information to map and evaluate the quality of the education system. As a tool for evaluating system quality, the *Asesmen Nasional* will produce a more complete portrait of the quality of the results of learning and the learning process at school. *Asesmen Nasional* report will be designed to be a “mirror” or feedback useful for schools and the Education Office in the process of self-evaluation and program planning.

**b. Instruments:**

*Asesmen Nasional* (AN) consists of three instruments, namely:

1. Minimum Competency Assessment (AKM) which measures literacy reading and mathematical literacy (numeracy) students. Government provides examples of AKM questions on the page: <https://pusmenjar.kemdikbud.go.id/akm>.
2. Character Surveys that measure attitudes, values, beliefs and habits which reflects the character of the student;
3. Learning Environment Survey that measures the quality of various aspects input and teaching and learning processes in the classroom and at the university level school.

The form of the National Assessment questions consists of multiple choice questions, multi select MCQs, matchmaking, structured questions, and essays.

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**c. Implementation**

• **Participants**

Participants in the *Asesmen Nasional* are all educational units consisting of the Kepala Sekolah, all teachers, and a maximum 45 students of Grade 8 & Grade 11 students selected randomly by the Ministry of Education and Culture.

## b. Time

Level	Simulation	Rehearsal	<i>Asesmen Nasional</i>
Grade 8	August	September (the fixed schedule will be determined at a later time)	September
Grade 11	August		August

Implementation of the Learning Environment Survey for Kepala Sekolah and teachers are more flexible and are given time allocation to complete within two weeks and carried out online without supervision.

c. Plan for *Asesmen Nasional* (AN) in Sekolah Global Indo – Asia

To introduce the AKM questions and to provide opportunities for students to be familiar with the AKM questions, the Bahasa Indonesia and Mathematics teachers will provided extra lesson program every week to the Grade 8 students as follows:

- Participants: National students
- Teachers: Pak Eko and Ms. Maria
- Subjects: Literacy and Numeracy
- Time: 1 – 2 meetings every week.

**AFTER SCHOOL ACTIVITIES**

SGIA offers a variety of After School Activities (ASA). A notice of ASA offerings will be sent home in August and January of each school year. In order to participate, parents must sign a registration form and must be returned to the homeroom teacher promptly. Some specialized After School Activities may require an extra fee to cover the cost of mentors, coaches and equipment.

Secondary : Tuesday & Thursday

*The students who are planning to use school's facility other than scheduled ASA (i.e.: holiday/weekends), need to fill out Permission Slip to use school facility, signed by Principal and Chief Operating Officer/Head of School.*

## ASSEMBLIES & PERFORMANCES

There will be occasional scheduled assemblies for the primary and secondary students. Parents are encouraged to attend. In addition, students will be given opportunities to participate in appropriate performance activities throughout the year that may include assemblies exhibits, recitals, musical performances, book readings, skits and plays. For these events in particular, SGIA looks forward to parental attendance and support.

# B

## BEHAVIOUR EXPECTATIONS

Students are expected to respect and follow the essential agreements made with their classmates, teachers and the school community.

SGIA expects its students to meet high standards of behaviour. Students are expected to develop and display the following attitudes:

1. **Appreciation:** for the wonder of the environment and the people. Act respectfully and responsibly towards all members of our community at all times.
2. **Commitment:** show self-discipline and act responsibly. Take responsibility for your actions and environment.
3. **Confidence:** in their ability to relate to others and to solve problems. Contribute positively to the school community.
4. **Cooperation:** with others and working collaboratively, leading or following others as the situation demands. Be able to work both cooperatively and individually, according to instructions.
5. **Creativity:** in finding solutions to problems or situations.
6. **Curiosity:** in how people think, or do things the way they do.
7. **Empathy:** considering the other person's situation in order to understand their thoughts, reasoning and emotions.
8. **Enthusiasm:** for the efforts of others and for making the best of situations.
9. **Independence:** In self-management in a variety of situations.
10. **Integrity:** being fair and honest. Behave honestly and ethically.

11. **Organised:** be organized and prepared to learn.
12. **Respect:** respecting others and the environment. Respect and follow school rules.
13. **Tolerance:** being sensitive towards differences and diversity and being responsive to the needs of others.

## **BIRTHDAYS AND CLASS PARTIES**

It is customary to mark students' birthdays with a simple birthday party at school. This should be done with a cake or cupcakes that can be shared with the whole class, please don't send any unhealthy food to the class.

Occasionally, classes will have parties to celebrate at the end of the semester, or to mark some particular accomplishment. Official class parties may not take place at private homes, swimming pools, or beaches. Parents who wish to organize a party at their own homes may do so independently outside of school hours, understanding that the school and teachers do not take responsibility for these events.

## **BOOKS AND CLASSROOMS**

The school will provide the necessary books' list. Parents can buy the books at school or other place.

## **BULLYING**

School bullying includes psychological, emotional, cyber, social or physical harassment of one student by another at school or within the school community.

**Bullying is never acceptable and will not be tolerated in the school community, and appropriate disciplinary actions will be taken.**

The school offers counseling support to students involved,

# C

## CAR STICKERS

For security purposes, all vehicles must display the valid school year sticker on the windscreen to enter the school grounds. The stickers are issued and available at the school reception at the beginning of the school year and provided to each family.

Vehicles without a sticker will have to report to the security and provide the identification.

## CENSORSHIP

Our fiction, non-fiction, and textbook collections have been chosen from several different countries based on their reviews and curriculum relevance.

SGIA does its best to monitor the content of the books we place in the library but does not censor students' choice of books. If parents wish to impose their own regulations, this should be done between parents and students.

## CHANGE IN CONTACT DETAILS

SGIA has a central database with all students' information.

Please notify the Admission Office (ext. 203) or Receptionist Desk (ext. 101) as soon as possible regarding changes/additional to home, office, emergency, phone number, address and other relevant information.

## CLINIC/MEDICAL

The school employs a full-time nurse who provides basic first aid support for students in the school's clinic. Parents will be contacted if there is an emergency.

- **Allergies**

Parents must inform the teachers and nurse of any allergies, and provide the necessary medication, which can be stored in the clinic. This should be done through the Student's Medical Records Form.

- **Contagious Diseases**

Students with a contagious disease should not attend school until the period of containment has passed. The administration will inform parents should any widespread health problem arise among the student body. Infected students will be sent home and not be allowed to return to school without presenting doctor's clearance. School will provide remedial classes for students missing school due to illness.

- **Fever**

Any student who has fever must stay at home. Parents should call the school to inform the teacher as well as send a letter explaining the nature of the fever upon the student's return. It is recommended that all students with a fever should be tested for dengue, malaria, and typhoid. We do not test students at school, but will keep them comfortable in the clinic until parents can collect them.

- **Head Lice**

The nurse will check students periodically for head lice. If eggs or lice are found, the student must be taken home and treated immediately with medication recommended by the family doctor. Students must have a written doctor's clearance before returning to school. The nurse must check the students before they are allowed to re-join classes. It is recommended that the entire family should be treated as well, and that all bedding, brushes and other items that come into contact with hair should be treated with the same medication.

- **Head Trauma**

Should a student have an accident at school, the nurse will treat students requiring first aid. In case of an apparent serious injury, the child will be immediately transported to a nearby hospital and the parents will be notified as soon as possible. If the family prefers a specific clinic/hospital, this should be noted on the health card. All head injuries will be reported to parents. SGIA should also be given the parents hand phone and home phone number and an alternative, reliable emergency number. With this number, the school should be able to reach a responsible adult assigned by the parents to act on their behalf.

- **Medical Conditions / Concerns**

Parents of students with medical conditions, such as diabetes, asthma, or epilepsy must inform the teachers and the School Nurse during enrolment. Other existing medical/special conditions must also be informed during admission or enrolment. Medical records must be updated as necessary. Medication, with instructions from the family doctor, must be kept in the clinic, if necessary.

- **Medication**

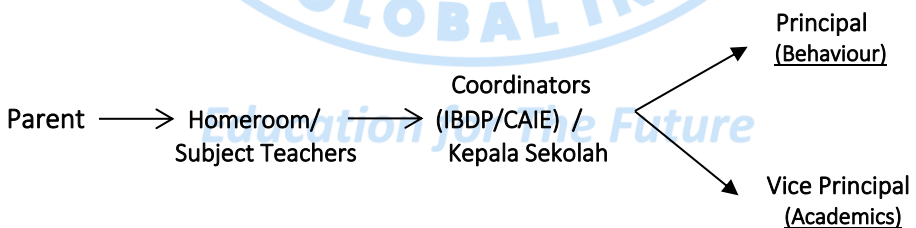
A note from a doctor to the nurse is required to dispense medications. Parents should personally bring all medicines to the nurse, who will administer all medications. Please label the containers with the student's name, type of medication, and directions for administering such as the dosage amount and times needed for taking the medication.

*Students taking antibiotics should stay at home until the course is completed, unless a note from the doctor gives permission for a student to attend school.*

## COMMUNICATION

SGIA likes to hear from parents. For us to address your concerns promptly, please follow the chart below. The flow chart will depend upon the issues/concerns:

### Chart



## School Correspondence

- Official school announcements will be sent through the SMS/WhatsApp broadcast system
- For urgent concerns such as late, illness or accidents, please call Ms. Ade +62778-467333, Ext. 222 or WA 0813 8806 0202

## COMPUTER AND INTERNET USE

( see SGIA ICT ACCEPTABLE USE POLICY)

Students are not permitted use computers or access the Internet at school unless he/she and their parents have agreed to and signed the SGIA ICT Acceptable Use Policy.

The ICT teacher will discuss this matter at the beginning of the school year.

## CUSTODY DISPUTE

Unavoidable custody disputes can occur and often be quite disruptive for the child involved. We request that **parents do not involve the school in any custody disputes**. As the school is neutral regarding this issue.

In the case of an unresolved custody dispute, the school will deal with the parent who originally registered the child with the school and who normally picked up the child before the custody dispute commenced.

We do not facilitate meetings between estranged parents and children at the school, and if we find that a custody dispute is proving disruptive for the child or for other students at the school, the school reserves the right to request that the child stays home until the parents can resolve their dispute amicably. However, we would take such a decision very seriously, and we hope that parents will be able to avoid this situation by resolving their problems for themselves. After resolution, any final agreement child involved in a custody dispute needs to be approved by both parties in writing and delivered to the Principal or SGIA management.

# D

## DRIVING TO SCHOOL

Students under 17 may not drive to school. Students who drive to school must have a legal driving license. The students must park in the students' parking area and display the SGIA parking sticker.

Parents must sign a waiver that they are aware of and allowing their child to drive to school.

**Parents must also submit the school requirements when submitting the waiver.**

## DROP OFF AND PICK UP

Please abide by the drop off and pick up arrangement as shown below:

- Secondary students should be dropped off and picked up at the Secondary Entrance or at the Gym entrance.
- Secondary students with siblings in the ECC department should be picked up at the ECC Entrance.
- Secondary students with siblings in the Primary department should be picked up at the Primary Entrance.
- Students are not encouraged to arrive at school before 7:00 am.
- Students must be picked up promptly by 15:15 on Monday – Thursday and 14:15 on Friday unless they are participating in an After School Activity.
- Students participating in After School Activities are to be picked up promptly at 16:15 unless otherwise noted by the ASA Supervisor.

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# F

## FIELD TRIPS

As part of their education, children may occasionally be taken to places of interest around the city. The School authorises and encourages field trips for

educational purposes, provided such trips are properly planned and have been approved by the Principal and Chief Operating Officer/Head of School.

In order to participate, student must have permission slips filled out.

### **Extended School Trips**

SGIA students may take class trips out of the country for a variety of reasons. Parents are responsible for all costs associated with these trips.

SGIA will make all possible attempts to negotiate and keep these costs as low as possible.

### **Class Trips**

These trips involve all of the students of the class and have educational objectives related to the students' learning. All students are expected to attend all class field trips. Coursework and assessments will take place on these trips.

### **Team or Interest Group Trips**

These trips are a meeting of students at an official event, such as International competitions or associations. Students will be given schoolwork in advance and are responsible for completing the assignments within a given timeframe. These trips will be counted as excused absences.

### **Individual Events**

Students may choose to attend a seminar, workshop, or course that takes place during school time. Students will be given schoolwork in advance and are responsible for completing the assignments within a given timeframe. These trips will count as excused absences.

***Parental permission is required for all field trips.***

## **FOOD AND DRINKS**

The preparation of nutritious and healthy food and good breakfast and lunch have an important effect on students' learning. Proper nutrition/ hydration is required for proper brain function allowing better learning, improved attitudes, and better behaviour.

All food and drinks except water must be consumed in the canteen area.

## FUND RAISING

The fund raising activity (on or off campus) should be conducted upon Principal's and Chief Operating Officer/Head of School approval.

Fund raising activities include but not limited to solicitation of funds, services, or sponsorship from outside companies and organizations.

# G

## GAMES

Students are encourage to utilize break and lunch time for positive activity such as having a light discussion with friends or preparing the next lesson.

Students are not allowed to play any board games, electronic games or cards within school area

## GUESTS/VISITORS

School's guest and visitors are not permitted to go to the classroom without first reporting to the receptionist and or the school secretary.

No sandals and tank top allowed.

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# H

## HANDPHONES AND ELECTRONIC DEVICES

Maintaining the integrity of our learning environment at school is a priority.

The use of handphones and other electronic devices is not allowed during school hours unless permitted by the Principal.

G 6 – G 11: **All** handphones and other electronic devices including tablets and headsets must be given to the homeroom teachers during homeroom time for safekeeping and returned after the last period.

The handphone and other electronic devices will be confiscated if the student uses the hand phone during the hours of school operation.

In special cases, the administrator or teacher will allow handphones to be used for research purposes.

***Possession of a mobile phone or other electronic devices (such as programmable calculator, tablets, smart watch, smart glasses, etc.) during any assessment is prohibited specifically Mathematics and Science. Occasionally, permission will be given to the use of a standard non-memory function Mathematics or Scientific calculator, specified by the teacher for the assessments.***

If the policy is violated the consequences are as follows:

- First offense: the device will be confiscated and returned at the end of the school day by the homeroom/subject teacher.
- Second offense: An appropriate level of school reflection will be determined by the Principal.
- Third offense: An appropriate level of school reflection will be determined by the Principal.
- Any subsequent violations can and will lead to more serious consequences including but not limited to multiple Saturday reflections and suspensions.
- A record of any offenses and consequences above will be kept in the student's permanent data record.

***SGIA is not responsible for the theft or loss of any electronic device brought to school.***

## **HOMEROOM TEACHERS**

Each class has a dedicated homeroom teacher. The homeroom teacher is responsible for monitoring the overall well-being, development, and achievement of the students in his/her homeroom.

Homeroom teachers will monitor the students' progress, liaise with subject teachers/Coordinators/Principal, and provide necessary support for the student. Parents should contact the student's homeroom teacher through the secretary

to arrange meetings with any of the students' homeroom/subject teachers (Please refer to the communication chart).

## **HOMEWORK AND ASSESSMENT MONITORING**

In an effort to reinforce learning, achieve mastery of concepts, teach students responsibility and good study habits, homework will be given appropriate to the student's grade level. Parents can assist the student by providing a time, place, and atmosphere that is conducive to study and concentrate. Homework assignments that are not completed will negatively affect grades. As a parent, you can follow your child's progress by using the suggestions below:

- Check assignments regularly to ensure that your child is completing all work and preparing for exams.
- Check over your child's homework for errors or sloppiness. Homework reinforces principles learned in class that day. If it is done carelessly, the child is less able to benefit from it.
- Be alert to subtle changes in your child's attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness affect your child's academic progress.
- If, for any reason, you have concerns about your child's behaviour or academic progress, please make an appointment with your child's homeroom teacher for a conference (Please refer to communication chart).

***Homework may be posted by the teacher and checked by parents through their ManageBac account. Passwords and username is given to students and can be shared with the parents.***

## **HOUSES**

SGIA has four (4) Houses: Blue Sumatran Tigers, Yellow Komodo Dragons, Green Javan Rhinoceros, and Red Javan Hawk-Eagles. Newly enrolled students are assigned to a house in the beginning of the academic year.

Academic and sporting inter-House competitions will take place periodically throughout the year.

*Students are not allowed to change houses; hence house assigned is permanent from the time of assignment until the student graduates from SGIA.*

# L

## LEAVING SCHOOL DURING SCHOOL HOURS

Students who wish to leave school during school hours must obtain an exit form from the office.

Permission will only be granted with a parent note/phone and Principal/Vice Principal's approval. The sign out slip must be shown to the guards.

## LIBRARY

The library has been developed to support the programmes of inquiry and resource-based learning in school.

The library is open from 7:30 until 16:00 on school days.

The school has a variety of selections of textbooks and the e-Books.

Students are prohibited to play online, board or card games in the library.

## LOCKERS

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Students will have personal lockers to store books and materials. Please note that SGIA is not responsible for any items lost or stolen from lockers. The administration reserves the right to inspect lockers at any time.

Students are responsible for the security, condition and contents of their lockers. Students must take good care of their assigned lockers and are responsible for damage and repair if necessary.

## **LOST AND FOUND**

All personal articles including clothing left around the campus are placed in the lost and found box at the secretary's office. At the end of each month, unclaimed articles are cleaned and donated to charity.

## **LUNCH**

The preparation of nutritious and healthy food and good breakfast and lunch have an important effect on students' learning. Proper nutrition/ hydration is required for proper brain function allowing better learning, improved attitudes, and better behaviour.

All food and drinks except water must be consumed in the canteen area.

# **M**

## **MANAGEBAC**

SGIA has been utilising ManageBac since 2016. ManageBac is the only learning platform. SGIA utilises its support in Student Portfolio, Assessment and generating our Report Cards. It supports school-to-home communication and parent engagement in the teaching and learning process.

Students and parents can access continual/assessment progress reports through a secured account in ManageBac. All students are given their dedicated username and password at the beginning of school year, which can be shared to their parents.

## **MONEY AND OTHER VALUABLES**

Students are cautioned against bringing valuable personal property to school. The school does not accept responsibility for the loss of money or valuables brought by students.

# P

## PARENTS

### **Involvement**

SGIA welcomes parents' involvement in various school activities. Participation may take in different forms depending on the particulars of their situation. Parents can assist by leading after school activities, making costumes and sets for school productions, or sharing a particular talent with students.

***Parents' school involvement should be focused on our students' academic development and are expected to maintain the school's integrity and reputation.***

No form of hearsay or gossips circulated around the community is tolerated. Any issues and concern must be forwarded to the concerned school personnel.

Parents in all grade levels using social media forum, must at all the times demonstrate respect for the members of school community including all students, other parents, teachers, staff and Yayasan Clarissa International board members.

Parents must not breach confidentiality, defame or make threats to any person in the school community; Instances of proven and intentional breach of the above will result in sanctions that may include expulsion of the child/children from the school.

### **Professional Protocol**

Parents are requested to observe protocol in communication within the school. Please refer to the communication chart.

### **Role of Parents**

SGIA is always interested in hearing about any ideas parents may have to offer. Please contact your child's homeroom teacher in this regard. SGIA encourages all parents to become actively involved in their children's education, and to develop a positive relationship with teachers.

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### **Invitation Meeting from School**

Parents or Guardians are required and compulsory to attend any invitations from school. At the beginning of the school year, parents are invited to attend the “Meet and Greet” where they will be introduced to

SGIA’s curricula, vision, mission, philosophy, core values, and be given the plan for the school year.

There are times when other meetings are called. Your presence is very essential. We ask that you make sure you attend, in order that you may assist your child in his/her studies.

If parents wish to meet with any teacher during other times of the year, please call the school and make an appointment. Please refer to the communication chart.

If parents cannot attend any of these meetings, please inform the school to arrange for another meeting.

**Parents must provide a power of attorney if they send a relative or family friend to make academic decisions on their behalf.**

### **PARKING**

Parents or drivers are requested to drop off students at one of the three entrances. Cars must then proceed to the exit gate or proceed to the parking areas away from the school buildings.

### **PUBLIC DISPLAY OF AFFECTION (PDA)**

Public displays of affection, or PDA, is a term used to describe any form of physical contact between two students who are involved in a personal relationship with each other.

Affection physical contact, but not limited to, intimate touching, hand holding, fondling, cuddling, and kissing is strictly prohibited at school or a school-sponsored activity.

Any display of physical affection will result in some form of discipline or consequence.

## PREDICTED GRADES

- Teachers will consider all evidence of the candidate's work - internal and external assessments (all internal formative & summative) till the prediction point.
- The teacher uses the knowledge of Cambridge/IB standards - grade descriptors, grade boundaries, assessment instruments, aims and objectives of the subject, etc. in predicting the grades.
- Each prediction is made as accurately as possible.
- The school releases confidential predicted grades and most often used in the application process to further education.

## PRIVATE TRANSACTIONS

Giving gifts / money / in kind items to any school employee, personnel or official, and/or any person acting for or on behalf of SGIA for any reason is discouraged. This includes but not limited to any gift or payment for private personal tutorial by staff members.

# R

## RE-ENROLMENT

- Students in good standing of their behaviour and academic will be re-enrolled the following school year and promoted to the next grade level.
- Intention enrolment forms will be sent out on March, the latest.
- The school reserves the right to deny re-enrolment to any student. Reasons for denial of re-enrolment may include one or more of the following:
  - Behaviour that disturbs the learning environment and/or threatens the safety and well-being of other students or staff.
  - Continued lack of effort that results to unsatisfactory academic progress.
  - Outstanding school fee/levy (from previous academic year).

- Educational or physical needs that can no longer be served appropriately by the school.
- Poor punctuality record, continual tardiness.
- Poor attendance record, this follows the National Education Rules set by the Ministry of Education and DIKNAS.
- Parents harassment.

## RELIGIOUS HOLIDAY OBSERVANCES

SGIA recognises and celebrates the diversity of religions that exist within the international student population of the school. SGIA encourages all members of the community to observe their religious holidays with a minimum disruption to school obligations.

## RETENTION

Retention is mandatory if the student receives the following criteria:

- Failing in English (attaining E or U) plus **2 (two)** or more of the other core subjects
- Failing (attaining E or U) plus **4 (four)** core subjects excluding English
- Attaining less than 24 points for IB DP

The core subjects at SGIA are:

- English
- Bahasa Indonesia (for Indonesian citizen students)
- Mathematics
- Sciences (Physics, Biology, Chemistry or Combined Science)
- Social Studies (Geography, History, Business Studies, Economics or Global Perspectives)

If there is a possibility that a student may be retained in the grade level, parents/guardians will be notified of their child/children situation as soon as possible.

If a recommendation is made to retain a student and is rejected by parents/guardian, they need to sign a written acknowledgement of school's recommendation. It shall serve to release the school from any responsibility for future failure.

# S

## SATURDAY REFLECTION

A student is required to follow the Saturday Reflection from 09:00 – 10:00 AM in the Secondary school building (venue to be informed in the information to parents) due to the following violations of school policies.

- Two times late arrival at the homeroom time in a week. (refer to Late/Tardiness).
- Two times deficiency slips, not wearing proper school uniform in a week. (refer to Uniform).
- Coming late once and one deficiency slip in a week.
- Three or more violations of school policies require the student/s to follow two consecutive Saturday Reflections.

## SATURDAY MORNING TEA (SMT)

The School holds Saturday Morning Tea for the School Management Team to meet with the Parents. The SMT is an informal meeting to develop a better relationship between the school and parents. This will allow more input from parents as well as keeping them informed of the school programs.

Occasionally, this will be a time to announce any new program as well as introduction of new staff. The School will also use this time to discuss and collaborate about upcoming events.

## SCHOOL BUS

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The school provides the school bus for certain areas with fee; please call the Reception (ext. 101) or Admission office (ext. 203) for further information.

## SCHOOL CALENDAR

School calendars are available online at our website, [www.sgiaedu.org](http://www.sgiaedu.org) or you can ask the secretary for a hardcopy.

## SCHOOL FEE & LEVY PAYMENT

The School relies on an underlying parent's commitment and timely payment of school fee/levy by those who are enrolled in the school.

The basic policy of school fee/levy is:

- Levy and school fees are the responsibility of the parent(s) or guardian(s).
- **The levy must be paid in advance and is non-refundable.**
- The school fee must be received at the appropriate bank no later than the 10th of each month. A reminder will be distributed to parents/guardians on the 12th, through the official school WhatsApp (WA) broadcast system, for those who have not paid their school fees.
- If the student's school fees have not been paid for two months, ManageBac will automatically remove the child's name from the list of existing classes, and the report card cannot be printed.
- If the student's school fees have not been paid for three months, ManageBac will automatically remove the child's name from the school's student list and report it to DAPODIK.
- If the student resigns, the school fee for the upcoming months is refundable with a 10% admissions fee. Please note that the levy is not refundable.

Please direct any questions regarding school fee/levy policies to the Finance Dept. (ext. 118), or Admission Office (ext. 203).

## SCHOOL HOURS

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The school week runs from Monday through to Friday.

*Students are expected to be in their classrooms by 7:30 A.M. and should arrive not earlier than 7:00 A.M.*

Students are to be picked up promptly at the end of the school day and their drivers must follow the directions from the guards for picking up

students. The school is responsible for students during school hours only. Exceptions to this policy will be made for students participating in after-school activities, basketball, soccer, getting extra help/tutoring, or in detention. Parents will be notified if their child must stay after school.

**Mondays – Thursdays**  
**Fridays**

**07.30 - 15.15**  
**07.30 - 14.15**

Exceptions to this policy will be made for students participating in after-school activities, basketball, soccer, getting extra help/tutoring, or in school reflection. Parents will be notified if their child must stay after school.

Students who need to do other task/s i.e., internal assessment/extended essay/project completion, must ask a teacher supervisor who will be in-charged to look after the student/s until they are picked-up by their parents. This also applies during weekends and on school holidays.

### **Early Release Day**

Friday is an early release day at SGIA. Teachers use Friday afternoons for whole group and team meetings associated with planning instruction, curriculum development and professional development.

### **SCHOOL REPRESENTATION**

Students who will represent the school should have a high academic and moral standard. He/she should not have received any disciplinary action from the school. Student leaders will be asked to leave their leadership positions once they have received any sanction or infraction.

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### **SMOKING (of any form including paraphernalia)**

Our school , including the parking lot and soccer field is a smoke-free zone. This rule applies to everyone, including teachers, staff, students, parents and drivers. **Parents/drivers who ignore this rule may be banned from the school grounds.**

## SPECIAL NEEDS

Parents are expected to inform the school at the time of application if their child had been receiving any special help in their previous school. If parents suspect their child may have difficulty, they must discuss this with the Principal at the time of application. If students with special needs are accepted, the parents may be required to provide a shadow teacher. The shadow teacher must be interviewed and approved by the Principal and Management Team. If requested by the parents, the school can provide a shadow teacher. The cost of the shadow teacher is to be borne by the student's parents / guardian.

Any educational / behavioral difficulties / needs must be noted in the medical records and informed to the administration and teachers. These needs include but are not limited to ADD, ADHD, Autism, etc.

## STUDENT COUNCIL

A Student Council will operate under the supervision and direction of adviser and leaders. Students in each class will elect Student Council members. The teachers and senior students who take responsibility for the Student Council will follow the Student Council Constitution and by-laws.

School social events will be encouraged as they enrich the students' lives. The Student Council will work with the teachers and administration to plan these events.

# T

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## TRANSLATOR

SGIA makes a concerted effort to make our communication accessible to all members of our school community.

If you require translator, please make your request in advance and we will provide one.

## TRANSPORTATION

### **Bicycles**

SGIA promotes values that instill the love for the planet. Bicycles are allowed in the school as a mode of transportation. Students can park their bicycles upon arrival at the school at a designated space. They are not allowed to take their bicycle any time during the school hours.

### **Bus Rules**

Students are expected to observe the bus rules. Such rules and regulations are made to ensure a safe, worry-free ride for all students to and from school as well as on field and activity trips. The school offers specific routes.

### **Cars/Motorcycles**

When students are on the appropriate driving age they may request for a permit to drive and park at the school. To be considered for the permit, the request must be submitted in writing in person by the parents with the student present with appropriate documentation of the legal ability to drive in Indonesia (driver's license) and proof of insurance.

***Students can park their cars/motorcycles only at a designation area.***

## **U**

### **UNIFORM**

Students must wear the appropriate school uniform while at school or outside activities unless otherwise specified.

<b>Monday – Wednesday</b>	:	SGIA Uniforms
<b>Thursday</b>	:	Official Batik Uniforms
<b>Friday</b>	:	House T-Shirt and PE Short/Long Dark color Pants/J Jeans (No legging)

All students' blouses from Grades 6 to 12 must be tucked in at all times.

Girls' skirts must be worn below the knees.

Boys' undershirt must be White only.

### **ID's**

Student's ID is part of the school uniform; it should be worn and visible at all time.

### **Shoes/Socks**

Students must wear black training or similar shoes with non-marking soles, fastened with laces or Velcro. Shoes must not have distracting stripes or other markings. Soles with bright colours or off colours are not allowed. Students are required to wear visible plain white ankle socks.

### **Ties**

All students must wear the prescribed school tie. The tie is to be worn from Monday to Wednesday.

***Note: Parents must ensure that school uniforms must be neat and tidy at all times.***

Students should take pride in their appearance.

1. Students are not allowed to:
  - a. Wear make-up,
  - b. Wear hoodies or headgear,
  - c. Dyed their hair, including henna and streaks.
2. Hair should be clean, neat, and tidy.
  - Boys' hair
    - Must not touch the top of the ears, should be cut above the ears;
    - The hair must be cut where as to not touch the shirt collar.
  - Girls' hair
    - Should be no longer than shoulder length or;
    - If hair is longer it must be tied up for safety and neatness;
    - The hair must also be kept out of the students' eyes either by tying the hair back out of the eyes or cutting the bangs at eyebrow level.

3. Girls may wear one pair of stud earrings. Boys must not wear earrings or piercings of any kind.

### Dress Code – Physical Education

1. SGIA sports shirt.
2. SGIA shorts.
3. White athletic socks.
4. Velcro or lace fastened training/ sport shoes with non-marking soles (no spikes).
5. Field shoes (soccer, track, football, etc.) with spikes or cleats are not allowed in the gym.
6. Water bottle clearly labelled with student's name and class. In addition, a towel is also needed.
7. **Students are not allowed to participate in any physical activity without wearing proper and appropriate sports clothing and appropriate shoes,** including informal activities such as recess.
8. PE uniforms must be worn for all PE classes. This includes an SGIA shirt, SGIA shorts, approved training shoes with non-marking soles, and white athletic socks.
9. To maintain hygiene and keep fresh for the next lesson, all students are encourage to take quick shower in the last 10 minutes of their PE lesson. Students must bring their own shower kit.

*We would also like to encourage parents to consider their clothing and appearance when attending school and ensure it is appropriate for a school environment.*

# V

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### VIOLATIONS AND CONSEQUENCES

#### Behaviour on Campus

- Gum chewing on campus is forbidden.
- Radios, tablets or other similar devices may not be brought to school.

- Board games, electronic games, cards must not be brought to school
- Personal laptops must not be brought to school unless prior permission is granted.
- Playing cards and gambling in any form is forbidden.
- Skateboards, roller-skates and roller-blades, Segway, hover board must not be brought to school.
- Students are to be off campus by 15:20 unless taking part in a school-sponsored event. (This includes ASA, remedial and tutorial classes).
- Students are not permitted to play in the classrooms or the gym without the supervision of a teacher.
- Food and drinks (excluding water) are not permitted in classrooms, primary or secondary hallways, any school balconies, or the gym. All food is to be consumed in the canteen.
- Disrespect in any form is forbidden in any part of the campus including school functions at off-campus locations.
- Students are expected to work to develop good self-management skills. This includes cleaning up after themselves and helping to maintain a proper learning environment.
- Students are expected to pick up their own trash from the campus grounds at all times (CLAYGO – *Clean as You Go*). Parents are encouraged to support students to become independent and take responsibility for their belongings.

### **Late Submission of Homework / Assignments / Projects**

Students are expected to submit their Homework / Assignments / Projects on the time/deadline designated by their subject teachers.

- With prior notification and progress evidence given to the subject teacher, a one-day late submission of Homework / Assignments / Projects will be accepted without point deduction.
- Zero mark will be given should the students submit the work one day after the deadline, without a valid reason. The marking will still be depending on the teacher's discretion.

## OFFENSES

### Category 1

It is the homeroom or the subject teacher/s responsibility to impose the sanctions on any student who has committed an offence under category 1. However, on the fourth offense, the Principal should be informed.

- First offense: verbal warning.
- Second offense: a written violation report.
- Third offense: conference with parents, a violation report.
- Fourth offense: a violation report, Needs Improvement (NI) in conduct and in-school suspension.
- Fifth offense: a violation report, conference with parents and out of-school suspension.

### Examples of offenses

- Unsigned contract and other official documents.
- Late and non - submission of reply slips.
- Non-submission of an excuse letter of absence upon return.
- Habitual tardiness.
- Incomplete school uniform/ improper hair cut or hair style.
- Littering and non-observance of CLAYGO.
- Shouting / howling causing interruptions of proceedings/ during classroom activities or during assemblies.
- Going out of the classroom without the teacher's permission.

### Category 2

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- First offense: verbal warning and a written violation report.
- Second offense: conference with parents and department probation in conduct. In some cases, no grade will be given.
- Third offense: conference with parents, no grade in conduct, and in-school suspension. No grade will be given.
- Fourth offense: conference with parents, issuance of final warning and out-of-school suspension. No grade will be given.
- Fifth offense: Expulsion

### Examples of offenses

- Plagiarism / copying another classmate's test and/or work.
- Skipping classes.
- Lending / selling of pornographic magazines, including illustration of pornographic images.
- Public Display of Affection (PDA).
- Using indecent language or vulgar gestures.
- Name calling or giving embarrassing names to a classmate.
- Circulating false information about the school, a teacher or any person in the community.
- Name calling to a teacher or any person in authority.
- Leaving the school campus during school hours without an official off campus pass.
- Cheating / copying another classmate's test answers

### Category 3

- First offense: conference with parents plus out-of-school suspension  
Out-of-school suspension: a student is prohibited from attending his/her classes / entering the school campus. A student who is suspended is marked absent and is not allowed to attend classes. The Disciplinary Board headed by the Principal determines the length of suspension depending on the gravity of the offense.
- Second offense: Expulsion.

### Examples of offenses

- Bullying
- Smoking (of any form) within the school premises.
- Vandalism / destruction of any school property, including writing and drawing, spashing ink/paint on desk or walls.
- Posting of contents i.e. pictures, videos on social media sites such as Facebook, Instagram, Twitter, etc. about the school, teachers, staff and other students without their consent or approval from the Principal/Vice Principal.
- Inflicting physical injury on any member of the school community.

- Forging, falsification and/or tampering of academic/official record or documents of any kind.
- Stealing, taking other people's property.
- Online gambling.
- Possession and use of any kind of deadly weapon such as knives, guns, explosives and other materials that may endanger the life of any member of the school community.
- Possession of cigarette/s and any smoking paraphernalia at school.
- Possession, use or sale of prohibited or regulated drugs including marijuana and/or alcoholic beverages within the school premises or outside of the school while in school uniform.
- Unauthorized use of a teacher's/staff member's or another student's email or any online account without the owner's permission.

## W

### WITHDRAWAL/ TRANSFER PROCEDURES

Parents who intend to withdraw their child/children should complete the Withdrawal Form from the Secretary one month before they intend to leave the school.

Transcripts and Leaving Certificates will not be released or forwarded to new school until the completed Withdrawal Form is given to Admission Office.

All school-issued books and materials must be returned in good condition. All fees due must be paid before any transcripts or documents will be released.

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Thank you for reading this handbook. Please let us know should you have any queries.

## SGIA CODE OF CONDUCT AGREEMENT

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*Student Name*

*Grade Level*

### **STUDENT IS TO READ AND SIGN THIS STATEMENT:**

I have read the SGIA Parent/Student Handbook and discussed it with my parent(s). I agree that to follow the rules and expectations of the school.

---

*Student's Signature*

### **A PARENT IS TO READ AND SIGN THIS STATEMENT:**

I have read the SGIA Parent/Student Handbook and discussed it with my son/daughter. I agree to support the school and encourage my son/daughter to follow the rules and expectations of the school.

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*Parent Signature*

*Date*

## SGIA ICT ACCEPTABLE USE POLICY

In order to use the electronic resources available at SGIA, including computers and the Internet, student must read and understand the following policy. Student and the parents must sign the SGIA User Consent Form and return it to school where it will be kept on file.

Student use of school computers, network and the Internet, can provide support and enrichment for student education and the curriculum. The school accordingly supports the use of these information technology resources for school-related academic purposes. Such use is, however, a privilege and not a right. Students are responsible for good behaviour when using school computers and the computer network, just as they are responsible for good behaviour in a classroom, on school property, and at school sponsored activities and events.

Student use of school computers, network, and the Internet is for school related academic purposes only. Network administrators and school administrators will review student files and communications to maintain system integrity and help ensure that the students are using school computers and the school computer network appropriately. Files stored on school computers and/or the SGIA networks are not private. The school will make every reasonable effort to ensure that students use the Internet appropriately and responsibly. To this end, administrators, teachers, and other staff shall work together to help students develop the intellectual skills needed to properly evaluate and choose information sources from school computers and the Internet that are appropriate to the students' age and developmental levels, and to evaluate and use these information technology resources to meet the school's educational goals. Students have the responsibility to use school computers and the Internet appropriately, ethically, and safely. If unsure, students must ask for guidance or assistance.

### ICT Acceptable Use Policy (AUP)

Computers at SGIA are for educational use only. Student must use them responsibly and with consideration for other computer users. The computers and the network at SGIA are set up with basic protection that makes it difficult and unlikely for you to do unacceptable things by accident.

Therefore, if you are using a computer in an unacceptable way, it will be assumed that you are doing it deliberately.

## **Consequences**

The Acceptable Use Policy is applicable to all users of SGIA electronic resources and refers to all information resources whether individually controlled, shared, stand-alone, or networked.

Disciplinary actions for any violations shall be consistent with SGIA's policies and practices and may include one or more of the following:

- Revocation or suspension of access privileges;
- Other school disciplinary action;
- Appropriate legal action.

Specific disciplinary measures will be determined on a case-to-case basis. Students are not to:

- Use removable storage devices unless specifically instructed by the teacher and guided through the task by the teacher;
- Bring their own laptop/tablet to school, unless specifically instructed by the teacher and guided through the task by the teacher as approved by the Principal;
- Change any of the settings that will affect the computer, network, or other users unless specifically instructed by the teacher and guided through the task by the teacher;
- Try to "fix" a computer if it is not working. The student must contact the ICT Lab assistant for help;
- Bring food or drinks into the ICT Lab;
- Use, Download/Install, or Save any software that is not specifically approved by the ICT Lab;
- Change or copy any file on the network that does not belong to you or is not public. SGIA will not make copies of software for private use.

SGIA does not condone the use or distribution of pirated software. Use or distribution of pirated software at SGIA will result in loss of privileges and disciplinary action. After using all areas must be left clean and in good condition.

## Internet Access and Email

The Internet provides connections to computer systems located all over the world that contains vast amounts of information. Users should be aware that some of the available information may be false, controversial, or offensive. The school tries to block accidental access to some information by using a web filter. However, due to the vast number of such sites and the dynamic nature of the Internet, it is not possible to block all access. The school assumes that if students are accessing unacceptable information, they are doing it on purpose and will result in disciplinary action.

### Unacceptable use of the Internet includes:

- Using profanity, obscenity or other language that may be offensive to other users;
- Copying commercial software in violation of copyright laws (pirating);
- Using the network for personal financial gain, for commercial activity, or for any illegal activity;
- Viewing pornography, religious or political propaganda, or any material that may be unacceptable under SGIA and Ministry of Education rules.

The set of rules listed above also applies to the use of email. Similarly, student may not use e-mail to harass/bully others. In addition, you should always keep in mind that any information you send over the Internet is not private and can be read by someone else. SGIA recommends against sending any sensitive information by email such as home address, telephone number, passwords, or credit card numbers. Sharing sensitive information on the internet opens you up for scams and other internet crimes as well as the possibility of physical harm. The internet is a great place to find and do many things as long as you use it wisely, be careful. If they are not sure that what they want to do is permitted, they must ask the ICT Lab assistant before they do it.

## ELECTRONIC RESOURCE USER AGREEMENT

As a condition of my use of SGIA electronic resources including cell phone, computers and school's networks, we agree to all of the following:

We understand and will abide by this agreement. We understand that any violation is unethical and may constitute a criminal offense or give rise to other liability. Should my child commit any violation, I understand that her/his privileges to access electronic resources at SGIA may be withdrawn; in addition, disciplinary action and/or appropriate legal action may be taken.

We understand that SGIA has the right to review any stored information. SGIA may edit or remove any material that the school administrators, at their sole discretion, believe may be unlawful, obscene, abusive, or inappropriate in any way. We waive any right of privacy and any other proprietary or personal rights that we may otherwise have in and to such material.

We understand that SGIA is not liable for any direct or indirect, incidental, or consequential damages due to information gained and/or obtained through the use of electronic resources at SGIA. We will not hold SGIA responsible for any material acquired or available on the SGIA network or the Internet.

I agree to indemnify, defend, and hold harmless Sekolah Global Indo-Asia and its administration and staff from any claim, damage, or loss that may arise from the use of the electronic resources.

We understand that access to computers, the SGIA network, and the Internet is a privilege designed for educational purposes only and that SGIA has taken precautions to attempt to make certain inappropriate material unavailable. Access to electronic resources at SGIA, including the Internet, is a privilege and may be withdrawn for good reason.

Student Name

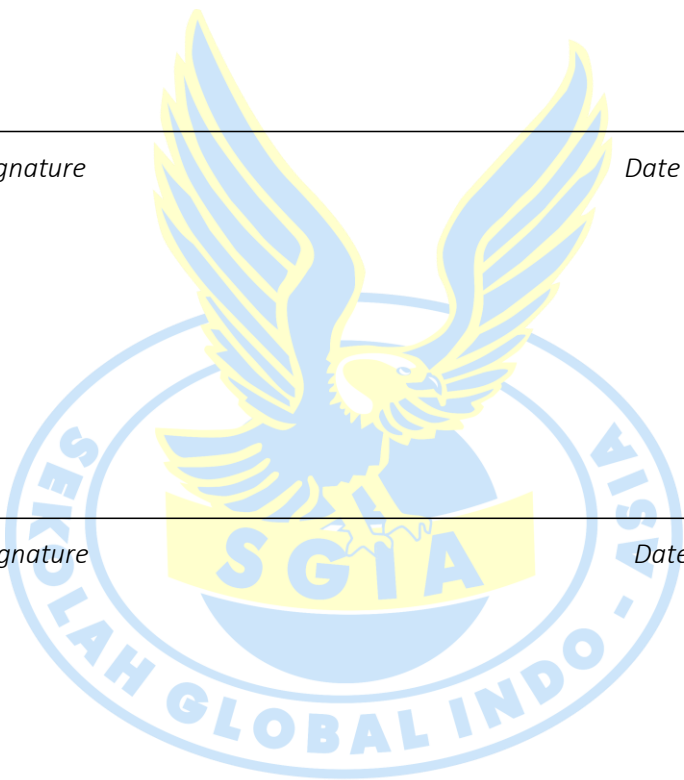
Grade Level

Student Signature

Date

Parent Signature

Date



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FOR SCHOOL USE ONLY

Received by:

Date \_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_



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## SEKOLAH GLOBAL INDO - ASIA

Jl. Ahmad Yani Kav. SGIA, Kelurahan Teluk Tering,  
Kecamatan Batam - Batam 29461  
Kepulauan Riau - Indonesia

☎ 0778 - 467333

member of :



Perkumpulan  
Sekolah SPK Indonesia



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Sgia Batam