

# STUDENT-PARENT HANDBOOK



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# INTRODUCTION

## From the Academic Director

Dear Parents, Guardians, and Students,

It is with great pleasure and enthusiasm that I welcome you to the new academic year. The Parents' and Students' Handbook serves as a vital resource that outlines the policies, procedures, and guidelines that govern our school community. It is designed to ensure clarity, consistency, and fairness in our educational environment. This handbook reflects our commitment to excellence, fostering a safe, inclusive, and nurturing space for every student to thrive.

At Sekolah Bogor Raya, we see parents and students as our genuine partners. Together, we can create an environment that promotes academic achievement, personal growth, and character development. Within the parents-students handbook, you will find information regarding school rules, code of conduct, academic policies, attendance guidelines, extracurricular activities, and much more. It is essential that parents and students familiarize themselves with the contents of the handbook, as it will serve as a valuable reference throughout the year.

We recognize that change is inevitable, and as a dynamic institution, we strive to adapt and improve continuously. Therefore, it is important to note that the Parents' and Students' Handbook is a living document that may undergo updates or revisions as needed. We are committed to keeping you informed of any changes and will provide clear communication channels for feedback and inquiries.

We encourage you to engage with the handbook as an opportunity to actively participate in your child's education. By understanding the policies and guidelines, you can support your child's academic journey and reinforce the values and expectations we uphold at our school. Your partnership and involvement are essential to creating a positive and enriching educational experience.

As we embark on this new academic year, let us embrace the spirit of collaboration and open communication. We are here to support you and your child every step of the way. Should you have any questions or concerns, please do not hesitate to reach us. I am available if you contact the administration at (0251) 8378873, or via email [siska@sekolahbogorraya.com](mailto:siska@sekolahbogorraya.com). The principals at your child's level are also available, you may contact them via email

- Playgroup/Kindergarten; [maria\\_r@sbr.sch.id](mailto:maria_r@sbr.sch.id)
- Primary School; [diana\\_k@sbr.sch.id](mailto:diana_k@sbr.sch.id)
- Junior High School; [susandi@sbr.sch.id](mailto:susandi@sbr.sch.id)
- Senior High School; [arning\\_r@sbr.sch.id](mailto:arning_r@sbr.sch.id)

I extend my sincere appreciation to all parents and guardians for entrusting us with the education and development of your children. Together, let us create a nurturing and stimulating environment that empowers our students to reach their fullest potential.

Thank you, and I wish you all a remarkable and fulfilling academic year ahead.

Warm regards,

Fransiska Susilawati  
Academic Director

## Vision

We nurture the next generation of culturally aware, lifelong learners and thinkers who are compassionate, knowledgeable, and engaged citizens of the world.

## Mission

- **Provide high quality education through the use of well-founded international programmes that integrate global concepts while cultivating respect for national culture and identity.**
  - Expose students to unique concepts and innovative ways of thinking in the different disciplines and curriculums.
  - Integration of disciplines and curriculums help to develop collaboration, communication between cultures, deeper understanding of own national identity, and appreciation of ideas other than their own.
  - Explore every learner's potential so that they can be catalysts of learning, make a positive impact in the world, and enrich those around them.
  - Enhancing communication skills through first-language and English language fluency.
- **Foster an environment where students can realize personal goals and achieve their full potential.**
  - Value students as individuals and be responsive to their unique needs.
  - Provide opportunities and learning environments to support collaboration so that learning will be ignited, scaffolded and nurtured
  - Provide safe and inclusive space where they are allowed to take healthy risks to learn from both successes and failures
  - Take a holistic approach to the spiritual, emotional, intellectual and physical development of our students
- **Nurture and model a self-evolving learning community based on continuous reflection and collaboration**
  - Provide a constructivist learning environment where students can explore and discover pathways to learning and growth through individual and collaborative learning
  - Modeling continuous learning framework both in academic settings and administration decision making
  - Use of systematic data-driven evaluation and monitoring systems to ensure student success
  - Continuous review of school facilities, infrastructure, and technology meet current and emerging needs of the students, faculty and staff

## Values

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

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

## Philosophy of Education

We strive to provide holistic education that produces compassionate young men and women, free of prejudice, proud of their identities, their cultures, and their heritage, and at the same time respectful of all faiths and appreciative of world cultures. We hope by supporting, facilitating, and exposing our students to a wide range of experiences that we produce students who are equipped with the skills needed to learn independently and problem solve using both critical thinking and creativity. We believe our graduating students will be capable global citizens who are open minded and able to appreciate the opinions of others no matter what their nationality, ethnicity or religion may be.

At Sekolah Bogor Raya we encourage curiosity above all else. The spark of enthusiasm and joy you see in a student's eyes from having some control over the direction of their learning is something which we feel is essential for students to learn effectively. We believe technological expertise in terms of I.T skills should be encouraged and supported so that our graduates can utilize both the current and future technology that they will be using to advance their careers. We believe that in a high-tech world overflowing with information, critical thinking is vital to being able to research and differentiate between useful information and data and that which is not valid, and in some cases, untrue.

We support students through our program to build their confidence one step at a time. These steps sometimes end in a fall but we believe strongly in the safety of our learning environment and encourage risk taking in order to allow our students to aim high and reach their potential. 10

Our students learn from any failure and build resilience, and this is a characteristic everyone must gain in order to bounce back when things don't go our way.

We ensure our students look at issues from multiple perspectives. This allows the students to think about both sides of every given situation. It also allows them to look at issues through both local and international lenses. This helps them understand that everyone brings different

opinions, skills, and knowledge to a situation and that those opinions may vary and that is fine. They learn to listen to varying opinions and understand that we can learn something from everyone we meet. This is in line with our firm belief in a constructivist approach to learning. This also enables them to enter the world with both the listening and communication skills necessary to interact with people and gain the most from each and every person they meet.

## School Logo and Meaning



- Trees: as a symbol of a place (shelter) from all negative things when students are outside the family environment. As a symbol of life, with the philosophy of trees that always provide the air that humans breathe for life, school is a place to get knowledge as a positive intake for students in their lives. As a symbol of the region, Bogor is a rainy city filled with lush green trees.
- Children (boy and girl): school students who are described as being active as a symbol of children who are dynamic, healthy, and always thirst for knowledge.
- Star: as a symbol of knowledge and success that all students who study at Sekolah Bogor Raya want to achieve.
- The initials of SBR stands for Sekolah Bogor Raya which is attached to the tree as an affirmation that Sekolah Bogor Raya is a place to establish growth, a source of knowledge of life and is located in the Bogor area.

## School Tagline

“Learning Together Inspiring Success”

## IB Learner Profiles

As an IB school we also incorporate the IB learner profiles into our lessons as part of our holistic approach to learning.

- Knowledgeable
- Thinkers
- Communicators
- Principled
- Open Minded
- Caring
- Courageous
- Balanced
- Reflective
- Inquirers

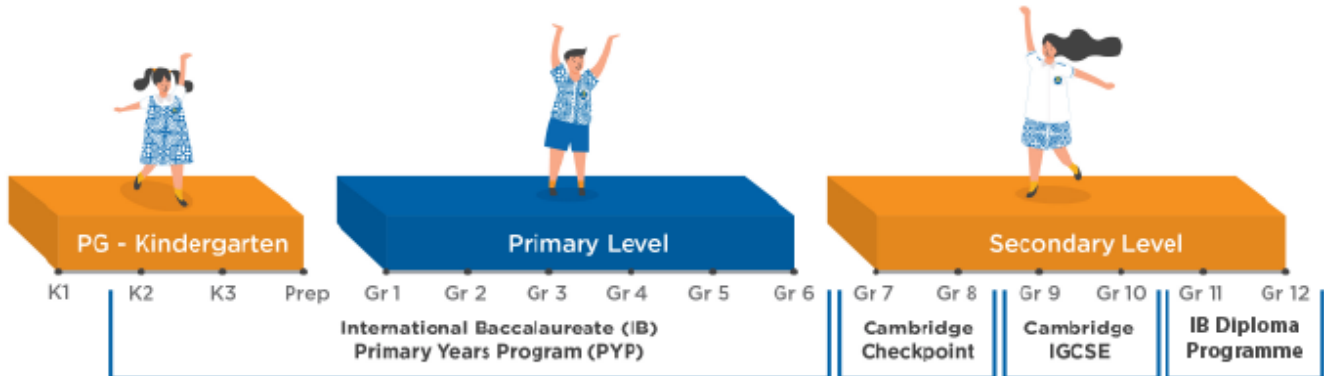
## Cambridge Learner Attributes

As a Cambridge school we also incorporate the Cambridge learner attributes into our lessons as part of our holistic approach to learning.

- Confident
- Responsible
- Reflective
- Innovative
- Engage

## What Are Our Programmes?

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



### K1 – Students Aged 2-3 years old

For our young learners we provide fun teaching and learning activities. We implement a basic framework and curriculum structure for early childhood based on Permendikbud No.146 - 2014. This curriculum guidance accommodates 6 developing aspects such as religious and moral values, gross and fine motor skills, cognitive development, language development, social and emotional development, and arts.

### K2 – Grade 6 IB Primary Years Programme (PYP)

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.

Children inquire, question, wonder and theorize about themselves, others and the world around them. They are keen observers and explorers. Through their experiences and interactions, they naturally develop intricate, multi-layered perceptions and understandings. Throughout the PYP, a student is an agent for their own and others' learning through the concept of learner agency. Learner agency is connected to a student's belief in their ability to succeed (The Learner, pg.1).

### **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>How the world works</b>
<b>Where we are in place and time</b>	<b>How we organize ourselves</b>
<b>How we express 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).

## **Grades 7-8 - 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 – First Language English, Global Perspectives, 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.

### **First Language English**

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 inquiry, biology, chemistry, and physics. Scientific inquiry is about considering ideas, evaluating evidence, planning investigative work, and recording and analysing data. The scientific inquiry 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.

### **Global Perspectives**

The programme develops the skills of research, analysis, evaluation, reflection, collaboration, and communication. It strengthens the links across English as a first or second language, mathematics, science, and ICT Starters. Throughout the programme, teachers focus on formative feedback on the skills they want students to develop. Students produce an individual research project which enables teachers and students to assess how skills have developed throughout the programme.

### **Grades 9-10 - Cambridge IGCSE**

Cambridge IGCSE (International General Certificate of Secondary Education) is the world's most popular international curriculum for 14-16 year olds, leading to globally recognized and valued Cambridge IGCSE qualifications.

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.

Cambridge IGCSE encourages learner-centred and inquiry-based approaches to learning. It develops learners' skills in creative thinking, inquiry 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.

Sekolah Bogor Raya is an accredited Cambridge International Examination Center, and we offer the IGCSE examination in May series. The subjects offered are ranging from First Language English, Mathematics, Global Perspectives, Biology, Chemistry, Physics, Bahasa Indonesia, Computer Science, History, Music, and Arts & Design.

### **The International Baccalaureate Diploma Program (IBDP)**

The International Baccalaureate Diploma Programme (IBDP) is a two-year educational programme taken in grades 11 and 12. The programme provides an internationally accepted qualification for entry into higher education and is recognized by many universities worldwide.

Administered by the International Baccalaureate (IB), the IBDP is taught in schools in over 140 countries, in one of three languages: English, French, or Spanish. In order to participate, students must attend an IB school. IBDP students complete assessments in six subjects, one from each subject group, and three core requirements. Students are evaluated using both internal and external assessments, and courses finish with an externally assessed series of examinations, usually consisting of two or three timed written tests. Internal assessment varies by subject:

there may be oral presentations, practical work, or written work. In most cases, these are initially graded by the classroom teacher, whose grades are then verified or modified, as necessary, by an appointed external moderator.

The IBDP provides the best possible preparation for University and its core components include EE - Extended essay which is a 4000 word essay, TOK - Theory of Knowledge where they learn about how we learn and the interconnected nature of learning, and CAS which aims to provide students with opportunities for personal growth, self-reflection, intellectual, physical and creative challenges, and awareness of themselves as responsible members of their communities through participation in social or community work (service), athletics or other physical activities (activity), and creative activities (creativity).

## **Agendas or Communication Books**

At entry to the school, every child from PG-K level up to Grade 6 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 an essential means of teacher–parent communication. This agenda can be used for several years; if lost or damaged, a new one should be purchased. In Primary level, students are expected to write their own assignments, homework, and reminders and these may be checked by teachers.

## **Academic Honesty Policy**

### **What Is the Purpose of an Academic Honesty Policy?**

This document is designed to firstly define academic honesty and then to clearly explain the roles and responsibilities of all stakeholders when it comes to maintaining the highest ethics when it comes to academic honesty. After reading this document all members of the school community should have a better understanding of their responsibilities as members of our school community to help avoid any malpractice occurring.

The IB states in the IB Learner Profiles that students must “act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities.” They are also to “take responsibility for their own actions and the consequences that accompany them.”

As an IB world school we must instill the importance of Academic honesty on all our students. To comply with IB requirements, Sekolah Bogor Raya uses third-party plagiarism software to check the originality of the students' work.

## Definitions

### Malpractice

Malpractice is defined as: Any behavior that results in, or may result in, a student or group of students gaining unfair advantages in academic work. Malpractice includes but is not limited to plagiarism, collusion, duplication of work, cheating, and falsifying data/work.

### Plagiarism

Plagiarism is defined as: The practice of taking someone else's work or ideas and passing them off as one's own.

Examples may include:

- Submitting as one's own work an examination, paper, homework assignment, or other project (laboratory report, artistic work, computer programme, etc.) that was created entirely or partially by someone else.
- Failure to use quotation marks to signal that one is using another person's precise words. Even brief phrases must be enclosed in quotation marks and properly cited.
- Failure to identify (cite) the source of quotations and paraphrases. Of course one must cite the source of quotations; one must also cite the source of ideas and information that are not common knowledge even when paraphrased (presented in one's own words). Sources include unpublished as well as published items—for example, books, articles, material on the internet, television programmes, instructors' lectures, and people, including other students, friends, and relatives.
- Failure to identify the source of the elements of a nonverbal work (for example, a painting, dance, musical composition, photograph/image, or mathematical proof) that are derived from the work of others.

### Collusion

Collusion is defined as supporting the malpractice by another student or assisting another student's academic dishonesty.

Examples may include:

- Writing a paper or other project for another student.
- Allowing another student to copy from one's examination, paper, homework assignment, or other project.
- Assisting another student on a take-home examination, paper, homework assignment, or other project if one knows or suspects such assistance is not authorized by the instructor.
- Sharing information regarding assessment contents and questions with other students.

## **Cheating**

Cheating is defined as: The use or attempted use of unauthorized assistance during an examination, on a writing assignment, homework assignment, or other project.

Examples may include:

- Copying answers from another student's examination, paper, homework assignment, with or without that person's consent.
- Providing work to be copied (collusion).
- Communicating in any way with another student or a third party during an examination without the permission of the instructor.
- Using unauthorized materials or devices (including notes, textbooks, universal translator, cell phone, calculator, or any other electronic device) during an assignment or examination without the permission of the instructor.
- Obtaining and/or reading a copy of an examination before its administration without the permission of the instructor.
- Collaborating with other students or third parties on a take-home examination, paper, homework assignment, lab work or other project without the permission of the instructor. Further clarification: In science, the student's internal assessment is a compilation of his/her lab reports. It is considered collusion in IB for students to work together on lab reports unless they are specifically required to and given permission from their teacher.

## **Fabrication**

Fabrication is defined as: The creation of false data or citations.

Examples may include:

- Fabrication of data: Inventing or falsifying the data of a laboratory experiment, field project, CAS activity, or other project.
- Fabrication of a citation: Inventing a phony citation for a research paper or other project.
- Alteration of an assignment: Altering a graded examination, paper, homework assignment, or other project and resubmitting it to the instructor in order to claim an error in grading.

## **Hitchhiking**

Hitchhiking is defined as: When a student "hitchhikes" in class, he or she is allowing a partner or group members to do a disproportionate amount of work in a collaborative project while the hitchhiker does not participate equally. This lack of equal contribution to a collaborative assignment constitutes academic dishonesty and will be penalized as such.

## **Duplication of Work**

Duplication is defined as: Using the same work for more than one course without clear permission from the instructor. Students are expected to produce original work for each course of study.

Examples may include:

- Submitting a paper or project in more than one course for a grade
- Submitting a lab report for more than one course without discussing it with both teachers involved.

## **Roles and Responsibilities for All Stakeholders**

### **Students**

Students are expected to:

1. Read, and ensure understanding by asking appropriate questions
2. Make sure that their submitted work has been written individually and any work or ideas of others has been acknowledged.
3. Approach our counsellors if they feel that a particular assignment may not be completed due to personal circumstances.
4. Understand the expected level of acknowledgment for their level of the school.
5. Act if they see anyone cheating, copying or committing any form of academic malpractice and report it to their teacher.

### **Parents**

1. Read, and ensure understanding by asking appropriate questions
2. Discuss this policy with their child and remind them of the policy should they see any work being produced which may be considered malpractice.
3. Celebrate success and congratulate them when you see your child demonstrating academic honesty.

### **Teachers**

1. Start every academic year by reading/reviewing the Academic Honesty Policy.
2. Check that work submitted by students is authentic work produced by the student in question.
3. Read, implement and ensure understanding of this policy.
4. Model academic honesty at all times.
5. Remind students of policy and expectations prior to accepting submissions.
6. Observe and monitor test or exams to ensure they are taken under the correct conditions.
7. Report when academic malpractice occurs and record it in writing.

### **IB or Cambridge Coordinator**

1. Make sure that parents are aware and have a good grasp of what academic honesty is.
2. Ensure that major school policies related to Students are available through Sekolah Bogor Raya's website.
3. Facilitate Committee meetings for both the writing and review stages of the policy.

4. Ensure the teachers are given Professional Development and support to help them maintain academic honesty across the school.
5. Plan and monitor all exam testing sessions.
6. Document and report malpractice to the Parents and Cambridge or the IBO if it will affect Exam/Assessment results.

## Detailed Expectations for Students from Each Grade

### Grades 1-3

1. When a student has received help from their guardians, friend or sibling they should acknowledge it in the submitted work.
2. With the support and guidance of their class teachers they are able to summarize key ideas and understandings from any media (audio or video) they may be shown in class.
3. They should be able to read age appropriate books in order to learn new facts.
4. They should be beginning to gather information from multiple sources and compile it.
5. They should be able to share what they have learnt and talk about it orally in their own words.
6. They should comprehend cheating includes
  - a. Copying word for word or copy pasting.
  - b. Copying homework or class activities from their friends.
  - c. Taking credit for other group members work when working as a team.
7. They should be starting to work in groups and celebrate which parts were done by each member in the closing of any presentation.

### Grades 4-6

1. When a student has received support from parents, friends, group members or more senior students this should be acknowledged either on the submitted work or at the end of a presentation.
2. They should be able to research and read from multiple sources and then compile the information.
3. They should be starting to acknowledge first person sources/interviews both formal and informal when compiling information.
4. They should be able to paraphrase material using their own words and record key words when taking notes.
5. They should be able to summarize what they have learnt from video or audio material used in class.
6. They should comprehend that cheating includes:
  - a. Presenting someone else's work as their own.
  - b. Copy pasting or copying whole entire phrases and sentences from a source into her/ his assignment/project.
  - c. Taking credit for other group members work when working as a team.

- d. Copying someone's assignment/homework or allowing someone to do so, when it was clearly described as individual work.
- e. Working as a group or pair on an individual assignment.
7. They should be acknowledging sources using Bibliographies.
8. They should be capable of writing reports and summaries using more complex language structure and vocabulary.
9. They should be able to gather information from multiple sources, digest it and make conclusions thus beginning to form their own opinions.
10. They should be able to work together as a group and split workload fairly in order to produce and present their findings.
11. They should never present material which is untrue and pass it off as a fact. (They should use critical thinking skills).

### **Exhibition (Culmination of the PYP)**

As the culmination of PYP, all work submitted and presented for the Exhibition should be inline with our Academic Honesty Policy.

1. Students should make the first contact be it via phone, email, or face to face with any first person sources. They should also lead, record and paraphrase interview content.
2. Their research should come from multiple sources such as online, first person, companies/ organizations
3. Students should make sure of acknowledging any support or help they receive from their Exhibition Mentor.
4. They should be able to work collaboratively as a team and both accept and include different opinions of their group members.
5. After research and forming opinions based around the topic they should take that understanding and create an action plan to try and address the issue their group choose.
6. They should understand that the following things will be considered cheating/dishonest during the Exhibition:
  - a. Presenting ideas or materials which are untrue or false.
  - b. Twisting words or misrepresenting someone including misquoting an interviewee or source.
  - c. Asking mentors to do your work for you.
  - d. Uneven work distribution within your group.
  - e. Taking ideas and sources discovered by the mentor without acknowledgement or citing it.
7. Findings should be presented with different types of learners in mind. They should have a mix of visual, audio, tactile tasks alongside interactive aspects to their booth.

## **Grades 7-10**

1. Acknowledges ideas and materials from multiple sources including books, media, internet or first-person sources.
2. Is able to write and paraphrase material for class notes.
3. References any direct quotes they may have used as part of their work directly after the quote itself.
4. Knows what is considered to be academic dishonesty and abides by Sekolah Bogor Raya's expectations.
5. Is always sure to acknowledge help from guardians, siblings or friends.
6. Understands that the following acts are considered academic dishonesty...
  - a. Using notes during a test unless the teacher explicitly informs them of an open book style assessment.
  - b. Give one's own work to a friend to copy this includes homework or assignments.
  - c. Complete someone else's work for them.
  - d. Copying material word for word from a source(s).
  - e. Submit someone else's work as your own.
7. Understands and follows exam rules explicitly.
8. Always inquires about what external support is permissible for each given assignment.
9. References sources in a correctly formatted Bibliography.

## **Grades 11-12**

1. Every source without exception should be cited in the text and must also appear in the Bibliography.
2. Gives credit for any material paraphrased, quoted, used directly or adapted.
3. Takes credit and clearly illustrates which parts of the given assignment, project or task have been designed/created by them. Including any sketches, music, pictures, photographs, maps etc.
4. When borrowing text from other sources the reader should be made aware of when the borrowed text begins and finishes.
5. Understands the following acts are considered Academic Dishonesty.
  - a. Allowing a friend to copy their work.
  - b. Submitting work that was done by another student or friend.
  - c. Copying work from a friend.
  - d. Submitting a project or piece of work without clear and concise citations.
  - e. Using notes during an exam or test unless specifically being told it is an open book assessment.
  - f. Communicate with others during a test/exam.
  - g. Use of technology during an exam without permission.

## Consequences

Students have read and understood Sekolah Bogor Raya's academic policy, so they are therefore responsible to ensure that submitted work and exam etiquette follows the expectations of this policy.

### Academic Malpractice First Offence

- The student in question will receive a warning.
- The student will be asked to resubmit the assignment/project within a suitable time period, and they will lose 10% of the grade as a consequence.
- They will have a meeting with their class teacher.
- Parents will be informed via email, WhatsApp, or by telephone in order to help remind the student of the importance of academic honesty.
- The Academic Director may be informed.

### Academic Malpractice Second Offence

- The student will not be given the opportunity to resubmit the work and the work in question will be given a score of zero as a consequence.
- Parents will be invited to school to meet the classroom teacher to discuss this issue in detail.
- The Academic Director will be informed.
- Students will be asked to sign a letter stating they will be committed to upholding this academic honesty policy in future.

### Academic Dishonesty Third Offence

- The student will not be given the opportunity to resubmit the work in question.
- The Academic Director will be informed.
- The student will be suspended from school for a time period decided on by the Principal of the according level of the 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 4 times at the end of term.

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.

In Senior High School, the weighting of the formative and summative assessments is adjusted to prepare students for the external examination from the curriculum provider.

Grade	Formative Assessment	Summative Assessment
10	60%	30%
11	30%	30%
12	Following the assessment weighting from IB Diploma Program. Each subject has a specific assessment weighting.	

## Sports 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 tryout is not required. However, many others require tryouts such as athletic teams and scholastic teams. In tryout 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 endeavour 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 behaviour 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 cost for the attendance of a supervising teacher including fees, visas, and transportation will be equally shared across all the students who attend the event. The students will pay their own visas, flights, and joining fees, unless stated otherwise by the school. Parents are permitted to attend overseas competitions or events based on need or school discretion.

The school will pay any entrance fees for competitions in Indonesia 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. The school

will make the final decision as to which students are selected and which competitions we choose to participate in.

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 if it is possible to replicate the trophy at a reasonable 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

It is an expectation that students maintain a 100% attendance record. A record of their attendance is kept at each department level, and in order to earn class credits, students must maintain a minimum of 85% attendance in each of their classes. If a student is unable to maintain this level of attendance, the student runs the risk of not receiving credit for the class and may be required to repeat the year level if attendance is not satisfactory. Please note that we make every effort to ensure student success, and will involve the parents, teachers, and school counselors to provide support.

## 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 give a written hard copy note to 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 without giving a note prior to their absences, must bring a written note from his or her parent or guardian, explaining the reason for the absence.

Failure to submit the document within two days will result in the absence being counted as unexcused absence and will be subject to disciplinary action in accordance with the discipline policy.

As deemed necessary, the office will request an 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 staff as soon as possible. The office admin staff 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.

Exceptions to this rule are unlikely, however in the case of a student with serious illness or a pre-approved commitment due to, for example, representing Indonesia in a sporting event. Any such pre-approved commitment must be conducted with a learning plan in collaboration with the school principal which must also be followed to the satisfaction of school management.

## **Absences during External Examinations**

The timetable of the external examinations from Cambridge International Examinations and IB Diploma Program are designed by the organization and thus we have to follow the timetable shared. There is no make up test if students cannot attend the examination. We strongly encourage parents to check the timetable sent from school prior to the examination and adjust accordingly.

## **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 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. If a student has not attended school for four weeks without any information to the school and the parents have not responded to the school's efforts to make contact (minimum two attempted phone calls and three written letters), then the child's place in school will be forfeited with no rights to any refund of fees.

## **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. A Grade 12 student who fulfills all the above conditions (including the age condition) may be permitted to donate if they provide a written request from a parent.

## Calendar

The Whole School Calendar for each school year can be found on the official school website at: [www.sekolahbogorraya.com](http://www.sekolahbogorraya.com)

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 before the programme 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.

Any student who violates school rules during school camps/trips will receive consequences, including being banned from participating in the next camp/trips and up to and including suspension and expulsion.

During the school year, there may also be school trips/excursions made to various locations in the Jabodetabek area to support the learning process. 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.

## CCTV

Most rooms in our school building are equipped with CCTV. Please note that this CCTV is intended to help us deal with serious cases involving criminality or accusations of incidents of an extremely serious nature only. The CCTV will not be used for helping students track down lost personal belongings or solving student disagreements. The school's decision on when the CCTV may be used is final.

CCTV footage can not under any circumstances be shared and shown to parents. The school will review the footage in order to investigate any serious incidents and follow school procedures in terms of consequences for any behaviour seen that breaks school regulations.

## 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. The school gate will be closed at 08.00 am. DP students of grades 11 and 12 have a more variative timetable. In this case, they might not have any lesson in the first period or in the last period. However, students are still required to come to school at 8.00 am and go home at 4.00 pm.

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. If a student is more than 30 minutes late on a certain day, a written note will be requested from the parent to explain the lateness.

Any student who arrives late must go to the duty teacher or level admin and check in. The level admin will then give the student a late card which functions as a 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. A written note from the parent will be required for students to leave school early.

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 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 and parents may be called in to school to create a plan for improving attendance.

Please note that the check in system does not apply to PG-K levels.

## Independent Study Time for DP Student

DP students of grades 11 and 12 have more variation in their timetable. They will only attend classes they are registered at. The independent study time is the time when they have no class to attend to. During this time, students are required to do self-study in the designated area in Building 3. The designated areas are DP lounge, 4th floor common area, and the Library. However, students may stay in the Science laboratory to finish their experimental activities with the prior appointment and approval from the Lab teachers.

In the independent study time, students can work with their subject assignment, do their IA/EE work, meet with the CAS advisor, EE supervisor, and/or subject teachers for consultation, etc. It is expected that students can use the independent study time wisely and responsibly. Violation to this policy may impact to offense level 1.

## Child Protection Policy

It is our responsibility to report any concerns that we might have about child abuse (physical, emotional, or sexual) to our immediate supervisor as soon as the concern occurs, regardless of whether the suspected perpetrator is a parent, teacher, staff member, or any member of the school community. Child welfare and child safety comes above any other concern and failure to report a concern of abuse can be considered as complicity in that abuse both from a disciplinary and even in some cases from a legal perspective.

### Definition of Abuse

Child abuse takes a variety of forms: Physical abuse involves the hitting, shaking, or other treatment of a child that can cause actual bodily harm. Sexual abuse involves forcing or enticing a child into sexual activities, whether or not the child is aware what is happening. This includes non-contact situations, such as showing children pornography. Emotional abuse is the persistent emotional ill-treatment of children, such as frightening them, or putting them in positions of danger. It is also an abuse to convey to children the feeling that they are worthless or unloved. Children are abused also if they are neglected. This could involve failure to provide proper food and warmth, but it might also be failure to see the emotional well-being of the child.

Possible Signs of Abuse or Neglect could include:

- Bruises or burns
- Ripped clothing

- Significant changes in expected behaviour
- Inappropriate touching or statements
- Lack of personal hygiene
- Erratic and volatile actions
- Lack of interest or engagement

## **The School's Responsibility for Child Protection**

All adults working at Sekolah Bogor Raya should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at SBR should be aware of and, when necessary, follow the school's Child Protection Guidelines. All employees are required to report to the principal at their level in the event that they suspect child abuse or neglect.

## **Staff Responsibilities**

It is the responsibility of the Academic Director and the Principals to ensure all of the following:

1. That the school adopts appropriate policies and procedures to safeguard children in the school;
2. That these policies are implemented by all staff;
3. That sufficient resources and time are allocated for staff to carry out their responsibilities effectively;
4. That all staff receive training on appropriate behaviour and actions that reduce risk and harm to any pupil;
5. That all staff and adult helpers in the school are able to voice their concern if they feel that a child is vulnerable, or that there are any particular practices that are unsafe;
6. That all Staff are adequately trained not to ask leading questions and are aware of our Child Protection Policy.
7. Confidentiality should be respected as far as possible. Parents have a responsibility to report to the school management if they have any concern about inappropriate behavior or conduct that will have a negative impact on student wellbeing whether it is conducted by a parent, staff member, other student, or any member of the school community.

Confidentiality should be respected as far as possible. Parents have a responsibility to report to the school management if they have any concern about inappropriate behavior or conduct that will have a negative impact on student wellbeing whether it is conducted by a parent, staff member, other student, or any member of the school community.

## **Physical Restraint**

There may be times when adults, in the course of their school duties, have to intervene physically

in order to restrain children and prevent them from coming to harm. Such intervention will always be the minimum necessary to resolve the situation. The Principal will require the adult(s) involved in any such incident to report the matter to him or her immediately.

## Employment and Recruitment

We will do all we can to ensure that all those working with children in our school are suitable people. This involves scrutinizing applicants, obtaining comprehensive background checks and referencing, and consistent observation and reporting on staff conduct.

## Allegations Against Members of Staff

Allegations against a member of staff or volunteer must be reported immediately to the Principal. An allegation of abuse by a teacher or staff member will be taken very seriously and treated in accordance with child protection procedures.

## Whistleblowing Policy

Any adult, who makes in good faith a report to the Principal or the Academic Director of any concern or allegation about school practices or the behaviour of colleagues which are likely to put pupils at risk of abuse or other significant harm, can expect immunity from retribution or disciplinary action.

## Class Sizes and Ratios

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

Grade Levels	Typical Maximum Number of Students per Class	Typical Number of Classroom Teachers
K1	20	4
K2	20	2
K3 and Prep	20	2
Primary School 1-6	25	2
Secondary School	25	1

Please note that in secondary school, the homeroom teacher plays a reduced role and most teaching hours are conducted by specialist teachers).

In the DP program, some classes might have more than 25 students, due to the choice of students in certain subjects

## 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 Principals/Kepala Sekolah or head of administration if the complaint is general in nature. If the parent is still not satisfied, the complaint should be directed to the Academic Director. If the complaint is of a highly serious nature, the initial step(s) may be jumped.

## Conflicts and Disagreements

It is normal during the school year for growing people to have disagreements and disputes. If your child is having a problem with another student at school, we encourage students to try to solve their problems between themselves, with some support from school if necessary.

We strongly discourage parents from contacting each other about disputes that their children are having in class or on the playground. One of our school values is resilience, and we believe that students need to learn the skills to deal with classroom and playground disagreements for themselves.

If you are concerned about a conflict that your child may be having at school, please do contact your classroom / homeroom teacher and we will create a plan to help the children involved deal with the problem in a responsible manner that results in genuine learning.

## Computers and Internet Policy

### 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. To support this policy, a random check of laptop/tablet used by students might be done regularly.

### 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 Programmes**

Starting in K1 (at Playgroup level), students have ICT sessions every week. The sessions handled by classroom teachers are intended for cross-curricular research, projects, etc. We provide a laptop for Primary School Grades 1-3 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.

## **SBR Science Laboratory Safety Guideline and Policy**

### **Safety Standards of Student Conduct in the Classroom, Laboratory and Field work**

1. Conduct yourself in a responsible manner at all times. Frivolous activities, mischievous behavior, throwing items, and conducting pranks are prohibited.
2. Lab and safety information and procedures must be read ahead of time. All verbal and written instructions shall be followed in carrying out the activity or investigation.
3. Eating, drinking, gum chewing, applying cosmetics, manipulating contact lenses, and other unsafe activities are NOT permitted in the laboratory.
4. Working in the laboratory without a supervisor's presence is prohibited.
5. Unauthorized activities or investigations are prohibited.
6. Entering preparation or chemical storage areas is prohibited at all times.
7. Removing chemicals or equipment from the classroom or laboratory is prohibited unless authorized by the instructor.

### **Personal Safety**

1. Wash your hands with soap and water before and after each experiment.
2. All accidents, chemical spills, and injuries must be reported immediately to the teacher and lab assistant, no matter how trivial they may seem at the time. Follow your teacher and lab assistant's directions for immediate treatment.
3. For your personal safety always:
  - a. You should wear and button up your lab coat to protect your body.
  - b. You should use hair ties to tie back long hair and tuck into the collar.
  - c. Do not wear loose or baggy clothing or dangling jewelry on laboratory days.
  - d. Acrylic nails are also a safety hazard near heat sources and should not be used.

- e. Sandals or open-toed shoes are not to be worn during any lab activities.
  - f. Refer to pre-lab instructions. If ever in doubt, ask!
4. Know the location of all safety equipment in the room.
    - a. This includes eye wash stations, the deluge shower, fire extinguishers, the fume hood, UV- protector glasses, and the safety blanket.
    - b. Know the location of emergency master electric and gas shut offs and exits.
  5. When an activity or investigation requires the use of laboratory gloves for hand protection, they should be worn throughout the activity.

## **Specific Safety Precautions Involving Chemicals and Lab Equipment**

1. Avoid inhaling fumes that may be generated during an activity or investigation. When needed to smell the chemical substance, waft the vapors towards your face rather than sniffing it from close range.
2. When heating the test tube, never point the open end toward people.
3. Acid and alkali spill on skin or clothing must be washed off with plenty of water immediately. If any such incident happens, it should be reported immediately to the teacher and lab assistant. Never add water to acid, always add acid to water.
4. Never fill pipettes by mouth suction. Always use the suction bulbs or pumps. If you ever happen to suck any liquid in your mouth or splash it over your body, report immediately to the teacher and lab assistant.
5. Do not force glass tubing into rubber stoppers. Use glycerin as a lubricant and hold the tubing with a towel as you ease the glass into the stopper.
6. Proper procedures shall be followed for every experiment.
  - a. Check apparatus and other materials before the experiment; missing or defective apparatus must be reported.
  - b. At the end of the experiment, return the apparatus in good and clean condition; any broken equipment has to be replaced with the same specification. Report the incident and fill the Breakage report form, available with the lab assistant, in presence of your teacher, immediately.
  - c. Extra attention is needed when using any heating or flame producing device especially gas burners. Never use open flames near flammable solvents (ie: alcohol). Never leave a flame unattended.
7. Remember that hot glass looks the same as cold glass. After heating, glassware remains hot for a very long time. Determine if an object is hot by placing your hand close to the object but do not touch it. Always use table cloth or heat proof mat when putting hot glassware on the bench.
8. Always read the reagent bottle labels twice before you use the reagent. Be certain the chemical you use is the correct one.
9. Replace the top on any reagent bottle as soon as you have finished using it and return the

reagent to the designated location.

10. Do not return unused chemicals to the reagent container. Follow the instructor's directions for the storage or disposal of these materials.

## **Specific Safety Precautions Involving Physics Lab Equipment**

1. Wear safety glasses during a lab experiment which involved the beam of a laser and light from a lamp.
2. Do not set equipment too close to the edge of the table.
3. Do not activate any circuit or apparatus until the Lab Teachers/ Subject Teachers inspects it.
4. Never touch a possibly live circuit and Do not touch electrical equipment with wet hands.
5. Only use laboratory equipment for the instructional purpose for which they were intended.
6. Never look directly in the beam of a laser and light from a lamp used for the experiment.
7. All trash and waste materials WHICH CATEGORIZED as B3 (Bahan Berbahaya dan Beracun) / Toxic and Hazardous Waste by Indonesia's Law should be disposed of in the proper container. Do not pour chemicals into the laboratory sink. Ask the Laboratory Teachers before you decide to dispose of it!
8. Do not short the electrical leads on any equipment.
9. Any equipment except computers not in use should be turned off.
10. Do not take apart any apparatus or piece of equipment.
11. All damaged equipment and chemical spills should be immediately reported to the Laboratory Teacher.

## **Standards for Maintaining a Safe Laboratory Environment**

1. Backpacks and books are to remain in an area designated by the teacher and lab teachers, and shall not be brought into the workstations.
2. Never sit on laboratory tables.
3. Work areas should be kept clean and neat at all times. Work surfaces are to be cleaned at the end of each laboratory experiment or activity.
4. Solid chemicals, metals, matches, filter papers, broken glass, and other materials designated by the teacher and lab teachers, are to be deposited in the proper waste containers, not in the sink. Follow your teacher and lab teachers' directions for disposal of waste.
5. Sinks are to be used for the disposal of water and only those solutions as designated by the subject teacher and lab teachers. Other solutions must be placed in the designated waste disposal containers.
6. Glassware is to be washed with soapy water and scrubbed with the appropriate type and sized brush, rinsed and returned to its original location.
7. Goggles are to be worn during the activity or investigation, clean up, and through hand washing, whenever specified by subject teacher and lab teachers.

## Lab Policy of Damaged/ Broken Equipment

1. Please note that every person is responsible if the Equipment is damaged / broken during the experiment. The detailed procedure is described as follows:
2. Students /Teachers/ Non-Teachers must be responsible for any type of damage of equipment and/or parts that may occur during class experiment / individual assessment.
3. Students /Teachers/ Non-Teachers must report any damage of equipment and/or parts to the Teacher/laboratory teacher.
4. Students /Teachers/ Non-Teachers will be given BROKEN FORM to be filled.
5. Teacher/laboratory teacher will provide the exact cost of the damage apparatus.
6. Students /Teachers/ Non-Teachers must pay at the end of the academic year (before school holiday) to the admin officer.

## 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.

## Custody Disputes

It is an unfortunate fact that sometimes custody disputes can occur and can often prove quite disruptive for the child involved. We request that parents do not involve the school in any custody disputes. 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 are unfortunately not able to 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 stay home from school 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 on the picking up of a child involved in a custody dispute needs to be approved by both parties in writing and delivered to admin level.

## 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

## **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 and physical appearance standards
- 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 on 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 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 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 pocketknife or key chain knife
- Possession and/or use of tobacco products and vape
- Possession of and/or use of matches or lighter
- Inappropriate or unauthorized use of the internet
- Possession or distribution of pornographic material
- Plagiarism
- 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
- Any posting of material online whilst representing Sekolah Bogor Raya which shows negative or dangerous behavior.

## **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

Note : The level of offenses may be implemented with a different approach at the PGK level and the lower level of Primary school. Implementation will be adjusted to the age level and context of the relevant department

## **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. On days when free dress is permitted, some rules still 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. The student should replace the skirt with the new one, if it reaches 5 cm above the knees. Students should wear visible socks (not ankle 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 programme will not be permitted. Extremes in clothing or fashion, such as short skirts and pants, and appearance, such as body piercing, extreme haircut style, or

obviously dyed hair, visible colour nail-polishes, are not permitted. In the unlikely event that a student has a tattoo, it must be covered and may not be visible at school.

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

With the approval of the Principal and the Academic 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.

Students, especially from Grade 4 and above, are expected to bring a clean spare undershirt to change into after they have played outdoors or engaged in strenuous physical activity to ensure that they are fresh and hygienic when they return to school.

### **Make Up**

Students are required to embrace their natural appearance while at school. Excessive makeup or heavy cosmetics are not allowed.

### **Acceptable Hairstyles**

Male students should keep their hair short. The hair must not touch the ears. The back side must not extend beyond the collar. No hair accessories, including hairbands, clips, or bows, that could lengthen or alter the appearance of the hair.

Students' hair must not obstruct their vision and cover their face.

No extreme hairstyles such as mohawks, shaved designs, or excessive spikes that may be distracting or disrupt the learning environment.

Students should maintain their natural hair color. The use of obvious hair dye or unnatural hair colors is prohibited.

## **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.

## Student's Bag & Locker Checking

To further enhance the safety and discipline of our students, student's bag & locker checking for secondary school students will be done regularly. There will be no prior information regarding the student's bag and locker checking. Any violation of school rules found during the checking will be followed up with the disciplinary actions.

### Locker Policy & Procedure

- All lockers are the property of Sekolah Bogor Raya
- Lockers are provided for students to store school supplies and personal items necessary for use at school.
- Students are expected to keep lockers clean and free from damage. Inappropriate stickers and other items must be removed from lockers or fines may be assigned. Students will be charged a certain amount of fee for damaged lockers.
- Locker will be provided from Grade 6 Primary School to the upper level with different procedure applied.
- Locker for Grade 6 students will be located inside the classroom and will have the same function like students' shelves.
- The homeroom teacher will issue a locker to each student during homeroom time on the first day of school.
- Students are solely responsible for the contents of the locker.
- Secondary School students are responsible for purchasing their own combination lock 2 weeks after school starts as the latest and remembering their combination.
- Students are not to share lockers and the locker combination key with other students.
- The school is not responsible for any valuables left inside the lockers, locked or unlocked, including cell phones, iPods, jewelry, cash, etc.
- Students are to stop at their lockers before school starts, during recess and lunch time only.
- Lockers inspection will be held on a regular basis. The school officials may also conduct inspections at any time, without notice, to assure the safety of the school. A student needs to be present when his/her locker is being searched.
- All lockers will be cleared out at the end of the semester. Any items left in the lockers will become school property.
- Students will have the same locker as long as they became the student of Sekolah Bogor Raya

## Earthquake and Fire Drills

Each year, the school will run earthquake drills, and fire drills 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 soccer field.. First aid supplies, student registers, and a telephone list of parents will also be brought out.

## 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.

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 admin level 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.

## Extra Curricular Activities

Our mission at SBR states that we foster an environment where students can realize personal goals and achieve their full potential. While this takes place daily in our school curriculum, we also offer our students enrichment through our extra-curricular programme. 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 extracurricular activities if these activities are thought to interfere with homework or the normal learning process.

From the 2013-2014 school year, we have decided to enrich our curriculum and increase our competitiveness in national and international competitions.

Selection for teams will start with a sign-up process whereby students sign up for a team 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 team. The school's decision as to who is chosen for a team is final.

For both clubs and teams, and extracurricular subjects, there will be a minimum meeting of around one hour 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, parents and students will need to be aware that we must 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.

Sekolah Bogor Raya supports extracurriculars that support academic achievement. The idea behind these after school extracurricular activities is to support those who are struggling in class and need extra support.

The rules for the free extracurricular or teams for students are as follows;

1. Each extracurricular has a minimum number of participants - if we fail to achieve the minimum number of participants, the club will not be started.
2. Once a student has joined an extracurricular, 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 deadline will result in losing the opportunity to join.
4. The decision on who can join which free extracurricular 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. What did the student list as their priority on their signup form? (We will try to give people their first choice wherever possible)
  - b. 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)
  - c. Do they already have an extracurricular/team? (Priority will be given to students who do not already have an extracurricular/team)
5. If a student wants to join a second extracurricular, they will be expected to pay for this second subject if there is space in the subject.
6. If student attendance falls below 70% per month, they may lose their place in the subject (for the next semester unless there are very strong extenuating circumstances e.g. illness)

Sekolah Bogor Raya Secondary School has designed the Student Leadership Clubs (SLC) program to cultivate total character qualities aligned with SBR Core Values. SLC will be organized and led by the students and supervised by our teachers. Through this program, the students will develop their agency, leadership skills, sharpen their critical thinking and problem-solving skills, and improve their communication skills by collaborating and interacting with one another.

## Financial Transactions

In the interests of equality and fairness between all students, SBR staff and their immediate family are not permitted to:

- Engage in any financial transactions with parents or students.
- Teach SBR students outside school.
- Borrow money from parents or students.
- Sell any goods or services to parents or students whatsoever.
- Request or accept any money in any form from parents or students without prior approval from the principal and the Academic Director
- Accept gifts of money or vouchers from parents or students.

If a staff member does any of the above-mentioned matters, or tries to engage with you on those matters, please contact the school.

## **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 Playgroup and Kindergarten where the snack for K1-K2 and lunch for K3 and Prep is provided. Therefore, parents must prepare food for snacks and lunch. If you want to order food from the school canteen providers, 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.

We only permit a simple birthday celebration in class. Parents are welcome to invite students to parties outside the school and outside school hours. 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.

In the interests of supporting our school's value of equality, we request that parents not provide "goody bags" for students, as these can sometimes become a source of jealousy or comparison between students. For this reason, we ask that parents do not distribute goodie bags within the school grounds including car parks. Any goodie bags sent to school will not be permitted to be distributed to students and will be sent back home with your child.

## **Friday Prayers**

Two of our school values are empathy and equality therefore we provide a place for our Muslim friends to attend Friday prayers on Friday afternoons at the school without disrupting the school schedule. If you would like your child reminded to attend Friday prayers, please inform their homeroom teacher.

## **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.

Students in PG-K with symptoms of the above illnesses will be asked to stay home from school for 14 days to ensure that the disease is no longer contagious and the student has had enough time to fully recover.

## **Injury**

In the case of serious injury occurring that requires immediate hospitalization, the child will be taken to the nearest emergency ward (typically Bogor Medical Center, RS Mulia, or Vania) 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 conditions. All accidents must be reported on the appropriate form. The school will not be considered liable for any medical expenses incurred from an accident or incident that occurs at school or at a related event. Teachers must be informed in advance of any allergies that your child may have for certain medicines.

## 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/literacy program:

Grade Levels	Hours of Homework
Playgroup – Kindergarten	Home Reading Programme at Prep level only
Primary School 1 – 2	2 hours per week (plus 15 minutes home reading per day)
Primary School 3 – 6	3 hours per week (plus 15 minutes home reading per day)
Secondary School	4 - 6 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).

In Senior High School, homework is the extension of unfinished classwork and it will be depending on the student's pace of work. Some courseworks are meant to be done outside of regular lesson time, such as Internal Assessment and Extended Essay. Therefore, students are required to have a good practice of time management in order to finish all the assignments and coursework on time.

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 penalty score deduction from the related teacher. Homework not completed deserves a 0 grade. Chronic offenders will be denied privileges (e.g., 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 from Playgroup and Kindergarten level and above are divided into three house teams; The Athenians, The Corinthians and The Spartans, each with an identifying colour. 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.

House T-shirts are required to be purchased by parents as part of the students' school uniform. They can also be worn for excursions such as school trips and school camps. 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 be engraved indicating each year's winning team.

## School Wide ICT Policy

While each class has its own individual ICT contract that students sign, we also have some schoolwide 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;

### *Respect and protect the privacy of others*

- Use only assigned accounts
- Not view, use, or copy passwords, data, or networks to which I am not authorized.
- Not distribute private information about others or myself.

### *Respect and protect the integrity, availability, and security of all electronic resources*

- Not use any ICT resources in the school grounds without teachers' explicit instructions.
- Not use any computer resources except my own unless with the explicit permission of the owner.
- 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 me, without clear permission of the owner. I understand that if I damage someone else's ICT resources or equipment, that I may be required to compensate them for the damage.
- Conserve, protect, and share these resources with other students and Internet users.

### *Respect and protect the intellectual property of others*

- Not infringe copyrights (no making illegal copies of music, games, or movies!).
- Not plagiarize.

### *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 school's resources for actions that violate the school's code of conduct (such as downloading movies or games)
- Not send spam, chain letters, or other mass unsolicited mailings.
- Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.
- Keep my mobile phone turned off and in my school bag during the school day unless given explicit permission under special circumstances.
- Protect the privacy of others and never post or forward private information about another person using any messaging service.
- Follow all rules and behaviour guidelines as detailed above in this ICT Acceptable Use Agreement
- Not posting of material online whilst representing Sekolah Bogor Raya which shows negative or dangerous behavior.

*Students may, if in accord with the policy above*

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

### **Headphones**

The latest brain research, while still developing, shows that listening to music - especially music with lyrics - during academic learning is distracting and can interfere (Perham and Vizard, 2010: <http://onlinelibrary.wiley.com/doi/10.1002/acp.1731/full>) with short term memory development. To this end, we do not permit students to listen to music through headphones during instructional time in any subject, with the exception unless through direct request from the teacher with a clear learning outcome.

### **File Management on Our Network**

All staff files must be properly labeled and, where necessary, protected by password. Old files should be deleted. Folders must be used.

# Whole School Language Policy

How we Apply a Bilingual Programme at Sekolah Bogor Raya

## Language Philosophy

After discussion with a cross-section of teachers and administrators from Kindergarten to secondary school, we decided on the following language philosophy to guide our decisions on language:

“Language at Sekolah Bogor Raya is the foundation that every other function of the school is built on from studying about the Ancient Romans to playing dodgeball at lunchtime, language is integral in everything we do.

We recognize that EVERY teacher in the school is a language teacher and that good language habits are built from example as well as from formal instruction

We recognize that our students need to be proficient in and enjoy using both English and Bahasa Indonesia and these two languages are considered of equal importance in our school. We also believe that all the students’ mother tongues should be supported. We aim to develop a school culture that supports freedom of expression, a love of using language, and excellence in language in terms of Speaking and Listening, Reading and Writing, and Presenting and Viewing across the school, both during and outside regular learning hours.”

## How was the Document Developed?

This policy was developed by a language policy committee of over 30 Sekolah Bogor Raya teachers, level coordinators, subject coordinators and head teachers from Playgroup, Kindergarten, and Primary School level. It was also shown to Junior High management to gain their input. It was discussed and developed in meetings during September and October of 2006.

It was then revisited by a smaller language policy committee from early to mid 2008 and specific action points were created. In 2011, the policy was once again reviewed by separate collaborative groups of playgroup-kindergarten, primary, and secondary teachers and administrators. In the year of 2017-2018 the policy was reviewed once again to make updates to the languages being taught within the school and to ensure that our policy still aligned well with our school’s Vision, Mission and Values. Data gathering across the school was conducted to form a language profile for the school that included the key requirements from the IBO, Cambridge, and IB programmes;

- The diversity of language needs for learners in the international and national programmes.
- The other language needs of the community including legal requirements.
- Current practices relating to language teaching and learning.

- Beliefs held about language teaching and learning.
- Other policies that relate directly to language teaching and learning such as admissions and assessment policies.

This was conducted in the form of interviews with students, teachers, management, and parents.

## **Who are the Stakeholders in the Policy?**

This policy is aimed to clarify the school's policy on language for the following stakeholders in Sekolah Bogor Raya:

1. Teachers (Playgroup, Kindergarten, Primary School, Secondary)
2. Parents
3. Middle management
4. The Board of Directors
5. Government bodies and other accreditation bodies
6. Students
7. Other Sekolah Bogor Raya staff

The document will be translated into Bahasa Indonesia and will be added to the school's parent/teacher handbook. Teachers, Middle Management, and the board of Directors will also be provided with a copy.

## **What Is the Purpose of This Policy?**

The purpose of the document is to provide a clear set of rules and helpful ideas about language use for all stakeholders in Sekolah Bogor Raya.

## **How Will the Policy Be Reviewed?**

The policy will be reviewed by a key group of internal stakeholders (the language steering committee) on a yearly basis by the administration. A small team of key stakeholders will be assembled to review the implementation and effectiveness of the policy every year. This team will be made up of teachers, grade heads and a representative of the board.

## **Language Use at Sekolah Bogor Raya**

Our languages of instruction are English and Bahasa Indonesia, these languages are considered of equal importance in our curriculum and programmes.

However, we take into account the fact that we are based in Indonesia which means that Bahasa Indonesia will be the language students are most often exposed to in their daily lives outside our school. This will make our goal of having students equally proficient in both languages difficult to achieve. The following are our guidelines in order to achieve a balance between our students'

mother tongue – normally Bahasa Indonesia, and the school’s main language of instruction – English.

We also do our best to support the mother tongue of students who come from abroad. In some cases where the school does not have the human resources to support a particular language the school will invite family members into class regularly to allow the student to share and discuss their current unit in their mother tongue.

### **What Languages Should be Used Daily in Class?**

To provide a balance and equality between the languages which takes into account the general home-bias towards Bahasa Indonesia, we use English in the instruction of most subjects.

We also recognize that among our diverse teaching staff, there are teachers in specialist subjects who do not have the appropriate English skills to teach using English and are flexible in allowing those subjects to be taught by and large in Bahasa Indonesia. But all teaching staff are expected to work towards developing a working fluency in English as a key part of their professional and personal development.

### **What Role Do the Expatriate (Native) Teachers Play in Language Learning?**

Every teacher at Sekolah Bogor Raya is a language teacher and our Indonesian teachers are trained to be able to facilitate lessons using a high standard of both English and Indonesian.

We also utilize a small number of native English teachers at the school. These teachers facilitate several classes on a weekly basis and support the Indonesian teachers in terms of professional development, checking English language documents, improving the language used in class and for UOI materials, and teaching skills required for and integrated with the unit of inquiry.

In terms of classroom practice, the expatriate teachers help in planning with the local teachers and discuss which skills, structures, and vocabulary areas will be required for the various activities and assessments in the UOI.

They also work together to create assessments that match language standards from the curricular documents.

In the PYP, the expatriate teachers also meet regularly with the classroom teachers to ensure that the correct skills are being addressed and to identify any opportunities for improvement or any weaknesses or student misconceptions that need to be addressed to help the UOI.

### **What Should Teachers Do If Students Are Having Difficulty Understanding?**

Teachers are expected to employ a number of methods using English language to support students who are having difficulty in the subjects. The order of instruction should be as follows;

1. Ask students to identify which words or phrases they do not understand.
2. Try to explain in English using planned words.
3. Attempt in English a second time, using simplified terms and explaining each difficult term one by one.
4. Try applying a different methodology such as giving a visual example (drawing).
5. Reinforce at the end of the lesson by reviewing the new English terms discussed.
6. If a large number of students can still not grasp the term, then it can be revisited in a UOI Indonesian lesson. But teachers should not be translating during an English language class.

### **What should Teachers do if they have a student showing difficulty or special educational needs in Language?**

There are a number of strategies that can be used to ensure that new students with poor English can grasp the concepts in class without reducing their English language development.

1. Teachers can take direct time after instructing the whole class to explain and if necessary, translate to the new student. The teacher may decide on an alternative delivery method – for example a more hands-on teaching method or a more visual approach using picture books.
2. Teachers can utilize the second, or assistant, teacher to explain one-on-one to the new student during the lesson (in those classes with more than one teacher).
3. The student's peers can explain in a simplified manner to the new student.

Should in class teaching fail to provide the support necessary for the child's development; additional support can be provided. Additional support is conducted outside the normal classroom and gives students the opportunity to focus on language skills outside the normal class environment with other students who are facing the same issues. This type of instruction is only for a limited time as it requires the student to miss out on valuable class time and progress is reviewed on a monthly basis until the student is ready to rejoin the normal class.

If a student is still having significant difficulties, they may be referred to the school counselor who will apply diagnostic testing to identify specific problem areas and may make recommendations. If the classroom teacher deems it necessary, the student may be referred to the ESL programme, where they will gain ongoing support from the ESL teacher at certain fixed times.

### **What are the Reasons for the Presence of Bahasa Sunda on the Curriculum and how is it Handled?**

Bahasa Sunda is approached from a cultural rather than linguistic perspective – the goal is not linguistic fluency but rather an understanding of Sundanese culture through sundanese gamelan music as part of music class. In that way students will learn the Sundanese culture and values through songs, music, celebration, food, and traditional costumes.

## **What Language Should Be Used to Correct Dangerous or Upsetting Behavior?**

If a child is exhibiting behavior that could endanger other children physically or emotionally, the first priority is that the teacher's advice or reprimand should be understood quickly. The teacher should use whatever language the child will most easily understand in this situation.

## **How Do We Identify Resources for the Library and the Classroom Resource Centers?**

Identifying resources is the responsibility of three parties; the classroom teachers – who are involved in choosing and locating resources that will support their themes and programmes. The librarian – who has an overview on developing the Kindergarten, Primary, and Secondary libraries in terms of fiction and non-fiction resources. The school administration and pedagogical leaders, who make collaborative decisions about the best resources for school reading sets and any needed textbooks or teacher resource materials. Teachers are free at any stage to put forward suggestions for additional resources and all requests will be weighed up to ensure a fair balance of resources across the school.

## **What Standards Do We Expect at Every Level?**

Our standards are shown in our scope and sequence (PYP) or curriculum documents (IGCSE and IB) for the language subjects. For Bahasa Indonesia, standards are according to the national curriculum documents (all sets of documents are available upon request).

## **What Opportunities Do We Provide to Involve Parents?**

Parents are an integral part of our student's educational development. Again and again we see that students with a strong grounding at home in English and Bahasa Indonesia will have a much greater impact on performance in the classroom. The teacher needs to support parents in terms of keeping them effectively updated with their child's progress, providing and recommending resources for language development, and preempting any issues that may arise in terms of language development.

## **How Do We Identify the Individual Language Needs of Each Student?**

As well as the entry level test, students are constantly being assessed using both formative and summative assessment. Students are provided with up to date feedback and told about areas in which they can improve their language skills and specific areas to focus on. Individual language needs are focused on by the teacher and sometimes tailor-made and focused activities are provided to target areas that the student and teacher have identified for development.

## **What Strategies Do We Use for Assessment?**

- *Observations* - All students are regularly observed, with the teachers taking notes on not just

the individual but also the group and the whole class. Observations include how the groups work together and the roles of participants within the group.

- *Performance Assessments* - Performance Assessment is a measure of assessment based on authentic tasks such as activities, exercises, or problems that require students to show what they can do. Performance tasks often have more than one acceptable solution.
- *Process-Focused Assessment* - The students' transdisciplinary skills are observed and recorded. This may include checklists, inventories and narrative descriptions.
- *Open-ended tasks* - These are situations in which children are asked to communicate an original response. The answer might be a brief written answer, a drawing, a diagram or a solution.
- *Tests/Quizzes* - These assessments provide a snapshot of students' subject specific knowledge.

## **What Language Should be Used During Free Time (Recess and Lunch)?**

Our goal is for our school to be like an English environment; a fully-immersed environment which encourages full use of English throughout the school.

During their free time, students will be encouraged to speak English with their peers, but there will be no negative consequences if they choose not to. We may also apply positive reinforcements to encourage this desired behavior.

Teachers will also focus on making sure that students use correct and proper English and that they do not mix two languages in the same sentence or phrase.

Teachers will also speak English amongst themselves when in the presence of students i.e. in communal areas such as the lunch area, in an effort to set a good example and stimulate use of English among the children during their free time.

Office boys, Security, and Admin staff should have a basic knowledge of at least simple English terms so that they can interact to some degree with students in English.

Expatriate teachers and staff should have a working knowledge of Bahasa Indonesia so that they can effectively interact with those members of the school community who are not fluent in the primary language of instruction – English.

## **What About During Field Trips and School Events?**

As far as possible, we will try to arrange interesting school trips and visits in English, but we have found that it is not always possible to have all trips conducted in English and that there are a great number of trips for which there are no resources in English. In these cases, it is acceptable to have a trip conducted in Bahasa Indonesia.

School events will be conducted primarily in English but Bahasa Indonesia may be used for important announcements and information to parents.

## **What About Communication with Parents?**

Most letters, news, and other information are sent bilingually. Teachers should decide for themselves which language to use when speaking to parents, based on the language easiest understood by those parents.

## **What Are the Linguistic Entry Requirements to Join SBR?**

If a student wants to join the school from the second semester of Prep level upwards, a written and spoken English consultation set is provided to ensure that the student's English is of a sufficient level to thrive in the English classroom environment. Before the second semester of Prep, there is an interview between the child and teacher.

## **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 or not receive report cards until the lost or damaged book is paid for.

## **Lost and Found**

All clothing, money and any other articles of value found on school property 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 the admin.

## **Assessment System for the National Curriculum**

We will comply with the national system for assessment which is implemented by the Indonesian government. Starting from the academic year 2021-2022, the Ujian Nasional is no longer implemented. and changed with School-based Examinations (Ujian Sekolah). Also in the same year, the government started implementing the National Assessment (Asesmen Nasional) which is implemented in grades 5, 8 and 11. The National Assessment intends to see the literacy and numeracy of the students. On top of that, the National Assessment also gives questionnaire to

students and teachers regarding the school conduct and environment. The report from the National Assessment will not give any effect to student's overall performance, and on the other side will give a thorough feedback for the school.

## Parent Information Sessions and Visits

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 visitor's tag at all times on the school campus 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 for the PYP level are scheduled four to six times per year directly after the new transdisciplinary theme started. Parent / teacher Information Session for Secondary School are scheduled in termly basis and/or based on the needs.

## Alumni Visits

While we do encourage alumni to maintain relationships with their old friends and the school community. Visits by alumni are a privilege and any negative behaviour or influence will not be tolerated and may result in strong consequences.

## Parent Support Group

The school is a community of learners of which there are three key elements working in partnership – the students, the teachers and the parents. Parents play a diverse but vital role in the school.

Through the Parent Support Group (PSG), parents can work in partnership with the school to support the range of school programmes and special events. The aims:

- To support key programmes established by the school as invited or notified
- To initiate events to support the school community in possible area of parent seminars, charity events and fundraising, as well as social gatherings involving the school, parents and the community.
- To network and collaborate with other parents as advocates for the school.
- To facilitate communication between the school and other parents.

## 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 4 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.

## Parking and School Car Parking Spaces

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 only permitted to park cars or motorcycles at Sekolah Bogor Raya on a case-by-case basis. Commercial activities (buying and selling) are prohibited in the car park and on all school premises.

SBR will operate a 'prioritised parking' policy for the parking bays as follows:

*Priority 1* – School Staff - after completing a form to be signed off by the principal and receiving a parking sticker for the school year.

*Priority 2* – Parent Support Group and parents who have been invited to attend meetings, conferences, or information sessions by the teachers with approval from the principal.

For Priority 2 Parking, the procedure will be as follows;

1. For parents info sessions, class meetings etc, the principal will inform the general admin of the classes permitted to park and security will have a list of permitted parents for the day. Only parents displaying a clear parking sticker showing the correct grade will be permitted to park on those days.
2. Parents who have a specific need on a certain day to park at school should; Inform security when they arrive that they have parking permission and allow security to check their vehicle upon which time a parking space will be opened for them and they will be permitted to park.

Please note that if a parent arrives on a day where their level does not have any scheduled meeting at school and on a day where they do not have any scheduled events at their level without advance warning they will not be permitted to park. If you need to pay school fees, uniform fees, or canteen fees, we strongly encourage you to do so by transfer and a receipt will be provided to your child to bring home.

## 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 and students who have not paid their installments on time, will not be permitted to attend class. All school fees are non-refundable.

In cases where Library/Home Reading books are not returned or there are other outstanding fees no report card will be issued until the issue is resolved.

Additional documents regarding fees and tuition are also available on our website under the "Other Policies" section.

## **Increases**

Information about Facility Fees or Tuition Fees increases will be announced in a separate notice. Anyone who wishes to join for a new School Year should request an updated price list for that year from the Marketing Department.

## **Student's Virtual Account**

Facility Fees and Tuition Fees should be paid through Student's Virtual Account in Bank Central Asia/BCA. New clients of Sekolah Bogor Raya will be given a Student's Virtual Account before any payment is made. Sekolah Bogor Raya's Accounting Department will provide an official payment receipt to be given to your child (except for new students).

## **Personal Hygiene**

As part of our school mission's commitment to healthy student growth, students are encouraged to maintain the highest standards of personal hygiene for the wellbeing of themselves and those who share a classroom with them. This is especially important for those students in the process of, and following puberty. Regular showering, hair care, dental hygiene, and clean clothes and underclothes are of the utmost importance, and we strongly encourage parents to actively participate in this.

Students who play on the field should also bring a spare T-Shirt to play in which should then be changed before they return to the classroom.

The school nurses will check the hair of students regularly for head lice. Should they be found the student's parents will be contacted by the nurse and treatment will be suggested.

## Photographs and Image Rights

During the school year it is possible that photographs of your child might be taken during school events or by professional photographers who come to school to take images for school promotional materials.

The school reserves the right to use photographs taken at school or at school-related events in our promotional materials and our online networks including but not limited to school social networks, promotional videos, etc. The school will not permit your child's images to be used by any third party organizations for promotional purposes.

A media opt-out form will be given to the families of every new student as part of the registration process. In cases where families wish to exclude their child's image from school media releases, we will endeavor to exclude your child's image from being used in any such materials.

## 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.

## 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 the students up to 30 minutes after class, after which the student can be dropped to Cafeteria of Building 1. 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 or arrange for someone else to pick them up. 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. 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. You will also be required to provide a written note explaining why your child is leaving school early. Without this note, the school will not permit your child to leave school premises.

## Academic Support

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 the minimum passing grade on average over the whole school year in one or more of our core subjects;

*For grade 1- 6 students, the core subjects are English, Mathematics, and Bahasa Indonesia.*

*For grades 7- 10 students, the core subjects are First Language English, Mathematics, Bahasa Indonesia, Physics, Biology, Chemistry, Global Perspectives, Geography, Business Studies, and History.*

*For grades 11 and 12, the core subjects are all the subjects they are taking in IB Diploma Program. And a plan of action must be agreed with and followed through between the parents, students, and the teachers.*

The school supports the social and emotional well-being of all students, an aspect which is very important in supporting the academic performance of the students. We have devised a number of programmes to support the development of social and emotional skills in children. Collaboration among the pedagogical leaders, school counselors, classroom teachers and parents is made to make sure this support runs wholly and smoothly.

## Psychological Testing and Counselling

The school accepts responsibility for limited psychological services, primarily testing children with suspected behavioural and learning problems. Extended behaviour 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 behavioural problems and advising the School on how to handle these.
- Testing all children with promotion at risk (Playgroup, Kindergarten, Primary School 1 and up) for learning disabilities.
- Testing all children in the playgroup and kindergarten 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 discuss any concerns you might have about your child's emotional or social development, please feel free to contact them by email. They are available to meet in person during school hours as required by appointment.

## 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, Nyepi 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 favouritism.

## Report Cards

Reports will be given four times per year for Playgroup-Kindergarten, Primary School, and for Secondary School students.

For K3 and Prep students, they will also receive national report cards. For Primary School and Secondary School, a national report card will be provided based on parents' request on a case-by-case basis. 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.

The English report will be sent to you by soft copy (to your email address of choice) and the final

report will be given in hard copy for the graduating classes; grades 6, 9, and 12. 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.

## Re-registration

A full list of the dates for payment of the facility fee (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.

In the case of a SBR parent who hasn't settled the payment for the next academic year, the school has the right to proceed with disenrollment. Additional documents regarding fees and tuition as related to re-registration are also available on our website under the "Other Policies" section.

## School Hours

School hours are as follows;

Grade	School Hours
K1	08.00 – 11.00
K2	08.00 – 12.00
K3 and Prep	08.00 – 13.00 ( <i>Monday-Tuesday, Thursday - Friday</i> ) 08.00 - 12.00 ( <i>Wednesday</i> )
Primary School 1 and 2	08.00 – 14.00 ( <i>Monday-Tuesday, Thursday - Friday</i> ) 08.00 - 13.00 ( <i>Wednesday</i> )
Primary School 3 to 6	08.00 – 15.00 ( <i>Monday-Tuesday, Thursday - Friday</i> ) 08.00 - 14.00 ( <i>Wednesday</i> )
Secondary School (grades 7-12)	08.00 – 16.00 ( <i>Monday - Thursday</i> ) 08.00 - 14.15 ( <i>Friday</i> )

Parents, drivers and caregivers 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

half an 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 "Check Ins and Check Outs".

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 Academic 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 endeavour 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 Office Manager. One security staff member 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 directions are 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 Indonesia 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.

## Scholarships

Every year Sekolah Bogor Raya issues a number of academic scholarship for those entering Secondary School.

These scholarships are open to internal candidates and external candidates. The selection process is conducted through open applications and demonstration of evidence by the students as well as an interview with the Principals and the Academic Director and a review of the students' grades and non academic performance. The final decision is made by the Yayasan, the relevant Principals, and the Academic Director. The final decision given by the school cannot be contested. The school may choose to extend the programme for the following school year. Students who are on the scholarship programme are expected to maintain satisfactory academic performance in every core subject in order to continue to receive the scholarship in the following year.

## Smoking/Vaping

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.

## Suggestions

Suggestions and information can also be sent via email to [info@sekolahbogorraya.com](mailto:info@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.

Suggestion boxes are available in the lobby of all 3 SBR buildings. If you wish to make an anonymous suggestion, simply fill in the form and place it in the box.

## Swimming

Swimming is an important life skill and regular swimming lessons are a significant part of the PE programme 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, bikinis, or 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 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 phone / Cell Phone Use

In Primary Level, hand phones must be turned off during school hours. In Junior High School levels, hand phones must be turned into silent mode and must be collected to their homeroom teachers before the school day starts and will be given back after school day finishes. On some occasions, the students are permitted to use their hand phone for urgent communication or for work related activities with permission from the teacher.

Any phones ringing, used for texting, or other non-educational purposes during class will be confiscated and turned over to the principals who will decide the length of the holding period, and whether or not to call parents to retrieve it.

In Senior High School, the students may use the cellphone during their instructional and independent study time for academic purpose, such as research purpose, taking documentation for Internal Assessment/Extended Essay/other coursework, and doing assignment. At this age level, students must learn to be responsible with their time and belonging and therefore the use of cellphone is more flexible compared to other level. However, school rules still apply, so any violation will be followed up with the disciplinary actions.

## 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 SBR students are permitted to ride the bus.
14. The driver and security guard are responsible for the behavior of children while riding on the bus.
15. No eating, drinking, or chewing gum on the bus.
16. Playgroup level students from k1-k2 must be accompanied by an adult either a guardian or a caregiver.

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 behaviour 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.

## Withdrawal from the School

Parents are requested to give as much notice as possible before withdrawing their child from the school and inform the admin level. If a reference or transfer letter is required, the school needs at least two weeks' notice. 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.



**Sekolah Bogor Raya**  
*Learning together, inspiring success*

Perumahan Danau Bogor Raya, Bogor 16143, West Java - Indonesia

Phone: 0251-837 8873 (General Admin)

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