



SURABAYA INTERCULTURAL SCHOOL



Authorized IB World School for
The Primary Years Programme



ACCREDITED BY
Western Association
of Schools and Colleges

Family Handbook



Elementary School

2017-2018



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Contents

Principal's Message 1

Welcome 2

Important Information

Elementary Instructional Hours

School Holidays

Mission Statement 3

Elementary School Philosophy

IB Learner Profile 3

Student Welfare 4

Academic Difficulties

Student Conduct and Rules

General Guidelines 4

Attendance

Leaving Campus Early

After School Activities (ASA's)

Dress Code

Lost and Found

Lost / Damaged School Property

Canteen

Technology Use

Elementary Assemblies

Birthdays and Other Celebrations

Helpers/Care Givers

Guardianship

Parent Volunteers

Communication 8

School Newsletter and Classroom Blogs

Home-School Communication

Conferences

School Website

Elementary Curriculum 9

The IB Mission Statement

Comprehensive Inquiry Program

A Transdisciplinary Curriculum

The PYP "Attitudes"

Health 10

The School Clinic

Admissions/Class Placement/Withdrawal 11

Grade Placement

English Language Learners (ELL)

Year to Year Class Placement

Leaving Early or Enrolling Late

Withdrawals

School Information 11

Library

Financial Obligations

Change of Address

Student Drop-off and Pick-up

Tobacco, Alcohol, and Drugs

Guests and Visitors

School Contact Information

Welcome Message

Ms. Tylene Desfosses
Elementary Principal

Welcome back to a new school year at Surabaya Intercultural School. The first days of school are an exciting time for our entire community. Our hallways and classrooms have been buzzing with activity as students, parents, and teaching staff get back into the routine of a new school year.

We have a dedicated, skillful, and experienced team of administrators, teachers, teacher assistants, and support staff who together, works to make SIS an engaging learning community for your children. We are proud to be an IB World School authorized to offer the Primary Years Programme (PYP). In support of our school's Core Learning Outcomes, the PYP prepares students to become active, caring, lifelong learners who demonstrate respect for themselves and others and have the capacity to participate in the world around them. It focuses on the development of the whole child as an inquirer, both within and beyond the classroom.

We believe a strong relationship between our parent and school community is important. With that in mind, I look forward to working with each of you as we prepare our students to live out the mission and vision of our school. May all of our students become balanced individuals, engaged communicators, enlightened thinkers, and empowered global citizens.

1

Welcome

Welcome to a new school year at Surabaya Intercultural School. Our dedicated and caring Elementary faculty and staff are committed to providing a friendly, supportive and challenging program to meet your child's individual needs.



The parents, students, faculty, and staff form a unique learning community. Our hope is each member of our community strives to use their learning to contribute and support the learning of one another and most importantly, our students.

Excellent school programs are never stagnant. Learning experiences are developed through constant reflection and dialogue. To ensure this is done well we aim to establish and maintain strong relationships where:

- Students learn in an environment that cares and nurtures the development of the whole child;
- Parents and teachers come together to support each child's needs;
- The principal and staff actively support parents, teachers and students;
- We take time to find out what is happening in the lives of others;
- Each event is viewed as a new learning opportunity;
- Respect permeates all that we do.

In beginning our conversation for the new school year we ask that you review our handbook and become familiar with our website (www.sis.sch.id). Your involvement in building our learning community will be valued and will contribute to a positive year for your child.

The Elementary team invites you to work closely with us. Please do not hesitate to ask for our support.

Important Information



Elementary Instructional Hours

EC 1 and EC 2 (All Students):

Monday to Friday **07:50 – 11:30**

EC 3 TO GRADE 5 (All Students):

Monday to Friday **07:50 – 2:50**

Religion Instruction for Indonesian Students:

Date to be announced. Please stay tuned for more information.

Students are discouraged from arriving on campus before 7:30 a.m., as there is no supervision and SIS cannot be responsible for their safety. Students who arrive prior to 7:30 are asked to wait in the front lobby until the bell rings.

School Holidays

The school arranges holidays to coincide with the statutory holidays in Indonesia. Many of the dates of these holidays are based on the lunar calendar and therefore change from year to year. The school does, however, have holidays during each-semester, over the New Year period, and over the summer. See the school calendar for exact dates.

2

Mission Statement

Surabaya Intercultural School offers an academically rigorous curriculum within a dynamic learning community where students are engaged, enlightened, and empowered to be creative and collaborative global leaders.

We provide a student-centered, inquiry-based, international curriculum in English. Our curriculum is supported by technology, and delivered by experienced, certified teachers.

Core Learning Outcomes:

SIS prepares students to be:

Balanced Individuals who

- set, achieve, and evaluate goals making them personally responsible for their learning
- persevere in the face of obstacles
- make ethical choices based upon evidence
- manage personal resources and commitments effectively
- recognize the importance of a healthy, well-balanced lifestyle

Engaged Communicators who

- use technology appropriately to convey learning
- use effective leadership or team skills within groups
- articulate and communicate ideas effectively using oral, written, and non-verbal communication skills in a variety of contexts
- demonstrate developmentally appropriate conflict resolution strategies

Enlightened Thinkers who

- access and process information using appropriate technology and media
- demonstrate flexibility, creativity, critical thinking skills, and innovation
- transfer learning to a variety of situations
- seek information through effective questioning
- develop a growth mindset
- reflect upon their own learning

Empowered Global Citizens who

- value and respect diversity
- show empathy
- encourage intellectual and cultural inclusion
- actively engage in community and service

Elementary School Philosophy

Surabaya Intercultural School teaching materials and techniques support an inquiry based program recognized throughout the world. English is the language of instruction.

The Elementary School faculty, in setting goals for your child's education, recognizes that SIS students are a unique population with diverse backgrounds and educational experiences. Our school celebrates the diversity of the entire SIS community.

We celebrate the cultural and linguistic diversity of our community in a holistic way. We currently have families enrolled from many different countries, and appreciate the richness they bring to the fabric of our school.

The faculty also recognizes the importance of the school and the family working together. SIS encourages an atmosphere of open communication to provide the best possible environment in which children can grow and learn.

At SIS, we strive to maintain a high standard of academic excellence. Learning is a lifelong skill and our goal is to equip our students with the necessary skills, knowledge, and attitudes to be successful in their future schooling and lives.

Another goal of the Elementary School is to create an environment where children learn to live and work harmoniously. We strive to nurture children's social and emotional development along with their intellectual growth.

3

IB Learner Profile

Surabaya Intercultural School is an IB World School authorized to offer the Primary Years Programme.

As a community of learners we strive to be:

Inquirers We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

Knowledgeable We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

Thinkers We use critical and creative thinking skills to analyze and take responsible action on complex

problems. We exercise initiative in making reasoned, ethical decisions.

Communicators We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

Principled We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Open-minded We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Caring We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Risk-takers We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

Balanced We understand the importance of balancing different aspects of our lives—intellectual, physical and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

Reflective We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

4 Student Welfare

Academic Difficulties

The school seeks to inform parents as early as possible when their child is having learning and/or behavioral difficulties. Ordinarily, this begins with the classroom teacher informing parents of the issue, and seeking their guidance, input, and cooperation in solving the problem. The teacher may also seek assistance from the student services department, elementary principal, and colleagues. The school may counsel parents to obtain further assistance from

outside sources for more specialized assessment and support.



Student Conduct and Rules

At SIS, all Elementary Students are expected to:

- Demonstrate a positive attitude
- Achieve at their highest levels
- Be respectful of others
- Conduct themselves in a responsible manner
- Care for the school and campus
- Walk in the hallways
- Play safely in assigned areas
- Eat in designated areas
- Use school equipment safely and respectfully
- Wear hats and shoes outdoors

At SIS, Elementary students will...

- Be safe
- Be free of harassment and intolerance
- Know they are important and treat others with the same respect
- Learn in an inviting and supportive environment

Students shall not attempt to fight, solve problems in a physical manner, or cause bodily harm to any other member of the SIS community. Students shall not use language designed to insult or slander any other member of the SIS community. Students shall not steal or intentionally damage property belonging to the school or any member of the SIS community.

5 General Guidelines

Attendance

Regular and prompt attendance is critical to every student's school success. SIS has the expectation

that every student will demonstrate timely and consistent attendance. Unexcused absences, excessive absences, and/or habitual tardiness may have a negative effect on students' grades and/or promotion to the next level.

Attendance is taken at 8:00 a.m. every day. A student arriving after this time is considered tardy. The school may contact parents to check on absent students.

The school is aware, however, that company leaves, transfers and visa requirements can disrupt schedules. It is requested that family vacations be scheduled during school vacations. If it is unavoidable to plan a family trip when school is in session, parents must advise the class teacher in writing at least one week in advance of the departure date. Parents must be aware that due to the interactive and hands-on nature of the elementary curriculum it is impossible to fully make up lessons lost during absences. At your request, the class teacher will provide support work for up to a period of five days, as planning beyond that time frame will not recognize adjustments based on student need. All assignments will be due on the student's first day back in class and will be marked accordingly. No school books may be taken on vacation.

If a student becomes ill and requires prolonged hospitalization and/ or home recuperation, SIS will work with parents in developing an individual educational plan for the student.

Leaving Campus Early

If a student needs to leave campus during the day, s/he must have verifiable written permission from a parent or guardian. Students are expected to remain on campus for the duration of the school day. Students who have a legitimate reason for leaving the school grounds during the day must present written permission from their parents and obtain a "Permission to Leave Campus" form from the school receptionist. Students will not be able to leave the campus without this form.

If it is uncertain with whom your child is to go home, s/he will be taken to the main office until parents can be contacted to authorize his or her release.

After School Activities (ASAs)

SIS provides an After School Activity (ASA) program, which is open to all students from Kindergarten to Grade 12. The school year is divided into three activity sessions, one per trimester. As each trimester offers different activities, parents and students should refer to the school website to check ASA offerings. Sign up for ASAs are on the website itself. Parents

should speak with the Athletic Director for more information on ASAs if needed.

Dress Code

The school does not have a school uniform. Dress should be comfortable and be sensitive to the culture and traditions of our host country, Indonesia. It is a good idea to label all clothing and accessories with your child's name if it is to be brought to school.



For PE classes, students must wear the required PE uniform (available through the Front Office), and appropriate footwear. Sunscreen and a hat are required for all outdoor activities including recess and lunch breaks.

Please see the student dress code which is posted on your classroom teacher's blog if you need more information.

Ultimately, the final decision on the appropriateness of dress will rest with the SIS administration. We stress the avoidance of extremes and reserve the right to request that a student change into more appropriate attire even if this entails returning home for this purpose.

Lost and Found

Students' personal property should not be left unattended in hallways, the gym, canteen, library, or other areas of the school at any time. SIS cannot guarantee the security of personal property on campus. Students are encouraged to leave expensive/valuable possessions at home including large sums of money. All found articles should be turned in to the school clinic immediately. Students who have lost articles can claim them in the clinic between 7:30 a.m. and 3:30 p.m. Unclaimed articles will be given to charity at the end of each semester.

Lost / Damaged School Property

All lost or damaged school property, including classroom materials and library books, must be paid for at the cashier at the replacement value which is set by the Business Office. All overdue library materials will have to be returned and assessments paid before report cards can be issued to students or parents.

Canteen

The canteen is open daily at break time, lunch, and after school. Our canteen staff prepares and sells a variety of snacks, meals, and drinks. Students from Grades 3 through 12 may purchase a morning snack and students from Kindergarten to 5th grade may bring or purchase lunch at the canteen.

For health reasons, students are asked to eat their snacks and/or lunches in the canteen or Primary Covered Area (EC1 - Gr. 2). Food and drink are only to be consumed in designated areas. Soft drinks and candy are not sold in the canteen.

Technology Use

Responsible Usage Policy

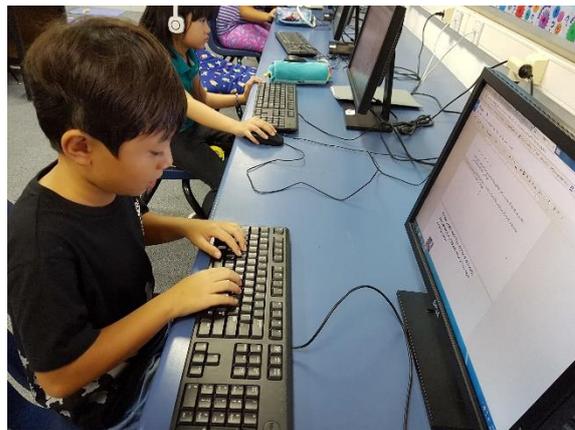
Purpose

Technology provides unique and powerful ways to enhance the learning experience for everyone. It is one of the goals of SIS to ensure that all interactions with technology contribute positively to the learning environment. Thus, SIS supports the use of technology to foster learning and is pleased to offer students and other community members access to a range of technology resources. Access to the School's network and the internet is a privilege that is tied to responsibilities.

The following policy and digital citizenship guidelines are intended to help community members understand responsible use and to ensure these resources are always available. The school may restrict, suspend or terminate any user's access to the school's systems and network for not respecting these guidelines.

Scope

This policy applies to all users of the school's technology resources and applies to all software and equipment that is owned or leased by the school. The school also recognizes that students and other members of the community have widespread access to both technology and the internet, therefore, use of all personally-owned equipment, including wireless devices and connectivity, is considered to be included in this Responsible Usage Policy.



Authorized Use

1. An authorized user is any person who has been granted authority by the school to access its computing, network and telephone systems and whose usage complies with this policy. Unauthorized use is strictly prohibited. By accessing the school's network using school-owned or personally-owned equipment, the user consents to the school's exercise of authority and rights as set forth in this policy with respect to any such equipment, as well as with respect to any information or communication stored or transmitted over such equipment.
2. When a user ceases being a member of the School or if such user is assigned a new position and/or responsibilities, use of technology resources for which he or she is not authorized shall also cease.
3. Incidental personal use must not interfere with the user's performance or with the School's ability to use the resources for professional and academic purposes, and must be consistent with the School's standards of ethical and polite conduct.
4. Except as authorized by the head of school, use of the School's technology resources or data for personal business, political campaigning or commercial purposes is prohibited. Faculty members and students are provided with email accounts and internet access. Staff members may be provided with email accounts, voice mail accounts and internet access upon approval of their department head.

Privacy Expectations

1. The School's employees and students should recognize that there is no expectation or guarantee of privacy in anything they store, send

or receive on the School's information systems, including networked file shares or personally-owned computers that utilize the School's network. Users should not expect that email, voice mail or other information created or maintained on the systems are private, confidential or secure.

2. Users should exercise caution when storing and processing personal and sensitive information not directly related to School business.
3. The School reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. Messages or data may also be inadvertently viewed as a result of routine systems maintenance and monitoring. Any individual monitoring, except as required by law or in situations perceived as emergency, must be authorized in advance by the director of technology or the director of technology's designees.

Enforcement/Consequences

1. Failure to abide by or deliberate attempts to violate the School's Responsible Usage Policy, compromise, degrade or disrupt system performance may result in restricted use of technology or other appropriate consequences including, but not limited to, the loss of computer, telephone or network access privileges, disciplinary action and dismissal/termination from the School.
2. Some violations may constitute criminal offenses as defined by national laws and the School may initiate or assist in the prosecution of any such violations to the full extent of the law.
3. All members of the community are expected to assist in the enforcement of this policy and digital citizenship agreement, and users are required to report any violations to the director of technology.

Elementary Assemblies

The Early Childhood Department will announce various assemblies throughout the year to celebrate special events and student learning.

The elementary school has an assembly once a month to celebrate student learning and achievements. Each month different classes provide a performance or presentation to demonstrate their learning. Parents are welcome to attend these assemblies. Please check your classroom blog for details.

Birthdays and Other Celebrations

We love celebrating our students' birthdays.

However, to protect student learning time we need to keep our celebration simple and recognize that this is not a substitute for a private birthday party.

Please discuss with the classroom teacher the best time to celebrate your child's birthday and only provide a cake or cupcakes and possibly a drink. We welcome the birthday child's parents and other close relatives to be at the celebration but ask that no additional people attend the party (including videographers, other student's parents and performers). Celebrations should be kept to less than 30 minutes.

All costs are borne by parents and we require at least one parent to be present for the duration of the activity.

Only you, your child, or the teacher can hand out invitations or gifts during school time if the whole class is included. If the whole class is not included, the invitations or gifts must be distributed privately. Thank you for your inclusive spirit!



Helpers / Care Givers

One of the goals of the elementary program is to foster independence. Parents and care givers are asked to deliver their child to the classroom and leave campus by 8:10. Developmentally appropriate organizational skills are supported and expected at each grade level. Professional staff members are available to assist students during snack, lunch, and break periods. Unless specific permission has been granted otherwise by the principal, helpers must wait at the entrance gate during school hours.

Guardianship

When parents temporarily leave their child in the care of others while out of town, please inform the class teacher and elementary principal in writing with all appropriate contact information.

Students residing in Surabaya without parents are subject to the conditions of guardianship as described in SIS Policy # 8.6011, Conditions for Guardianship of SIS Students.

Parent Volunteers

SIS values the participation of parent volunteers. Volunteering at school not only enables parents to become more familiar with SIS and its programs, but it also provides direct assistance to students and teachers in a wide variety of ways. In the past, parents have served as library assistants, book club helpers, organizers of and helpers with annual events such as the Festival of Nations and School Fair, etc. The Parent Teacher Association (PTA) has been invaluable in helping the school obtain volunteer support over the years. If you are interested in volunteering, kindly inform your child's teacher, an administrator, or the PTA.

After 7:50 a.m. parents may visit a classroom only by making advance arrangements with the teacher. Please remember that it is not appropriate to use class time for parent-teacher consultation. SIS faculty members are available for conferences, arranged by appointment, before or after school hours. Kindly make arrangements with your child's teacher.

6 Communication

School Newsletter and Classroom Blogs

Effective communication is essential in developing a successful teacher-parent-student team. Communication also promotes awareness of school

events, and greater participation of parents in the school.

From time to time the Head of School will send home special notices.

Individual teachers have a set up ClassDojo to keep you informed about class activities and events and requests for parent assistance. In the lower grades, teachers will consistently send notes home in a message book or use some other electronic medium.

The school's monthly newsletter, "The Chatterbox" will be sent electronically each month. It will also be archived on the school website. Parents who wish to receive a hard copy simply need to contact the school to make their request known.



Home-School Communication

At SIS, students' academic progress and learning skills are communicated in semester reports, progress reports, parent-teacher conferences and student-led conferences. Teachers are expected to communicate any areas of concern to parents throughout the school year. Every student will receive a report card at the end of each semester.

Conferences

Reporting student progress to parents is a vital part of our program. In addition to the semester report cards, Parent-Teacher Conferences are scheduled at the end of first quarter for all parents. Student led conferences are held later in the school year. Informal conferences are held at other times during the year as needed. To schedule a conference with faculty, contact your child's teacher directly.

School Website

Surabaya Intercultural School has a website which contains information including special events, school programs, ASA sign up, athletics and much more. The website address is www.sis.sch.id



Elementary Curriculum

Early Childhood (EC 1 and EC 2)

To meet the specific developmental needs of Early Childhood Students, we utilize *The Creative Curriculum for Infants, Toddlers, and Twos* and *The Creative Curriculum for Pre-School*; a developmental continuum assessment tool-kit for ages 3 – 5.

Elementary (EC 3 – Grade 5)



International Baccalaureate Curriculum: The Primary Years Programme

Surabaya Intercultural School is an IB World School. This means that we are authorized by the International Baccalaureate Organization (IBO) to offer the Primary Years Programme (PYP). IB World Schools share a common philosophy—a commitment to high quality, challenging, international education that SIS believes is important for our students.

For further information about the IB and its programmes, visit <http://www.ibo.org>.

The IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

The elementary team has developed and implemented a curriculum that is based on the guidelines set forth by the IBO's Primary Years Programme. The PYP is an international curriculum framework designed for all children between the ages of 3 and 12 years. The programme focuses on the total growth of the developing child, affecting hearts as well as minds and addressing social, physical, emotional and cultural needs in addition to academic welfare.

The PYP combines the best research and practice from a range of national systems with a wealth of

knowledge and experience from international schools to create a relevant and engaging educational programme.

Comprehensive Inquiry Programme

The PYP offers a comprehensive, inquiry-based approach to teaching and learning. It provides an internationally designed model for concurrency in learning and incorporates guidelines on student learning styles, teaching methodologies, and assessment strategies.

The curriculum framework is an expression and extension of three interrelated questions:

1. What do we want to learn?
2. How best will we learn?
3. How will we know what we have learned?

At the heart of the Primary Years Programme's philosophy is a commitment to structured inquiry as an ideal vehicle for learning. Teachers are guided by six transdisciplinary themes as they design curriculum units for exploration and study. They are:

1. Who we are
2. Where we are in place and time
3. How we express ourselves
4. How the world works
5. How we organize ourselves
6. Sharing the planet

Together they elicit ideas of local and global significance and reveal concerns that all people share no matter what their background or where they live. The transdisciplinary themes form the context in which the curriculum operates. Students explore academic subjects through these themes and often in ways that transcend conventional disciplinary boundaries.

A Transdisciplinary Curriculum

The PYP curriculum framework is transdisciplinary both in theory and practice. The PYP describes the taught curriculum as the written curriculum in action. Thus, the PYP strives for a balance between the search for understanding, the acquisition of essential knowledge and skills, the development of positive attitudes and the opportunity for positive action. In terms of achieving this balance, the PYP emphasizes five essential elements of the written curriculum. These are referred to as the essential elements of curriculum and are as follows:

CONCEPTS

Powerful ideas which have relevance within and across the discipline and which students must explore and re-explore in order to develop understanding.

KNOWLEDGE

Significant, relevant, subject matter we wish the students to explore and know about.

SKILLS

Those things the students need to be able to do to succeed in a changing, challenging world.

ATTITUDES

Dispositions which are expressions of fundamental values, beliefs, and feelings about learning, the environment, and people.

ACTION

Demonstrations of deeper learning in responsible behavior through positive action and service; a manifestation in practice of the other essential elements.

The PYP “Attitudes”



While recognizing the importance of Concepts, Knowledge, and Skills, the PYP believes these alone do not make an internationally-minded person. It is vital that we also focus on the development of positive attitudes toward people, towards the environment, and towards learning. These attitudes are addressed consciously and explicitly within the curriculum.

All members of the school community are expected to develop and display the following PYP Attitudes: Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance.

We ask parents to help with the development of these attitudes by modeling and promoting them at home.



Health

The School Clinic

The School Clinic is staffed every day during school hours by a qualified nurse. Immediate nursing care is provided for students who are ill or injured. The nurse is the primary contact person regarding health issues at SIS.

It is the responsibility of parents and students to notify the nurse of any special health problems or concerns that are either chronic or that arise during the school year. This includes any allergy to medications.

If it is necessary for a student to take medication at school, both the medication (in the original container), and a note from parents giving instructions for usage must be given to the nurse. The nurse can administer medication at the parent's request. Neither the nurse nor SIS will be responsible for loss of medication belonging to students, nor for allergic reactions resulting from medication prescribed by a physician.

Parents will be notified immediately if their child has a serious illness or injury at school. In the case of a minor illness or injury, parents will be notified if their child may need further attention. It is therefore urgent that parents inform the school when they will be out of town and who has guardianship of their children in their absence. Please ensure the school has the appropriate contact information.

To prevent the spread of disease, all students who have a contagious illness, including a fever, must be kept at home until receiving a note from a doctor stating that they are fit to return to school and the school nurse and doctor have been consulted.

While regular attendance at school is encouraged, **please do not send students who are running a fever, or who display clear signs of illness in the morning, to school.** Students who are running a fever of 38° C. will be sent home from school; therefore, IF your child is feverish in the morning, please keep him/her at home.

All students or their parents are required to fill out the “Student Health and Emergency Form” and provide additional health information as stated in the application. Health information will be kept on file for use by the school administration and the school nurse and doctor.

The school encourages students to have regular physical examinations. The school strongly recommends students to have the following

immunizations: Diphtheria Pertussis –Tetanus (DPT); Polio; Measles; and Rubella.

It is the responsibility of parents to keep immunizations current, and to update immunization records at the beginning of every school year. Students may be excluded from school until their immunizations are up to date.

9

Admissions/ Class Placement/ Withdrawal

Prospective students and their parents are encouraged to tour the school. Application forms, school fact sheets, and fee statements can be obtained from the Admissions Director. Previous grade reports and appropriate documents including up-to-date health records, transcripts, all academic needs related assessments, and proof of birth/citizenship must accompany completed application forms.

Grade Placement

New students will be placed in grades with consideration to age, grade level equivalencies at the previous school, emotional and physical maturity, academic progress, and English fluency. They are placed at the Principal's discretion and this is not open for negotiation.

English Language Learners (ELL)

It is a goal of the ELL Program that ELL students remain in their assigned classroom where they are surrounded by a language-rich environment. The classroom and ELL teacher work as a team to address English acquisition and proficiency needs of all students. This may take several forms. The ELL teacher may be directly involved in the delivery of instruction to the large group, instruct a small group within the class, assist individual students during instruction, or work with a small group of students in a separate setting.

Year to Year Class Placement

The elementary school philosophy is to create classes that are balanced. We believe a balance of ability, gender, nationality/ethnicity, English proficiency, personality traits, and other considerations are essential in supporting the learning of all students. To successfully develop balanced classes, we believe it is important for teachers and parents to work closely with the

principal to develop class lists for the following year. After endeavoring to meet the differing needs of each student and to develop balanced classes, the principal will make a final decision on the placement of each student.

Leaving Early or Enrolling Late

The following guidelines will normally apply in the situations described below. Exceptions may be considered by the principal, in collaboration with the teacher, based upon unique circumstances.

Students who leave the school before the end of the final semester will not be issued a report card early. The school will either send the report electronically or by post to the address provided by the family.

Students who enroll in SIS at a time other than the beginning of a semester will ordinarily not receive a report card if they have not attended for half the semester.

Withdrawals

Written notification from parents or the official guardian is required before student withdrawal procedures can be initiated. If a student is transferring to another school and needs copies of his/her records, or if special forms need to be completed, written requests should be submitted to the administrative assistant at least two weeks before they are actually needed.

10

School Information

Library

The mission of the Surabaya Intercultural School Library is to support the school's curriculum goals as a PYP IB school, to provide a safe and welcoming environment for community events and family reading time, and to foster a love of literature and learning so that we can all continue to grow as lifelong readers.



In this way, we help to prepare our students to be successful adults and global citizens who will help make our world a peaceful, fair, and productive place.

The library serves SIS students, parents, faculty, and staff with its collection of over 26,000 print and nonprint materials, using Follett's web-based **DESTINY** circulation and catalog programs.

The SIS library hums with activity; it is a flexible facility that is often used by multiple groups simultaneously. Displays, class performances, visiting authors, research, tutoring, community events, faculty meetings, student testing, study halls, school-wide reading initiatives, after-school homework, student socializing, open house, parent-student conferences, and holiday celebrations are just some of the many activities that find a home in this spacious, welcoming setting.

The SIS Library is open every school day from 7:30 a.m. until 4:00 p.m. Special opening hours are posted during holiday and vacation times. The librarian plans and collaborates with all SIS teachers to provide students with the tools for pleasure reading and informational research success. Elementary students visit the library at least twice a week and have a 30-minute library lesson at least once weekly. Secondary students can visit to check out books, browse, study, or socialize during morning break, after lunch, and after school, and at other times as arranged by or with a teacher. The librarian supports the literature needs of students at all levels with a number of teaching opportunities and programs, which can include but are not limited to book talks, preparing class collections of fiction and nonfiction materials, book clubs, book fairs, informal book swaps, peer and teacher book recommendations, holiday literature activities, and themed book displays.

Materials available for patron use include books, magazines, newspapers, and comprehensive print and online reference resources. The fiction and nonfiction print collections are organized into two main sections, elementary/middle school (E fiction, J nonfiction, and JF fiction) and middle/high school (YA fiction and nonfiction). For teachers, the library features an extensive and up-to-date section of Professional books and materials, audio books, fiction and nonfiction videos, and leveled fiction and nonfiction reading sets for small-group use in classrooms. The library also offers a small collection of donated paperback fiction for parent and staff checkout.

The library serves as a wireless hub for the school and can provide visitors with short-term log-in

privileges; it is also a printing center for secondary students. Subscriptions to six online databases and online reading programs are maintained by the library and the IT department and are accessed by students, teachers, and parents via the SIS Academic Portal.

SIS parents and families are invited to use the library during school hours for browsing, reading, tutoring, meeting, and researching. Parents can open up a library account and may check out up to eight books at a time. We respectfully remind our parent community that the library is the "biggest classroom in the school." Please remember to respect teaching materials, learning spaces, and student study areas by monitoring your children at all times. Students below grade 6 can visit the library after school only if accompanied by a parent. Students, parents, and staff members are expected to be responsible in their use of all library materials. Should a book or other library material become damaged or lost, the student who checked out the material will be charged for repair or replacement/shipping costs.

Financial Obligations

Parents and students are expected to settle all financial obligations in a timely manner. Should students have outstanding obligations at the end of a marking period, report cards/ student records may be withheld until such obligations are cleared.

Change of Address

It is essential that SIS be notified of a change of address, telephone number or email address. We must have current contact information at all times. Please inform the receptionist in writing of new contact information as soon as possible.

Student Drop-off and Pick Up

All cars driving onto the campus are required to have an identification/parking sticker issued by SIS. Stickers can be picked up free-of-charge from the front desk in the main office and should be posted in the front window of each vehicle. Once cars have been driven onto the campus, they must follow the designated security traffic pattern. After discharging passengers, drivers should immediately leave the campus and park in designated parking areas. To keep the smooth flow of traffic, drivers are not to get out of the car while dropping off or picking up students/parents.

Drivers should not be present on school grounds except when dropping off or picking up students. They are expected to follow all school rules while on campus including the prohibition of smoking anywhere on school grounds. Drivers, with

appropriate identification, may escort students to or from classrooms directly before or after school.

Lunch deliveries should be clearly labeled and placed on the tables near the Canteen before 11:35 a.m. Any other deliveries (e.g. homework, instruments, etc.) should be clearly labeled and left with the SIS receptionist at the front desk in the main office.

Tobacco, Alcohol, and Drugs

SIS is a drug-free campus. Whether a student is on campus or at a school-sponsored event, s/he is expected not to be in possession of, or under the influence of alcohol, tobacco, or any illegal substance.

Guests and Visitors

All guests and visitors must sign in at the guardhouse before entering the campus and collect a visitor badge. Guests may visit a classroom only with the approval of the administration and the teacher.

Guests who enter the campus are asked to surrender a governmental supplied identification and any parcels for inspection. Guests are required to wear the visitor badge for the time they are on campus.

School Contact Information

Telephone: 031-741-4300

Fax: 031-741-4334

Email:

Elementary Principal: Tylene Desfosses

tdefosses@sis.sch.id

Elementary Secretary: Fitri Irma Kartikasari

fitriirma@sis.sch.id



**SURABAYA
INTERCULTURAL
SCHOOL**