



SURABAYA
INTERCULTURAL
SCHOOL



Authorized IB World School for
The Primary Years Programme



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Family Handbook Elementary School 2023-2024



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Welcome Message

Welcome to Surabaya Intercultural School. I am honored to be a part of the fabulous SIS staff as the principal. SIS is growing quickly following the pandemic and we welcome our new students as well as our returning students to the 2023/24 school year. Welcome to our SIS “family” for those of you who are new.

You will soon learn what an inclusive and welcoming community you have joined.

SIS has a dedicated, skillful, and experienced team of teachers, teacher assistants and support staff who work together 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 make a meaningful difference in the world around them. Our PYP 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 school community is key to each child’s success. It is wonderful to have such a dedicated PTO and so many parents in our school each day! The home/school team is essential in helping our students become balanced individuals, engaged communicators, enlightened thinkers, and empowered global citizens.

Please be sure to take advantage of the numerous activities available for students outside of the classroom. Our talented staff offer a varied after-school program which extends beyond our curriculum to address the holistic needs of each student. Activities include arts and crafts, music, cooking, special interest clubs, Model United Nations and many more. Our Student Council gives students a voice and a chance to bring improvements to our school. We are thrilled to be operating as usual following the pandemic and appreciate the leadership of our students as we return to many of the time-honored traditions that make SIS the special place it is.

SIS offers the best comprehensive education in the city of Surabaya and has been doing so since 1971. It is an honor to lead such an esteemed institution and I look forward to working with Mr. Bishop, our board, parents, teachers and students to make SIS even stronger. On behalf of the staff at SIS, we wish you a successful year.

As always, please feel free to contact me at any time with questions, suggestions or concerns.

A handwritten signature in black ink, which appears to read 'Wendy Woodhurst'.

Wendy Woodhurst

Principal

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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 is valued and will contribute to a positive year for your child.

Important Information

Elementary Instructional Hours

EC 1 TO EC 4 (please check with the teachers, there is a nap time option in the afternoon):

Monday to Friday **08:15 – 3:05**

KG TO GRADE 5 (All Students):

Monday to Friday **08:15 – 3:05**

Religion Instruction for Indonesian Students:

Religion classes will be scheduled for Indonesian students.

*During on-campus learning, students are discouraged from arriving on campus before 7:45 a.m., as there is no supervision and SIS cannot be responsible for their safety. Students who arrive prior to 7:45 are asked to wait in the **designated seating area outside until the bell rings**. After school hours, unless registered for an ASA, students should be picked up promptly at 3:15.*

Our playground supervision begins at 7:45. A bell rings at 8:05. Teachers meet their students at 8:05 in their designated meeting area to enter the classroom and prepare for the 8:15 start to the academic day. Students arriving after 8:05 will go directly to the classroom.



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. However, the school does have holidays during each-semester, over the New Year period, and over the summer. See the school calendar for exact dates.



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 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.

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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.

Additional Support

Our learning specialists provide additional support for students with exceptional learning and/or behavioral needs. They conduct assessments and can also help families with arranging and interpreting external assessments in order to give our students a more data-driven school experience. Additionally, our learning specialists develop various support plans including Individual Education Plans (IEPs) to ensure students receive the instruction, materials and accommodations necessary to have a successful experience at SIS.



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.

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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 8:15 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. Students must be signed up in advance to stay for an ASA. Students who are not signed up for an ASA but who remain on campus past 3:15 will be asked to wait for their parent in the lobby.

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.

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.

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 7:45 a.m. and 3:45 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

Our canteen is open to elementary students for snack and lunch. Friday lunch is a special time as elementary students have permission to purchase ice cream. We ask that this is the only time during the school week that students enjoy this special treat during the school day.

Students are to remain seated during the lunch eating period, unless they ask permission to use the washroom. On Tuesday and Thursdays, the gym is set up for play time (and Fridays during the rainy season). Mondays, Wednesdays, and Fridays during

dry season students will enjoy their playgrounds outside.

Technology Use

Acceptable Use Policy for Devices and Network

We are working towards becoming an Apple Distinguished School. All elementary students have an Ipad for their use at school. By middle school, students are asked to have their own Apple device. Using computers and portable devices is a privilege, not a right. These rules are to be followed with school computers and portable devices, *and* with personal computing devices brought from home to school. These policies also apply when using school related content such as Google Applications at home. In the elementary school, devices should only be brought from home when requested by the teacher and should only be used for instructional purposes during the school day.

When using technology I will...

Respect Myself and Others

- show respect for myself through my actions.
- use school-appropriate language and images.
- not bully, harass, or stalk people online.
- only go to sites that are related to my schoolwork.
- only change or modify other's work with permission.
- not stream video unrelated to class work.

Protect Myself and Others

- not share my password or account details with anyone else
- not publish contact details or personal information in public spaces.
- ensure that the information I post online will not put me and/or others at risk.
- only use email for schoolwork and with teacher permission.
- forward only materials (including emails and images) that are appropriate.
- report any aggressive or inappropriate behavior.

Respect Copyright

- follow copyright guidelines and cite my sources.
- request permission of the owner if necessary.

- not steal or share music or other media in a manner that violates their licenses.

Protect Property

- properly care for personal and/or SIS devices.
- not go into system programs or preferences on SIS devices.
- not reconfigure the SIS computer system, network, or destroy data.
- not lend or hand over SIS properties to people who are not related with SIS.

Role of the School

- **Lost, Stolen, or Damaged Devices** Each user is responsible for his/her own personal and/or SIS device. SIS takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. While school employees will help students identify how to keep devices secure, students will have the final responsibility for securing their devices.

- **Consequences for Violation** Violations of the Acceptable Use Policy may result in disciplinary action, including the loss of a user's privileges to the school's information technology resources. Further discipline may be imposed in accordance with the SIS Student Handbook and SIS overriding school policies up to and including suspension or expulsion depending on the degree and severity of the violation.



- **Supervision and Monitoring** SIS has ownership of SIS email accounts, SIS domain Google Drive accounts and school networks. 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 our 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. SIS reserves the right to determine which uses constitute acceptable use and to limit access and time of access to such uses.

- **IT and Network Considerations:** SIS's Technology department is not responsible for maintaining or troubleshooting personal devices. Users should close internet tabs and applications not in use to respect the school's bandwidth. Users should not use the school's network to download music, videos or apps, unless authorized by a teacher.
- **Social Media** SIS believes in breaking down classroom walls and sharing the wealth of knowledge and learning through social media. **Unless parents indicated otherwise, students and their work may be published on our social media channels, including, but not limited to Twitter, Facebook, Google+, YouTube Channels, Instagram, and Class Dojo.** Student names will never be published on social media.

Elementary Assemblies

The Early Childhood Department will announce various classroom 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. Please check the WAG (Week at a Glance) your classroom calendar and Class Dojo for assembly dates.

Birthdays and Other Celebrations

We love celebrating our students' birthdays.

To protect student learning time all celebrations, once permitted, must be simple. School birthday

celebrations are not a substitute for a private birthday party.

When birthday parties are permitted, please discuss with the classroom teacher the best time to celebrate your child's birthday and only provide cupcakes and possibly a drink. Individual portions should be provided. Only the birthday child's mom or dad can be at the celebration to minimize the number of people on campus. Celebrations must be kept to less than 30 minutes.

All costs are borne by the 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.

Early Childhood students can be accompanied to class by parents or caregivers. Once students have been taken to the classroom, the parent or caregiver is asked to leave campus through the designated drop off and pick up door.

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 teacher or principal, helpers are asked to wait at the entrance during school hours. Parents and caregivers are asked to refrain from

entering the playground area during the school day without permission from the teacher or administration.

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.

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, Festival of STEAM and School Fair, etc. The Parent Teacher Organization (PTO) 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 PTO.

After 8:15 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 Newsletters and Class Dojo

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 school.

From time to time the Head of School will send home special notices. The principal sends a WAG (Week at a Glance) home each Sunday with information about the upcoming week.

Individual teachers have a set up Class Dojo which may be used to keep you informed about class activities and events and requests for parent assistance. Each teacher has their preferred way to communicate with parents and will let you know the best way to reach them at our Back to School evening. In the lower grades, teachers may send notes home in a message book or use some other electronic medium such as Class Dojo or email.

The school launched its new student management system, **Alma**, at the start of the 2019-2020 school year. Elementary parents are asked to ensure that all demographic data is correct. If you have changed your phone number or if you use an alternate email address, please update your records by contacting the school receptionist. The school will use Alma to send out school-wide notifications, as such it is essential you update your information.

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, please contact your child's teacher directly.



School Website

Surabaya Intercultural School has a website which contains information including special events, announcements, 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 and the AERO (US curriculum standards). The PYP 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.

APPROACHES TO LEARNING

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

LEARNER PROFILE ATTRIBUTES

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

ACTION and AGENCY

Demonstrations of deeper learning in responsible behavior through positive action and service; a manifestation in practice of the other essential elements. Agency centers on the fundamentals of voice, choice, and ownership.



The PYP Learner Profile Attributes

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

Through the development of the IB Learner Profile, all members of the school community are expected to develop and display the following as part of their learner profile: 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 they are fit to return to school. 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 37.5° 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.



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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 assessments related to academic need, 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.

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. A letter of progress will be issued by the teacher.

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, submit written requests to the administrative assistant at least two weeks before they are actually needed.



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 25,000 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 7:45 a.m. until 4:00 p.m. Special opening hours are posted during holiday and vacation times.



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 website.

During regular operations, 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. During regular operations, 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.

Lunch deliveries are accepted only from family members or drivers. GoJek, etc. is not permitted. Lunches should be clearly labeled and placed on the tables near the Canteen before 11:45 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.

Campus Access: Parents, Students, Caregivers, 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. Guests should also register with the school receptionist prior to going beyond the lobby.

School Contact Information

Telephone: 031-741-4300

Whatsapp: 0812-7400-4300

Fax: 031-741-4334

Email: admin@sis.sch.id

Principal: Wendy Woodhurst

wwoodhurst@sis.sch.id

Elementary Secretary: Fitri Irma Kartikasari

fitriirma@sis.sch.id



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