

# Family Handbook Secondary School 2023-2024



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of Schools and Colleges



Member of East Asia  
Regional Council of Schools



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## ***Note from the Principal***

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.

I am pleased to note that our secondary program offers a well-rounded liberal arts education that helps students discover their talents and passions. Our curriculum is based on United States standards, with recognition of our context as an intercultural school. Surabaya Intercultural School offers the first western accredited secondary program in the city of Surabaya. Our Western Association of Schools and Colleges (WASC) accreditation assures our community that we are focused on our mission, and constantly evaluating our curriculum and programs to look for ways to improve. It also provides validation of our student transcripts when students move to a new secondary school or apply to universities around the world. Our Advanced Placement (AP) Program offers a wide selection of courses that are equivalent to first year university courses. AP classes are recognized in universities world-wide and help our students prepare for future success. We are proud to be in our fourth year as an authorized school for the AP Capstone program. A strong high school education is a springboard to further specialized study. We work hard with our students to choose their courses thoughtfully, keeping options open while taking advantage of everything SIS has to offer. We ask parents to work with our counselor and teachers to assist students in choosing appropriate courses.

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 sports teams give students the opportunity to compete with other schools in soccer, volleyball, basketball, badminton and track and field. Our participation in the Global Issues Network (GIN) offers students opportunities to attend dynamic conferences in different parts of our region. Our Student Council and National Honor Society give students a voice and a chance to bring improvements to our school. We are thrilled to be operating as usual and appreciate the leadership of our students.

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 as we leave the pandemic behind us. On behalf of the staff at SIS, we wish you a successful year. It is exciting to be resuming all of the fine traditions SIS is known for, and creating new ones as we move forward. Please feel free to contact me any time with questions, concerns, or suggestions.



**Wendy Woodhurst**  
*Principal*



# 1

## Welcome

Welcome to a new school year at Surabaya Intercultural School. Our dedicated and caring Secondary 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 our return to campus this school year we ask that you review our handbook and become familiar with our website ([www.sis.sch.id](http://www.sis.sch.id)). Your involvement in building our

learning community will be valued and will contribute to a positive year for your child.

## Important Information

### Secondary Instructional Hours

#### Grade 6 – Grade 12 (All Students):

Monday to Friday

08:15 – 3:15

- Secondary School students can enter SIS at 7:45 am.
- Block 1 begins at 8:15
- The school day ends with the bell at 3:15 pm.

#### Religion Instruction for Indonesian Students:

Our religion classes are held on Thursday from 3:15-4:00 pm (Tuesdays for our Buddhist students). All Indonesian students must attend these classes as mandated by the government.

### 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

### **Empowered Global Citizens who**

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

## **Secondary School Philosophy**

Surabaya Intercultural School (SIS) was established, and is operated, to provide Early Childhood through High School level education for expat and Indonesian children living in Surabaya. Our philosophy is based on sound and proven principles and methods of education.

SIS accomplishes this aim by offering its student body a curriculum and physical environment comparable to that of American schools of high academic standing.

Since the school's international student body is highly mobile and reflects diverse educational and cultural backgrounds, another SIS goal is to prepare its students to be able to smoothly integrate with school systems in other countries.

Additionally, SIS endeavors to provide an environment that fosters learning about, respect for, and appreciation of different cultures, including the beliefs, practices, and traditions of our community members, and, in particular, those who are citizens of our host country Indonesia.

Finally, SIS seeks to assist parents and the community in the education of their children and to provide an impetus for parental and community



provided instruction and guidance on the tenets of community service and service learning during their Advisory classes.

- develop a growth mindset
- reflect upon their own learning



### 3

## Curriculum

Keeping with the philosophy that learning is a lifelong endeavor, the curricular framework being offered in the Secondary School strives to equip students with all the necessary skills to be successful in international education and their careers. Our curriculum reflects an awareness of the valuable cultural resources we have within the school because of the diverse cultural backgrounds of our students and faculty. We guide students to develop a greater sense of international awareness, cooperation, and service to others, and to become contributing citizens of the world.

SIS follows a standards-based curriculum:

- The Elementary and Secondary Schools have adopted the AERO version of the **Common Core State Standards** for English Language Arts and Literacy and Mathematics. The AERO standards are developed specifically for international schools.
- The Next Generation Science Standards (NGSS) serve as the framework for our science curriculum. The National Council of Arts (NCAS) outlines our Arts Education Standards. Social Studies and Foreign Language curriculum are set forth by the **AERO Curriculum Framework**. All curriculum documents at SIS provide the requisite skills and knowledge our students need to go on to successful University careers.
- The culmination of our high school curriculum is the College Board's

**Advanced Placement (AP)** program. We are pleased to have been selected to offer the AP Capstone program. This will allow students to earn the College Board AP Capstone Diploma.

### 4

## Student Services

SIS provides a planned program that is responsive to the academic, developmental, health, social and personal needs of students and the school community. Our school offers a wide range of services that are designed to meet every student's individual learning needs.

### English Language Learning (ELL)

Our ELL teachers provide English language support for students whose first language is not English. Teachers and ELL specialists work together to scaffold support in their everyday lessons for all students. The goal of our ELL program is to ensure all students have access to our school's curriculum.

### Learning Specialists

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.

### University Counseling

The school counselor provides guidance to help students gain admission into colleges and universities all over the world. It can be a complicated, demanding, and time-consuming process. The SIS school counselor will help guide, support, and counsel students and parents as they research schools, make choices, select, and visit universities, and complete applications. Appointments can be scheduled directly with the school counselor.

### School Health Clinic

Our qualified nurse assists students throughout the school day. She provides immediate nursing care for

illness or on-campus injuries. The nurse also assists students and their parents with referrals for services not provided at SIS. Every Friday, the school has a doctor present in the clinic to consult with students and their parents.



## 5

## General Guidelines

### Canteen

We are pleased to have opened our canteen again this year. Students may purchase items from 7:45-3:30 (during breaks).

### Go Jek and Other Deliveries

In order to minimize classroom disruption, deliveries from outside services are not permitted during the school day. Family drivers with proper identification may drop off lunches at the security gate.

**Dress Code (please note, a committee of staff and students will review this policy early in the 2023/24 school year).**

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.

For PE classes, students must wear the required PE uniform (available through the Front Office), and appropriate footwear. Athletic swim wear is required for the pool. Classes such as science labs may have specific requirements for clothing and footwear.

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.

Students, staff, and teachers are expected to maintain a professional dress code that respects all members of our multicultural learning environment. Student adherence to the dress code is assessed by teachers and the administration.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.);
- Bottom (pants, shorts, skirt, dress, etc.); and
- Footwear.

Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups;
- Intentionally show private parts (cleavage, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen-through) material;
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose)

### Guest Privileges

Parents, former students, and invited guests of teachers may visit a classroom by making advance arrangements with the teacher or administration. Guests must sign in at the front desk before entering the campus. Please remember that when instruction is taking place, it is not appropriate to use such time for consultation. Conferences can be arranged by appointment.

## Health & Emergency Procedures

### Student Health and Emergency Form

- Parents must update each student's annual Health and Emergency Form.
- Proof of a physical examination within the past six months must be given preceding initial enrollment; annual examination for students participating in competitive sports. It is also strongly urged that students have a complete physical examination before 3rd, 6th, and 9th Grades.
- Parents are asked to maintain their child's medical immunizations and keep the school informed.
- Please notify the school of any special health problems or concerns that are either chronic or that arise during the school year. This includes any allergy to medications, bee stings, nuts, etc.
- Please update your emergency contact information in case of a serious accident at school. (After attempting to contact parents, the school nurse will move the child to the National Hospital for subsequent care).

### Medication during School Days

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 and kept on file in the School Clinic. 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.

### Communicate Minor Illness or Injury

Parents will be notified if a minor illness or injury may need further attention and will be notified immediately if the child has a more serious illness or injury. It is therefore urgent that parents notify the school when they will be out of town, informing the school as to who has guardianship of their children in their absence. It is also important that the school has up-to-date contact numbers for each parent.

## Contagious Illnesses

To prevent the spread of disease, a student who has been diagnosed as having a contagious illness must be kept at home until a note from a doctor, stating that the student is fit to return to school, has been received and approved by the school nurse and Doctor.

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.



## School Information

### Library & Media Center

Our library's mission is to support the school curriculum, promote the appreciation of literature, and teach information literacy skills. The Library serves SIS students, parents of students, and the faculty and staff with its collection of over 30,000 books, periodicals, and audio-visual materials.

Library Hours are 7:45 a.m. to 4:00 p.m. every school day.



### Library Resources

- Fiction and Nonfiction Collections are divided into reading levels: Easy ("E") and Beginning Chapter ("BC") for Early Childhood through Grade 2, Junior ("J") for Grades 3 through 8, and Young Adult ("YA")

for Grades 9 through 12. The library collection also has special collections focused on Indonesia (nonfiction), Asian Literature, books published in students' home languages, and graphic novels.

- Periodicals: The Library subscribes to over 35 titles of professional, current events, and personal interest periodicals. Current issues may be checked out by staff members overnight; back issues for one week.
  - Destiny is an online catalog of our library resources and allows patrons to search for resources in a variety of ways.

### **Lost or Damaged Books**

All patrons are responsible for loss of or damage to library resources. Repairable books will be charged 25 – 100% of replacement cost, depending upon the extent of damage and the cost of repairs.

### **Student Library Rules**

- Students may use the Library and its resources to complete homework and conduct school-related or independent research. Playing cards or video games is restricted to the canteen.
- Students who cannot stay awake while in the Library will be directed to the nurse's clinic.
- English must be spoken at all times so that we are including everybody.
- Students should behave quietly and calmly so as not to disturb other Library users.
- Food, drinks, candy, and gum are to be consumed outside of the Library.
- Students may borrow up to 8 books at a time for a maximum of two weeks.
- Overdue notices are distributed through email or via classroom teacher. Report cards are withheld until all library fees are paid.
- All patrons are responsible for loss of or damage to library resources.

### **Locks, Lockers & Personal Property Security**

Students should take responsibility for their personal property, which, for example, should not be left unattended in hallways, on benches, or in other areas of the school. SIS cannot guarantee the security of personal property on campus. Students are encouraged to leave expensive/valuable possessions

at home and discouraged from bringing large sums of money to school.

### **Lost and Found**

All lost articles should be turned in to the school clinic on the day that they are found. Students who have lost articles can claim them in the clinic between 7:30 a.m. and 3:30 p.m. Unclaimed articles of clothing will be given to charity at the end of each semester.



### **Skateboards, Rollerblades, Scooters & Hoverboards**

Skateboards, rollerblades, scooters or hoverboards may not be used on the SIS campus.

### **Telephone Use**

Students are asked not to use the telephone at the receptionist's desk. With the approval of the Principal or the Head of School, in emergency situations, students may be permitted to use this phone for short-duration phone calls only.

### **Textbooks and Supplies**

Textbooks are provided to all students on a loan basis. Students are responsible for books checked out to them and must pay the book's total cost for replacement, plus an administrative charge, if the book is lost or damaged. Students provide their own notebooks, paper, pencils, pens, and other necessary supplies. From time to time, students may wish to borrow textbooks over the summer months. Borrowing textbooks requires a deposit of 600,000 IDR per book.

### **Technology Use**

#### **Responsible Usage Policy**

SIS is working towards becoming an Apple Distinguished School. All secondary students are

asked to bring their own Apple device to school each day.

### **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.

\*This AUP was developed based on an original by Andrew Churches at <http://edorigami.edublogs.org/> and the Acceptable Use Policy of Oak Hill Middle School <http://oakhill.newton.k12.ma.us/content/oak-hill-middle-school-acceptable-use-policy>

## **7 Academic & Attendance Policy**

### **Academic Expectations**

Report cards are issued to give students and their parents an idea of student progress and to maintain records of student achievement that can be sent to other institutions. SIS will issue student transcripts when the student transfers or applies for college.

### **Academic Grading**

### **The grading scale, alpha grade and GPA Equivalent**

97-100 = A+ = 4.0	93 - 96 = A = 4.0	90 - 92 = A- = 3.7
87 - 89 = B+ = 3.3	83 - 86 = B = 3.0	80 - 82 = B- = 2.7
77 - 79 = C+ = 2.3	73 - 76 = C = 2.0	70 - 72 = C- = 1.7
67 - 69 = D+ = 1.3	63 - 66 = D = 1.0	60 - 62 = D- = 0.7

### **The grading scale for Advanced Placement courses, alpha grade, and GPA equivalent**

93 - 100 = A+ = 4.0	90 - 92 = A = 4.0	87 - 89 = A- = 3.7
83 - 86 = B+ = 3.3	80 - 82 = B = 3.0	77 - 79 = B- = 2.7
73 - 76 = C+ = 2.3	70 - 72 = C = 2.0	67 - 69 = C- = 1.7
63 - 66 = D+ = 1.3	60 - 63 = D = 1.0	57 - 59 = D- = 0.7

### **Academic Honesty**

SIS expects all students to refrain from acts of academic dishonesty, including plagiarism; stealing quizzes or tests; copying assignments, quizzes, or tests from other students; or using unauthorized notes during a test. Students shall not provide false information to school officials and/or parents or guardians with regard to any grades or report cards, attendance matters, progress reports, discipline matters, or any other school business. All of these are considered examples of academic dishonesty. Academic dishonesty will be dealt with by the classroom teacher the first time. If there is a second offense, there will be an office referral and a parent meeting. A third result will be included in university entrance admission information.

### **Attendance**

SIS expects that every student will be on time with consistent attendance. Students gain the most benefit from their classes when they attend those classes regularly for the entire school year. Secondary teachers take attendance each period using Alma.

### **Absences or early release**

It is requested that parents inform the school receptionist of any planned absences prior to the event. This could be in the form of a written letter,

email, or phone call. The receptionist will inform the teachers of the absence. If a parent has not informed the school of an absence and the school is unable to reach the parent by phone or email, then the student must produce a written letter from a parent upon arrival back to school. This letter should outline the reason for the absence, or the absence will be considered unexcused.

When a secondary school student is aware of their planned absence it is their responsibility to contact each of their teachers three days prior to inform them of their planned absence and to collect any work the teacher may have for them. They should try to keep up with their assignments and homework while away. If students need to leave campus during the day, they must either have verifiable permission from a parent or guardian of a previously scheduled appointment, or they must be sent home by the school nurse. Permission will not be granted to leave to study for tests such as finals, the ACT or SAT. They must also obtain a Permission to Leave Campus Form from the main office which must be surrendered to security at the main gate. Students leaving during the school day must obtain written permission of Secondary Principal.

### **Credit for Secondary Courses**

Students who miss more than 8 class periods of a single class will be considered chronically absent. A meeting will be called between the principal, the student, and the parent in order to find a solution to the problem. Regardless of whether absences are considered excused, students who miss more than 12 class periods of a class may be denied credit for that course and need to be enrolled in credit recovery for the course, while simultaneously attending the course until the end of the year and completing expected requirements. Exceptions can be made by the Head of School/Secondary Principal for extenuating circumstances only after a meeting with the parents and the student.

### **Tardy to Campus**

All students arriving tardy to school must report to the school receptionist to receive written permission before going to the classroom. It must be shown to the teacher upon arrival to their class. Alma records will be changed from absent to tardy, if the student arrives in the first 15 minutes of the class. Teachers

will refer students who are chronically late to their class to our Student Services Team.

### **Assessment policy**

Students are expected to submit both formative and summative assignments on the due date.

#### **Procedure:**

- Due dates for major summative tasks/tests are communicated early in the quarter.
  - Due dates are allowed within a range of dates
  - Extensions for submission of assignments are based on individual circumstances
  - For end of semester reporting purposes, there will be firm, schoolwide cutoff dates for teachers to evaluate student work.
  - If a student does not submit work on time, the [Late Assignment Procedures](#) apply.
  - Missing summative work will be assigned an "I" in Alma. If the "I" remains at the end of "I" deadline communicated with the student and parent, the numerical value assigned will be 59% (56% for AP classes) which is the equivalent to an "F" or fail.
  - Marks are not deducted for late submissions. Lates (and attendance) will be reflected in the SIS Core Learner Attributes Assessment [Learner Attributes Rubric](#)
- Zeros are not given when students fail to submit required assessment evidence. If a student has not submitted summative assessments by the end of the semester, they will receive an "I" for that assessment. Students must demonstrate at least minimal proficiency of the learning standards in order to pass the semester.

### **SIS CORE Learner Attributes Assessment**

The SIS CORE Learner Attributes Assessment reflects the skills and dispositions of an SIS student. They are derived from our SIS Mission Statement and Core Learning Outcomes. The SIS Core Learner Attributes Assessment plays an important role in the SIS standards-based grading and reporting process. Subject grades reflect the student's achievement of the prescribed learning standards in each subject area. This Learner Attributes Assessment reflects effort, participation, and behavior. As a result, students and parents receive detailed information

about performance and where efforts to improve should be focused. Mid-semester self-evaluations are completed by students and initialed by teachers. The end of semester report cards includes each teacher's assessment of **EX (excellent), G (good), S (satisfactory), P (poor) for each class**. This information is included in university entrance reference checks; universities are placing a high weighting on these attributes when evaluating students for admission.

### Final Exams

Students are expected to attend school on final exam days, as well as those leading up to the final exams. Final exams will not be administered early, so please do not schedule travel or holidays earlier than the last day of the semester. Should a student become sick, a later date will be set to take the exam. Please check the current school calendar before scheduling travel so students are not absent on Final Exam days.



### Report Cards, Conferences and Progress Reports

The Secondary School year is divided into two semesters. Report cards are issued at the end of each semester, and parents can monitor their student's progress by using the Alma Now app. High school semester grades are a cumulative result of work done during that semester (90%) and the end-of-semester examination or project(10%) while Middle School Semester grades are based

on class work throughout the semester. Report cards are sent home with the students at the end of each semester.

Midterm progress reports are issued at the end of first and third quarter and serve as a valuable tool for student goal setting. Scheduled parent/teacher conferences take place following the close of the first and third quarters. Teachers and parents are encouraged to set up conferences through the school's main office at any time during the year to discuss student progress.

ELL (WIDA proficiency 1.0 - 3.5) students will receive a grade of "L" for their first semester at SIS when language proficiency hampers academic progress. Grades below a "C" will be changed to "L" for this reason. Subsequently, ELL students whose WIDA proficiency level is a 1.0 - 3.5, will not be exempt from grades below "C" after their first semester. Teachers are required to differentiate to meet the needs of language learners.

### Academic Difficulty

If a student is receiving grades below 60% at mid-term, parents will be notified. It is crucial that parents attend parent/teacher conferences to discuss student achievement.

If a student is unable to make improvement in their grades by the next reporting period, a student-parent meeting will be held between administration, Support Services, and classroom teachers to discuss the student's progress and to design and initiate an intervention program to help improve academic achievement.

If a student fails to meet the goals set in the intervention program during the following reporting period, academic probation will result. Participation in any extra-curricular activities will be limited. If there is still no improvement during the next reporting period, another meeting will be held with the student and his or her parents to discuss educational options other than SIS.

### Advanced Placement Courses, Exams, and Fees

College Board's Advanced Placement (AP) program at SIS offers university-level courses and exams to appropriately prepared Grade 10, 11 and 12 students. They give motivated students the

opportunity to get ahead academically by potentially earning university credit while at SIS.

AP courses are identified as such on the course description documents, the report cards, and the transcripts. Grades given in AP courses are calculated using the "AP Grading Scale." The grade which appears on the report card is the actual grade earned in the course.

SIS supports the AP College Boards philosophy that, "Students should not be rushed into AP course work but should instead develop the necessary skills and conceptual understandings in foundational courses prior to enrolling in AP".

While the majority of AP classes are developmentally designed for grade 11 and 12 students, academically



prepared Grade 10 students may choose to take AP courses. To increase the chances of success, prerequisite courses must be taken to prepare for AP classes (for example, AP Calculus should not be considered prior to Algebra II and Pre-Calculus).

Permission to self-study for AP exams may be given when a course is not offered at SIS during the school year (for example, AP Microeconomics is offered but AP Macroeconomics is not). Credits are not earned for self-studied courses, and they do not appear on transcripts.

SIS recommends a maximum of five Advanced Placement classes per year.

A fee is charged for each exam administered. For additional information, students and parents should contact the Counselor and/or Secondary Principal.

Late fees will be assessed if a student changes or drops an AP exam after the regular deadline set by the College Board.

Mock exams will be held on weekends. The schedule is set early in the second semester and will be available on the school community calendar. These are mandatory and serve as the basis for the students' semester exam grade.

### **Class Schedule Changes**

Schedule changes must be formally requested through the school counselor and principal and should be for educationally sound reasons. Once school has started, student-initiated changes must occur on or before the first two weeks of the school year in order to comply with attendance and credit-earned policies. Parental and principal permission is required.

As High School credit is earned and placed on an official transcript, it is critical that schedule changes be minimal and support academic progress. School-initiated changes designed to place students in the proper academic level of a class may occur at any time of the year under the supervision of the Secondary Principal and counselor, and with the recommendation of the classroom teachers.

All students are required to take the Mock AP Exam for each course, whether they choose to write the AP Exam through the College Board or not. Unless there are extenuating circumstances, the Mock Exam will account for up to 10% of the final mark in semester 2. Students writing AP exams must attend courses during the day except for the scheduled exam time.

### **Correspondence or Online Course**

SIS cooperates with accredited institutions to offer online courses to students who require additional course offerings. All online courses for credit must have prior approval of the Secondary Principal. A maximum of three units of credit through correspondence may be applied to graduation requirements. The costs for online courses taken to make up credit due to a failed course are the student's responsibility. However, courses that help students complete their desired academic pathway, beyond the course offerings at SIS, may be covered by the school, upon Principal approval. When

students pass a course from an online institution previously approved of by SIS, a "P" will be awarded on their transcript.

All courses taken at Surabaya Intercultural School, either passed or failed, will be reflected on the transcript.

### **Final Examinations**

Final examinations, or an equivalent project, are given in all subjects (Grades 9 - 12) at the end of each semester. These exams/projects represent no more than 10% of the semester grade. Parents and students should consult the school calendar when planning holiday travel and make every effort to assure the student's presence on final exam days. For absence due to illness, special arrangements may be made by contacting the Secondary Principal.

### **Graduation Requirements**

In order to reflect the requirements of the National Ministry of Education, graduation requirements at SIS change according to the year of anticipated graduation. Please meet with our School Counselor for your student's graduation requirements and which courses to select for a desirable university placement in the future.



### **Homework**

At SIS we believe that if homework is given that it should be purposeful and should be varied depending on the level of the students in the class. Teacher monitoring and involvement is key – putting students in a position where their learning is too complex is not healthy. In addition, it should never be given as a punishment. It is crucial that teachers balance their assignments so that students do not receive too much on any given night. Please take into account that an assigned test or quiz for any given day automatically means a student has at least an hour of homework in preparation for that assessment.

Teachers will use the Google Classroom to manage the amount of homework that is given.

### **Study Halls/Independent Study classes**

Some students have been assigned to independent study classes. They must check in with their independent study supervisor for attendance and remain in their assigned room for the block. If students want or need to visit a teacher, they may do so only if given permission by their supervisor. The study hall supervisor may contact teachers via email to ensure the student has permission to visit the teacher. All independent study students are expected to work quietly. These classes serve as supplementary periods and are not designed like a traditional class with a teacher leading the class.

### **Secondary Student Awards**

SIS prides itself on recognizing student accomplishments and personal victories regularly in and outside of the classroom. Some awards are earned because of academic achievements, community service, global citizenship traits, athletic or artistic skill and more. All awards are designed to reflect our Philosophy, Core Learning Outcomes and national or international initiatives invited into SIS by our community of educators.

### **Tutoring**

Before going to the expense of hiring outside tutors, please meet with your child's classroom teacher to determine if there is a need. SIS teachers are available after school to help any of their students. Because of after school activities, sports, and teacher meetings; however, it is important that parents and/or students speak to the teacher in advance to find a convenient time for extra help. Your child's classroom teacher is a professional educator and is the best resource for helping your child progress. In some cases, the teacher may recommend that a student can benefit from outside tutoring. If that is the case, please be aware of the following guidelines:

- Tutoring is a private contractual agreement between the parents and the tutor, and all tutoring expenses are the responsibility of the parents.
- While the classroom teacher may provide direction to the tutor by identifying problem areas and suggesting study topics, it is not

the responsibility of the teacher to provide the tutor with lesson plans and materials.

- Please be sure that the tutor understands NOT to do the work for the student! The role of the tutor is to guide the student, and to help the student study and learn more effectively.
- Homework is an important source of information to the teacher about how students learn. If papers are completed primarily by a tutor and the student cannot pass the test over the work the tutor has done, then time and money has been wasted. Make sure that your child understands that he/she must do the work, and that the tutor is only present to help clarify directions and assist with difficulties.
- The most effective remedy for academic difficulties involves regular communications among the classroom teacher, parent and student, and daily study at home supervised by a parent or other adult whose supervision is respected and accepted by the student. Please contact the SIS office if you need translation assistance to communicate with a teacher.



## Secondary School Code of Conduct

### Why this policy?

Each person in our school community is responsible for their own attitude and actions. These attitudes and actions help to create and uphold positive relationships between members of our learning

community. The Secondary Code of Conduct is in place so that everyone will be safe, responsible, and respectful to themselves and each other.

### Your Rights

For all school-related events, on- and off-campus, students should expect to experience

- A physically and emotionally safe environment
- Fair expectations, regulations, policies, supports and penalties
- A respectful learning community

### Your Responsibilities

- **Be Safe**
  - Communicate without aggression in word choices, physical actions, and non-verbal behaviors.
  - Be where you should be.
- **Be Responsible**
  - Pursue academic honesty in your own efforts and when helping others.
  - Follow teacher directions that support our Code of Conduct.
  - Follow the Responsible Use Policy for Computer Use and Networking.
- **Be Respectful**
  - Respect property that is yours or others.
  - Speak English in the classroom so everyone can understand what is being said.

### Disciplinary Measures

For students who do not meet the Code of Conduct:

1. A faculty or staff member will have a discussion with the student.
2. Consequences will be followed according to classroom rules.
3. Repetitive, unsafe, irresponsible, or disrespectful behaviors will be referred to the principal.
4. Parents can be notified at any stage of disciplinary measures.

### 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. Failure to comply will result in suspension.



## 9

## Office Policies and Procedures

### Accurate Contact Information

An emergency action plan has been formulated to protect life and property in the event of fire, earthquakes, bomb threats, civil unrest, or other disasters.

It is critical that the office has current contact information for all parents. This should include handphone and e-mail contact. It is important to the health and safety of your child that parents notify SIS of a change of handphone number, e-mail address, or home address during the school year. Please notify the office, in writing, of the new contact information, as soon as possible.

### Cars, Drivers and Parking

All cars driving into the SIS 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.

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 should be clearly labeled and deposited on the tables outside the canteen, which are designated for that purpose, prior to the secondary lunch periods. While waiting on campus, drivers must remain in the parking lot or in adjacent seating areas. Courteous behavior is expected of them at all times. Employers will be notified if their drivers break school rules. Drivers who do so may be denied entry to the SIS campus.

### Student Drivers

Student drivers need to possess a valid driver's license. A copy of the license must be filed in the office if a student plans to drive a car to school. Drivers need to be aware that this is a school campus with many young children in and around the parking area. Students must drive their cars in a safe manner. Any complaints received about student drivers will be investigated. After a first infraction, students will lose their privilege to drive to campus for one week and parents will be notified. A second infraction will result in permanent loss of driving privileges.

### 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 will be withheld until such obligations are cleared.

### Transcripts and School Records

Confidentiality is maintained with regard to SIS report cards, documents from former schools, and the results of national and international standardized testing. If a student is transferring to another school and needs copies of academic records, or if other official documents are requested, please submit this request to the Secondary Principal at least one week before they are physically needed. Last minute or same day requests will not be honored, especially at the end of the school year when it is the busiest time for administrators and front office staff.

### Withdrawal from SIS

Written notification from parents, or an official guardian, is required before student withdrawal procedures can be initiated. The office requests a minimum of two weeks to prepare student records.

## **Withdrawal from After School Activities and Other Programs**

The athletics and after-school activities programs at SIS have an educational purpose. We believe that these programs offer meaningful experiences for our school community outside of classroom instruction and academic routine. They also provide effective opportunities for character building and learning social skills, without which academic success is incomplete. Activities referred to in this handbook are those individual or group co-curricular activities which extend, support, intensify, and motivate students in the curriculum. These activities provide opportunities for enrichment, skills development, and personal growth beyond those available in the classroom.

### **After-School Activities (ASA)**

SIS provides a comprehensive after-school activity program which is open to all K-12 students. The school year is divided into three activity sessions, each lasting for approximately 10 weeks. Parents and students will receive information pertaining to offerings and registration procedures prior to each session. Students are urged to participate in after-school activities in accordance with their academic load. Spo

### **Student Clubs and Organizations**

A variety of student clubs and organizations (e.g., Student Council, National Honor Society, etc.) the school will sponsor is determined by the secondary students and teachers at the beginning of each year.

## **High School Prom**

The High School Prom is a dance organized by the HS Prom Committee/Student Council and is held at the end of the school year. All students in Grades 9-12 are invited to attend. Grade 8 students, if they are invited by a student in grades 9-12, and have permission from their parents, may also attend. The Prom Committee plans the location, decorations, theme, cost, and other aspects of the Prom in consultation with their advisors.

### **Graduation Ceremony**

During the graduation ceremony, the school certifies that a student has completed the required course of study leading to an SIS diploma. The senior class advisors, working closely with the Administration, begin the planning process for the ceremony, early in the second semester. Parents should know that there are fees specific to graduation.

The senior class will decide who will be their featured speaker (normally an adult from the community), and the venue of the Senior Luncheon, to which the graduates, their family, the faculty, the Administration, and board members are invited to attend.

### **Varsity Activities**

A varsity activity is generally defined as an activity involving competition or engagement with another



expansion of the school. Excursions and trips planned by teachers promote the academic goals of specific courses as a supplement to their instruction. When planning an excursion, the follow considerations are made:

- The safety of the students

- Facilities available such as toilets, drinking water, food
- Transportation to and from the destination
- Parent or other teacher chaperones
- Lunch or snacks
- Other classes and teachers that may be affected

### **Supervision**

All excursions/school trips including Week without Walls must have prior written approval of the Secondary Principal to ensure that all students are supervised by the faculty from the time they leave SIS until their return. All SIS field trips/groups must be accompanied continuously by designated SIS-approved chaperones from the time of departure through the completion of the trip at a ratio not to exceed 1:12.

Regardless of the ratios noted above, a field trip will be accompanied by a minimum of two designated SIS-approved chaperones. Ideally, although not a requirement, there will be a male and female chaperone, and every effort will be made to ensure that at least one is proficient in Bahasa Indonesia if the trip is within the country.



### **Week without Walls Trips**

Week without Walls trips provide students with experiential learning opportunities. They are hands-on educational opportunities that allow our learners to acquire real-world skills and knowledge that are supplementary to what they learn inside the four walls of a classroom.

Not only do Week Without Walls trips provide students with unconventional and exciting educational opportunities, but students are also able to positively

impact the communities they visit by providing services otherwise not available to those particular communities. These trips provide exposure for students to understand and address challenges faced by the local communities in Indonesia and foster demonstration of our Core Learning Outcomes (CLOs) through their actions and service.

The Week without Walls trips are an opportunity for students to culminate all they have learned in the classroom, and provide guided, sustained connections with learning in the world outside of the classroom. All students in Grades 6-12 are required to attend and participate in their grade level Week without Walls trip. No exceptions are made, unless due to documented disability or illness, with the consent and permission of the Secondary Principal. Any student who does not attend the Week without Walls trip will accrue unexcused absences for the week, which will count toward student's absences for the year.

### **Parent and Student Responsibilities**

Prior to any off-campus excursion/school trip, a notice will be sent home informing parents of the plans and what, if anything, they will need to furnish. A signed parent permission slip must be received for each student going on the trip, including detailed medical and emergency contact information.

Students are expected to follow the SIS Code of Conduct during all trips: Safety, responsibility, and respect. Infractions during excursions will result in consequences, potentially including immediate removal by teachers.

### **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.

### **School Contact Information**

Telephone: 031-741-4300

Whatsapp: 0812-7400-4300

Fax: 031-741-4334

Email: [admin@sis.sch.id](mailto:admin@sis.sch.id)

Principal: Wendy Woodhurst

([wwoodhurst@sis.sch.id](mailto:wwoodhurst@sis.sch.id))



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