



SEKOLAH
LENERA INDONESIA
BUILDING CHARACTER & ACADEMIC EXCELLENCE

Parents' & Students' Handbook

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ACKNOWLEDGEMENT

We, the parents of of class hereby acknowledge the receipt of the SLI Parents and Students' Handbook from Sekolah Lentera Indonesia.

In order to strengthen the HOME- SCHOOL collaboration and to facilitate the effective implementation of this handbook, we shall abide and guide our child based on the existing rules, policies and regulations of Sekolah Lentera Indonesia.

.....

Parent's signature over printed name

PARENTS'/STUDENTS' HANDBOOK

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VISION

With its integrated & updated teaching approach, SLI strives to nurture students to be at their **BEST**,

- **Believe in and Fear God**
- **Enjoy the learning processes**
- **Strive to reach their highest potential, and to respect themselves and others**
- **Think creatively and proactively in a rapidly changing world.**

MISSION

We endeavor to give broad exposure to a core body of knowledge, ensure depth of understanding and appreciation of connectedness between disciplines, cultural literacy, and ability to communicate with confidence.

It incorporates the best of the latest educational methods from all over the world. This includes: creative & critical thinking, including fluency in English; the intellectual rigor of high academic standards, especially in Mathematics & Science; and real-world practicality in its focus on project work & community involvement.

PHILOSOPHY

SLI seeks to provide a nurturing and challenging environment for our nation's future leaders. We strive to develop and provide a constantly growing educational program dedicated to academic excellence and character building.

We believe that every student is a unique and valuable individual, who deserves the best educational opportunities in his/her life. Students must have the right to express their expectations in learning and develop to their best potential. Furthermore, education must foster not only the academic and intellectual, but also the social, moral-ethical, emotional and spiritual growth. We believe that students excel in a nurturing environment that fosters: love of learning, relationship building, and self-motivation.

We believe that the most effective educational system requires a dedicated and interactive group of students, teachers and the community. We believe that the best educators are the parents and teachers, who are in tune with the needs and emotional development of the children. The teachers work closely with the families & community. Parents' involvement is vital in the teaching-learning process. The interaction amongst the educators and the students must be governed by godly values and strong moral virtues.

OBJECTIVES OF EDUCATION

1. Emotional Intelligence & Life Skills

Students will learn to develop self-awareness and self-mastery through learning and internalizing essential character principles that lead to personal effectiveness and success.

2. Interpersonal & Communication Skills

Students will develop competence in receptive (listening and reading comprehension) and expressive (speaking and writing) skills. They will learn to appreciate and evaluate the different modes of communication in the literary, visual and performing arts. They will also learn to communicate effectively themselves.

3. Critical & Creative Thinking

Students will learn to infer, deduce and question, and hence cultivate a rigorous thinking process that is logical, lateral and imaginative. They will also develop the competence to apply and transfer knowledge and skills learnt across disciplines, and recognize the relevance and inter-connection of what is learnt.

4. Global Perspective & Understanding

Students will cultivate their cultural and international sensitivity through the awareness of global affairs.

5. World Readiness in the Digital & Genetic Age

Students will develop competence to take on the challenges of the 21st century, as we cope with the huge possibilities and accompanying challenges brought to us by the information technology; and as breakthrough in molecular biology and genetic engineering present massive potentialities and dilemmas. Students will be equipped through the knowledge of the issues and skills in question and the values to manage the challenges.

6. Independent & Positive Learning Attitude

Students will develop self-directed inquiry and life-long learning skills in the process of learning how to fish rather than be given the fish. They will learn to monitor their own learning, and develop a positive and responsible attitude toward learning and work.



The logo reflects the vision, mission, philosophy and objectives of the school. The eagle symbolizes the courage, resourcefulness, strength and dignity that we want to inculcate in our children; and its blazing eye reflects the name of the school, Lentera (“light”). The four strands of the eagle’s wing represent each of the four pointers in both our vision and mission. The primary colors of red, blue, and yellow in the symbol respectively represent the primal passion, integrity and creative energies with which we pursue our objectives of education. The circle around the eagle symbolizes the school’s philosophy, the holistic development we seek to nurture in the children – with emphasis on various aspects of academic development and character building – that our students may achieve all-round excellence in the circle of life.

SCHOOL ORGANIZATION AND ADMINISTRATION

PT. Lentera Kasih Internasional, the company, administers the school. The company is represented in the management and is responsible for its overall direction and control. The Managing Director, Academic Director and Principals run the school and are responsible for implementing its practices and academic programs.

SCHOOL POLICIES AND PROCEDURES

ABSENCES & TARDINESS

Absence from school may be excused for the following reasons:

- (1) The student’s illness (with letter from a doctor)
- (2) A medical, dental, or immigration appointment;
- (3) Severe illness or death in the student’s family.

In the above cases, it is mandatory that:

- (a) The parent/guardian informs the office in the morning by means of a letter or a phone call between 7.00-7:30 a.m. or
- (b) A medical certificate by the physician or letter by the parent/ guardian is presented by the student to the classroom teacher upon his/ her return.

In cases of excused absences, the student may do make-up work within a reasonable period of time with the teacher's assistance. **Make-up quiz/test will be given ONLY for school permitted leave (duly acknowledged and authorized by the school principal in writing, severe illness (must be supported by a detailed medical report and letter from a doctor) and death in the student's immediate family. Extended holidays are considered unexcused absences.**

School Permitted Leave of Absence

SLI understands the situation where students and parents may need to request for leave of absence from the school. Students and parents may request for a school permitted leave following the procedures below;

- A formal letter of request MUST be given to the school at least 2 weeks before the planned leave of absence.
- The formal letter MUST cite the reasonable ground/s for requesting a school permitted leave and the intended dates.
- The formal request letter will be subject to the school management's evaluation. Such request **MAY or MAY NOT** be granted based on the reasonable grounds cited in the letter.
- The final approval of such request will be communicated to the requesting party after 1 week.
- The school management will acknowledge and authorize the requested leave via e- mail.
- Once approved, the stipulation cited below will be sanctioned and taken into consideration.
 - ✓ No make-up and remediation classes will be conducted.
 - ✓ The student will be responsible to independently study to catch up on missed lessons.
 - ✓ The school attendance report of the child will be recorded as such; **this will also be applied for sick leave due to severe illness.**

E.g Term 1 School Attendance	E.g Total number of school days (50 days)	
School Permitted Leave or Sick Leave	Absences	Tardiness
E.g 20	E.g 0	E.g 2

90% Attendance Policy (for MS/HS ONLY)

- All Middle and High School students MUST meet the 90% attendance in order to be promoted to the next level.
- In the event of illness and other reasonable grounds of absences approved by the Principal, this will not be accounted to the 90% attendance policy rule.

Tardiness

Students who arrive late to class can be disruptive to their classmates and teacher. Tardiness also has an adverse effect on the tardy child's educational progress. When a student is tardy, a school staff member will record the same. To minimize disruption while enhancing punctuality, please ensure that your child arrives to school on time.

- All students are to reach school **NO** later than 7.30 am.
 - 7.20 am - First bell to signal all students to be in their respective classrooms.
 - 7.30 am – Second bell to signal the start of the homeroom time.

- Students who arrive after 7.30 am will be considered late.
- If the student is late for school, he/she **MUST** secure a permission slip from the Principal's office in order to be admitted in the class.
- Continuous tardiness and absenteeism will require Teacher – Parent – Child – Principal Conference and Detention Penalty will ensue.
- All students who are absent **MUST** present a letter of excuse duly signed by the parents to the class advisor in order to be admitted in the class.

Specific consequences for tardiness (within a term):

- 3rd time found tardy = community service + letter home + sent to the Principal.
- 4th Additional tardiness within the same quarter = additional community service + Conference with the parents
- 7th tardiness within the same quarter =After school detention + Counselling (applicable for Gr 4- Gr 12)
- 10th tardiness within the same quarter =3 day out of school suspension (applicable for Gr 4- Gr 12)
- 13th tardiness within the same quarter =1 week out of school suspension (applicable for Gr 5- Gr 12)
- Additional tardiness will result to losing the participation marks of 10% in all the subjects.
- The number of tardiness reverts to 0 at the beginning of the new term.

ADMISSION POLICY

Eligible age for registration:

Grade one	: 6 years old as of October 31
Grade two	: 7 years old as of October 31
Grade three	: 8 years old as of October 31
Grade four	: 9 years old as of October 31
Grade five	: 10 years old as of October 31
Grade six	: 11 years old as of October 31
Grade seven	: 12 years old as of October 31
Grade eight	: 13 years old as of October 31
Grade nine	: 14 years old as of October 31
Grade ten	: 15 years old as of October 31
Grade eleven	: 16 years old as of October 31
Grade twelve	: 17 years old as of October 31

AGENDAS

The School Agenda is a DAILY LINK between the school and the home. As such, it serves an extremely important function. It becomes, when fully utilized a daily anecdotal record of the student's work and behavior in school. Therefore, it has to be brought to school everyday. The adviser checks and signs the School Agenda daily. Parents should read, check and sign the Agenda daily.

BEHAVIOR CONSEQUENCES AND INFRINGEMENTS

Rationale: We have high expectations of pupil behavior. We expect students to follow the school rules to ensure our school is a happy, organized and productive place to be. We look for the positive in our students and try to find opportunities to praise them for excellent behaviour and attitude. We work hard to communicate with the students the

expectations for their behavior, and reinforce these expectations on a regular basis. If a student is having difficulty with their behaviour, the Class Advisor will initially help to deal with the issue. This may then be referred to the Principal for further support. If this occurs the student will be given a behaviour report as a record of the meeting. For repeated behaviour infractions, the students will be referred to the school counselor for further support and guidance. Our list of infringements and consequences are listed below:

Level 1 Infringements

Minor Offences (1st time), which include, among others:

- Attendance/tardiness
- Completion/ handing in of class work & homework
- Acts of disobedience/ disruptions/ offensive behavior
- Not wearing proper uniform. See uniform section (below) for specific guidance.
- Consumption of food/candy/drinks; littering
- Pick-up beyond the allocated time frame (15 minutes after school dismissal or CCA/ECA). Loitering/wandering around the school after dismissal time.
- NO Public Display of Affection (PDA)
- NO Electronic gadgets in use throughout the school hours, except for laptop when requested by teacher.
- Laptop out when not requested by teacher
- Defacing property (could be level 1 or 2), including drawing on notebooks and the school agenda.
- Wearing hair dyes/highlights/hair skirting
- Violation of uniform policy: Girl's hair longer than the shoulder length need to be tied up
- Wearing tattoos/make-up/nail polishes/skin decorations.
- Using the canteen outside of recess and lunchtime.
- Improper queuing at the canteen.
- Playing with skateboards, rollerblades or shoes with wheels
- Not speaking English (except when in Indonesian Studies or Mandarin classes)

Level 1 Infringements would normally lead to, but are not restricted to, Level 1 Consequences.

The consequences usually escalate in their seriousness, but are dependent on the frequency of the infringement & attitude towards correction.

Level 1 Consequences

- Teacher counseling & verbal warning
- Parent notification
- Written reflection by student
- Lunchtime detention
- After school detention

Level 2 Infringements

- Failure to respond to a previously ordered consequence
- Repeated classroom disruption
- Leaving school grounds during the day
- Academic & other dishonesty (first offense)
- Disrespectful to a member of staff
- Verbal abuse or threatening physical abuse on someone
- Cutting class
- Vandalism/ destruction of school property
- Fighting/physical assault
- Improper behaviour on the Internet or electronic devices

Level 2 Infringements would normally lead to, but are not necessarily restricted to, Level 2 Consequences.

Level 2 Consequences

- Teacher counseling & written warning
- Parent notification
- Principal notification & verbal warning

- Written reflection/ contract by student
- Community service
- Lunch-time detention
- Offence-specific consequence (e.g., Cheating in a test/ plagiarism in an assignment could lead to grade reduction, failure or redoing the test/ assignment, according to the discretion of the teacher in consultation with the principal)
- In-school Suspension (1-3 days)

Level 3 Infringements

- Major Offences (repeated infringements or more serious in nature) pertaining to the above.
- Extorting money from other students
- Stealing
- Physical assault, physically harming another student or staff member.
- Tattoo (permanent ones)
- Academic & other dishonesty (repeated offense)
- Theft
- Sexual harassment
- Defiance to a member of staff.
- Physical abuse on someone.
- Possession of pornographic materials.
- Bullying

Level 3 Consequences

- Teacher counseling
- Parent notification
- Principal notification & written warning
- Written contract by student
- Out of school suspension
- Placement on conditional Probation
- Suspension from school
- Failing grade in conduct
- Non re-admission of student
- Recommendation for expulsion from school

Level 3 Infringements would normally lead to, but are not necessarily restricted to, Level 3 Consequence.

Zero Tolerance Policy

1. Alcohol
2. Smoking tobacco / Vaping
3. Possession of weapons
4. Possession of drugs

SLI maintains a Zero Tolerance Policy on the above infringements. Students in violation will be expelled from SLI pending School Board approval.

BOOKSTORE

Parents are allowed to shop in the bookstore before and after school. Students are allowed in the bookstore only after school. If you would like to order resources from the bookstore, please place your order before 09:00AM so that you can collect your items at the end of the school day. Any orders made after 09:00AM should be collected the next day.

CLASSROOM ORIENTATION PROGRAM

SLI will hold its annual classroom orientation in July. Teachers will present a general overview of educational programs, behavior management plan, homework, grading policy and display the textbooks in the classroom. This time is not intended for parent/teacher conferences.

CLOSURE OF SCHOOL

The Principals and the School Management will make the decision to temporarily close SLI if that becomes necessary. Parents will be informed of this decision at least one hour (if possible) before the normal starting time.

CO-CURRICULAR & EXTRACURRICULAR ACTIVITIES (CCA/ECAs)

The school focuses on the importance of the cultural and social development of each student. The finer qualities of each child are fostered through the cultural arts and social development activities of the school. Our CCA program is geared towards the holistic development of students. Each student is encouraged to select one of the CCAs that are offered after school hours. The start time for the CCAs will be sent out in mid-August. Students are required to be committed to their CCA for its duration.

COMMUNICATION BY TELEPHONE

SLI's telephone number is 729.1777, and our fax number is 729.2747. There is a telephone for student use (by permission only) at the Reception Desk. Students may only use this telephone for emergency purposes.

COMMUNICATION BETWEEN HOME AND SCHOOL

A characteristic of an outstanding school is strong communication and partnership between home and school. We strive to create clear, open, and productive channels for communication. The active involvement of parents is strongly encouraged.

If conflict arises, we work to resolve it as soon as possible in an open and forthright manner. We urge students and parents to communicate problems or concerns directly at the level of concern. If a problem emerges in a particular classroom, communicate directly with the teacher involved. The majority of problems can be easily resolved at this level.

Please ensure that if you have a concern you follow the procedure of contacting the CA or subject teacher first. If your issue cannot be solved in a satisfactory way, please contact the Principal for assistance.

Parents can assist in communication with the school by reading bulletins, newsletters, report cards, and progress reports, and by regularly checking information on the SLI website at www.sli-edu.org. Attending school functions such as Open House, parent forums, plays, concerts, and special events, is another way to keep in contact with the school.

CRITERIA FOR IGCSE SCIENCE STREAM (for incoming grade 9 students)

Incoming Grade 9 students, must meet the minimum academic requirements for them to be accepted in the Science stream / subjects that they are applying for.

Subjects / Science Stream	Criteria
EFL	General weighted average of 75% (term1- term 3) Grade 8
Additional Math	General weighted average of 80% (term1- term 3) Grade 8
Extended Math	General weighted average of 60% (term1- term 3) Grade 8
Sciences	General weighted average of 75% (term1- term 3) Grade 8

CURRICULUM

- **English**

The philosophy behind English recognizes that the child needs to communicate effectively to succeed in life, and hence needs the utmost in training and exposure to the various aspects of communication, namely, receptive (reading, listening, viewing) and expressive (writing, speaking, representing). Through creative teaching modes, students develop verbal-linguistic skills that prepare them for the real world. A central focus of English is authentic literacy, which refers to deep reading, authentic writing, and oral communication. Whenever possible, authentic literacy uses real life situations to engage and motivate pupils, and to help them see the relevance of their communication with the world around them.

- **Indonesian Studies**

In the Indonesian Studies program the students learn Bahasa Indonesia, as well as its cultures and values. The basic competencies in this program are listening, speaking, reading and writing of Bahasa Indonesia to enable the students to communicate well by using formal Bahasa Indonesia (Bahasa Indonesia Baku). Kurikulum Tinggi Satuan Pendidikan (KTSP) from the Indonesian Ministry of Education is the curriculum we use at SLI.

- **Social Studies**

The Social Studies program is grounded in the understanding that the child is a citizen of the world and needs to have a clear understanding of who he is in relation to his surroundings. Students should have an appreciation of the past, awareness of current issues, and know how to thrive in the future. Their education should be grounded in practical experience and relevant to daily life. Through interactive and hands-on learning students learn skills in observation and analysis.

- **Science**

The core of Science education is the quest for each child to search for truth through investigation, discovery and experience. The goal is to cultivate in students an understanding of themselves, the world around them and gain an appreciation for their ever-changing lives. The learning occurs through hands-on, concrete experiences that are aimed at stimulating curiosity & developing analytical thinking.

- **Mathematics**

The Mathematics program is geared towards the development of individuals who can competently investigate and analyze patterns, while developing critical thinking skills and a systematic and orderly focus. It aims to cultivate in students a desire to pursue knowledge in the field and an enjoyment of the subject while effectively equipping them with the proficiency for the respective grade-levels. Emphasis is also placed on the real-life practicality and importance of Mathematics.

- **Mandarin – Chinese Language and Culture**

Our Mandarin programme is a second language programme which incorporates the IGCSE syllabus. Our objective is to motivate our students to embrace the Mandarin language and help them understand various aspects of communication in Mandarin. Throughout the school year we will be integrating Mandarin study with Chinese culture through projects and class work. Students' language application skills are emphasized.

- **Physical Education**

The physical education program includes varied physical activities that would help students experience success and enjoyment while actively participating in physical activities.

On PE days, students are allowed to come to school wearing their PE uniforms. After PE, it is expected that these students will change into their regular uniforms or put on a fresh PE shirt.

The class adviser will prepare students for PE class by lining them up quietly in an orderly manner. Grade 3-12 students will be trained by their teachers to go to their PE class independently, generally without teacher assistance. Students who will not participate in PE class must present an excuse slip written by the parents or a letter from a doctor.

- **Art Education**

The art education program incorporates challenging and creative activities to meet artistic needs of children. Art is essential to the development of the whole person.

- **Music**

The music program puts emphasis on the appreciation, love and understanding of music through singing, playing instruments and interpreting music.

- **Information Technology**

Students are given opportunities to explore and discover the wonders of computer technology, which is now part and parcel of everyone's life. The IT program will provide students with appropriate computer skills and will be integrated into the various curricula at all levels.

- **Character and Religion Education (CARE)**

CARE aims to develop in students a fundamental knowledge of moral and religious truths that will help them grow in their faith and dependence on their Heavenly Father. SLI exemplifies Christian values in all that it does without imposing the doctrine of Christian faith on its students. CARE classes start and end with a short prayer.

- **PPKn (Pendidikan Pancasila dan Kewarganegaraan)**

The PPKn program aims to develop and inculcate in students a sense of patriotism, love for their country and to form an appropriate attitude to become good citizens.

General Information regarding the SLI curriculum

1. Teachers do not teach doctrinal drill. **God's love, Creation, and pleasing God is emphasized.** The doctrines of salvation, Satan, the Trinity, and punishment for sin are generally not discussed until Middle/High School.
2. Prayer Time - A short "thank you" prayer may be given at the beginning of homeroom periods, and the last homeroom period is closed with a prayer.
3. Upacara is held on the first Monday of the month for Gr. 1-12.
4. Chapel - Student chapels are held regularly on Monday mornings throughout the month for students in Grades 1-12. Attendance is mandatory for all students, regardless of one's particular religious faith.

DISCIPLINE

We desire for each student to learn to care for himself/ herself, care for others, and care for the school premises. To this end, we seek the partnership of parents as we mould the character of our children. It is the school's priority to provide a safe and conducive environment for your children to be nurtured and to grow. Therefore, any conduct on the part of a student that may jeopardize the emotional or physical safety of students, or their ability to learn, will not be tolerated. Appropriate consequences will be implemented for misbehavior to maintain a positive and healthy learning environment. This will allow children to maximize their true potential.

All teachers are responsible for the behavior of students in and out of the classroom. Even if a teacher is not on duty, the teacher should be vigilant in monitoring inappropriate behavior, e.g., excessive rough-housing, running along the corridors, and playing ball in the corridors.

DISMISSAL AND PICK-UP PROCEDURES

It is the responsibility of all Gr. 1- 3 teachers to walk their students to the pick-up point after dismissal every day. Parental concerns about school pick-up policies should be directed to the student's Class Advisor. Once the students are dropped off at the pick-up point, the assigned monitors have supervision responsibilities.

Pick up cards are issued to all Gr. 1-12 students. Parents, nannies, drivers and other caretakers **MUST** present the card in order to collect their child from school.

If you wish your child to be independently dismissed from school, an independent dismissal form **MUST** be filled out and submitted to school.

EAGLE AWARD: Guidelines for Selection of HS Candidates

The Eagle Award is designed to recognize outstanding Grade 12 student. The recipient of this award models academic excellence and outstanding character.

SELECTION PROCEDURES

The following outlines the process of finding an Eagle Award Recipient.

- Any High School teacher may nominate a student in Grade 12 for the Eagle Award to the Principal.
- Once candidates have been selected, it is the responsibility of the Class Adviser to assist candidates in submitting an application portfolio of information to the Principal.

- List is shortlisted further after a deliberation with the Grade 12 teachers and the awards committee; class adviser, principal and any designated coordinator.
- The Principal and the designated coordinator review the student’s portfolios and conduct interviews with the selected candidates.

GUIDELINES FOR SELECTING CANDIDATES

****Failure to meet all the specified criteria below will automatically disqualify any selected candidate/s***

- Bona fide student of SLI from Grade 11 and Grade 12
- All grades should not be lower than **B**.
- Character Development grades have at least 2 E’s (Excellent) and none below VG (Very Good)
- Does not have any behavior reports or infractions
- Is exceptionally kind and helpful
- Has showed leadership skills and responsible for directing and motivating others
- Is a model of respect and behaviour

SELECTED CANDIDATE’S PORTFOLIO EVALUATION

The candidate’s portfolio will be used as part of the selection criteria. The portfolio includes the following:

1. ACADEMIC ACHIEVEMENTS from Grade 11 and Grade 12

Student’s Academic Report Card that indicates the **General Weighted Average**

E.g. Grade 11 = Semester 1 + Semester 2 Grade 12 = Semester 1 + Semester 2

$$\begin{array}{r}
 2 \\
 \underline{90 + 92} \\
 2 \\
 90.5
 \end{array}
 +
 \begin{array}{r}
 2 \\
 \underline{90 + 90} \\
 2 \\
 90
 \end{array}
 =
 \begin{array}{r}
 \underline{180.5} \\
 2 \\
 \text{GWA} = 90.25
 \end{array}$$

The following are the equivalent points:

	GWA	POINTS
A*	95 Above	30
	90-94	27
A	87-89	25
	84-86	23
	81-83	21
	80	19

*NCC grades will not be included in the computation for Eagle award.

*NCC Grade 11 and Grade 12 grades will be averaged to determine the NCC Top Achiever awardee.

2. Academic and Non Academic Achievements

Achievements	Points reference	Equivalent Points	Total Points Earned
Quiz bee 1 st runner up	Champion/First / Gold = 5 1st runner up /second /silver = 3 2nd runner up /Third /Bronze = 1	3	$13 \div 15 = 0.866$ 0.866×5 = 4.33 points out of 5
Debate Champion		5	
Badminton Champion		5	
Total Points		13/15	

* To acquire points for this category, the candidate **MUST** achieved at least 2 academic or non-academic achievements from Grade 10-Grad12. All achievements of the candidate will be calculated accordingly.

3. Non Academic and Character Appraisal

1. Character Development grades have at least 2 E's (Excellent) and none below VG (Very Good)
2. Has 3 tardies or less for the School Year.
3. Has no more than 5 or more unexcused absences, without a medical note or excused reason
4. Is a member of a CCA, has represented the school, performed in activities in and out of the school
5. Does not have any behavior reports or infractions
6. Is exceptionally kind and helpful
7. Has showed leadership skills and responsible for directing and motivating others
8. Is a model of respect and behaviour

The following are the equivalent points for acquiring **stipulated components above**:

Acquired 8 components	=	5 points
Acquired 7 components	=	3 points
Acquired 6 components	=	2 points
Acquired 5 components below	=	1 point

4. CANDIDATE'S INTERVIEW

First interview shall be done by the designated interviewer (coordinator) in collaboration with the subject teachers and the second interview by the Principal.

The following are some factors that are considered during the interview:

- 4.1 Poise and confidence
- 4.2 Ability to relate ideas
- 4.3 Clear focus on topic
- 4.4 Flexibility in response to questions
- 4.5 Voice projection and body language

Suggested questionnaires;

- ***Why should you be chosen as an Eagle Awardee?***
- ***What are your attributes that make you different from other SLI students?***
- ***How do you practice leadership in school?***
- ***Others***

EVALUATION SUMMARY

CANDIDATE COMPOSITE TALLY SHEET

4.1	Academics (General Weighted Average)	=	30 points
4.2	Academic and Non Academic Achievements	=	5 points
4.3	Non Academic and Character Appraisal	=	5 points
4.3	Interview 1 (designated coordinator)	=	5 points
4.4	Interview 2 (Principal)	=	<u>5 points</u>
	Total Points		50 points

EAGLE AWARD: Guidelines for Selection of ES Candidates

The Eagle Award is designed to recognise outstanding Grade 6 students. Recipients of this award model outstanding character. The Students are awarded the Eagle Award Trophy.

SELECTION PROCEDURES

The following outlines the process of finding an Eagle Award Recipient.

- Any Elementary Teacher may ***nominate a student*** in Grade 6 to the Academic Board Selection Committee.
- The Academic Board passes these names to the Grade 6 Advisers.
- The Grade 6 Advisers follow the criteria provided.
- Once candidates have been selected, it is responsibility of the Class Advisers to assist candidates in submitting an application portfolio of information to the Academic Board.
- The Academic Board reviews the student's portfolios and writing samples and conducts interviews with the candidates.
- List is shortlisted further after a discussion of the Academic Board.
- The Academic Board publishes the list.

GUIDELINES FOR SELECTING CANDIDATES

1. CRITERIA for Nomination

- 1.1 Grades all As and Bs
- 1.2 Character Development grades have at least 5 E's (Excellent) and none below VG (Very Good)
- 1.3 Has 3 tardies or less for the School Year
- 1.4 Has no more than 5 or more unexcused absences, without a medical note or excused reason
- 1.5 Is a member of a CCA, has represented the school, performed in activities in and out of the school
- 1.6 Does not have any behavior reports or infractions
- 1.7 Is exceptionally kind and helpful
- 1.8 Has showed leadership skills and responsible for directing and motivating others
- 1.9 Is a model of respect and behaviour

2. CANDIDATE PORTFOLIO

The candidate's portfolio will be used as part of the selection criteria.
The application portfolio includes the following:

2.1 PRELIMINARY INFORMATION (*personal data*)

A basic data sheet must be completed and attached to the portfolio.

2.2 ACADEMIC ACHIEVEMENT

Student's Academic Report Card that indicates the **General Weighted Average** (refer to SLI guide). The following are the equivalent points:

A+	(97-100)=	30 points
A	(93-96) =	28 points
A-	(90-92) =	26 points
B+	(87-89) =	24 points
B	(83-86) =	22 points
B-	(80-82) =	20 points

2.3 CHARACTER EVALUATION (Leadership, Activities and Recognitions)

A candidate must acquire the **eight character criteria**.

Forms in the application portfolio are to be completed listing specific evidence of the student's character, leadership ability, participation in activities, recognitions and awards received.

- [] **1 Character Development grades** have at least 5 E's (Excellent) and none below VG (Very Good)
- [] **2** Has 3 tardies or less for the School Year
- [] **3** Has no more than 5 or more **unexcused** absences, without a medical note or excused reason
- [] **4** Is a member of a CCA, has represented the school, **performed in activities** in and out of the school
- [] **5** Does not have any **behavior reports** or infractions
- [] **6** Is exceptionally **kind and helpful**
- [] **7** Has showed **leadership skills** and responsible for directing and motivating others
- [] **8** Is a **model** of respect and behaviour

The following are the equivalent points for acquiring **eight character components**:

Acquired 8 components	=	60 points
Acquired 7 components	=	55 points
Acquired 6 components	=	50 points
Acquired 5 components below	=	45 points

3. WRITING SAMPLES

The candidates will be asked to write a short composition, the Academic board considers the following points:

1 [] 2 [] 3 [] 4 [] 5 []

- 3.1 Clarity and continuity of thought
- 3.2 Originality of ideas
- 3.3 Interest appeal
- 3.4 Correctness of sentence structure
- 3.5 Correctness of capitalization, punctuation, spelling, and usage

4. INTERVIEWS

Candidates are to be interviewed by the Selection Committees as a whole. These interviews are structured around questions and topics appropriate to the academic level of the candidates. The following are some factors that are considered during the interview:

1 [] 2 [] 3 [] 4 [] 5 []

- 4.1 Poise and confidence
- 4.2 Ability to relate ideas
- 4.3 Clear focus on topic
- 4.4 Flexibility in response to questions
- 4.5 Voice projection and body language

Prior to the interview:

As you prepare for the interview consider the following:

- Be prepared (develop a list of questions to be utilized for all nominees)
- Ask open-ended questions

During the interview:

- Record the applicant's responses
- Describe the award the applicant is nominated for
- Explain that all nominees will be asked the same questions

After the interview has concluded:

- Thank them for coming to the interview

5. EVALUATION

Students are evaluated on all three components: the **Portfolio** (*Character, Leadership, Awards and Academics*), the **Writing** sample, and the **Interview**.

CANDIDATE COMPOSITE TALLY SHEET

5.1	Portfolio (Character, Leadership and Awards)	=	60 points
5.2	Academics (General Weighted Average)	=	30 points
5.3	Writing Sample	=	5 points
5.4	Interview	=	<u>5 points</u>
	Total Points	=	100 points

ELECTRONICS AND HAND PHONE POLICY

Policy and Protocols on Appropriate Use of Personal Electronic devices and Hand phones

SLI understands and recognizes the significance of technology to facilitate learning and effective communication amongst the members of the school community, especially between parents and the child. We would like to strongly remind the students of SLI regarding the existing policy and protocols reflected below. The main objective of this policy is to educate our students on the appropriate use of technology in school, especially hand phones.

- All students shall keep their hand phones / electronic devices in their bags upon reaching the school premises.
- Hand phones / electronic devices are not to be seen unless otherwise used for learning purposes and to facilitate learning with the supervision of the subject teacher/s concerned.
- Once seen use inappropriately in school premises, any teacher may confiscate the electronic device or hand phone. The confiscated hand phone shall be endorsed to the principal.
- The concerned student will be called up in the Principal's office for verbal warning and counselling. The hand phone / electronic device shall be returned by the Principal to the student.
- In the event that the electronic device / hand phone is again confiscated, it will be endorsed to the Principal. The child may NOT retrieve the device / hand phone unless otherwise the parents are already called in for a conference with the Principal.
- In the event that after the parent conference, still the device /hand phone has been confiscated for the 3rd time, the child will be prohibited to bring any hand phone / electronic device for the whole term.
- The 4th confiscation of such electronic device / hand phone will result to disciplinary consequences under Level 2 Infringement as stated in the Parent Handbook.

EXAMINATIONS

Written examinations will generally be administered in the Core Academic subjects and some enrichment subjects. Hands-on projects, performances, or demonstrations may be required as well to demonstrate learning.

Examination Policy

- **NO** Early or Late examination schedule request will be accommodated.
- **NO** Special / Make up exam will be given to any student who missed to sit for the scheduled examination except, in cases of;
 - Permitted School Leave of Absence
 - Severe illness which leads to hospitalization or contagious diseases e.g HFMD , Chicken pox etc.....
 - Death in the immediate family
 - Unexpected accidents that leads to serious injuries/permanent or temporary physical disability.

GRADING SYSTEM AND ASSESSMENT

SLI uses descriptive as well as numerical grades in its report cards. Student grades are generally based on the following:

- Formative assessments, e.g., quizzes, homework, and daily performance in the classroom.
- Summative assessments, e.g., end of unit or end of term examinations, projects and major performances.

TERM 1				
Participation	Continual Assessment 1	Continual Assessment 2	Project / Internal Assessment	Term 1 Grade
10%	30%	30%	30%	100%
	Will cover half of topics	Will cover the other half	Project guidelines will be given	
	E.g. Total topics in Term 1 = 6 Subjects with Practical skills Test (Science, IT and Art) may include and use their Practical exam /assessments as part of their Continual Assessments.			
	3	3		

TERM 2					
Participation	Continual Assessment 1	Continual Assessment 2	Project / Internal Assessment	Semester 1 Exam	Term 2 Grade
10%	30%		30%	30%	100%
	Will cover 2/3 of the topics in Term 2. Subjects with Practical skills Test (Science, IT and Art) may include their Practical assessments as part of the Continual Assessments.		Project guidelines will be given	Will include the remaining 1/3 of the Term 2 topics	Semester 1 Grade T1 + T2 Grade 2
				Table of Specification	
				T1 CA 1 = 15%	
				T1 CA 2 = 15%	
				T2 CA 1 = 20%	
				T2 CA 2 = 20%	
Remaining 1/3 = 30%					

TERM 3				
Participation	Continual Assessment 1	Continual Assessment 2	Project / Internal Assessment	Term 3 Grade
10%	30%	30%	30%	100%
	Will cover half of topics	Will cover the other half	Project guidelines will be given	
	E.g. Total topics in Term 1 = 6 Subjects with Practical skills Test (Science, IT and Art) may include and use their Practical exam /assessments as part of their Continual Assessments.			
	3	3		

TERM 4					
Participation	Continual Assessment 1	Continual Assessment 2	Project / Internal Assessment	Semester 2 Exam	Term 4 Grade
	30%		30%	30%	100%
10%	Will cover 2/3 of the Topics in Term 4. Subjects with Practical skills Test (Science, IT and Art) may use their Practical exam as part of the Continual Assessments.		Project guidelines will be given	Table of Specification	Semester 2 Grade <u>T3 + T4 Grade</u> 2
				T1 = 10%	
				T2 = 10%	
				T3 = 30%	
				T4 = 50% will include the remaining 1/3 of the topics in Term 4	

TERM 4 = Grade 6,8,10,11 and 12					
Participation	Continual Assessment 1	Continual Assessment 2	Project / Internal Assessment	Mock Exam	Term 4 Grade
	30%		30%	30%	100%
10%	Will cover all topics : Highly suggested to use full papers (e.g. Paper1 = CA 1 and Paper 2 = CA 2) Subjects with Practical skills Test (Science, IT and Art) may opt to use their Mock Practical exam as one of the Continual Assessments.		Project guidelines must be given for Grade6 & 8 For Grade 10 -12 ,teachers may use past papers results used during intensive review or time trial	full paper/s will be given. Questions will be taken and based from at least 5 different Cambridge exam series	Semester 2 Grade <u>T3 + T4 Grade</u> 2

Grades 1 – 2

95 – 100	Outstanding
90 – 94	Very Good
85 – 89	Good
80 – 84	Satisfactory
70 – 79	Fair
60 – 69	Needs Improvement
< 59	Needs Major Improvement

The percentages are then translated to letter grades for grades 3-6 and for grade 7- 12. Please see the following equivalences:

Grades 3-6

<u>Grade</u>	<u>Range</u>
A+	97 – 100
A	93 – 96
A-	90 – 92
B+	87 – 89
B	83 – 86
B-	80 – 82
C+	77 – 79
C	73 – 76
C-	70 – 72
D+	67 – 69
D	63 – 66
D-	60 - 62
FAIL	0 - 59

Grade 7-12

<u>Grade</u>	<u>Range</u>
A+	90 - 100
A	80 - 89
B	70 - 79
C	60 - 69
D	50 - 59
FAIL	0 – 49

FIELD TRIPS

FIELD TRIPS are an exciting enhancement and an important part of the SLI curriculum. They enable pupils to engage in valuable learning opportunities in a different setting. They give pupils the opportunity to learn or reinforce concepts in a practical way. Hence, It is **COMPULSORY** for students to join the field trips unless there is a medical reason supported by medical certificates and doctor’s recommendation and / or an immediate death in the family.

- ✓ INTERDISCIPLINARY Projects will be drafted in accordance to the learning objectives of the field trips and will **constitute 30% of the FINAL GRADE.**
- ✓ Students **who will FAIL** to join the Field trips shall be given alternative projects. However, the highest mark that **will be awarded is 70%**

Maximum distance & duration of field trips:

For Semester 1 Field Trips:

Grades 1-6	A day trip within the Jabodetabek area
Grades 7-12	3 days & 2 nights within West Java, Jakarta and Banten

For Semester 2 Field Trips:

Grade 1 – 5	A day trip within the Jabodetabek area
Grade 6	2-days & 1-night trip within the Java Island
Grade 7 – 8	3-days & 2-nights trip within Indonesia
Grade 9 – 12	5-days & 4 nights, including an overseas trip to Asian countries

HEALTH AND SAFETY PROCEDURES

- Any child who wishes to visit the clinic for any particular reason during academic time will be required to secure the clinic pass from the principal's office. (please refer below)



SEKOLAH LENTERA INDONESIA

CLINIC PASS

The bearer of this card has been given approval and clearance to visit the school clinic to seek medical assistance and /or first aid.

In the event that the bearer of the card requires immediate and serious medical treatment, the school nurse shall contact the parents immediately and should not give any Oral medication without prior approval from the parents.

SLI Academic Management and Faculty

- In the event that your child requires immediate and serious medical treatment, the school nurse shall contact the parents immediately and should not give any oral medication without prior approval from the parents.
- Safety and emergency awareness procedures and training are conducted routinely at SLI.

HOMEWORK / PROJECTS

Homework is given to:

- 1) Establish independent study habits
- 2) Enhance, extend, and deepen classroom learning,
- 3) Build in retention. Homework helps students become disciplined, independent learners. Assigned homework on the Student Agenda must be initialed by the teacher. In return, the parent must also sign the Student Agenda following completion of the homework.

The policy of the school is to set regular homework for all students. The age of the student is taken into consideration. However, students are expected to complete all assignments in a timely manner. Failure to do so may result in a detention or a lowering of the grade.

Recommended homework time:

- 1st grade: 10-30 minutes per day.
- Grades 2-3: 30-45 minutes per day.
- Grades 4-6: 45-70 minutes per day.
- Grades 7-8: 70-90 minutes per day
- Grades 9-10 (IGCSE): 90-120 minutes per day
- Grade 11 & 12: 120-150 minutes per day

HOMEWORK AND PROJECT POLICY

OBJECTIVES

- Identify and learn to use appropriate learning resources such as the library, the Internet, reference books, and other relevant resources.
- allow more in-depth exploration of topics than is possible during class time
- develop student's time management, study, and organizational skills
- provide parents with insights into what is being taught in the classroom and the progress of their children.

EXPECTATIONS

Homework is most beneficial when teacher's expectations are well communicated, students take responsibility for their homework, and parents support these efforts. As such, the responsibilities of teachers, students and parents with regard to homework are listed below:

Teacher's responsibility:

- Informing students and their parents of the purpose and benefits of homework.
- Informing students and parents of the school's homework policy.
- Assigning relevant, meaningful homework activities that reinforce classroom learning.
- Ensuring that students are aware of what is expected of them, and how their work will be assessed.
- Giving students sufficient time to complete their homework, taking into account homework set by other teachers.
- Maintaining homework records and providing feedback to students and parents regularly.

Student's responsibility:

- Being aware of the school's homework policy
- Asking questions when necessary to clarify the assignment
- Thoroughly recording homework directions and expectations
- Completing homework within the given time frame
- Informing parents of homework expectations

- Seeking assistance from teachers and parents if difficulties arise
- Ensuring homework is of high quality
- Asking for and completing homework assigned during an absence
- Working on homework independently whenever possible, so that it reflects students ability
- Managing demands and activities to allow sufficient time for homework completion

Parent’s responsibility:

- Setting a regular, uninterrupted study time each day
- Providing a suitable place for study
- Monitoring student’s organization and daily list of assignments in their agenda
- Being aware of long term assignments and assisting students in learning to manage their time accordingly
- Assisting and correcting, but not doing the actual work
- Contacting the teacher if he/she observes an absence of homework
- Communicating with teachers any concerns about the nature of homework and their child’s approach to the homework
- Alerting the teacher, in advance, when extenuating circumstances arise that may prevent homework from being completed on time.

LATE WORK PENALTIES / FAILURE TO SUBMIT HOMEWORK AND PROJECTS

Homework / Projects submitted on time will receive full credit (no penalty). Grades will depend on the quality and accuracy of the homework / project.

Students who turn in late homework / projects may face the following penalties:

1. **Homework /Project grade will be reduced 10% of earned credit for each day late**, not to exceed a 50% penalty of earned credit. Work will be accepted only until the end of the week.
2. **Zero credit** if the homework / project is submitted after the end of the specified week and/or for not submitting the homework within the specified week.

IN CASE OF EMERGENCY

All parents will be contacted if there is an emergency. The SLI telephone tree will be activated or SMSs/broadcast message will be sent.

Guidelines:

1. The Principal will give a brief message stating the nature of the emergency and where students will be picked-up by their parents or driver.
2. The CA will inform parents using the phone tree system.

3. The Homeroom Advisers and other SLI teachers and staff will assist with matching each child with their own parent or driver.

LATE PICK-UP

To avoid serving detention, students should leave campus within 30 minutes of (1) their classroom dismissal, (2) the student's tutorial (if applicable), or (3) dismissal from their CCA or ECA. After school supervision is not provided by SLI, so students must leave the campus promptly after dismissal, or wait in the lobby or library if there is a transportation issue.

LEAVING SCHOOL DURING THE DAY (Students)

Students cannot be released to anyone without written authorization confirmed by the office. If a parent intends to pick up their child before the regular dismissal time, **an Early Leave Form** (which can be obtained from the Receptionist) is required and to be submitted to the Principal for approval. If the note from the parent arrives in time to properly inform the teacher, the teacher may send the student to the office at the designated departure time. Teachers are not to release students to parents who have not been through the office to sign students out. The parent must have a slip from the office; the slip will show that they have signed their child out through the office.

LIBRARY

The SLI Library has picture books and books for the beginning readers, fiction books, non-fiction books, biographies, Indonesian and Chinese collections as well as reference materials. All students will have weekly library visits. Students use their library time to do research, read/browse books, and check out books. All students may borrow 2 books per week. Students may checkout books during library time, lunchtime, or during recess.

The SLI Library also has some computers available for student to use. SLI has an audio visual room. Audiovisual materials and equipment can be checked out from the librarian. Individuals and small groups may come to the library at any time to do research or check out books. Two weeks before the end of school in June, students with overdue books will receive a written notice. Report cards will be held if books are not returned or paid for if lost.

Books that are not returned on the due date will be charged a fine of Rp 5,000 per day. Lost books will be assessed twice their purchase price to cover shipping and handling fees.

Clearance form needs to be completed at the end of each school year in order to collect your report cards.

The Library is for study, research, storytelling and leisure reading. It is not a place to meet and talk with friends, play or sleep. Drinking and eating is not allowed in the library.

Students having a lesson in the library may only enter when accompanied by a teacher.

LINING UP PROCEDURES DURING INCLEMENT WEATHER

During inclement weather, students may quietly enter the building at 07:10 instead of 07:20. They should line up in an orderly fashion in front of their Class Advisor's classroom.

LOCKER CONTRACT AGREEMENT / POLICY

By signing this declaration, I understand and agree that the use of any SLI locker assigned to me or chosen by me is subject to the following conditions:

- I. The class adviser will designate / assign the lockers to the students. He/ She shall complete the locker allocation log sheet.
- II. Only students officially assigned to a locker have the right to use the locker.
- III. All lockers are the **PROPERTY** of the school and are assigned to students for their use for approved purposes only.
- IV. Students are to use their own **PERSONAL LOCKS** to safe keep their items in the locker.
- V. Security of the locker is the responsibility of the students. **LOSS** of valuables and materials in the locker will be the student's responsibility.
- VI. Student/s assigned to a locker **MAY NOT** switch / change lockers without prior approval from the **PRINCIPAL**
- VII. It is the responsibility of the **STUDENT** to keep the locker clean and orderly.
 - ✓ **DO NOT KEEP CONTRABAND** items, including weapons, illegal drugs, or alcohol, tobacco products, or pornographic materials in the locker. Any student found keeping these items will be expelled from the school.
 - ✓ **DO NOT KEEP** overdue books or misappropriated school materials in the assigned locker.
 - ✓ **DO NOT DEFACE**, damage, or otherwise misuse the locker. The student will be expected to pay for damages done to an assigned locker.
- VIII. SLI has the right to **CONDUCT** random checks / periodic inspection of assigned lockers in the presence of the discipline master, school principal and concerned student.
- IX. **CLEARANCE** of Lockers
 - ✓ All lockers will be **CLEARED** out at the end of the year.
 - ✓ The student is **REQUIRED** to fill out a locker clearance form to be signed by the head of the maintenance department.
 - ✓ **FAILURE** to complete the clearance form will result to forfeiture / loss of the locker privilege.

This contract is valid for the entire time the student is enrolled at SLI.

Student's Name Grade / Class
Signature Parent's Signature
Class Adviser's signature.....

LOST AND DAMAGED TEXTBOOKS

Textbooks: If a student has lost or damaged a textbook, the student must pay for it at a price twice their purchase price or replace it with the same ISBN number. A notification letter and invoice will be sent home with the student to request payment by the parents.

LOST AND FOUND

A Lost and Found area is in the cabinet located at the front entrance of the Administration Building. Lost items will be kept here for a limited period of time. Parents should encourage students to check the Lost and Found before school, during lunch, or after school. At the close of first semester and second semester, unclaimed items are donated to charitable organizations. SLI will not be responsible for any lost items.

LUNCH TIME

Elementary students should sit at the designated lunch tables to eat their lunch. Throwing food, tampering with another student's food, or leaving litter at the table or on the ground is unacceptable. All food and drinks are to be consumed only in the designated eating area.

SLI teachers will monitor students during meal times but will not feed students nor request students to eat their food. Students are encouraged to be independent while eating and SLI does not permit parents or nannies to feed children. Following the recess or lunch break, teachers will meet their students outside their classroom door before allowing students to re-enter their classroom.

AWARDS CRITERIA

Elementary School

Grade 1-6 Award	Semester 1 & Semester 2 average
Gold award	97 above
Silver award	93-96
Bronze award	90-92

- Failing grade in any SUBJECT will make the candidate ineligible for the awards.
- Any student who has been given in school or out of school suspension will not qualify for the awards

Middle School and High School

Grade 11 -12 Award	Semester 1 & Semester 2 average
Gold award	90 above
Silver award	88-89
Bronze award	85-87

Grade 9-10 Award	Semester 1 & Semester 2 average
Gold award	92 above
Silver award	88-91
Bronze award	85-87

Grade 7-8 Award	Semester 1 & Semester 2 average
Gold award	95 above
Silver award	90-94
Bronze award	85-89

- Numerical grades from Semester 1 and Semester 2 excluding PE, Music, Art (Grade7-Grade 8), PPKn & CARE will be averaged.
- Art will be included for Grade 9, Grade 10, Grade 11 and Grade 12.
- NCC grades will not be included in the computation for academic awards.
- NCC grades will be calculated to determine the NCC Top Achiever awardee in Grade 12.
- Failing grade (below 50%) in any SUBJECT will make the candidate ineligible for the awards.
- Any student who has been given in school or out of school suspension will not qualify for the awards.

NEW STUDENTS

The receiving teacher will be contacted the day that the child registers. The child will begin attending classes two school days after registering. For example, if a student registers on Monday they will begin attending classes on Wednesday. New students are generally assigned a classroom buddy to ease the transition into a new school.

PARENT GUIDELINES

Parents are the first and primary educators of their children. The school is a collaborator in this task. The school believes that integral education can only be achieved through collaboration of home and school. Hence, the parents, teachers and students form one community. All its members work hand in hand to help the child succeed in their academics, and become good citizens and children of Godly character.

For the welfare of your children, we request the following from parents:

1. Provide daily supervision of your child's studies as evidenced by your signature in your child's Student Agenda.
2. Give a prompt response to letters sent by the school.
3. Participate regularly in parent meetings deemed necessary by the school.
4. Promptly respond when called for a parent conference.
5. Support the school's rules and regulations as set forth in this Parent/Student Handbook.

In addition, we ask for your cooperation in the following areas:

1. Please appoint a guardian to act on your behalf and to assume full responsibility for your child if you are away or incapacitated. Be sure to inform your child's class advisor the name and contact information of the guardian.
2. Please make appointments at least one day in advance when desiring to meet with a teacher or other school personnel.
3. Please remain outside the classroom corridors before school in the morning and after school dismissal. This will avoid any distractions to student learning.

PARENTS OUT OF TOWN

The following guidelines govern the situation when both parents plan to leave Jakarta with children remaining at SLI:

- Students enrolled at SLI must be adequately supervised by assigned guardians.
- If during the school year, both parents plan to leave Jakarta while the student remains in attendance at SLI, **the parents must appoint a temporary caretaker and notify the school principal in writing as far in advance as possible.** Parents are required to request a form provided for this purpose from the office. The form must be completed and returned to the office each time they plan a trip away from Jakarta.
- Because illness, accidents, and unforeseen problems can occur at any time, the school asks that the temporary caretaker live with or near the student in order to provide adequate care and supervision. A domestic servant does not qualify as an acceptable caretaker, regardless of the age of the student.

- Parents who do not make arrangements for temporary care or inform the school when they leave Jakarta may jeopardize their child's enrolment at SLI.

It is not the intention of the school administration to interfere with the personal responsibilities of parents. However, while a student is attending SLI, the school must be able to contact parents or caretakers at any time.

PARENT-TEACHER CONFERENCES (PTC)

Parent-Teacher conferences will be held at the end of the first and third terms. Parents are required to make appointment for the allocated time slot to meet with the teachers. Additional parent-conferences may be held by appointment.

PARENT VOLUNTEERS

We encourage parents to be involved as volunteers to support the CCAs and various special events. Parent representatives are needed to assist with organizing these special activities and to be representatives on the SLI PTA.

PARTIES

If a parent desires to put together a simple birthday party for their child, the parent must contact their child's class advisor to set the schedule. Parties should only be held during recess, lunch time, or after school at the school canteen. No elaborate parties are allowed at any time.

PLAYGROUND EXPECTATIONS

We expect all students to play safely and co-operatively while in the playground. Excessive roughness, using equipment inappropriately, hitting, teasing, bullying, or playing inappropriate games are not acceptable. Students are expected to be in the authorized playground area only. Students are encouraged to wear a hat when playing in the school playground during the school day. Playground supervisors will intervene for inappropriate behavior and students are expected to follow their directions.

PROTOCOLS AND PROCEDURES FOR IGCSE EXAM REGISTRATION AND SELECTION

All students are **REQUIRED** to sit for all the **IGCSE subjects** that they have selected and studied for 2 academic years (Grade 9 and Grade 10) except otherwise ALL procedures below are followed and sanctioned;

- ✓ A formal written request not to take a particular exam/s is made by the student to the concerned teacher/s.
- ✓ The concerned teacher verifies and facilitates the request based on the results of the Grade 10 semester 1 exam. The concerned teacher will only facilitate such request if the candidate's/ student's semester 1 exam result is less than 60%.
- ✓ The concerned teacher to write a recommendation letter to the exam officer and the principal to facilitate the student's / candidate's request.
- ✓ After evaluation of the exam officer and the principal, a formal written request letter from the parents is required stating the igcse exam/s that the candidate /student will not sit for.

- ✓ The candidate and parents will be called for final discussion regarding the request made by the candidate/student.
- ✓ A formal notification will be sent by the exam officer for parents' confirmation.

CONTINUAL ASSESSMENT AND TESTS PAPERS

Test papers and continual assessments are to be brought home, signed by parents, and returned to the teacher the following day. Examination papers are shown to the parents during conferences.

RANDOM CHECK AND SEARCHES IN SCHOOL

Sekolah Lentera Indonesia recognizes that the educational environment of the school is an important factor in every student's ability to learn. We are committed to providing an environment where teaching takes place every day in a safe and orderly learning environment for all students, staff, parents and visitors alike.

In order to safeguard every member of the school community, SLI and its school officials are authorized to conduct random check on bags, desks and lockers of the student (DEFINITION of school Officials -- principals, as well as any assistant principal(s), school security guards, teacher and/ or anyone who is properly designated by the school principal to assist in the search procedures. To protect the right to privacy of every student, the following protocols will be followed;

- ✓ The school officials may conduct the random check anytime; especially when serious disciplinary incidents occurred in school e.g. theft, physical abuse, presence of deadly weapons, drugs, alcohol and others.
- ✓ The random check will be done in the presence of the school principal, school discipline committee members, class advisers and students.
- ✓ Personal items in the bag, desk or locker, such as purses, book bags, and jackets, may not be searched without reasonable suspicion that the search of such items will turn up evidence of wrong doing on the part of an individual student.
- ✓ In the event that the child was discovered keeping unauthorized item/s in the bag, locker and/or desk, these will be confiscated to serve as evidence for the disciplinary sanctions that will be given to the concerned students in accordance to the stipulated consequences in SLI Parents and Student Handbook. Possession of any items that falls under the ZERO Tolerance Policy such as weapons, illegal drugs, alcohol, tobacco products, pornographic materials and others may result to expulsion subject to school board review and approval.
- ✓ The parents of the concerned student will be informed of any infractions stated above and will be invited for a conference and discussion.

READING PROGRAM

The elementary students have a Reading Program. They are exposed to good books that are ability and age appropriate. Students practice the skills of journal writing, book reflection and literature analysis. The purposes are to enhance the enjoyment of reading, develop the habit of reading, and give them added exposure and perspective. Please help to support the development of reading by reading with your child at home and by listening to them read on a regular basis.

REFUND AND WITHDRAWAL POLICY

School expenses are incurred on an annual basis, and therefore no refund of school fees will be made. Only the refundable deposit will be refunded after clearance has been performed.

REMEDICATION / ACADEMIC SUPPORT PROGRAMME

If deemed necessary, students will be asked to stay back after school for remediation / academic intervention. Remediation / Academic intervention are 30 – 45 minutes enrichment programs that will assist students to catch up in certain subjects/topics. This not a permanent program, thus, students who have fulfilled the required standard are no longer needed to attend the programme.

REPORT CARDS

Parents are officially informed of their child’s performance through the report card issued at the end of each term, i.e., in September, December, March and June. The child’s class advisor will distribute Term 1 and 3 report cards. The Term 2 and 4 report cards need to be picked up by the parent/caregiver from the SLI Admin Office. The release of the results and the report card is conditional on the settlement of money matters with the Administrative Office. **Please note that as per school policy, report cards will ONLY be released during the specified dates in the school calendar. Early collection of report cards is not permitted.**

RESPONSIBILITIES AND RIGHTS FOR PARENTS / STUDENTS

Students’ Rights

Rights and responsibilities are connected. As students approach adulthood, the school recognizes their growing need to become more independent and to make more individual choices. At the same time, we expect our students to respect the rights of others, both fellow students and adults. The goal is to create a sense of community with the administrators, teachers, and students by working toward common goals and sharing the same expectations. The faculty teaches students to see the relationship between freedom and privileges, and their corresponding responsibilities.

- Every student has the right to a meaningful education that will meet his/her needs, to the extent possible, within a positive and productive learning environment.
- Every student has the right to a meaningful curriculum and to contribute his/her own ideas and opinions about the quality and content of course work.
- Every student has the right to be well informed of the expectations that affect school life. Students can expect that the rules and expectations will be clearly communicated, reviewed by classroom teachers, and applied fairly by faculty and administration.
- Every student has the right to physical and emotional safety and the protection of his/her personal property, including the right to safe and sanitary school facilities.
- Every student has the right to confer with teachers and administrators when the need arises.
- Students have the right to freely elect their peers for leadership roles in student organizations.

Students’ Responsibilities

General expectations of students:

- Respect self, teachers, staff and others
- Respect school and individual property
- Respect the environment

- Do your best
- Be safe

These expectations will protect our shared right to a safe, positive, clean, and orderly learning environment.

Students are expected to be responsible for their own behavior. Experience has proven that our students behave extremely well, with self-discipline and respect for others. They also contribute positively to the atmosphere enjoyed each day on our campus.

However, when students behave in an irresponsible manner, infringe on the rights of others, or disregard established school policies, appropriate disciplinary action will result. We fully expect all students to read and abide by the expectations specified later in this handbook.

Parents' Responsibilities

- In addition to providing direct support and encouragement to your children, we ask that parents understand and appreciate the complexity of our large organization.
- Respect lines of communication by following proper channels.
- Communicate with teachers as needed.
- Read the regular school bulletins in order to stay informed
- Take an active interest in your child's education.
- Work cooperatively with the school staff to ensure a successful school experience.
- Inform the school office of a change of address or telephone number.
- Inform the school nurse of any significant change in the health status of a student.

RETENTION POLICY

Students must meet the set SLI academic standard in order to be promoted to the next level. Failure to fulfill the following requirements will result in retention:

- Failure to meet 90% attendance in school (**For Middle and High School ONLY**)
- Failing more than 3 core subjects
- Failure to achieve 50% average on all subjects except for PE and Music
- Failure to pass the English Language

Conditional Advancement – Any student who failed to meet the academic promotion requirements may be given a conditional advancement privilege. However, the student will be given a 3-month probation, in which he/she **MUST** show significant progress and the ability to cope with the requirements, otherwise, the child will be demoted to the previous grade.

SCHOOL PROPERTY REPLACEMENT

Students are required to replace or pay for any school property that they have broken, lost or destroyed. All payments should be made through the Administrative Office.

SCHOOL SAFETY PROTOCOLS

At SLI, we highly value the trust that parents have in us when they drop their children at school, as early as 6.30 am. We also appreciate the constant effort of parents in ensuring the children's punctuality. SLI has been a safe and conducive

learning environment as our students' safety and well-being are a high priority for us. To maintain this, the following precautionary safety protocols are enforced in our school.

1. Grade 1 and Grade 2 students will be allowed to enter their respective classrooms upon arrival in school. The assistant teachers will be in the classroom by 7.00 am to supervise them. Students have the option as well to leave their bags in the classroom and play in the school playground with the supervision of our security guards.
2. Grade 3 – Grade 12 students will be allowed to enter the metal gate in front of the library ONLY at 7.20 am. Students may wait in the following designated areas: Library, playground & canteen. Each area will be supervised by either our office personnel or security guards.
3. The school has created a Security Patrol Team. A team of patrollers will be deployed to monitor all areas in the school at all times. These areas include all the toilets, playground, MPH, and etc.
4. Students are NOT allowed inside the classroom during recess and lunch. All students need to be in the canteen during recess and lunch or in the MPH if they wish to play sports, but with adult supervision. All classrooms will be locked during these times.

SCHOOL TERMS AND SCHOOL HOURS

First Term : July - September
Second Term : October - December
Third Term : January – March
Fourth Term : March – June

School Hours:

Grade 1 – 2	Monday – Thursday Friday	: 07:30 a.m. – 1:45 p.m. : 07:30 a.m. – 11:45 a.m.
Grade 3 – 6	Monday – Thursday Friday	: 07:30 a.m. – 2:45 p.m. : 07:30 a.m. – 12:15 p.m.
Grade 7-8	Monday – Thursday Friday	: 07:30 a.m. – 3:15 p.m. : 07:30 a.m. – 12:35 p.m.
Grade 9	Monday – Friday	: 07:30 a.m. – 3:05 p.m.
Grade 10	Monday – Friday	: 07:30 a.m. – 3:05 p.m.
Grade 11	<u>AS Level students</u> Monday- Friday	: 07:30 a.m. – 3:05 p.m.
	<u>NCC students</u> Monday- Friday	: 07:30 a.m. – 3:05 p.m.
Grade 12	<u>A Level students</u> Monday- Friday	: 07:30 a.m. – 3.05 p.m.

* Early release on Fridays for Professional Development for faculty.

** CCA/ECA activities will start fifteen minutes after class dismissal.

SNACKS

Your child will have a time to eat a snack each morning during their recess time. A snack can be purchased at the SLI cafeteria or parents can provide their child/children with a healthy snack from home.

STUDENT LUNCHES

Some children bring lunch from home while others purchase lunch from our school canteen. All students must eat in the designated eating areas.

TEACHER-PARENT RELATIONS

SLI encourages parent involvement with the teachers. When a parent has a question, we encourage you to leave a message with the SLI receptionist for the teacher to call you. The teacher will return your call at their earliest convenience.

TELEPHONE USE BY STUDENTS

Students will be permitted to use an SLI phone to call home only in cases of an **emergency**. Hand phones that are seen out during school hours will be confiscated for 24 hours. The student will be able to pick-up the phone the next day from the Principal's office or from the faculty member that took the phone.

TESTING AND EVALUATION

The school year is divided into 4 terms. At the end of each term, a student will be evaluated using a comprehensive assessment that will gauge student's achievement in each subject area. The overall assessment of students for the purpose of promotion to the next grade will be based on the student's performance throughout the entire school year. The term system is implemented to increase the rigor of learning and academic achievement in preparation for the high-stakes testing in middle and high school where they sit for the Cambridge IGCSE tests.

TEXTBOOKS

Textbooks used in class are loaned to students during the school year. Students are responsible for each textbook on loan and should return them by the end of the school year in good condition. Students must pay for damaged or lost books.

TUTORING

SLI teachers are not allowed to tutor SLI students for payment. However, they give remedial sessions or extra classes if needed. If a student needs outside tutoring, the SLI administration may be able to assist with finding a suitable outside tutor.

UNIFORMS

School Uniform

Students are encouraged to take pride in their appearance and dress appropriately for school. All students are required to wear the complete SLI uniform at all times during the school days of Monday-Thursday. On Fridays students may join the teachers in wearing blue jeans and the school PE t-shirt. Students not wanting to wear blue jeans and the PE t-shirt on Fridays must wear their regular uniform.

Uniforms for Elementary School (1-6):

Boys: SLI shirt, SLI shorts, SLI white socks, all black shoes, vest

Girls: SLI blouse, SLI shorts, SLI white socks, vest, all black shoes (shoes with combination of black and other colors are not allowed). One pair of earrings may be worn, however, these must be studs or small hoops. No dangling earrings may be worn.

Uniforms for Middle/High School (7-12):

Boys: shirt, trousers, white socks, black shoes, (blazer/tie for formal occasions only).

Girls: blouse, skirt, white socks, black shoes, (blazer/tie for formal occasions only).

ONLY SLI school sweater is allowed in school.

In addition, the following items may NOT be worn by students:

- Earrings for boys; no more than 1-pair of stud earrings for girls.
- Make-up
- Shaven hair (no lines or motifs)
- Tattoos
- Shoes with heels / sandals
- Hair dyes (including highlights)
- Nail polish

The length of skirt for girls can NOT be shorter than 5 cm from the center of kneecap.

Any infraction to this rule will result in disciplinary action.

PE UNIFORM

PE uniforms may be worn during the PE lessons only. Middle/High School students must change into their regular SLI uniform once PE is over. Elementary students may wear their PE uniform before PE class with teacher permission, but are required to change afterwards. Tennis shoes are allowed for PE.

UPACARA (FLAG RAISING) CEREMONY

The Upacara Bendera is held every first Monday of the month from 07:45 to 08:15. The Upacara Bendera is under the supervision of the Indonesian teachers. The class advisers are with their respective classes during this time. All teachers and students are expected to pay respect to the Indonesian flag and join in singing the Indonesia Raya and the recitation of the Pancasila.

VIDEOS IN CLASSROOMS

Videos are sometimes used by teachers to (1) supplement the curriculum, (2) extend particular aspects of a subject, or (3) enhance special activities or events. Teachers are encouraged to use educational media (i.e., movies/videos) frequently, but are cautioned about using Hollywood productions, if at all. SLI teachers preview the video for inappropriate language and violence or sex. Films containing violence, sex, or inappropriate language will not be shown in any class. Videos with a rating other than "G" should not be shown to elementary school students. Videos with a "PG" rating can be shown in grades 6-11 if screened beforehand and are relevant to the curriculum being taught. Movies with a rating higher than "PG" need to be approved by the SLI Administration.

WITHDRAWALS

If you plan to withdraw your child from SLI, please notify the office as soon as possible so that they can begin preparing the necessary documents. If a temporary withdrawal is desired, it must be handled through the administration office. There is a reinstatement fee to return from a temporary withdrawal.

WORKBOOKS/NOTEBOOKS

All students are to be given workbooks and notebooks upon enrollment. The following guidelines are to be followed:

- Class Advisers will ensure that all notebooks/workbooks are properly labeled and covered.
- All notebooks are to be numbered. Numbers will be assigned during the first week of school.
- These materials are to be checked by the Class Advisor regularly.
- There will be a designated place in the classroom for all the workbooks.
- Some workbooks will need to be returned at the end of the academic year. Student must take great care of the workbook and NO writing is allowed on the book. Student must pay for lost or damaged books that are on loaned to them.