



## **Parent/Student Handbook**

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# The Intercultural School of Bogor

## Parent/Student Handbook

2016-17

### Introduction / Welcome

Dear ISB Parents and students,

Welcome to the Intercultural School of Bogor, the oldest and most prestigious school in the region. Ever since we were officially established in 1974, we have been the school of choice for expatriate families because of our commitment to international education. We now welcome both Indonesian and expatriate families, which allows our students to have a truly multicultural learning experience.

We are authorized by the International Baccalaureate Organization (IBO) to implement the Primary Years Program (PYP) curriculum, and also utilize the International Middle Years Curriculum (IMYC), both recognized throughout the world. We are very experienced in teaching these programs successfully and take pride in delivering a meaningful and engaging curriculum that promotes intercultural understanding and a strong sense of community service.

We believe you will soon realize that we are a unique, small school that promotes community interaction and family involvement. As one of our recent graduates so well stated, we are truly: **“...a small school with a big heart.”** If you want an environment in which your child is part of a caring family, where we treat one another with respect and empathy, and where we value your involvement, then you will choose ISB.

We hope that this handbook will be a mine of information to you and will be able to answer many of your questions. Should you have any suggestions to help us improve this publication please do not hesitate to contact us.

Mike Donaldson  
Principal

## **Mission Statement**

We provide educational excellence in a supportive community environment, preparing our students to thrive and succeed as responsible global citizens in a changing world

Adopted by ISB School Board – March 17<sup>th</sup> 2010 Reviewed annually.

## **Vision Statement**

At ISB we are committed to:

1. Providing international education of the highest standard through the IB or International Baccalaureate
2. Developing ISB's image and recognition as an international school of choice
3. Engaging and retaining the highest quality international teaching body across the years to support the IB programs
4. Providing high quality facilities that maximizes student learning and enhances teacher delivery of the curriculum
5. Maximizing the cultural capital of our school community to enhance our school program

## **Section 1: ISB: A Brief Overview**

The Intercultural School of Bogor (ISB) was established in 1974 to educate the children of the international community. ISB is formally registered with the government of Indonesia as the Yayasan Pendidikan Anak Anak Bangsa Asing. The Yayasan was founded in 1976 to provide education to the children of expatriate families residing in Bogor. (Changes in law have meant that International Schools can now accept admissions from non-expatriate families.) The Yayasan constitution empowers the board of directors to govern ISB.

The school became a member of the East Asian Regional Conference of Schools (EARCOS) in 1976 and was the first ever IBPYP authorised school in Indonesia. The school is a non-profit organization governed and administered by a board of directors elected by the parent body. The Board is charged with the responsibility of managing the school and appointing a Principal and staff. It holds regular meetings throughout the year and is required to account to the parent body yearly.

The school provides education in English for children in classes ranging from Playgroup to Grade 9. The Intercultural School of Bogor provides a positive, supportive and nurturing environment in which each child is valued as an important member of our multicultural school family.

The Board, in consultation with the Principal and staff, determines the overall direction and policy, with the day to day administration being delegated to the Principal. Routine school and educational matters are to be raised with the Principal.

Parents and teachers have one common interest – the children. Working together we must provide the best possible environment for the children to grow confidently and realize their full potential.

Through the ISB Board you can take an active part in the life of the school and ensure that your ideas are considered. We extend to you an invitation to become involved in the many and varied activities of the classrooms and the school. We also have an active Parent, Teachers and Friends Association (PTFA) who support the fundraising activities of the school throughout the year and welcome new families into our school community.

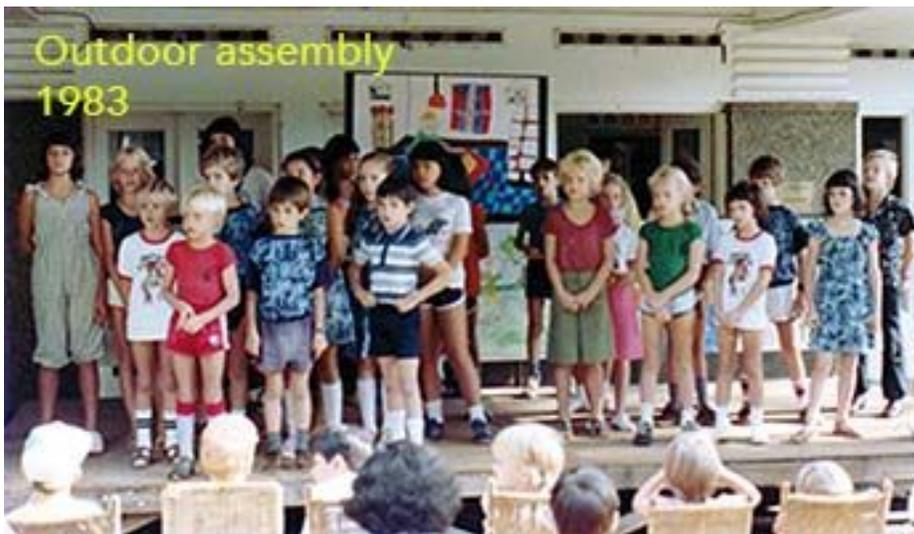
This booklet is designed to answer some of the many questions that may arise. However should you at any time have any queries regarding your child's progress, the teaching program or the administration of the school, please do not hesitate to contact the class teacher or the principal to discuss the matter. It is important that you feel a partner in your child's education. At ISB we welcome parent involvement and ongoing interest in our school community.

## Brief History

The Intercultural School of Bogor was originally founded in 1974 as the Bogor Expatriate School (BES) to educate children of the international community. Thanks to new regulations, in 1998 we opened our doors to Indonesian families and changed our name to reflect the truly multicultural learning environment that we provide.

ISB became a member of the East Asian Regional Conference of Schools (EARCOS) in 1976 and in the same year was registered as a Yayasan. As a non-profit organization, the school is governed and administered by a 3-tier board of directors consisting of present and past members of the school community, thereby ensuring that the interests of the children and the school are always at the forefront of the agenda.

The Board is charged with the responsibility of governing the school and appointing the Head of School, while the Head of School manages the day to day running of the school and hires and leads the school staff.



Teaching is in English, with additional language lessons in Indonesian and after school Mandarin. Enrollments are taken throughout the year where spaces are available.

ISB is an active member of JASIS – the Java Association of Small International Schools, enabling students to participate in sporting, cultural and social events with other international schools in the country.

## **Intended Student Learning Outcomes**

Based on the school's Mission and Vision, The Intercultural School of Bogor seeks to educate students to be:

**Inquirers:** They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

**Knowledgeable:** They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of discipline.

**Thinkers:** They exercise initiative in applying thinking skills critically and creatively to recognise and approach complex problems, and make reasoned, ethical decisions.

**Communicators:** They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

**Principled:** They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-Minded:** They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view, and are willing to grow from the experience.

**Caring:** They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

**Risk-takers/Courageous:** They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced:** They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

**Reflective:** They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strength and limitations in order to support their learning and personal development.

## **Section 2: Enrolment Procedures**

### **Admission criteria:**

- Students admitted to the Early Learning Centre (ELC) 1 must be two years old before August 31st of the academic year of admission to participate in the three day programme.
- Students whose second birthday falls after August 31st may enter ELC 1 early, as soon as they are two years old, but they must still complete the subsequent full academic year within ELC 1. In their second year in ELC 1, at the teacher's and principal's discretion, students may be invited to attend ELC 1 classes for either four or five days per week.
- Students admitted to ELC 2 must be three years old before August 31st of the academic year of admission.
- Students admitted to Reception 1 must be four years old before August 31st of the academic year of admission.
- Students admitted to Reception 2 should be five years old before August 31st of the academic year of admission.
- Refer to the chart below for all other grade levels.
- In ELC 2, students must be independent from using diapers. A condition of admission of a student to ELC 3 or Reception is that s/he must be toilet trained.

### **Documentation to be provided:**

- Reports from the student's previous school;
- A copy of the parents' or guardians' passports and the student's passport (or official evidence of their date of birth);
- The student's KITAS card or DINAS visa (if not yet available, a letter from the company stating that it is being processed);
- The parent or guardian's KITAS card or DINAS visa (if not yet available, a letter from the company stating that it is being processed);
- Two passport-size photos of the student;
- The student's health documentation/immunization book;
- A completed Application for Admission form, including US\$500 Registration Fee;
- A completed Student Information form.
- A completed Health and Emergency form.

### **Special Education Needs:**

It is the responsibility of a parent to inform the Principal of any special considerations that should be taken into account when admitting a student to the school.

ISB has limited resources available to support children with special educational needs. We will only accept children into the school who would not place significant strain on the physical and human resources of the school.

The provision of individual assistance and/or resources to students with identified needs, beyond the everyday ability of the school, will be at the expense of the student's family. These issues will be negotiated with the Principal, the Admissions Manager and the Class Teacher.

Students with identified needs, requiring individual assistance and/or resources beyond the everyday ability of the school, will be placed with their age cohort unless otherwise collaboratively

agreed to by the Principal, Parents and Classroom Teacher.

Students identified with special educational needs are only admitted if all appropriately aged siblings are also attending the school.

**Basis of Discretion:**

Any variation to these admission requirements shall be at the discretion of the Head of School in consultation with the parents, Admissions Coordinator and Classroom Teacher.

**Final Preparations:**

Once all forms and supporting documentation have been submitted, an initial meeting with the prospective student(s), parents, Classroom Teacher and the Principal will be scheduled. Upon admission, an official invoice will be sent with instructions on the procedure for paying school fees directly into the school account.

Within the first two weeks of schooling, parents and children shall be expected to attend a meeting with the classroom teacher to set achievement goals for future.

**Security**

Parents must complete Security Identification forms for all household staff/helpers who will be supervising their children. No household staff/helpers will be allowed onto the school campus until these forms are completed.

**Medical records**

Students must be appropriately immunized against diphtheria, tetanus, polio and measles. Students are also required to give evidence of BCG inoculation or tuberculin skin test status. Students who do not submit proof of these may not be admitted to classes.

<b>EARLY LEARNING CENTER (ELC)</b>	<b>AGE FOR ADMISSION</b>
<b>Early Learning Center 1 (ELC 1)</b>	<b>2 years old on August 31</b>
<b>Early Learning Center 2 (ELC 2)</b>	<b>3 years old on August 31</b>
<b>Reception 1</b>	<b>4 years old on August 31</b>
<b>PRIMARY SCHOOL</b>	<b>AGE FOR ADMISSION</b>
<b>Reception 2</b>	<b>5 years old on August 31</b>
<b>Grade 1</b>	<b>6 years old on August 31</b>
<b>Grade 2</b>	<b>7 years old on August 31</b>
<b>Grade 3</b>	<b>8 years old on August 31</b>
<b>Grade 4</b>	<b>9 years old on August 31</b>
<b>Grade 5</b>	<b>10 years old on August 31</b>
<b>MIDDLE SCHOOL</b>	<b>AGE FOR ADMISSION</b>
<b>Grade 6</b>	<b>11 years old on August 31</b>
<b>Grade 7</b>	<b>12 years old on August 31</b>
<b>Grade 8</b>	<b>13 years old on August 31</b>

### **New Student/Family Orientation**

Each homeroom class member will assist and orient new students who enrol in The Intercultural School of Bogor (ISB) after the beginning of the school year. It is desirable for new families to visit the school at least one or two days in advance of enrolment so that students can be introduced to their teachers and to their student guides.

### **Departure**

The Admissions Coordinator needs to be notified as soon as possible when a student is checking out of school. When a student departs permanently from The Intercultural School of Bogor he/she should secure a withdrawal form or Student Exit Form from the Admissions Coordinator. Each teacher must sign this form as books and other materials are returned. Failure to complete this form may lead to the withholding of student records. When the completed form is returned to the Admissions Coordinator, the student will receive his/her report card for their next school. The I.D. cards of your employees are requested to be returned to the office.

In order to withdraw your child from The Intercultural School of Bogor (ISB), please note that the Board's policy requires:

1. A written notification of a student's departure should be submitted to the Admissions Coordinator 45 school days (one school quarter) before the actual departure date for a complete refund of any outstanding school fees.
2. It is the parent's responsibility to pick up the student portfolio, transcript and final report card from ISB.

### **Section 3: ISB Structure**

#### **School Foundation**

The Intercultural School of Bogor is comprised of parents or legal guardians of each regularly enrolled child and the administrators and teachers of the school. The Foundation meets once a year at the end of school year, to elect board members and to vote on matters related to the school's constitution and by-laws.

#### **School Board / School Governance**

The Intercultural School of Bogor (ISB) Board is comprised of nine members, with the majority being appointed by the Pembina and a minority elected from the parent community by The Intercultural School of Bogor community. Elected positions are for a maximum term of two years, while appointed members serve on the Board for as long as the Pembina sees fit.

As ISB is a Yayasan (non-profit organization), we must comply with Indonesia Law. Indonesia Law requires us to have 3 tiers of Governance:

- The Pengurus is our main Board of Directors (BoDs). This is made up largely of parents who are either appointed or parent elected. The role of the BoDs is to Govern the School and to appoint and evaluate the Head of School. The BoD has governing authority to determine all policies, regulations, and other matters relevant to the operation of ISB.
- The Pembina (Board of Trustees) is the over-arching Board, which is made up of previous parents and BoD's of ISB. The Pembina's role is to maintain consistency and continuity with the strategic plan, and to ensure that new policies adhere to the by-laws, mission, vision and values of the school. The Pembina are the legal authority of the Board and have sole responsibility for appointing pengurus and endorsing elected members.
- The Pengawas consists of appointed members from our Indonesian Community. The role of the Pengawas is to be an observer of the governance process, regularly reporting between the Pengurus and the Pembina, while offering advice on Indonesian Law and protocols.

The school Board's main area of responsibility is in the development of school policy and ensuring that policy is carried out by the administration. In addition to its monthly general meetings, the Board members form various standing committees related to Personnel, Finance, Policy and Procedures, and Buildings and Maintenance.

It is important to note that all 3 components of the ISB Yayasan work in unison to establish and monitor the school's achievement of the Mission, Vision and Values.

## **Administration**

The Head of School, Mr. Mike Donaldson, is the chief administrative officer responsible for the supervision of the day-to-day operations of the school.

Ibu Dewi is the Business Manager of the School responsible to the Head of School for financial operations.

An Admission, Marketing and Development Manager is responsible for all marketing initiatives whilst also processing and leading enrolment procedures and withdrawals. This position is currently vacant and will be filled as soon as possible early in the current school year.

## **Faculty**

It is Board policy that full-time teaching staff are fully-qualified professionals recruited from recognized education systems. Classes receive Indonesian language and culture lessons taught by experienced local personnel.

The teachers keep abreast of current educational trends and methodology through regularly reading research articles, professional discussion groups, networking with other teachers, and by attending annual in-service activities. Class programs endeavour to cater for individual differences and stages of development, and take into account both the needs of the child and the needs of continuing education. Our key goal is to deliver an international education, by suitably qualified teachers in a creative educational setting.

Our highly-skilled and professional staff at ISB is committed to providing a quality educational experience for all of our students. Members of our ISB team bring a wealth of experience in their related fields to the school and work together towards one common goal: improving student learning.

## **Students**

Typically, our student body represents some 15 nationalities, predominantly from America, Europe and Asia. The main nationalities are American, English, German, Australian, Canadian, Indonesian and Korean. Many students are bilingual. Some are trilingual. They show the real international and multicultural mix. Ages range from 2 – 14 years.

## **Student Council**

ISB has an active student council, which consists of elected representatives from Grades 3 – 9. Their officers include a President, Vice President, Secretary, and Treasurer, who are elected by the student body after the class representatives have been decided.

The main objectives of the Student Council are: to consider, and, where possible, implement, ideas and suggestions put forward by students; and also to occasionally serve as an intermediary between students, teachers, and the school administration on student body related issues. The Student Council meets on a regular basis as agreed upon at their first meeting. Meetings of committees of the Student Council are held as necessary. Each class representative is responsible for passing on ideas and suggestions made from class members, for encouraging the participation of their class members, and for keeping students informed of the discussions and decisions made at the Student Council Meetings.

## **Section 4: Curriculum**

The Intercultural School of Bogor follows The International Baccalaureate Primary Years Programme (PYP). This globally recognised framework is specifically designed to meet the needs of students aged 3 to 11. It focuses on the total growth of the developing child, touching hearts and minds and encompassing social, physical, emotional and cultural needs in addition to academic development. For the very young children we are guided by the Early Years Foundation Stage (EYFS) framework. In the Middle School we use a modified international Middle Years curriculum based on English speaking national curricula.

The IBPYP draws on research and best practice from a range of national systems with a wealth of knowledge and experience from international schools to create a relevant, engaging, challenging and significant educational framework for all children.

### **The Written Curriculum**

The most significant and distinctive feature of the IB Primary Years Programme is its organisation into six transdisciplinary themes:

- Who we are
- Where we are in place and time
- How we express ourselves
- How the world works
- How we organize ourselves
- Sharing the planet

These themes are about issues that have meaning for, and are important to, all of us. The programme offers a balance between learning about or through the subject areas, and learning beyond them. The six themes of global significance create a transdisciplinary framework that allows students to “step up” beyond the confines of learning within traditional subject areas.

### **The Taught Curriculum**

The six transdisciplinary themes are the umbrella under which teachers develop a programme of inquiry. Teachers develop and organise a programme of units of inquiry. The programme of inquiry is divided into one unit of inquiry for each transdisciplinary theme for Rec-Gr. 5 and 4 specially selected units for ELC 2. They require a high level of involvement on the part of the students and usually last for several weeks. The Middle School also organises its year under core units of study.

### **The Assessed Curriculum**

Assessment is an important part of each unit of inquiry as it both enhances learning and provides opportunities for students to reflect on what they know, understand and can do. The teacher's feedback to the students provides the guidance, the tools and the incentive for them to become more competent, more skillful and better at understanding how to learn. ISB does not give letter grades on work but focuses more on observation, demonstrations of learning and rubrics.

### **School Assessment and Reporting**

The school uses a variety of methods to keep parents informed about their child's progress:

## **Reports**

Assessment of children is continual and ongoing with formal reporting to parents taking place in December and June.

**Meet and Greet** sessions are held in the first three weeks giving parents a chance to talk about their goals for their child and find out how they are settling in. Teachers gather feedback from parents during this event as well.

**Teachers will communicate** regularly both formally and informally to keep parents up to date on the teaching and learning occurring in the classroom. We encourage both teachers and parents to utilize technology for communication where possible so as to limit the use of valuable paper resources and limit the impact on our environment.

## **Student Led and Parent Teacher Conferences**

Student Led Conferences are held in Term Three for students to showcase their learning to parents. We also encourage parents to regularly communicate with teachers on an informal basis (before/after school) to discuss class activities and pupil progress. It is always beneficial to arrange an appointment at a mutually convenient time for valid discussion about your child as social gatherings can be an awkward setting to discuss any issues.

Formal Student-Parent-Teacher Conferences are scheduled usually at the end of first and third quarters of the school year (October and April) after reports have been issued. This is a time to discuss details of your child's progress. We also offer Student-Led Conferences which are a time for students to independently display how they have progressed with their goals.

## **Parent Information Sessions**

Special purpose curriculum or information nights may be held to ensure parents are well informed of current educational trends, decisions and practices at ISB.

## **Extra Conferences and Informal Discussion**

Parents are invited to request conferences with teachers or administrators whenever they have questions or concerns about their child's progress in school.

## **Electronic Communication**

The Intercultural School of Bogor (ISB) has an informative homepage on the internet at [www.isbogor.org](http://www.isbogor.org). We also send out a regular newsletter each Thursday. Classes also have the goal of improving access to what is happening in classes by sharing information in a variety of electronic formats. They will share information about the current units of inquiry and utilise a class blog to keep parents informed.

## **Share Time & Assembly**

All students meet in the Hall or outdoors each Friday morning for student focused class presentations and other exciting events. All parents are invited to these wonderful assemblies to see the Learning on display. Information about upcoming events is also given out at these times. Our advertised Share Times are considered to be more rehearsed, polished performances. During the assembly we also hold a regular "community market". Parents enjoy buying organic fruits and vegetables, flowers, breads and pastries.

## **Quality Assurance and Professional Development**

Any school wishing to offer the Primary Years Programme and attain IB World School status must first go through the authorization process. The process is designed to ensure schools are well prepared to implement the programme successfully.

This is a challenging programme that demands the best from both motivated students and teachers. Schools can access an extensive package of IB professional development for teachers and administrators and commit to ongoing professional development. Teams from the organization visit IB World Schools from time to time in order to support an ongoing process of review and development, using standards and practices that apply to all IB World Schools.

### **Classroom Teaching and Organisation**

ISB has a policy for maintaining small class sizes of no more than 18 students. This ensure every student's needs are met as each class has an educationally qualified expat teacher and a trained Indonesian Teacher Aide supporting a small group of students. This student/ teacher ratio is rarely seen in other international schools.

Our classes at ISB are composite ones which include two or three grade levels. This is a common combination seen in small schools under 150 students, but it is also regularly utilized as an organizational strategy in larger schools due to uneven numbers. There also exist sound educational theories supporting the ideology that student's benefit from 'not' being placed in a singular grade level which is based on the assumption that all students are working at a similar level.

Each year the School Board and the Principal will take into account the number of students enrolled and teachers available. They will then make decisions based on our policy of no more than 18 students in any one grade level. Parents are informed as soon as the number of enrolled students are confirmed, which is usually in the Teacher Only Week prior to school commencing in the August.

### **Homework**

Homework is a key area in which the partnership between the school and the family can be addressed in a purposeful and practical way. The real value of this part of your child's education depends on this partnership. The purpose of homework can be threefold:

- to enable students to internalize concepts, master skills they have studied and stretch their knowledge base;
- to give them the opportunity to develop organizational skills and self-discipline and
- to foster a love of personal reading and writing.

Homework, therefore, could consist of:

- completing work not finished during class time;
- learning math/language facts, and practising what has been learned;
- starting and completing creative writing tasks;
- developing probing questions for future lessons;
- preparing for tests and projects and
- reading or writing for pleasure.

It is recognized that students differ in abilities and interests, so the staff will make an effort to individualize the program where appropriate. Teachers' awareness of the enervating nature of our

climate and the fact that many children participate in after school activities may also influence how much homework is set and how often. In general, it might be expected that the amount of homework be around 10 minutes multiplied by the child's grade level (thus, a grade five student would have around 50 minutes of homework on any given night.) Homework is not given on weekends or holidays.

Parental support for the homework program is very important. We ask that you provide a place and time for the work to be done, and whenever possible, take an active interest in what is being undertaken. If you have any questions, suggestions, or concerns, please set up an interview with the appropriate teacher. It is important that you do this as soon as the need arises to ensure the highest level of cooperation throughout the year.

Each teacher will have a procedure for checking that homework is done. The procedures will be outlined at the Open House at the beginning of the school year. If parents or students are not aware of the teacher's expectations, they should always check with the individual teacher.

## **Section 5: ISB Resources & Activities**

### **Library/ Multi-Media Resource Centre**

The Library is an extremely valuable resource for the school and is viewed as the centre of information and research through books and technology sources. Book stocks are continually being upgraded and added to with purchases from local and overseas sources. Classes which participate in library lessons will develop library research skills, understand correct use of the library and appreciate reading as a source of learning and enjoyment. Classrooms also participate in bulk loans so students can readily access books on a daily basis.

The Library Media Centre is located in the middle of the school campus. Parent volunteers are encouraged to help. The Library contains over 10,000 resource items: books, periodicals, vertical files, story tapes, videocassettes and CD-ROMS. The Library Media Centre is fully computerized for circulation and public access catalogue searching. We also have public accessible computer stations.

### **Information Technology**

The use of technology naturally integrated into learning opportunities is very important in today's connected world. Our school is wireless connected. Classes use a range of devices and programs including video conferencing, 3D drawing, image editing, blogs, projectors, tablets and interactive applications. Each classroom has access to a number of computers and in the Middle School most students bring their own devices which are used in a variety of ways. The Intercultural School of Bogor has a computer lab of networked, internet-linked computers with LCD monitors. The school employs a full-time I.T. technician.

### **Field Trips / Excursions**

Fields trips are a way of extending learning beyond the classroom to stimulate and inspire new and creative thinking. Other reasons we actively encourage field trips at The Intercultural School of Bogor (ISB) are to enhance the academic program with practical experience; provide students with social and emotional growth; and increase student awareness of Indonesian life and culture.

All school excursions are linked to current Units of Inquiry being investigated. It is expected that all students will attend as excursions are part of school life and should be seen to be an essential part of the learning process. A Parent Consent Form for major excursions will be sent out prior to the

event and the information must be completed, signed and returned to school. Students will not be allowed to participate if this form is not returned. If a student is not attending an excursion for any particular reason, it is expected that the class teacher will set work to be completed during the excursion day, and the student will be supervised by another class teacher.

Occasionally the school will organise extended 'Outreach' field trips over a period of days to selected sites accessible from Bogor.

All school-sponsored field trips are supervised by ISB faculty members who carry out full risk assessments. Parents are often asked to accompany trips on a volunteer basis and will be made aware of basic risk assessment issues prior to departure.

On enrolment, parents are asked to sign a general permission from allowing their children to take part in school-sponsored field trips. Parents are notified in writing well advance of all trips and may request that their child not be included in any particular trip.

Student conduct on field trips comes under the general conduct required of all students at ISB.

### **After School Activities**

We offer a wide range of after school activities from 2.30pm until 3.30pm. Some of these incur a small fee. Activities that have been offered include horse riding, a range of sports, crafts, arts, music and drama. Please contact the office to confirm the current offerings.

Some activities take place for the full year, while others change from term to term. Details of the program are published at the beginning of each term.

## **Section 6: Parental Involvement in the ISB**

ISB is a family and community oriented school and there are a number of opportunities for parents to become involved in the school's operation.

- Assisting class teachers with small group and special activities when needed.
- Assisting with the operation of the After School Activities program and the weekend sports functions
- Attending sports days and special events and encouraging your child's participation in these activities.
- Attending Friday's assembly when possible
- Becoming a member of the School Board and participating in the general operations of the school.

ISB has a policy of ensuring all volunteers or workers are safe to work with children. Please see this policy on our website.

### **ISB Communication – General**

We wish to keep good channels of communication between the parent community school administrative and teaching staff. This Parent Teacher handbook is an example of that. Communication from the school to parents takes many forms: Open Classes, Student-Parent-Teacher Conferences:

Report Cards; Progress Report; Extra Conferences and Informal Discussion; Electronic Communication; Assemblies

More details can be found under the Assessment section.

### **Parent Teacher Communication**

Good communication is an important tool in developing an effective, cooperative teacher-parent-student team. Your child's teacher will strive to communicate with you on a regular basis. You are invited and encouraged to contact a teacher when you are concerned about your child's progress. You may make an appointment through the school's front desk or, if timing is appropriate, directly with the teacher.

Parents are welcome to visit with a teacher before and after school; however, be aware that getting the school day started or providing assistance to a student is always a teacher's priority at these times.

Please be aware that parent-teacher confidentiality is of prime importance at the Intercultural School of Bogor. Any classroom-related complaints and grievances should be first discussed with the appropriate teacher. It is not acceptable nor productive for parents to air grievances in the general school community through social media or other means.

If after approaching the teacher you cannot reach a consensus on the issue, you are encouraged to talk to the Principal. If your concern relates to school policy issues, you should directly contact the Principal.

If, after talking to both the teacher and/or Principal you have not achieved a degree of satisfaction, the Principal may refer your issue to the Board. Parents may also write to the Board if they feel they have exhausted all channels of communication.

### **Parents, Teachers and Friends Association (PTFA)**

The purpose of the PTFA is to promote positive community involvement and to support the Head of the School in providing programs and activities for the students and community members of ISB. The PTFA exists to support the school. It does not play any role in the governance, administration or policy making of the school. So far In the past the PTFA has:

- Organised lunches for ISB students and managed the canteen
- Provided food and support for special events and celebrations
- Organized events such as a bazaar, quiz night or community brunches

Should you wish to become part of the PTFA then simply contact the Principal for an introduction to the chairperson.

### **Visiting the School**

Former pupils and family guests attending other schools are welcome to visit ISB and attend classes with their hosts for up to 1 day. Permission must be obtained well in advance from the principal who will make arrangements with the class teacher and then advise the families.

## **Section 7: Health Safety and Other Matters**

**IMPORTANT:** The school does not have a full-time nurse. When a child is ill or injured, the designated first aid person will apply external first aid (cleaning, bandages), but will not administer medicine without express permission of parents (by prior note or by direct telephone conversation at the time of the incident).

When a child is not well enough to participate in the normal school program, parents will be informed and asked to come for the child. In cases of serious emergency, the Head of School, at his discretion, may take whatever other action that may seem necessary, including transporting the child to local medical facilities.

### **Infectious Diseases**

Parents should immediately contact the administrative office if any child contracts a contagious disease so that they can be advised as to the period that the child should be excluded from school. Other parents may need to be informed so they can be vigilant and monitor their own children's health for the safety of all.

Illness and General Health:

School is a place for healthy children. For their own welfare and that of their classmates, if your child is not well please keep him/her at home until well enough to take part in the school program. Where an injury is thought to be serious every effort will be made to contact a parent or nominee before further action is taken.

If a child should become ill during the course of the day, a parent or nominee will be contacted to collect the child, as the school does not have the personnel or facilities to take care of sick children.

Medication: From time to time children attending school need medication to control various illnesses. Only prescribed medicines, which may be needed during school hours, should be brought to school and given to the office for administering. Please also draw the attention of the class teacher to the need for medication so they can be vigilant to any additional needs of the child.

### **Snack and Lunches**

The school asks that all parents be aware of the need for children to have healthy and nutritious snacks and lunches to see them through the day. We therefore ask you to monitor lunch boxes to ensure that the children's snack and lunch is appropriate and consists of many healthy items.

We strongly discourage takeaway food due to the dubious health benefits and the amount of waste produced. Please support us in these efforts.

There is a fridge available for lunches and a microwave is also for student use to heat-up lunches if needed.

At ISB we have a policy to develop independence with all personal care including eating, and all students are expected to feed themselves.

## **Section 8: Emergency Procedures**

The Intercultural School of Bogor (ISB) is prepared for unexpected events such as fire, volcanic eruptions, earthquakes, and political unrest. Students and all staff will undertake fire and earthquake drills each year:

### **Earthquake**

Students and staff will be notified to evacuate by long bursts from a siren.

Students and staff will shelter under tables during the shaking of an earthquake. After the shaking stops each teacher will gather students into lines and exit their classrooms. Evacuation routes will be marked on maps on the back of each classroom door.

Students will be escorted to the designated area where the roll will be taken and they will stay until the condition of the school has been thoroughly evaluated. The Principal will check the school to see that no students or staff have been left behind. The Principal will notify teachers if, or when it is safe to bring the students back into the school. Every attempt will be made to notify parents as soon as possible.

### **Fire**

Students and staff will be notified to evacuate by long bursts from a whistle.

Evacuation routes will be marked on maps on the back of each classroom door.

Students will be escorted to the designated area where the roll will be taken and they will stay until the condition of the school has been thoroughly evaluated.

The Principal will check the school to see that no students or staff have been left behind. The Principal will notify teachers if, or when it is safe to bring the students back into the school. Every attempt will be made to notify parents as soon as possible if necessary.

### **Political Unrest**

Should there be a time when political activity is particularly high, and it appears that roads could become congested or dangerous, parents will be notified. Parents who are unable to reach the school can be assured that students will remain under the protection of the school until the crisis is ended. Should there be cause for particular alarm in the immediate school area, the gates, doors and windows of the school will be closed and locked for the security of the students inside.

### **National Emergency**

Parents should follow recommendations issued by their national embassies. The school needs to be notified of intended departures and future contact information.

## **Section 9: General School Procedures and Policies**

### **Daily Schedule**

<b>GRADE</b>	<b>TIME OF SUPERVISION</b>
<b>ELC 1</b>	<b>7.45 AM - 10.30 AM</b>
<b>ELC 2</b>	<b>7.45 AM - 11.50 AM</b>

Reception 1 – Grade 8	7.45 Am – 2:30 PM *
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\* Rec 1 has the option of leaving earlier

## Security

The Intercultural School of Bogor has comprehensive security and emergency procedures in place.

On normal school days, the main gates to the school will only be open for access from 7.00 Am – 4.00 PM for drop off and pick up of students. All vehicles have to display an ISB sticker.

Parents have to fill and complete the I.D Identification form for their employees to be responsible to collect the children from school at the beginning of the enrolment process. An ISB I.D Card has to be shown to security at the gate in order to allow entry into the school. If no ISB I.D. is available to be shown, the guard will check with the office and ask office staff to check with their parents to get a confirmation. Children will be kept in the office until confirmation to release from parents is received. If the employees in your house have resigned, please return the ISB I.D. back to school for security and safety purposes.

Visitors other than students entering into school campus must present themselves to security. Those who are not known to the security guards as belonging to ISB families, are required to sign into the school and are issued with a special visitor's pass in exchange for an I.D. Card or driving license, which can be redeemed at sign out on departure. Bags will be checked by security.

At night, the gates to the school will remain closed. During the night security guards carry out regular patrols that are mandated, random and recorded on time clocks for security each morning. The patrol takes the guards around all areas of the school premises.

We request your full cooperation with security personnel in carrying out these procedures, and for any lapse of duty by security personnel noticed by you to be reported to the school office.

## Arrival and Dismissal

For reasons of safety and to facilitate the smooth flow of traffic for the convenience of others at arrival and departure times, we ask that you and your drivers follow the following procedures:

- Drivers should drop students off in the morning then leave the gate area
- Drivers should begin to line up about 10 minutes before dismissal to pick up the students
- If a driver arrives at the pick-up point and the children are not waiting to be collected, the driver must move around the loop again, NOT PARK! If cars stop, then the flow of traffic is interrupted and other drivers are then forced to back up to make the turn

If a student needs to change travel arrangements at dismissal time, a letter from parents or a telephone notification should be given to the school office or, in the case of Early Learning Centre and elementary students, to the classroom teacher. This is to ensure that we are aware of arrangements and can ensure the safety of the students.

## Transportation

The school owns one bus and one car/van for transporting students on school sponsored activities such as field trips/excursions or sports meets. Each vehicle is fully equipped with safety belts. The driver is a full time employee of the school.

Passengers on the bus must not behave in any way that could distract the driver or cause an accident. Leaning out of windows is forbidden. All passengers must remain seated with safety belts securely fastened when the bus is in motion. The driver's instructions must be obeyed at all times. Students should embark and disembark as instructed by the adult in charge.

### **Attendance**

Regular attendance is important as it helps school progress, social adjustment and the development of dependability. However, home is the place for a sick child. A sick child cannot work well and may pass on his/her illness to other children and staff. To keep disruption to a minimum and so that valuable work/activities are not missed, it is important that children do not arrive at school late. If students do arrive outside of the 7.45am Gong time, a Late slip must be sought from the office.

Good attendance is the first requirement for academic success. Parents should ensure that their child is in school unless absence is absolutely necessary. This includes coming to school on time and remaining the entire day (note the 'Medical absences' section below).

### **Early Dismissals**

Students may not leave school during the academic day without parent permission. A note or direct communication from the parent must be cleared through the school office. This should be done before 8 AM, if possible. In order to take a son or daughter out of school during the school day the parent must present themselves or nominated carer at the school office and ensure that a sign out Student Permission Form is obtained.

### **Medical Absences**

Students with communicable conditions such as gastro diseases, head lice, conjunctivitis, impetigo etc. will be sent home and must remain home until the condition has been treated and is no longer contagious.

Parents are requested to remember their sick child may infect other students at school. If he/she is sick, please keep them at home. Please notify the office if your child is unable to come to school due to illness.

### **Anticipated Absences**

Your child's teacher and the Principal should be notified in advance of an extended absence from school. This will allow the teacher to plan a course of study for your child if necessary.

### **Late Arrival**

School begins at 7:45 AM. Therefore, all students are to be in their classes, seated, and ready to work promptly at that time. Late arrivals will be recorded.

### **Temporary Withdrawals**

The Intercultural School of Bogor recognizes that circumstances may arise which force students to temporarily withdraw from school. Students may apply for a temporary leave of absence, thus reserving space in the school for their eventual return. Requests for withdrawals must be submitted in written form to the Principal one month in advance of the departure.

### **Mid-Term Entry / Exit**

Parents should advise the school in writing, and with sufficient advance notice, of their intent to withdraw their child from school. Exit reports and transcripts will be denied to those who fail to

follow exit/withdrawal procedures, which include taking care of all pending accounts at the school's business office. (Please see STUDENT ADMISSION FORM & WITHDRAWAL PROCEDURES.)

## **Uniform Policy**

**School Dress Code:** (The full policy is attached as an appendix.)

The purpose of the school uniform is to provide easy identification of students and to develop school pride. The uniform is to be worn appropriately at all times. Uniforms are currently available for purchase at the school office.

Parents have the option of designing their own clothes for their children, as long as they use the following criteria.

**Shirts/blouses:** a long or short sleeved batik blouse or a batik shirt with a collar. The Middle School (Grade 6 and above) has a separate batik patterned uniform.

**Pants/Skirts:** Full length pants, board shorts, shorts, skirts, or semi-skirts of appropriate length may be (maximum 10 cm above the knee) made using the specified blue fabric available from the school office. It is important that appropriate shorts, long pants or skirts are always worn with the batik top. The school may specify this for you if needed.

**Shoes:** There is no set style of shoes for students at ISB. Students can choose between shoes, or sneakers (trainers). Clogs or thongs (flip flops) are not appropriate due to the need to move quickly in the event of an emergency.

### **Sports/Physical Education Uniform:**

All students must wear the ISB PE uniform for all sports. The current design is the green "We are ISB" t-shirt. Students who have PE during the first period may come to school in their PE uniform. Some students change back into their school clothing after their PE class.

Sneakers/trainers are required for sports activities. All students from Grade 5 upwards must change into a PE uniform for all physical activity.

**Swimwear:** Students must wear a one piece suit for girls and speedos or boardshorts for boys.

### **Hats**

ELC to Grade 8 students should wear a hat/cap for all outside activities (including recess/lunch break). We recognise that we are in a tropical setting and the sun can harm skin with long exposure. We endorse a "No hat – No play outside" policy for students when outdoors for any length of time.

### **Hair**

Hair should be kept clean and tidy at all times so as not to disrupt learning and participation in school activities. It is suggested that long hair is kept tied back. As head lice are easily transferred between children your support is requested in regularly checking your child's hair. Any lice found should be treated immediately and the school informed.

### **Jewellery**

Students should not wear jewellery or personal adornment to school which will place them (or others) at risk of injury or be a distraction to others.

### **Portable electronic devices**

Mobile phones and portable electronic devices can be useful educational tools and may be used at the discretion of the teacher. Students are solely responsible for the safety of any devices brought to school. A phone may be included in your child's pack for emergency purposes only, but it must remain turned off.

After class times the school reserves the right to ask children not to use electronic devices on the premises. The reason is that these devices often cause issues with other students or parents and can severely cut down healthy student interaction.

### **Labels**

All articles of clothing and hats should be **clearly marked with the child's name**.

### **Water bottles**

Students should have a clearly labelled water bottle, which they can keep with them during class lessons, and during snack and lunch times. Water dispensers are available around the school to refill bottles. For health reasons, students must not share water bottles with others.

### **Student Materials**

We take several practical steps to encourage students to take responsibility for their belongings. Course books are supplied by the school, but students will be held responsible for keeping them and maintaining them in reasonable condition. Fees will be charged for lost or damaged books. Students are required to maintain their stationery requirements as stipulated by teachers.

### **Lost and Found**

Lost and found items can be retrieved from Ibu Melanie in the office. Books, supplies, and personal items that are found around the campus will be turned into the office. All students' personal belongings should be labelled for identification purposes, and items that are not claimed by the end of the semester will be donated to charities. Please be reminded that teachers and security staff will always do their best to locate missing articles, however: ISB does not accept responsibility for lost or stolen items. Students are encouraged not to bring excessive amounts of money or valuable items to school.

### **Lost or Damaged School Property**

The school provides students with books and other materials that are the property of the institution. It is the responsibility of the student to return all books and school property in good condition.

Students will be charged for lost or damaged materials. Payment for lost/damaged school property is required before a student can take end of semester exams or collect his/her report card or transcript. Books purchased locally will have a 15% surcharge. Books purchased from an international source will be charged according to a scale reflecting the current value of the text, as well as shipping costs.

### **School Telephones**

Students are only allowed to use school phones in case of real need.

### **Invitations and Birthday Parties**

Birthdays are an important milestone for any child, especially in the younger classes. We

acknowledge this important event within the school through the birthday announcements at assemblies and with the allowance of a suitable birthday cake to be provided and distributed by parents on the day. Please check with the teacher regarding allergies which may affect your arrangements. Please also refrain from giving presents and party treats to children at school. This minimises the pressure that families can feel when providing their own celebrations for their child.

The teachers will be happy to facilitate the passing out of invitations to children in class for a party outside of the school hours; however, this practice is only acceptable if ALL students in the class are included. If you plan to only invite a selected group of students, this should be arranged outside of the school to ensure no-one is unduly offended. If you have any questions as to how or what to prepare for your child's classroom birthday celebration please contact your child's teacher directly, at least a week before the event.

### **Pembantus and Drivers**

Pembantus and drivers should not remain at school throughout snack or lunch times unless there is an emergency. Also, children are developing independence and are learning the meaning of responsibility. Pembantus and drivers should not be collecting lunches or bags that have been left lying around. It is the responsibility of the children to clean up after themselves.

### **Visitors to the School**

Parking: The school car park is across the road from the front gate. No vehicles are to enter the school ground itself. No responsibility is taken by ISB for your car or its contents.

All visitors, including parents of ISB students, are required to register with security at the front gate before proceeding to the office. For reasons of security visitors will generally not enter a classroom, except when they have an appointment with a teacher or staff member. This way ISB can assure all parents that there are no unauthorized people in the school.

There is a waiting area at the front office.