



**SAMPOERNA
ACADEMY**



Parent & Student Handbook

Academic Year 2017–2018



L'AVENUE AND ICON CAMPUSES

Parent & Student Handbook

Academic Year 2017–2018

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PREFACE

We are thrilled that you have become part of Sampoerna Academy. Greetings and welcome, students and parents!

This handbook is written for you to understand how Sampoerna Academy schools work. The handbook provides you with key information you might need as you become familiar with the routines of each school. Please let us know if you have any questions or feedback as we will update the handbook regularly.

Sampoerna Academy schools are newly established in 2015. The vision of our schools is to be breakthrough schools in which our students are infused with strong academic and moral character and empowered to ignite and lead transformational change in their local, national, and global environments. They are immersed in an English speaking school environment and enjoy a collaborative and innovative educational culture where technology assists in new forms of transformative learning, especially STEAM (Science, Technology, Engineering, Art, and Mathematics).

We invite you to check out the rest of the handbook and look forward to partnering with you to help your child learn and grow in our schools. Please do not hesitate to contact us for further enquiries about all aspects of your child's schooling. We want to ensure you that we will do our best to keep you regularly informed about what is happening in our school and how your child's learning is progressing.

Sincerely,

Dr. Mustafa Guvercin

The Sampoerna Academy Director

SAMPOERNA ACADEMY OVERVIEW



Sampoerna Academy schools are located at L'Avenue - Jakarta, ICON - BSD Tangerang, Citra Garden and Cipto Campuses - Medan. The schools are initiated by the Putera Sampoerna Foundation (PSF). PSF is the social enterprise arm of the Sampoerna Group dedicated to improving education in Indonesia for the creation of young leaders. By supporting and supplementing educational programs and initiatives, PSF focuses its resources towards providing for the development of future leaders with moral integrity and a strong commitment to social justice.

Established since 2001, PSF has grown from the granting of scholarships and student assistance for financially disadvantaged youth, to the training of teachers and principals from state schools, to the adoption of state schools for quality improvement, to the establishment of International standard schools with boarding education – Sampoerna Academy Boarding Schools, to the development of a world-class University – Sampoerna University, and currently to the development of day schools - Sampoerna Academy.



Sampoerna Academy implements a holistic curriculum that allows students to experience first-class learning programs that align the National Curriculum with proven and highly regarded International programs from Cambridge Curriculum, IB Diploma Program and American College Program. The implemented curriculum is strongly integrated with STEAM, Character Development, and Sampoerna DNAs of Leadership, Entrepreneurial Spirit, and social responsibility.

Sampoerna Academy provides an integrated pathway from pre-kindergarten to college leveraging local and International partners to deliver innovative, high quality education programs. It consists of breakthrough schools that ignite and transform the learning of the next generation of Indonesian leaders. Infused with strong academics, moral character and important soft skills, students at the schools are empowered to lead transformational change in their local, national, and global environments.

VISION

Sampoerna Academy graduates will assume leadership roles in a global society by being creative, passionate, life-long learners who are able to meet the challenges of a rapidly changing world and who care deeply for their fellow men and the environment.

MISSION

The mission of Sampoerna Academy is to provide a safe, caring, and collaborative learning environment that is of the highest quality and meets global expectations for student achievement and character development.

Our educational foundation is student-centered with a strong emphasis on Science, Technology, Engineering, Arts, and Mathematics (STEAM) that enables students to become mature, confident global citizens with a strong sense of purpose. Our end goal is to prepare students for a tertiary education and to make them work ready and world ready.

CORE BELIEFS

Sampoerna Academy believes that:

- All the students will graduate prepared to enter their careers equipped with the academic and social skills required to compete and succeed in today's global economy.
- As an organization, we constantly defy convention and embrace change for the sake of finding new and better ways to achieve educational excellence.
- We seek opportunities to engage all stakeholders to play a part in the success of our students.
- STEAM competency will differentiate our graduates from those attending other schools

EXPECTATION OF STUDENTS

Sampoerna Academy community is committed to working together to provide an educational learning environment where students become:

Effective learners who:

- strive for Academic Excellence
- value learning as a lifelong pursuit
- know how to access relevant resources and technology for learning
- acquire knowledge
- achieve their fullest potential
- follow an accredited International curriculum which meets International standards

Effective thinkers who can apply life strategies based on:

- life-long learning
- integrity
- responsibility
- internationalism
- challenge
- equity

Effective communicators who are able to:

- speak, listen, read and write in English and Indonesian
- communicate in Chinese
- express themselves clearly and creatively

Healthy individuals who:

- engage in a healthy lifestyle and make every effort to make appropriate life style choices
- actively participate in physical activity and sport
- maintain a sense of fair play
- believe in the virtues of teamwork

Globally conscious individuals who:

- have knowledge of and respect for their national identity
- have knowledge of and sensitive to other people, culture and traditions
- are aware of issues of global and environmental concern
- are equipped to make the transition to different learning environments

CHARACTER DEVELOPMENT

Sampoerna Academy schools infuse the following values:

- **Affirming**, which is integrated into school activities to build the confidence of students that can be achieved by encouraging zest and optimism, setting personal milestones, and seeking collective success.
- **Courageous**, which is integrated into school activities to redefine success of students that can be achieved by taking ownership, trying new things, and demonstrating grit.
- **Innovative**, which is integrated into school activities to solve Indonesia's problems initiated by students that can be achieved by asking what if, challenging status quo, and using a different lens.

COMMITMENT TO EXCELLENCE

Sampoerna Academy schools require Commitment of Excellence from the teachers, the students and the parents. It is verbally declared and acknowledged on documents signed by all respective individuals.

Commitment of Excellence for Teachers

– We commit that we will:

- Strive for Academic Excellence in teaching and facilitating the learning process.
- Arrive and remain at school as scheduled.
- Participate actively in various school activities.
- Live by the school values and beliefs.
- Make ourselves available to parents, students, and colleagues and respond to any concerns they might have.
- Protect the safety, interests, and rights of all individuals in the classrooms.

Commitment of Excellence for Students

– I commit that I will:

- Strive for Academic Excellence in our learning and the learning of our peers.
- Arrive and remain at school as scheduled.
- Participate actively in various school activities.
- Live by the school values and beliefs.
- Follow and obey the school rules and policies.
- Behave, think and work the best I know how and will do whatever it takes for me and my peers to learn.
- Respect and treat others as I would like to be treated.

Commitment of Excellence for Parents

– We commit that we will ensure that our child:

- Strives for Academic Excellence in his or her learning and the learning of his or her peers.
- Arrives and remains at school as scheduled.
- Participates actively in various school activities.
- Lives by the school values and beliefs.

- Follows and obeys the school rules.
- Respects and treats others as s/he would like to be treated.



STUDENT ADMISSION

Sampoerna Academy Schools do not discriminate on the basis of race, religion, color, national origin and gender in providing educational services, activities, and programs, including the admission. Admission to the schools is a cooperative decision between students, parents, teachers and principals. Students and parents are encouraged and motivated to view an intense academic commitment as their key to the future.

Sampoerna Academy schools require the submission of a complete application form to be considered for admission. Student applications are open throughout the year for student enrollment in both semesters. Currently attending students who intend to return the next academic year will be given priority in admission if they notify their intention by

submitting the re-enrollment form before the closing of each academic year.

Student Admission

To be admitted to Sampoerna Academy schools, the Application Form outlining all the required student information must be completed, signed and submitted by the parents along with the required documents stated in the form. Three other documents of student information must also be submitted as the attachments, i.e. Student Health Form, Student Pick-Up Form, and Photo/Video Release Form. Other supplementary documents will be asked before or after admission is offered.

Age Requirements

Age requirements at Sampoerna Academy schools are:

- Pre-Kindergarten: students must be 3 (three) years of age by 1 October of the starting academic year.
- Kindergarten 1: students must be 4 (four) years of age by 1 October of the starting academic year and must be toilet trained.
- Kindergarten 2: students must be 5 (five) years of age by 1 October of the starting academic year and show certain levels of cognitive, motoric, and language skills.
- Grade 1: students must be 6 (six) years of age by 1 October of the starting academic year and must have evidence of successful completion of a qualified kindergarten program and/or show learning skills of a qualified kindergarten program.
- Grade 2 onwards: students are placed in a grade compatible with their age on evidence of successful completion and appropriate skill mastery of the preceding year.

Apart from the chronological age criteria mentioned above, standardized entrance sessions are held before the entry to the schools as part of the enrollment process. When new students are to be enrolled in the mid-year, standardized

entrance sessions assessing the learning outcomes on English, Mathematics, and Science set for the past mid-year will be administered to ensure that the students will be able to catch up with their peers in the classroom learning. If the students are lacking the required learning skills set for the grade level, the schools may accept the students with the condition of attending supplemental classes, which may require additional fees.

For all enquiries regarding admissions and student service, please contact us via +62 215 022234.

STUDENT CODE OF CONDUCT

Sampoerna Academy believes that an effective instructional program requires an orderly school environment and that the effectiveness of an educational program is reflected in the behavior of students. Sampoerna Academy Student Code of Conduct is developed within the philosophy that it is to help every school personnel to work on Positive Behavioral Support for the students. If there are still challenges to implement the Support, the schools will identify and execute necessary disciplinary actions as outlined in this section.

School-Wide Agreement

School-wide agreement includes but not limited to "Be SMART":

- Say please and thank you.
- Make friends and be thoughtful.
- Arrive on time, prepared and ready to learn.
- Respect yourself and others.
- Try your best.

Responsibilities of Parents

Parents are expected to:

- Serve as a model for their children by showing respect for themselves, students, teachers, other parents, and school staff.
- Ensure their children's compliance with the school attendance requirements and promptly report and explain absences and tardies to the school.
- Assist their children in being properly attired.
- Take an active interest in the overall school program.
- Communicate regularly with the school on their children's conduct and progress.
- Discuss report cards and work assignments with their children.
- Bring to the attention of school authorities any problem or condition that affects their children.
- Maintain up-to-date homework and emergency telephone numbers at the school.
- Cooperate with school administrators and teachers in their efforts to achieve and maintain a quality school system.
- Respond promptly when notified by the school to pick-up their children due to medical or disciplinary problems.
- Respond promptly when notified of student disciplinary matters.

Consequences of Behavior Problems

Students committing behavior problems at school may receive the following consequences:

- Verbal reprimand
- Time out situation
- Parent phone call/written notification
- Behavior contract
- Student/parent/principal meeting
- School clean up with parent approval, community service, detention, presentation to classes, reports, letters of apology, etc.

- Parent attending school with student
- In-school or out-of-school suspension
- Expulsion

Level I Offenses and Consequences

Level I offenses at Sampoerna Academy include but not limited to:

- accessing restricted areas
- causing damage to school property
- committing computer system violation
- being disrespectful to teachers
- engaging in offensive conduct of a sexual nature, either verbal or physical, directed toward another student or any other person
- failing to comply with directives of school personnel
- missing class sessions without excuse
- offensive language, orally or in writing
- possessing and/or selling “look-alike” drugs
- possessing, distributing, exhibiting, and/or transmitting obscene materials, including pornography
- posting published materials or holding demonstrations or meetings on school property without school approval
- profanity and/or obscene gestures toward other students
- scuffling
- disruptive or abusive behavior that interferes with the teacher’s ability to effectively communicate with students
- verbal or written abuse, such as name-calling, racial or ethnic slurs that may disrupt the school environment

Level I offenses may result in the following disciplinary consequences:

- verbal correction
- time-out
- lunch detention
- seating changes within the classroom

- after school detention
- school suspension
- assignment of school duties such as picking up litter
- behavior contract
- community service
- counselling by teachers, counsellors, administrative personnel, or principals
- loss of computer privileges or Internet access
- parent/guardian conference with teacher or principal
- placement in another appropriate classroom
- withdrawal of participation in extracurricular activities and school events, e.g. incursions/excursions/field trips

Level II Offenses and Consequences

Level II offenses at Sampoerna Academy include but not limited to:

- abusing prescription drugs, giving a prescription drug to one or more students on school property or at a school-related event
- bullying and/or cyber-bullying as well as conducting verbal and physical harassment to one or more students
- Causing bodily harm
- gambling, playing cards, dice shooting and/or sports that involve the transfer of money or other personal belongings
- displaying inappropriate public displays of affection
- intentionally providing incorrect information to school personnel
- skipping class or leaving school areas or events without prior approval from related school personnel
- possessing stolen property
- possessing or using fireworks or other explosive devices.
- possessing or using tobacco or related products
- possessing or consuming alcohol
- involving in secret society activities
- stealing

- threatening against school personnel and students
- violating the school examination procedures
- committing repetitive Level I offenses

Level II offenses may result in the following disciplinary consequences:

- any applicable level I disciplinary consequences
- out-of-school suspension

Level III Offenses and Consequences

Level III offenses at Sampoerna Academy include but not limited to:

- assaulting
- kidnapping
- theft
- copying or modifying another student's work files stored on a computer
- attempt to commit a criminal act
- death-threatening
- issuing false statements, false reports or false alarms
- possessing, selling, distributing, or being under the influence of stimulated controlled substances
- using school's Internet access to engage in conduct that constitutes attempts to bypass installed computer security software

Level III offenses may result in the following disciplinary consequences:

- any applicable level I or level II disciplinary consequences
- out-of-school suspension
- expulsion



Detention

Detention refers to the act of keeping a student after class periods, after school hours, or on a weekend as a consequence of committing behavior problems.

Suspension

Suspension is the temporary removal of a student from school for committing repeated or serious behavior problems defined in the Student Code of Conduct. Suspension can be either in-school or out-of-school, which can only be imposed by the Principal or his or her designee. During the suspension period, the student is not allowed to attend regular school lessons.

Behavior Contract

Behavior contract is a document that describes a simple, positive-reinforcement intervention initiated by the Principal or his or her designee to change repeated behavior problems of a student. It highlights the expectations of the student and the Principal or his or her designee to carry out the intervention plan and make it a useful planning document.

ATTENDANCE

Absences

It is important for Sampoerna Academy students to make the most of their education by ensuring regular school attendance. Therefore, students and parents must make efforts to avoid unnecessary absences from class as they will result in serious disruption of a student's mastery of the instructional materials.

Absences from school result in students losing valuable education time. Therefore, parents are strongly encouraged to bring their children to school every day and on time. If a student is unable to come to school, the parent is required to report each absence. When returning to school, the student must bring a note describing the reason for the absence that is signed by the parent. A note signed by the student will not be accepted even with the parent's permission. The note must be submitted within three days of the absence or the absence will be considered unexcused.

The absence must be approved by the Principal at least one full day before the absence. Missed assignments will be due on the day the student returns to school unless otherwise arranged with teachers or the Principal. Absences that are not approved in advance will be considered unexcused.

There are two types of absences at the Academy, i.e. excused and unexcused absences. It is important for students and parents to be aware of the expectations related to both absences and the policy on consequences following an absence.

Excused Absences

Students are required to provide a written explanation for the absence to be excused signed by the parent and previously approved by the Principal. The excuse will be put in the student's record. The followings are reasons to be considered excused:

- Not more than three consecutive days of illness. If more than three days, a doctor's note will be required.
- Family emergency or illness.
- Death of a relative.
- Observing religious holy days.
- Health care appointments.
- Other temporary absences acceptable to the student's teacher, Principal.

Unexcused Absences

Any absence not included in the above list will be considered an unexcused absence. Examples of unexcused absences are listed below:

- Failing to present a written note within three school days following an absence.
- Leaving school without the permission of the Principal.
- Walking out/cutting of class.
- Other absences disapproved by the Principal.

When a student is absent from any class without permission for three or more days within a four-week period, he or she will be considered truant and subject to disciplinary action. For the secondary students, if the absences are for more than five unexcused absences in a semester, the Academy may revoke the student's enrollment and his or her presence on school property will be unauthorized and considered trespassing.

A student is required to attend 90% of the total, required days of school. If the student fails to attend for at least 75%

but fewer than 90% of the required days, there needs to be justification for any extenuating circumstances for the absences. Below are guidelines on determining whether there are extenuating circumstances for an absence:

- Only absences after enrollment will be considered.
- The best interest of the student is to be considered for the decision-making.
- The acceptability and the authenticity of documentation expressing reasons for the absence will be considered.
- The extent to which the student has completed given assignments, mastered the essential knowledge and skills, and maintained passing grades in the subject will be considered.
- The student or the parent will be required to present any information about the absence.

Tardiness

It is important for students to arrive to school on time every day and to remain in the classroom for the entire period for maximum learning engagement. They must report to the administrative office if they arrive after the announced start time. Tardiness will be excused for one of the following reasons:

- personal illness.
- appointment with a doctor, dentist, or another professional.

For an excused tardy, the student must present a note from the parent explaining the late arrival. The school may also require a written note from a doctor, a dentist, or other professionals. The Principal may give disciplinary consequences for habitually tardy students.

A student who arrives later than the time prescribed is considered tardy and must obtain a 'LATE PASS' at the administration office. Repeated tardiness have corresponding

First offense	<ul style="list-style-type: none"> • Verbal warning from the homeroom teacher
Second offense	<ul style="list-style-type: none"> • First written warning; the student is sent to the prefect of discipline.
Third offense	<ul style="list-style-type: none"> • Final written warning; parents will be informed by the homeroom teacher or the prefect of discipline; • one hour detention after-school (student will not join CCA during detention)
Fourth offense	<ul style="list-style-type: none"> • Parent-principal conference; one hour detention after-school for 2 days • wearing of school uniform on Friday
Fifth offense	<ul style="list-style-type: none"> • One hour detention after-school for one week; • wearing of school uniform on Fridays for one month
Repeated offense	<ul style="list-style-type: none"> • One day in-school suspension; • community service

- *Unexcused absences and tardiness are minor offenses.*
- *Five minor offences are equivalent to one major offense.*
- *Accumulation of 3 major offenses in the school year may result in expulsion or retention.*

Make-up Work

Any approved notification must be submitted by a student to be eligible for make-up work. Arrangements for make-up assignments must be made prior to any absence for school-related reasons or an anticipated or planned absence.

Teachers may assign make-up work for any class missed based on the instructional objectives of the subject and the student's needs to master the essential knowledge and skills or to meet the subject requirements. It is the responsibility of the student to complete given make-up work within a timely manner as defined by the subject teacher.

One day will be allotted for every day absent to complete make-up assignments. Failure to complete an assignment will result in a failing grade on the assignment.

When a test is missed by a student due to an excused absence, a make-up test will be scheduled by the teacher. The student is required to take the test at the set time and the teacher is not obligated to reschedule a make-up test.

For unexcused absences, students will not be permitted to make up for class work missed and teachers are not required to tutor students.

MORNING ARRIVAL AND AFTERNOON DISMISSAL

To be authorized for student pick-up, the Student Pick-Up Form shall be submitted along with the required attachments. Copies of the forms are available at school one week before the start of school. No student will be allowed to leave the school without these identification forms being submitted.

Sampoerna Academy Schools are not responsible for students who leave the school without prior approval from the Principal or the Designee. Disciplinary action will be taken against students who leave and return to school without having the approval.

Morning arrival and afternoon dismissal arrangements are set by Sampoerna Academy Schools and may vary based on current student enrolment at specific locations.

Release and Early Check-Out

For student safety reasons, precautions for release and early checkout are arranged as follows:

- Approval of parent is required in all instances of release and early checkout.
- The Principal may release a student before the end of a school day only upon presentation of a written or face-to-face request from a parent (no telephone calls), or for reasons of emergency.
- Students may be released only to a parent whose signature is on file in the school office or to a previously identified person, authorized in writing or verbal confirmation by the parent to act on his or her behalf.
- A student may be released “on his or her own” only with verified parental permission.
- No school personnel shall permit or cause a student to leave school prior to the regular dismissal time, except with the knowledge and approval of the Principal and parent.

STUDENT WITHDRAWAL

Sampoerna Academy must be notified at least 30 calendar days prior to the last day of the student’s final term if the student’s parents intend to withdraw the student from school so that the withdrawal process can take place appropriately and that loss of the refundable payment can be avoided. Without 30 days notice, financial penalty may apply. The parent may obtain a Student Withdrawal Form from the Admissions and Student Services Office and have it completed. The Principal and related school officials will verify the information on the Student Withdrawal Form when



the completed form is submitted. The parent must provide the name of the new school in which the student will be enrolled and must sign the formal withdrawal request stating that the withdrawing student will continue to be enrolled in a school. On the student's last day, a copy of the form will be given to the student and a copy placed in the student's permanent record. The student will also be provided with a copy of the completed form showing the student's earned grades to be made available to his or her new school.

Withdrawing students and parents are required to do the following:

- Return all textbooks and checked-out materials and equipment.
- Complete any make-up work assigned.
- Pay any unpaid balance for student fees, if any.

Sampoerna Academy schools will initiate withdrawal of a student for nonattendance under the following conditions:

- The student has been absent ten consecutive school days.

- Repeated efforts by the Principal to locate the student have been unsuccessful.

STUDENT HEALTH AND SAFETY

Student and health safety is a high priority of Sampoerna Academy schools and requires student cooperation to:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioural standards in this Handbook as well as any additional rules for behavior and safety set by the Principal, teachers, or other school personnel.
- Remain alert to and promptly report safety hazards such as intruders on campus and threats made by a person toward a student or school personnel.
- Know emergency evacuation routes and signals.
- Immediately follow instructions from school personnel who are overseeing student welfare.

Smoking and using smokeless tobacco are not permitted in Sampoerna Academy School buildings, vehicles, or properties, or at school-related or school-sanctioned events. Students may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as allowed by law. Additionally, student violators are subject to the required disciplinary consequences.

Sampoerna Academy believes that student use of illicit drugs is both wrong and harmful. Consequently, the school prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Student violators are subject to possible prosecution, as allowed by law, as well as the required disciplinary consequences.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, school personnel will seek emergency medical treatment unless a parent has previously provided a written statement denying this authorization. Therefore, parents are asked to complete Student Health Form, which includes information about their child's allergies to medications, etc as part of the application process. Parents should keep emergency care information current. Please contact the Principal or the Administration Staff to update any information.

Illness during School Hours

Students becoming ill or injured during the school day are directed to report to the nurse and/or the homeroom teacher/advisor. If they are not available, the student should report to the school office. Parents or other persons designated on the student's enrollment application will be contacted as appropriate. Students must report to the school office before leaving the building.

When a student falls ill during the day, the school will contact the student's parents immediately. Parents need to share their concerns with related Homeroom Teacher/Advisor if they are worried that certain students are being abused or neglected. The Homeroom Teacher/Advisor will ensure the correct procedures to address the concerns are followed. If there are any concerns about the safety of students, parents will be closely involved in the process of addressing the concerns.

Medication Administration

Sampoerna Academy school personnel are only permitted to give students medicine if their parents have agreed to this. The only medicine allowed in school are asthma inhalers, and epi-pens or similar for allergy sufferers. It is vital that

the parents inform the school of any allergies or illness of their children on the Student Health Form that should be completed and submitted during the student admission process. Parents should notify and update the homeroom teacher of any current condition that might warrant medical attention.

Students who are unwell must remain at home until recovered. It is highly recommended for parents to follow doctor's recommendations and advice. Health of students is more important as we can always assist them to catch up with missed schoolwork.

Medication may be administered at school only under the following circumstances:

- The school will not dispense over the counter medication (i.e. acetaminophen, aspirin, ibuprofen, etc.) to students.
- Medication brought to school must be submitted to the school nurse and/or homeroom teacher/advisor along with a Medication Directions form signed by the student's physician and parent.
- Prescription medications administered during the school hours must be prescribed by a physician or advanced nurse practitioner and filed by a licensed pharmacist.
- Prescription medications must be submitted in a labeled container showing the student's name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will not be administered.
- Only the amount of medication needed should be delivered to the school, i.e. enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.

Changes to daily medications require written instruction from the physician or the nurse and written permission from the parent. Parents are responsible for advising the school office that a medication has been discontinued in a timely manner.

DISCRIMINATION, HARASSMENT AND RETALIATION

All students learn best and their welfare best served within classroom and school environments free from discrimination, harassment, and retaliation. Sampoerna Academy students are expected to treat other students and school employees with courtesy and respect to avoid offensive behavior and to stop the behaviors when asked or told to stop. School employees are also expected to treat students with courtesy and respect.

Discrimination

Discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender, national origin, or any other basis prohibited by law that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender, national origin, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance.

- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment.
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance.
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communication, or contact.

Sampoerna Academy does not tolerate sexual harassment of a student by school personnel or other students. Romantic

or inappropriate social relationships between students and school personnel are prohibited, even if consensual. Sexual harassment of a student by a school personnel includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school personnel causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the personnel will make an educational decision based on whether or not the student submits to the conduct.
- The conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; creates an intimidating, threatening, hostile, or abusive educational environment.

Retaliation

Sampoerna Academy prohibits retaliation against a student alleged to have experienced discrimination or harassment, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited discrimination or harassment or believes that another student has experienced prohibited discrimination or harassment should immediately report the alleged acts to a teacher, other school personnel, or the Principal. Any school



personnel who receives a report of prohibited discrimination or harassment must immediately relay the report to the Principal or his or her designee, who will investigate the complaint.

Investigating Complaints

After receiving a complaint of prohibited discrimination or harassment, the school may require the student to prepare a written report. Oral complaints will be recorded onto a written form. Upon receipt of a complaint, the authorized school personnel shall promptly authorize and undertake an investigation. Following completion of the investigation, the personnel will discuss his or her findings with the Principal, who will prepare a written decision regarding the complaint.

When appropriate, the school will take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, the school shall promptly respond

by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. The school may take disciplinary action based on the results of an investigation even if the school concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality

To the greatest extent possible, Sampoerna Academy will respect the privacy of the complaint, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

BULLYING AND CYBER-BULLYING

Sampoerna Academy prohibits bullying, which occurs when a student or groups of students engages in written or verbal expression or physical conduct that takes place on school property at a school-sponsored or school-related activity, or in a vehicle operated by the school. It is defined as the conduct that:

- Has or will have the effect of physically harming a student, damaging the student's property, or placing the student in reasonable fear of harm to the student as a person or of damage to the student's property.
- Creates an intimidating, threatening, or abusive educational environment for a student.
- Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct.
- Interferes with a student's education or substantially disrupts the operation of the school.

Sampoerna Academy also prohibits cyber-bullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

Reporting Procedures

Any student who believes that he or she has experienced bullying or cyber-bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal, a teacher, or other school personnel. A report may be made orally or in writing. Any school personnel who receives a report of potential bullying or cyber-bullying must immediately relay the report to the Principal or his or her designee.

Investigating Complaints

The Principal shall determine whether the allegations in the report, if proven, would constitute prohibited harassment, and if so proceed under that policy instead. The Principal or his or her designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

Following completion of the investigation, the Principal or his or her designee will prepare a written decision regarding the complaint. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct. The school may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying as defined above.

Confidentiality

To the greatest extent possible, the school shall respect the privacy of the complainant, persons against whom a report is filed and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

ABUSE AND NEGLECT

Abuse at Sampoerna Academy schools is defined as any conduct harmful to a student's mental, emotional, or physical welfare and, in certain circumstances, failure to make a reasonable effort, which is neglect, to prevent harmful conduct to a student.

Awareness Raising for Students and Teachers

Abuse and neglect issues at Sampoerna Academy schools are addressed to increase awareness through age appropriate discussions and materials in the homeroom classrooms. The teachers being responsible for the discussions are trained in related content areas of addressing abuse and neglect of students.

Awareness Raising for Parents

Parents must be aware of warning signs indicating that their child may have been or is being sexually, physical, or emotionally abused or treated. A child who has experienced any abuse and neglect should be encouraged to seek out a trusted adult. Be aware, as a parent or other trusted adult, that evidence of abuse or neglect may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure that child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured, abused, or neglected may also be subject to prosecution.

Parents are legally responsible for the care of their children and must provide their children with safe and adequate food,

clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available if your child is a victim of sexual abuse or other forms of abuse and neglect.

Warning Signs of Abuse and Neglect

Below are psychological and behavioral signs of possible sexual abuse and other forms of abuse and neglect:

- sudden or unexplained personality changes; becoming withdrawn angry, moody, clingy, “checking out”, or showing significant changes in eating habits
- depression or irritability
- an older child behaving like a young child, for example, bedwetting or thumb sucking
- developing fear of certain places or resisting being alone with an adult or young person for unknown reasons
- resistance to routine bathing, toileting, or removing clothes, even in appropriate situations
- playing, writing, drawing, or dreaming of sexual or frightening images
- refusal to talk about a secret he or she has with an adult or older child
- leaving clues that seem likely to provoke a discussion about sexual issues
- using new or adult words for body parts
- engaging in adult-like sexual activities with toys, objects or other children
- developing special relationships with older friends that may include unexplained money, gifts, or privileges
- intentionally harming him or herself, for example, drug/ alcohol use, cutting, burning, running away, and sexual promiscuity
- thinking of self or body as repulsive, dirty, or bad

- becoming increasingly secretive about Internet or telephone use

Physical symptoms of possible abuse and neglect include:

- stomach aches or illness, often with no identifiable reason
- difficulty in walking or sitting
- stained or bloody underwear
- genital or rectal pain, itching, swelling, redness, or discharge
- bruises or other injuries in the genital or rectal area
- unexplained soreness, pain or bruises around the mouth, sexually transmitted disease, or pregnancy

Any one sign does not necessary mean that a child has been sexually, physically and emotionally abused or neglected, but the presence of several signs is the time you should begin asking questions and seeking help. Signs often first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions to Address Abuse and Neglect

During student awareness sessions concerning abuse and neglect issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of abuse and neglect issues or have been in situations that make them feel uncomfortable in any way. School personnel are trained to take appropriate actions to help the child obtain assistance and to follow proper reporting procedures. Older students may also be provided with local crisis hotline numbers to obtain assistance.

LOCKERS/CUBBYHOLE SHELVES AND DESKS

Sampoerna Academy students are each assigned a locker/a cubbyhole shelf and a desk for his or her individual use. Lockers/cubbyhole shelves are to be used to store books, coats and personal items. Valuable items should not be stored in lockers/cubbyhole shelves or desks. The school is not liable for personal items stored in lockers/cubbyhole shelves or desks.

Students are responsible to make sure that lockers/cubbyhole shelves are kept clean at all times. Any damage, vandalism, or other problems with lockers/cubbyhole shelves or desks should be reported to the school office. Students will be held responsible for the condition of their lockers/cubbyhole shelves if such damage, vandalism, or other problems are not reported.

During the school day, students may go to their lockers/cubbyhole shelves during the following designated times only:

- Before class begins in the morning.
- During the five-minute passing periods between classes.
- After classes are over.
- Upon approval by teachers or the Principal during class periods.

Sampoerna Academy schools may do a search on lockers/cubbyhole shelves, desks and other school property to ensure that the schools are safe and sanitary. Students shall be free from unreasonable searches and seizures by school personnel. They may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

Students must have no expectation of privacy in the contents of their lockers/cubbyhole shelves, desks or other school property. Lockers/cubbyhole shelves and desks assigned to students remain at all times under the control and jurisdiction of the school. The school will make periodic inspections of lockers/cubbyhole shelves and desks at any time, with or without notice or student consent. School personnel will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers/cubbyhole shelves and desks, and shall be held responsible for any prohibited items found during a search. The student's parent shall be notified if any prohibited articles or materials are found in a student's locker/cubbyhole or desk, or on the student's person, as a result of a search

SCHOOL VISITORS

Sampoerna Academy school visitors are individuals or a group of individuals who are not employees of Sampoerna Academy schools who enter the school premises for specific purposes. Visitors may include: Putera Sampoerna Foundation unit businesses, other affiliated legal entities, government representatives, parents, other local educational institutions and local school representatives, universities, and sales persons etc. However, for the safety and security of our students and staff, we need to ensure that school visitors are adhered to the procedures of visiting our schools.

Before the School Visits

Individuals or a group of individuals, e.g. representatives from an education institution intending to visit Sampoerna Academy schools shall submit a visitor's proposal letter. The letter shall identify the following information: number and age

of the visiting students, teachers and/or school personnel and the objectives of the visit. The proposal shall be reviewed and approved by the Principal.

Arrival at School

On arrival at Sampoerna Academy schools, school visitors shall check-in at the school reception area assisted by the on-duty school personnel assigned for the area. The personnel shall require them to record their name, signature, date and time, purpose of their visit, and the personnel they want to meet on the provided Visitors Book. They will be required to show their identity card that will be kept by the on-duty personnel during the visit period. Following initial check-in, they will be given a sticker as a school visitor that shall be worn during the visit period.

The school visitors shall wait in the reception area until the personnel they want to meet come and meet them in the reception area. The on-duty personnel might also take them to the school area to meet with the related personnel. Either way, the visitors shall be accompanied by the on-duty personnel when entering the school area.

During School Visits

During on-site school visit at Sampoerna Academy, school visitors shall be accompanied by related school personnel. They shall not take photographs or videos, particularly with students as the objects, unless approved.

In order to protect student safety and sustain an educational program free from disruption, Sampoerna Academy schools will take action against any school visitor who:

- Interferes with the movement of people in an exit, entrance, or hallway of a school building without authorization from the Principal.
- Interferences with an authorized activity by seizing control of all or part of a building.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats to cause disruption during an assembly or organized school meetings.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from the Principal.
- Disrupts the conduct of classes or other school activities while on school property or on public property that is within 500 feet of school property.
- Interferes with the transportation of students in school vehicles.

Disruption includes making loud noises, enticing, attempting to entice, preventing, or attempting to prevent a student from attending a required class or school activity, entering a classroom without the consent of either the Principal or the teacher, and through acts of misconduct or the use of loud or profane language, disrupting class activities.

After School Visits

After on-site school visits, the visitors shall check-out at the school reception area. Their identity card will be returned and they will be dismissed from the visits.

VVIP and VIP School Visitors

Sampoerna Academy schools implement required protocol for each VVIP and VIP school visitor.

FIRE AND DISASTER DRILLS

Fire, lock-down, evacuation drill instruction will be discussed during the first month of each school year. Students need to understand and follow the given procedures. Instructions will be posted on the bulletin board in teachers room. When the alarm is sounded, students must follow the direction of the teachers or other school personnel in charge quickly, quietly, and in an orderly manner. Failure to comply may result in disciplinary action.

EMERGENCY CLOSINGS

Weather or any other conditions may occur which will make it necessary for schools to be closed. Parents and students will be advised accordingly.

VIDEO-TAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behaviors in classrooms and hallways, and in common areas at Sampoerna Academy schools. Students will not be told when the equipment is being used. The Principal may review the tapes routinely to document student misconduct.

STUDENT GROOMING AND UNIFORM

Sampoerna Academy students are required to wear uniforms to school. The school uniforms are set to teach grooming and hygiene, create a safe and orderly environment, instill discipline, and eliminate competition and distractions. Students are expected to arrive in a proper school uniform every day, display modesty and neatness, and take pride in their uniforms. The school relies on student common sense and the support of parents to help maintain this dress code.

A parent may request for his or her child(ren) to be accommodated on the wearing of the uniform and/or grooming if the rationale is provided.

Physical Education (PE) Uniform

Students are required to wear their PE uniforms during PE classes. They are required to change back to their school uniforms after their PE classes. It is strongly recommended that students wear hats during outside time.

Batik Day

Sampoerna Academy schools may assign any day as the Batik day. On this day, the school principals, teachers, other school personnel and students wear Batik of their choice. Tops must be paired with dark colored slacks, no jeans, joggers, leggings or the like are allowed. Students may choose to wear Batik bottoms aligned with the guidelines in this handbook.

Personal Appearance

Personal appearance of Sampoerna Academy students is outlined below:

- No facial or body piercings are allowed.
- No clip-on jewelry (earrings, nose rings, etc.) is allowed. Girls may wear only one pair of stud earrings; no large dangling or hoop earrings are allowed. Boys may not wear earrings.
- No spike/gaged earrings. No spike necklace or bracelets.
- Necklaces must be tucked into uniform.
- Bracelets are limited to 1.
- Watches are allowed.
- No tattoos (permanent or temporary) are allowed.
- No extremes hairstyles (Mohawk/Fohawk/Design Cut and Spiked-Up) or extreme colored hair are allowed. Boys' hair may not pass the neck. Sideburns may be to the tip of the ear lobe.

- Sunglasses are not permitted.
- No facial hair for high school male students. Boys must be clean shaven.
- Wallets with chains are not permitted.
- Shirts must be tucked in at all times.
- Girls may not wear make-up and nail polish except during important school events like graduation or presentations.

Pants, Slacks and Skirts

The wearing of pants and slacks must be in line with the following:

- Pants, skirts and slacks must be worn properly at the waist.
- Pant and slack legs may not be rolled up.
- Belts must fit properly and not hang down when buckled. They must be plain with no rhinestones, wording, or designs.
- Skirts must be knee length

Footwear

Footwear at Sampoerna Academy is arranged as follows:

- Shoes: plain/neutral-colored (black, navy blue, dark brown, gray and white) lace-up shoes or loafers with closed toes/heels or athletic shoes.
- No sandals, mules, “uggs”, high heels, wheels, lights, boots or Crocs are allowed.
- Shoelaces must be tied at all times. No long shoelaces are allowed.
- Shoes must be kept clean at all times.

Outerwear

Outerwear at Sampoerna Academy must meet the following requirements:

- Purple hijab will be provided for the female students.
- No hats, caps, bandannas, or other headwear are allowed.
- No outwear, pullovers, sweatshirts, or “hoodies” other than school-approved cardigans or coats are allowed.



LUNCH TIME

Sampoerna Academy students remain at school during lunch time. They may bring their own healthy-packed lunch boxes (no junk food and soda), have them delivered before lunch time, or have them purchased at school if available. They may eat in the designated areas for eating and are expected to display good manners and courtesy as follows:

- Dispose of plates and utensils in garbage bins.
- Keep tables, seats, and floors clean.
- Talk in a normal voice without shouting; use appropriate language at all times.
- May not push, run, or horse-play.
- Must not loiter in the eating space and hallways, before, during, or after lunch time; remain seated unless otherwise instructed.
- Keep hands, feet, personal belongings and food to themselves.
- Must not deface school property; if so, an amount necessary to cover the cost of restoring the damaged property will be charged.

Students who do not follow the above guidelines may be subject to disciplinary action.

For elementary level, the teachers lead the children from their classroom to the designated areas and have their own lunch while supervising them, then take them back to the classroom when lunch time is over. For secondary level, the students take their lunch boxes and go to the designated areas to have their lunch. They will be dismissed and required to return to class in a timely manner.

PUBLIC AREAS

Hallways, stairways, lunch areas, and restrooms are public areas used by all school personnel and students. Therefore, students are expected to follow the rules of conduct:

- Avoid loitering and running in the public areas.
- Avoid eating in the other public areas but lunch areas.
- Avoid using any profane or vulgar language while in the public areas.
- Avoid yelling, screaming, hitting lockers or making excessive noise while in the public areas.
- Avoid drawing graffiti, posting fliers or writing on walls, bulletin boards, doors, desks, books or any other school property.
- Avoid leaving belongings on the floor, outside of, or on top of lockers.
- Avoid roughhousing, wrestling with, or tripping others in the public areas.
- Keep the public areas clean and safe.
- Clean up after themselves and properly dispose of all trash.
- Immediately report any leaks, spills or other problems in the restrooms to a teacher or a school personnel.

Students are not permitted to be in the hallways during class periods or lunch hours unless accompanied by a teacher or have a hall pass from an authorized school personnel. If found in the hallways without passes or violating the guidelines as listed above, the student will be subject to disciplinary action.

Teachers have the authority to submit referrals to the school office if students are found doing the following conduct:

- Use a classroom without teacher permission.
- Use or remove any item from a teacher's desk.
- Use laboratories and/or common areas without prior permission and/or when no teacher is present.

- Use the playground without permission.
- Loiter in construction areas or any other areas deemed “off limits” by the Principal.

Note: Sampoerna Academy operates a closed school model. Therefore, students are not allowed to leave for any reason during the school day without a proper check-out in accordance with the school rules and procedures.

LIBRARY

The library at Sampoerna Academy is used as a resource center for all students to complete class assignments and for leisure-time reading of appropriate materials. It is made available to support and enhance their learning and understanding and to encourage them to become independent, life-long learners. Books, magazines and reserved materials may be checked out for varying times. Desks and carrels are available for studying. Students may perform group work for class if they work quietly. School policy does not allow students to bring food or drink into the library. The total number of students who may use the library at any one time will be limited. If found in the hallways without passes or violating the guidelines as listed above, the student will be subject to disciplinary action.

HANDPHONES AND OTHER ELECTRONIC DEVICES

At Sampoerna Academy, possession and use of cell phones, computers, and other devices capable of electronic communications - such as radios, tape or CD players, iPods, iPad, and electronic games, are a privilege and not a right.

Therefore, the possession and use of these devices at school or during school-related events or activities are subject to school approval and regulation.

Sampoerna Academy Schools will not be responsible for damage to, loss, or theft of any cellular phone or any electronic device a student brings to school. Possessing other electronic devices – including but not limited to radios, tape or CD players, iPods, iPad, smart watches, electronic games and other similar devices – on school property during the school day is also prohibited if they disrupt classroom learning or impede on the privacy of other stakeholders and will therefore be confiscated.

School administrators shall have the discretion to determine the appropriate use of phones for students participating in extracurricular activities or attending school-sponsored or school-related activities on or off school property.

The use of camera phones for recording is strictly forbidden on the school premises at any time. Any student refusing to give a cell phone or other electronic device to school personnel when required shall be subject to disciplinary action.

COMMUNICATION BETWEEN HOME AND SCHOOL

Parents must call the school office in emergency situations. The school will notify the student of any emergency.

Communication between parents and school personnel is a key component of student success. Teachers shall release information through google classroom for secondary students and schoology for elementary students.

Parents are responsible for notifying the school of any change of address, telephone number, or email address. Parents may contact school personnel by using the following methods:

- Calling a teacher's extension during school hours. Teacher phone extensions are available at the school office. If the teacher is conducting class, please leave a message. The teacher will respond as soon as possible. Parents must make an appointment to pre arrange conferences.
- Sending an email to teachers. Teacher email addresses are available at the school office.

PUBLISHED MATERIALS

School and Non-School Materials

Sampoerna Academy published materials such as school newsletters, posters, brochures and murals prepared by and for the school may be posted or distributed with prior approval by the Principal and teacher. Distributing, posting, selling, or circulating non-school written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials at school are subject to prior approval from the Principal.

Any student who posts materials without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed. Students are not allowed to display

or distribute any materials without prior approval from the Principal. Displayed materials without approval will be removed and students and disciplinary action will be given to the students doing the display.

Advertising Materials

Advertising materials for school-related activities at Sampoerna Academy may be permitted upon approval of the Principal. This may include school newspapers, yearbooks, and other fundraising projects. Advertising material that promotes the use of alcohol and/or tobacco is strictly prohibited. No person may display, solicit, or sell any item or service to students or school personnel while on school property, at school-sponsored events, or on school transportation without the written permission of the Principal.

FUNDRAISING

No person may solicit contributions or collect funds for any purpose from students or school personnel on school property, at school-sponsored events, or school transportation unless he or she has the written permission of the Principal or the Director of Sampoerna Academy.

SCHOOL PROPERTY

Students must not vandalize, damage or deface any school property, e.g. furniture and other equipment, textbooks, and library books. These actions are not tolerated to ensure that the school property can serve those for whom they are intended at the time being and in coming years. Parents of students who are guilty of damaging school property must be liable for the caused damages.

Certain areas of the school will be accessible to students before and after school for specific purposes. Students

are required to remain in the area as scheduled. Unless the teacher or authorized personnel overseeing the activity gives permission, a student will not be permitted to go to another area of the school building.

After afternoon school dismissal, and unless involved in an activity under the supervision of a teacher, students must leave the school immediately.

CURRICULUM OVERVIEW

Sampoerna Academy has a curriculum that encompasses International and National standards. The curriculum content is presented in 21st century student-centered pedagogy that inspires the students with activities and materials that enrich the instruction. The pedagogy uses the following approaches.

- Student-Centered Learning: hands-on activities facilitated by the teachers for the students to explore learning.
- Inquiry-Based Learning: the students are given learning opportunities to be creative, innovative, critical thinkers, and problem-solvers.
- Blended-Learning: the students get access to a range of digital and online resources so that they can learn anywhere and at any time.
- Project-Based Learning: the students are engaged in a dynamic learning to actively approach real-world problems.

The curriculum is built around the competencies and skills of 21st century learning on which the scope and sequence for our key subjects of English, Mathematics, and Science as well as the National and school subjects is developed. We have created a range of curriculum activities that allows our students to acquire the required competencies and skills, aiming to identify the learning fingerprints of each

student to ensure that they get the best possible learning opportunities. We also highlight and integrate STEAM and Character Development into the whole teaching and learning framework.

Sampoerna Academy Curriculum Framework is used to ensure that student achievement is increased through an integrated curriculum that promotes continuity and growth in skills and knowledge from grade to grade and from school to school. The framework is as follows:



- At Pre-Kindergarten level, the learning program is promoted within cognitive, physical, social-emotional and language development through play.
- At Kindergarten level, the learning program is employed by emphasizing on numeracy, literacy, and social and emotional development by implementing a wide range of Internationally endorsed learning programs/resources.
- At Elementary and Secondary level, the learning is aligned with the Cambridge and the National curriculum and enhanced with American teaching strategies and resources. It acknowledges the importance of national subject areas with added values from the International curriculum and recognizes the importance of acquiring a set of skills in context and of exploring content which transcends the boundaries of the national subjects and makes them relevant to students. The learning is focused on inquiry-based approach with project-based learning and STEAM activities across all levels.
- The Sampoerna Academy learning program is geared towards preparing students for American College. The learning is focused on inquiry-based approach with project-based learning and STEAM activities across all levels. The students will have the option to sit IGCSE/O-Level exams or Cambridge exams and the UJIAN Nasional Exams.

English is the instructional language at SA schools. English language proficiency provides our students with a distinct advantage as they pursue their careers in Indonesia or abroad after their graduation. Our students also graduate with competence in both Bahasa Indonesia and Chinese.

ASSESSMENT

At Sampoerna Academy schools, assessment is integral in all teaching and learning processes. Assessment is the process of identifying, gathering, interpreting, and recording information about students' learning progress. The purpose of assessment is to design appropriate learning programs for all students and to measure the expected learning outcomes. Assessment of student progress is critical to inform students, parents and staff about how well students are progressing and where the next step needs to be.

Integrated to the overall teaching and learning processes and activities in a set duration of time, there are two types of assessment applied at the schools, i.e. formative assessment and summative assessment. The former is integrated in daily process and activities of teaching and learning, mainly aims at gathering information of what the students have learned in order to plan the next stages of learning, including changes of strategies. It is intended to support ongoing learning and to determine instructional methods. Formative assessment is an assessment for learning. The latter occurs at the end stage of teaching and learning, mainly aims at giving opportunities to the students to demonstrate what they have learned. It allows the teachers to analyze and evaluate the effectiveness of learning.

The following instruments are some examples of assessment strategies used at Sampoerna Academy:

- Observation. The strategy requires the teachers to conduct a holistic observation, be it individual or group work, certain behavior, or skill and knowledge acquisition, or other observable aspects of learning activities. The teachers take notes.
- Performance assessment. This strategy is used to assess the students' tasks that have specific goals and established criteria. Audio, video, and narrative records

- are commonly used when conducting this assessment.
- Process-focused assessment. This strategy is an observation of learning processes, in contrast to the holistic observation. The teachers take notes and keep records of the students' skills, knowledge, and behavioral development during the learning. The teachers may use checklist and rubrics to take notes and keep records of this observation.
 - Selected responses. This strategy exercises what the students have learned in one-dimensional fashion, such as quizzes.
 - Open-ended tasks. This strategy presents the students with opportunities to exercise their analytical thinking and communication skills. Their answers may be presented in classroom presentations or other forms of visualization such as drawn pictures or diagrams.
 - Portfolio. This strategy is a demonstration of the students' achieved success and growth, high-order thinking skills, creativity, communication, and reflection. A portfolio displays the students' understanding through learning processes.

Sampoerna Academy Schools use International benchmark tests for the students, such as Measures of Academic Progress (MAP) by Northwest Evaluation Association (NWEA). MAP tests are individualized measures of performance in reading, math and language. The students are also benchmarked against International standards used to determine preparedness for advancement to the next grade level and eventually a university education. Some of the International tests used are Cambridge, the American College Board (SAT) and the Seton Testing Board. These assessments are to ensure students are achieving at an internationally-recognized level. Certain tests as required by the Ministry of Education for National Curriculum Reporting are also applied. The test results help the teachers, parents,

and administrators improve student learning and make informed decisions to differentiate learning and promote student academic growth.

REPORT CARDS AND GRADING SCALE

Even though teachers may provide ongoing feedback about student learning, Sampoerna Academy officially communicates the learning achieved by each student to the parents at the end of each term. The progress reports are accessible to the parents on the Sampoerna Academy Parent Connect Website..

Report cards for all students are issued at the end of Semester 1 and Semester 2. Parents are encouraged to schedule a conference with the teachers if they feel their child is not making adequate progress.

Individual teachers for Grade 3 onwards follow the grading practices/guidelines for their classes, with grades corresponding to the following scale:

Marks	Letter Grades	Descriptors
90-100	A*	Excellent: Student has gone beyond mastery. They have found ways to show deeper understanding than what was required. Student has made extra effort to go beyond the expectations and able to work with unfamiliar questions.
80-89	A	Good: Student has mastered the material. Work is accurate, complete and submitted on time. Some effort has been made to go beyond the assignment and beginning to work with unfamiliar questions

Marks	Letter Grades	Descriptors
70-79	B	Meeting Expectations: Student has partially mastered the material. Work is generally accurate, complete and submitted on time. Some effort was made to go beyond the expectations.
60-69	C	Approaching: Student has completed the assignment as asked. There may be a few errors but overall the student understands most of the task and it is complete.
50-59	D	Showing Effort: Student understands some of the material but may have needed extra help or extra time. Some errors or incomplete parts but the student has tried to finish the work.
40-49	E	Beginning: Student has tried to do the work but didn't understand the assignment or do it correctly. Work does not meet expectations.
0-39	U	Did not meet requirement: Student work did not display any understanding. Most work was incomplete, inaccurate and not submitted.

Grading for Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 students does not follow the above grading system but the following:

Number Scale	Grade	Description	Considerations
4	Excellent	The student has demonstrated excellent achievement of grade level expectations/ standards.	Student demonstrates a consistent and thorough understanding of the required knowledge, concepts and skills, and ability to apply them in a wide variety of situations. Requires no support and makes no major errors or omissions when demonstrating concepts and processes taught.
3	Good	The student has demonstrated good achievement of grade level expectations / standards.	Student demonstrates a good understanding of the required knowledge, concepts and skills, and ability to apply them effectively. Requires limited support and makes few major errors or omissions when demonstrating concepts and processes taught.
2	Satisfactory	The student has demonstrated basic achievement of grade level expectations / standards.	Student demonstrates a basic but sufficient understanding of the required knowledge, concepts and skills, and ability to apply them into familiar situations. Requires moderate support and makes some major errors or omissions when demonstrating concepts and processes taught.
1	Need Improvement	The student needs improvement to meet grade level expectations / standards.	Student demonstrates limited and insufficient understanding of the required knowledge, concepts and skills and difficulty in applying them into learning situations. Requires considerable support and makes frequent major errors or omissions when demonstrating concepts and processes taught.

ACADEMIC DISHONESTY

Sampoerna Academy students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgement of the classroom teacher or other supervising professional school personnel, taking into consideration written materials, observation, or information from students.

EXAMINATION

Sampoerna Academy formal examinations fulfill an important function in the assessment of each student's academic performance. They are also helpful in assisting students to prepare for international and national-mandated assessment tests by providing exposure to examination conduct, procedures and techniques.

During the examinations, students shall:

- Remain silent during all examinations, unless otherwise directed by the supervising teacher.
- Not distract other students.
- Leave school bags at the front of or outside the examination room.
- Not take any paper – including worksheets and scratch paper – into the examination room; not remove any paper – including the examination – from the examination room.
- Not bring electronic devices, including cell phones in the examination room; not use any electronic device. Electronic dictionaries and calculators without Internet

connection and photographic capabilities might be used with certain policies.

- Not be late for examinations and will not be permitted to leave early. Latecomers will not be granted extra time to complete the exam.
- Be responsible for the collection of their work.
- Present themselves to the subject teacher immediately upon their return to school if they are absent from an examination. All exams must be made up within three days of the return to school. However, the student must present a reasonable excuse to be eligible for a make-up exam or project.

Students violating the above rules may, at minimum, receive a grade of zero. The school will notify the parents of students who are believed to have been academically dishonest during any examination.

CONFERENCES

At Sampoerna Academy, conferences aim at giving information to students and parents, which take form in structured purposes as follows:

- Teacher-Student Conferences that aim to give the students feedback on their learning and conducted in informal fashion and are held during effective classroom learning.
- Three Way Conferences that aim to provide a meaningful opportunity for students, parents and the teacher. They sit together and talk about the students learning, with the students taking an equal role. This conference will be held at the end of term 1 and involve some forms of learning portfolio that show a range of the students learning.
- Parent-Teacher Conferences that aim to give the parents information of the students' progress and conducted in formal fashion. These conferences are held at the end of

term 2 and term 4 when report cards are also distributed during the process. Parents shall be informed of the schedule beforehand.

- Student-Led Conferences that aim to provide opportunities for the students to present and showcase their STEAM project to teachers and parents. These conferences are held at the end of term 3.

PROGRESSION AND PROMOTION

Information on student learning progression is made available throughout formative and summative assessment activities. Promotion to the next level is decided based on the collected information during the formative and summative assessment activities.

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. The student must demonstrate mastery on grade-level standards and meet the school's requirements for attendance. In addition, students at certain grade levels – with limited exceptions – will be required to pass national-mandated tests as a further requirement for promotion.

Grade Promotion

For Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 students, promotion to the next grade shall be based on the following:

- Evidence of satisfactory progress with an emphasis on English, Mathematics and Science.
- Evidence for promotion includes assessment of the student's reading level, phonics assessment, applied curriculum assessments, information from the student's daily work or portfolio, anecdotal records, and checklists.

Grade 3-8 students may be promoted to the next grade level if the following conditions have been satisfied:

- Have satisfying scores in the core subjects of English, Mathematics, Social Studies and Science.
- Have passed at least two other non-core subjects.
- Have satisfied the minimum requirements in all required tests.
- Have attended at least 90% of classes throughout the year. More than nine unexcused absences within one semester may result in failing. There will be no make-up examination for unexcused absences.

If a student does not meet all or some points above, the Principal or his or her designee, the subject teachers, and the parent will meet to review the decision on the promotion. A decision to promote a student to the next grade level must be unanimous. If the decision is not unanimous, the Principal or the designee is authorized to make decisions on this matter.

Retention

Students in danger of consideration for retention will receive a written request for a mandatory conference two months before the end of the academic year. During the conference teachers will communicate the learning needs of the students and all final learning assessment data, parent conference information and will be reviewed to make a decision for retention, promotion or placement of the students. The decision will be made the last two weeks of school.

In Pre-kindergarten and Kindergarten, retention shall be considered only in unusual circumstances and with the approval of the student's parents. A written recommendation for retention, including suggestions for assistance for the student shall be signed by the student's teacher, parent and the Principal.

School personnel consisting of the Principal or his/her designee, classroom teachers, one teacher from the next grade level and parent will review cases of retention. They will make recommendations for any student who fail to meet the promotion criteria. Student record items for review may include report card grades, assessment tools including any evaluation, Reading Assessment, etc.

TUTORING

Students are encouraged and may be required to see teachers for tutoring. Tutoring services are also available for students receiving additional education services. Getting outside the school tutoring is an option for the student's parents and may be requested for an individual student as a condition of admission or retention. Sampoerna Academy teachers are not permitted to privately tutor their students for pay.

HOMEWORK

Homework is considered an integral part of educational program of Sampoerna Academy Schools. It is intended to develop a home-school partnership; consolidate and reinforce academic skills, knowledge and concepts; extend learning that has taken place in school; and develop important habits of self-discipline and independent study.

As the schools implement flipped classroom approach, children are encouraged to learn from the provided online materials at home for learning preview or do some work for

learning review, depending on their class arrangement. The homework is given on a needs basis and informed to parents on parent communication platforms such as schoology and google classroom. Therefore, parents are encouraged to review schoology and google classroom daily to help monitor the completion of given homework to ensure that the children follow the given instruction.

INCURSIONS/EXCURSIONS (FIELD TRIPS)

Learning at Sampoerna Academy schools extend beyond the walls of the classroom. Students earn the right to participate in incursions/excursions (field trips) that are designed to enhance the curriculum learning and to prepare them for success in future endeavors. They may visit historic sites, museums, parks, and other settings that may enrich their understanding of the concepts learned in the classroom.

Whenever excursions are held, parents will be notified and their written approval must be obtained prior to the activity. Depending on the designated incursion/ excursion (field trip) venues and total costs, parents may be asked to provide some financial contribution to the activities. Details of the excursion will be communicated to Parents beforehand so that they can get involved throughout the process.

ASSEMBLY

School assembly is held once a week. It is focused on reinforcing character development, celebrating student achievement and providing important school updates. To celebrate achievements, certificates and acknowledgement may be provided not only for students but also staff.

CO-CURRICULAR ACTIVITIES

Co-curricular learning activities are mandatory activities provided at Sampoerna Academy to support and extend the learning that is conducted in the classroom. They occur during normal school hours.

EXTRA CURRICULAR ACTIVITIES

Sampoerna Academy also offers a variety of courses that are conducted outside normal school hours with a reasonable fee. Joining ECAs are voluntary and are entirely up to the parents and students.

CLASS TIMETABLES

Sampoerna Academy class timetables are arranged at school level, resulting in different class period arrangements among the schools. Students will be provided with a copy of their timetable and it shall also be shared in schoology and google classroom.

ACADEMIC YEAR CALENDAR

The Sampoerna Academy academic year calendar is created on an annual basis and distributed to parents in the beginning of each Academic Year. Scheduled events and holidays are subject to change. Parents shall be notified when changes occur.

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STUDENT HANDBOOK ACKNOWLEDGEMENT FORM

Please read the following information carefully.

Parents and student must sign this form and submit to the homeroom teacher.

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I understand and consent to the responsibilities outlined in the Sampoerna Academy 2017/2018 Student Handbook. I understand and agree that my child will be held accountable for his or her behavior and consequences as outlined in this document. They will be held accountable at school, school-sponsored and school related activities, including school-sponsored travel. I understand that any student who violates the code of conduct is subject to disciplinary action as outlined in this Student Handbook and which may include referral for criminal prosecution. I further understand and consent to my parental responsibilities as outlined in this handbook.

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Failure to sign this form does not remove my child's responsibility to abide by the stated policies.

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Date	
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Parent/Guardian Name	Student Name
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Signature

Signature

NOTES



**SAMPOERNA
ACADEMY**

Jakarta Campus

L'Avenue

Jln. Raya Pasar Minggu
Pancoran, Jakarta Selatan

Tangerang Campus | OPEN IN 2018

Jln. Raya Serpong BSD
CBD Lot II-2
Tangerang Selatan

Medan Campuses

Main Campus

Kompleks Citra Garden
Jln. Jamin Ginting


Early Learning Center

Jln. Dr. Cipto No. 6
Medan Polonia

Sentul Campus | OPEN IN 2018

Sentul City

Cijayanti, Babakan Madang
Bogor, Jawa Barat

 (021) 50 2222 34 or 0813 3000 3002

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