



SAMPOERNA ACADEMY

PARENT AND STUDENT HANDBOOK

ACADEMIC YEAR 2022/2023



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.

Sampoerna Academy schools were established in 2015. Their vision is to become breakthrough schools in which our students are exposed to a curriculum infused with strong academic and moral character and are empowered to ignite and lead transformational change in their local, national, and global environments. English is the medium of instruction and students learn in a collaborative and innovative educational culture where technology assists in new forms of transformative learning using a STEAM approach (Science, Technology, Engineering, Art, and Mathematics).

We invite you to familiarize yourself with the contents of the handbook and we 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 assure 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
Director, Sampoerna Academy

Table of Contents

| | |
|---|----|
| PREFACE | 01 |
| SAMPOERNA ACADEMY OVERVIEW | 03 |
| STUDENT RE-ENROLMENT | 06 |
| STUDENT CODE OF CONDUCT | 07 |
| ATTENDANCE | 12 |
| MORNING ARRIVAL AND AFTERNOON DISMISSAL | 14 |
| STUDENT WITHDRAWAL | 15 |
| SCHOOL VISITORS | 16 |
| STUDENT HEALTH AND SAFETY | 17 |
| DISCRIMINATION, HARASSMENT, AND RETALIATION | 21 |
| ABUSE & NEGLECT | 23 |
| STUDENT GROOMING AND UNIFORM | 25 |
| STUDENT ID CARD | 27 |
| LIBRARY | 27 |
| LOCKERS/CUBBYHOLE SHELVES AND DESKS | 28 |
| PUBLIC AREAS | 29 |
| SCHOOL PROPERTY | 29 |
| COMMUNICATION BETWEEN HOME AND SCHOOL | 30 |
| MOBILE PHONES AND OTHER ELECTRONIC DEVICES | 30 |
| SOCIAL MEDIA POLICY | 31 |
| VIDEO-TAPING OF STUDENTS | 31 |
| PUBLISHED MATERIALS | 31 |
| FUNDRAISING | 32 |
| CURRICULUM OVERVIEW | 32 |
| ACADEMIC HONESTY | 34 |
| ASSESSMENT | 34 |
| EXAMINATION | 35 |
| REPORT CARDS AND GRADING SCALE | 36 |
| PROGRESSION AND PROMOTION | 40 |
| TUTORING | 41 |
| ENRICHMENT PROGRAMS | 41 |
| HOMEWORK | 42 |
| ASSEMBLY | 42 |
| CONFERENCES | 43 |
| ACADEMIC CALENDAR | 43 |
| CLASS TIMETABLES | 43 |
| ACKNOWLEDGEMENT FORM | 44 |

SAMPOERNA ACADEMY OVERVIEW

Sampoerna Academy has several campuses in Jakarta, BSD Tangerang, Sentul, Medan and Surabaya. The schools were initiated by the Putera Sampoerna Foundation (PSF). PSF is the social enterprise arm of the Sampoerna Group, dedicated to improving education in Indonesia and creating the leaders of tomorrow. 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 social conscience.

Established in 2001, PSF has made a significant impact on education in Indonesia. PSF has achieved these successes by granting scholarships and providing student assistance for financially disadvantaged youth, training of teachers and principals in state schools and the adoption of state schools for quality improvement. PSF also established International standard boarding schools, developed a world-class university (Sampoerna University) and also expanded to the development of international 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, including the International Early Years Curriculum (IEYC), Singapore Mathematics, Cambridge Assessment International Education (CAIE) and the International Baccalaureate Diploma Programme (IBDP). The implemented curricula are strongly integrated with STEAM, character development, leadership, entrepreneurial spirit, and social responsibility.

These curricula ultimately lead to the following internationally recognized qualifications:

- Indonesian High School Diploma (Ijasah) for Grade 12
- Cambridge A-Level for Grade 12 or IB Diploma for Grade 12

Sampoerna Academy provides an integrated pathway from early childhood to university 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 our 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-centred 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 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

The 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 can:

- speak, listen, read and write in English, Indonesian and Mandarin
- communicate in multiple languages
- express themselves clearly and creatively.

Healthy individuals who:

- engage in a healthy lifestyle and make every effort to make appropriate lifestyle 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 are open to other people, cultures and traditions
- are aware of issues of global and environmental concern
- are equipped to make the transition to different learning environments.

CHARACTER DEVELOPMENT

At Sampoerna Academy we aim to IGNITE the SPARK in students by helping them develop international mindedness.

As ambassadors of Sampoerna Academy our students are expected to uphold the IGNITE values and demonstrate

- **I**ntegrity by upholding principles of honesty and respect for themselves and others.
- **G**rowth-mindset by persevering and developing critical thinking.
- **N**obility by courageously acting as responsible citizens, who humbly care for and protect others and the environment.
- **I**nnovation through critical inquiry and creative thinking.
- **T**eamwork by persistently, effectively collaborating and accepting diverse opinions.
- **E**xcellence by continuously reflecting and aspiring to reach their full potential.

COMMITMENT TO EXCELLENCE

Sampoerna Academy schools require commitment to excellence from teachers, students and parents. It is verbally declared and acknowledged on documents signed by all respective individuals.

Commitment to Excellence for Teachers

We commit that we will:

- strive for academic excellence in teaching and facilitating the learning process
- arrive on time at school and for classes
- avail ourselves of additional support outside of lesson time, when needed
- 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 to Excellence for Students

I commit that I will:

- strive for academic excellence in our learning and the learning of our peers
- arrive on time at school and for classes
- participate actively, considerately and responsibly in various school activities inside and outside the classroom
- live by the school values and beliefs
- follow and obey the school rules and policies
- work to the best of my abilities and behave in a manner that supports my own learning and that of my peers
- respect and treat others as I would like to be treated.

Commitment to Excellence for Parents

We/I commit that we /I will ensure that our /my child:

- strives for academic excellence in his or her learning and the learning of his or her peers
- arrives at school on time 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 RE-ENROLMENT

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 Family Registration Update and Re-enrolment Form before the deadline set each academic year.

AGE REQUIREMENTS

Minimum age requirements for each grade level at Sampoerna Academy are:

| Grade | Age In Years At 1 October |
|--------------------|--|
| Playgroup | 2 |
| Pre-Kindergarten | 3 |
| Kindergarten 1 | 4 |
| Kindergarten 2 | 5 |
| Grade 1 | 6 |
| Grade 2 | 7 |
| Grade 3 - Grade 12 | Students must have completed the previous academic year. |

Apart from the chronological age criteria mentioned above, standardized entrance assessments are administered for English, Mathematics and Science to ensure that the students are ready for entry into the grade level applied to. In Early Childhood, students are observed and assessed based on child development criteria that are not subject based. If the students have specific learning needs or are lacking the required learning skills set for the grade level, the schools may accept the students with the condition of attending supplemental classes and tutorials which may require additional fees.

Students coming from different education systems will be placed into a grade level according to Sampoerna academy age and academic grade level equivalency.

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 behaviour of students. The Sampoerna Academy Student Code of Conduct is developed within the philosophy that all staff work on positive behavioural 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.

It is expected that students will:

- have high expectations of themselves and of the school
- conduct themselves in a manner that reflects the values, vision and mission of the school as outlined in this document
- strive to achieve the highest standards they can in everything they do
- share in and maintain the ethos of commitment to academic work, and willing engagement in the full co-curricular life of the school

- familiarise themselves with the school rules as outlined in the handbook, especially regarding behaviour, uniform and appearance
- observe the school rules in all aspects of life at school and where applicable, at home, so that their behaviour maintains the tone of the school
- own up to and accept the consequences of breaches of school rules and conduct
- accept the general tone of manners as evidenced by such behaviour as; no hands in pockets, standing up and greeting adults, greeting everyone with direct eye contact, offering to help
- show respect for others, starting with basic civility and courtesy, and extending through to acts of kindness
- consider the safety, feeling, and general needs of others always. Tell the truth and act truthfully
- avoid gossiping, spreading rumours, or making judgments about teachers, staff, students, or parents
- respect the property of others and of the school; keep our buildings and grounds clean; do nothing to bring the school into disrepute
- develop strong moral values.

This code is based on the premise of mutual respect. All members of Sampoerna Academy have the right to be treated with respect. Similarly, all have the responsibility to treat each other and each other's property as well as the environment within which we operate with respect.

Manners

- Students should act as good ambassadors for the school.
- All members of the school are expected to greet staff and visitors, standing up to do so when appropriate.
- Students should listen attentively and quietly when being addressed as a group by a speaker or teacher.
- Students should move quietly in the corridors when changing classes or when on the staircases and main lobby area.

General

- Students are expected to arrive at school at least 10 minutes before attendance taking each morning and to be punctual for all lessons and school activities.
- Students are allowed in their classrooms during break time **ONLY** with permission and under supervision of a teacher.
- Students should maintain a clean learning environment.
- Students are responsible for their valuables. The school cannot be held liable for loss of money or any other items of value.

- Students may cycle in the school grounds with the utmost care in accordance with local campus rules.
- Students may not run, wrestle or play ball games in the classrooms or passages.

Breaches of the Code of Conduct

The following actions are regarded as examples of breaches. Disciplinary action in these cases could lead to suspension or expulsion:

- possession, use or distribution of alcohol, tobacco, e-cigarette/vape pen or illegal drugs
- abuse or distribution of prescription medication
- bullying of any kind, including verbal, physical, e-bullying, etc
- continual ignoring of instructions
- violating the school examination procedures
- accessing restricted areas of the school
- gambling and related activities
- inappropriate public displays of affection
- membership of a group whose purpose is contradictory to the vision, mission, and values of the school
- defiance
- assault or threatening behaviour
- fighting
- attempt to commit a criminal act
- hold events on campus without school authorization
- lying to a serious degree
- stealing
- vandalism
- cheating and plagiarism
- unauthorised absence from school
- possession or use of any dangerous objects, weapons or fireworks
- using school's internet access to engage in conduct that constitutes attempts to bypass installed computer security software or in breach of the code of conduct.

“Students and/or their property may be searched if a fair and reasonable suspicion has been established that one or more pupils on school premises or during a school activity are in possession of dangerous objects or illegal drugs or alcohol”.

Reinforcement

The school reinforces appropriate and exemplary behaviour through many positive reinforcement measures: merits, awards, assembly, newsletter announcements, school reports and letters of commendation.

The school's primary approach to discipline is one of positive reinforcement that encourages self-discipline, consideration, cooperation and respect. However, there are times when students who do not adhere to the required behaviours may face some of the following consequences:

- behaviour discussion
- behaviour contract
- verbal reprimand
- time out situation
- parent phone call/written notification
- student/parent/Principal meeting
- school clean up with parent approval
- detention
- letters of apology
- in-school or out-of-school suspension
- expulsion.

Where sanctions are applied, this is done with a fair, consistent and reasonable approach to student discipline and behaviour.

Behaviour Contract

A behaviour contract is a document that describes a simple, positive-reinforcement intervention initiated by the Principal or Guidance Counsellor to change repeated behaviour problems of a student. It highlights the expectations for the student. The school will issue a behaviour contract to students who repeatedly breach the code of conduct.

The purpose is to provide students with opportunities to improve behaviour and academic performance and avoid repeated detentions, suspension or expulsion.

Detention Policy

Detentions will be issued to students as per the school's Student Code Of Conduct Policy. Detentions can be issued at break time, before school or after school.

The students will be given tasks to accomplish during the detention, which may include, but are not limited to, the following:

- complete unfinished schoolwork assigned by the homeroom or subject teachers
- additional work assigned by the subject teachers
- silent reading & book reports
- written tasks
- other relevant, constructive tasks.

Suspension Policy

Suspension is the temporary removal of a student from class or school for committing repeated or serious behaviour problems defined in the Student Code of Conduct. Suspensions are only applied when all other reasonable measures have been used to correct student behaviour, or where the offence is too severe for a lesser sanction.

Suspension 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. Suspensions can be in school or out of school, depending on the nature and severity of the offence.

The students will be given tasks to accomplish during the suspension, which may include, but are not limited to, the following:

- complete unfinished work assigned by the homeroom teacher in consultation with subject teachers
- additional work assigned by subject teachers
- additional remediation or rehabilitation tasks to help the student correct their behaviour.

Expulsion Policy

- Expulsion will be issued to students in accordance with the Student Code of Conduct Policy and subject to a formal hearing.
- The expulsion committee will consist of the Principal and two appointed hearing officers.
- This committee will give parents and students an opportunity to lay out their part of the matters or dispute the allegations during the expulsion hearing.
- Expulsion is the permanent withdrawal of a student from the school and students will be required to vacate the school with immediate effect when an expulsion has been issued.
- Expulsion is approved only by the Principal.
- Parents have the right to appeal to the school Director about this decision.

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 requested to report each absence in advance.

When returning to school, the student must bring a note describing the reason for the absence that is signed by the parent. Alternately parents may email the homeroom teacher and WhatsApp the administration office. An email sent by the student will not be accepted even with the parent's permission. The email/WhatsApp must be submitted within three days of the absence or the absence will be considered unexcused.

If the absence is planned in advance, the school needs at least one day's notice. If the absence is sudden and unexpected, the school needs to know as soon as possible, at least by the Homeroom time on the morning of the absence. If an absence is not reported to the school's admin according to the schedule above, it will be automatically considered as an unexcused absence, unless deemed otherwise by the Principals. Missed assignments will be due on the day the student returns to school unless otherwise arranged with teachers or the Principal.

There are two types of absences at Sampoerna 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 appointment
- other temporary absences acceptable to the 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 email/WhatsApp notification 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 more than five unexcused absences are noted in a semester, the school will make an intervention with the student and the parents to address the situation.

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 enrolment 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/Late Arrival

It is important for students to arrive at school on time every day and to remain in the classroom for the entire period for maximum learning engagement. All students who arrive after the registration period must report to the administrative office to be recorded as present. Failure to report will result in the student being considered as absent. Tardiness will be excused for one of the following reasons:

- personal illness
- appointment with a doctor, dentist, or another professional
- other unavoidable circumstances explained by the parents.

For an excused tardy, the parents must send an email/WhatsApp notification explaining the late arrival. The school may also require a written note from a doctor, a dentist, or other professionals.

A student who arrives later than the time prescribed is considered tardy and must obtain a 'Late Pass" at the administration office. Students may be marked as unexcused absent if the "Late Pass" is not obtained. Younger students must report to homeroom classrooms and be escorted by the parent, guardian or security personnel in accordance with access protocols on each campus.

Tardiness will be recorded and may result in sanctions for the student.

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.

The teacher will decide the deadline for the make-up work. 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. No student will be allowed to leave the school without these identification forms being submitted.

Sampoerna Academy 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 the school without having the approval from the Principal or the Designee.

Arrival and Dismissal

Morning arrival and afternoon dismissal arrangements are set by Sampoerna Academy 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:

- The Principal may release a student before the end of a school day only upon presentation of a written, email/WhatsApp 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” or to another appointed person 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.
- If the student is granted early dismissal permission due to health reasons, the school nurse must provide appropriate documentation signed by the Homeroom Teacher, Nurse and Principal.

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. Failure to give the appropriate notice will result in a financial penalty being applied.

The parent may obtain a Student Withdrawal Form from the Admissions and Student Services Office and have it completed. 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.

The Principal and related school officials will verify the information on the Student Withdrawal Form when the completed form is submitted. A copy of the form will be given to the parent and a copy placed in the student’s permanent record. The parent, upon request, will be provided with a copy of the official report card 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 school owned textbooks and checked-out materials and equipment
- complete any make-up work assigned, as appropriate
- pay any unpaid balance for student fees.

Sampoerna Academy will initiate withdrawal of a student for non-attendance under the following conditions:

- The student has been absent ten consecutive school days without a valid reason or notification.
- Repeated efforts by the Principal or designee to locate the student have been unsuccessful.

Please consult with the Admission and Student Services Office for detailed student withdrawal fees incurred as the Withdrawal Policy and Refund Policy are subject to change without prior notice.

SCHOOL VISITORS

Sampoerna Academy school visitors are individuals or a group of individuals who are not employees of Sampoerna Academy who enter the school premises for specific purposes. Visitors may include other affiliated legal entities, government representatives, parents, other local educational institutions, local school representatives, universities, salespersons etc. However, for the safety and security of our students and staff, we need to ensure that school visitors adhere 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 proposal shall be reviewed and approved by the Principal.

Arrival at School

On arrival at Sampoerna Academy, all visitors, including the VIP and VVIP visitors, shall check-in at the school reception area assisted by the on-duty school personnel assigned for the area. Visitors' details shall be recorded in the Visitors Book, they will be required to leave an identity card with security and they will be issued with a visitor's card that shall be worn during the visit period.

- All visitors are subject to current health protocols.
- All visitors shall wait in the reception area until they are met by their host or are taken by the on-duty personnel to meet with the related personnel.
- All visitors to the school shall be accompanied by school personnel. They may not take photographs or videos, particularly with students as the objects, unless approved in advance by the principal.
- All visitors shall be required to check-out at the school reception area, where their identity cards will be returned.

In order to protect student safety and sustain an educational program free from disruption, Sampoerna Academy will act against any school visitor who interferes with the daily activities of the school by disruptive actions that include 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, interfering with class activities or the use of loud or profane language.

STUDENT HEALTH AND SAFETY

Student health and safety is a high priority of Sampoerna Academy 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 behaviour 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 any student or school personnel.
- know emergency evacuation routes and signals.
- immediately follow instructions from school personnel who are overseeing student welfare.

Covid-19 regulations will continue to be enforced in accordance with the regulations of Governmental and Local Authorities and Sampoerna Academy policy. The implementation may vary between campuses.

Smoking, including the use of e-cigarettes/vape pens, and smokeless tobacco is not permitted in Sampoerna Academy buildings, vehicles, or properties, or at school-related or school-sanctioned events. Anyone may not possess tobacco products at any of the locations or activities listed above. All violators are subject to possible prosecution, as required by law. Additionally, student violators are subject to the relevant disciplinary consequences.

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

Safety

- Students must remain inside the school buildings or grounds until they are picked up.
- Students who are not collected from their after-school activities within 15 minutes of the activity finishing, will be supervised at a designated area.
- Students should be conscious of security and report anything out of the ordinary or suspicious to the administration office.
- If students feel threatened by an individual from outside the school environment, or feel uneasy about any last-minute change of arrangements, they should go to a teacher or the administration office.
- Students may not leave the school grounds during school hours, except under exceptional circumstances and with the permission of the principal.

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 by registered people, or have them purchased at school if available. No food deliveries are permitted from outside vendors. If an attempt is made to use outside vendors, the delivery will be rejected.

Students may eat in the designated areas 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 and use appropriate language at all times.
- may not push, run or play in the eating areas
- must not loiter in the eating space and hallways, before, during, or after lunch time and remain seated unless otherwise instructed
- keep hands, feet, personal belongings and food to themselves.

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

Students will be supervised during lunch breaks.

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. Any financial responsibilities and expenses related to emergency care, whether directly or indirectly, will be shouldered by the parent.

Therefore, parents are asked to complete a 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 the nurse and/or homeroom teacher. If they are not available, the student should report to the school office. Parents or other persons designated on the student's enrolment 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.

Student Health & Welfare

Parents must share their concerns with the Principal if they are concerned that any student is being abused or neglected. The Principal 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 medicines allowed to be brought to 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 illnesses of their children on the Student Health Form during the student admission process. Parents should notify and update the homeroom teacher and administration staff 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 the doctor's recommendations and advice. The health of students is more important as we can always assist them to catch up with missed schoolwork.

The school will not dispense over the counter medication (i.e. acetaminophen, aspirin, ibuprofen, etc.) to students specifically approved by parents in written form by note, email or WhatsApp.

- The school will not dispense over the counter medication (i.e. acetaminophen, aspirin, ibuprofen, etc.) to students unless specifically approved by parents in written form by note, email or WhatsApp.
- Medication brought to school must be submitted to the school nurse and/or homeroom teacher along with a medication directions form signed by the student's physician and parent.
- Prescription medications administered during 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 labelled container showing the student's name, name of the medication, the 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 unlabelled 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.

Fire and Disaster Drills

Fire, lock-down, and evacuation drill instructions 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 the 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.

School closings are approved by the Director of Sampoerna Academy.

DISCRIMINATION, HARASSMENT, AND RETALIATION

All students learn best, and their welfare is best served within the 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 behaviour and to stop the behaviours when asked or told to stop. School employees are also expected to treat students with courtesy and respect.

Discrimination & Harassment

Discrimination and harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, colour, religion, gender, national origin, or any other basis prohibited by law.

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

Sexual Harassment

Sexual harassment of a student, including harassment committed by another student, includes unwelcome and unwanted sexual advances; requests for sexual favours; or sexually motivated physical, verbal or nonverbal conduct.

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 any kind against 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 school personnel includes both welcome and unwelcome sexual advances; requests for sexual favours; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature.

Bullying and Cyber-Bullying

Sampoerna Academy prohibits bullying of any kind. Bullying is any written or verbal expression or physical 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.
- creates anxiety, stress or depression.
- exploits an imbalance of power between the perpetrator and the student victim through written or verbal expression or physical conduct.
- interferes with a student's education.

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 prohibited discrimination, harassment or bullying, or believes that another student is a victim of prohibited discrimination, harassment or bullying should immediately report the alleged acts to the counselor, Principal, a teacher, or other school personnel. Any school personnel who receives a report of prohibited discrimination, harassment or bullying 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. Verbal complaints will be recorded. Upon receipt of a complaint, the school will promptly undertake an investigation.

When appropriate, the school will take interim action to avoid additional opportunities for discrimination or harassment. 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.

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 may be subject to appropriate discipline.

Confidentiality

To the greatest extent possible, Sampoerna Academy will 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 and comply with applicable law. Parents, students and teachers are expected to maintain confidentiality at all times to avoid compromising an investigation and to reduce the risk of retaliation or unnecessary or unsubstantiated reputational damage to either party.

ABUSE & 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 is 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, physically, or emotionally abused. A child who has experienced any abuse and neglect should be encouraged to seek out a trusted adult. Evidence of emotional abuse or neglect may be more indirect than disclosures or signs of physical abuse. It is important for the person to whom a child confides in to remain calm and comforting. Reassure that child that he or she did the right thing in reporting.

The fact that the abuser is a parent or another family member does not remove the 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 counselling options available if a child is a victim of sexual abuse or other forms of abuse and neglect.

Warning Signs of Abuse and Neglect

Below are psychological and behavioural 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 in isolation does not necessarily mean that a child has been sexually, physically and emotionally abused or neglected. However, the presence of multiple signs or repeated signs should be a trigger to ask questions and seek 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

The school provides relevant education to students. This can take the form of formal lessons, assemblies and targeted talks or discussions. Students are informed of their rights and responsibilities and encouraged to speak to a trusted adult or teacher 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. Where available, students may also be provided with local crisis hotline numbers to obtain assistance.

STUDENT GROOMING AND UNIFORM

Sampoerna Academy students are required to wear a uniform to school. The school uniform helps build a positive school culture and identity. Uniforms also teach the importance of grooming and hygiene, create a safe and orderly environment, instil self-discipline, and eliminate competition and distractions.

Students are expected to wear the uniform to school every day, to wear it with pride and within the standards set in the uniform policy.

The school expects the support of parents to help maintain this dress code.

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. Students may be asked to wear their House shirts.

It is required that students wear hats during outside time including PE classes and other times (No hat no play!).

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 coloured 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 jewellery (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 spiked earrings, necklaces or bracelets are allowed.
- Watches are allowed except the smart watch.
- No tattoos (permanent or temporary) are allowed.
- No extreme hairstyles (Mohawk/Fohawk/Design Cut and Spiked-Up) or bleached or extreme coloured hair are allowed. Exceptions for religious or cultural reasons will be considered on a case-by-case basis.
- Hair must be kept, clean, neat and away from the face.
- Sunglasses are not permitted inside the school.
- 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 visible make-up and nail polish.

Trousers, Shorts and Skirts

The wearing of trousers, shorts and skirts must be in line with the following:

- Trousers, shorts and skirts must be worn properly at the waist.
- Trousers and shorts legs may not be rolled up.
- Belts must be black/brown, fit properly and not hang down when buckled. They must be plain with no rhinestones, wording, or designs.
- Skirts must be knee-length or longer.

Footwear

Footwear at Sampoerna Academy is arranged as follows:

- Shoes must be safe, clean and comfortable.
- The socks must be plain neutral coloured, at least above the ankle and neat.
- No sandals, mules, “uggs”, high heels, wheels, lights, boots or Crocs are allowed.
- Shoelaces must always be tied properly. It is recommended for ELC students to wear velcro shoes.

Outerwear

Outerwear at Sampoerna Academy must meet the following requirements:

- dark blue or black hijab allowed for female students
- school caps to be worn outside only
- non-SA hats, caps, bandannas, or other headwear are not allowed
- no outerwear, pullovers, sweatshirts, coats, or “hoodies” other than school-approved cardigans/jackets are allowed.

STUDENT ID CARD

Sampoerna Academy provides one-time free student ID card on the student’s first day of school. The student ID card must be brought every day during the school day.

Function

Students ID Card has several functions as the following:

- Student ID Card is used for borrowing books from Sampoerna Academy Library.
- If the student gets lost, the student can show the ID to a responsible adult
- The student ID Card may be used to register for competition.

Lost or Damaged Student ID Card

Every student's ID Card is unique because of the special chip inside the card to support the schooling function mentioned above. It is imperative that students must maintain their Student ID Card well. In the event of losts or damaged, the following rules are applied:

- Students must report immediately to the Sampoerna Academy administration.
- Students must fill up the Lost or Damage Student ID Card Form and pay the amount of Rp. 100.000 for each replacement of a lost or damaged Student ID Card.
- Failure to do so will result in the delay of related school service provision to the student.

LIBRARY

The library at Sampoerna Academy is used as a resource centre for all students to complete class assignments and for leisure-time reading of appropriate materials. It is made available to support and enhance learning and understanding and to encourage students to become independent, life-long learners. Books, magazines and reserved materials may be checked out for a maximum of 2 weeks at a time. Desks are available for studying. Students may perform group work for class if they work quietly. Students may not bring food or drinks into the library.

LOCKERS/CUBBYHOLE SHELVES AND DESKS

Sampoerna Academy students are each assigned a locker/a cubbyhole shelf and a desk for or their individual use. Lockers/cubbyhole shelves are to be used to store books and personal items. 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 always kept clean. 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. The cost of repair of any damage will be charged to the parents.

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

- before class begins in the morning
- between classes
- at the end of the school day
- upon approval by teachers or the Principal during class periods.

Sampoerna Academy 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 always remain 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/confiscate 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 parents shall be notified if any prohibited articles or materials are found in a student's locker, cubbyhole, desk, or on the student's person, as a result of a search.

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:

- keep the public areas clean and safe
- clean up after themselves and properly dispose of all trash
- avoid loitering and running in the public areas
- eating is allowed only in designated 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 immediately report any leaks, spills or other problems in the restrooms to teacher or school personnel.

Students are not permitted to be in the hallways during class periods or lunch hours unless accompanied by a teacher or have permission from authorized school personnel. If found in the hallways without permission 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:

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

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 will be liable for the damages caused.

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.

COMMUNICATION BETWEEN HOME AND SCHOOL

Communication between parents and school personnel is a key component of student success. The school personnel shall release information through email, WhatsApp or Google classroom.

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 the school office's contact number in emergency situations
- sending an email to teachers
- contacting the office directly via telephone or on the designated WhatsApp line. WA number is for absolute emergencies.

Teachers are not permitted to communicate directly with students or parents via WhatsApp or other unofficial channels. Teachers are not permitted to share their mobile number or personal contact details with students or parents.

MOBILE PHONES AND OTHER ELECTRONIC DEVICES

At Sampoerna Academy, possession and use of 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 will not be responsible for damage to, loss, or theft of any electronic device a student brings to school. Possessing/using 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 and will therefore be confiscated.

Mobile phones are not allowed to be used at any time during the school day. Teachers may confiscate student phones if they are found to be using them during the school day without prior approval.

School administrators shall have the discretion to determine the appropriate use of phones or other electronic devices 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 without appropriate approval. Any student refusing to give a cell phone or other electronic device to school personnel when required shall be subject to disciplinary action.

SOCIAL MEDIA POLICY

Sampoerna Academy recognizes the importance of students, parents and school community engaging, collaborating, learning and sharing through social media applications. These applications include, but are not limited to, Facebook, Twitter, Instagram, Line, TikTok, Blogs, and other online tools through which people connect and share information.

All members of the Sampoerna Academy community are expected to uphold the values of the school in all social media interactions. Students, parents and school community will not act in such a way that the image of Sampoerna Academy is brought into disrepute nor in a way that harms members of the school community. Therefore, it is expected that Sampoerna Academy's staff, students and parents use social media in a respectful and responsible manner. Social media should not be used to insult, present offensive or inappropriate content or to misrepresent Sampoerna Academy or any member of the school community.

Sampoerna Academy aims to protect the safety and well-being of students, teachers and the school community. Students, teachers and parents are all required to sign the Sampoerna Academy Social Media Policy. If there is a breach of the Sampoerna Academy Social Media Policy the school will undertake the appropriate disciplinary action.

All reports of cyberbullying and other technology misuse will be investigated fully and may result in a notification to police where the school is required to do so.

VIDEO-TAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behaviour 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. Recording of CCTV and any other digital recording will not be shared with parents/guardians.

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 Marketing Department.

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 and Marketing Department.

Any student who posts materials without prior approval will be subject to disciplinary action. Materials displayed without approval will be removed.

Advertising Materials

Advertising materials for school-related activities at Sampoerna Academy may be permitted upon approval of the Principal and Marketing Department. This may include school newspapers, yearbooks, and other fundraising projects. Advertising that promotes material contrary to the values of the school 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, on school transportation or online 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, school transportation or online unless he or she has the written permission of the Principal or the Director of Sampoerna Academy.

CURRICULUM OVERVIEW

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

- Student-centred 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 dynamic learning to actively approach real-world problems.
- Hybrid Learning: blend of online and offline education as mandated by relevant authorities
- Virtual School: 100 percent online education as mandated by the relevant authorities.

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, to ensure that they get the best possible learning opportunities.

We also highlight and integrate Science, Technology, Engineering, Arts and Mathematics (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:

- From Playgroup and Kindergarten levels, the learning program is developed through The International Early Years Curriculum (IEYC), an innovative research-based toolkit that recognizes global best practices and development needs of children from 2 to 5+ years old. It offers an ideal balance between Academic Learning, Personalised Development, Collaborative Learning and International Mindedness, and provides the flexibility to deliver alongside a structured approach to reading and maths, being the bridge between kindergarten and elementary school.
- The International Early Years Curriculum was developed following a comparative analysis of the key national curriculum frameworks across the world. The principles and learning outcomes are aligned to these major national frameworks enabling it to provide progression in whatever national context it is being implemented.
- As part of these processes Kindergarten 2 students' study both the end of the IEYC cycle and the beginning of the Cambridge International cycle (English and Science).
- The Indonesian National Curriculum approach is both integrated where possible into the IEYC units or otherwise as a stand-alone format. This to ensure the Indonesian National Standards are covered comprehensively.
- At Elementary and Secondary level, the learning program integrates Cambridge International, Singapore Mathematics, International Baccalaureate Diploma Programme, the Indonesian National Curriculum, and it is enhanced with educational resources from Indonesia, USA, UK, and China. 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.

ACADEMIC HONESTY

Academic honesty means demonstrating and upholding the highest integrity and honesty in all the academic work that students do. In short, it means doing their own work and not cheating or not presenting the work of others as their own¹.

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.

ASSESSMENT

At Sampoerna Academy schools, assessment is an integral part of 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.

Formative and summative assessments are used to measure student achievement. Formative assessment, which is integrated into the daily processes and activities of teaching and learning, mainly aims at gathering information about 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.

Summative assessment occurs at the end stage of teaching and learning, giving opportunities to the students to demonstrate what they have learned. It allows the teachers to analyse and evaluate the effectiveness of learning.

¹ www.lawinsider.com, Academic honesty definition, cited 20 June 2022.

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 behaviour, 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 behavioural development during the learning. The teachers may use checklists and rubrics to take notes and keep records of this observation.
- Selected responses. This strategy exercises what the students have learned in a 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, higher order thinking skills, creativity, communication, and reflection. A portfolio displays the students' understanding through learning processes.

Sampoerna Academy uses International benchmark tests for the students, such as Measures of Academic Progress (MAP) by the Northwest Evaluation Association (NWEA), Cambridge Checkpoint, and National Assessments. Students can also voluntarily write the International Competitions and Assessments for Schools (ICAS). The test results help the teachers, parents, and administrators improve student learning and make informed decisions to differentiate learning and promote student academic growth.

The students as they progress through the various grade levels master the following academic milestones:

- Kindergarten, Grade 6, and Grade 9 Achievement Certificate
- (Ijasah) Grade 10 Cambridge IGCSE

EXAMINATION

Sampoerna Academy formal examinations fulfil 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 from Grade 3 onwards 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 and watches into 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 receive a grade of zero
- the school will notify the parents of students who are believed to have violated academic honesty during any examination.

REPORT CARDS AND GRADING SCALE

Sampoerna Academy officially communicates the learning achieved by each student to the parents at the end of each term. Teachers may also provide ongoing feedback about student learning to parents, especially where there is a concern about student progress.

Official report cards for all students are issued at the end of Semester 1 and Semester 2. Progress report cards are issued for all students at the end of Term 1 and 3.

Grading Scale for Playgroup to Grade 2

| Number Scale | Grade | Descriptors |
|--------------|-----------|--|
| 4 | Excellent | Student demonstrates a consistent and thorough understanding of the required knowledge, concepts and skills and can 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 | Student demonstrates a good understanding of the required knowledge, concepts and skills, and can apply them effectively. Requires limited support and makes few major errors or omissions when demonstrating concepts and processes taught. |

| Number Scale | Grade | Descriptors |
|--------------|-------------------|---|
| 2 | Satisfactory | Student demonstrates a basic but sufficient understanding of the required knowledge, concepts and skills, and has difficulty applying them in familiar situations. Requires moderate support and makes some major errors or omissions when demonstrating concepts and processes taught |
| 1 | Needs Improvement | Student demonstrates limited and insufficient understanding of the required knowledge, concepts and skills and has great difficulty in applying them into learning situations. Requires considerable support and makes frequent major errors or omissions when demonstrating concepts and processes taught. |

Grading Scale for Grades 3 Onwards

Individual teachers for Grade 3 onwards, except for IBDP (Grade 11 and 12), follow the grading practices/guidelines for their classes, with grades corresponding to the following scale:

| Marks | Letter Grade | Descriptors |
|----------|--------------|--|
| 90 – 100 | A* | Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them consistently in a wide variety of situations. The student often demonstrates originality and insight. There is evidence of excellent critical and analytical thinking. The student consistently produces work of high quality. |
| 80 - 89 | A | Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student often demonstrates originality, insight, critical and analytical thinking. The student often produces work of high quality. |
| 70 - 79 | B | Thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student occasionally demonstrates originality and insight. There is evidence of good critical and analytical thinking. The student often produces work of high quality. |
| 60 - 69 | C | General and satisfactory understanding of the required knowledge and skills, and the ability to apply them effectively. Requires support when applying knowledge and skills to new situations. Demonstrates moderate critical and analytical thinking. Student often produces work of good quality. |
| 50 - 59 | D | Limited and basic understanding of the required knowledge and skills, or clear difficulties in some areas. Student can apply them with considerable support. Demonstrates low levels of critical and analytical thinking. Student occasionally produces work of good quality |
| 40 - 49 | E | Very limited and insufficient understanding of the required knowledge and skills. The student is unable to apply them fully, even with support. Demonstrates low levels of critical and analytical thinking. Student rarely produces work of good quality. |
| 0 - 39 | U | Minimal and insufficient understanding of the required knowledge and skills. |

IBDP academic courses (Grade 11 and Grade 12), where appropriate, will define % boundaries for each Number Grade (7, 6, etc.) in the table below according to the most recent grade boundaries by the International Baccalaureate Organization and corresponding IB subject reports and these will be applied consistently to all assessments within that course.

| Number Grade (IB) | Letter Grade For School | Descriptors |
|--------------------------|--------------------------------|--|
| 7 | A* | Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them consistently in a wide variety of situations. The student often demonstrates originality and insight. There is evidence of excellent critical and analytical thinking. The student consistently produces work of high quality. |
| 6 | A | Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student often demonstrates originality, insight, critical and analytical thinking. The student often produces work of high quality. |
| 5 | B | Thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student occasionally demonstrates originality and insight. There is evidence of good critical and analytical thinking. The student often produces work of high quality. |
| 4 | C | General and satisfactory understanding of the required knowledge and skills, and the ability to apply them effectively. Requires support when applying knowledge and skills to new situations. Demonstrates moderate critical and analytical thinking. Student often produces work of good quality. |
| 3 | D | Limited and basic understanding of the required knowledge and skills, or clear difficulties in some areas. Student can apply them with considerable support. Demonstrates low levels of critical and analytical thinking. Student occasionally produces work of good quality. |
| 2 | E | Very limited and insufficient understanding of the required knowledge and skills. The student is unable to apply them fully, even with support. Demonstrates low levels of critical and analytical thinking. Student rarely produces work of good quality. |
| 1 | U | Minimal and insufficient understanding of the required knowledge and skills. |

GPA Calculation for US Universities

For grade 9-12, following grading descriptions will be used when calculating unweighted GPA.

| Grade | Descriptors |
|--|---|
| A/A* IB 6/7 GPA 4.0 | Consistent and thorough understanding of the required knowledge and skills, and the ability to apply them in a wide variety of situations. The student often demonstrates originality and insight. There is evidence of excellent critical and analytical thinking. The student consistently produces work of high quality. |
| B IB 5 GPA 3.0 | Thorough understanding of the required knowledge and skills, and the ability to apply them in a variety of situations. The student occasionally demonstrates originality and insight. There is evidence of good critical and analytical thinking. The student often produces work of high quality. |
| C IB 4 GPA 2 | General and satisfactory understanding of the required knowledge and skills, and the ability to apply them effectively. Requires support when applying knowledge and skills to new situations. Demonstrates moderate critical and analytical thinking. Student occasionally produces work of good quality. |
| D IB 3 GPA 1 | Limited and basic understanding of the required knowledge and skills, or clear difficulties in some areas. Student can apply them with considerable support. Demonstrates low levels of critical and analytical thinking. Student rarely produces work of good quality. |
| E/U IB 2/1 GPA 0 | Very limited and insufficient understanding of the required knowledge and skills. The student is unable to apply them fully, even with support. Demonstrates low levels of critical and analytical thinking. Student does not produce work of good quality. |

Weighted GPA Calculation:

| Letter Grade | Unweighted Grade Point | Weighted Grade Point |
|------------------------------|------------------------|----------------------|
| A/A* IB 6/7 | 4 | 5 |
| B IB 5 | 3 | 4 |
| C IB 4 | 2 | 3 |
| D IB 3 | 1 | 1 |
| E/U IB 2/1 | 0 | 0 |

In the USA GPA system, if students do not take honors courses, the highest score they can get on those courses is 4. However, if they do take honors courses, on those courses they can get the highest score of 5. A weighted GPA uses a rating scale that goes up to 5 to reflect the difficulty of the course.

All IBDP SL & HL, Cambridge AS & A Level, advanced courses such as IGCSE Additional Mathematics (0606), and Honors classes* are weighted with an additional 1 grade point award for students who earn a C or better in the course.

This is in recognition of the level of rigor and extra work required to complete these courses successfully. Grades below a C will not be weighted.

Only classes taken at Sampoerna Academy are included in GPA calculations.

*Honors classes at Sampoerna Academy offer the same curriculum as regular classes but are tailored for high-achieving students – covering additional topics or some topics in greater depth.

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

Grade Promotion

For Playgroup, Pre-Kindergarten, Kindergarten, Grade 1, and Grade 2 students, promotion to the next grade shall be based on the evidence of overall satisfactory progress with 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 3-12 Promotion and Advancement Criteria

| Grade Levels | Promotion | Advancement |
|-------------------------|--|--|
| 3-6 | Pass all core subjects (English, Mathematics & Science) and two non-core subjects with at least 60% | Pass English and a minimum of two other subjects with at least 60% |
| 7-8 | Pass all core subjects (English, Mathematics & Science) with at least 60% and achieve an overall aggregate score of at least 60% | Pass 1 core subject with 60% and achieve an overall aggregate score of 60% |
| 9-10 (IGCSE) | Pass 5 IGCSE subjects with at least 60%. | Pass English, Extended Math and one of the Science IGCSE subjects with 60%. |
| 11-12 (A-Level) | Pass two subjects with C or higher and one with D. | Overall aggregate score of 60%, with at least one subject C or higher. |
| 11-12 IB Diploma | Pass with a minimum of 24 points with at least 12 from HL subjects. All CAS, TOK and EE requirements met. | Students who do not meet the minimum requirements of IB Diploma at the end of Grade 11 will continue with the IB Certificate and National Diploma. |

*Students who meet the advancement criteria will be on probation for one year, with a mid-year checkpoint.

TUTORING

Students from grade 1 onward are encouraged and may be required to see teachers for tutoring. After-school tutorials may be offered or required for students struggling in their classwork. Tutoring services are also available for students receiving additional education services.

Students may have needs that are better addressed by the provision of an outside tutorial agency. Sampoerna Academy teachers are not permitted to privately tutor any Sampoerna Academy students.

ENRICHMENT PROGRAMS

Competition Preparation

For competitions designated by the school, certain students may be encouraged or required to enter and undergo preparation for the competition. The preparation may consist of asynchronous and synchronous coaching in regular meetings as determined by the needs of the competition.

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.

Extracurricular Activities (ECA)

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

Incursions/Excursions (Field Trip)

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 endeavours. 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 would 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.

Secondary students may have trips outside of the city in which their campus operates. Senior students may have one overseas trip in either Grade 11 or 12. The cost of these trips is payable by the parents.

HOMEWORK

Homework is considered an integral part of the educational program of Sampoerna Academy Schools. It develops a home-school partnership; consolidates and reinforces academic skills, knowledge and concepts; extends learning that has taken place in school; and develops important habits of self-discipline and independent study.

As the schools implement a flipped-classroom approach, children are encouraged to learn from the provided to preview or prepare for the lesson or do some practice work at home. The homework is given on a needs basis and parents are informed on parent communication platforms such as Skyward, Managebac and Google Classroom. Therefore, parents are encouraged to review Skyward, Managebac and Google Classroom daily to help monitor the completion of given homework to ensure that the children follow the given instructions.

Different subject areas work together to ensure that each grade level student has a fair amount of homework on any weekday. In general, the following guidelines are applied:

| Grade Level | Recommended Minimum Time for Daily Reading | Recommended Total Time for Daily Homework |
|----------------|--|--|
| Kindergarten 2 | 10 minutes | 5 - 15 minutes |
| Grade 1 and 2 | 20 minutes | 15 - 20 minutes |
| Grade 3 and 4 | 20 minutes | 20 - 30 minutes |
| Grade 5 and 6 | 20 minutes | 30 - 40 minutes |
| Grade 7 and 8 | 20 minutes | Up to 30 minutes per subject Not more than 3 subjects per day Excludes Projects/Longer Term Assignments |
| Grade 9 to 12 | 20 minutes | Up to 40 minutes per subject Not more than 3 subjects per day Excludes Projects /Longer Term Assignments |

For more detailed information on all of the above, please refer to the Sampoerna Academy Assessment Policy.

ASSEMBLY

School assembly is held once a week which may also incorporate a flag ceremony. 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.

CONFERENCES

At Sampoerna Academy, conferences are conducted in a variety of ways in order to inform both students and parents of student progress:

- Three-Way Conferences (K2 and above, PTC for PG to K1) 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
- 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 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 including the process and learning outcomes to teachers and parents. These conferences are held at the end of Term 3.
- Celebration of Learning aims to provide opportunities for the students to present and showcase their learning journey and learning portfolio that show a range of the students' learning to teachers and parents. These conferences are held at the end of Term 4.

ACADEMIC CALENDAR

The Sampoerna Academy academic year calendar is created on an annual basis and distributed to parents from Term 4. Scheduled events and holidays are subject to change. Parents shall be notified when changes occur.

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.

ACKNOWLEDGEMENT FORM

Please read the following information carefully.

I understand and consent to the responsibilities outlined in the Sampoerna Academy 2022/2023 Parent and Student Handbook. I understand and agree that my child will be held accountable for his or her behaviour 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 Parent and Student Handbook. I further understand and consent to my parental responsibilities as outlined in this handbook.

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

In consideration of my son/daughter's study in Sampoerna Academy, I hereby irrevocably indemnify and hold Sampoerna Academy schools, its employees, its students and their parents harmless from and against any costs, liabilities, charges, direct, indirect or consequential losses and expenses (including legal costs on a full indemnity basis), damages, claims, demands, proceedings and/or actions which you may incur or suffer or sustain in any way directly or indirectly as a consequence of the actions or inactions of the school and its community to my son/daughter during his/her study in Sampoerna Academy.

| DATE | PARENT NAME | PARENT SIGNATURE |
|------|--------------|-------------------|
| | | |
| DATE | STUDENT NAME | STUDENT SIGNATURE |
| | | |