



**SEKOLAH  
LENTERA KASIH**

BUILDING CHARACTER & ACADEMIC EXCELLENCE

# **PARENT & STUDENT HANDBOOK**



**SY 2010 - 2011**



Jl. Gunung Salak No. 88, Kerobokan – Bali 80117  
Ph: (0361) 9002967, 9002968 Fax: (0361) 9002969

E-mail : [info@slkbali.com](mailto:info@slkbali.com)

Website: [www.slkbali.com](http://www.slkbali.com)

# TABLE OF CONTENTS

<b>Section</b>	<b>Page</b>
School Personnel	2
School Calendar	3
Welcome from the Principal & School Director	4
Vision, Mission Statement, Values and Philosophy	5 - 7
Symbol of the School	7
School Organization & Administration	8
Subject Areas & Programs	9 - 11
Personal Development Program	11
International Benchmarks	13
Monitoring the Academic Programs	13
Issuance of Report Cards & PTCs	14
Admission Policy	14
School Rules	15 - 22
School Discipline	23
Guidelines for Parents	23 - 25
Refund/Withdrawal Policy	25
Appendix: School Policies on Discipline	i - ii

**SEKOLAH LENTERA KASIH  
SCHOOL PERSONNEL**

**ADMINISTRATORS**

School Director : Mr. Dave Forbes  
Principal : Mr. Ely B. Barrera  
Administrator : Ms. Ellyca

**TEACHERS**

<u>GRADE</u>	<u>TEACHERS</u>	<u>SUBJECTS</u>
1 Flora	Ms. Dawn	Home Room, English, Maths, Science & Social Studies
1 Maia	Ms. Sinead	Home Room, Maths, English, Science & Social Studies
2 Venus	Ms. Mia	Home Room, English, Science, Social Studies & Maths
2 Minerva	Ms. Susi / Mr Ely	Home Room, Maths, Science, Social Studies & National Curriculum
3 Apollo	Mr. Joost	Home Room, Maths (3 & 4) Science, Social Studies
4 Neptune	Ms. Katie	Home Room, English (3 & 4), Science & Social Studies
5 Vulcan	Ms. Janine	Home Room, English (5, 6 & 7), Social Studies & Art (5,6 & 7)
6 Saturn	Ms. Lezil	Home Room, Science , Social Studies
7 Jupiter	Ms. Tety	Home Room, Maths, Nat'l Curriculum (Gr. 5 - 8/9)
8/9 Pluto	Mr. Jon	Home Room, English, Maths, Social Studies
	Ms. Natalie	Music
	Ms. Wina	ICT
	Mr. Dave West	PE
	Ms. Isabella	Mandarin
	Pak Gathot	National Curriculum Coordinator
	Ibu Neny	National Curriculum Principal

**ADMINISTRATIVE STAFF**

- Admin & Admission : Ms. Ellyca
- Secretary : Ms. Ina
- Finance Manager : Ms. Susan
- Accounting : Ms. Desak
- Purchasing & Stock Control : Ms. Arin
- General Affairs : Ms. Dede
- Receptionist : Ms. Debbie
- Librarian : Ms. Yuni
- IT Support : Mr. Pamungkas

## SCHOOL CALENDAR & HOURS, 2010 - 2011



July 14	(Wednesday)	1 <sup>st</sup> Day of School
July 28	(Wednesday)	Parent Information Session, Grades 1 - 4
July 29	(Thursday)	Parent Information Session, Grades 5 - 9
August 13	(Friday)	Independence Day Celebration
August 16	(Monday)	Curriculum Planning Day (Student-free day)
August 17	(Monday)	Public Holiday (Independence Day)
September 9 - 11	(Thursday - Saturday)	Public Holiday (Idul Fitri)
September 24	(Friday)	1 <sup>st</sup> Mid-semester Oral PTC (no school for students)
September 27 – October 1	(Monday – Friday)	Mid-semester Break
September 29	(Wednesday)	Public Holiday (Pagerwesi)
October 30	(Saturday)	Family Fun Day
November 15 - 19	(Monday – Friday)	Review Week
November 17	(Wednesday)	Public Holiday (Idul Adha)
November 22 – 26	(Monday – Friday)	1 <sup>st</sup> Term Test Week
December 7	(Tuesday)	Public Holiday (Tahun Baru 1432 Hijriah)
December 8	(Wednesday)	Public Holiday (Galungan)
December 9	(Thursday)	Public Holiday (Umanis Galungan)
December 14	(Tuesday)	Music Appreciation Night
December 17	(Friday)	Christmas Party & Report Card Distribution
December 17, 2010 – January 17, 2011		Christmas Break
December 18	(Saturday)	Public Holiday (Kuningan)
December 25	(Saturday)	Public Holiday (Christmas)
January 1	(Saturday)	Public Holiday (New Year's Day)
January 17	(Monday)	Teachers start (Student-free day)
January 18	(Tuesday)	Students start
January 24 - 26	(Monday - Wednesday)	1 <sup>st</sup> Pemantapan (UASBN)
February 3	(Thursday)	Public Holiday (Chinese New Year)
February 4	(Friday)	Chinese New Year Celebration
February 15	(Wednesday)	Public Holiday (Mouloud – Birth of the Prophet)
February 16 - 18	(Wednesday - Friday)	2 <sup>nd</sup> Pemantapan (UASBN)
February 21 - 25	(Monday - Friday)	Book Week
March 4 - 5	(Friday - Saturday)	Public Holiday (Nyepi)
March 15	(Tuesday)	Class Picture-taking
March 17	(Thursday)	Science Fair
March 25	(Friday)	2 <sup>nd</sup> Midsemester Oral PTC (no school for students)
March 25 – April 10		Mid-semester Break
April 21	(Thursday)	Katini Day Celebration
April 22	(Friday)	Public Holiday (Good Friday)
April 23	(Friday)	Public Holiday (Saraswati)
April 25	(Monday)	Easter Celebration
April 27	(Wednesday)	Public Holiday (Pagerwesi)
May 2 - 6	(Monday – Friday)	UASBN (Grade 6 only)
May 17	(Tuesday)	Public Holiday (Vesak)
May 20	(Friday)	School Play
May 23 - 27	(Monday – Friday)	Review Week
May 25 - 27	(Wednesday – Friday)	CIPP Exams (Grade 6 only)
May 30 – June 3	(Monday – Friday)	Test Week
June 2	(Thursday)	Public Holiday (Ascension Day)
June 15	(Wednesday)	Whole School Orientation
June 17	(Friday)	Release of Report Cards (last day for teachers)

### SCHOOL HOURS

Grades 1 - 9

8:00 am – \*2:45 pm

(Recess: 9:45 – 10:00 am, Lunch: 12:15 – 1:00 pm)

*\*All classes are dismissed at 2:00 pm on Tuesdays.*

# WELCOME FROM THE PRINCIPAL & SCHOOL DIRECTOR

Welcome to Sekolah Lentera Kasih!

This handbook outlines the basic information about the school's programs and policies. Please do read it carefully. If you have questions that are not answered in this handbook, please call us or drop by.

***Our main goal is to serve you and your children in the best possible way, in all facets of their school experience.***

We have brought together top quality teaching staff and have designed a curriculum based on the best practices from educational systems all over the world. For five years, we have been striving to create a caring environment capable of honing children into the best that they can be.

While we have had relative success in achieving our goal, we constantly strive to improve the services we offer.

We are happy that you have chosen Sekolah Lentera Kasih as your child's school. We look forward to a fruitful year for all.

Sincerely,

Mr. Ely B. Barrera  
Principal

Pak Dave Forbes  
School Director

## VISION

Sekolah Lentera Kasih believes that every child attending the school can be a responsible, successful lifetime learner who will be excited about learning in a caring Christian environment, who will acquire the skills and knowledge to meet the challenges of the future and who will have a strong sense for the community



## MISSION STATEMENT

Based on our vision Sekolah Lentera Kasih will

- adhere to the belief and respect in God
- provide experiences and activities that encourage and support a range of learning styles
- Expect students to develop skills and attitudes that will prepare them to take advantage of emerging opportunities in the future
- Deliver a rich and global curriculum that is geared to meet the needs of the students in the 21<sup>st</sup> century.

## VALUES

Values	This Means	HOW IT IS DEMONSTRATED
<b>Religion</b>	Adhering to the belief and respect in God	Applying moral values Participating in daily prayers Reflecting Christian values in their behaviour
<b>Caring</b>	Looking after people, their things and our environment	Helping each other. Treating others how you want to be treated. Caring for someone if they are hurt or upset. Keeping our school clean and safe as well as looking after our environment.

## VALUES

Values	This Means	HOW IT IS DEMONSTRATED
<b>Learning</b>	Finding out about new things, being creative and improving.	Listening carefully. Thinking. Doing your best. Enjoying learning new things. Not being afraid to speak out and ask for help. Knowing how to make decision based on common sense. Being proud of your achievements.
<b>Co-operation and Sharing</b>	Working together as a team and helping each other.	Participating in activities. Being inclusive. Sharing ideas. Cooperating when working in groups.
<b>Fairness and Respect</b>	Respecting other people's thoughts, ideas, work and property. Being fair to others.	Listening to other's points of view. Looking after your own and other's property. Encouraging each other. Obeying rules. Refraining from hurtful behaviour. Making sure people feel safe.

## PHILOSOPHY

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

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



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



## **SYMBOL OF THE SCHOOL**

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

# SCHOOL ORGANIZATION AND ADMINISTRATION



P.T. Bali Permata Hati, the foundation, administers the school. The foundation is represented in the management by the School Director and is responsible for its overall direction and control. The School Director functions as the Chief Executive Officer of the school. He, along with the Principal, is responsible for implementing the school's academic programs.

## TEACHING STAFF

Our first objective when recruiting teachers is to ensure their dedication and commitment to children's learning and development; to the mission, aims and objectives of the school.

## SUBJECT AREAS & PROGRAMS

### ACADEMIC PROGRAM

#### Language Arts (English)

The Philosophy behind Language Arts recognizes that the child needs to communicate effectively to succeed in life, hence, needs the utmost in training and exposure to the various aspects of communication, namely, receptive (reading, listening, viewing) and expressive (writing, speaking, representing). Through creative teaching modes, students develop verbal-linguistic skills that prepare them for the real world.

#### Language Arts (Mandarin)

Our Mandarin program enables students to be in touch with the language spoken by the most number of people in the world, and to prepare eventually to ride on China's economic and cultural power. For many of our students who are ethnic Chinese, learning the language also gives them vital link to the traditions of their forefathers.

#### Social Studies

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

## **Science**

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

## **Mathematics**

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

## **Sastra**

Sastra is a literature-based program which aims to develop and enhance the children's love of all forms of literature. This subject is conducted in Bahasa Indonesia and is a separate program from the school's Bahasa Indonesia curriculum.

## **Bahasa Indonesia**

Bahasa Indonesian studies enable the students to develop fluency in the Indonesian language and to be immersed in the culture.

## **Character Development/Health Education**

Character Development encompasses character education and life skills. Character qualities (from Character First™) and skills pertaining to relationships with oneself and others are explored and discussed.

This program aims to develop in students a fundamental knowledge of moral principles that will help them become well adjusted spiritually.

Sekolah Lentera Kasih is a Christian school. For that reason, Christian principles and stories are integrated in the weekly lessons.

## **Reading Program**

Sekolah Lentera Kasih's Reading Program is a program that brings together parents, community members, and senior students to provide identified students with extra reading experiences. This program addresses the skills necessary to prepare these children to become independent readers.



## ENRICHMENT PROGRAM

### Physical Education



The PE program includes varied physical activities that would help students experience success and enjoyment while actively participating in physical activities. *Men sana encorpore sano*, the ancient Greek adage that means “a sound mind in a sound body,” is the guiding principle of the PE program.

As an extension of our PE Program, the school has joined the Bali Schools Sports Association (BSSA), which is a group of international and local schools working together to promote and implement friendly sporting competitions among schools in Bali.

### Art & Craft

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

### Music

The music program puts emphasis on the appreciation, love and understanding of music through singing, playing and interpreting music. Students are grounded in traditional music theory and are also exposed to contemporary music-making.

### Performing Arts

This program aims at preparing students to perform before an audience. Various aspects of the theatre experience are offered to the students with the ultimate goal of building up their self-confidence. SLK produces two major stage events within a school year as part of this program.

### Information and Communications Technology

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

### Thursday Assembly

At SLK we strongly encourage students to showcase their current learning. As such, every Thursday morning each class is rostered to lead the school assembly. All parents are invited to attend.

## **SPECIAL NEEDS**

In order to help each child progress and learn to the best of their abilities, students presenting learning difficulties in class will be observed and assessed by the class teacher. The teacher will meet with the special needs coordinator to determine any further assessment that is deemed necessary and they will meet with parents to explain concern and to recommend the proper assessment. **The cost of all assessments will be paid for by the parents.** The teacher can then use the assessment to decide what teaching techniques should be used to best help each child. The school requires that the parents of children with learning difficulties fully support the school in their efforts to help the child.



Children with special needs are accepted into the school on a case-by-case basis. Parents wishing to enrol special needs children must provide a current written diagnosis/assessment and previous IEP (if applicable). A personal assistant will be provided for each child and the cost of the assistant will be paid for by the parent. The final decision to accept a student with special needs rests with the teacher of the appropriate level. Children with special needs are included in the activities of the classroom in the least restrictive environment appropriate to their safety. An IEP (Individualized Education Plan) will be written by the class teacher, the special needs coordinator and the parents along with any special education professionals working as a team. They will specify learning objectives that are part of regular classroom activities and routines. **The school reserves the right to recommend that a student be moved to a more appropriate facility if the needs of the child are over and above the ability of the school to provide for.**

## **PERSONAL DEVELOPMENT PROGRAM**

### **Co-Curricular (CCA) and After-school Activities**

The school focuses on the importance of the cultural and social development of each student. The finer qualities of each child are fostered through the cultural arts and social development activities of the school. Our CCA program is geared towards the holistic development of students. **Each student is required to select a CCA offered to all on designated day/s after school hours.** Students are required to be committed to their CCAs for the rest of the term once they have joined.

For this school year, SLK is offering the following:

Co-curricular activities:

1. Art & Craft
2. Cooking and Food Fun
3. Games
4. Gymnastics
5. Sports
6. Handicraft
7. Swimming for Beginners
8. Ballroom Dancing
9. Storytelling & Story-writing
10. Speech and Drama

These activities will be conducted during school hours on Friday afternoons

**After-school** activities are conducted after school hours on different days of the week. A list of the activities offered and details are sent home every semester. A fee will be charged for participating in these extra curricular activities.

### **Field Trips**

Field trips supplement the skills taught in the academic/non-academic subjects. Written permission signed by a parent is required before a student is permitted to join the said activity. **Field trips are compulsory for all students.** Missing a field trip is equivalent to missing a part of the class' academic requirements.

### **Policies on student activities / Co-Curricular activities**

The school offers a well-balanced comprehensive program of activities geared to the well-rounded formation of individuals.

Student activities are classified into two categories.

- a. Co-curricular: these activities complement the school's academic program.
- b. Extra- curricular; these activities are not directly linked to academic studies but are essential to the development of well-rounded individuals.



**MORATORIUM:** *No extra-curricular activities, rehearsals, or practice lessons will be scheduled during the test week to enable students to prepare for the written tests.*

## INTERNATIONAL BENCHMARKS

SLK students will be sitting a series of International Examinations this academic year.



These Examinations give us and you important information about how your child is progressing compared to other children internationally. In addition, the Checkpoint Examination in English, Mathematics and Science gives an indicator of whether a child is ready to start the two-year course of study leading to IGCSE (International General Certificate of Secondary Education).

## MONITORING THE ACADEMIC PROGRAM

Teachers are encouraged to implement different teaching strategies in order for them to accomplish the objectives, which they have set for each lesson. Planning and preparation for weekly lessons will be checked regularly. The teaching staff will be observed from time to time, and regular supervision will be conducted to maintain the high standard of education set by the school.

## TESTING AND EVALUATION

The school year is divided into 2 semesters. At the end of each semester, a student will be evaluated using a comprehensive assessment system that will gauge student's achievement in each subject area. The overall assessment of students for the purpose of promotion to the next level will be based on the student's performance throughout the school year through ongoing assessment.

## CRITERIA FOR ADVANCEMENT

A student is evaluated based on his/her actual daily class performance. His/Her grade is taken from the following categories:

Unit Tests & Quizzes	:	20 %
Recitation, Projects and Homework	:	50 %
Effort and Behaviour	:	10 %
Semester Test	:	20 %
		<hr/>
		100 %

Descriptors of the achievement bonds for non-academic subjects:

<u>Grade</u>	<u>Range</u>	
A+	95 – 99	Exceptional Accomplishment
A	90 – 94	
A-	85 – 89	High Achievement
B+	80 – 84	
B	75 – 79	Satisfactory Achievement
B-	70 – 74	
C+	65 – 69	Marginal Performance
C	60 – 64	
C-	55 – 59	Needs Improvement
D	50 – 54	
F	< 50	Failed

## ISSUANCE OF REPORT CARDS & PTCs

Parents are officially informed of their child's performance through the report card issued at the end of each term (December & June). Such report card has to be signed and returned to Sekolah Lentera Kasih seven days after its issuance at the latest.

A Parent-Teacher Conference (PTC) is held in the middle of the 1st and 2nd semesters to update the parents on the performance of the child, in anticipation of the report card issued at the end of each semester.

The release of the results and report cards is conditional on the settlement of financial matters with the Finance and Administrative Offices.

## ADMISSION POLICY

### REGISTRATION

Eligible Age for registration:

- Grade one : 6 years old as of October 31st
  - Grade two : 7 years old as of October 31st
  - Grade three : 8 years old as of October 31st
  - Grade four : 9 years old as of October 31st
  - Grade five : 10 years old as of October 31st
  - Grade six : 11 years old as of October 31st
- (Middle school age continues, following the above range)*



Applicants will be initially evaluated as defined in the application materials. Once the application and supporting documents are complete and it is determined that the applicant meets eligibility requirements, the file will be evaluated by the admission section for final processing. The student will then be invited for an interview and placement evaluation. Final acceptance and grade placement will be determined by the Principal following the interview and placement evaluation. The parents are verbally informed of the evaluation results. **No written documents will be released.**



## LISTING

All student lists and school permanent documents (e.g. diplomas, certificates, report cards) will follow the student's name **as written on the birth certificate**. Any amendment to the child's name shall be carried out only after an official document from a recognized legal body has been submitted to the school registrar.

## SCHOOL RULES

### Code of Conduct

The code of conduct is based on the following set of principles:

- ✓ All individuals are to be valued and treated with respect.
- ✓ Self-discipline is integral to effective learning.
- ✓ Students have a right to work in a secure environment without intimidation, bullying or harassment where they are able to fully develop their talents, interests and ambitions.
- ✓ Parents have the right to expect that their children will be educated in a secure environment in which care, courtesy and respect for the rights of others are encouraged.
- ✓ Teachers have a right to expect they will be able to teach in a secure and co-operative environment.
- ✓ Parents have an obligation to support the school in its efforts to maintain a positive teaching and learning environment.
- ✓ The Principal and staff have an obligation to fairly, reasonably and consistently implement the code of conduct.
- ✓ That it is unacceptable to vilify other students on the ground of race, nationality, gender or religion.

## Uniform

All students are required to wear the complete uniform at all times during school days.

### Prescribed School Uniform

Boys :

- SLK prescribed polo/dress shirt
- SLK prescribed short (elementary) or long (middle school) pants
- SLK white socks
- Predominantly black shoes

Girls :

- SLK prescribed blouse
- SLK prescribed skirt (elementary) or skirt (middle school)
- SLK white socks
- Predominantly black shoes

Students at SLK are expected to be properly and neatly groomed at all times. SLK administration will arbitrate on all matters pertaining to this.

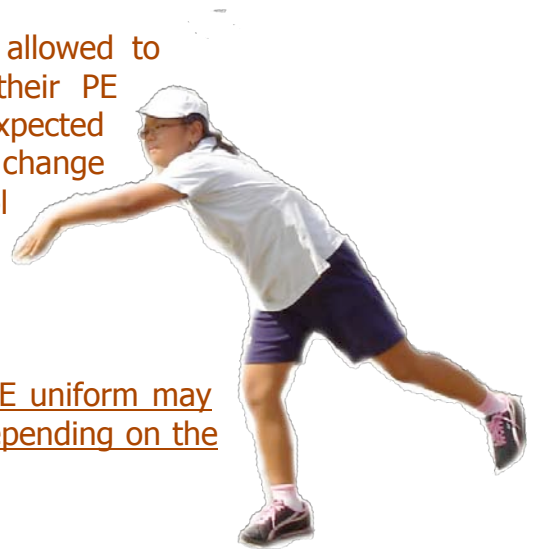
### PE Uniform

Boys : PE shirt, blue short pants, white socks and sports shoes and hat.

Girls : PE shirt, blue short pants, white socks, and sports shoes and hat.

**Important:** On PE days, students are allowed to come to school wearing their PE uniforms. After PE, it is expected that these students will change into their regular school uniforms. The students may wear their sport shoes for the whole day.

Students who don't wear the prescribed PE uniform may be disallowed from joining the PE class, depending on the PE activities of the day.



### Bringing Valuable Items to School

- Students are not allowed to bring valuable (i.e. electronic devices, toys) items to school. If students do not follow this rule, such items will be confiscated until parents come and retrieve them.
- *Under normal circumstances, students are not allowed to bring mobile phones to school. In the event that parents need to let their child/ren bring mobile phones, it is advised that the homeroom teacher be notified in writing. Such mobile phone should be given to the homeroom teacher or the school receptionist for safe-keeping and may only be used before*

*and after school hours. The school will not be responsible for any damages and/or losses.*

## **Tardiness**

Late comers are disruptive to the classroom and also have an adverse effect on the child's educational progress. Parents should fill out a "tardiness form" at the front desk. Consequences are meted out accordingly. To minimize disruption and to improve discipline, parents are requested to send their child/ren to school on time.

Specific consequences for Tardiness (within a term):

- **5th time tardy – Written warning (a copy will be given to the parents)**
- **10th time tardy – Parent Conference with the Principal/School Director**

## **Absence**

Absence from school may be excused for the following reasons:

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

In case of any of the above, it is required that:

- (a) A parent/guardian inform the office in the morning by means of a letter or a phone call or
- (b) A medical certificate or an excuse letter signed by a parent/guardian is presented by the student to the classroom teacher upon his/her return.

In cases of excused absences, the student may do make-up work within a reasonable period of time with the teacher's assistance.

Extended holidays are considered unexcused absences.

## **Adult Visitation/Observation of Classrooms**

We encourage and appreciate parent involvement in our school. Occasionally, parents ask to observe their child's teacher providing instruction. It is essential that, in establishing a time to visit a classroom, parents first contact the teacher to establish a mutually agreeable time. Generally, we encourage observations of no longer than 20 minutes. Both the first and last months of school are particularly awkward time to observe students in the classroom. We ask for your co-operation in helping us maintain a distraction-free learning environment.

## Children Visitations

Students are **not** encouraged to invite friends or relatives to visit school with them. Occasionally, a special circumstance may warrant such a visit, but only with prior approval from the principal.

## The Student's Agenda

The agenda is a DAILY LINK between the school and the home. As such, it serves an extremely important function. It becomes, when fully utilized a daily anecdotal record of the student's work and behaviour in school. Therefore, it has to be brought to school everyday.



The homeroom teacher checks and signs the agenda every day. Parents should read, check and sign the agenda everyday.

## Letters and Notices

From time to time, the school sends parents letters or notices. It is the student's duty to give these to parents, to have them sign the return slip (if any) and return to the homeroom teacher the following day. These letters/notices will be attached to their agenda.

## Tutoring

Teachers are not available for tutoring because of the demands of their work here at school. However, in special cases, if a child does need extra help, arrangement for tutoring can be made through the Principal, who will determine the teacher to be assigned.

## Events

During performances, presentations, and viewed activities, held either in the hall or in the school grounds, students should always stay close to their class adviser who serves as their point of reference.

## Pick up cards

- (a) The Pick up card must be presented by parents or their representative every time they need to enter the school building. In the event that a parent or visitor cannot present a pick up card, they must exchange their identity card for a Visitor's Pass at the security post.
- (b) Pick up cards are given to the class teacher when parents or their representative picks up a child for early pick up or at dismissal time or to the teacher on duty in the event the child is picked up late. If a parent cannot bring the pick up card or someone else is to collect a child without a pick up card, please call the receptionist beforehand to

arrange for a **Temporary Pick up Card**, which is only valid for the date of issue.

## **Dismissal**

SLK children are dismissed from their classrooms at dismissal time. Parents wait in the waiting area of the lobby or in the canteen until dismissal time. Lower elementary students will be picked up from the designated pick up rooms. Upper elementary and middle school students will be picked up in the lobby.

## **Early Pick up**

If a child is to leave the school premises before dismissal time, parents are requested to either write a note in the child's agenda giving details of the time of pick up and the name of person (other than a parent) who will pick up the child, or phone the school receptionist and give the details. When either a parent or the nominated person arrives to pick up the child, they must present a pick up card. If a person other than a parent is picking up the child and does not have a pick up card, they will be required to present an identity card that matches the name given by the parent.

The pick up person will then be required to sign an Early Pick up Form and the Visitor's Book.

Our goal is to protect children from unwarranted intrusion and ensure their safety and well being. No child at any time is to leave the school grounds on their own or with an unauthorized adult, older sibling or friend.

## **Late Pick up**

Any child who has not been picked up 15 minutes after dismissal time will be taken by a teacher to the designated classroom and supervised until they are picked up. Parents who are late in picking up their child/children are required to report to the receptionist, who will contact the teacher on duty in the library and inform them that the parent has arrived. The receptionist will then instruct the parent to proceed to the designated room to collect his/her child/children.

## **Car Stickers**

SLK car stickers are issued to parents to place in their cars in order for the school's security service to identify parents and visitors. If a car does not have a sticker on display, the driver of the car must report to the security post to be issued with a **VEHICLE PASS** in order to enter the school premises. Car stickers must be placed on the bottom right corner (driver's side) of the car's front windshield.

## Test Papers

- a. Quiz papers are to be brought home, signed by parents and returned to the teacher the following school day or whenever set by the teacher.
- b. Test papers are shown to the parents during conferences.



## Emergency Procedures

Upon notice of an emergency by school personnel or by an alarm system, students should follow their teacher's directions in a quiet and orderly manner. In case of the evacuation of the building, students must remain with their teacher in the designated area and should return to class with their teacher when the 'all clear' signal has been given by school personnel.

If the situation demands, school will be cancelled on a given day, and parents notified, through an established communication network, not to send their children to school.

Should an unsafe situation occur when students are in school, the administration will determine if there is enough time to release students through early dismissal. Parents will be duly notified and advised.

In all situations, the safety of the child is our paramount concern. We are prepared to keep children on campus until it is deemed safe to send them home. It is our desire to keep parents informed. **Therefore, it is necessary that parents keep us informed of their current telephone, e-mail and cellular numbers, and their correct address.**

## Harassment Policy

This policy addresses the right of all students and staff to be in a non-intimidating environment. Harassment will not be condoned or tolerated under any circumstances. Harassment of any student or employee on the basis of race, religion, color, national origin, age, gender, marital status, sexual orientation and/or disability is a serious violation of school policy and will be handled as a disciplinary issue. Sexual harassment by and toward students and staff is also prohibited and will result in serious consequences if it occurs. Victims must take the responsibility for reporting incidents of harassment to a responsible adult or staff member so that action can be taken.

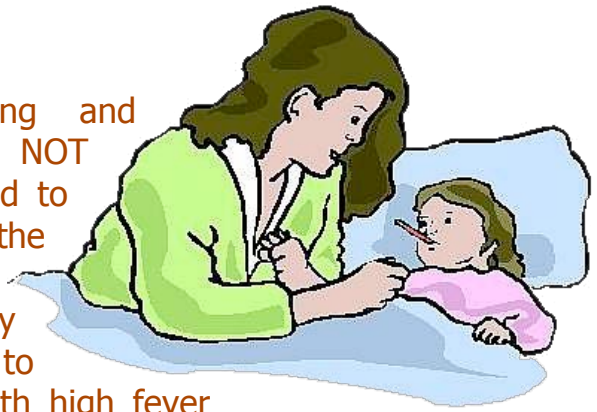
## Miscellaneous

- a. Students are required to replace or pay for any school property they have broken, lost or destroyed. All payments should be made through the Administrative Office.
- b. So as not to disturb classes, parents and other callers are requested not to go directly to classrooms to see any student or teacher. Instead, they should go to the receptionist for assistance to make an appointment.
- c. Younger students should always have their own personal kit, which includes (among others) tissue paper/handkerchief, extra shorts, underwear and t-shirt
- d. Textbooks used in class are loaned to students during the school year. Students are responsible for each textbook on loan and should be returned by the end of the school year in good condition. These books are kept in school. Students may bring them when the need arises, and must be regulated by each class teacher. Students must pay for damaged, dirty, and/or lost books.
- e. Children are required to purchase a stationery set (notebooks, workbooks etc) at the beginning of each school year. The teacher will set an arrangement on the use of these stationery items. If the students need additional stationery items, they can purchase from the school bookstore.
- f. The school has arranged a caterer to provide lunch for students. Parents who wish to avail of this service may arrange with the caterer through the receptionist.
- g. Parents are welcome to celebrate their child's birthday at school with prior arrangements with the teacher. The celebration needs to be simple with the celebrant's classmates and sibling(s) only. Only birthday cakes are allowed and giving out of invitations and goody bags are discouraged.
- h. For the safety of our children, it is imperative that helmets be worn when they are passengers on a motorbike regardless of how short the trip may be.
- i. Please take extra precautions when dropping off your children **by slowing down as you approach the SLK drop off point**. If possible, you are advised to park your car and walk with your child to the SLK entrance gate.
- j. Students are not allowed to under any circumstance ride a motorcycle to school without a valid driver's licence.



## Contagious Diseases

We ask for parents' understanding and cooperation in this matter. Please **DO NOT SEND** children who have been exposed to contagious disease/s to school until the incubation period is over or if he/she did fall ill, until he/she has fully recovered. Students that are sent to school with the above problems or with high fever may be sent home.



## Library

Students have the opportunity to borrow books for one week from the library during weekly class visits. In addition to these weekly visits, there will be occasions when the students are taken to the library for research purposes and/or borrow books for the classroom.

If books are not returned on the due date, a reminder letter will be sent to parents. Lost books must be paid for or replaced. The student whose name appears on the borrower's card must be held responsible for that book, under all circumstances.

Borrowing books from the library should follow the procedure set by the school.

## Telephone

Students, parents or guardians are not permitted to use the school phone except in cases of emergency.

Parents are requested to call their child/children's teacher before 8:00 a.m. or after dismissal time (2:45 pm). Teachers have duties to perform and children to supervise. Between 8:00 a.m. and dismissal time, parents' message will be received by the receptionist and passed on in writing to the teacher concerned. Between dismissal time and 3:30 p.m., however, phone calls will be answered and return-calls made. Parents are requested to refrain from calling teachers at home since they, too, have personal and family duties to attend.

## SCHOOL DISCIPLINE

We endeavour to create a school environment where children can learn and develop self-respect and respect for others within a caring and positive framework. To achieve this end we expect parents to work alongside us and support us in teaching positive moral values as well as showing our children the importance of taking responsibility and caring for themselves and others.

Therefore, any dangerous or inappropriate conduct will not be tolerated and appropriate consequences will be implemented for various infringements of discipline. Some of these are outlined in the appendix at the back of this handbook.

## GUIDELINES FOR PARENTS

Parents are the first and primary educators of their children. The school is a collaborator in this task. The school believes that integral education can only be achieved through collaboration of home and school. Hence, here in school, the parents, the teachers and the students form one community. All



its members work hand in hand to help the children succeed in their academics; become honest citizens and persons of godly character.

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

1. Daily supervision of your child's studies evidenced by your signature in your child's agenda. We request the parents to give support and encouragement for their child in developing good work and study habits by:
  - a. Talking with the child about what he or she is learning and doing in school;
  - b. Establishing a specific nightly homework/study routine;
  - c. Providing a conducive place to study;
  - d. Reviewing completed work;
  - e. Informing the teacher when problems arise; and
  - f. Spending time reading to/with the child everyday.
2. Prompt response to letters sent by the school.

3. Regular participation at meetings for parents arranged by the school and other meetings deemed necessary by the school.
4. Regulating early arrival in and prompt pick up of children from the school. If you are delayed, please notify the school so that we can reassure your child.
5. Prompt response when called for a conference by the teacher/Principal.
6. Letting us know if you would like to be involved in any school activities (e.g. Art & Craft or extra-curricular activities).
7. Helping maintain SLK as a 'smoke-free campus'.
8. Strict adherence to the instructions given by the school from time to time and the school rules indicated in the school's Student and Parent Handbook.



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

1. Appointing a guardian to act on your behalf and to assume full responsibility for your child if you are away or incapacitated.
  - *If during the school year, both parents plan to leave Denpasar, while the student remains in attendance in SLK, they must appoint a temporary caretaker (who lives with or near the student in order to provide adequate care and supervision) and notify the School Principal as far in advance as possible. **A domestic helper (maid) does not qualify as an acceptable caretaker, regardless of the age of student.***
2. Setting a good example by leaving promptly after school dismissal.
3. Keeping to the designated waiting area of the lobby and canteen when waiting to pick up children or waiting in the lobby to meet with a teacher or other school personnel.
4. Making an appointment with the teachers or other school personnel through the agenda at least one day before the desired conference to give them chance to arrange their schedules.
5. Working cooperatively with school staff to ensure a successful school experience.
6. **Informing the school of a change of address or telephone number/s.**
7. Informing school authorities of significant change in the health status of a student.

8. Settling the semester tuition invoice before the semester starts.  
Late payments are subject to 2.5% surcharge per month.

### **Parents' Suggestions**

SLK welcomes suggestions from parents regarding our programs. Parents are encouraged to communicate with us through the school's email: [info@slkbali.com](mailto:info@slkbali.com). If the school feels that any suggestion is of benefit to the school, the suggestion will be carefully studied and possibly implemented.

## **REFUND / WITHDRAWAL POLICY**

School expenses are incurred on an annual basis and therefore SLK takes the position that NO refund of school fees will be made. Only the USD 300 refundable deposit will be refunded after clearance has been performed.

### **Refunds**

In the event of premature and permanent departure of a child from the school:

- Tuition fees are non-refundable
- Development fee is non-refundable

No refunds can be made for prolonged temporary absences from the school, for suspensions and expulsions from the school, or in the unlikely event that the school needs to close down due to circumstances beyond our control.

### **Withdrawal Notice**

In order that we can manage enrolment efficiently, it is very important that parents fill in a Withdrawal Form at least six weeks before the start of a semester/school year or before planned time of withdrawal. Withdrawal Forms are available from the school office.

## **APPENDIX : School Policies on Discipline**

### **CONSEQUENCES**

#### **Level 1 Consequence**

- Teacher counselling and verbal warning
- Parent notification
- Written reflection by student
- Lunchtime detention

#### **Level 2 Consequence**

- Teacher counselling and written warning
- Parent notification
- Principal notification and verbal warning
- Written reflection/contract by student
- Community service (in school)
- Lunchtime detention
- Offence-specific consequence (Cheating in test/plagiarism in an assignment could lead to grade reduction, failure, or redoing the test/assignment, according to the discretion of the teacher in consultation with the Principal)
- School suspension (1-3 days)

#### **Level 3 Consequence**

- Teacher counselling
- Parent notification
- Principal notification and written warning
- Written contract by student
- In-school suspension
- Placement on conditional probation
- Suspension from school
- Failing grade in conduct
- Non-readmission of student
- Recommendation for expulsion from school

### **INFRINGEMENTS**

#### **Level 1 Infringements**

Minor Offences (1<sup>st</sup> Time) which include, among others:

- attendance/punctuality
- completion/handing in of class work & homework
- acts of disobedience/disruptions/ offensive behaviour
- dressing/decorum
- consumption of food/candy/drinks in non-designated areas/time; littering

*Level 1 infringements would normally lead to, but are not necessarily restricted to, Level 1 Consequences.*

## **Level 2 Infringements**

- minor offences (repeated) pertaining to the above
- failure to respond to a previously ordered consequence
- repeated classroom disruption
- leaving school grounds during the day
- cutting class
- defiance or disrespect to a member of staff
- threatening/physically-harming another student
- verbal abuse
- academic and other dishonesty
- theft
- vandalism/destruction of school property
- possession of and/or use of tobacco
- pornography
- bullying
- fighting/physical assault
- sexual harassment
- plagiarism

*Level 2 Infringements would normally lead to, but are not necessarily restricted to/do not necessarily result in all, Level 2 Consequences.*

## **Level 3 Infringements**

Major Offences (repeated or more serious in nature) pertaining to the above.

- Drinking alcohol on school premises
- Bringing dangerous items to school (e.g. weapons)
- extorting money from other students
- stealing
- bringing pornographic materials to school

*Level 3 Infringements would normally lead to, but are not necessarily restricted to/do not necessarily result in all, Level 3 Consequences.*

## **BOARD OF DISCIPLINE**

In most severe cases and other infringements not covered by this list, the School's Board of Discipline, whose members are appointed by the Principal from among the members of faculty and administrative staff, shall convene, investigate, and decide upon the gravity of the offense, and shall call upon the parents of erring students regarding the misconduct of their child.