



# JIS

Jakarta Intercultural School

# Elementary Handbook

## 2022-2023

## Tree of Knowledge

Based on the Pattimura Tree, around which JIS was originally built, the tree of knowledge is deeply rooted in the earth and grows straight and strong upwards to its many-branched canopy. Before we can fly in the direction that our dreams take us, we need to establish deep roots and strong habits as effective learners.



## Cakar

The Cakar motifs is derived from the Hindu *cakra* or *cakram*, weapon of Vishnu. The motif may have arrived in Indonesia via the trade in Indian textiles since 13th century as the circular motif is found on the double-ikat patola silks. It represents the perseverance and hard work required to succeed.



Jakarta Intercultural School

**We are** passionate, inquisitive and creative –  
learning in Indonesia to be best *for* the world.

**We value** perseverance, integrity, responsibility,  
respect, compassion, balance and fun.

**We will** inspire joyful, rigorous learning and  
foster wellness as a pioneering, inclusive,  
and collaborative community.

**We learn** by reflecting and relating,  
by being resourceful and resilient.

# Elementary Handbook

2022-2023

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# Dear Elementary Parents,

## Welcome to the Elementary School and the Pattimura (PEL) Campus.

It is our pleasure to welcome you to our school community. Our beautiful campus is designed specifically to provide an environment that fosters curiosity and creativity. Our classrooms are a hive of activity where children engage in authentic learning opportunities, while our state of the art Early Years Centre and Maker Space/ Library buildings are just some of the shared spaces that contribute to a child's sense of belonging here at JIS.

The Elementary years are a special time in a child's life. From early on, children's experiences shape who they are, and where they fit into their larger world. This is a time for children to make friends and learn that people have different needs, abilities, values, cultures, and beliefs. We are confident that the JIS community and our setting here at PEL, will provide unique opportunities for students to gain the knowledge, skills, and understanding to contribute positively within their own communities and, ultimately, to the world, both as children and as adults.

We believe that children learn best in a safe and nurturing environment. Our role as leaders and educators is to support children, and their families so that school is a positive place where we all feel valued, respected, and supported. We hire teachers who are experienced, dedicated, professional, and committed to student-centered learning opportunities. JIS teachers are constantly striving to learn and grow professionally to incorporate the best strategies for the effective engagement of all learners.

Families are an important part of our program. We value your input and support. Our door is always open as it is our goal to create strong bonds between home and school. We invite you to browse this handbook as it provides useful information for both students and parents. In addition, please visit our campus and see all the amazing opportunities in which children are engaged. Please do not hesitate to contact us at any time should you need any additional information.

Warm regards,

**Jill Bellamy**  
**Pattimura Elementary (PEL) Principal**

# Elementary Leadership Team

## Pattimura Elementary (PEL)

**Jill Bellamy**  
**Principal**

Ext. 81515  
jbellamy@jisedu.or.id

**Indriani Taruna (Ria)**  
**Administrative Assistant**

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**Metty Suprpti**  
**Secretary**

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**Besty Siregar**  
**Registrar/Attendance Officer**

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bsiregar@jisedu.or.id

## Pondok Indah Elementary (PIE)

**Justine Smyth**  
**Principal**

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**Tracey Reed**  
**Associate Principal**

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**Dewi Hananingrum (Hana)**  
**Administrative Assistant**

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**Priscilla Irvayani**  
**Registrar / Attendance Officer**

Ext. 72813  
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**Mulyati (Lilis)**  
**Secretary**

Ext. 72693  
mulyati@jisedu.or.id

**Eva Yunianingsih**  
**Secretary**

Ext. 73000  
eyunianingsih@jisedu.or.id

**Wiwi Andriyani**  
**Secretary**

Ext. 72795  
wandriyani@jisedu.or.id

*Please call the JIS main  
switchboard +62 21 50989555  
before the ext. number.*

# JIS References

## School Contact Information

**Mailing Address:**

Jakarta Intercultural School  
P.O. Box 1078 JKS

**Street Address:**

Jakarta Intercultural School  
Jalan Terogong Raya No. 33  
Cilandak, Jakarta 12430

**Website:** [www.jisedu.or.id](http://www.jisedu.or.id)

**Main Switchboard:** +62 21 50989555

## Divisional Contact information

PATTIMURA ELEMENTARY (PEL)	PONDOK INDAH ELEMENTARY (PIE)	CILANDAK CAMPUS (MS & HS)
Early Years – Grade 5	Early Years – Grade 5	Middle School (Grades 6-8) High School (Grades 9-12)
Jl. Pattimura Blok I No. 2 Kebayoran Baru	Jl. Duta Indah III Pondok Indah	Jl. Terogong Raya No. 33 Cilandak



# Important JIS Numbers

**Main Switchboard +62 21 50989555**

## Pattimura Elementary (PEL)

<b>PEL Office</b>	<b>30000</b>
<b>Administrative Assistant</b> Indriani (Ria) Taruna	<b>72856</b>
<b>Attendance Officer</b> Besty Siregar	<b>30001</b>
<b>Transportation Officer</b> Warsito	<b>73437</b>
<b>Nurse</b>	<b>30121</b>

## Middle School (MS)

<b>MS Office</b>	<b>11500</b>
<b>Administrative Assistant</b> Audrey Azaria	<b>73323</b>
<b>Attendance Officer</b> Mary Rifkyvar	<b>73504</b>
<b>Transportation Officer</b> Benny Purnomo	<b>72835 / 10844</b>
<b>Nurse</b>	<b>11325</b>

<b>Admissions</b>	<b>16566</b>
<b>Business</b>	<b>15000</b>
<b>Facilities Help Desk</b>	<b>77777</b>
<b>Risk Management</b>	<b>73086</b>
<b>Technology Help Desk</b>	<b>88888</b>
<b>Communications</b>	<b>72903</b>
<b>JIS Academy</b>	<b>20110</b>

## Pondok Indah Elementary (PIE)

<b>PIE Office</b>	<b>22000</b>
<b>Administrative Assistant</b> Dewi Hananingrum (Hana)	<b>73038</b>
<b>Attendance Officer</b> Priscilla Irviyani	<b>72813</b>
<b>Transportation Officer</b> Maria Sjamsudin (Maya)	<b>72833 / 21324</b>
<b>Nurse</b>	<b>20121</b>

## High School (HS)

<b>HS Office</b>	<b>11000</b>
<b>Administrative Assistant</b> Shinta Roebadi	<b>72902</b>
<b>Attendance Officer</b> Harizal Sukma	<b>72834</b>
<b>Transportation Officer</b> Benny Purnomo	<b>72835 / 10844</b>
<b>Nurse</b>	<b>11325</b>

For emergency call please contact:

**Duty Manager 0816 1900 911 | Nurse 0816 778 311 / 44444**



# Marking Your Calendar

## 2022-2023 JIS Calendar

To view the online JIS Calendar with dates, events and details for each division, please login to JISNet and click on the Calendar link. The online calendar can be synchronized with iCal, Outlook and Google Calendars, and offers both a monthly and bi-weekly view. Click on the Help tab for more information on how to use the Calendar. **Please check the JISNet QuickCal regularly throughout the school year for any updates.**

2022	2023
<b>August</b> 10 First Students Day 17 Independence Day	<b>January</b> 1 New Year's Day 10 First Day of Second Semester 22 Chinese New Year*
<b>September</b> 16 Faculty PD Day	<b>February</b> 18 Isra Miraj*
<b>October</b> 8 Maulid/birth of Prophet Muhammad 17 - 21 School Break	<b>March</b> 13 - 17 School Break 22 Nyepi*
<b>November</b> 25 Faculty PD Day	<b>April</b> 6 Faculty PD Day 7 Good Friday 20, 21, 24 Admin leave 22 - 23 Idul Fitri*
<b>December</b> 15 Last Day of First Semester 20 - Jan 6 School Break 25 Christmas	<b>May</b> 1 International Labor Day 6 Waisak* 18 Ascension Day
	<b>June</b> 1 Pancasila Day 8 Last Day for Students

●	First & Last Day of School
●	School Break
●	National Holiday / Non-Student Day

\* National Holidays have yet to be confirmed by the Indonesian Government.

# School Hours

	PIE	PEL	MS	HS
Regular School Day	7:30 AM - 2:00 PM	7:30 AM - 2:00 PM	7:30 AM - 2:45 PM	7:30 AM - 3:00 PM
Early Childhood Program	7:30 AM - 12:00 PM (opt.1)	7:30 AM - 12:00 PM (opt.1)		
	7:30 AM - 2:00 PM (opt.2)	7:30 AM - 2:00 PM (opt.2)		
Lunch	Staggered by Grade Level between 11:20 - 12:20 PM	Kindergarten, Grades 1 & 2 11:15 AM - 12:00 PM/noon Grades 3, 4, 5 11:45 AM - 12:30 PM	Mon-Thu 10:30 AM - 11:10 AM Fridays 10:55 AM - 11:45 AM	Varies based on student schedules
After-School Activities (ASA)	2:10 PM - 3:00 PM	2:10 PM - 3:00 PM	Refer to Afternoon Club times below	M, F 3:15 - 4:45 PM T, W, Th 3:45 PM - 5:15 PM
Afternoon Clubs	JIS Academy 2:10 PM - 3:00 PM	JIS Academy 2:10 PM - 3:00 PM	T-Th 2:45 PM - 3:30/4:00 PM	T-Th 2:55 PM - 3:35 PM
Late Bus Times	Daily 3:15 PM	Daily 3:15 PM	First Late Bus Mon-Fri - 4:45 PM Second Late Bus Mon-Fri - 5:45 PM	First Late Bus Mon-Fri - 5:45 PM Second Late Bus Mon-Fri - 5:30 PM
Athletics / Sports			W, F 3:00 - 4:30 PM	Check with coaching staff
Student Store	Online	Online	9:00 AM - 2:50 PM	
Check Point			7:00 AM - 5:00 PM	7:00 AM - 5:00 PM
Library Media Center	7:15 AM - 3:15 PM	7:30 AM - 3:30 PM	Mon-Fri 7:00 AM - 5:00 PM	Mon-Fri 7:00 AM - 5:00 PM Saturdays 09:00 AM - 12:00 PM/Noon
School Office	7:15 AM - 3:30 PM	7:15 AM - 3:30 PM	7:15 AM - 3:30 PM	7:15 AM - 3:30 PM
Evening Programs		As scheduled on the JISNet Calendar		
Professional Development Afternoons	Students dismissed at 11:00 AM	Students dismissed at 11:00 AM	Students dismissed at 11:45 AM	Students dismissed at 11:45 AM
Booster Hut			9:00 AM - 3:00 PM	7:00 AM - 3:00 PM
Switchboard Services	7:15 AM - 3:30 PM	7:15 AM - 3:30 PM	7:15 AM - 3:30 PM	7:15 AM - 5:30 PM
Transportation Office		6:30 AM - 6:00 PM school days, Monday-Friday		
Business Office			8:00 AM - 3:00 PM	8:00 AM - 3:00 PM
Ambulance			Monday-Friday: Until completion of After-School Activity hours Saturday/Sunday: As needed	
Nurse	Main Nurse Office 7:15 AM - 3:30 PM After Hours 3:30 PM - 5:30 PM	Main Nurse Office 7:15 AM - 3:30 PM After Hours 3:30 PM - 6:00 PM	Main Nurse Office 7:15 AM - 3:30 PM After-School Activities Mon-Fri 3:00 PM - 5:30 PM	Main Nurse Office 7:15 AM - 3:30 PM After-School Activities Mon-Fri 3:00 PM - 5:30 PM
Cafeteria (Wantilan Student Center)			Mon-Fri 7:00 AM - 7:00 PM	Mon-Fri 7:00 AM - 7:00 PM

# The Core of JIS

## Passionate, inquisitive and creative – learning in Indonesia to be best *for* the world.

- **Passionate:** By discovering and channeling connections with our gifts and talents, our passions guide and fuel our learning to achieve personal excellence.
- **Inquisitive:** Our natural curiosity about the world and the hunger to learn by asking questions is nurtured and developed.
- **Creative:** We learn by imagining possibilities, designing potential solutions, and crafting original outcomes.
- **Learning:** Through engaging in diverse, relevant experiences and reflection, we become: responsible world citizens, critical thinkers, effective communicators, collaborative workers, problem solvers, creative individuals, and self-directed, positive and adaptable learners.
- **Best for the World:** Recognizing that we need to be generous, humane, and compassionate stewards of our planet and all that rely on it, we expect active, reflective service from all members of our community.

## We will inspire joyful, rigorous learning and foster wellness as a pioneering, inclusive and collaborative community.

- **Joyful Learning:** Providing those life-changing moments that sustain a sense of wonderment and a passion for inquiry.
- **Rigorous Learning:** Achieving personal academic excellence requires hard work, dedication, and striving for lofty standards.
- **Foster Wellness:** Developing resilience through value-driven healthy choices and wise decisions to achieve physical, intellectual and emotional harmony.
- **Pioneering, Collaborative Community:** Taking thoughtful risks and becoming innovative educational leaders in order to prepare our children for success in our rapidly changing world.

## The Core of JIS

## Perseverance, Integrity, Responsibility, Respect, Compassion, Balance, Fun.

- **Perseverance:** Continually striving for personal excellence despite challenges along the way.
- **Integrity:** Acting ethically, honestly, and equitably.
- **Responsibility:** Owning our actions to earn trust and confidence.
- **Respect:** Exhibiting good manners – showing consideration and appreciation in all our interactions with others.
- **Compassion:** Acting with care and empathy to positively impact others and our environment.
- **Balance:** Striving to achieve physical, intellectual, and emotional harmony in our lives and our decisions.
- **Fun:** Making what we do exciting and enjoyable, lest we take ourselves too seriously.

We learn by reflecting and relating, by being resourceful and resilient.





# Elementary School Philosophy

## The Learner

We believe that elementary education must foster the intellectual, social, physical and emotional development of each child. We encourage each child to reach his or her full potential within a challenging curriculum based on high expectations. We recognize that children have individual needs, and that their learning styles and rates of development vary.

We encourage each child to think critically and independently and to develop a love of learning and self-motivation by pursuing academic and personal goals.

## The Program

- We believe that the most effective program is a well defined, balanced curriculum that involves students in purposeful, relevant, and challenging activities.
- We place strong emphasis on an inquiry approach to language arts, mathematics and transdisciplinary studies. To ensure a balanced curriculum, we provide programs in technology, modern language, the creative arts and physical development.
- We believe that children must be prepared to function successfully in a changing world.
- We believe that instructional programs and process should be based on widely accepted research about how and what children learn.
- We believe that there must be clearly stated goals and objectives established collaboratively and supported by teachers, administrators and parents.
- We believe in the ongoing assessment of students and evaluations of programs.

# The School Environment

- We believe that children excel in a supportive environment which fosters academic excellence, cooperation, communication, respect, and tolerance.
- We believe that the school community must encourage respect for self and for others.
- We believe that the Indonesian culture and environment enhance children's education.
- We believe that children learn best in an environment of high expectations.

# JIS Environmental Ethic

As stewards of the environment, we, the students, staff and faculty at JIS, are firmly committed to the conservation and preservation of the environment through a strong environmental ethic that fosters student and community awareness, responsibility, leadership and action.

## To achieve this goal, we will:

- maintain an environmentally friendly campus that models sound environmental principles of sustainability;
- apply environmental guidelines and cost-benefit analysis to the decision-making process in order to minimize negative environmental impact and enhance the environment;
- develop and implement a K-12 environmental education curriculum that reinforces our environmental ethic statement;
- maintain a green campus that reflects the natural beauty of Indonesia and connects our students and community with the natural environment.

## Whenever practical, students, staff and teachers will make an attempt to:

- reduce consumption of resources such as electricity, plastic, paper and water
- recycle paper and aluminum cans in appropriate containers and use recycled materials
- incorporate environmental issues into the curriculum
- make a transition from a culture of waste to a culture of conservation by educating each other on how to reduce waste
- apply appropriate environmental design in the construction of new facilities or renovation of existing facilities that will use environmentally friendly materials and conserve energy and resources.

# General Information

## JIS Campus Overview

Jakarta Intercultural School has three campuses; one in Cilandak, one in Pondok Indah and one in Kebayoran Baru. The Middle and High School campus, located in Cilandak, houses Grades 6 through 12. In addition to classrooms and administrative offices, the Middle and High School campus includes two libraries, three gymnasiums, tennis courts, sports fields. Olympic-sized athletic track, a swimming pool, and a fine arts center with a 700-seat theater equipped for major dramatic and musical productions.

The Pattimura Elementary campus, located in Kebayoran Baru, South Jakarta, houses Early Years through Grade 5. Situated on two hectares on Jl. Pattimura, it contains 22 classrooms, an outdoor playing area, a swimming pool, a Makerspace, an air-conditioned cafeteria and gymnasium, three creative arts learning spaces, a theater and a library containing over 30,000 volumes.

The Pondok Indah Elementary campus is located on Jl. Duta Indah III, Pondok Indah and includes Early Years through Grade 5. In addition to administrative offices and 41 classrooms, it includes a 42,000 volume library, an Early Years library, theater, air conditioned cafeteria, gym, a swimming pool, a Makerspace, five creative arts learning spaces, two multi-purpose rooms and covered play areas, including a covered basketball court.

## Student Placement at Elementary Campuses

Children in the JIS elementary schools are assigned to a particular campus based on the location of their residence (**see Bus Service Area on page 54**). Occasionally, due to maximum enrolment on one campus, students are assigned to the alternate campus. The school reserves the right to determine these placements. The JIS bus service is not provided if a student lives outside the assigned district for the campus the student attends.



# Student Support Services

## Student Support Team (SST)

The Student Support Team is a team of professionals who meet regularly to develop strategies to assist students, to collaborate with teachers and parents on these strategies, and to initiate interventions that address areas of concern. This team also helps determine eligibility and exit criteria for services. Students may be referred to the Student Support Team by teachers, parents, and/or counselors if a need is warranted.

### **Members of the SST may consist of the following:**

- Classroom Teacher
- Learning Support Specialist
- EAL Specialist (English as an Additional Language)
- Counselor
- School Psychologist
- Speech and Language Therapist
- Occupational Therapist
- Principal or Associate Principal

## Learning Support Services

The Elementary School Learning Support Program provides support for Early Years to Grade 5 (EY-Gr5) students with a range of learning differences. It provides both direct and indirect support services, depending on individual needs. Students in the program may receive support individually or in small groups either within the regular classroom setting and/or outside of the classroom.

### **The Learning Support Program at JIS believes that the most effective approach to providing support for students with learning differences is characterized by:**

- early identification and early intervention
- effective collaboration between student, parents, teachers, support teachers, administration, and other professionals
- clearly identified and articulated goals
- opportunities for differentiated learning and assessment
- a continuum of services that promote success for all students
- ongoing monitoring and review

## EAL (English as an Additional Language)

JIS offers instruction in English as an Additional Language (EAL) for English language learners in Grades 1-5. The goal is to help students who are learning English acquire proficiency in order to become successful in all areas of the curriculum.

English language learners are tested for admission and placement in the EAL program. Entry to the EAL program is based upon fulfillment of JIS Admissions requirements that include a review of previous school records as well as performance on the placement evaluation.

### **EAL teachers also:**

- provide materials
- collaborate on designing programs and developing in-class strategies
- co-teaches and models good practice in the classroom

For all students who require EAL support, the student must join the EAL program and a one-time fee will be applied.

## Counseling

The counselors promote learning and personal growth by offering a comprehensive, developmentally appropriate, and accessible counseling program for members of the JIS community. Counselors deliver a comprehensive counseling program which supports the JIS Values and BLP's (Building Learning Power) as well as addressing academic, social and emotional needs of all students. The counselors believe that all students should feel safe, supported and accepted and are capable of change and growth. The counseling team is student focused and works collaboratively with students, parents, teachers, and administrators.

## School Psychologist

The ES School Psychologist works across both the PEL and PIE Campuses.

### **The psychologist provides the following support:**

- consultation with teachers and parents
- short term interventions/counseling to enhance learning and well-being of students
- in depth evaluations (psycho-educational assessments) with referred students to assist teachers, parents and specialists by providing a more complete picture of the student's strengths and weaknesses and how these affect learning -

information included in the report is used to devise interventions and a plan of support Speech & Language Services.

## Speech & Language Services

Speech and Language services are provided for grades EY 1 through Grade 5. Services are designed to best meet a child's needs through a continuum of services, from support in the classroom to pull out specific intervention sessions. Students are referred for assessment and service by any member of the faculty through the Student Support Team (SST).

Parents wishing to referral may contact the Speech Pathologist directly, or through their classroom teacher.

The Speech Pathologist works within many different areas of a child's development in both the speech and language realms. At JIS, the Speech Pathologists work to prevent, assess, diagnose, and treat speech (articulation and fluency), language, social communication, and cognitive-communication disorders in children.





# Co-Curricular Programs

## JIS Academy

JIS Academy offers a wide range of After School Activities and Community Sports throughout the year depending on student interest and the availability of instructors. After School Activities run from 2:10 pm to 3:00 pm for Kindergarten (KG) - Grade 5 students. Students who are in Kindergarten (KG) to Grade 5 and have registered for bus service can take the bus home at 3:00 pm. **To obtain the latest information on what activities are currently being offered, please visit the JIS Academy home page located on the JISNet under: School-Wide / Activities@JIS.**

## Balance

Children's days are often filled with structured activities with no time left for unstructured play. Time spent independently playing, thinking, creating and imagining can be time well spent. In order to ensure that children experience a restful, balanced school-home life, we ask parents to carefully consider the impact these After School Activities and Community Sports can have on a child's overall development and home life before committing their children to these activities.

# Home-School Communication

## Parent Orientation Meetings

Parent Orientation Meetings are held in August and January for those parents whose children are newly enrolled. The purpose of this time is to share information with parents concerning the elementary school curriculum, classroom procedures, placement procedures, home-learning policy, discipline policy, and opportunities for parent involvement.

## Back To School Night

Back To School Night provides an opportunity to become familiar with the program at your child's grade level and meet the teacher. This evening(s) is scheduled early during the school year to enable parents to learn more about the school and meet other families, teachers, and administrators.

## Hopes and Dreams Conferences

At the beginning of the school year, parents are invited to meet with teachers for a short conference focused on the sharing of information, ideas, hopes and dreams in regards to their child. These meetings provide an opportunity for a more intimate conversation between parents and teachers.

## JIS Parent Coffees

The JIS Parent Welcome holds the Coffee & Chat and Monthly Coffees for all parents. The Coffee & Chat is an informal gathering for parents to connect with other parents, while Monthly Coffees are held throughout the school year at which guest speakers will discuss topics of special interest. Topics generally relate to the development stages of children and reflect current issues, as well as those intended to help new parents adjust to school life and living in Jakarta.

## Parent Communication

Communications Bulletin for each JIS division is published every Thursday on JISNet with the current week's activities, notices of important upcoming events and other information, including School-Wide announcements. An email reminder to check the bulletins is also sent to parents on Thursdays between 5:00 PM and 6:00 pm. The Parent Bulletins are published electronically in the interest of conserving paper.

At JIS we try to provide regular communication to our community in through the following:

- Monday - Head of School communication
- Thursday- Principals email and Parent bulletin.
- Friday Homeroom newsletters

## Parent Teacher Association (PTA)

We urge all parents to keep informed of PTA activities and to participate whenever possible. The PTA welcomes parent involvement and encourages close ties between parents and the school. The PTA has an active program planned from September to June and sponsors a highly successful Family Fun Fair each year around March/April.

The PTA is one of five groups that make up the Parent Volunteer Organization (PVO). The other four are: D'Toko, The JIS Parents' Booster Club and JIS Parent Welcome.

## Parent Grade-Level Representative

Each grade level has a Parent Representative who coordinates various grade level activities, such as classroom activities and special events during the year. If you are interested in becoming a parent grade level representative contact your child's school and we will direct you to the appropriate person to assist.



## Campus Volunteer Opportunities

Parents are invited to volunteer in the Elementary School, whether in their own child's classroom or during special school events. This can be done on a regular basis or intermittently for special activities such as class celebrations, field trips, or musical productions. We encourage parents to become involved in the life of the school in any way that suits their talents and time commitments. All regular parent volunteers must attend Child Safeguarding training.

### Some suggestions are:

- Serve as an active member of the PTA. (The PTA coordinates parent volunteers at major school events such as JIS Environment Day, Bingo Nights, and at other events when extra adults are needed.
- Serve as a Room Parent (the consistent support person for the classroom teacher.
- Serve as a library volunteer.
- Serve as a source of international materials by helping us obtain books from countries other than the US.
- Serve as teacher or assistant for After-School Activities.
- Serve as volunteer in the classroom. This may be on a regular weekly basis, or just occasionally for special events.
- Serve as a member on ad hoc committees such as the Accreditation Committee, Yearbook Committee or the Healthy Choices Committee.
- Serve as a parent expert who visits classes to discuss specific fields of knowledge.
- Assist with community service and development efforts.



# Health Services

## Campus Nurses

Both the Pondok Indah and Pattimura campuses have full-time nurses who provide professional and caring nursing support and services to students. The nursing offices open at 7:15 am and close at 3:30 pm (Monday - Friday). For after school needs, care is provided by the nurse on call until 5:30 pm. The School Nurses maintain electronic medical records for each student. It is encouraged that parents communicate to nurses any medical concerns they may have about their children that may have changed or are new in order to provide the best care. This information will be updated by the nurse in your child's electronic medical record. If a school nurse determines the student is too ill to attend class or has a communicable disease that could jeopardize the health of other students, the nurse will contact the parent or guardian and send the student home. In some cases, the nurse may request a doctor's clearance before the student may return to class.

### Maintaining a Healthy & Safe School Environment:

- To help prevent the spread of disease, ill children should not come to school. If your child comes down with a contagious disease at home - such as chicken pox, please inform the school nurse immediately.
- Children should be fever-free without the help of medicines for **48 hours** before returning to school.
- If your child returns to school after being home with an illness, please inform the teacher explaining your child's absence.
- If a student has head lice, the school nurse will notify the parents and the student will return to class. Whole class screenings will not take place and treatment should commence at home. A letter will be sent to parents explaining the school's policy and what can be done at home to remove lice and their nits. The school follows protocols commonly used in schools around the world, as well as research from the Centers for Disease Control in the United States. Should the school need to deviate from these protocols, for the well-being of students, we will communicate changed protocols with the parents involved. Please be sure to inform the school nurse if you discover lice while at home.
- Students who have any symptoms of fever, headache, nausea, stomachache, or any other signs of infection or illness, should stay home.
- Students should stay home if a member of their family or household has any symptoms of COVID-19 or a positive COVID-19 test.

For more details, please refer to the link below:  
<https://www.jisedu.or.id/about-jis/campus-reopening>

# Childhood Immunization Record

All students, as a condition for admission, must be current on their childhood immunization schedule. At a minimum this includes Polio, Diphtheria, Pertussis, Tetanus, Measles, Mumps, Rubella and Hepatitis B. This requirement can be waived only for health reasons, documented by a letter from the student's physician describing the student's health exemption.

## Health Screening

Annual hearing and vision testing will be conducted with students in specific grades, to new students and upon request by learning support and parents. An information letter will be sent home prior to testing and the results of the tests will be shared with you.

## Authorization to Medicate Students

Students are treated for minor aches and ailments with over-the-counter (non-prescription) medications. These medications are only given to students upon parent authorization provided during your admission process to JIS. Confirmation of authorization is obtained from the parent or guardian each time a medication is to be given to the student. In the case of prescription medication, parents must submit the Authorization for Administering Student Medications Form. The parent must bring in the prescribed medication to the clinic nurse and provide a description of the dosage (amount and frequency) and duration of treatment to complete the form. If a student requires to carry an EpiPen, asthma inhaler\* or insulin they are welcome to do so. School nurses are the only employees authorized to dispense medications to students on campus. Teachers may only dispense medications to students while on field trips where prior parental permission has been obtained.

*\* If your child is diagnosed with asthma and precautions need to be taken due to air pollution or other reasons, please contact the campus nurse.*



## Toilet Training

All students are expected to be fully toilet trained. At JIS, fully toilet trained means that the students are independent in using the bathroom. In the case of an “accident”, assistance may be provided by the classroom teacher, teaching assistant, and/or the nursing staff. Parents will be notified in the event that their child has had an toileting accident during the school day.

Parents of younger students are encouraged to send an extra set of clothes to school.

## Nut Allergies & Guidelines

If your child has a food allergy, please notify the school nurse and inform your child’s teacher. We request that you complete a set of paperwork and an individualised care plan will be set up for your child.

If bringing food into school for celebrations, UN Day, or other special activities please select food that does not contain peanuts, tree nuts or their byproducts. When preparing food at home, please be mindful not to cross contaminate food with products like peanut butter via utensils or cutting boards. Clearly label ingredients on all food items that are brought to school for sharing. Accurate labeling can help prevent accidental ingestion for children with food allergies.

Students may bring peanut/tree nut containing foodstuffs to school for snack and lunch. All students should be reminded not to share their food with others and to wash hands before and after snack and mealtimes.

In the PIE and PEL cafeteria, there will be designated “Nutty Tables” where these foodstuffs may be consumed. These tables and chairs will be cleaned with hot, soapy water and paper towels after each sitting. Products made and sold at the cafeteria contain no nuts or their byproducts.

## Wheelchair Access

If a student requires the use of a wheelchair while on campus, the family will be advised to appoint an adult to assist with pushing the chair. The appointed adult will also assist the child with stairs if they have a class on an upper floor. This assistance with stairs also applies to students who may be using crutches.

# Air Quality Policy

In alignment with consultation from various embassy health departments and various international health agencies, JIS has implemented an Air Quality Policy to help ensure the health and well-being of our students. The Air Quality Index (AQI: metric of air quality) is monitored continuously throughout the day and determines the level of activity our students participate in. The following chart explains the AQI and corresponding level of activity for each stage.

Air Quality Index	<b>Green</b> Good 0-50	Great day to be active. As a minimum, take a 2 minute break every 30 minutes of continuous, prolonged or heavy exertion.	JIS Activity Guidance*
	<b>Yellow</b> Moderate 51-100	Good day to be active. As a minimum, take a 2 minute break every 30 minutes of continuous, prolonged or heavy exertion.	
	<b>Orange</b> Unhealthy for sensitive groups 101-150	Students can be active, especially for short breaks such as lunch and recess. As a minimum, take a 2 minute break every 15 minutes of continuous, prolonged or heavy exertion.	
	<b>Red</b> Unhealthy 151-200	Students can take short breaks for lunch and recess but are not permitted to do any highly aerobic activities such as running or swimming. PE and swimming lessons may be altered, if needed. All students with respiratory conditions may have the option of staying inside. As a minimum, take a 2 minute break every 15 minutes of light exertion.	
	<b>Purple</b> Very unhealthy 201-300	All activities that require prolonged or significant exertion are rescheduled for another time.	
	<b>Brown</b> Hazardous 301-500	All activities that require prolonged or significant exertion are rescheduled for another time.	

\* Air pollution policies and procedures are currently under review and will be updated in the near future.

# Healthy Eating

We endorse and promote healthy eating by encouraging healthy snacks and lunches for your children. If your child is bringing food from home we recommend two healthy snacks and a healthy lunch. If your child, is staying for an additional activity after school hours, please provide an additional healthy snack. We discourage any wrapping that would be single use plastic. This is inline with our best *for* the world core value.

There are many occasions in the lives of our students that warrant celebration. Birthdays and holidays are great examples of special events that prompt us to want to bring a treat into the classroom for the children to enjoy.

We ask the item is individually wrapped and small, no class gifts please.

If you choose to share a treat with our students we ask that you use this as an opportunity to help us support the importance of healthy eating.

## Healthy Grains

- whole wheat English muffins, pita or tortillas
- crackers – whole grain crackers served alone or with toppings such as low-fat cheese
- rice cakes – (made with whole grain or brown rice)
- popcorn – low-fat popcorn in a bag or microwave popcorn
- baked tortilla chips
- pretzels, breadsticks and flatbreads

**Please remember that all food brought into school to share should not contain peanuts, tree nuts or their byproducts.**

Sodexo would be happy to offer healthy options for class celebrations and to tailor a menu that could include fruit platters, fruit kebabs and healthy smoothies.

## The Cafeteria: Snacks and Lunch

Students have the option of bringing snack and/or lunch from home or purchasing

food and drink from the cafeteria. The school cafeteria is catered by Sodexo, our food service partner. We offer a selection of Western, Asian and Vegetarian main course options at lunch time, with each menu carefully balanced to meet the nutritional standards and needs of elementary children.

The school utilizes a “cashless campus” system called ‘Campus’ so that parents can order meals for students in advance and pay online. **Full details can be found on JISNet by going to School-wide / Operations / Catering.**



# JIS Child Protection Policy

Child abuse and neglect are violations of a child's human rights and are obstacles to a child's education as well as to their physical, emotional, and social development.

Jakarta Intercultural School has an institutional responsibility to protect children. In this role we need to ensure that all children in our care are afforded a safe and secure environment in which to grow and develop, no matter what cultural background they come from. As educators, we have the opportunity to observe and interact with children over time on a daily basis, and are in a unique position to identify children who need help and protection. As such, we have a professional and ethical obligation to identify children who are in need of protection and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.

All faculty and staff at Jakarta Intercultural School are obligated/mandated to report incidences of child abuse or neglect whenever the staff member has reasonable cause to believe that a child has suffered or is at risk of suffering abuse or neglect. Reporting and follow up of all suspected incidences of child abuse or neglect will proceed in accordance with administrative regulations linked to this policy. Furthermore, cases of suspected child abuse or neglect may be reported to the appropriate employer, to the respective consulate in Jakarta, to the appropriate child protection agency in the home country, and/or to local authorities.



Jakarta Intercultural School endorses the Convention on the Rights of the Child, of which our host country, Indonesia, is a signatory and seeks to be a safe haven for students who may be experiencing abuse or neglect in any aspect of their lives.

Jakarta Intercultural School will distribute this policy annually to all parents and applicants, will communicate this policy annually to students, will provide annual training for all faculty and staff, and will make every effort to implement hiring practices to ensure the safety of children. In the case of a staff member reported as an alleged offender, Jakarta Intercultural School will conduct a full investigation following a carefully designed course of due process.

This Policy is endorsed by the JIS Board of Trustees.





## Library/Media Center

Both the PEL (Pattimura) and PIE (Pondok Indah) Elementary Libraries are open to all members of the JIS community. The schedules are flexible, with time each cycle for students to visit the library to check out books and to receive additional support through lessons and resources, as needed. Students are encouraged to visit the library as often as needed for reading materials as well as seek assistance with book selection, information and technology needs. Additionally, we provide a number of scheduled lessons to introduce students to the fun and functions of the library and the Teacher Librarians and Digital Literacy Coaches work collaboratively with classroom teachers to integrate information literacy within the units of study, where applicable.

Our libraries resources are available to students, parents and teachers and our Teacher Librarians, Digital Literacy Coaches and Library Assistants are available to help students and parents with all of their information needs. The library has a large collection of print and electronic resources in English and in a number of other languages. Online resources including an online catalog, digital lending library books (ebooks, audio) and online database subscriptions can be accessed through the library webpages. The library is open Monday-Friday from 7:15am - 3:30pm.

# JIS Technology User Agreement

JIS believes technology is an essential feature of a contemporary learning environment and should be used in a way that promotes the JIS Philosophy for Learning with Technology. Used responsibly and respectfully, technology can empower users to create, collaborate and communicate, enabling us to enrich learning and working, while reflecting our School Values.

JIS promotes a culture of responsible technology use.

## All users are expected to (see detail below):

A. Conserve Resources  
B. Protect Property

C. Use Digital Tools\* Conscientiously  
D. Respect Legal and Ethical Boundaries

*\* Digital Technology/Tools/Devices/Equipment includes computers, laptops, tablets (iPads), smartphones, eReaders and their applications.*

This agreement covers school owned and personal digital tools used on the JIS campus, and use of JIS owned equipment off campus. Off-campus uses of technology, which involve the JIS community are also covered by this agreement.

**This includes guidelines in the new JIS Sharing and Privacy Policy. See JISNet: School-wide / IT/Lib.**

## JIS reserves the right to:

- Access any information stored on JIS devices or systems. JIS may view or scan periodically to audit use.
- Restore a JIS-owned digital device to its original configuration in order to solve technical problems. This restore process is a last resort and the user will be notified before the process is performed.

**In my effort to be a caring and responsible digital citizen, I will:**

1. not share my passwords and will only use my own JIS student accounts, files, and folders, and be sure to log out of my accounts;
2. use all digital technology carefully and not damage, change or tamper with the hardware, software, settings or the network;
3. use digital technology for school purposes, and only access web sites and applications that my teacher or activity supervisor has approved;
4. never use any form of electronic communication to hurt, scare, or bully anyone;
5. only send, view or display appropriate messages or images, and tell an adult if I see something on the computer that is inappropriate or makes me feel uncomfortable;
6. not share private or personal information (photos, last name, address, phone number) about myself, my family or my community over the Internet without permission from parent or teacher;
7. sign up for anything online only with my parent's or teacher's permission;
8. reference resources I use in my work;
9. be aware of my digital footprint and the history I create online;
10. create a healthy balance between online and offline activities;
11. print only with my teacher's permission.

*Last updated: 28 May 2019*

## Social Networking at Home

In an effort to support child development and create parameters for our students with social media, we believe that the age restrictions of various platforms should be supported.



# Campus Access

We are delighted that the Pattimura and Pondok Indah Elementary campuses are open for our JIS community after school week days and on weekends. The campus is closed on Indonesian Red Letter days. These can be seen on the calendar.

Children must be supervised by an adult at all times while on campus.

Adults have the additional responsibility to demonstrate role model behavior. The Access Code of Conduct outlines the expectations JIS has for anyone who is granted the privilege to access campus. The consequences of failing to meet these expectations may include having access privileges (JIS ID Cards and/or vehicle stickers) restricted or withdrawn.

**The JIS Access Code of Conduct; see JISNet: School-wide / Operations.**

## Travel to School and Back

### Transportation

Transportation to and from school is the responsibility of each family. Some families form carpools for delivering and picking up children. The school also leases buses and operates a school bus program, which is available to all students. The cost of this self-supporting program is determined annually. Bus fees are separate from tuition fees and are paid at the Business Office. The main Transportation Office is adjacent to the front parking lot of the Cilandak campus or parents may register at the Transportation Office of their respective elementary campus.

### Leaving Campus

Students are expected to remain on the school campus for the duration of the school day. If a parent wants to take their child out of school early, they should notify the teacher in advance via written note or email. For security reasons we ask that you do not make these requests by telephone. All students who leave campus early must sign out in the office.



## Staying After School

Unless a child is participating in an After School Activity (ASA), all students are required to be picked up at 2:00 pm (dismissal time). Students who are not picked up by their parents or driver by 2:20 pm will wait in the Elementary School Office. ASAs end at 3:00 pm. As is the case at regular dismissal time, students who remain at school 20 minutes past their activity dismissal time will be sent to the office to wait. It is the school's expectation that all students are picked up on time.

Please note, the school does not provide supervision for children who are waiting for Community Sports activities to begin and therefore it is the responsibility of the parents to provide adult supervision. Parents have the option to have their child's caretaker supervise their children, provided the caretaker carries a JIS Caretaker ID card. To obtain a card, please complete an online application for a Caretaker ID.

**These forms can be found on the JISNet under School-wide / Operations / Risk Management Office / IDs / Caretaker Cards.**

# Transport by Private Vehicle

We ask the owners of private vehicles to support the following points by carefully explaining them to their drivers and/or children as appropriate.

- All vehicles entering the campus must have a JIS security sticker attached by the sticker adhesive to the lower right corner of the front windshield. Stickers must not be switched from one vehicle to another. If your child is to be transported to school in a number of different vehicles, each one needs a security sticker.  
**Car Sticker applications can be completed on JISNet: School-wide / Transportation Office.**
- Vehicles must drive slowly and safely when on or near the school property and should not sound their horns.
- Drivers must comply with the requests of security and school personnel.
- Drivers should not walk around the inside of campus. This includes the front sidewalks. However, they may come to the office to deliver things. The office will send delivered items to classrooms.
- Children should go directly to the pick-up area after school and wait attentively for their driver. After a reasonable time, if the driver has not come they should report directly to the office and wait there. Students should never go to other locations on campus or walk off campus to wait.
- All students in KG to Grade 5 have been assigned a car pick up number which they have been asked to memorize. Drivers should clearly display this number in the front windshield so that the school's faculty and staff can help locate the children quickly.

## Dismissal Safety for Non-Bus Students

If your child is going home by private transport, they should remain at the designated "pick-up area" to be collected. Students are not allowed to wait in the parking or driveway areas. Students may not walk from campus to their home or automobile outside of the school premises, unless they are accompanied by a guardian or caregiver.

## Off-campus Parking Restrictions

- **PEL:** cars may not park on any of the adjacent roads surrounding Pattimura.
- **PIE:** cars may not park on Jl. Duta Indah III or in the vicinity of PIE's entrance.

# Transport by School Bus

The bus service for JIS students is contracted to the Blue Bird Company. Following are several key points to be aware of regarding the use of JIS school buses:

- If you request to enroll your child for bus services, you will receive a detailed Bus Service Handbook which should be read carefully before finalizing the agreement by making payment. The bus rules and regulations in this handbook are the result of extensive experience with JIS transportation needs, Jakarta traffic, parent/student input, continuous monitoring and numerous meetings of all personnel involved in the process. Families that feel they cannot agree with the rules, regulations and limitations of the JIS bus service should choose the option of private transport.
- Each campus has a transportation office where assistance can be given regarding any aspect of the bus service. Questions can be answered by calling the respective school's phone number and asking for the Transportation Office.
- Routes vary in length from 20 to 60 minutes. The duration of particular routes can change during the year if it is necessary to add new students. If a route takes more than 60 minutes, under usual traffic conditions, it will be divided into two separate routes.
- Pick-up sequence and/or routes for students may be adjusted at times during the year as new students are added to the roster. The pick-up times at each stop may also need to be adjusted by five or ten minutes, if the monitoring of late arrival at school warrants it.
- Students may not ride another bus or invite other students to ride their bus. Paying for the bus service from your home to the school does not entitle your child to ride a different bus to another child's house for celebrations or social time together. If a child is under the temporary guardianship of another family, they may be allowed to ride the bus/a different bus, if space permits.
- Parents should not ride the bus unless previously arranged through the school office. Parents who are substituting or volunteering are asked to arrange their own transportation. Exceptions can be made for substitutes and volunteers in extenuating circumstances, if there is space available and if the Transportation Office is notified one day in advance.
- Concerns that arise should be shared by students with their parents. If parents would like clarification they should contact the Transportation Office and/or the Associate Principal.
- All perceived problems should be reported to the Transportation Office and/or school office. The chaperones are the adult authority on the bus. We ask that parents do not confront the chaperones or drivers as it undermines their authority. In addition, parents should not confront the children of another family.



# Bus Safety

The school strives to ensure that the buses are a safe and pleasant environment for everyone.

## To this end, we have these guidelines:

1. Remain seated and wear a seatbelt.
2. Speak quietly.
3. Respect others.

# Electronic Devices

Electronic devices, such as iPads and mobile phones, may be used on the bus and can be put away during the school day. As a reminder, students who choose to take valuable property to school assume risk for all damage or loss.

We ask that children do not use electronic devices on campus. If a parent needs to contact their child they should contact the PIE office and we will deliver the message to the child.

# What if my child misses the bus after school?

Elementary students who miss their bus can go to their school office, where the administrative staff will coordinate with the transportation staff to call home and arrange transportation or pick-up for the student.

## For more information, please contact:

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• <b>Maria Sjamsudin (Maya)</b><br/>PIE Transportation Officer<br/>+62 21 50989555 ext 72833 / 21324</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Warsito</b><br/>PEL Transportation Officer<br/>+62 21 50989555 ext 73437</li> </ul> |
|--|---|

The JIS Transportation Manager responsible for school-wide transportation personnel and systems is:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• <b>Andre Wicaksono</b><br/>Mobile phone: 0812 873 000 33</li> </ul> | <p>Direct phone: +62 21 50989555<br/>ext 73488</p> |
|--|--|



# Schedules, Attendance & Parent Residence

## Attendance

Regular attendance is expected of all students and is a necessary factor for a child's social and academic development.

<b>Reporting Absences or Changes in Transportation</b> If your child will be absent from school or has a change in daily transportation, please communicate with the school according to the information below:	
<b>Student Absence</b>	<b>pelattendance@jisedu.or.id</b> (if a bus rider, also <b>peltransport@jisedu.or.id</b> )
<b>Change in Transportation for Bus Riders</b>	<b>peltransport@jisedu.or.id</b> and <b>peloffice@jisedu.or.id</b>
<b>Change in transport for Car Riders</b>	<b>peloffice@jisedu.or.id</b>

Parents are always welcome to copy the classroom teacher/assistant on their email and they will be informed by the office of these absences or changes as well. Should you have any questions, please email **Jill Bellamy (PEL)** at **jbellamy@jisedu.or.id** or **Tracey Reed (PIE)** at **treed@jisedu.or.id**.

Additionally, we request that parents/guardians communicate with the school for any pre-planned absences over the course of the year. This may include doctors appointments, vacations, and family celebrations. If extended absences begin to impact a child's learning, the school may request to meet with the family to decide how best to support the child.

## Professional Development Days

Throughout the year the JIS faculty members participate in a few Professional Development (PD) days. To help schedule your family life, dates for all PD days can be found in the online JIS Calendar under All School Holidays. On these dates, school will be in session for teachers and administrators, and not in session for students. Our professional development days provide a valuable opportunity for faculty to collaborate and further enhance the quality of teaching and learning at JIS.

## Parent and Guardian Residence Policy

*Guidelines governing the situation when both parents/guardians plan to leave Jakarta with children remaining in school at JIS.*

The best learning and living environment for students comes when home and school work closely together. In an overseas setting, there is special importance in having direct and continuing contact between the school and parents.

### **Consequently, the following regulations govern parents'/guardians' residence in Jakarta:**

1. Students enrolled at JIS must have adequate supervision by parent(s) or an appointed guardian who are residing within Indonesia as per JIS policy.
2. If during the school year both parents/guardians plan to leave Jakarta while the student remains in attendance at JIS, they should appoint a temporary caretaker and notify the school in writing as far in advance as possible. Parents/guardians are required to complete and submit the **Parent/Guardian Absence Notification Form (see page 57 of this handbook)** each time they plan a trip away from Jakarta.
3. Because illness, accidents and unforeseen problems can occur at any time, the school requests that the appointed caretaker live directly with the child to provide adequate care and supervision.
4. Parents/guardians who do not arrange for and inform the school of the student's supervision and guardianship as indicated above, may jeopardize his/her future and continued enrollment at JIS.

Please be assured that the school's concern in this matter is not intended to interfere with the personal responsibilities of parents. We want to ensure we can reach parents during any emergencies. Past experience has shown that, while a student is attending JIS, the school must be able to contact parents or their caretaker directly at any time.

# Temporary Guardianship During Parent Absence from Jakarta

**Please complete the Parent/Guardian Absence Notification Form on page 57** of this handbook and submit it to the elementary office one week prior to planned departure from Jakarta. The form must be signed by both the parent/guardian and the temporary caretaker to be considered complete. One form will not cover several trips.

- Complete a separate form for each child in the family if different caretakers are involved.
- Complete a form for each trip planned away from Jakarta.

In the case of an emergency or any exceptions to the Parent and Guardian Residence Policy, parents/guardians are to speak directly to an administrator in their child's division.

## JIS Definition of Caretaker

An individual who has permission to make critical legal, medical and social decisions for a child in the parent's absence.

JIS will make every attempt to contact parents in the case of an emergency situation. However, we reserve the right for the appointed caretaker to make these decisions when the school is unable to make contact with the parents/guardians.



# Academic Policies, Procedures & Personnel

## Curriculum Overview on JISNet

A complete online guide to the curriculum is available on JISNet under the learning tab (<https://www.jisedu.or.id/community-page/learning/elementary-school>). This guide includes standards and benchmarks for all subject areas.

You will also find a yearlong curriculum overview for each grade level and summaries of the major units of study. As part of our school improvement plan, different areas are targeted each year, and the guidelines expanded and revised as needed.

## Home Learning

Home Learning encompasses all of the opportunities students have to grow and learn beyond the walls of the classroom. The focus of home learning is wondering, seeking, pondering, and constructing ideas. Home Learning can take shape in many different ways, but its primary goal is to support a student's curiosity and love of learning.



Extra-curricular activities provide children with a balance of experiences to enhance their growth and development. Opportunities for students at JIS are numerous, including After School Activities, AquaDragons, Community Sports, JIS Academy, music and gymnastics. We also value the time students have for quality interaction with their families and friends, as well as unstructured play, socializing, and rest.

Teacher facilitated home learning will look different from grade to grade and student to student. During the year, your child's teacher may send home different activities, projects, or ideas for you and your child to work on or engage with at home.

As always, we believe that daily independent reading, as well as reading to your child best supports the development of language skills, thinking skills, and literacy skills.

## Tutoring

Our school does not believe that tutoring is a necessary practice for all of our students. If a child has difficulty succeeding in our program, the teacher will be pleased to discuss how they can provide extra support. Tutoring of Elementary School students is therefore discouraged.

In the case that the Student Support Team (SST) has made a specific recommendation requesting additional instruction by a tutor, the Principal must approve those sessions if they are to take place on the school premises. Class teachers and assistants may not tutor students from their own classes.

# School Rules & Regulations

## Bikes & Scooters

Bicycles and scooters are allowed on the PIE and Cilandak campus, but their use is restricted to the main access roadways. Bicycles and scooters are not permitted to be ridden in the interior of the PIE, Cilandak and PEL campuses or on the walkways. **Helmets must be worn at all times.** Bike riders must use the designated bike racks and realize that their bicycles are stored at their own risk.

## Skateboards, Roller Skates / Blades

Skateboards, roller skates/blades and shoes with embedded wheels are not permitted on campus because of the danger of injury. The only exception to this rule is when these items are required for a school activity sponsored by a JIS staff member. In these cases, helmets and protective gear must be worn.

## Items Not Allowed

Knives, water pistols, air or toy guns of any kind, or any other perceived weapons or dangerous articles are prohibited at all times on campus or at any school-sponsored activity.

## Behavior Philosophy

Jakarta Intercultural School works to establish a positive and supportive learning environment in which our students feel safe, secure, and have maximum opportunities to learn. Our desire is to empower students to learn about their responsibility and maintaining a respectful environment. An important component of JIS's approach to behavior management is to provide opportunities for students to reflect on their choices and identify and apply alternate strategies.

In order to promote and maintain a positive learning environment we have established some common understandings of what constitutes acceptable behavior.



**These common understandings are based on the following JIS guiding principles:**

- **Relating:** Treat others the way you want to be treated. Respect the fact that we are all different. Our school is a large family and we need to support each other.
- **Resourceful:** Students and teachers have the right to a productive learning environment and we aim to work together to solve problems.
- **Reflective:** Students are responsible for the choices that they make. They are encouraged to reflect on their choices and the impact their choices may have on others.
- **Resilient:** Students are encouraged to persevere during times of difficulty, attempt to fix their mistakes, and return to the group strengthened.

We recognize that two situations are rarely the same in every respect, and that it is important to maintain flexibility and to take into account individual circumstances.

**Factors to be considered include, but are not limited to:**

- seriousness of the offense
- the student's age
- the frequency of misconduct
- the effect or potential effect of the
- behavior on the school environment

Our focus is on building a strong partnership between home and school to reinforce our school's values and beliefs. As a result, communication with parents is an important intervention strategy. While parents may not be notified every time a child commits a minor infraction of the behavior policy, a staff member will promptly notify the parent when a serious infraction or disruption to the classroom environment occurs. We appreciate your support in maintaining a learning environment that is positive and supportive for all learners.

# JIS Bullying Prevention Policy

A goal of JIS is to provide a safe school environment where all students and employees are treated with respect and dignity and are free from bullying, intimidation and harassment. Bullying is a violation of the JIS Core Statements and will not be tolerated. JIS is committed to educating staff, students, and parents to develop positive relationships to ensure that everyone's right to learn and work in a safe environment is respected.

## **The components of such an effort will include the following:**

- learning about and identifying the early warning signs and precursor behaviors that may lead to bullying;
- gathering information about bullying at school directly from students;
- establishing clear schoolwide and classroom rules about bullying;
- training adults, including all Classified Staff, in the school to respond sensitively and consistently to bullying;
- providing adequate adult supervision, particularly in less structured times and areas such as during breaks, near restrooms and eating areas.
- and, raising parental awareness and involvement in addressing problems.

The Head of School, with the cooperation and support of Administrators and the Counseling Team in each division, should maintain and implement specific procedures on early identification of bullying and other preventive strategies as well as reporting, investigating, remedying and tracking allegations of bullying.

All students, school employees, vendors and visitors (including parents) to campus buildings, buses, athletic fields or locations off-school premises involving school-related activities (i.e., field trips) are expected to conduct themselves in a manner consistent with the words and spirit of this policy. We all share in the responsibility to ensure that bullying does not occur.

For the purposes of this policy, bullying happens when someone is significantly hurt by the actions of others, that they fear that the mean behaviors will occur repeatedly, and feels powerless to prevent the behaviors from happening. Bullying may be premeditated or a sudden activity. It may be subtle or easy to identify, done by one person or a group.



# JIS recognizes several types of bullying:

## **Verbal bullying**

Bullying includes name calling, insulting remarks, verbal teasing, frightening phone calls, violent threats, extortion, taunting, gossip, spreading rumors, racist slurs, threatening electronic communications and anonymous notes.

## **Physical bullying**

Includes poking, slapping, hitting, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching, spitting, twisting arms or legs, damaging clothes and personal property, threatening gestures, setting fires and assault with a weapon.

## **Social or emotional bullying**

Bullying includes excluding someone from a group, isolating, shunning, spreading rumors or gossiping, arranging public humiliation, undermining relationships, teasing about clothing, looks and aggressive stares.

## **Cyber bullying**

Includes sending offensive / humiliating / threatening messages or images via computer or mobile phone.

While the focus of this policy is on prevention, bullying acts may still occur. Students or employees of JIS who have been bullied, parents whose children have been bullied or other students who observe bullying behavior are encouraged to make a verbal and/or written complaint to a member of the school staff. Intervention by adults and bystanders is an important step to prevent escalation and to resolve issues in the earliest stages.

At all times, reported incidences will be documented, tracked and handled according to the procedures determined by each campus. Disciplinary actions (for bottom line behaviors) will be predetermined at each campus and will reflect the severity and intensity of the bullying incident. Students will be encouraged and supported to make restitution to their peers. The purpose of the disciplinary measures is to assist a student to reflect on their behavior and to be provided with an opportunity to learn and improve peer relationships.

# Is it Rude? Mean? or Bullying?

Sometimes it is helpful to draw a distinction between behavior that is rude, behavior that is mean, and behavior that is characteristic of bullying.

## Rude

Inadvertently saying or doing something that hurts someone else. From kids, rudeness might look more like burping in someone's face, jumping ahead in line, bragging about achieving the highest grade, or even throwing a crushed up pile of leaves in someone's face. On their own, any of these behaviors could appear as elements of bullying, but when looked at in context, incidents of rudeness are usually spontaneous, unplanned inconsideration, based on thoughtlessness, poor manners, or narcissism, but not meant to actually hurt someone.

## Mean

Purposefully saying or doing something to hurt someone once (or maybe twice). The main distinction between "rude" and "mean" behavior has to do with intention; while rudeness is often unintentional, mean behavior very much aims to hurt or depreciate someone. Kids are mean to each other when they criticize clothing, appearance, intelligence, 'coolness', or just about anything else they can find to denigrate. Meanness also sounds like words spoken in anger—impulsive cruelty that is often regretted in short order. Very often, mean behavior in kids is motivated by angry feelings and/or the misguided goal of propping themselves up in comparison to the person they are putting down.

Make no mistake; mean behaviors can wound deeply and adults can make a huge difference in the lives of young people when they hold kids accountable for being mean. Yet, meanness is different from bullying in important ways that should be understood and differentiated when it comes to intervention.

## Bullying

Intentionally aggressive behavior, repeated over time, that involves an imbalance of power. Experts agree that bullying entails three key elements: an intent to harm, a power imbalance, and repeated acts or threats of aggressive behavior. Kids who bully say or do something intentionally hurtful to others and they keep doing it, even when targets of bullying show or express their hurt or tell the aggressors to stop.

It is important to distinguish between rude, mean, and bullying so that teachers, school administrators, parents, and kids all know what to pay attention to and when to intervene

*Adapted from Psychology Today: Signe Whitson, LSW*

# School Uniforms

Each child will receive a JIS Uniform polo shirt as part of the JIS Uniform and as a gift. The Booster Club will be selling a variety of other clothing pieces including a dress, skirts, shorts, and two colors of Polo shirts.

## The Uniform will consist of the following:

- **Girls:** Polo Shirt and Shorts, Pants, Skirts or a Dress
- **Boys:** Polo Shirts and Shorts or Pants
- **Top:** Navy Blue or White, must have JIS Dragon Patch
- **Bottom:** Navy Blue or Khaki

The JIS Dragon Patch that can be sewn onto Polo Shirts should you have a specific shirt you want your child to wear. Children may wear their own top if it is a Polo Shirt (collared) that is navy blue or white.

Please have your child wear shoes which are safe for playing and running.

On Physical Education Days, children need to wear PE Uniforms. PE Uniforms may also be worn at any time in lieu of the uniform.

# Sun Protection

For your child's protection, hats and sunscreen are encouraged for outdoor play. Please mark hats with your child's name.

# Mosquito Repellent

We encourage families to apply mosquito repellent before coming to school. Soffell Mosquito lotions are available in the school health office and may be applied or reapplied during the school day provided parents have given consent.

# Fundraising Policy

Apart from existing fundraising projects that have been grandfathered in over the years, in general we discourage fundraising at school. Students who have an idea that they would like to fund can apply for funds through JIS Peduli- the school wide service arm of JIS. **For more information go to JISNet: School-wide / Service / JIS Peduli.**

# Mobile Phones/Telephone

We encourage students to keep their mobile phones home. Should your child bring a phone to school we request that mobile phones be kept backpacks and switched off during the course of the school day. Should a student need to call home, they can do so with the teacher's permission using a school landline and office staff is happy to assist with any such requests. Please note that mobile phones on campus are the individual's responsibility.

# Telephone

Should a student require to call home they may gain permission from their class teacher and place a call at the office. Parents and students needing to contact each other can do so either through the school office and/or teacher extension numbers. Our office personnel will be happy to assist with any such requests.

# Parties

While we do not host birthday parties at school, parents are invited to contact their child's homeroom teacher if they would like to mark the occasion with the class. If you are hosting a private party for your child and would like to distribute invitations at school, you are welcome to do so if all classmates are included. Please be mindful of using other means of distribution if not all classmates are included.

# Guests

Former students and students from other schools are welcome to visit JIS and attend classes. Guests should be with a student currently enrolled at JIS and need to obtain permission in advance from the classroom teacher and Principal or Associate Principal. This privilege is for one guest at a time for a half a day.

## Swimming

Swimming is an important safety skill and an integral part of the physical education program and as so, we encourage students to participate fully. As a general guideline, if your child is well enough to attend school he/she is likely well enough to participate in swimming although certain medical conditions (environmental allergy, sinus/ear infection, broken arm) would warrant exceptions.

If your child's medical condition prevents his/her participation in PE or swimming classes, we ask you to provide a note stating the reason and the estimated length of time your child should be excused. Ongoing absences (more than 2 consecutive lessons) from PE or swimming classes will require a note from your child's doctor.

## Sales and Advertising on Campus

Sales of any kind to students need to be approved by the School Administration. Occasionally, there are sales of T-shirts or tickets to events. These sales will be noted in the Parent Bulletin or in classroom newsletters, so that you will be aware of the cost. Therefore, there is no reason for your child to have more money on campus than is necessary for the day. Advertising of any kind to promote a commercial interest is not permitted, including the posting of flyers and posters in the cafeteria and other public places unless approved by the Principal or Associate Principal.





# Places to Know

## Lost and Found

Lost and Found items may be claimed from our lost and found tables. If an item is found, it should be turned into the Elementary Office on the day the item is discovered. Students are cautioned against bringing valuable personal property to school and are reminded that they take responsibility for any damage or loss. The school does not make any reimbursement for missing items. If an item is lost or missing a theft/loss form from the office should be completed as soon as possible.

Facility/Service	Pondok Indah	Pattimura	Cilandak
MEDICAL SERVICES	Nurse's Office	Nurse's Office	Nurse's Office
STUDENT STORE			Booster Hut D'Toko
GYM	PIE Gym	PEL Gym	HS Gym MS Gym Auxiliary Gym
THEATER	Melati Theater	Pattimura Theater	Fine Arts Theater (FAT) Jatayu Theater (LT)
LOST & FOUND / CAFETERIA / OTHER SERVICES	Lost & Found PIE Cafeteria Bank ATM Post Office	PEL Cafeteria Bank ATM	Checkpoint Wantilan Bank ATM Post Office
PARENTS/ TRANSPORTATION	PIE Transportation Office	PEL Transportation Office	PTA Office Parent Lounge JIS Transportation Office
SCHOOL ADMINISTRATION	PIE Main Office	PEL Main Office	H Module: Admissions Office Head of School Indonesian Educational Program Business Office (FI.3)
			Facilities Office Risk Management Office
			Resource Center Technology Office Communications Office
			IT Helpdesk
ENTRANCE GATE	Jl. Duta Indah III Don Bosco Gate Simatupang Gate	PEL Gates A, B, C	Terogong Gate

# Bus Service Area - PEL

## Ampera · Kemang · Bangka

- Kemang Indah · Kemang Dalam · Kemang Raya · Kemang Selatan
- Hotel Kemang · Taman Kemang · Kemang Village
- Bangka Pela · Bangka Bank
- Kemang Utara · Duren Bangka
- Kemang Timur · Mobil Oil · Belimbing · Bangka Sandang · IIAPCO · Kecapi

## Cilandak · Cipete · Antasari

- Arteri · Manunggal Juang · H. Abu · Abdul Majid
- Damai · Sawo · Nangka · Saraswati · H. Namin · H. Jian · Cipete Utara

## Kebayoran · Permata Hijau

- Permata Hijau · Permata Berlian · The Bellezza · Simpruk · Sinabung
- Terusan Hang Lekir · Senayan City · Senayan Residence
- Kebayoran Baru

## Kebon Jeruk · Semanggi

- Park Royale · Aryaduta Suite Apartment

## Menteng · Kuningan · Tebet

- Four Seasons · The Peak · Mayflower Marriott · Fraser Residence
- Menteng · Eksekutif Menteng
- Denpasar · Kuningan Timur · The Regent Hotel · Somerset · Mega Kuningan
- Patra Kuningan · Taman Patra · Dukuh Patra · Casablanca · Park Lane · Casa Grande
- Puri Imperium · Taman Rasuna Apartment · Aston Rasuna
- Palm Court Apartment · Kesuma Chandra Apartment
- Tebet Barat \*

## Pasar Minggu · Mampang

- Loka Indah · Taman Raja · Mampang Arcadia · Buncit Persada \*

## Senayan · SCBD

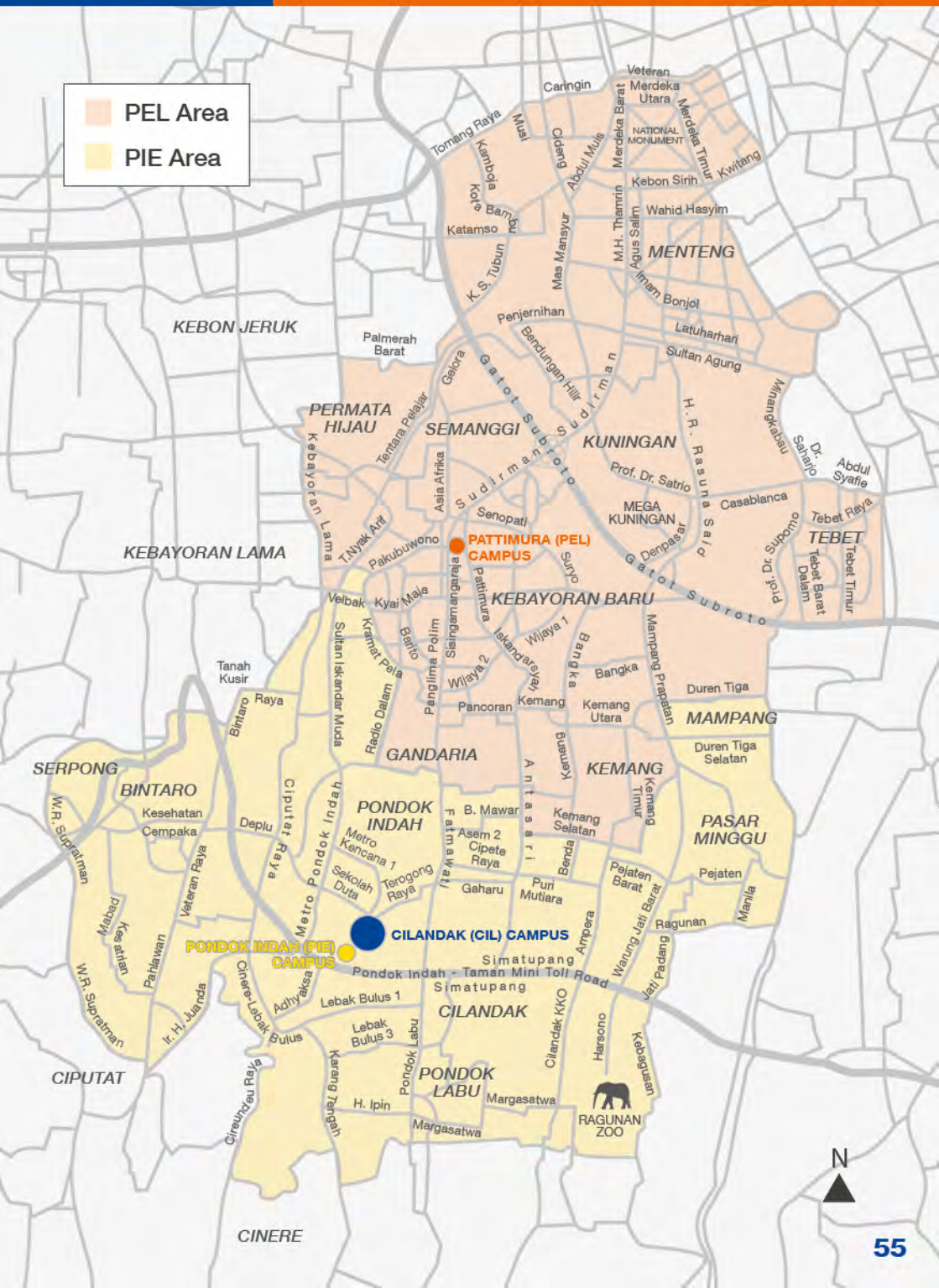
- Sultan Residence · Wisma Fairbanks · Hotel Century Park · Plaza Senayan
- Sudirman Mansion · Pacific Place · SCBD

## Thamrin · Sudirman

- Shangri-La · Sudirman Park · Sahid Jaya Apartment · Menara Batavia · Kempinski Apartment
- Mandarin · Ascott · Kempinski · Hotel Indonesia

\* No Early Years service







# CAMPUS MAP PATTIMURA ELEMENTARY (PEL)





## PARENT/GUARDIAN ABSENCE NOTIFICATION FORM

1. Full Name(s) of Student(s)	Grade	Teacher (Elementary only)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. Dates on which no parent/guardian will be in Jakarta:  
From \_\_\_\_\_ To \_\_\_\_\_

3. Address and phone at which parents/guardian may be contacted outside of Jakarta:  
\_\_\_\_\_  
\_\_\_\_\_ Phone \_\_\_\_\_

4. Caretaker\* appointed to act or decide on any matter in the parents' stead during their absence:  
Name \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_  
Home address \_\_\_\_\_

*The caretaker must reside with student for the duration of the parent/guardian absence.*

5. Alternate emergency contact if caretaker cannot be reached:  
Name \_\_\_\_\_ Phone \_\_\_\_\_

7. Is your student involved in any after-school programs?  
\_\_\_\_\_  
\_\_\_\_\_

8. Additional Remarks:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Caretaker's Signature \_\_\_\_\_ Date \_\_\_\_\_

10. Parents'/Guardians' Signature \_\_\_\_\_ Date \_\_\_\_\_

### For use by the Registrar's Office

Date Received \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ Date Approved \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_  
(dd / mm / yy)

### COPIES SENT TO:

☐ Nurse \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ ☐ House Teacher \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

☐ Counselor \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

☐ PIE Principal \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ ☐ PEL Principal \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

☐ MS Principal \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_ ☐ HS Principal \_\_\_\_\_ / \_\_\_\_\_ / 20\_\_\_\_

PO BOX 1078 JKS Jakarta 12010  
+62 21 509 89 555 - Ext 30000 (PEL Office) - Ext 22000 (PIE Office)



## Policy on parents' / guardians' residence and presence in Jakarta

*Guidelines governing the situation when parents / guardians plan to leave Jakarta while their children remain in school at JIS*

The best learning and living environment for students comes when home and school work closely together. In an "overseas setting", there is special importance in having direct and continuing contact between the school and parents. Consequently, the following regulations govern parents' / guardians' residence in Jakarta:

1. Students enrolled at JIS must have adequate supervision by parent(s) or appointed legal guardian(s).
2. If, during the school year, parents / guardians plan to leave Jakarta while the student remains in attendance at JIS, they should appoint a temporary guardian (Caretaker) and notify the school in writing as far in advance as possible. Parents / guardians are required to complete and send to school the form on the front of this page each time they plan a trip away from Jakarta.
3. Because illness, accidents and unforeseen problems can occur at any time, the school asks that the duly appointed Caretaker lives directly with or close by the student to provide adequate care and supervision.  
**Note:** *A domestic servant DOES NOT qualify as an acceptable Caretaker, regardless of the age of the student.*
4. Parents / guardians who do not arrange for and inform the school of the student's supervision and guardianship as indicated above may jeopardize his / her future and continued enrollment at JIS.

Please be assured that the school's concern in this matter is not intended to interfere with the personal responsibilities of parents. Past experience has shown that, while a student is attending JIS, the school must be able to contact parents of their caretaker directly at any time.

### Directions for completing this Notification of Temporary Guardianship Form

- A. Please complete the form and submit it to the Pattimura / Pondok Indah Elementary Office one week prior to planned departure from Jakarta. The form must be signed by both the legal parent / guardian and the temporary guardian (Caretaker) to be considered complete.
- B. This form is only for Elementary students. Please complete a separate form for each child in the family if they attend different campuses and/or different caretakers are involved. Additional forms are available from relevant divisional offices.
- C. In case of emergency or any exception to this policy, parents / guardians are to speak directly to the Counselor, Associate Principal or Principal of the division / campus your child attends.
- D. Please complete a separate form for each trip away from Jakarta.

#### Jakarta Intercultural School

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Jakarta Intercultural School

Learning in Indonesia to be best *for* the world

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